

Field Training Officer Program

Fontana Unified School District Police Department



Field Training Manual October 2012

Trainee:

THIS MANUAL SHALL BE KEPT BY THE TRAINEE AT ALL TIMES DURING THE TRAINING PROGRAM AND BE AVAILABLE TO THE F.T.O. & SUPERVISORS

Field Training Officer Program

SECTION 1: PROGRAM INFORMATION

Field Training Officer Selection

Officers are selected as potential trainers based on their P.O.S.T. certification, their tenure with this department and an approval by the Chief of Police. The minimum requirements are a Basic POST certificate and two years of experience.

Upon selection, the newly appointed Field Training Officer (FTO) will be required to attend a POST certified 40-hour Field Training Officer Basic Course prior to conducting any training. The FTO will be required to attend 24 hours of FTO update training every three years.

The Fontana School Police Field Training and Evaluation Program is a 10-week training program for lateral police officers and a 17-week training program for new police officers. The program is designed with objective evaluations to insure that the standards of a competent solo officer are met.

The Department's Field Training Supervisor/Administrator/Coordinator shall successfully complete a POST-certified Field Training Supervisor/Administrator/Coordinator (SAC) course prior to or within 12 months of the initial promotion, appointment, or transfer to such a position.

Field Training Officer Program

SECTION 2: EVALUATIONS

FONTANA SCHOOL POLICE DEPARTMENT FIELD TRAINING EVALUATION – POLICE OFFICER

LAST NAME OF TRAINEE	EMPLOYEE NUMBER	LAST NAME OF FTO	EMPLOYEE NUMBER

DATE	PHASE	TRAINING DAY NUMBER	SHIFT WORKED

RATING INSTRUCTIONS
Rate observed behavior according to the scale below. You must comment on the most, and least, acceptable performance of the day. You are encouraged to comment on any behavior you wish, but a specific comment is required on all ratings of 3 or less and on all ratings of 6 and above. Use the category number below to reference your comments. Mark the "N.O." box if category is not observed; if the trainee fails to respond to training, mark the "N.R.T." and provide comments.

RATING SCALE		
1 = Not acceptable by FTO program standards	4 = Acceptable level	7 = Superior by FTO program standards

CRITICAL PERFORMANCE TASKS									
1 – Driving Skills: Stress Conditions									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Comments:</u>									
2 – Driving Skills: Normal Conditions									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Comments:</u>									
3 – FIELD PERFORMANCE: Stress Conditions									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Comments:</u>									
4 – ORIENTATION/RESPONSE TIME TO CALLS									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Comments:</u>									
5 – OFFICER SAFETY: General									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Comments:</u>									
6 – OFFICER SAFETY: Suspicious persons, Suspects, and Prisoners									

Field Training Officer Program

SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Comments:</u>									
7 – COMMUNICATIONS: Appropriate use of codes/procedures									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Comments:</u>									
8 – RADIO: Listens and comprehends									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Comments:</u>									
9 – RADIO: Articulation of transmissions									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Comments:</u>									
10 – CONTROL OF CONFLICT: Voice command									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Comments:</u>									
11 – CONTROL OF CONFLICT: Physical skill									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Comments:</u>									

FREQUENT AND OTHER PERFORMANCE TASKS									
12 – INVESTIGATIVE SKILL									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Comments:</u>									
13 – INTERVIEW/INTERROGATION SKILL									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Comments:</u>									
14 – ROUTINE FORMS: ACCURACY, COMPLETENESS									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Comments:</u>									

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15 – REPORT WRITING: Organization, Details									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:									
16 – REPORT WRITING: Grammar, Spelling, Neatness									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:									
17 – REPORT WRITING: Appropriate time used									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:									
18 – FIELD PERFORMANCE: Non-stress conditions									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:									
19 – SELF-INITIATED ACTIVITY									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:									
20 – PROBLEM SOLVING AND DECISION MAKING									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:									
21 – PROBLEM SOLVING TECHNIQUES									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:									
22 – RIMS USE, COMPREHENSION, ARTICULATION									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:									
23 – TRAINING: Role playing, Report writing									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:									

Field Training Officer Program

KNOWLEDGE									
24 – KNOWLEDGE OF DEPARTMENT POLICIES AND PROCEDURES: Testing, Field Performance									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Comments:</u>									
25 – KNOWLEDGE OF CRIMINAL STATUTES: Testing, Field Performance									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Comments:</u>									
26 – KNOWLEDGE OF CRIMINAL PROCEDURE: Testing, Field Performance									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Comments:</u>									
27 – KNOWLEDGE OF CITY ORDINANCES									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Comments:</u>									
28 – KNOWLEDGE OF TRAFFIC CODES									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Comments:</u>									

ATTITUDE/RELATIONSHIPS									
29 – ACCEPTANCE OF FEEDBACK: FTO/Field Training Program									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Comments:</u>									
30 – ATTITUDE TOWARD POLICE WORK									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Comments:</u>									
31 – INTEGRITY AND ETHICS									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Comments:</u>									

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32 – LEADERSHIP									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Comments:</u>									
33 – RELATIONSHIP WITH CITIZENS AND COMMUNITY									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Comments:</u>									
34 – RELATIONSHIP WITH OTHER DEPARTMENT MEMBERS									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Comments:</u>									
35 – COMMUNITY ORGANIZING									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Comments:</u>									

APPEARANCE									
36 – GENERAL APPEARANCE									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Comments:</u>									

MOST ACCEPTABLE PERFORMANCE OF THE DAY:

LEAST ACCEPTABLE PERFORMANCE OF THE DAY:

DAILY ACTIVITY:		
Reports Written:	Arrests:	Citations:
<u>Comments:</u>		

TRAINEE	DATE	FIELD TRAINING OFFICER	DATE
FTP/SAC	DATE		

Field Training Officer Program

The purpose of this form is to keep track of calls for service the trainee responded to during their shift. It is also to be used by the FTO to note any deficiencies displayed by the trainee on any given call. If any comments are made in the training notes/concerns area the FTO must comment on them in the daily evaluation. This form may be used at the discretion of the FTO (Optional form).

Start time	End time	Type of Call	Location	Case# / Dispo	Training notes/concerns

TRAINEE	DATE	FIELD TRAINING OFFICER	DATE
FTP/SAC	DATE		

Field Training Officer Program

TRAINEE CRITIQUE OF FIELD TRAINING OFFICER

In an effort to keep the FTO program up to date and functioning as well as possible, the trainee at the completion of each phase of training must fill out this critique form. It is to the FTO's benefit to know the impression being made on those in training and FTO's welcome objective feedback. With this in mind, the trainee is requested to honestly appraise and evaluate the FTO in the areas listed below.

INSTRUCTIONS:

Place your FTO's name in the blank space below. If you had more than one FTO during the phase, place the name of the FTO you spent most of your time with. FTO's receive only a summary of the critique forms at the end of a training cycle. The actual critique is reviewed only by the FTO supervisors and is not given to the FTO, nor does it become a part of the FTO's personnel file.

Your FTO: _____ **Phase:** _____

PART I

1. The Field Training and Evaluation Program is concerned with both training and evaluation. Assign percentages (to total 100%) to the amount of effort your FTO exerts in each area. (Example: Training 50%, Evaluation 50%).

TRAINING _____ EVALUATION _____

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

I am one of a number of police trainees _____ I am an individual _____

PART II

Circle one of the responses that follow each of the seven statements below. Each answer needs a short narrative explanation.

1. The example set for you by the FTO

Poor Fair Average Good Excellent

Explanation: _____

Field Training Officer Program

2. The FTO's interest in imparting training material and information to you?

Poor Fair Average Good Excellent

Explanation: _____

3. FTO's knowledge of the training material covered?

Poor Fair Average Good Excellent

Explanation: _____

4. FTO's skill as an instructor/teacher/trainer?

Poor Fair Average Good Excellent

Explanation: _____

5. FTO's ability to communicate with you?

Poor Fair Average Good Excellent

Explanation: _____

Field Training Officer Program

6. FTO's application of honesty, fairness and objectivity in rating you?

Poor Fair Average Good Excellent

Explanation: _____

7. FTO's overall attitude for the job assignment?

Poor Fair Average Good Excellent

Excellent: _____

List the area(s) in which you think your FTO puts forth his/her **WORST** effort. _____

List the area(s) in which you think your FTO puts forth his/her **BEST** effort. _____

Print Name/Badge #

Signature

Place completed form in an envelope and put in your FTO Sergeants tray.

Received by: _____

Date: _____

Field Training Officer Program

TRAINEE CRITIQUE OF THE FIELD TRAINING PROGRAM

It is the goal of the Field Training Program to provide new employees with an effective training experience. Below is a list of questions pertaining to the training you received while involved in the Field Training Program. The purpose of the form is to present objective feedback to program personnel to be used to improve and enhance the program's effectiveness. Please read each question carefully and respond honestly and directly. Your candidness and comments will be appreciated. Once completed, please return the form to the FTP/SAC.

YES NO 1. Did the orientation process help you prepare for the Field Training Program and did you understand the program's expectations of you?

Comments _____

YES NO 2. Was the length of the program adequate?

Comments _____

YES NO 3. Do you feel the training you received in the program was meaningful in relation to the job you are now doing?

Comments _____

YES NO 4. Were there any areas of training you felt were ignored which should have been included or extended?

Comments _____

YES NO 5. Was the instruction and training provided by the FTOs generally consistent with one another?

Comments _____

YES NO 6. DO you feel the evaluations in the Field Training Program were necessary for your development as a police officer?

Comments _____

YES NO 7. Do you feel program personnel were objective in making evaluations, judgments,

Field Training Officer Program

and decisions about you?

Comments _____

YES NO 8. Do you feel there was sufficient time available for special activities such as COPS projects or other beat activities?

Comments _____

9. Upon completion of the Field Training Program, do you feel you were proficient in each of the following areas?

A.	Department Policies and Procedures	YES	NO
B.	Patrol Vehicle Operations	YES	NO
C.	Officer Safety	YES	NO
D.	Report Writing	YES	NO
E.	Codes and Laws	YES	NO
F.	Patrol Procedures	YES	NO
G.	Handcuffing & Searching Techniques	YES	NO
H.	Use of Force	YES	NO
I.	Traffic, DUI, Accident Investigations	YES	NO
J.	Search and Seizure	YES	NO
K.	Radio Procedures	YES	NO
L.	Investigations and Evidence	YES	NO
M.	Conflict Resolution	YES	NO
N.	Community Oriented Policing	YES	NO
O.	Courtroom Procedures	YES	NO

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10. Are there any changes that need to be made to improve the program?

11. Use the space below to add anything that may not have been covered above.

Trainee Signature

Date

Field Training Officer Program

**FIELD TRAINING PROGRAM
COMPLETION RECORD/COMPETENCY ATTESTATION**

Trainee	Badge #	Date of Completion
Name of FTO	Assignment	Training Dates From/To
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I have been instructed in all items recorded in the Field Training Manual.

Signature of Trainee

Date

I certify that Officer _____ has received the instruction outlined in the Field Officer Training Manual and that Officer _____ has performed competently in all structured learning content areas. I also certify that all tests have been completed in a satisfactory manner. I further certify that he/she is now prepared to work as a solo patrol officer.

Phase Four Training Officer signature

Date

Field Training Program SAC signature

Date

I attest that the above named trainee has satisfactorily completed the prescribed Field Training Program and is competent to perform as a solo patrol officer.

Chief of Police or Designee

Date

Field Training Officer Program

PREFACE

The Fontana School Police Field Training and Evaluation Program is a 10-week training program for lateral police officers and a 17-week training program for new police officers. The program is designed with objective evaluations to insure that the standards of a competent solo officer are met.

Conventional methods for police officer candidate selection have come under sharp attack from the courts as well as other community groups. In order to satisfy these demands, concentrated examinations of the pre-employment selection process as well as the post-employment probationary performance evaluations were called for.

Historically, law enforcement has responded to internal and external demands for professionalization by raising the standards for entry level police officers which has disqualified a higher number of applicants. Legal challenges by disqualified candidates caused law enforcement to question the “validity of their selection procedures. The end result of this process was the acceptance of the premise that a more stringent selection process must, at the same time, be valid and unbiased.

Currently, the probationary period is part of the selection process. In the past, however, little use was made of this phase to compensate for any pre-selection errors. The most common occurrence was the assignment of a trainee to a veteran police officer who was not necessarily qualified to be a trainer or evaluator. Always a problem was an officer’s natural reluctance to negatively evaluate a fellow officer. A good part of this resistance was based on the training officer identifying with the trainee rather than with the department goals and objectives. Further complicating the situation was the department’s reluctance to “go along with” a training officer’s recommendation in those rare instances when he felt termination of employment was in order. This set of circumstances has resulted in various agencies operating with some personnel who are unqualified as police officers. These events led to the development of the Fontana School Police Department Field Training Program.

As a reader studies this manual they will discover programs for both formal and informal field training as well as the operational formats for trainee evaluation. This integration of teaching and evaluation, coupled with a normalization of the Field Training Officer’s duties and responsibilities, has the net result of placing accountability for trainee performance in the hands of the FTO. The institutionalization of the Field Training Program has resulted in the development of a higher number of well-qualified police officers as well as a number of resignations from those less qualified.

It is the position of the Fontana Unified School District Police Department that the demand for more professional police officers can best be answered by a formalized Field Training Program such as outlined in this manual.

Field Training Officer Program

DEPARTMENT'S VISION, MISSION, AND VALUES STATEMENTS

VISION STATEMENT

To become the premiere school policing agency in the United States through the use of technology, innovation, and collaboration allowing us to be responsive to our community's safety needs.

MISSION STATEMENT

It is the mission of the Fontana Unified School District Police Department to provide a high quality level of service, protect our students, safeguard our staff, and support the fundamentals of building futures through education. Our Department is committed to providing the highest quality of law enforcement service in cooperation with students, parents, administrative staff, and the Fontana community.

VALUES STATEMENT

RESPECT FOR HUMAN DIGNITY

- The treatment of others reflecting compassion, courtesy, sensitivity to differences, and our commitment to honor the fundamental rights and freedoms of all.

ETHICAL BEHAVIOR

- Ethical behavior is the cornerstone of public trust. For any police department to maintain such trust, it must constantly demonstrate that its partnership with the community will be fair, objective and securely rooted in consistently applied ethical principles.

TRUST

- Recognize and accept the public's faith and trust placed in our ability to provide police services fair and objectively.

HONESTY

- Truth and sincerity in our actions.

INTEGRITY

- Integrity produces an atmosphere of credibility. Our behavior must reflect honesty, sincerity and accountability through ethical and moral standards.

COLLABORATION

- Development of internal and external partnerships between individuals or groups with shared goals, responsibilities, and resources.

SERVICE TO OUR COMMUNITY

- Always remembering our purpose is to provide service to our community in a fair, unbiased, courteous, professional and responsive manner.

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The Law Enforcement Code of Ethics

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

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

I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear of favor, malice or ill will, never employing unnecessary force or violence, and never accepting gratuities. I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust, to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession: Law Enforcement.

Field Training Officer Program

"PEACE OFFICER BILL OF RIGHTS"
(AB 301/GC 3300-3311)

As a Peace Officer under Section 830.32 of the Penal Code, you have the following rights as outlined under AB301:

- ❖ You have a right to engage in Political Activity off duty and out of uniform.
- ❖ You have a right to refuse to engage in Political Activity if you so choose.
- ❖ You have a right not to be subjected to punitive action, or be denied promotion, or be threatened in any such treatment, because of the lawful exercise of your rights granted by AB301 or the exercise of any rights under any existing administrative grievance procedure.
- ❖ You have a right to have any interrogation conducted at a reasonable hour, with a representative of your own choosing present, preferably at a time when you are on duty, or during your normal waking hours, unless the seriousness of the investigation requires otherwise.
- ❖ You have a right to be compensated for time spent in interrogations that are conducted in your off duty hours at the normal rate per the affected officers' association M.O.U. You shall not be released from employment for any work missed.
- ❖ You have a right to be informed of the name and rank and command of the officer in charge of an interrogation, the interrogating officers, and all persons to be present during the interrogation, in advance of the interrogation.
- ❖ You have a right to have all questions directed to you under interrogation through no more than two interrogators at one time.
- ❖ You have a right to have the interrogating session limited to a reasonable period, taking into consideration the gravity and complexity of the issue being investigated.
- ❖ You have a right, during interrogations, to be allowed to attend to your own personal physical necessities.
- ❖ You have a right not to be subjected to offensive language or threatened with punitive action; except that an officer refusing to respond to questions or submit to interrogation shall be informed that failure to answer questions directly related to the investigation or interrogation may result in punitive action. No promise of reward shall be made as an inducement to answering any question.
- ❖ You have a right not to be subjected to visits by the press or news media without your express consent, nor shall your home address or photograph be given to the press or news media by the department without your express consent.
- ❖ You have a right to access any tape recordings of any interrogations or to have your own tape recorder present.

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- ❖ You have a right to a transcribed copy of any notes made by a stenographer, or to any reports or complaints made by investigators or other persons, except those which are deemed by the investigating agency to be confidential. No notes or reports, which are deemed to be confidential, may be entered in your personnel file.
- ❖ You have a right to be informed of your constitutional rights if it is deemed that you may be charged with a criminal offense before the interrogation starts.
- ❖ You have a right to have a representative present if formal charges have been made or if punitive action may be taken as a result of the interrogation.
- ❖ You have a right not to be loaned, or temporarily reassigned, to a location or duty assignment if a sworn member of your department would not normally be sent to that location or would not normally be given that duty assignment under similar circumstances.
- ❖ You have a right that no punitive action or denial of promotion on grounds other than merit shall be undertaken by any public agency without providing you with an opportunity for administrative appeal.
- ❖ You have a right not to have any comment, adverse to your interest, entered in your personnel file, or any other file used for any personal purposes by your employer, without you having first read and signed the instrument containing the adverse comment indicating that you are aware of such comment. If you refuse to SIGN the document, it will be so noted and placed in your file.
- ❖ You have a right to refuse to inform your employer of information regarding items of property, income, assets, source of income, debts, or personal or domestic expenditures and those of your family, except such information as required by State law or which is necessary for the employer to ascertain the desirability of assignment to a special unit in which there is a strong possibility that there is a conflict of interest or where there is the possibility of bribes or other improper inducements being offered.
- ❖ You have a right to have your locker free of search except when you are present or by other legal means.
- ❖ You have a right to have thirty (30) days with which to file a written response to any adverse comment entered in your personnel file and have it attached to, and accompany, the adverse comment.
- ❖ You have a right to refuse to submit to a polygraph examination. No disciplinary action, record, or testimony may be given to indicate the fact that you refused the polygraph.

Field Training Officer Program

INTRODUCTION

The Field Training Program is designed to provide the entry-level officer an environment in which to apply the basic training received in the academy to the practical needs of the Fontana Unified School District. This program is also designed to prepare the lateral police officer, drawing from prior police experience, to work in a school environment and the city of Fontana. This Field Training Officer Manual is provided to assist the trainee in this transition. A police officer working in the patrol function has the widest range of alternatives in handling incidents they are called upon to perform. Because of the inherent discretion and the power of the police officer in the enforcement role, police officers have been considered by many as the most important decision makers in society today. The actions a police officer takes or the omission of an act, will affect the lives of the citizens of this community. It will be the goal of this Field Training Program to assure the trainee's performance meets this awesome responsibility.

The Field Training Program is divided into four phases. The initial week of training is an Administration period providing a basic introduction and orientation to the Fontana Unified School District and the city of Fontana. The Administration period is designed for one week. Phase I is four to six weeks and will cover basic patrol procedures. Phase II is four to six weeks and will cover the duties and responsibilities of a backing officer and cover intermediate patrol procedures. Phase III is three to four weeks and will cover advanced patrol procedures, traffic accident investigations, and D.U.I. investigations. Lateral police officers may complete each phase in a shorter period of time but will be subject to a minimum of a 10 week training period.

Phase IV is the final phase. This phase is four weeks with the trainee being introduced to the most complicated of investigations and all calls for service assigned and handled by the trainee. The final week of this phase will be with the training officer in civilian clothes or the training officer will be in full uniform in a separate police unit acting as a shadow with the trainee handling every aspect of every call. During this phase, the trainee will be expected to handle calls for service with minimal assistance. The only time the training officer will intervene in this phase is if the trainee is making gross errors or in the event that a case could be lost without intervention. The training officer will also intervene in cases of officer safety.

“Recycling” for the purpose of remedial training must be recommended by the Field Training Officer (FTO) and FTO Sergeant. The field-training Sergeant must approve this recommendation. It is neither the design nor the desire to recycle candidates who are performing marginally in the phase training. Trainees who do not meet minimal standards in any of the phase training may be terminated for failure to meet minimal job requirements.

All daily and phase summary reports will be completed immediately by the FTO and submitted at the end of watch (EOW) to the FTO Sergeant. The Sergeant in charge of the Field Training Program will retain these reports. The FTO Sergeant will maintain records of the entire phase of the training program. The phase reports will be made available to all Sergeants who have the trainee on their shift in addition to the phase training officers who will take a direct role in the

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development of the trainee.

This Field Training Program and Evaluation Manual has been developed to provide the Field Training Officers (FTOs) with reference guidelines to assist them in carrying out the duties and responsibilities of the program. These guidelines have been developed over years of practical application and research of several Field Training Programs. Of particular interest to the FTO will be the sections related to job analysis, performance criteria and standardized guidelines for the evaluation process. An important part of this program is the Field Training Guide which has a checklist of the tasks and functions the trainee is expected to perform during the Field Training Program. The Field Training Guide also provides a checklist for the explanation and/or demonstration by the FTO.

Complete familiarization with the entire manual is necessary for those directly involved in the program as it will prepare the FTO to respond to questions regarding the program and its operation from the trainee, members of the department, other agencies and the community.

When utilized fully, this Field Training Manual will ensure high quality training, and most importantly, a fair and impartial evaluation of every trainee processed through the Field Training Program.

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DUTIES & RESPONSIBILITIES OF THE FIELD TRAINING PROGRAM SUPERVISOR/ADMINISTRATOR/COORDINATOR (SAC)

The FTP/SAC should ensure the standards and objectives of the department's field training program are adhered to. To meet these requirements, the FTP/SAC must monitor the training activities of the FTOs and seek periodic feedback on the newly assigned officer's training progress. In administering the program, the FTP/SAC is responsible for ensuring that the department's program is in compliance with the minimum standards established by POST. The FTP/SAC must be trained in the various components of the program and should have influence within the department. The FTP/SAC is expected to protect and promote the department's field training program.

While it is not necessary to routinely respond to calls that are assigned to a training team, a FTP/SAC should, in the course of his/her duties, observe the trainee perform. Since the FTP/SAC is responsible for providing feedback to both team members, the interaction between the trainee and his/her FTO should also be observed.

Direct feedback from a FTP/SAC to the trainee can have a significant impact and should be done judiciously. Any praise given to the trainee and his/her FTO should be done openly. Any negative comments to the trainee or his/her FTO should be done in private, yet should support the role of either the trainee or the FTO.

The FTP/SAC needs to realize that an FTO's personality or style may have an adverse effect on a trainee's ability to learn. The FTP/SAC should try and detect this issue as soon as possible and take corrective action.

The FTP/SAC should have an overview of the training progress of each trainee in the program and the assignment status of each FTO. The FTP/SAC should ensure the FTO/trainee assignments meet the needs of the trainee. The assignment of trainees to an FTO should remain with the FTP/SAC.

Based on the recommendation of the FTO and a review of trainee's performance and evaluation reports, the FTP/SAC should have the authority to extend field training for a trainee who is responding to remedial efforts. The FTP/SAC should also make recommendations for termination of a trainee who is not responding to remedial training.

The FTP/SAC has the responsibility to seek feedback from trainees who are participating in or who have completed the field training program. The feedback should encompass both the program and its FTOs. This can be accomplished either by meeting with the trainee or through a written evaluation. The FTP/SAC shall complete a written evaluation (annually) for each FTO on his/her performance as a Field Training Officer.

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Field Training Officers will be selected according to department policy and practice. The FTP/SAC should have significant input into the selection of each FTO. The selection process is outlined in the duties and responsibilities of the Field Training Officer section of this manual.

The FTP/SAC should attempt to monitor the training given at the Regular Basic Course (Academy) for the purpose of analyzing how it affects the department's field training program. The FTP/SAC could also gain some insight into any problems or special needs that a trainee may have.

The FTP/SAC shall successfully complete a POST-certified Field Training Supervisor/Administrator/Coordinator (SAC) course prior to or within 12 months of the initial promotion, appointment, or transfer to such a position.

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DUTIES & RESPONSIBILITIES OF THE FIELD TRAINING OFFICER

The Field Training Officer (FTO) is the essential means by which the goal of the program is achieved. Specifically, the development of a police officer that is able to work a solo assignment in a safe, skilled, productive and professional manner.

Essential to the program is the selection process utilized by the department. Officers are selected as potential trainers based on their P.O.S.T. certification, their tenure with this department and an approval by the Chief of Police. The minimum requirements are a Basic POST certificate and two years of experience. Selection to serve in the Field Training Program is based purely upon desire of the officer coupled with ability. No officer is selected for the program who does not want to be entrusted with the position. Based upon exhibited and evaluated performance of above-average quality on a consistent basis, potential FTOs are recommended for supervisory review. At a general staff meeting setting, each candidate is discussed and evaluated. With a concurrence of a majority of the participating supervisors, a candidate's name is submitted for approval or rejection by the Chief of Police. Upon selection, the newly appointed FTO will be required to attend a POST certified field training officer course prior to conducting any training. The FTO will also be required to attend 24 hours of FTO update training every three years.

The FTO will have two primary roles to fulfill: that of a police officer assuming full patrol responsibilities and that of a trainer of trainee personnel. (The FTO's patrol duties are clearly defined in other departmental publications, department policies, and the written guidelines as set forth in this manual.)

In the role as a trainer, the FTO provides on-going instruction in the traditional sense, utilizing innovative, practical techniques. The FTO must have the requisite skills necessary to become a reliable evaluator of the trainee's performance. The FTO must not only evaluate the written and spoken performance of the trainee, but must also evaluate the demeanor and tact of the trainee. The FTO is required to write daily evaluations of this performance and submit additional documentation as required.

Written evaluations do not begin until the first week of Phase I. During the trainee's first week (Administration), the trainee will receive only verbal evaluation and suggestions from the FTO. This observation period is designed to allow the trainee to become familiar with the new surroundings without the stress of daily written critiques. Starting with the first week of Phase I, the trainee will receive a daily written evaluation. At the end of each phase, the FTO will prepare an 'end of phase' summary and distribute accordingly.

During the final phase of training (Phase IV or Shadow Phase) the trainee will operate in a modified solo capacity. The trainee will operate the police vehicle and carry out all police activities as though working alone, but will be under the direct supervision of the FTO. The FTO may or may not be in uniform. If not in uniform, the FTO will be in neat and clean civilian attire. The FTO will avoid interceding with the trainee's police performance, except in emergencies or in situations, which have developed beyond the trainee's ability to control. Whenever an FTO

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believes that a trainee has gained sufficient skills and knowledge to operate as a solo beat officer, the FTO shall make such recommendation to the Field Training Program Sergeant. The final decision for a trainee's release to solo status lies with the Field Training Program Sergeant.

It shall be the FTO's responsibility to recommend termination of a trainee when the prospects for retention no longer exist. The FTO shall document the events that caused him/her to come to this decision.

In that the FTO's performance is also subject to evaluation by the trainee as well as the Field Training Program Sergeant, the FTO's personal and professional conduct should be exemplary. The FTO understands that the effectiveness, image, and future of the department are substantially decided by the quality of its personnel.

An integral part of the evaluation of every field-training officer will be included in his/her annual performance evaluation. Each annual evaluation will reflect the results of an accumulation of information obtained through trainee evaluations in combination with supervisory review. Evaluations by those Sergeants assigned to the Field Training Program will be included in the total performance evaluation.

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ROLE OF THE TRAINEE

The role of the trainee, while undergoing field training in patrol, is that of a junior partner to the Field Training Officer (FTO). While this partnership is equal in the respect that both officers are full-time sworn police officers, it is obvious that the trainee is not as fully trained and prepared to handle the many varied situations as an FTO; therefore, the FTO is in charge of all situations. Some explanation of the role of the trainee is important.

First, as the most experienced officer in the car, the FTO will make the final decision on any issue or problem that comes up unless the FTO has requested the trainee to do so, is incapacitated, or an emergency exists and is not available. In those cases, the trainee must take charge. At no time is the trainee required to follow an unlawful, immoral or unethical order.

Second, remember that the FTO is just that . . . *a Field Training Officer*. Ask questions. If your FTO cannot answer immediately, he/she will get the answer for you. Questions about specific assignments or the job in general should be asked. Keep the FTO aware of any problem areas you have so they can be worked on together.

Third, the trainee must remember to follow all instructions and/or directions of the FTO unless, of course, they are illegal or in direct violation of a supervisor's order or department policy; in which case, supervisory assistance should be sought.

Fourth, it is the responsibility of the trainee to ensure that all aspects in the phase checklists are signed off by the FTO as they are accomplished. The trainee may cause a delay in his/her release from the program if the checklists are incomplete.

In addition to the responsibilities mentioned, trainees must remember that they are still responsible for carrying out all the functions of a full-time police officer. Trainees must be concerned with doing a proper job, maintaining a neat, clean, and professional appearance. Conduct, both on and off duty, must be exemplary.

The trainee must follow the chain of command in *all* dealings with the department and should keep their FTO or immediate supervisor informed of any and all problems. The only exception to this rule is if the trainee has observed an FTO commit an unlawful act. In this case, the trainee is to report to the next highest-ranking officer.

It is also essential that the trainee be familiar with how the department is organized as well as the role relationships and responsibilities of different positions.

Ensuring objective evaluations throughout the training period is imperative. For this reason, trainees are discouraged from participating in organized FUSD/FSPOA sporting events. Injuries can impact training and the department wants to reduce this risk. More importantly, the department wants to ensure that non-performance issues do not affect the evaluation process. Officers are expected to decline participation in FUSD/FSPOA sporting events until probation has

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been completed. However, trainees are encouraged to attend FSPOA meetings and be actively involved in any other non-physical community or district events.

Trainees, while in training, will be assigned an immediate Field Training Program Sergeant. This supervisor will meet periodically with their assigned trainees, review the daily and monthly evaluations, and be directly responsible to monitor the performance of his/her assigned trainees. Trainees are encouraged to bring to the attention of the Field Training Program Sergeant, any matter, personal or professional, that is affecting their training. Trainees should be aware that leave time might be limited in the event of an off-duty injury.

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STANDARDIZED EVALUATION GUIDELINES

Daily Evaluations

Daily evaluations will be done on the *Daily Observation Report* form. All evaluations will be completed by the end of the shift, unless unusual circumstances make it impractical to complete the report that same day. It will then be completed the next day. All narratives will be typewritten. They will be grammatically correct and free of spelling errors.

The narrative will document the trainee's activity, to include any weaknesses in performance, as well as positive comments regarding the trainee's activities. The narrative will also include documentation of any specific instruction, training, or training materials given by the FTO to improve the trainee's performance and correct weaknesses. All significant weaknesses will be thoroughly documented, along with the FTO's specific instructions given to the trainee to improve the weaknesses. In the event the trainee fails to respond to repeated methods of training to correct a weakness in any given area, the FTO will check "N.R.T." (Not Responding to Training) for the appropriate section. If the FTO does not observe the trainee perform a specific task during the shift, the FTO will check "N.O." (Not Observed) for that specific task. The FTO will rate the trainee's performance in those areas that are observed using the 1 through 7 rating scale as indicated on the *Daily Observation Report* form. A trainee who performs a specific task at a competent level, commensurate with an officer off of training, acting as a single officer unit, and with no assistance from the FTO, will be rated a 4. Any performance above or below that standard will be rated accordingly.

The *Daily Observation Report* will be signed by the FTO and the trainee, and each page of the narrative will be initialed by both the FTO and trainee. It will be reviewed and signed by the FTO Sergeant prior to being placed in the trainee's FTO file. *Daily Observation Reports* will be completed by FTOs in all phases, except for the 1 week Administration period.

These documents are personnel records and FTOs shall ensure that they are not left on the computer anywhere they could be viewed by unauthorized personnel.

End of Phase Evaluation

The *End of Phase* evaluation will be given at the end of each phase. The *End of Phase* evaluation will be typewritten, and free of grammatical and spelling errors. It may be completed using the *End of Phase* form. If typed on the computer, the FTO will use the same format as on the *End of Phase* form.

Under each heading the FTO will write a brief (one or two sentence) synopsis of the trainee's performance. The FTO will rate the trainee's performance under each heading as "Acceptable," "Not Acceptable," or "Needs Improvement." When the trainee is given a rating of "Not Acceptable" or "Needs Improvement," the FTO will write a brief synopsis describing the deficiency. The FTO will also indicate under the heading "Additional Comments" his or her

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recommendation. The recommendation will be, “the trainee has successfully completed the phase and is to be passed on to the next phase,” “the trainee needs additional training in the phase and should be extended,” or “the trainee has failed to successfully complete the phase and should be re-phased.” When the FTO recommends extending the phase or re-phasing, the recommendation will include the FTO’s justification for that recommendation.

The *End of Phase* evaluation for *Shadow Phase* will include the FTO’s recommendation that the trainee shall be released from training after successful completion, extension, or re-phasing. The FTO will justify all recommendations of extension and re-phasing.

Each page of the *End of Phase* evaluation will be initialed by the FTO, reviewed and initialed by the

Trainee, and reviewed and initialed by the FTO Sergeant. The FTO, trainee, and FTO Sergeant will sign the last page. It will then be placed in the trainee’s FTO file.

These documents are personnel records and FTOs shall ensure that they are not left on the computer anywhere they could be viewed by unauthorized personnel.

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STANDARDIZED EVALUATION GUIDELINES

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

CRITICAL PERFORMANCE TASKS

- 1. DRIVING SKILL: MODERATE/HIGH STRESS CONDITIONS** – Evaluates the trainee's skill in vehicle operation under Code 3 situations, in situations calling for other than usual driving, and under conditions calling for other than normal driving skill.
 - (1) Unacceptable – Involved in chargeable accidents. Uses red lights and siren unnecessarily or improperly. Drives too fast or too slow for conditions/situation. Loses control of the vehicle.
 - (4) Acceptable – Maintains control of the vehicle and evaluates driving conditions/situation properly. Adheres to department policies and procedures regarding Code 3 pursuit enforcement driving. Practices defensive driving techniques.
 - (7) Superior – Displays high degree of reflex ability and driving competence. Anticipates driving situations in advance and acts accordingly. Responds well relative to the degree of stress present.
- 2. DRIVING SKILL: NORMAL CONDITIONS** – Evaluates the trainee's skill in the operation of department vehicles under normal and routine driving conditions.
 - (1) Unacceptable – Frequently violates traffic laws. Involved in chargeable accidents. Fails to maintain control of vehicle or displays poor manipulative skills in vehicle operation. Drives too fast or too slow for conditions.
 - (4) Acceptable – Obeys traffic laws when appropriate. Maintains control of the vehicle while being alert to activity outside of the vehicle. Drives defensively.
 - (7) Superior – Sets an example for lawful, courteous driving. Maintains complete control of the vehicle while operating radio, checking hot sheet, etc.

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- 3. FIELD PERFORMANCE: STRESS CONDITIONS** – Evaluates the trainee's ability to perform in moderate to high stress conditions.
- (1) Unacceptable – Becomes emotional, panic stricken, unable to function. Holds back, loses temper, or displays cowardice. Over/under reacts.
 - (4) Acceptable – Maintains calm and self-control in most situations. Determines proper course of action and takes it. Does not allow a situation to further deteriorate.
 - (7) Superior – Maintains calm and self-control in even the most extreme situations. Quickly restores control of the situation and takes command. Determines best course of action and takes it.
- 4. ORIENTATION/RESPONSE TIME** – Evaluates the trainee's awareness of surroundings, ability to find locations, and ability to arrive at destination within an acceptable amount of time.
- (1) Unacceptable – Unaware of location on patrol. Does not properly use map book. Unable to relate location to destination. Gets lost. Spends too much time getting to destination.
 - (4) Acceptable – Is aware of location while on patrol. Properly uses map book. Can relate location to destination. Arrives within reasonable amount of time using the most practical route to reach destination.
 - (7) Superior – Remembers locations from previous visits and seldom needs map book. Is aware of shortcuts and utilizes them to save time. High level of orientation to the beat and the community.
- 5. OFFICER SAFETY: GENERAL** – Evaluates the trainee's ability to perform police tasks without injuring self or others and without exposing self or others to unreasonable danger or risk.
- (1) Unacceptable – Fails to follow acceptable safety procedures. Fails to exercise officer safety including but not limited to:
 - A. Exposes weapons to suspect (handgun, baton, OC, etc.).
 - B. Fails to keep weapon hand free in enforcement situations.
 - C. Stands in front of/next to violator's vehicle door.
 - D. Fails to control suspect's movements.
 - E. Fails to use illumination when necessary or uses it improperly.
 - F. Does not keep violator/suspect in sight.
 - G. Fails to advise Communications when leaving vehicle.

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- H. Fails to maintain good physical condition.
- I. Fails to properly 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/or other weapons.
- M. Fails to position vehicle properly on car stops.
- N. Makes poor choice of which weapon to use and when to use it.
- O. Fails to cover other officers or maintain awareness of their activities.
- P. Stands between police and violator's vehicle on a car stop.
- Q. Fails to search police vehicle prior to duty and after transporting other than police personnel.

- (4) Acceptable – Follows acceptable safety procedures. Understands and applies them.
- (7) Superior – Always works safely. Foresees dangerous situations and prepares for them. Keeps partner informed and determines best position for self and partner. Is not overconfident. Serves as an "officer safety" model for others.

6. OFFICER SAFETY: SUSPICIOUS PERSONS, SUSPECTS, AND PRISONERS – Evaluates the trainee's ability to perform police-related tasks safely while dealing with suspicious persons, suspects, and prisoners.

- (1) Unacceptable – Violates officer safety practices as outlined in S.E.G. #5 (above). Additionally, fails to "pat search," allows people to approach while seated in patrol vehicle, fails to handcuff when appropriate. Conducts poor searches and fails to maintain a position of advantage that could prevent attack or escape.
- (4) Acceptable – Follows acceptable safety procedures with suspicious persons, suspects, and prisoners.
- (7) Superior – Foresees potential danger and eliminates or controls it. Maintains position of advantage in even the most demanding situations. Is alert to changing situations and prevents opportunities for danger to develop. Serves as a model for safety.

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- 7. COMMUNICATIONS:**
APPROPRIATE USE OF CODES/PROCEDURE – Evaluates the trainee's use of communications equipment in accordance with department policy and procedure.
- (1) Unacceptable – Violates policy concerning use of communications equipment. Does not follow procedures or follows wrong procedures. Does not understand or use proper codes/language.
 - (4) Acceptable – Follows policy and accepted procedures. Has good working knowledge of most-often-used code sections/language.
 - (7) Superior – Always follows proper procedure. Adheres to policy in every instance. Has superior working knowledge of all codes/language and applies that knowledge when using communication equipment.
- 8. 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 transmission.
 - (4) Acceptable – Copies own radio transmissions and is normally aware of radio traffic directed to adjoining beats.
 - (7) Superior – Is aware of own traffic and what is occurring throughout the service area. Recalls previous transmissions and uses that information to advantage.
- 9. RADIO: ARTICULATION OF TRANSMISSIONS** – Evaluates the trainee's ability to communicate with others via the communications system.
- (1) Unacceptable – Does not pre-plan transmissions. Over/under modulates. Improperly uses microphone. Speaks too rapidly or too slowly.
 - (4) Acceptable – Uses proper procedure with clear, concise, and complete transmissions. Few complaints from communication center; re: articulation skill.
 - (7) Superior – Transmits clearly, calmly, concisely, and completely in even the most stressful situations. Transmissions are well thought out and do not have to be repeated.

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

- (1) Unacceptable – Speaks too softly or timidly, speaks too loudly, confuses or angers listener by what is said and/or how it is said. Speaks when inappropriate. Unable to use a confident/commanding tone of voice.
- (4) Acceptable – Speaks with authority in a calm, clear voice. Proper selection of words and knowledge of how and when to use them. Commands usually result in compliance.
- (7) Superior – Completely controls situations with voice tone, word selection, inflection, and command bearing. Restores order in even the most trying situation through voice and language usage.

11. CONTROL OF CONFLICT: PHYSICAL SKILL – Evaluates the trainee's ability to use the proper level of force for the given situation.

- (1) Unacceptable – Uses too little or too much force for the given situation. Is physically unable to perform the task. Does not use proper restraints or is unable to properly use restraints.
- (4) Acceptable – Obtains and maintains control through use of the proper amount of force. Uses restraints effectively.
- (7) Superior – Excellent knowledge and skill level in use of restraints (physical/mechanical). Extremely adept in the proper use of force for the given situation.

FREQUENT AND OTHER PERFORMANCE TASKS

12. INVESTIGATIVE SKILLS – Evaluates the 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 identify offense committed. Fails to discern readily available evidence. Makes frequent mistakes when identifying, collecting, or submitting evidence. Does not connect evidence with suspect when apparent. Lacks skill in collection and preservation of fingerprints. Does not protect crime scene. Fails to identify and follow-up obvious investigative leads.

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- (4) Acceptable – Follows proper investigatory procedure in routine cases. Is generally accurate in identifying the nature of offense committed. Collects, tags, logs, and submits evidence properly. Connects evidence with suspect when apparent. Collects "readable" fingerprints from most surfaces when available.
- (7) Superior – Always follows proper investigatory procedure and always accurate in identifying the nature of offense committed. Connects evidence with suspect even when not apparent. Has "Evidence Technician" level skill in the collection and identification of evidence. Collects "readable" fingerprints from any possible surface when available.

13. INTERVIEW/INTERROGATION SKILLS – Evaluates the trainee's ability to use proper questioning techniques; to vary techniques to fit persons being interviewed/interrogated; to follow proper and lawful procedure.

- (1) Unacceptable – Fails to use proper questioning techniques. Does not elicit and/or record available information. Does not establish appropriate rapport with subject and/or does not control interrogation of suspect. Fails to give Miranda warning. Fails to elicit enough information to determine what is occurring. Fails to identify citizens contacted during the course of the investigation.
- (4) Acceptable – Uses proper questioning techniques. Elicits available information and records same. Establishes proper rapport with victims/witnesses. Controls the interrogation of suspects and properly conducts a Miranda admonishment.
- (7) Superior – Always uses proper investigative questioning techniques. Establishes rapport with all victims/witnesses. Controls the interrogation of even the most difficult suspects. Conducts successful interrogations of suspects.

14. ROUTINE FORMS: ACCURACY/COMPLETENESS – Evaluates the trainee's ability to properly utilize departmental forms.

- (1) Unacceptable – Is unaware that a form must be completed and/or is unable to complete the proper form for the given situation. Forms are incomplete, inaccurate, or improperly used.
- (4) Acceptable – Knows of the commonly used forms, consistently makes accurate form selection, and understands their use. Completes them with accuracy and thoroughness.

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- (7) Superior – Rapidly completes detailed forms without assistance. Displays high degree of accuracy in form completion.

15. REPORT WRITING: ORGANIZATION/DETAILS – Evaluates the trainee's ability to organize reports, supply the necessary details for a good report and obtain all necessary information from reporting person and/or witnesses.

- (1) Unacceptable – Fails to elicit necessary information. Unable to organize information in a logical manner and reduce it to writing. Omits pertinent details in the report. Report is inaccurate and/or incorrect.
- (4) Acceptable – Elicits most information and records same. Completes reports, organizing information in a logical manner. Reports contain the required information and details.
- (7) Superior – Reports are a complete and detailed account of events, written and organized so that any reader understands what occurred.

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

- (1) Unacceptable – Reports are illegible. Reports contain an excessive number of misspelled words. Sentence structure and/or word usage is incorrect or incomplete. Excessive erasures or use of correction fluid.
- (4) Acceptable – Reports are legible and grammar is at an acceptable level. Spelling is acceptable and errors are few. Errors, if present, do not distract from understanding the report. Report is neat and clean in appearance.
- (7) Superior – Reports are very neat and legible. Contain no spelling or grammatical errors.

17. REPORT WRITING: APPROPRIATE TIME USED – Evaluates the trainee's ability to complete a report in an appropriate amount of time.

- (1) Unacceptable – Requires an excessive amount of time to complete a report. Takes three or more times the amount of time an experienced officer would take to complete the report.
- (4) Acceptable – Completes reports within a reasonable amount of time.

Field Training Officer Program

- (7) Superior – Completes complex reports very quickly and efficiently without assistance from FTO.
- 18. **FIELD PERFORMANCE: NON-STRESS CONDITIONS** – Evaluates the trainee's ability to perform routine, non-stress police activities.
 - (1) Unacceptable – Becomes confused and disoriented when confronted with routine, non-stress tasks. Does not or cannot complete tasks. Unable to determine the appropriate course of action or avoids taking action.
 - (4) Acceptable – Properly assesses aspects of routine situations, determines appropriate action, and takes same.
 - (7) Superior – Properly assesses aspects of routine situations, including the more unusual and/or complex ones. Quickly determines appropriate course of action and takes same.
- 19. **SELF-INITIATED FIELD ACTIVITY** – Evaluates the trainee's desire and ability to observe and initiate police-related activity.
 - (1) Unacceptable – Fails to observe or avoids suspicious activity. Does not investigate those situations. Rationalizes suspicious circumstances.
 - (4) Acceptable – Recognizes and identifies police-related activities. Develops cases from observed activity. Displays inquisitiveness.
 - (7) Superior – Seldom misses observable police-related activity. Maintains "Crime Bulletins" and information provided at roll call. Uses the information as "probable cause" to initiate activity. Makes quality contacts and/or arrests from observed activity. "Sees" beyond the obvious.
- 20. **PROBLEM-SOLVING/DECISION-MAKING** – Evaluates the trainee's performance in terms of ability to perceive problems accurately, form valid conclusions, arrive at sound judgments, and make proper decisions.
 - (1) Unacceptable – Acts without thought or good reason. Is indecisive, naive. 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 a problem and come to an acceptable conclusion in routine situations. Makes reasonable decisions based on information available. Perceives situations as they really are. Makes decisions without assistance.

Field Training Officer Program

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

21. PROBLEM-SOLVING TECHNIQUES – Evaluates the trainee’s ability to recognize problems and generate possible solutions.

- (1) Unacceptable – Avoids problems. Demonstrates a failure to understand problem-solving techniques by not using them or not applying them effectively. Fails to ask the right questions. Is unable to choose alternative solutions. Does not assess a proper or effective response to the problem.
- (4) Acceptable – Is capable of explaining what a problem-solving model is. Generates proper questions designed to identify problem. Generally able to choose a solution. Analyzes response for further action.
- (7) Superior – When confronted with a problem the trainee uses the SARA (Scan–Analyze–Respond–Assess) problem-solving model. Identifies root causes of problems, not just symptoms. Selects workable solution. Properly assesses response and plans for follow-up.

22. RIMS: USE/COMPREHENSION/ARTICULATION – Evaluates the trainee’s ability to operate the terminal and receive and send clear communications via MDC.

- (1) Unacceptable – Does not understand dispatch and/or message formats. Does not recognize messages addressed to his/her unit. Fails to properly update the status of the unit. Is unfamiliar with formats necessary for routine operation and inquiries. Is unable to compose understandable text. Does not recognize officer safety issues involved in dispatch calls. Violates department policy. Unfamiliar with the program operation.
- (4) Acceptable – Understands the operation and formats required for all function and status keys. Can communicate by administrative message. Understands message, dispatch, and database formats used daily by officers. Properly updates status. Readily recognizes officer safety issues involved in the disposition of calls. Clear and brief in transmissions. Adheres to FCC regulations and department policy.

Field Training Officer Program

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

23. TRAINING – Evaluates the trainee’s ability to perform in field problems and report writing in a controlled environment.

A. ROLE PLAYING

- (1) Unacceptable – Does not apply learned patrol procedures to simulated problem.
- (4) Acceptable – Recognizes nature of problem and applies proper patrol procedures. Good acceptance of feedback.
- (7) Superior – Handles and successfully concludes role-playing problems.

B. REPORT WRITING

- (1) Unacceptable – Does not complete assignments; does not include all elements in report; illegible
- (4) Acceptable – Writes report containing all elements.
- (7) Superior – Writes finished report on first write.

KNOWLEDGE

24. KNOWLEDGE OF DEPARTMENT POLICIES AND PROCEDURES – Evaluates the trainee's knowledge of department policies/procedures and ability to apply this knowledge under field conditions.

Reflected by Verbal/Written/Simulated Testing

- (1) Unacceptable – When tested, answers with less than 70% accuracy.
- (4) Acceptable – When tested, answers with at least 70% accuracy.
- (7) Superior – When tested, answers with 100% accuracy.

Field Training Officer Program

Reflected in Field Performance

- (1) Unacceptable – Fails to display knowledge of department policies, regulations, and/or procedures, or violates same.
- (4) Acceptable – Familiar with most commonly applied department policies, regulations, procedures and complies with same.
- (7) Superior – Has an excellent working knowledge of department policies, regulations, procedures, including those less known and seldom used.

- 25. KNOWLEDGE OF CRIMINAL STATUTES** – Evaluates the trainee's knowledge of the criminal statutes (i.e., Penal, W & I, B & P, and H & S) and his/her ability to apply that knowledge to field situations.

Reflected by Verbal/Written/Simulated Testing

- (1) Unacceptable – When tested, answers with less than 70% accuracy.
- (4) Acceptable – When tested, answers with at least 70% accuracy.
- (7) Superior – When tested, answers with 100% accuracy.

Reflected in Field Performance

- (1) Unacceptable – Does not know the elements of basic code sections. Does not recognize criminal offenses when encountered or makes mistakes relative to whether or not crimes have been committed and, if so, which crimes. Incorrectly identifies violation(s). Provides incorrect court assignments or dates.
- (4) Acceptable – Recognizes commonly encountered criminal offenses and applies appropriate code section. Recognizes differences between criminal and non-criminal activity. Correctly identifies violation(s). Provides correct court assignments and dates.
- (7) Superior – Has outstanding knowledge of all codes and applies that knowledge to normal and unusual activity quickly and effectively. Consistently able to locate lesser known code sections in reference material.

Field Training Officer Program

- 26. KNOWLEDGE OF CRIMINAL PROCEDURE** – Evaluates the trainee's knowledge of criminal procedures including laws of arrest, search and seizure, warrants, juvenile law, etc. Evaluates ability to apply those procedures to field situations.

Reflected by Verbal/Written/Simulated Testing

- (1) Unacceptable – When tested, answers with less than 70% accuracy.
- (4) Acceptable – When tested, answers with at least 70% accuracy.
- (7) Superior – When tested, answers with 100% accuracy.

Reflected in Field Performance

- (1) Unacceptable – Violates procedural requirements. Attempts to conduct illegal searches, fails to search when appropriate, attempts to seize evidence illegally, and makes unlawfully arrests.
- (4) Acceptable – Follows required procedure in commonly encountered situations. Conducts proper searches and seizes evidence legally; makes arrests within guidelines.
- (7) Superior – Follows required procedure in all cases, accurately applying law relative to searching, seizing evidence, release of information and effecting arrests.

- 27. KNOWLEDGE OF CITY ORDINANCES** – Evaluates the trainee's knowledge of city ordinances and ability to apply this knowledge under field conditions.

- (1) Unacceptable – Does not know elements of basic sections; not able to learn; makes no attempt to improve.
- (4) Acceptable – Has working knowledge of commonly used sections; relates elements of observed criminal related activity.
- (7) Superior – Outstanding knowledge of City Code and ability to apply it to both normal and unusual situations.

Field Training Officer Program

28. KNOWLEDGE OF TRAFFIC CODES – Evaluates the trainee's knowledge of traffic codes and ability to apply this knowledge under field conditions.

- (1) Unacceptable – Does not know elements of basic sections, not able to learn, no attempt or improvement.
- (4) Acceptable – Working knowledge of commonly used sections; can relate elements to observe traffic related activity.
- (7) Outstanding knowledge of commonly used sections; relates it and applies it to both normal and unusual traffic related situations.

ATTITUDE AND RELATIONSHIPS

29. ACCEPTANCE OF FEEDBACK – FTO/PROGRAM – Evaluates the way the trainee accepts criticism and how that feedback is used to further learning 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 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 learn and improve performance. Does not argue or blame other persons/things for errors.

30. ATTITUDE TOWARD POLICE WORK – Evaluates the trainee in terms of personal motivation, goals and his/her acceptance of the job's responsibilities.

- (1) Unacceptable – Sees position as a job vs. a career. Uses job to boost ego. Abuses authority; demonstrates little dedication to the principles of the profession; is disinterested; lacks motivation and does not attempt to improve performance.
- (4) Acceptable – Demonstrates an active interest in new career and in their responsibilities
- (7) Superior – Utilizes off-duty time to further professional knowledge, actively solicits 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.

Field Training Officer Program

- 31. INTEGRITY/ETHICS** – Evaluates the manner in which the trainee understands, accepts, and employs his/her own integrity and ethics.
- (1) Unacceptable – Accepts and employs a standard of mediocrity. Has no sense of accountability and/or responsibility to department or community.
 - (4) Acceptable – Demonstrates ability to build/maintain public trust through honesty, community awareness, and professionalism. Able to resolve ethical situations through prior planning and decision-making.
 - (7) Superior – Consistently demonstrates high degree of internal strength, courage, and character. Models responsibility of service and enhances public trust.
- 32. LEADERSHIP** - Evaluates the trainee's ability to exercise influence among people using ethical values and goals for an intended change.
- (1) Unacceptable – Does not demonstrate strength of character by appropriate use of command presence. Does not prevent/reduce conflict. Fails to show empathy.
 - (4) Acceptable – Understands difference between influence and authority. Provides expected level of competency to the community through effective collaboration, communication/mediation, and compassion.
 - (7) Superior – Will not rationalize to compromise integrity. Has the courage to be flexible and employ discretion. Consistently demonstrates trust, respect, and genuineness.
- 33. RELATIONSHIP WITH CITIZENS/COMMUNITY** - Evaluates the trainee's ability to interact with citizens (including suspects) and diverse members of the community in an appropriate and efficient manner.
- (1) Unacceptable – Abrupt, belligerent, overbearing, arrogant, uncommunicative. Overlooks or avoids "service" aspects of the job. Is inaccessible to the public. Introverted, overly sympathetic, ineffective, prejudicial, biased. Fails to explain actions to citizens. Does not follow up on citizen requests. Poor "non-verbal" skills.
 - (4) Acceptable - Courteous, friendly and empathetic to citizen's perceptions of problems. Communicates in a professional, unbiased manner. Fully explains police actions to public contacts and follows up on public inquiries and requests. Is service oriented and contacts the public in non-enforcement situations. Good "non-verbal" skills.

Field Training Officer Program

- (7) Superior - Is very much at ease with citizen and suspect contacts. Effectively manages time to allow increased citizen contact. Quickly establishes rapport and leaves people with the feeling that the officer is interested in serving them. Is objective in all contacts; has excellent "non-verbal" skills.

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

- (1) Unacceptable - Patronizes FTO/superiors/peers or is antagonistic toward them. Gossips; is insubordinate; argumentative, and/or sarcastic. Resists instruction; considers him or herself superior; belittles others; is not a "team player". Relies on others to carry out his or her share of work.
- (4) Acceptable - Adheres to the Chain of Command and accepts his/her role in the organization. Relates well with FTO and supervisors and establishes good peer relationships.
- (7) Superior - Is at ease in contact with all members of the organization while displaying proper consideration for their position. Understands superiors' responsibilities and respects their position. Peer group leader. Actively assists others.

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

- (1) Unacceptable – Makes little attempt to establish or attend crime-watch meetings. Does not know the resources available to the community for problem-solving. Acts as “sole authority” and does not include the public in problem-solving process.
- (4) Acceptable – Assists members of the community in establishing crime-watch programs. Attends established group meetings as time allows. Provides the community lists of available resources. Includes the public in problem-solving.
- (7) Superior – Actively seeks out public involvement in crime-watch programs. Makes time to attend crime-watch programs and other neighborhood activities. Researches possible resources for neighborhoods to use. Encourages citizens to participate in decisions affecting their community.

Field Training Officer Program

APPEARANCE

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

- (1) Unacceptable – Fails to present a professional image. Uniform fits poorly or is improperly worn or wrinkled. Hair not groomed and/or in violation of Department regulation. Dirty shoes, weapon, and/or equipment. Equipment is missing or inoperative. Offensive body odor and/or breath.
- (4) Acceptable – Uniform neat, clean. Uniform fits and is properly worn. Weapon, leather, equipment are clean and operative. Hair within regulations. Shoes and brass are shined.
- (7) Superior – Uniform is neat, clean, and tailored. Leather gear is shined. Shoes are polished. Displays command bearing.

Field Training Officer Program

**FONTANA SCHOOL POLICE DEPARTMENT
FIELD TRAINING EVALUATION – POLICE OFFICER**

LAST NAME OF TRAINEE	EMPLOYEE NUMBER	LAST NAME OF FTO	EMPLOYEE NUMBER

DATE	PHASE	TRAINING DAY NUMBER	SHIFT WORKED

RATING INSTRUCTIONS
Rate observed behavior according to the scale below. You must comment on the most, and least, acceptable performance of the day. You are encouraged to comment on any behavior you wish, but a specific comment is required on all ratings of 3 or less and on all ratings of 6 and above. Use the category number below to reference your comments. Mark the "N.O." box if category is not observed; if the trainee fails to respond to training, mark the "N.R.T." and provide comments.

RATING SCALE
<div>1 = Not acceptable by FTO program standards</div> <div>4 = Acceptable level</div> <div>7 = Superior by FTO program standards</div>

CRITICAL PERFORMANCE TASKS									
1 – Driving Skills: Stress Conditions									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Comments:</u>									
2 – Driving Skills: Normal Conditions									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Comments:</u>									
3 – FIELD PERFORMANCE: Stress Conditions									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Comments:</u>									
4 – ORIENTATION/RESPONSE TIME TO CALLS									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Comments:</u>									
5 – OFFICER SAFETY: General									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Comments:</u>									

Field Training Officer Program

6 – OFFICER SAFETY: Suspicious persons, Suspects, and Prisoners									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:									
7 – COMMUNICATIONS: Appropriate use of codes/procedures									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:									
8 – RADIO: Listens and comprehends									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:									
9 – RADIO: Articulation of transmissions									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:									
10 – CONTROL OF CONFLICT: Voice command									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:									
11 – CONTROL OF CONFLICT: Physical skill									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:									

FREQUENT AND OTHER PERFORMANCE TASKS									
12 – INVESTIGATIVE SKILL									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:									
13 – INTERVIEW/INTERROGATION SKILL									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:									
14 – ROUTINE FORMS: ACCURACY, COMPLETENESS									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:									

Field Training Officer Program

15 – REPORT WRITING: Organization, Details									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:									
16 – REPORT WRITING: Grammar, Spelling, Neatness									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:									
17 – REPORT WRITING: Appropriate time used									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:									
18 – FIELD PERFORMANCE: Non-stress conditions									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:									
19 – SELF-INITIATED ACTIVITY									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:									
20 – PROBLEM SOLVING AND DECISION MAKING									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:									
21 – PROBLEM SOLVING TECHNIQUES									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:									
22 – RIMS USE, COMPREHENSION, ARTICULATION									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:									
23 – TRAINING: Role playing, Report writing									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:									

Field Training Officer Program

KNOWLEDGE									
24 – KNOWLEDGE OF DEPARTMENT POLICIES AND PROCEDURES: Testing, Field Performance									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Comments:</u>									
25 – KNOWLEDGE OF CRIMINAL STATUTES: Testing, Field Performance									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Comments:</u>									
26 – KNOWLEDGE OF CRIMINAL PROCEDURE: Testing, Field Performance									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Comments:</u>									
27 – KNOWLEDGE OF CITY ORDINANCES									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Comments:</u>									
28 – KNOWLEDGE OF TRAFFIC CODES									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Comments:</u>									

ATTITUDE/RELATIONSHIPS									
29 – ACCEPTANCE OF FEEDBACK: FTO/Field Training Program									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Comments:</u>									
30 – ATTITUDE TOWARD POLICE WORK									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Comments:</u>									
31 – INTEGRITY AND ETHICS									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Comments:</u>									

Field Training Officer Program

32 - LEADERSHIP									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Comments:</u>									
33 - RELATIONSHIP WITH CITIZENS AND COMMUNITY									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Comments:</u>									
34 - RELATIONSHIP WITH OTHER DEPARTMENT MEMBERS									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Comments:</u>									
35 - COMMUNITY ORGANIZING									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Comments:</u>									

APPEARANCE									
36 - GENERAL APPEARANCE									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Comments:</u>									

MOST ACCEPTABLE PERFORMANCE OF THE DAY:

LEAST ACCEPTABLE PERFORMANCE OF THE DAY:

DAILY ACTIVITY:		
Reports Written:	Arrests:	Citations:
<u>Comments:</u>		

TRAINEE	DATE	FIELD TRAINING OFFICER	DATE
FTP/SAC	DATE		

Field Training Officer Program

The purpose of this form is to keep track of calls for service the trainee responded to during their shift. It is also to be used by the FTO to note any deficiencies displayed by the trainee on any given call. If any comments are made in the training notes/concerns area the FTO must comment on them in the daily evaluation. This form may be used at the discretion of the FTO (Optional form).

[illegible]

Field Training Officer Program

FONTANA SCHOOL POLICE DEPARTMENT

Field Training Officer Program

End of Phase Evaluation

Page 1

Trainee: _____

FTO: _____

Phase: _____

ACCEPTABLE - ACC	UNACCEPTABLE - UNA	NOT OBSERVED - N.O.
------------------	--------------------	---------------------

CRITICAL PERFORMANCE TASKS

1. Driving skill: stress conditions

ACC			UNA			N.O.	
-----	--	--	-----	--	--	------	--

Comments:

2. Driving skill: normal conditions

ACC			UNA			N.O.	
-----	--	--	-----	--	--	------	--

Comments:

3. Field Performance Stress
Conditions

ACC			UNA			N.O.	
-----	--	--	-----	--	--	------	--

Comments:

4. Orientation/Response time to calls

ACC			UNA			N.O.	
-----	--	--	-----	--	--	------	--

Comments:

5. Officer safety: General

ACC			UNA			N.O.	
-----	--	--	-----	--	--	------	--

Comments:

6. Officer Safety: Suspicious persons,
Suspects, and Prisoners

ACC			UNA			N.O.	
-----	--	--	-----	--	--	------	--

Comments:

7. Communication: Appropriate use of
codes and /procedures

ACC			UNA			N.O.	
-----	--	--	-----	--	--	------	--

Comments:

Field Training Officer Program

FONTANA SCHOOL POLICE DEPARTMENT

Field Training Officer Program

End of Phase Evaluation

Page 2

Trainee: _____

FTO: _____

Phase: _____

8. Radio: Listens and comprehends	ACC			UNA			N.O.	
--	------------	--	--	------------	--	--	-------------	--

Comments:

9. Radio: Articulation of transmissions

ACC			UNA			N.O.	
------------	--	--	------------	--	--	-------------	--

Comments:

10. Control of conflict: Voice command

ACC			UNA			N.O.	
------------	--	--	------------	--	--	-------------	--

Comments:

11. Control of conflict: Physical skill

ACC			UNA			N.O.	
------------	--	--	------------	--	--	-------------	--

Comments:

FREQUENT AND OTHER PERFORMANCE TASKS

12. Investigative skill	ACC			UNA			N.O.	
--------------------------------	------------	--	--	------------	--	--	-------------	--

Comments:

13. Interview/interrogation skill	ACC			UNA			N.O.	
--	------------	--	--	------------	--	--	-------------	--

Comments:

**14. Routine Forms:
Accuracy/completeness**

ACC			UNA			N.O.	
------------	--	--	------------	--	--	-------------	--

Comments:

**15. Report writing: Organization,
Details**

ACC			UNA			N.O.	
------------	--	--	------------	--	--	-------------	--

Comments:

Field Training Officer Program

FONTANA SCHOOL POLICE DEPARTMENT

Field Training Officer Program

End of Phase Evaluation

Page 3

Trainee: _____

FTO: _____

Phase: _____

16. Report writing: grammar, spelling, neatness

Comments:

ACC			UNA			N.O.	
-----	--	--	-----	--	--	------	--

17. Report writing: appropriate time used

Comments:

ACC			UNA			N.O.	
-----	--	--	-----	--	--	------	--

18. Field Performance: Non-stress conditions:

Comments:

ACC			UNA			N.O.	
-----	--	--	-----	--	--	------	--

19. Self-initiated field activity

Comments:

ACC			UNA			N.O.	
-----	--	--	-----	--	--	------	--

20. Problem solving and decision making

Comments:

ACC			UNA			N.O.	
-----	--	--	-----	--	--	------	--

21. Problem solving techniques

Comments:

ACC			UNA			N.O.	
-----	--	--	-----	--	--	------	--

22. MDT use, comprehension

Comments:

ACC			UNA			N.O.	
-----	--	--	-----	--	--	------	--

23. Training: role playing, report writing

Comments:

ACC			UNA			N.O.	
-----	--	--	-----	--	--	------	--

Field Training Officer Program

FONTANA SCHOOL POLICE DEPARTMENT

Field Training Officer Program

End of Phase Evaluation

Page 4

Trainee: _____

FTO: _____

Phase: _____

KNOWLEDGE

24. Knowledge of Department policies and procedures: Testing, field performance

Comments:

ACC			UNA			N.O.	
-----	--	--	-----	--	--	------	--

26. Knowledge of Criminal Procedure

Comments:

ACC			UNA			N.O.	
-----	--	--	-----	--	--	------	--

27. Knowledge of City ordinances

Comments:

ACC			UNA			N.O.	
-----	--	--	-----	--	--	------	--

28. Knowledge of Traffic codes

Comments:

ACC			UNA			N.O.	
-----	--	--	-----	--	--	------	--

ATTITUDE/RELATIONSHIPS

29. Acceptance of feedback: FTO / Field training program

Comments:

ACC			UNA			N.O.	
-----	--	--	-----	--	--	------	--

30. Attitude toward police work

Comments:

ACC			UNA			N.O.	
-----	--	--	-----	--	--	------	--

31. Integrity and Ethics

Comments:

ACC			UNA			N.O.	
-----	--	--	-----	--	--	------	--

Field Training Officer Program

FONTANA SCHOOL POLICE DEPARTMENT

Field Training Officer Program

End of Phase Evaluation

Page 5

Trainee: _____

FTO: _____

Phase: _____

32. Leadership	ACC			UNA			N.O.	
-----------------------	------------	--	--	------------	--	--	-------------	--

Comments:

33. Relationship with citizens and community	ACC			UNA			N.O.	
---	------------	--	--	------------	--	--	-------------	--

Comments:

34. Relationship with other department members

ACC			UNA			N.O.	
------------	--	--	------------	--	--	-------------	--

Comments:

35. Community organizing	ACC			UNA			N.O.	
---------------------------------	------------	--	--	------------	--	--	-------------	--

Comments:

APPEARANCE

36. General appearance	ACC			UNA			N.O.	
-------------------------------	------------	--	--	------------	--	--	-------------	--

Comments:

GENERAL COMMENTS:

RECOMMENATIONS:

Title	Print	Signature	Date
Trainee			
FTO			
FTP/SAC			

Instruction Guides

Field Training Officer Program

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 - b. Station Orientation
 - c. Items to be Issued
2. Trainee Checklist
 - a. Weapons Qualification
3. Equal Opportunity Policy/Sexual Harassment
4. Ethics and Leadership
5. Community Relations
6. Use of Force/Officer Safety/Officer Survival
7. District Employees Involved in Crimes
8. Major Incidents Involving Fontana School Police Employees On/Off Duty
9. Child Abuse/Sexual Assault
10. Other Items to Discuss

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15. Drug Recognition and Handling of Drug Influenced Suspects
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19. Lewd/Threatening Phone Calls/Letters

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8. Paramedic Response
9. Fraud Cases/Reports
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Field Training Officer Program

TRAINING GUIDE

INTRODUCTION

This guide is used to instruct trainee's in the various duties which they will most likely perform during their careers. All situations and problems are not included, but the subjects found herein constitute the basis for a good foundation for future activities on the job.

Field Training Officers have been carefully selected to provide on-the-job training. Trainees are expected to have immediate access to the FTO training manual at all times and be prepared at any time to obtain it upon request. FTO's and supervisors will make regular checks of the Phase Training Checklist to ensure that definite progress is being systematically made.

The broad background of knowledge needed to become an effective Police Officer cannot be gained entirely on the job or at the basic academy. In addition to the instruction the trainee will be receiving under the direction of an FTO, it is expected that the officer will undertake whatever personal effort is necessary to ensure success. Also, trainees are advised to maintain a copy of the Penal Code and Vehicle Code, and know the location of other reference materials, including the Fontana City Code. Also helpful, is a list of community reference services.

USE OF PHASE TRAINING GUIDE

The Phase Training Checklist is designed to ensure that trainees receive specific training in designated areas. Successful completion of these phases will give the trainees the foundation to draw from when handling incidents that have not been actively demonstrated. It is impossible to train a police officer in every area that may be encountered.

FTOs will, at a minimum, instruct in the areas that are outlined in each specific phase. Spaces are provided to initial that instruction was provided and that the trainee performed in this area. The FTO will initial the checklist indicating that instruction in a performance area was given. After the trainee performs the designated task in the performance area, the FTO and the trainee will initial in the areas provided.

The initialing by an FTO that the task was performed does not necessarily mean that the task was performed successfully. It merely documents that the trainee was trained and had an opportunity to perform that task. Often, acceptable performance only comes after repeated attempts at a particular task and successful performance may occur weeks after the first attempt.

Field Training Officer Program

The FTO will mark the method used by the trainee to demonstrate successful comprehension of the performance task. The methods are:

- ☐ FP – Field Performance
- ☐ RP – Role Playing
- ☐ WT – Written Test
- ☐ VT – Verbal Test

Reference material is provided in Part III of the Manual to assist in training. FTOs shall refer trainees to the proper place to locate material in question and shall assist the officer in locating it.

The following symbols will be used to designate the written sources of the subject matter outlined in this training guide:

- ☐ PC – Penal Code
- ☐ VC – Vehicle Code
- ☐ TB – Training Bulletins
- ☐ Ref – Reference (recommended reading)
- ☐ DP – Department Policy
- ☐ IG – Instruction Guide Sheet
- ☐ CS – Cheat Sheet

It is the intention of the Field Training Program that trainees demonstrate "instructed" performance through actual, on-duty handling of field situations. This is the preferred method of demonstrating that the trainee comprehends and can apply what has been taught. When impractical or not necessary, role-playing, oral and/or written tests may be utilized to demonstrate successful comprehension of a required subject.

Field Training Officer Program

GENERAL TRAINING OUTLINE

The following is a general outline of the training time period utilized with the phase training program. Specific subject matter to be covered during the assigned weeks is thoroughly outlined later in this manual.

ADMINISTRATION – ONE WEEK

The trainee is assigned to a Field Training Officer (FTO). Daily evaluations are not completed during this period. The trainee begins orientation with the department, qualifies with on-duty and off-duty weapons, verifies issued equipment and reviews department policy manual.

PHASE I – FOUR TO SIX WEEKS

The trainee has been assigned his FTO. Daily evaluations are completed during this period. The trainee learns the techniques of proper field assistance (back-up procedures), then begins training for eventual solo operation.

PHASE II – FOUR TO SIX WEEKS

The trainee is assigned to a new FTO. Daily evaluations on performance continue as the subject matter increasingly becomes more involved. The training will become more intense with the FTO taking a strong directive role in the training and molding of the trainee. This phase is preferred to be completed on a school campus with the trainee acting in the capacity of a “School Resource Officer.”

PHASE III – THREE TO FOUR WEEKS

In this phase, the trainee will be re-assigned to patrol and other available duties to become familiar with the resources available to him/her. Daily evaluations on performance continue as the subject matter again becomes more involved. The trainee will be assigned to a FTO who has shown a strong ability to locate and arrest offenders. During this phase the trainee will concentrate on California Vehicle Code enforcement sections and traffic stops. This portion of Phase III will also contain a review of traffic accident investigations with emphasis on collecting and preserving evidence possibly needed for later accident reconstruction. The trainee will also be assigned to a dispatcher to learn the functions of the dispatch center.

Field Training Officer Program

PHASE IV – FOUR WEEKS

The goal of this phase will be to demonstrate that the trainee can now work as an independent solo police officer. Daily evaluations on performance continue as the trainee assumes the capacity of a solo police officer. During this phase, the trainee's decision making will be strongly scrutinized. The FTO will monitor the trainee's performance, except in emergencies or situations which develop beyond the trainee's ability to control; the FTO will not be as involved in the handling of calls. The FTO will concentrate on critiquing the trainee's performance after the trainee has completed handling each incident. During the final week of Phase IV, the FTO will be a *shadow*. The FTO will be in civilian clothes or in a police uniform in a separate police unit. The FTO will monitor the trainee's contacts as though the trainee was the only one present.

Daily observation reports will be continually submitted and a final comprehensive narrative report is submitted.

The trainee will be required to complete and turn in the critiques of the training officer(s) in each phase of their training program. The trainee will put the FTO's critique in a sealed envelope and submit it to the FTO Sergeant. The FTO Sergeant will review the critique. The critique shall remain confidential and will be used as a training tool by the FTO Sergeant. In addition, the trainee will complete and submit to the Field Training Program Sergeant, an '*End of Phase Training Exit Critique*.'

There are cases when a trainee is accelerated through the phase training process. The acceleration only takes place when the trainee clearly exhibits superior or outstanding abilities. The few cases where this has been used have most often been on trainees that are lateral officers with considerable experience.

Whenever possible, each phase should have a different FTO. It is recommended that the first phase FTO be selected to also serve as the *shadow* in the last phase. This will allow the FTO to see the most amount of progress before the trainee is released. Assigning different FTOs will help the trainee gain exposure to various styles of policing and exposes the trainee to the strengths of multiple FTOs.

ADMINISTRATION OVERVIEW

INSTRUCTION GUIDE #1 (Admin Phase)

The first week, an Administration phase, includes an introduction to department procedures, department orientation, equipment checkout, officer survival, and use of force. The following list of items needs to be addressed.

Procedures to review:

Timesheets, benefits, payroll deductions, etc. (conducted by Payroll)

Vehicle fueling

Vehicle maintenance; log and who to notify

Range qualification (conducted by Range Master)

- Handgun (**FUSD Policy 304**)
- Less-lethal (**FUSD Policy 308**)
- Off-duty weapon (**FUSD Policy 312.2.2**)

Impact weapons qualification (**FUSD Policy 308.2**)

Use of Force Policy (**FUSD Policy 300**)

Taser Policy (**FUSD Policy 309**)

Courtroom Testimony (**FUSD Policy 348.5, 348.5.1, 345.5.2, 348.6 and 348.7**)

Station Orientation:

Office of the Chief of Police

Dispatch

Records

Property/Evidence

Range (Located at FPD)

Fueling Stations (FPD, City Yards)

Vehicle keys

Locker room

Report writing/briefing rooms

Human Resources

Piazza Center/Administration Buildings

Maintenance and Operations Yard

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Items to be issued:

Department I.D. Card
Chest Badge
Flat Badge
District Electronic Key Card
Handheld Radio
Riot helmet
Pepper ball launcher
Taser
Hobble leg restraint
Training book
Map book/School Site maps
School Site Pocket card
Miranda Warnings card
Penal Code (entry level)
Vehicle Code (entry level)
District Keys (station, Knox box, traffic signal)
Locker assignment
Computer access username/passwords

Other Items to Discuss:

Department Association	Probation
Chain of Command	Communications
General Information	Ethics
FTO Program	Leadership

Agency orientation:

Arrest and control techniques	Officer Survival
Contact and cover	Report writing
Legal and ethical issues of use of force	Report forms

Field Training Officer Program

TRAINEE CHECKLIST

INSTRUCTIONAL GUIDE #2
(Admin Phase)

THE FOLLOWING SUBJECTS WILL BE COVERED DURING THE 1ST WEEK OF THE TRAINEE'S TRAINING. ANY EQUIPMENT/MANUALS OR LOCATIONS THAT THE TRAINEE IS ORIENTATED WITH MAY BE SIGNED FOR UNDER THE "FP" COLUMN WHEN ISSUED/DISCUSSED.

Glossary: *FP= Field Performance* *RP= Role Playing* *WT= Written Test* *VT= Verbal Test*

Date Instructed	How Performed				FTO Initials	Trainee Initials
	F P	R P	W T	V T		

ADMINISTRATION

- a. Issued Equipment
- b. Department Policy/Policy Memos
- c. FTO Manual
- d. Range Qualification for On Duty Firearm
- e. Range Qualification for Off Duty Firearm
- f. Range Qualification (Shotgun)
- g. Range Qualification for Pepper Ball Launcher
- h. Less Lethal Qualification for Taser
- i. Station Orientation
- j. Mission and Values Statements
- k. Code of Ethics
- l. Human Resources/Industrial Injury
- m. Payroll
- n. Internal Affairs (Ethics)
- o. Other: (Explain in Daily Evaluation)

EQUAL OPPORTUNITY POLICY/SEXUAL HARASSMENT

INSTRUCTION GUIDE #3 (Admin Phase)

Purpose:

- A. The purpose of this directive is:
 - 1. To establish Police Department policy concerning allegations of sexual harassment.
 - 2. To establish proper reporting procedures for reporting instances of sexual harassment; and
 - 3. Define instances, happenings and occurrences of sexual harassment.

Policy:

It is the policy of the Police Department to provide a businesslike work environment free from all forms of employee discrimination including incidents of sexual harassment. No employee shall be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. Sexual harassment will be treated as misconduct with appropriate disciplinary sanctions.

Definitions:

- A. Employee—All Police Department personnel, both sworn and non-sworn.
- B. Sexual Harassment—The deliberate or repeated behavior of a sexual nature by one employee to another that is unwelcome, unasked for or rebuked by the other employee. The behavior can be verbal, nonverbal or physical in nature. Examples of sexual harassment could include, but are not limited to the following:
 - 1. Unwanted sexual advances;
 - 2. Demands for sexual favors in exchange for favorable treatment or continued employment;
 - 3. Threats and demands to submit to sexual requests in order to obtain or retain any employment benefits;
 - 4. Verbal conduct such as epithets, derogatory or obscene comments, slurs or sexual invitations, sexual jokes or propositions, sexually suggestive or insulting comments, or gestures or other verbal abuse of a sexual nature;
 - 5. Graphic verbal commentary about an individual's body, sexual prowess or

Field Training Officer Program

sexual deficiencies;

6. Flirtations, advances, leering, whistling, touching, pinching, assault, coerced sexual acts, or blocking normal movements;
7. Visual conduct such as derogatory or sexual posters, photographs, cartoons, drawings, or gestures or other displays in the work place of sexually suggestive objects or pictures.
8. Conduct or comments consistently targeted at only one gender, even if the content is not sexual; and
9. Retaliation for having reported or threatening to report sexual harassment.

Reporting Procedure:

Any employee who feels he or she has been the victim of sexual harassment should notify their superior of the incident. Should the superior be the alleged harasser, the employee should then notify the next person in the chain of command. Any employee who feels they cannot confide in a superior about the incident should contact the Human Resources Director for the District. An employee should make a timely notification of the incident so that an investigation can be instituted and notification made to the alleged harasser to cease and desist. The notification can be either orally or in writing.

In addition to the Police Department's internal complaint procedure, an employee may file a complaint with the California Department of Fair Employment and Housing (DFEH) at its San Bernardino Office or the Equal Employment Opportunity Commission (EEOC) of the U.S. Department of Justice at its Los Angeles Office (numbers are listed in the telephone book). Under California law, the Fair Employment and Housing Commission (FEHC) may order an employer to hire or rehire a victim of sexual harassment with back pay, and to provide the victim with monetary damages. The FEHC may also provide affirmative or prospective relief to prevent the recurrence of unlawful practices, including awards for back pay, reimbursement of out-of-pocket expenses, cease and desist orders, posting of notices, and other similar relief.

California law prohibits retaliation against any employee who files a complaint alleging sexual harassment or who otherwise participates in an investigation of sexual harassment. Additional remedies are available in a case where a victim can show that he or she has suffered such retaliation for successfully or unsuccessfully filing a sexual harassment complaint.

Field Training Officer Program

Investigation Procedure:

Upon either written or verbal notification of a sexual harassment complaint, or otherwise becoming aware of such, the supervisor receiving the complaint shall contact the alleged harasser and give a direct order to cease and desist their behavior.

The supervisor shall then forward a memorandum to the Watch Commander, who then will notify the Chief of Police. The Chief of Police or his/her designee will notify the Director of Human Resources of the alleged sexual harassment. The investigation will be conducted by designated personnel of the police department as directed by the Chief of Police.

Upon completion of the investigation, and prior to the final disposition of the matter, the Chief of Police or his/her designee will notify the Director of Human Resources of their findings. The employee will be advised of the findings and conclusions of the investigation.

If the employee is not satisfied with the action taken by the person to whom they reported the misconduct, the employee may bring the complaint to the attention of the Director of Human Resources who will then conduct a review of the investigation of the complaint. The results of the investigative review will be forwarded to the Superintendent or designee.

Disposition:

If it is determined that sexual harassment has occurred, appropriate disciplinary action up to and including discharge will be taken. The severity of the discipline will be determined by the severity and/or frequency of the offense.

ETHICS AND LEADERSHIP

INSTRUCTION GUIDE #4

(Admin Phase)

The trainee will be given a copy of the Law Enforcement Code of Ethics, and the International Association of Chiefs of Police Standards of Conduct, and will explain or demonstrate how they apply to ethical decision-making.

The Law Enforcement Code of Ethics

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

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

I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear of favor, malice or ill will, never employing unnecessary force or violence, and never accepting gratuities. I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust, to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession: Law Enforcement.

International Association of Chiefs of Police

Standards of Conduct

Model Policy

I. PURPOSE

It is the purpose of this policy to provide additional specificity to the standards of conduct embodied in the law enforcement officer's code of ethics and this agency's statement of values so that officers of this agency will better understand prohibitions and limitations pertaining to their conduct and activities while on and off duty.

The rules of conduct set forth in this policy are not intended to serve as an exhaustive treatment of requirements, limitations, or prohibitions on officer conduct and activities established by this agency. Rather, they are intended to (1) alert officers to some of the more sensitive and often problematic matters involved in police conduct and ethics; (2) specify, where possible, actions and inactions that are contrary to and that conflict with the duties and responsibilities of law enforcement officers, and (3) guide officers in conducting themselves and their affairs in a manner that reflects standards of deportment and professionalism as required of law enforcement officers. Additional guidance on matters of conduct is provided in regard to specific policies, procedures, and directives disseminated by this agency and from officers' immediate supervisors and commanders.

II. POLICY

Actions of officers that are inconsistent, incompatible or in conflict with the values established by this agency negatively affect its reputation and that of its officers. Such actions and inactions thereby detract from the agency's overall ability to effectively and efficiently protect the public, maintain peace and order, and conduct other essential business. Therefore, it is the policy of this law enforcement agency that officers' conduct themselves at all times in a manner that reflects the ethical standards consistent with the rules contained in this policy and otherwise disseminated by this agency.

III. DEFINITIONS

Accountability: In the context of this policy, accountability means the duty of all officers to truthfully acknowledge and explain their actions and decisions when requested to do so by an authorized member of this agency without deception or subterfuge.

Field Training Officer Program

IV. PROCEDURES

A. General Conduct

1. Obedience to Laws, Regulations, and Orders

- a. Officers shall not violate any law or any agency policy, rule, or procedure.
- b. Officers shall obey all lawful orders.

2. Conduct Unbecoming an Officer

Officers shall not engage in any conduct or activities on-duty or off-duty that reflect discredit on the officers, tend to bring this agency into disrepute, or impair its efficient and effective operation.

3. Accountability, Responsibility, and Discipline

- a. Officers are directly accountable for their actions through the chain of command, to the Chief of Police.
- b. Officers shall cooperate fully in any internal administrative investigation conducted by this or other authorized agency and shall provide complete and accurate information in regard to any issue under investigation.
- c. Officers shall be accurate, complete, and truthful in all matters.
- d. Officers shall accept responsibility for their actions without attempting to conceal, divert, or mitigate their true culpability nor shall they engage in efforts to thwart, influence, or interfere with an internal or criminal investigation.
- e. Officers who are arrested, cited, or come under investigation for any criminal offense in this or another jurisdiction shall report this fact to a superior as soon as possible.

4. Conduct Toward Fellow Employees

- a. Officers shall conduct themselves in a manner that will foster cooperation among members of this agency, showing respect, courtesy, and professionalism in their dealings with one another.
- b. Employees shall not use language or engage in acts that demean, harass, or intimidate another person. (Members should refer to this agency's policy

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on “Harassment and Discrimination in the Workplace” for additional information on this subject)

5. Conduct Toward the Public

- a. Officers shall conduct themselves toward the public in a civil and professional manner that connotes a service orientation and that will foster public respect and cooperation.
- b. Officers shall treat violators with respect and courtesy, guard against employing an officious or overbearing attitude or language that may belittle, ridicule, or intimidate the individual, or act in a manner that unnecessarily delays the performance of their duty.
- c. While recognizing the need to demonstrate authority and control over criminal suspects and prisoners, officers shall adhere to this agency’s use-of-force policy and shall observe the civil rights and protect the well-being of those in their charge.

6. Use of Alcohol and Drugs

- a. Officers shall not consume any intoxicating beverage while on duty unless authorized by a supervisor.
- b. No alcoholic beverage shall be served or consumed on police premises or in vehicles owned by this jurisdiction.
- c. An officer shall not be under the influence of alcohol in a public place, whether on- or off-duty.
- d. No officer shall report for duty with the odor of alcoholic beverage on his or her breath.
- e. No officer shall report to work or be on duty as a law enforcement officer when his or her judgment or physical condition has been impaired by alcohol, medication, or other substances.
- f. Officers must report the use of any substance, prior to reporting for duty that impairs their ability to perform as a law enforcement officer.
- g. Supervisors shall order a drug or alcohol screening test when they have reasonable suspicion that an employee is using and/or under the influence of drugs or alcohol. Such screening shall conform to this agency’s policy on employee drug-screening and testing.

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7. Use of Tobacco Products

While on duty, a police officer shall not use a tobacco product unless in a designated area and while not conducting police business. Additionally, officers are not permitted to use tobacco products in a vehicle owned or maintained by this agency.

8. Abuse of Law Enforcement Powers or Position

- a. Officers shall report any unsolicited gifts, gratuities, or other items of value that they receive and shall provide a full report of the circumstances of their receipt if directed.
- b. Officers shall not use their authority or position for financial gain, for obtaining or granting privileges or favors not otherwise available to them or others except as a private citizen, to avoid the consequences of illegal acts for themselves or for others, to barter, solicit, or accept any goods or services (to include, gratuities, gifts, discounts, rewards, loans, or fees) whether for the officer or for another.
- c. Officers shall not purchase, convert to their own use, or have any claim to any found, impounded, abandoned, or recovered property, or any property held or released as evidence.
- d. Officers shall not solicit or accept contributions for this agency or for any other agency, organization, event, or cause without the express consent of the agency chief executive or his or her designee.
- e. Officers are prohibited from using information gained through their position as a law enforcement officer to advance financial or other private interests of themselves or others.
- f. Officers who institute or reasonably expect to benefit from any civil action that arises from acts performed under color of authority shall inform their commanding officer.

9. Off-Duty Police Action

- a. Officers shall not use their police powers to resolve personal grievances (e.g., those involving the officer, family members, relatives, or friends) except under circumstances that would justify the use of self-defense, actions to prevent injury to another person, or when a serious offense has been committed that would justify an arrest. In all other cases, officers shall summon on-duty police personnel and a supervisor in cases where

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there is personal involvement that would reasonably require law enforcement intervention.

- b. Unless operating a marked police vehicle, off-duty officers shall not arrest or issue citations or warnings to traffic violators on sight, except when the violation is of such a dangerous nature that officers would reasonably be expected to take appropriate action.

10. Prohibited Associations and Establishments

- a. Arresting, investigating, or custodial officers shall not commence social relations with the spouse, immediate family member, or romantic companion of persons in the custody of this agency.
- b. Officers shall not knowingly commence or maintain a relationship with any person who is under criminal investigation, indictment, arrest, or incarceration by this or another police or criminal justice agency, and/or who has an open and notorious criminal reputation in the community (for example, persons whom they know, should know, or have reason to believe are involved in felonious activity), except as necessary to the performance of official duties, or where unavoidable because of familial relationships.
- c. Except in the performance of official duties, officers shall not knowingly enter any establishment in which the law of that jurisdiction is regularly violated
- d. Officers shall not knowingly join or participate in any organization that advocates, incites, or supports criminal acts or criminal conspiracies.

11. Public Statements, Appearances, and Endorsements

- a. Officers shall not, under color of authority,
 - 1. Make any public statement that could be reasonably interpreted as having an adverse effect upon department morale, discipline, operation of the agency, or perception of the public;
 - 2. Divulge or willfully permit to have divulged, any information gained by reason of their position, for anything other than its official, authorized purpose; or
 - 3. Unless expressly authorized, make any statements, speeches, or appearances that could reasonably be considered to represent the views of this agency.

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b. Endorsements

Officers may not, under color of authority, endorse, recommend, or facilitate the sale of commercial products or services. This includes but is not limited to the use of tow services, repair firms, attorneys, bail bondsmen, or other technical or professional services. It does not pertain to the endorsement of appropriate governmental services where there is a duty to make such endorsements.

12. Political Activity

Officers shall be guided by state law regarding their participation and involvement in political activities. Where state law is silent on this issue, officers shall be guided by the following examples of prohibited political activities during working hours, while in uniform, or otherwise serving as a representative of this agency:

- a. Engage in any political activity;
- b. Place or affix any campaign literature on city/county-owned property;
- c. Solicit political funds from any member of this agency or another governmental agency of this jurisdiction;
- d. Solicit contributions, signatures, or other forms of support for political candidates, parties, or ballot measures on property owned by this jurisdiction;
- e. Use official authority to interfere with any election or interfere with the political actions of other employees or the general public;
- f. Favor or discriminate against any person seeking employment because of political opinions or affiliations;
- g. Participate in any type of political activity while in uniform.

13. Expectations of Privacy

- a. Officers shall not store personal information or belongings with an expectation of personal privacy in such places as lockers, desks, departmentally owned vehicles, file cabinets, computers, or similar areas that are under the control and management of this law enforcement agency. While this agency recognizes the need for officers to occasionally store personal items in such areas, officers should be aware that these and similar places may be inspected or otherwise entered-to meet operational needs,

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internal investigatory requirements, or for other reasons-at the direction of the agency chief executive or his or her designee.

- b. No member of this agency shall maintain files or duplicate copies of official agency files in either manual or electronic formats at his or her place of residence or in other locations outside the confines of this agency without express permission.

ETHICS

Ethics has been defined as what is right and what is wrong. But, it is not also honesty and integrity. “Integrity is unmistakable and unbroken completeness. Having integrity provides personal or professional direction and protects us from being divided between right and wrong.” (Borrello, A. Jan. 2005)

Every person that has made it through the background investigation and academy knows the difference between right and wrong. Just use COMMON SENSE.

- The trainee shall illustrate, through explanation for example, the following aspects of ethical conduct.
 - An officer shall not engage in conduct or activities on or off duty that reflect discredit on the officer, bring the department into disrepute, or impair its efficient and effective operation.
 - Officers shall conduct themselves in a manner that will foster cooperation among members of the department, showing respect, courtesy, and professionalism in their dealings with one another.
 - Officers shall not use the language or engage in acts that demean, harass, or intimidate another.
 - Officers shall conduct themselves toward the public in a civil and professional manner that implies a service orientation and that will foster public respect and cooperation.
 - Officers shall treat violators with respect and courtesy, guard against employing an officious or overbearing attitude or language that may belittle, ridicule, or intimidate the individual, or act in a manner that unnecessarily delays the performance of duty.
- The trainee shall identify and discuss problems associated with common ethical decisions, including:
 - Non-enforcement of specific laws by personal choice
 - A police officer is given the task of enforcing federal, state, and city codes. An officer may not agree with a particular code or city ordinance and may choose not to enforce it. Officer’s actions in this scenario may bring unwanted embarrassment to the department or even criminal charges; an

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example is failing to enforce a domestic violence restraining order. An officer could be in violation of departmental policies for failing to act. Failure to take reasonable action while on duty and when required by law, statute, resolution, or approved practices or procedures.

- Acceptance of gratuities
 - No officer shall use his/her badge, uniform, identification card, or other position to solicit special privileges for himself/herself, or to others, such as free admission to places of amusement, discounts on purchases, or other favors, except as expressly permitted.
- Misuse of sick time, etc.
 - A situation may evolve where an officer may want to take time off for some planned event and has been denied a request for a day off. There are still some who say that using a sick day will ensure the time off. This is the wrong way to think. You will not only be in violation of policy if you are not sick but, think of the officer that will be ordered in or is ordered to stay later to cover your shift.

DECISION MAKING

- The trainee shall explain the most common limitations of their discretionary authority, to include:
 - Law
 - Departmental policy and procedure
 - Departmental goals and objectives
 - Community expectations
 - Officer Safety
- The trainee shall identify the potential consequences of inappropriate discretionary decision making, including:
 - Death or injury
 - Additional crime
 - Civil and vicarious liability
 - Discipline
 - Embarrassment to department
 - Relationship with the community

Scenario #1:

It is 0500 hours on your last day of your weekly shift and you have 2 hours until you are on vacation for one month. You are dispatched to a call of a possible drunk driver in the area of Sierra Ave. and Valley Blvd. driving a white pickup. You respond to the area and

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are already convinced the vehicle is gone. When you arrive on scene, a white pickup is stopped on Valley Blvd. at the intersection of Sierra Ave. The traffic light for Valley Blvd is green, but the pickup is not moving and the driver is slouched over the steering wheel.

You position your police unit behind the vehicle and activate your emergency lights. You walk up to the driver's side of the pickup and are immediately hit with the smell of an alcoholic beverage. The driver finally awakes and looks at you. The driver, holding a beer bottle in his hand tells you he drank too much. Instead of having the driver step out of the vehicle and conducting an investigation, you tell the driver to get out of here. You tell yourself, it would take too long to arrest the driver and you want to go on vacation. The call is updated with, unable to locate.

The white pickup drives off westbound on Valley Blvd. and collides with a small compact car at the intersection of Juniper. The occupants of the car are a mother with her three small children. All the occupants of the car are killed, but the driver of the pickup is not injured.

The person who initially made the report of the drunk driver was sitting in a gas station parking lot when the officer arrived on scene and watched how the call was handled. The reporting party followed the white pickup and witnessed the accident. The reporting party watches as the driver of the pickup falls out of the pickup and passes out. The reporting party looks inside the pickup and observes about 20 opened beer bottles. The mother and three children in the vehicle are the wife and children of a police officer in a neighboring city. The reporting party is employed by the Press Enterprise.

Did the officer make the right decision? Discuss.

If the occupations of the reporting party and the deceased party's husband were changed, would there be a difference?

What if the officer drove to the scene and observed the vehicle in the roadway, but ignored that fact and drove away updating the call with the vehicle was gone, would there be any ethical problems?

Scenario #2:

A fellow officer comes to work with alcohol on his/her breath. The officer sits in back of the briefing room so the Sergeant would not smell the alcohol. At the conclusion of briefing the officer approaches you and says they are really drunk and wants you to pick up the majority of the calls for service so they can get some sleep and sober up.

Do you report this to your supervisor?

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Could there possibly be criminal and/or civil damages for your lack of reporting?

LEADERSHIP

Leadership is a necessity for a police officer and should be developed from the earliest stages; the officer should consider the department's mission statement, vision statement, and value statement for guidance in becoming a good leader. A good leader will provide purpose, direction, and motivation to his co-workers and the community. Along with this an officer should have a good understanding of a number of qualities good leaders possess and why, to include:

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

It is important to know your leadership role within the department as it relates to all of the above. You should remember that the Fontana Unified School District and the citizens of the community look to you as a leader and role model. Your actions and demeanor will leave a lasting impression on the people you contact and others who merely observe your actions. By maintaining a professional attitude throughout your daily activities you will present not only a positive image for the department, but a positive image for yourself as a leader on the department and in the community.

COMMUNITY RELATIONS

INSTRUCTION GUIDE #5

(Admin Phase)

Department Objectives and Philosophy

A society free from crime and disorder remains an unachieved ideal; nevertheless, consistent with the values of a free society, it is the primary objective of the Fontana School Police Department to, as closely as possible, approach that ideal. In doing so, the department's role is to enforce the law in a fair and impartial manner, recognizing both the statutory and judicial limitations of police authority and the constitutional rights of all persons. It is not the role of the department to legislate, render legal judgments, nor to punish.

We, the members of the Fontana School Police Department, stand ready to serve the people of the City of Fontana and surrounding cities by performing the law enforcement function in a professional manner, as it is to these citizens that the department is ultimately responsible.

Professional Demeanor and Communications:

The trainee shall identify the basic principles of a profession and discuss.

The trainee shall identify verbal factors which could contribute to a negative response from the public, including:

- Profanity
- Derogatory language
- Ethnically offensive terminology

Employees shall be courteous and civil to the public and to one another. They shall be orderly, attentive, and respectful, and shall exercise patience and discretion in the performance of their duties. Employees may be subject to discipline for the use of course, profane or insolent language.

The trainee shall identify non-verbal factors from which could contribute to a negative response from the public, including:

- Officious and disrespectful attitude
- Improper use of body language
- Improper cultural response

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Community Relations and Service

The trainee shall identify roles encompassed in the agency's responsibilities to provide community service. Those roles may include:

- Protect life and property
- Maintain order
- Crime prevention
- Public education
- Delivery of service
- Enforcement of law(s)

Community-Oriented Policing and Problem Solving (COPPS)

The Fontana Unified School District Police Department Community–Oriented Policing and Problem Solving employs the SARA; Scanning, Analysis, Response and Assessment model of problem solving to come up with long-term solutions to crime that have less to do with the criminal justice system and more to do with changing perceptions. The main goal of community – oriented policing is to develop an interactive relationship between the police and community and to combine resources rather than attempt problem solving independently.

SARA model involves four key components.

S.A.R.A. MODEL – (SCANNING, ANALYZING, RESPONDING, ASSESSING)

Scanning

- ❑ What is the nature of the problem?
- ❑ How was the problem identified?
- ❑ Who identified the problem (community, police officers, politicians, press)?
- ❑ Why was this problem selected over other problem areas?
- ❑ What was the initial level of diagnosis/unit of analysis (crime type, neighborhood, specific premise, and specific offender group)?

Analyzing

- ❑ What methods, data and information sources were used to analyze the problem (surveys, interviews, observation, and crime analysis)?
- ❑ How often and for how long was this a problem?
- ❑ Who was involved in the problem (offenders, victims) and what were their respective motivations, gains and losses?
- ❑ What situational information was needed to better understand the problem (time, location environment)?
- ❑ Was there an open discussion with the community about the problem?

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Responding

- ❑ What range of possible response alternatives were considered to deal with the problem?
- ❑ What responses can you use to address the problem?
- ❑ What do you intend to accomplish with your response plan?
- ❑ What resources were available to help solve the problem?
- ❑ Who was involved in the response to your problem?

Assessing

- ❑ What are the results? What impact did the response have on the problem?
 - ❑ Who was involved in the evaluation?
 - ❑ If there was no improvement in the problem, were other efforts considered to handle the problem?
 - ❑ What response goals were accomplished?
 - ❑ How could you have made the response more effective?
 - ❑ Will your response require continued monitoring or a continuing effort to maintain your results?
- The trainee shall review and explain the agency's concept of community orientated policing as it relates to community priorities and needs, focusing on specific violations, crimes, or circumstances.
 - The trainee shall describe the advantages of working with the community to find solutions to problems related to community safety and quality of life issues.
 - The trainee shall demonstrate leadership by becoming a facilitator who assists and motivates the community to develop solutions to their problems.

Cultural Diversity

Personnel are prohibited from using the race, ethnicity, gender, sexual orientation, religion, socio-economic status, or disability of a person as the sole reason for stopping a vehicle, issuing a citation, making an arrest, conducting a field interview, detaining for investigative purposes, seizing assets, seeking asset forfeiture, or conducting a search. All investigatory detentions, traffic stops, arrests, searches and seizures shall be based upon the standard of reasonable suspicion or probable cause as required by the Fourth Amendment to the United States Constitution and state statutes.

- The trainee shall explain how the culture of the community can have an effect on the community's relationship with his/her agency.
- The trainee shall assess and explain ways in which he/she can increase the trust of the community he/she serves.

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Bias-Free Policing

- A. It is the policy of the Fontana School Police Department that all police initiated actions, which includes all investigative detentions, traffic stops, arrests, searches and seizures of persons and/or property by employees, shall be based on a standard of reasonable suspicion or probable cause as required by the Fourth Amendment of the United States Constitution and statutory authority, as well as equal protection of laws required by the Fourteenth Amendment of the United States Constitution. Employees must be able to articulate specific facts, circumstances and conclusions, which support probable cause or reasonable suspicion for the arrest, investigative detention, search, or traffic stop.
- B. Employees shall not consider race or ethnicity in establishing either reasonable suspicion or probable cause. Similarly, employees shall not consider race, ethnicity, national origin, religion, age, gender identity or sexual orientation, socio-economic status and disability in deciding to initiate either consensual encounters or nonconsensual encounters.
- C. Employees may take into consideration the reported race, age, gender, ethnicity or national origin of a specific suspect(s) in those situations where such information has been provided by a victim, witness, police employee, or other party to a potential criminal act and/or activity that is suspicious in nature.
- D. Individuals shall not be detained beyond the point where there exists no reasonable suspicion of further violation of law, and no person or vehicle shall be searched in the absence of a warrant, a legally recognized exception to the warrant requirement or the individual's voluntary consent
 - The trainee shall be able to summarize and apply the agency's policy regarding biased-free policing.
 - The trainee shall distinguish that effective police work profiles behavior rather than race.
 - The trainee shall recognize that 13519.4 PC states, "a law enforcement officer shall not engage in racial profiling," and that it applies to all protected classes including gender and religion.
 - The trainee shall identify cultural motivations and biases that may affect professional ethics and the law.

The trainee shall explain the 4th and 14th amendments of the US Constitution and how they define law enforcement activities that pertain to racial profiling.

4th Amendment – The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated, and no warrants shall issue, but upon probable cause, supported by oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized.

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14th Amendment – All persons born or naturalized in the United States, and subject to the jurisdiction thereof, are citizens of the United States and of the State wherein they reside. No State shall make or enforce any law which shall abridge the privileges or immunities of citizens of the United States; nor shall any State deprive any person of life, liberty, or property, without due process of law; nor deny to any person within its jurisdiction the equal protection of the laws.

The trainee shall discuss how the history of the community can have an effect on the community's relationship with his/her agency.

Crime Prevention

The trainee shall demonstrate the knowledge and skills necessary to gain citizen support and participation in the prevention of crime.

The trainee shall give examples of general forms of crime prevention, including:

- A. Advice concerning mechanical devices (alarms, locks, and target hardening)
- B. Control of conditions (lighting, access, and architecture)
- C. Public awareness
- D. Property identification
- E. Neighborhood watch programs

USE OF FORCE/OFFICER SAFETY/OFFICER SURVIVAL

INSTRUCTION GUIDE #6

(Admin Phase)

Department Use of Force Policy:

At times, officers are confronted with situations where control is required to affect arrests or protect the public safety. Most often, control is achieved through advice, warnings, and persuasion. However, in situations where resistance or threat to life is encountered and reasonable alternatives have been exhausted or clearly would be ineffective, physical force may be necessary. Officers need not retreat, or desist, in the use of force necessary to neutralize the incident.

Officers may use physical force to affect an arrest, prevent an escape, or overcome resistance. Only that type and degree of force necessary and reasonable is authorized, and all use of force is subject to administrative review.

Except in actual self-defense, deadly force or force likely to produce a mortal injury shall normally not be used if the incident prompting the use of force is a misdemeanor.

Department Impact Weapon Policy:

Impact Weapon shall be used in the performance of a police duty, only when necessary. This department has authorized the following impact weapon:

1. PR 24 (only authorized upon certification of officer)
2. Telescoping baton
3. Straight stick baton

Impact Weapons may not be carried simultaneously, i.e. only one impact weapon may be carried at a time.

Department Neck Restraint Policy:

The Lateral Vascular Neck Restraint hold may be employed in a situation in which reasonable force is necessary to affect an arrest or defend against the aggression of a suspect when it is reasonably believed that failure to employ said hold would very probably result in someone sustaining bodily injury.

1. For purposes of definition, the Lateral Vascular Neck Restraint hold restricts the blood to the brain causing incapacitation.
2. Guidelines for training.

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- a. Training in the proper use of the Lateral Vascular Neck Restraint shall be conducted by authorized personnel at the direction of the Chief of Police.
 - b. All personnel, both sworn and non-sworn, engaged in field or custody situations shall receive Department approved training in the Lateral Vascular Neck Restraint hold.
 - c. Proficiency in the use and application of the Department approved hold, as well as related policy and procedures, will be tested upon completion of training and periodically thereafter.
3. The Lateral Vascular Neck Restraint hold will not be used:
 - a. As a routine takedown or simply as a matter of convenience.
 - b. Until attempts to gain compliance through verbal commands, persuasion, or other means have failed.
 - c. Unless it can be reasonably inferred that bodily injury would be sustained in the absence of this hold.
 - d. The baton, or any other object, SHALL NOT be used in the application of the Lateral Neck Restraint hold.
4. The use of the Lateral Vascular Neck Restraint hold will generally indicate that an unusual occurrence has been encountered, and a report of the incident should be made. It will be the responsibility of officers employing the hold to:
 - a. Notify their supervisor.
 - b. Provide medical attention for the person subdued, when indicated, and in all circumstances where that person has been rendered unconscious.
 - c. Make a complete report with all particulars, including the circumstances leading to the use of the Lateral Neck Restraint hold and specific details regarding its application.

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Department Handcuffing Policy:

The Departmental policy relative to handcuffing is predicated on its responsibility to protect the officer, the public, and the person handcuffed. No distinction is made between male and female, adult or juvenile. The primary purpose in handcuffing is to maintain control of the person handcuffed and to minimize the possibility of escalating the situation to a point that would necessitate additional force.

1. Felony and misdemeanor arrestees shall normally be handcuffed; however, there may be circumstances which would make the handcuffing inappropriate. The involved officer can best perceive such circumstances. Therefore, any decision to handcuff an arrestee must be based on available facts. Factors involved in the decision include, but are not limited to:
 - a. The possibility of escape.
 - b. The possibility of the incident escalating.
 - c. Potential danger to the officers and others.
 - d. Knowledge of the arrestees past behavior.
2. If an arrestee is to be handcuffed, it should be accomplished with hands behind back unless specific reason is given to cuff in any other manner; but in all cases, the handcuffs shall be *double locked*. Below are additional concerns for handcuffing and controlling persons.
 - a. Controlling more than one suspect at a time (physically/verbally).
 - b. How tight should the handcuffs be?
 - c. Maintaining observation of handcuffed subjects.
 - d. Other restraint devices (hobbles, flex, etc.).
 - e. Safe and proper removing of handcuffs.
 - f. Mentally ill, pregnant, males/females, juveniles, and all others.
 - g. Legal responsibility for protecting prisoners' rights while in custody.
 - h. P.C. 147 Willful inhumanity/oppression of prisoner in officer's custody.
 - i. P.C. 149 Assault under color of authority.
3. Persons may be detained and handcuffed under circumstances other than arrest.
 - a. Stop and pat-down doctrine provides that a person may be detained when:
 - (1) It appears some activity on the part of the person detained is out of the ordinary, and
 - (2) There is some indication that the activity relates to some crime, and

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- (3) Specific facts indicate that some criminal activity has, is, or will take place.
- b. The person(s) may also be handcuffed if the requirements for detention have been met and:
 - (1) There is a need for control due to the possibility the person(s) may flee, or
 - (2) There is a threat to officer safety.
- c. Person(s) detained and handcuffed under these circumstances shall be released in the field when the officer is satisfied that no crime has been committed by the subject(s).

Flashlight Use Policy:

The flashlight is provided for *illumination only* and shall not be used as a weapon unless no other weapon is reasonably available.

DEPARTMENT CANINE POLICY - See Department Policy 318

DEPARTMENT SHOOTING POLICY - See Department Policy 304

OLEORESIN CAPSICUM (OC) - See Department Policy 308

HOBBLE RESTRAINT - See Department Policy 306

LESS LETHAL – See Department Policy 308

TASER POLICY – See Department Policy 308

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Case Law References

Tennessee v. Garner, 471 US 1 (1985) – Ruling concerning the use of deadly force and limitations to capture fleeing suspects.

Graham v. Conner, 490 US Supreme Court 386, 396 (1989) – Ruling concerning the “objective reasonableness” use of force under a Fourth Amendment application.

Scott v. Heinrich, 39 F.3d 912 (9th Cir. 1994) – Ruling concerning the definition of “Civil Rights Violation.”

Forrester v. City of San Diego, 25 F. 3d 804 (9th Cir. 1994) – Ruling concerning, “Police officers... are not required to use the least intrusive degree of force possible... Whether officers hypothetically could have used less painful, less injurious, or more effective force in executing an arrest is simply not the issue.”

Officer Survival

Officers should remain mentally and physically tough by getting adequate rest and lifetime fitness. Officers must always pre-plan the “What if scenarios.” During training, officers will be trained on critical incidents and when needed, the support groups, ie, insurance benefits, Chaplin, counseling and other Department resources.

Field Training Officer Program

USE OF FORCE/OFFICER SAFETY/OFFICER SURVIVAL

Glossary: *FP= Field Performance RP= Role Playing WT= Written Test VT= Verbal Test*

Date Instructed	How Performed				FTO Initials	Trainee Initials
	F P	R P	W T	V T		

1. USE OF FORCE LEGAL AND ETHICAL ISSUES

a. Definition of Reasonable Force (PC 835a)						
b. Legal Ramifications of Force Utilization						
c. Civil Ramifications (Department and Officer)						
d. Deadly Force Scenarios (PC 196, PC 198, PC 835a, PC 843)						
e. Documentation and Report Writing						
f. Radio Communications (Code-3 assist, 9-9-9)						
g. Other						

2. USE OF FORCE CONTINUUM

a. Non-Verbal/ Command Presence						
b. Verbal (Tactical Communication)						
c. Physical Force (Weaponless Defense)						
d. Less Lethal Weapons						
1. Impact Weapons						
2. Chemical Weapons						
3. Taser						
4. Bean Bag Shotgun						
5. Improvised Weapons						
e. Deadly Force						

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Date Instructed	How Performed				FTO Initials	Trainee Initials
	F P	R P	W T	V T		

3. OFFICER SAFETY

- a. Contact Officer Responsibilities
- b. Cover Officer Responsibilities
- c. Pat-Down
- d. Vehicle Pursuit
- e. Foot Pursuit
- f. Felony Car Stops
- g. In-Progress Calls

4. OFFICER SURVIVAL

- a. Mental and Physical Toughness
- b. Pre-planning (“What If” Scenarios)
- c. Self-confidence
- d. Will to Survive
- e. Weapon Retention
- f. Defense vs. Offense Mindset

This portion of the training will be in a classroom setting. The trainee should wear comfortable clothing in that they will be learning and applying control holds, and will participate in some ground fighting.

Control/Searching Of Persons

Several things must be considered when controlling and searching persons. The items below are some of the concerns we have when controlling and searching:

1. Verbal control
2. Physical control
3. Safety tactics for one or more suspects
4. Searching male/female suspects
5. Constant alertness, including keeping hands in view
6. Maintaining control and position of advantage
7. Standing, kneeling, and prone position searches
8. Safeguarding weapons, Officer’s, Suspect’s
9. Policy concerning searches of the opposite sex.

DISTRICT EMPLOYEES INVOLVED IN CRIMES

INSTRUCTION GUIDE #7 (Admin Phase)

Reasonable Suspicion Alcohol and/or Controlled Substance Testing:

Whenever reasonable suspicion exists that an employee has consumed alcohol and/or any controlled substance, and that fact would be relevant to the investigation of possible misconduct on the part of such employee, the employee will be required to submit to a test of his/her blood, breath or urine. The supervisor conducting the investigation shall select the test utilized.

1. When a chemical test for blood, breath or urine is a necessary element of the personnel investigation and the employee has refused to submit to the chemical test, an order to submit to the chemical test for the purpose of administrative investigation only, shall be given.

Employees Arrested or Suspected of Committing a Criminal Offense in the City:

1. When an employee is detained for a felony or misdemeanor offense committed in the city, the on duty watch commander shall make the following notification.
 - a. The District Superintendent and the Chief of Police
 - b. If the employee is employed by a district department other than the police department, the office of the Chief of Police will make notification to the District's Superintendent and the employee's department head.
 - c. The on duty watch commander shall assure all information is promptly provided to the Chief of Police, but no later than 0800 hours the next work day.
2. The on duty watch commander shall assign a supervisor to respond to the scene and conduct a preliminary investigation.
 - a. The scope of the investigation shall be the same as that for a private person detained under similar circumstances.
 - b. The results of the preliminary investigation shall be forwarded to the Chief of Police via the assigning watch commander where practical.
 - c. For other incidents requiring follow up investigation:

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- (1) Notify the immediate supervisor of the concerned police employee.
 - (2) Notify other appropriate supervisor if non-police department employees are involved.
3. When it appears that the incident involves a violation of the law committed by an employee, the assigned police supervisor shall:
 - a. Advise the concerned employee of their constitutional rights as a private person and allow them to exercise the same rights afforded a private person under similar circumstances. (CRIMINAL INVESTIGATION ONLY — ADMINISTRATIVE INVESTIGATION FOR DISCIPLINARY PURPOSES WOULD FOLLOW CURRENT CASE LAW GUIDELINES)
 - b. Administer appropriate sobriety or other tests required for the preliminary investigation of the offense. (CRIMINAL INVESTIGATION GUIDELINES — ADMINISTRATIVE FOLLOWS APPROPRIATE PROCEDURE)
 - c. For traffic-related misdemeanor incidents, complete and forward the accident investigation report for follow up, including related reports incident to the filing of the complaint.
 - d. Prepare and forward report to the Chief of Police.
4. When a chemical test for blood, breath or urine is a necessary element of the personnel investigation and the employee has refused to submit to the chemical test, an order to submit to the chemical test for the purposes of administrative investigation, only, shall be given.
 - a. The order shall include an admonishment of his/her constitutional rights, including the right to remain silent and to avoid self-incrimination. The officer must be informed that his/her silence could be deemed insubordination and lead to administrative discipline. The officer must be told that statements made under the compulsion or the threat of such discipline could not be used against him/her in any subsequent criminal or civil proceeding.
 - b. The order shall not be given by the officer or supervisor conducting the criminal investigation.
 - c. Evidence obtained, as a result of this order shall not be included in the criminal investigation reports or disclosed to unauthorized

Field Training Officer Program

persons.

5. When notified of the necessity for an investigation of a criminal offense allegedly committed by an employee, the Chief of Police should ensure that:
 - a. Investigative action and, if appropriate, the seeking of a criminal complaint is initiated.
6. Employee Arrested on Criminal Charge: When a police department employee is taken into custody by a member of the police department, the Watch Commander shall be notified, and he/she will advise the Chief of Police.
7. Personnel in Custody: The Chief of Police may advise the employee that he/she is being placed on administrative leave or is suspended immediately. Immediately, pending further investigation, when circumstances warrant, the Watch Commander will obtain all department property in possession of the concerned employee and deliver it to the Chief of Police.

Employees Detained for Prosecutable Offenses Outside the City:

1. Peace Officers — Fontana School Police
 - a. The following procedure will be followed:
 - (1) When a member of an outside police agency takes a police department employee into custody, the in-custody employee shall make immediate notification to the on-duty watch commander.
 - (2) The scope of the investigation shall be the same as when an allegation of employee misconduct is received from any source.
 - b. Advise concerned members of the outside agency that the investigation is for internal administrative purposes only.
 - c. When an employee has refused to submit to a chemical test, an order to submit to the test, for the purposes of an administrative investigation only, shall be given by the first available supervisor.
 - d. All evidence obtained solely as a result of the personnel investigation is confidential and shall not be disclosed to members of the outside agency conducting the criminal investigation or to any other unauthorized persons.

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2. Non-Peace Officer Employees—Fontana School Police

- a. When so advised by an outside public agency, the Fontana School Police watch commander shall make the following notifications:
 - (1) The Chief of Police.
 - (2) The office of the Chief of Police will make notification to the District Superintendent and the employee's department head.
- b. When appropriate, non-police department supervisors of the district may request the investigative aid of the police watch commander.

**MAJOR INCIDENTS INVOLVING
FONTANA SCHOOL POLICE DEPARTMENT EMPLOYEES
ON/OFF DUTY**

**INSTRUCTION GUIDE #8
(Admin Phase)**

INVESTIGATION OF OFFICER—INVOLVED SHOOTING INCIDENTS

Purpose:

The purpose of this policy is to delineate those procedures, which will apply in the investigation of officer-involved shooting incidents. Officer-involved shooting incidents are defined as any incident wherein an officer of the Fontana School Police Department, whether on or off duty, discharges a firearm while in the performance of law enforcement or public safety related duties, excluding departmental sanctioned firearms training or competition. Further, officer-involved shooting incidents also include incidents of the above sort occurring outside of the Fontana city limits involving personnel of this agency, as well as incidents occurring within the city limits of Fontana involving law enforcement personnel of other agencies. Additionally, situations in which an officer is a gunshot victim, without the officer himself having discharged a firearm, come within the purview of this policy statement.

Discharge of Weapon (Accidental & Intentional) Non-Injury:

Whenever any officer accidentally or intentionally discharges his/her weapon while performing law enforcement duty, he/she shall immediately notify his/her supervisor. If the officer is on off-duty status, he/she shall immediately notify the duty watch commander. The supervisor shall immediately notify the Chief of Police via the chain of command. All incidents involving the discharge of weapons are subject to a full review by the Chief of Police or his designated representative.

Discharge of Firearm within City Limits—Suspect or other than Officer Injured or Killed:

In any instance where an officer discharges a firearm and a suspect or other person is injured or killed the following will occur:

1. Preliminary investigative procedures shall be initiated such as; protecting the scene, locating and identifying victims, witnesses, etc.
2. The Fontana Police Department Critical Incident Team Commander shall immediately be notified. He/she shall activate members of the Critical Incident Team to respond to the scene as outlined in Memo #SO97-001.

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3. A request by the Fontana Police Department Critical Team Incident Commander shall be made to the San Bernardino County Sheriff's Department Homicide Detail to respond and take charge of the investigation. Investigators of the Fontana Police Department assigned to respond shall assist and cooperate with the S.B.S.D. homicide investigators in all matters pertaining to the investigation as outlined in Memo SO97-001.
4. The Fontana Police Department Critical Incident Team Commander shall prepare a summarized report to be presented to the Chief of Police.
5. The on-duty watch commander shall make prompt notification to the Chief of Police.

Post Shooting Procedures:

The following Post Shooting Procedures shall be followed in all cases:

1. Officers who have fired their weapon(s) shall maintain the weapon(s) in the same condition as they were immediately following the firing of shots.
 - a. The cylinder of a revolver, the slide and clip of an automatic or the chamber of a shotgun shall not be opened, rotated or removed.
2. Expended cartridge cases, which may have been ejected from the weapon during the shooting, shall be left in place. They shall not be picked up or moved until authorized by the investigation team.
3. Vehicles involved shall not be moved until they have been photographed "in place" and their movement authorized by the supervising investigator of the San Bernardino Sheriff Homicide Detail.
4. Injured suspects must be accompanied in the ambulance by a Police Officer when they are in custody. No officer who was directly involved in the shooting (i.e. fired shots) shall be used for this purpose.
5. Officers involved in the shooting shall be transported to the Police Department from the scene as soon as possible following the incident. They shall not remain at the scene any longer than necessary. The weapon used by the involved officer shall be taken as part of the investigation. This may be accomplished by the Fontana Police investigators assigned to the scene prior to the arrival of the S.B.S.D. homicide detail.

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6. Officers involved in a shooting shall not discuss their actions with each other or with anyone other than the supervising investigator or command officer in charge. Under no circumstances shall an officer involved in a shooting discuss the incident with civilians or representatives of the media. An officer involved in a shooting incident may consult with his attorney prior to filing any report or being interviewed by police investigators. (Long Beach P.O.A. vs. City of Long Beach (1984) 156 Cal. app. 3d 996).
7. A Fontana Police Department Investigator or delegated officer will request a blood sample(s) of the involved personnel. If any or all of the involved personnel decline to submit to a blood test, a supervisor shall issue, on an individual basis, an order directing the employee to submit to the test for administrative purposes only. Failure of the employee to submit to the test, after being ordered, shall be deemed to be insubordination, which may result in disciplinary action up to and including termination. Any testing, whether done in the context of the criminal or administrative investigations, shall be accomplished as set forth in the Department Policy Manual.

Discharge of Firearm Outside of City Limits—Suspect or Other Person Other than Officer Injured:

In each instance, the responsible law enforcement agency shall be notified. In addition, the Fontana School Police Department watch commander shall be notified immediately. The watch commander shall, in turn, notify the Fontana Police Department Critical Incident Team Commander who will either respond or designate an appropriate response as outlined in Memo #SO97-001. The Chief of Police shall be notified in a timely fashion. The Fontana Police Department Critical Incident Team Commander or command level officer whom he designates shall prepare a written, independent, detailed report for the Chief of Police as soon as possible.

The investigation of out-of-city officer-involved shootings will be conducted by the police agency having jurisdiction at the scene of the incident. At the request of said agency, a joint investigation may be conducted. A decision relative to such a request will be made by the Chief of Police in consultation with the ranking officer of the agency having primary jurisdiction.

Officer Injured or Killed:

In all situations wherein an officer of this agency is injured or killed in the pursuit of any law enforcement or public safety matter, immediate notification will be made to the watch commander and Chief of Police. Primary reporting of the incident is the responsibility of the agency in whose jurisdiction the incident occurs. Should the injury or death of an officer result from a criminal act, all possible means shall be used to identify, locate, and apprehend the perpetrator(s) of the crime. The Fontana Police Department Critical Incident Team Commander shall prepare written memoranda reviewing the facts of the case for presentation to the Chief of Police.

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In those situations requiring involvement of the San Bernardino County Sheriff's Homicide Team, the request for investigative assistance must be made by the Fontana Police Department Critical Incident Team Commander. Such request may be made through San Bernardino County Sheriff's Homicide Bureau, Telephone No. 387-3589. During other than normal working hours, the above may be contacted via San Bernardino County Sheriff's dispatcher, 387-8313.

Psychological Counseling:

In all situations where an officer of this agency discharges a firearm at a suspect, regardless of whether the suspect is injured, the officer's Critical Incident Team Commander shall immediately evaluate the necessity for that officer or any involved officer to be seen by a counselor. Should he determine that such counseling and/or evaluation is in the best interest of the officer(s) involved, he shall order the officer to respond to such an examination at an appointed time and place.

OFF DUTY POLICE-RELATED INCIDENTS

Purpose:

The purpose of this procedure is to define the department's policy as related to the involvement of off-duty personnel in police-related incidents.

Compliance:

It is the policy of this department that its members conduct themselves at all times in accordance with the laws of the state of California, the United States, and any local jurisdictions as applicable. Further, members shall conform to all other sections of the departmental procedures manual, which are applicable while personnel are off duty.

Reporting Policy:

If an officer witnesses a serious, but non-life threatening incident, he/she is encouraged to report it to the local agency having jurisdiction. In such incidents the officer may serve as a reporting party, witness, or informant such as would a private citizen.

Felonies:

It is expected that sworn personnel, on or off duty, will take the appropriate police action, to the extent they are reasonably able, as regards to any serious life or health threatening felony committed in their presence within the state of California.

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Notification to Department of Officer Involvement in Other Types of Off-Duty Incidents:

In any incident in which an officer of this department takes any official police action, identifying himself as a peace officer, that fact shall be reported in writing in a timely fashion, to a supervisor of this agency, as soon as practical or upon the employee's return to duty.

When an officer of this department discharges a firearm in the course of taking police action, that fact will be immediately communicated to the on-duty supervisor of this department.

In any off-duty incident of a police nature, engaged in by an officer of this department, which results in the preparation of a written report by the local agency having jurisdiction, the officer shall request that a copy of said report be forwarded to this department and directed to the chief of police.

In addition to the above requirement, any incident in which an off-duty officer of this department makes an arrest, uses force of any type, or detains a suspect, pending response of the local agency, a written report with an assigned Fontana School Police Department incident number will be prepared by the employee, as soon as practical or immediately upon his return to on-duty status.

Legal Responsibilities / Requirements with Prisoners:

A prisoner is anyone who is deprived of personal liberty against his or her will following conviction of a crime. Although not afforded all the privileges of a free citizen, a prisoner is assured certain minimal rights by the U.S. Constitution and the moral standards of the community.

Detainees are individuals who are kept in jail even though they have not yet been convicted of a crime. A majority of detainees are individuals who are unable to obtain sufficient funds to post bail and therefore cannot be released from jail pending a trial on the criminal charges.

Prisoners are entitled to minimum rights, federal courts free from Cruel and Unusual Punishment and the right to Due Process of the Law.

Phase I

Field Training Officer Program

FIELD TRAINING OFFICER'S LOG

Officer/Serial #

PHASE I

Assignment: _____

FTO: _____

RE-PHASE

Assignment: _____

FTO: _____

Field Training Officer Program

PATROL ACTIVITY

INSTRUCTION GUIDE #1
(Phase I)

Patrol is defined by police authorities as the, "eyes and ears of the Police Department." It is generally the initial contact between the police and the public, affording an excellent opportunity for good public relations.

1. The types of patrol are defined as:
 - A. Foot & bicycle/discuss advantages including increased contact between police and citizens, increased observation, and increased ability to gather information.
 - B. Auto
 - C. Fixed or stationary
 - D. Stakeouts
 - E. Special (motorcycle, bicycle, air, mounted, etc)

The trainee shall explain the principal types of police patrol (preventive, directed enforcement, etc.) and their impacts on community relations.

2. The purpose of police patrol is as follows:
 - A. Prevention of crime.
 - B. Enforcement of laws and ordinances.
 - C. Preservation of the peace.
 - D. Apprehension of offenders.
 - E. Miscellaneous services - provide information, etc.
3. Preparation for patrol begins at briefing. In briefings, wanted bulletins, teletypes, departmental orders, special instructions, and some in-service training, are covered.
4. The appearance and demeanor of a police officer is all important. If he/she looks and acts like he/she knows what he/she is doing, he/she will be generally accepted at face value by the public.
5. Before going on patrol, the interior and exterior of the police vehicle shall be thoroughly inspected. The mechanical condition of lights, brakes, tires and signaling devices should be tested, along with a check of red lights. The trunk compartment should be checked for flares, blanket, first-aid kit, etc. Any vehicle defects, shall be reported, and the unit taken out of service if the condition is serious. If contraband is located, it shall be handled in accordance with department policy.
6. Before leaving the police lot, seat belts shall be fastened in accordance with the vehicle code.

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7. Immediately after going in service, the officer should first check out his entire beat. Attention should be directed toward special problems and hazards such as new road construction and potential trouble spots.
8. A patrol car attracts attention and should be driven in a prudent manner at all times. When driving in a slow patrol manner, stay to the right and do not permit traffic to form a parade behind you. Pull to the curb and stop. This will also allow the officer to observe any suspicious vehicles to the rear.
9. Officers shall be available for radio calls at all times when in service. When out of the unit on normal patrol duties, the portable radio should be on and monitored for emergency calls.
10. The trainee shall review and explain basic preventive patrol methods utilized by an officer.
 - A. Frequent checks and contacts with school premises.
 - B. Frequent checks of suspicious persons.
 - C. Fluctuating patrol patterns.
 - D. Maintenance of visibility and personal contact.
 - E. Daily individual patrol and community action plan.
11. The trainee shall discuss the advantage(s) of motorized patrol, including
 - A. Increased speed and mobility.
 - B. Increased conspicuousness.
 - C. Availability of additional equipment.
 - D. Increased transportation capability.
 - E. Decreased response time.
 - F. Communications.
12. The trainee shall identify factors to be considered in becoming familiar with the community:
 - A. General population information.
 - B. Appropriate geographic information.
 - C. Recent criminal activity.
 - D. Specific factors that may influence patrol functions (i.e. hospitals, high crime areas etc.).
 - E. "Hot Spots", locations on campus where gangs claim territory.
13. The trainee shall explain and demonstrate what an officer on night patrol should be looking for:
 - A. Broken glass
 - B. Open doors/windows
 - C. Pry marks

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- D. Suspicious vehicles
 - E. Unusual sounds
 - F. Access to roof tops
 - G. Set alarms, secure open gates etc.
14. The trainee shall identify ways to determine if a parked vehicle has been recently operated.
- A. Invisible deployment.
 - B. Radio security.
 - C. Use of surveillance devices.
15. The trainee shall explain and/or demonstrate how to react when encountering a plain-cloths officer in the field.
- A. No display of recognition until presence acknowledged by plain-clothes officer.
 - B. In the absence of acknowledgement, reaction should be identical to any other citizen.
16. The trainee shall explain and or demonstrate how to react to uniformed officers if the trainee makes a plain-cloths or off-duty arrest.
17. The trainee shall explain and /or demonstrate ways to avoid the hazards of “silhouetting” themselves.
18. The trainee shall explain and/or demonstrate how to avoid making telltale “police noises” as:
- A. Vehicle(s)
 - B. Radio noises
 - C. Keys/whistle noises.
19. The trainee shall explain the importance of keeping a subject’s hands in view; additionally, explain the tactics for initiating a foot pursuit of a fleeing suspect.
20. The trainee shall review and explain department policies on mutual aid and jurisdiction, including:
- A. Use of official vehicles outside the agency’s jurisdiction.
 - B. Responding to calls for assistance outside the agency’s jurisdiction.
 - C. Assisting other agencies with arrests within agency jurisdiction.
21. The trainee shall explain the concepts of consensual encounters vs. detention/reasonable cause to stop and detain. This explanation should minimally include:
- A. The existence of suspicious activity.
 - B. The time day/night
 - C. Reasonable suspicion to believe that the person being stopped may be involved in criminal activity.
 - D. Case law and statutes regarding on campus searches.

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22. The trainee shall identify and discuss those tactics variables to consider when encountering a person on foot. The discussion shall minimally include determining:
 - A. Whether or not to stop the person.
 - B. When and where to stop the person.
 - C. Methods to utilize in stopping the person (approach on foot vs. in the vehicle).
23. The trainee shall identify and explain the basic degrees of searches of person(s). These shall minimally include:
 - A. Visual/cursory search
 - B. Pat-down
 - C. Field search (standing, kneeling, prone)
 - D. Strip search.
 - E. Body cavity search.
24. The trainee shall explain the common principals of the search of an individual. These principals shall minimally include:
 - A. Constant alertness.
 - B. Maintain control and position of advantage (contact/cover).
 - C. Thoroughness of the search.
 - D. Safeguarding weapons.
25. The trainee shall discuss a situation involving one or more suspicious persons on foot, the trainee shall, having assessed sufficient cause, safely and effectively approach, contact, interview, and complete a F.I. card.
26. The trainee shall properly and legibly complete the F.I. card.
27. The trainee shall describe and demonstrate positions that one or two officers can take while interviewing one or more suspicious persons to minimize the possibility of attack.
28. The trainee shall explain the responsibilities of the back-up officer during a person(s) search. The responsibilities should minimally include:
 - A. Protecting the searching officer from outside interference and from those being searched.
 - B. Assisting in control of the person(s) being searched, as needed.
 - C. Continuous observation of the person(s) being searched.
29. The trainee shall safely and effectively serve as a back-up officer while another officer conducts a search of one or more suspect(s).
30. The trainee shall have an understanding of how to safely operate a police vehicle and the other factors that relate to operational safety of a police vehicle:
 - A. Backing
 - B. Right of way

Field Training Officer Program

- C. Passing
 - D. Excessive speed
 - E. Driver condition
 - F. Vehicle condition
 - G. Environmental conditions, including road surfaces
 - H. Vehicle speed
 - I. Reaction time and distance
 - J. Braking distance
 - K. Purpose of anti-lock brakes
 - L. Driver attitude
 - M. Driver skill
 - N. Seatbelt usage
 - O. Impatience overconfidence
 - P. Compliance with Laws and Policies
31. The trainee shall have an understanding of the liability involved in the operation of a police vehicle. While there are exemptions (VC21055), there is still a requirement for safety (VC21056). In an effort to avoid liability issues, the trainee will understand and adhere to the department's Code 3 policy, pursuit policy, and the Vehicle Code.

Seatbelt Removal

The Fontana Unified School District Police Department will train officers in tactical seatbelt removal. Officers may make excuses ranging from being afraid of an ambush to wanting to exit the police unit to respond to calls. These are excuses since officers typically wear seatbelts to and from work.

In times of a stressful event, officers will rely on muscle memory of a tactical seatbelt removal. Tactical seatbelt removal must become natural as drawing a weapon. Officers should train in tactical seatbelt removal while seated inside the police unit. They should practice clicking and un-clicking seatbelts during their shifts. This repetitive motion will develop muscle memory and will become second nature.

By not wearing a seatbelt, an officer is sacrificing the best safety device available to them in preventing what has been the leading cause of death for law enforcement.

Are your officers driving SAFE?

What is SAFE Driving? "SAFE" is an acronym for "Situation-Appropriate, Focused, and Educated." "Situation-Appropriate" recognizes the need for Law Enforcement Officers (LEOs) to modify their driving for varied circumstances (e.g., routine patrol versus Code 3; school zone versus rural highway; or inclement weather versus ideal conditions) and for supervisors, managers, and chiefs to establish and reinforce what "appropriate" is for their agency. "Focused" addresses the many concerns related to roadway position, distraction, fatigue, and multi-tasking.

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“Educated” refers to both training and policy and the need for officers to apply learning from these areas to their driving.

For CalPOST, the SAFE Driving Campaign is aimed at both action and awareness. Action is realized through two components. As a continuation of the Driver Training Study, CalPOST has assembled a multi-disciplinary Research Team (RT) to investigate LEO traffic collision causes and feasible interventions. An ambitious agenda looks at the effects of policy, training, fatigue, distraction, supervision, management, and culture on LEO collision rates.

The “Elephant in the Room”

POST encourages a focus on what we call *Negligent Operator Negative Outcome* or “NONO” collisions. There will always be instances where the LEO does everything right and still gets involved in a collision. Too, there will always be property damage only (PDO) “fender-benders” and miscellaneous backing incidents. While important, these are not the concern of SAFE Driving. **NONOs**—those instances where LEOs neglected to drive properly and had a collision resulting in some untenable conclusion—are where chief executives and trainers have the greatest opportunity to identify problems and enforce positive change. The challenge is to approach the “NONO” factors without indicting the individual LEO. While this may be difficult at the time, the benefits will far outlast the discomfort.

Enforcement is the elephant in the room at most discussions about injury and fatal LEO traffic collisions. LEOs are professional enforcers; however, there is strong resistance in most agencies to enforcing SAFE Driving standards on LEOs and even stronger resistance to identifying LEO errors after an injury or fatal collision. CalPOST concludes that this resistance is not the case in other industries. For example, the National Transportation Safety Board (NTSB) is not reticent about identifying pilot error in the case of aviation accidents—and for good reason. After the NTSB identifies a “pilot error” issue, policy and training adjustments are frequently employed to limit the likelihood of repeated errors. Although the law enforcement industry doesn’t have an overarching regulatory body that reviews LEO collisions, chief executives and trainers can certainly create internal review processes to serve the same function. POST encourages all agencies and academies to focus on SAFE Driving and “NONO” collisions.

SHOTGUN

INSTRUCTION GUIDE #2 **(Phase I)**

Objective:

To successfully demonstrate the proper method of operation of a shotgun. This will include the departmentally approved methods for carrying shotguns in your vehicle, the use of the sling, tactical light, loading, and unloading.

Prerequisites:

All officers must have passed the shotgun course and have a fundamental knowledge of basic marksmanship, combat shooting techniques, and range safety.

Introduction:

You have attended instruction in the proper use the 12-gauge shotgun. You should maintain your proficiency with the shotgun and remain familiar with its operation and function by reviewing the following information.

- ☐ Operation
- ☐ Maintenance
- ☐ Malfunction procedures and transitioning to your primary weapon
- ☐ Proper method of carrying the shotgun in a vehicle (cruiser safe)
- ☐ Shotgun function and safety checks
- ☐ Target identification and tactical light use
- ☐ Transitioning to different types of ammunitions (primarily slugs)
- ☐ Identify the Benelli's major parts and their functions
- ☐ Operate the shotgun safely and effectively
- ☐ Clear common malfunctions
- ☐ Check and carry the shotgun safely (cruiser safe)
- ☐ Transition to your primary weapon
- ☐ Alternate ammunition as necessary
- ☐ Set up and use of the sling
- ☐ Complete a function test
- ☐ Proper methods of using the tactical light

Field Training Officer Program

INFO FOR REVIEW

Maintenance:

Cleaning: The shotgun is designed to function in extremely adverse conditions. It will operate while dirty or dry; however, to ensure proper function and longevity it should be cleaned after every use. The cleaning and maintenance will be completed monthly by the department's range masters, and if you find a shotgun is dirty, report it immediately to your supervisor or one of the range masters.

Nomenclature:

- a. Stock
- b. Butt stock
- c. Sling mount/sling
- d. Safety...**right on/left off**
- e. Trigger guard & trigger
- f. Cartridge drop (release) lever...**little silver button**
- g. Bolt handle
- h. Ejection port
- i. Bolt release button
- j. Free carrier
- k. Hand guard or forend
- l. Magazine tube
- m. Forend nut/tactical light
- n. Barrel
- o. Front sight/rear sight

(5 P's of Safe gun handling) NO GUN IS SAFE UNTIL YOU HAVE CHECKED IT YOURSELF!

- P** - Point the firearm in a safe direction.
- P** - Put the safety in the safe position.
- P** - Pull the rounds from the magazine.
- P** - Pull the bolt to the rear and lock it.
- P** - Physically and visibly inspect the chamber.

Clearing Procedure:

There is only one major difference between a safety check and a clearing procedure. During a safety check, you are aware of the condition of the firearm, whereas with the clearing procedure you know the weapon is loaded, and you want to unload the weapon.

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To clear the shotgun

1. Point the shotgun in a safe direction.
2. Put the safety on safe.
3. Pull the bolt to the rear to eject the chambered shell, be careful where it falls.
4. Clear the carrier if a round is on it.
5. Release all rounds from the magazine tube using the carrier latch.
6. Press the cartridge drop lever, pull the bolt to the rear and lock it back.

Function check:

1. Ensure the weapon is unloaded.
2. With the safety on the safe side, work the bolt back and forth to ensure the action is working freely. The carrier should lift as the bolt moves forward.
3. Press the cartridge drop lever. You should hear the receiver click (the carrier latch is being released).
4. Press the carrier latch button and the bolt should release and move forward.
5. Place the safety in the fire position and pull the trigger, the hammer should fall and the carrier latch should release. This will be evident as you pull the bolt to the rear because it will lock to the rear of the shotgun.
6. Release the bolt and pull the trigger again, but this time hold the trigger to the rear and only work the bolt far enough to re-cock the hammer.
7. Release the trigger and you should hear the hammer reset. Place the gun on safe and attempt to fire the gun.

IF THE WEAPON IS FUNCTIONING PROPERLY THEN CONTINUE. IF NOT, HAVE THE RANGEMASTER CHECK THE WEAPON

Field Training Officer Program

Loading:

1. Safety on.
2. Insert rounds (dummy rounds for now) into the magazine tube.
3. Cruiser safe- **this will be the only departmentally approved way to carry the shotgun in our vehicles.**
4. Operational ready, sling gun.
5. Chamber round.
6. Safety on or off.

Unloading:

1. Same as the previously mentioned clearing procedure.

Reloading:

1. Have each trainee practice speed loading when the gun is still loaded.
2. Discuss the idea of transitioning, and have the trainee practice it while the gun is loaded with two rounds and from the cruiser safe position.
3. Show, and practice tactical reloading in the tube—emphasis **loading when opportunity presents itself.**

Field Training Officer Program

MAP ORIENTATION

INSTRUCTION GUIDE #3

(Phase I)

The trainee is expected to utilize the map book properly, understand the numbering system for the city, as well as respond to calls for service in a timely manner by using the shortest possible route.

1. Map Book

A city map book is provided for each officer. The map book is similar to a Thomas Guide. The first page of the book is an overview of the city. It is broken down into grids that provide page numbers where that portion of the city can be located. The following pages in the map book contain street names listed in alphabetical order, including the hundred blocks. Next to each street there is a page number and grid coordinate which indicates where each street is located by page, and where on the page it can be found.

2. Direction of Travel and Landmarks

It is very important for the officer to be familiar with his or her direction of travel at all times. The use of landmarks, roadways and neighborhoods can assist in determining direction of travel.

3. Numbering System

Each officer must be familiar with the city street numbering system. All even numbered addresses are located on the north or west of the street. All odd numbered addresses are located on the south or east side of the street. The officer must know the location of all major streets, and cross streets, and must be able to determine the hundred block of the major streets.

The trainee shall know the jurisdictional boundaries and beats utilized by the Fontana Police Department. The trainee shall know the following street names and block numbers.

- BEAT ONE** – North of IS 210 freeway and to the east and west city limits.
- BEAT TWO** – North of Foothill Blvd (SR66) to the city limits and to the east and west city limits.
- BEAT THREE** – South of Foothill Blvd (SR66)/ north of IS 10 freeway and to the east and west city limits.
- BEAT FOUR** – South of IS 10 freeway to the city limits and to the east and west city limits.

Field Training Officer Program

North and South Streets and Block Numbers

Street Names	100 Blocks
Rocco's	3500
AM/PM	3900
IS-15	4100
Riverside Ave.	4300
Duncan Canyon	4900
Summit	5700
Highland	6500
Walnut	6900
Baseline Rd.	7300
Miller	7700
Foothill Blvd. (SR66)	8100
Upland	8300
Arrow Blvd.	8500
Orange	8700
Merrill	8900
Athol	9100
Randall	9300
Hawthorne	9500
San Bernardino	9700
Marygold	9900
Valley Blvd.	10100
Slover	10500
Santa Ana	10900
Jurupa	11300
Marlay	11700
Philadelphia	12100

Field Training Officer Program

East and West Streets and Block Numbers

Street Names	100 Blocks
Etiwanda	12900
East Ave.	13300
Mulberry	13700
Calabash	13900
Banana	14100
Almond	14300
Cherry	14500
Redwood	14700
Live Oak	14900
Hemlock	15100
Beech	15300
Elm	15500
Poplar	15700
Catawba	15900
Citrus	16100
Oleander	16300
Cypress	16500
Juniper	16700
Sierra	16900
Mango	17100
Palmetto	17300
Tamarind	17500
Alder	17700
Laurel	17900
Locust	18100
Linden	18400

The trainee is expected to understand and utilize the map book properly, understand the numbering system for the city, as well as respond to calls for service in a timely manner by using the shortest possible route.

Field Training Officer Program

COMMUNITY ORIENTATION

INSTRUCTION GUIDE #4

(Phase I)

The trainee shall know the following locations within the Fontana Police Departments jurisdiction:

Hospital and Medical Centers

- | | |
|-------------------------------------|----------------------------|
| ○ Kaiser Hospital | 9961 Sierra Ave., Fontana |
| ○ Arrowhead Regional Medical Center | 400 N. Pepper Ave., Colton |
| ○ Loma Linda Behavioral Medicine | 1710 Barton Rd, Redlands |

Firehouses

- | | |
|-------------------------------------|---------------------------|
| ○ Central Valley Fire (county area) | 15380 San Bernardino Ave. |
| ○ Station 74 | 11500 Live Oak |
| ○ Station 71 | 17400 Arrow Blvd. |
| ○ Station 78 | 7110 Citrus Ave. |
| ○ Station 73 | 14360 Arrow Blvd. |
| ○ Station 77 | 17459 Slover Ave. |

Schools

- | | |
|-------------------------------|---------------------|
| ○ AB Miller High School | 6821 Oleander Ave. |
| ○ Alder Middle School | 7555 Alder Ave. |
| ○ Almeria Middle School | 7723 Almeria Ave. |
| ○ Almond Elementary | 8172 Almond Ave. |
| ○ Beech Elementary | 9206 Beech Ave. |
| ○ (Kathy) Binks Elementary | 7358 Cypress Ave. |
| ○ (Eric) Birch High School | 7930 Locust Ave. |
| ○ Canyon Crest Elementary | 11851 Cherry Ave. |
| ○ Chaparral Elementary | 14000 Shadow Drive |
| ○ Citrus Elementary | 16041 Randall Ave. |
| ○ Citrus High School | 9820 Citrus Ave. |
| ○ Cypress Elementary | 9751 Cypress Ave. |
| ○ Date Elementary | 9011 Oleander Ave. |
| ○ Fontana High School | 9453 Citrus Ave. |
| ○ Fontana Middle School | 8425 Mango Ave. |
| ○ (Dorothy) Grant Elementary | 7069 Isabel Lane |
| ○ Hemlock Elementary | 15080 Miller Ave. |
| ○ Juniper Elementary | 7655 Juniper Ave. |
| ○ Jurupa Hills High School | 10700 Oleander Ave. |
| ○ (Henry J)Kaiser High School | 11155 Almond Ave. |
| ○ Live Oak Elementary | 9522 Live Oak Ave. |
| ○ Locust Elementary | 7420 Locust Ave. |

Field Training Officer Program

○ Mango Elementary	7450 Mango Ave.
○ Maple Elementary	751 S. Maple Ave.
○ North Tamarind Elementary	7961 Tamarind Ave.
○ Oak Park Elementary	14200 Live Oak Ave.
○ Oleander Elementary	8560 Oleander Ave.
○ Palmetto Elementary	9325 Palmetto Ave.
○ Poplar Elementary	9937 Poplar Ave.
○ (Ted J.) Porter Elementary	8330 Locust Ave.
○ (Virginia) Primrose Elementary	751 N. Maple Ave.
○ Randall-Pepper Elementary	16613 Randall Ave.
○ Redwood Elementary	8570 Redwood Ave.
○ (Wayne) Ruble Middle School	6762 Juniper Ave.
○ Sequoia Middle School	9452 Hemlock Ave.
○ Shadow Hills Elementary	14300 Shadow Drive
○ Sierra Lakes Elementary	5740 Avenal Place
○ South Tamarind Elementary	8561 Tamarind Ave.
○ Southridge Middle School	14500 Live Oak Ave.
○ Summit High School	15551 Summit Ave.
○ Tokay Elementary	7846 Tokay Ave.
○ (Harry S) Truman Middle School	16224 Mallory Drive
○ Wayne Ruble Middle School	6762 Juniper Ave.
○ West Randall Elementary	15620 Randall Ave.

Community service organizations

○ Cultural Arts Center	9420 Sierra Ave.
○ Cypress Community Center	8380 Cypress Ave.
○ Don Day Community Center	14501 Live Oak
○ Fontana Community Services	9460 Sierra Ave.
○ Fontana Performing Arts Center	9460 Sierra Ave.
○ Head Start	6361 Catawba Ave.
○ Jesse Turner Center	15556 Summit Ave.
○ Juniper Community Center	16581 Filbert St.
○ Miller Community Center	17004 Arrow Blvd.

Field Training Officer Program

Park and Recreation areas

○ Chaparral Park	14145 Rancherias Drive
○ Cypress Park	7881 Juniper Ave.
○ Heritage Village Park	7210 W. Liberty Parkway
○ Heritage Circle Park	7555 Caryn Circle
○ Jack Bulick Park	16581 Filbert St.
○ Koehler Park	6871 Beech Ave.
○ Martin Tudor Regional Park	11660 Sierra Ave.
○ McDermott Park	7350 E. Liberty Parkway
○ Nature Center	11501 Cypress Ave.
○ North Fontana Park	6396 Citrus Ave.
○ North Heritage Park	7236 N. Heritage Circle
○ North Tamarind Park	8025 Tamarind Ave.
○ Northgate Park	7800 Celeste Ave.
○ Oak Park	14180 Live Oak Ave.
○ Village Park	9460 Sierra Ave.
○ Miller Park	17400 Arrow Hwy
○ Sierra Lakes Soccer Park	6122 Citrus Ave.
○ Santa Fe Park	16807 Orange Way
○ Science and Nature Center	11501 Cypress Ave.
○ Seville Park	16601 Seville Ave.
○ Shadow Park	14250 Shadow Drive
○ Southridge Park	14501 Live Oak Ave.
○ San Sevine Park	5444 Cherry Ave.
○ Tokay Park	7846 Tokay Ave.
○ Veterans Park	17255 Merrill Ave.
○ Veterans Park West	9055 Mango Ave.
○ Village Park	11381 Poplar Ave.

Field Training Officer Program

Support Services

- City Hall 8353 Sierra Ave.
(909) 350-7600
- Courts
 - San Bernardino Superior 17780 Arrow Blvd.
 - Juvenile Delinquency Court 8303 Haven Ave., Rancho Cucamonga
(909) 481-4228
- District Attorney's Office
- Probation Department
- Coroner's Office
- County Jail
- West Valley Detention Center 9500 Etiwanda Ave, Etiwanda
(909) 463-5000
- Welfare Department
- Juvenile Hall 9478 Etiwanda Ave, Etiwanda
(909) 356-1974
- State and Federal law enforcement agencies:
 - California Highway Patrol
 - Department of Motor Vehicles
 - Federal Bureau of Investigations Riverside Office
(951) 686-0355
 - Postal Inspectors
 - Bureau of Narcotic Enforcement
 - Department of Justice
 - Secret Service
 - Immigration and Naturalization (ICE)

RADIO PROCEDURES

INSTRUCTION GUIDE #5 (Phase I)

When using the police radio, consider the fact that many other departments as well as the public are monitoring us. Our department will be judged by the business-like manner in which we give transmissions. Do not give information to aid the criminal element. Unit-to-unit transmissions shall be kept to an absolute minimum.

Obtain clearance from the dispatcher before giving a long transmission. Use the telephone when a message is quite long or is of a sensitive nature.

Give all transmissions in a clear, calm, slow, and distinctive voice. Keep all messages on an impersonal basis, speaking in the third person whenever possible. Avoid excitement or anger as this causes the voice to become distorted.

Portable Radios:

The portable radios issued to field officers were designed for the purpose of providing immediate communication with the station when away from the patrol unit. Not only has the portable radio allowed the field officer to become more mobile, but it allows for a prompt response should the officer put out a call for assistance. As valuable as this equipment is, it does have limitations, and each officer should know the full capabilities of this radio.

The following are important considerations when operating the portable radios:

1. The portable radio is battery operated and, as such, operates on a decreasing flow of energy. Because of this factor, the radio in the police vehicle should first be utilized whenever possible.
2. The radio should be held in a vertical position. This position will allow for maximum radio efficiency. For example, if the radio were to be held upside down, all transmissions would be directed into the ground.
3. All radio transmissions are affected by atmospheric conditions. At certain times it will result in poor radio reception throughout the entire city and on other occasions it will only affect certain parts. The initial reaction to this condition is that the battery is weak and in need of replacement. Before making a change, consideration should first be given to atmospheric conditions as a cause of poor radio reception. Utilizing the radio in another part of the city or beat may confirm this condition. Radio feedback problems can be virtually eliminated if care is taken to turn off portables when the vehicle radio is being used. The same is true when broadcasting on the portable in the immediate proximity of the police vehicle

Field Training Officer Program

with the radio on.

4. The portable radio should be looked upon as being a part of your safety equipment, and like firearms, you hope for maximum efficiency when an emergency arises. The portable radio is an expensive piece of equipment, and although durability is a design feature, extra care in handling should be exercised to ensure maximum years of serviceable use. The radio should be taken out of service and submitted for any needed repairs.
5. It is a good practice to turn the portable radio ON upon leaving the police vehicle. This ON condition allows for immediate use in times of emergency, and for the base station to contact you if immediately needed.
6. Officers are issued their own portable radio and are responsible for maintaining the radio in good working condition. If there is a problem with the radio, it shall be turned in to the patrol supervisor with a note explaining the problem. The spare radio will be issued to the officer while his/her radio is repaired.
- 6a. Officers should obtain a fresh battery from the equipment room at the start of each shift and turn in batteries at the end of watch.

Codes designating response to details:

Code 1 - Proceed to location without undue haste.

Code 3 - Use red light and siren to obtain right of way, but never drive in excess of a safe speed, giving consideration to traffic conditions, weather, and the nature of the call.

Descriptions:

The description of any person should contain the following information if possible: Name, race, age, DOB, address, height, weight, color of hair, color of eyes, complexion, physical imperfections and a description of clothing from head down, also any noticeable peculiarities.

Stolen vehicles should be described as follows: Stolen from (place), time, date, color, year, make, body type, license number, I.D. number, and any other information which will aid in the identification (damage, window stickers, etc).

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Phonetic Alphabet:

The phonetic alphabet should be used whenever there is a possibility that confusion may arise over spelling of words, or when describing the letters in a license number, example: GBS 055 - George - Boy - Sam 0-5-5.

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

Radio Codes:

Ten Series:

Ten 1	Receiving poorly
Ten 2	Receiving well
Ten 4	Okay
Ten 5	Relay information to other officer
Ten 6	Busy
Ten 7	End of watch
Ten 8	In service
Ten 9	Repeat last message
Ten 10	Out of service, subject to call
Ten 13	Weather conditions
Ten 14	Escorting subject(s) (Non-custodial)
Ten 15	Escorting prisoner(s)
Ten 19	En-route to station
Ten 20	Your location?
Ten 21	Call by phone
Ten 22	Cancel/Disregard
Ten 23	Standby
Ten 28	Registration/Records Check (vehicle)
Ten 29	Wants and Warrants Check (Person/Vehicle)
Ten 33	Emergency traffic, clear radio channel
Ten 35	Confidential information
Ten 36	Time of day
Ten 42	Officer's residence
Ten 48	Break
Ten 81	At Station
Ten 87	Meet

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Ten 97	On scene
Ten 98	Finished last detail
Eleven 85	Request Tow
Eleven 99	Status check, emergency alert activated

Code Series:

Code 1	Acknowledge message
Code 3	Emergency, use lights and siren
Code 4	No assistance needed
Code 5	Stake out
Code 6	Investigation
Code 7	Lunch
Code 30	No wants/warrants, no prior arrests
Code 31	Prior convictions
Code 9-9-9	Officer in trouble send help – emergency response

11-99 Procedure

1. When an officer activates his/her emergency alert, dispatch will attempt to contact the unit by calling the officer's designator on the primary radio channel and advising 11-99.
2. If the officer does not need help the answer is "affirmative."
3. If the officer needs help the answer is "negative" or "code 4" this will assist in protecting the officer, should suspect(s) have knowledge of radio codes.

On secondary channel:

Dispatch will contact 2 officers and have them go to a secondary or "tac" channel. Backing officers will then be dispatched over the secondary channel in order to prevent the suspect(s) from being aware of the response of additional officers.

Radio Call Designations:

Adam 1	Chief of Police
LEAD 1 – 6	District Safety Officers
Paul	Patrol
Sam	Sergeants
Charlie	Corporals
K-9	K-9 Unit
IDA 1 – 2	Child Welfare and Attendance Liaisons

LAWS OF ARREST

INSTRUCTION GUIDE #6

(Phase I)

Types of Crimes (Felonies and Misdemeanors)

Felony: A felony is an offense for which a sentence to a term of imprisonment in excess of one year is authorized. Felonies are serious crimes, such as murder, rape, or burglary, punishable by a harsher sentence than that given for a misdemeanor.

Misdemeanor: A misdemeanor is an offense for which a sentence to a term of imprisonment not in excess of one year may be imposed. A misdemeanor is less serious than a felony and is punishable by fine or imprisonment in a city or county jail rather than in a prison. Misdemeanors are tried in the lower courts, such as municipal courts and may include: petty theft, disturbing the peace, simple assault and battery, drunk driving without injury to others, drunkenness in public, various traffic violations, public nuisances.

What is an Arrest?

Penal Code 834

1. An arrest is taking a person into custody.
2. In a case and a manner authorized by law.
3. An arrest may be made by:
 - A. A peace officer (836 P.C.)
 - B. Or by a private person (837 P.C.)

A Peace Officer may Make an Arrest

Penal Code 836

1. In obedience to a warrant;
2. Without a warrant:
 - A. Whenever he/she has reasonable cause to believe that the person to be arrested has committed a public offense in his/her presence.
 - B. When a person arrested has committed a felony, although not in his/her presence.
 - C. Whenever he/she has reasonable cause to believe that the person has committed a felony, **WHETHER OR NOT A FELONY HAS, IN FACT, BEEN COMMITTED.**

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A Private Person may Arrest Another

Penal Code 837

1. For a public offense committed or attempted in his/her presence.
2. When a person has committed a felony, although not in his/her presence.
3. When a felony has, **IN FACT BEEN COMMITTED** and he/she has reasonable cause for believing the person arrested to have committed it.

Mandatory Appearances Per California Vehicle Code 40302

1. The arrested person shall be taken without delay before a magistrate in the following cases:
 - A. When the person arrested fails to present their California Driver License or other satisfactory evidence of his/her identity for examination, and...
 - (1) When the person arrested refuses to give written promise to appear in court.
 - (2) When the person arrested demands an immediate appearance before a magistrate.
 - (3) Or when the person arrested is charged with violating Section 23152 or 23153 VC.

Optional Appearances Per California Vehicle Code 40303

1. When the person is arrested for the following offenses and the officer is not required to take the person before a magistrate, the arrested person shall, in the judgment of the officer, either be given a notice to appear or be taken before a magistrate without delay.
 - A. Section 10852 or 10853 VC, injuring or tampering with a vehicle.
 - B. Section 23103 or 23104 VC, relating to reckless driving.
 - C. Section 2800 VC failure to stop and submit to a vehicle inspection (misdemeanor).
 - D. Section 20002 VC failure to stop in the event of an accident.

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- E. Section 23109 VC speed contest.
- F. Section 14601 and 14601.1 VC Driver license revoked or suspended.
- G. When the person arrested has attempted to evade arrest.

Time of Arrest (840 PC)

Time of arrest: Felony; Misdemeanor

An arrest for the commission of a felony may be made on any day and at any time of the day or night. An arrest for the commission of a misdemeanor or an infraction cannot be made between the hours of 10 o'clock P.M. of any day and 6 o'clock A.M. of the succeeding day, unless:

- 1. The arrest is made without a warrant pursuant to Section 836 or 837.
- 2. The arrest is made in a public place.
- 3. The arrest is made when the person is in custody pursuant to another lawful arrest.
- 4. The arrest is made pursuant to a warrant, which for good cause shown, directs that it may be served at any time of the day or night.

NOTE: Misdemeanor warrant arrests not in the "public" (i.e., residence) may not be legal if the hours of arrest are 10:00 P.M. - 06:00 A.M.

Formalities When Making an Arrest (841 PC)

- 1. Officer or citizen must inform the person to be arrested of the intention of arrest
- 2. Cause of arrest (violation, etc)
- 3. Authority of arrest must be established (identification as a police officer)

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Formalities in Releasing a Suspect (849b)

1. Not involved; released through Investigations
2. Injury or illness precluded booking

FORCIBLE ENTRY

Breaking Doors and Windows

1. **Forced entry for arrest (844 PC)**
 - A. Must have probable cause to make an arrest (normally, warrant issued)
 - B. Felony
 - C. Peace Officer
 - D. May break open the door or window (check if door or window is unlocked)
 - E. After having demanded admittance and explained why admittance is desired and identified yourself (Knock and Notice)

Must have reasonable grounds to believe person is within the premises.

Possess an arrest warrant, or emergency exigent circumstances are present or authority to retake a parolee.

Officers may disregard 844 PC under certain limited circumstances. 844 PC can be disregarded if there is reasonable belief that the suspect will:

- A. Destroy the evidence;
- B. Frustrate the arrest;
- C. Escape;
- D. Or cause injury to the officers.

Belief that one of the above may occur must be based on specific facts, not broad unsupported presumptions.

Entry without compliance to 844 PC will result in any evidence being deemed inadmissible. In all cases, officers must make a record, which will either reflect full compliance with 844 PC and 1531 PC, or reasons why compliance was excused, citing the above reasons.

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Advising Suspects of their Rights

Officers are encouraged to attempt to obtain statements from suspects/arrested suspects regarding crimes whenever possible. Those statements often “lock” the suspect into a story that can often be disproved through investigation.

The Miranda admonition must be given whenever...

1. An Officer wants to question a suspect about a crime, and the suspect is in custody or is not free to leave.

Examples of in custody-not free to leave

- a. The officer tells the suspect he/she is under arrest.
- b. The officer subjects the suspect to arrest-like restraints (examples would include placing the suspect in handcuffs, in a jail cell or in the back seat of the unit, or pointing drawn weapons at them during a felony stop).

Note Removing the handcuffs, taking the suspect out of the jail cell or back seat, or holstering your weapon may terminate the restraint and the need for Miranda Warnings.

The Miranda Warning should be...

1. Read verbatim from the FSPD Warning and Waiver Form, and
2. After admonishing and prior to questioning, it is usually necessary to obtain a valid waiver.

The suspect's waiver may be...

Either *expressed* or *implied*:

Expressed Waiver:

An expressed waiver is ideal and must be made:

- a. Voluntarily;
- b. Knowingly;
- c. And intelligently;
- d. Obtained via the utilization of the printed FSPD Warning and

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Waiver Form.

Implied Waiver:

- a. A waiver of this type is when the suspect acknowledges his understanding of his rights and makes statements or answers questions without expressly stating he/she wishes to give up their rights.
- b. Although not ideal, this type of waiver can be used where based on the officer's experience and professional judgment, he/she thinks it is not likely that the suspect is willing to provide an express waiver but seems willing to discuss the case.

Juveniles...

- 1. When arrested, juveniles must be given Miranda Warnings at all times whether questioned or not (WIC 625).
- 2. There is no obligation to give the warning immediately upon arrest, but the warning shall be given at some point during the arrest and definitely prior to any questioning.
- 3. The rules for obtaining waivers from juveniles are the same as those for adults.
- 4. If juvenile is less than 14 years of age, a Gladys R form should be completed.

PRIVATE PERSONS ARREST/MISDEMEANOR CITATIONS

INSTRUCTION GUIDE #7 (Phase I)

An officer is required by law (142 PC) to receive into custody a prisoner who has been arrested lawfully.

1. **Prior to Arrest**

Prior to accepting custody, the arresting person shall be advised of any alternatives to making a physical arrest. (For example: Crime Report "by way of complaint") If, after being advised of the alternatives, the person still insists on making a physical arrest, the officer shall establish that it is probable cause to believe that a crime has been committed and that the person being arrested has committed that crime. Once probable cause has been established the officer shall take custody of the arrestee. If the officer is unable to establish probable cause the officer will take a case for submission to District Attorney but will not take custody of the prisoner.

2. **Advising the Arrestee**

When taking custody, the officer shall advise the prisoner that the officer is not making the arrest, but merely receiving custody of the prisoner, as required by law.

3. **Taking the Prisoner into Custody**

It shall be the policy of this Department to take the person into custody even believing the initial arrest was false. Once the officer has accepted the arrested party, he/she may utilize the provisions of Penal Code Section 849(b)(1) and release the person from custody if the officer is satisfied that there are insufficient grounds for a criminal complaint against the person arrested. The arrested party should be released away from the scene in order to prevent an altercation from occurring or continuing.

4. **Reports Required**

Investigative reports are required on all private persons arrests. (It is, ultimately, the officer's responsibility for the completion of the proper reports, not the private person arresting. However, private persons should be advised and assisted regarding the completion of the forms, if possible.)

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CITE RELEASES

What is a Cite Release?

1. An alternative method to physical arrest of adults in misdemeanor cases.
2. Defined as the release after arrest of a defendant by obtaining his written promise to appear.

Why Cite Release?

1. Serves to save police officer's and jailer's time.
2. Releases minor violators without confining them.

When Should a Suspect be Cite Released?

It is mandatory that all adults arrested for any non-traffic misdemeanors be cited for the crime with the following exceptions:

1. If the offense is punishable as a felony.
2. The person arrested demands immediate appearance before a court.
3. The person refuses to sign a cite and is arrested. (A supervisor must first be called to the scene before the person is taken into custody.)
4. There exists a reasonable cause to believe the person will fail to appear (no local address, prior record for failure to appear on a promise to).
5. The identity of the suspect cannot be properly verified.
6. There is reasonable cause to believe that the violation will continue. (Subjective decision on the part of the arresting officer.)
7. There is a resistance to law enforcement personnel or a threat of danger to any person or property.
8. When prosecution of the offense, or another offense, would be jeopardized (such as the individual being questioned regarding crime or the suspect destroying evidence of this or another crime).

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How to Cite the Suspect:

1. After verifying the identity of the suspect, check the background through all available sources. Question the suspect to help decide whether he/she is reliable enough to be considered for a cite release.
2. Utilize the Identix system to fingerprint and photograph suspect.
3. Fill out the form entirely.
4. Inform the suspect of what you are doing. Suspect must realize that even though he/she is not being incarcerated, he/she is still liable for prosecution and is obligated, by the signature, to appear in court.
5. Obtain Watch Commander's approval for booking of misdemeanor rather than cite release if necessary.

Effectiveness

The cite release is a useful tool in doing your job. It permits the officer to avoid transporting and booking a suspect if circumstances warrant such a handling of a case.

Booking prisoners:

The following are some of the procedures that should be considered along with the department policies when booking prisoner(s).

- A. Juveniles
 1. Miranda
 2. Phone calls
 3. Notifications
 4. Secure/Non-secure detention
 5. Strip search
 6. Requirements pertaining to the confinement of a child under 16 confined with an adult accused or convicted of crime.
 7. Custody alternatives

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- B. Booking general information
 - 1. Jail facility tour.
 - 2. Jail facility function.
 - 3. Jail facility layout.
 - 4. Jail facility staffing.
 - 5. Securing Officer's weapons prior to entering jail.
- C. Booking procedure
 - 1. Booking sheet.
 - 2. Probable cause statement.
 - 3. Confirm arrestee is adult.
 - 4. Valid court and/or warrant paperwork.
 - 5. Inmate is medically screened or cleared for booking.
 - 6. Injuries or medical problems of prisoner documented.
 - 7. Release of prisoner(s).
- D. Notification and procedure for:
 - 1. Alcoholics
 - 2. Narcotics/Drug users
 - 3. Mentally ill
 - 4. Sex offenders
 - 5. Escape risks
 - 6. Non-conformists
 - 7. Civil bookings
- E. Special consideration prisoners:
 - 1. Injured or sick
 - 2. Females (including pregnant females)
 - 3. Elderly
 - 4. Gang members or police officers, judges, etc.
 - 5. High-profile prisoners.
 - 6. Any other prisoner(s) who may need special housing.

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- F. Classification of inmates:
 - 1. Sex
 - 2. Age
 - 3. Criminal sophistication.
 - 4. Seriousness of offense.
 - 5. Assaultive behavior.
 - 6. Medical disabilities.
 - 7. Gang affiliation.
 - 8. Overt sexual behavior.

- G. Searching prisoner(s)
 - 1. Search by same sex.
 - 2. Clothed search.
 - 3. Strip or skin search, including documentation.

- H. Custody emergency response for:
 - 1. Fire
 - 2. Earthquake
 - 3. Civil disorder
 - 4. Escape

Transportation of Prisoners:

The Department policy regarding transportation of prisoners relates to transporting prisoners of the opposite sex, the following are additional concerns when transporting prisoner(s):

- A. Prisoner(s) restrained with special devices (i.e. hobble, expectorant shields, etc.).
- B. Sick, injured, mentally ill, physically challenged, or pregnant prisoners.
- C. Juveniles with/without adults.
- D. Females
- E. Use of seatbelts.
- F. Searching the area prisoner will occupy during transportation.
- G. Searching the same area after transporting.
- H. Proper position of officer(s) and prisoner(s) in vehicle while transporting.
- I. Close and constant observation of the prisoner(s).
- J. Safe placement and transport of prisoner(s) in vehicle.
- K. Medical clearance requirements, legal, Policy, facility requirements.

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Prisoners' Rights

Officers must be aware of the following prisoner's rights when someone is in their custody:

1. Shelter, Food, Medical care.
2. Telephone calls.
3. Property receipts.
4. Constitutional rights.

COURT PROCEDURES/ORIENTATION

INSTRUCTION GUIDE #8

(Phase I)

Purpose:

The purpose of this procedure is to explain the reimbursement schedule for employees responding to a court appearance, as well as employees remaining on an “on call” status away from the court.

Employee Subpoena/Court—Off Duty Status:

Any employee required to respond to court while in an off-duty status will be compensated according to the current MOU requirements.

The employee should prepare by securing reports or copies of citations prior to their date of appearance.

If while at court the employee’s regular shift commences, the court time reimbursement to be claimed ceases at that time and the remaining time spent in court is considered part of the regular shift tour.

Employee Subpoenaed—On call Status/Off Duty Status out of Town Appearances:

All employees who are subpoenaed to an out of town court will respond to the station prior to going to court at the appointed time. Court time for purposes of compensation will be paid for all “out of town” appearances from the time employees leave the station.

Employees who are placed in an “on call” or “stand by” status restricting their freedom of movement in lieu of attending court in response to a direct order or lawful subpoena pertaining to matters arising during the course and scope of employment shall receive compensation for all such time spent as required under the current.

Subpoena—On Duty:

When an employee is on duty and is called to appear in court and his appearance extends past his regular “end of shift,” the overtime is treated as regular overtime, at time and one-half hourly wage.

Employee Re-subpoena:

When an employee has been subpoenaed under any of the foregoing circumstances for which compensation will be paid and the employee is re-subpoenaed to appear again on another day, the

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new appearance date and subpoena instructions will be treated like any other subpoena.

Courtroom Testimony

During direct testimony, the officer's responsibility is to present the facts of the case. *Keep in mind—the officer saw and smelled it and the judge and jury did not. The officer must paint a mental picture for the judge and jury.* In order to do that, the officer should:

1. Testify to what he observed using language geared for the lay person – in other words, don't use jargon, acronyms, or abbreviations;
2. Never guess at an answer – it's okay to say, "I don't know" if you don't know; and
3. Provide specific descriptive details concerning exactly what the suspect did or was not able to do and explain what these actions mean.
4. **Always tell the truth. If you Lie you can be criminally and civilly prosecuted and your word in court will no longer be credible.** (Brady list – *Brady v. Maryland* 373 U.S. 83 (1963))

An officer's testimony should NOT include:

1. Testimony or evidence that has been excluded;
2. Exaggerated testimony; or
3. Testimony that can appear biased for or against the defendant.

Professional conduct during a trial is very important. Jurors focus on an officer's demeanor as well as the content of the testimony. Avoid becoming agitated or taking personal issue with defense tactics – just stick to the facts. *Remember: the minute you lose your temper, you lose your audience.* Personal appearance also matters.

Courtroom Protocol, Preparation for Testimony, Courtroom Attire and Courthouse Decorum

Employees must be punctual when appearing in court and shall be prepared to proceed immediately with the case for which they are subpoenaed. Before the date of testifying, the subpoenaed officer shall request a copy of relevant reports and become familiar with their content in order to be prepared for court. Employees shall dress in uniform or business attire. Suitable business attire for men would consist of a coat, tie, and dress pants. Suitable business attire for female employees would consist of a dress jacket, dress blouse, and skirt or slacks. Employees shall observe all rules of the court in which they are appearing.

Testifying against the interest of the People of the State

Any member or employee who is subpoenaed to testify, who has agreed to testify, or who anticipates testifying other than the People of the State of California, Fontana Unified School District or city must notify their immediate supervisor without delay.

**STOP AND FRISK/DETENTION AND RELEASE
CONTROL / SEARCHING PERSONS
INSTRUCTION GUIDE #9
(Phase I)**

Introduction

This instruction guide will discuss **stop and frisk, as well as detention/release issues**. It will be an overview of terms and laws that are common for this topic. This discussion is merely a guide for officers to study and should only be used to gain a basic understanding of your responsibilities. However, it is still the individual officer's responsibility to review more in depth case laws and build individual expertise.

To be a police officer in today's society is a very difficult learning process. There are certainly more responsibilities and legal issues surrounding many of today's cases. More and more responsibilities are being shouldered on today's police officer. **Stop and frisk and detention/release issues** alone are mind boggling. No one can just read a book and become an expert. You have to get out and apply what you learn to everyday life scenarios. Yes, this includes making mistakes. Instructors need to emphasize the importance of this area of law enforcement because this is the one area officers deal with frequently in the field. Having an understanding of some key issues will save new officers a lot of headaches and possible legal problems.

Fourth Amendment

Both the United States and California Constitutions prohibit “unreasonable” searches and seizures of people, houses, and personal property.

“All persons born or naturalized in the United States, and subject to the jurisdiction thereof, are citizens of the state wherein they reside. No state shall make or enforce any law, which shall abridge the privileges or immunities of citizens of the United States; nor shall any state deprive any person of life, liberty, or property, without due process of law; nor deny to any person within its jurisdiction the equal protection of the laws.”

A “**search**” occurs when an expectation of privacy that society is prepared to consider reasonable is infringed.

A “**seizure**” of property occurs when there is some meaningful interference with an individual’s possessory interest in that property.

A “**seizure**” of a person occurs (1) when a peace officer physically applies force; or (2) when a person voluntarily submits to a peace officer’s authority.

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The Exclusionary Rule

The Exclusionary Rule comes into play when a court determines that a search or seizure was unreasonable. Under the “rule” (which was judicially created to encourage **proper** police conduct) evidence, which results from an illegal (unreasonable) search or seizure, is “**excluded**” at trial. It is “**suppressed**” (ruled inadmissible) and therefore cannot be brought to the jury's attention.

Example:

An officer arrests a suspect for murder. In a search of the suspect incident to the arrest, the officer finds credit cards belonging to the victim. The suspect then confesses to the murder. If the court rules that the officer did not have sufficient “probable cause” to make the arrest valid, both the credit cards and confession will be suppressed.

Proposition 8:

Prior to the passage of Proposition 8 (1982), evidence was excluded if it was obtained in violation of the federal or California Constitution, which the California Supreme Court for many years had interpreted as providing greater or broader rights to its citizens than United States Constitution afforded.

Proposition 8 was an effort to change that by eliminating California's "independent state grounds" as a basis for excluding evidence. It succeeded.

Following Proposition 8, Federal rules governed the admissibility of evidence. In other words, as long as the police did not violate the Fourth, Sixth or Fourteenth Amendment of the United States Constitution when obtaining evidence, it was admissible in court.

The problem was, however, that Proposition 8 did not change California's substantive rights themselves (the “independent state grounds”), but rather only the remedy. The effect of Proposition 8 was simply that even if you obtained evidence in violation of the California Constitution, the evidence would still be admissible in court (not be excluded), as long as the United States Constitution had not also been violated. But although the evidence is admissible, the officer could still be subject to civil sanctions for violating state constitutional rights.

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Consensual Encounters

When you deal with a member of the public, the law will classify it as either a “**consensual encounter**,” a “**detention**,” or an “**arrest**.” A “consensual encounter” is the least intrusive of these.

Definition:

The key element to a “**consensual encounter**” is that the person remains totally free to leave or not to cooperate with you. You must not restrain the person or exert any authority over him. Conversely, you do not need any objective reason or justification for initiating this type of contact.

Contacting Suspects:

Generally, no problem arises if you are dealing with a non-suspect (e.g., informing relatives about a death; warning persons partying in a parked van that it's illegal to spend the night there; interviewing a witness). However, when you are dealing with a suspect, it is often more difficult to convince a court that there was only a consensual encounter, i.e., that the person was truly free to leave.

Merely approaching someone is not a “**detention**.” Neither is, without more: inquiring about identity or *requesting* identification; shining your spotlight on someone and *asking* him to remove his hands from his pockets; or merely asking if the person will step to the side to talk to you.

In other words, a “police officer may approach an individual in public, identify himself as a law enforcement officer, and, in a non-coercive manner, ask the individual a few questions, without converting the encounter into a “**seizure**,” i.e., into a “**detention**.”

The manner and mode of your questioning may also be critical. Therefore, to preserve the consensual aspect of the “**encounter**,” it is better to ask for the person’s cooperation, rather than to demand it. And—even though you don’t have to—it's usually a good idea to actually tell the person what his status is, i.e., that you are not detaining him and that he is free to leave or to not cooperate.

Although you have no power to conduct any kind of frisk or other search during a “**consensual encounter**” remember that any contraband you see in plain view may be seized and/or provide probable cause for arrest. And the probable cause to arrest then will justify a search incident to the arrest.

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Detention/Stops

Definition:

A temporary “**detention**” or vehicle “**stop**” is an exertion of authority by an officer, which is something less than a full arrest but more substantial than a simple "contact" or "consensual encounter."

A “**detention**” occurs whenever a reasonable—and innocent—person would believe he is not free to leave or otherwise disregard the police and go about his business. Such a belief may result from physical restraint, unequivocal verbal commands, or words or conduct by you, which clearly relate to the investigation of specific criminal acts. For instance, patting someone down constitutes a detention.

In addition, before a “**detention**” exists in the law, it is also necessary that the person actually submits to your assertion of authority. If the person runs away, for example, there has been no detention, and none occurs until and unless you actually affect a stop.

In other words, a person is not “**seized**” within the meaning of the fourth Amendment unless he or she is somehow physically restrained or voluntarily submits to peace officers' authority.

Example:

No detention existed where an officer briefly shined white light into a moving car, and then followed it without using red light or siren until the driver pulled over on his own.

Example:

No detention existed where an officer waited for traffic to clear, then backed up to get a look at a vehicle's rear license plate. When it then screeched away with squealing tires, he had a basis to pursue and stop it.

Example:

Not a detention to walk up to a driver who was already stopped in his vehicle and ask (not demanded) to see his driver's license or other identification.

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Reasonable Suspicion

In order for an investigative stop or detention to be **valid**, you must have a reasonable suspicion that:

1. Criminal activity may be afoot; and
2. The person you are about to detain is connected with that possible criminal activity.

Your “**reasonable suspicion**” must be based on specific facts, which you can articulate to a court. The court will then decide, based on the totality of the circumstances, whether the facts were enough, objectively, to constitute reasonable suspicion. On the other hand, you cannot make a valid detention based on a hunch, rumor, intuition, instinct or curiosity. However, for “**reasonable suspicion**,” both the quality and quantity of the information you need is considerably less than the “**probable cause**” you need to arrest or search.

Example:

Officers observed the defendant standing in front of a dance hall and liquor store, showing something in a partially rolled down paper bag to a group of others gathered around him. As the officers approached in a marked car, someone yelled “rollers” and the group dispersed. When the officers drove by again a few minutes later, the defendant was outside, but ran back into the dance hall. They chased him and ordered him to stop. The court held that these circumstances—given this day and age where traffic in illegal drugs is endemic to our society—provided a valid basis to detain.

Example:

It was proper to detain and pat-down a man who had been standing on a corner in a high narcotics area for several minutes, where two other persons nearby, believed to be sellers had yelled “rollers” to him, after which he had started to leave, then turned towards the approaching officers and reached into his jacket.

Probable Cause

Definition:

“**Probable Cause**” to search or arrest exists when the totality of circumstances or “total atmosphere” of the case would cause a person of ordinary care and prudence to entertain an honest and strong suspicion that the person to be arrested is guilty of a crime.

A police officer has the right and duty to stop and temporarily detain citizens if they have **probable cause** to believe the following:

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1. It appears some activity on the part of the citizen is out of the ordinary.
2. There is some indication that the activity relates to crime.
3. There are specific facts, which indicate some criminal activity has, or will take place.

Arrests

An “**arrest**” occurs when you take a person into custody. This requires either:

1. That you physically restrain or at least touch the person, or
2. That the person submits to your authority.

Custody is an objective condition; your subjective intent is not necessarily controlling.

However, for a misdemeanor or infraction, there is a time limitation. You must make the arrest—with or without a warrant—between 6:00 a.m. and 10:00 p.m. unless:

1. The misdemeanor or infraction occurred in your presence; or
2. The arrest is made in a public place; or
3. You have a warrant which is endorsed for nighttime service; or
4. The arrestee is already in custody on another charge, or is taken into custody on a citizen's arrest; or
5. You make the arrest for violation of a domestic violence protective order, even though it did not occur in your presence; or
6. A spousal battery (PC 243e(1)) has occurred.

Remember too that the warrant-less arrest of an adult must be made at the time you observe the offense or within a reasonable time thereafter; otherwise, it becomes “stale.”

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Where you may arrest:

You may arrest in the following locations:

1. In a public place;
2. Inside the residence of the arrestee if you reasonably believe the suspect is inside and you have an arrest warrant, consent to enter (except for the nighttime misdemeanor situation discussed above), exigent circumstances, or the probable cause for the arrest arises after you are already lawfully inside; or
 - a. Inside the residence of a 3rd person if that person gives you consent to enter his residence, or you have a search warrant
3. Beyond the geographical boundaries of your agency only if:
 - a. The crime was committed in your jurisdiction; or
 - b. Exigent circumstances exist; or
 - c. You have consent from the agency having jurisdiction where the arrest occurred.

SEARCHING OF PRISONERS

Searching of Prisoners:

All prisoners shall be given a thorough pat down prior to transportation. When at the jail, the following searches will be conducted:

SEARCHING ARRESTEES IN BOOKING AREA

SEARCHING OF ARRESTEES—DEFINITIONS:

1. **“Pat Down Search”**—A thorough search where clothing is not removed. The search is to include wallets, purses, backpacks, etc.
2. **“Strip Search”**—A search which requires a person to remove or arrange some or all of his or her clothing so as to permit a visual inspection of the underclothing, breasts, buttocks, or genitalia of such person. Persons arrested for infractions and minor misdemeanor offenses shall not be subjected to strip search, except as authorized by Penal Code Section 4030.

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3. **“Skin Search”**—A search where all clothing is removed and a visual body cavity search is conducted. No intrusions or touching arrestee’s breasts, buttocks, or genitalia is allowed. Persons arrested for infractions and minor misdemeanor offenses shall not be subjected to skin searches, except as authorized by Penal Code Section 4030.
4. **“Physical Body Cavity Search”**—means physical intrusion into a body cavity. This search shall not be performed except under the authority of a search warrant issued by a magistrate specifically authorizing such a search, and if so authorized, shall accomplished only by a medical doctor in an appropriate location.

Searching Policy:

For the protection of arrestees, officers, and jail personnel, and to prevent the introduction of weapons or contraband into the Jail, the following shall be policy for searches conducted within the Jail area. The policies described herein apply equally to minors as well as adults.

1. After explaining the process, purpose of the search (above), and what is expected of the arrestee, all searches shall be conducted without undue force, in such a manner so as not to unnecessarily cause embarrassment or indignity to the arrestee. Employees shall refrain from making any degrading or humiliating comments to or about the arrestee.
2. All arrestees shall have, at minimum, a thorough “Pat Down Search” (even if previously done in the field) conducted by the arresting/transporting officer.
3. The officer shall also conduct a “Pat Down Search” when the arrestee is brought to the booking area.
4. “Strip Searches” of pre-arraigned infraction and misdemeanor arrestees are authorized only when:
 - A. The charges involved weapons, controlled substances or violence, and prior written authorization of the Watch Commander is obtained; or
 - B. A peace officer has determined there is a reasonable suspicion based on specific and articulate facts to believe such a person is concealing a weapon or contraband and prior written authorization of the Watch Commander is obtain; or
 - C. A determination has been made that the arrestee will be placed in the general jail population and all of the following are true:
 - ☐ The person is not cited and released
 - ☐ The person is not released O.R.

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- ☐ The person is not able to post bail within a reasonable time, or less than three hours; or
 - D. A “documented emergency” exists and there is no reasonable alternative to placing the arrestee in the general jail population, and prior written authorization of the Watch Commander is obtained.
- 5. Written authorization of the Watch Commander is to be obtained. Upon completion of the authorized search, the following information shall be included in the written authorization:
 - A. Time of the search
 - B. Date of the search
 - C. Place search was conducted
 - D. Name and sex of person searched
 - E. Name and sex of person conducting the search
 - F. A statement of the results of the search including a list of any items removed from the person
 - G. Signature of authorizing Watch Commander
 - H. Signature of searching officer

The written authorization shall be included in the arrestee’s report package and made available upon request to the person or his or her authorized representative.

- 6. “Strip Searches” of felony arrestee’s are authorized only when:
 - A. The charges involve weapons, controlled substance or violence and prior authorization of the Watch Commander is obtained and documented by notation and initialing on the Booking Data Form; or
 - B. An officer has determined there is reasonable suspicion based on specific and articulate facts to believe such a person is concealing a weapon or contraband and prior authorization of the Watch Commander is obtained and documented by notation and initialing on the Booking Data Form; or
 - C. A determination has been made that the arrestee will be placed in the general jail population and/or will not post immediate bail.
- 7. The Watch Commander may authorize a “Skin Search.” Authorization guidelines shall conform to those for the “Strip Search.” Such authorization shall also consider:
 - A. Offense (vehicle code warrant or misdemeanor arrests require exceptional circumstances).
 - B. Age (juveniles require exceptional circumstances)

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- C. Total circumstances of the arrest
- D. Background/record of the arrestee

Searching Locations and Responsibilities:

1. All persons conducting or otherwise present during a “Strip Search,” “Skin Search,” or “Physical Body Cavity Search,” shall be of the same sex as the person being searched, except for medical doctors or licensed medical personnel.
2. Responsibility for a search of a female arrestee shall be with a female police officer or female services officer on duty. However, the arresting/transporting officer shall remain in close proximity to the search location.
3. The arresting/transporting officer shall use jail-booking rooms to conduct thorough “Pat Down Searches,” complete Booking Data Reports and removal/recording of property taken from arrestee.

Prisoners Money:

1. All money must be separated from other property.
2. Searching officer shall count the money in front of the prisoner and affix his/her signature and serial number to the money inventory slip.
3. A witnessing officer shall verify the amount of money and also sign the money inventory slip.
4. The prisoner shall then sign the slip if he/she verifies the amount of money and is capable of signing. If the prisoner refuses to sign, enter “Refused to Sign” in the box.
5. Seal the money and slip inside the clear bag provided in the jail and place red evidence tape across the sealed opening. Sign your name and serial on the tape.
6. Place the sealed bag in the prisoner’s property container.
7. If money seized as evidence, indicate on Booking Form.

HANDLING JUVENILE CASES

INSTRUCTION GUIDE #10

(Phase I)

The casual encounter of an officer and a juvenile may be of tremendous importance to the juvenile and his family. What an officer says and how it was said will be remembered and repeated.

A juvenile's first contact with a police officer may well color his or her attitude toward law enforcement for the rest of his/her life. Young people are interested in police officers, and think and talk a great deal about any contact they may have had with an officer. If the first contact is with an officer who is overbearing and who is arrogant, browbeating, or calls the juvenile names, the youth will pass on unfavorable reactions and feelings to many other people, including the next officer he or she happens to meet. The uniform, the badge, and the gun symbolize the law to most juveniles. The officers carrying this equipment must always be sure that their conduct, attitude and conversation do nothing to lessen respect of the law that is represented.

The approach of a police officer to a juvenile offender must be fitted to the individual case. It is recognized that officers cannot expect to take any greater risk of injury at the hands of an offender because he/she may be a juvenile.

What is being stressed is that the first contact between the youth and the police officer is very critical. If the first contact with an officer who is firm, fair, courteous, truthful, impartial, unprejudiced, and interested in the youth as a person, with or without a problem, a good foundation has been laid, not only for that officer's interview or interrogation, if that is the purpose of the meeting, but for any future contacts with other officers. The manner in which these contacts are handled most often forms opinions and attitudes that remains with the juvenile throughout adulthood.

Juvenile Justice Philosophy:

The juvenile Justice System is a very complex system, and the system is presently searching for ways to effectively meet social and societal demands. The basic philosophy of the Juvenile Law is the protection of the child, and to effectively work out a program for his or her adjustment in society without dealing out punishment. In spite of the coming changes that will affect the handling of minors, this philosophy will probably remain the foundation of the Juvenile Justice System.

Authority to Handle Juveniles:

Section 625 (WIC) states a peace officer may, without a warrant, take into temporary custody a minor when such officer has reasonable cause to believe that such minor is a person described in Sections 300, 601, or 602 (WIC). In all cases, a minor shall be

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advised of his constitutional rights when taken into custody.

300 (WIC): These sections describe the jurisdiction of the court when handling dependent children under 18 years of age.

601 (WIC): This section deals with the persistent and habitual disobedience of a person under 18 years of age.

601.1 (WIC): This section describes a person under 18 years of age who disobeys school authority and is a habitual truant.

602 (WIC): This section concerns the violation of law (all laws) by a minor.

602 WIC Law Violators:

602 WIC is the Welfare and Institutions Code, which permits police officers to take into custody juveniles who have committed crimes. 602 WIC must appear on all arrest reports and contacts involving juveniles.

Juveniles who are arrested for any crime (or 601 WIC) must be advised of their Miranda Rights (625 WIC). Obtaining the waiver for questioning purposes is up to the discretion of the officer.

When Mirandizing juveniles, some extra care may have to be taken to ensure that terms are understood (especially with juveniles under 14). This is accomplished by determining if they understood the meaning of lawyer, judge, court and words such as silent, appointed, etc. Indicate their explanation in your report.

Juveniles who are arrested for serious crimes and who are going to be transported to Juvenile Hall must receive clearance prior to transportation.

Gladys R Form:

Minors under the age of 14 are incapable of committing crime, in the absence of clear proof that at the time of committing the act charged against them, they knew its wrongfulness. **After** Mirandizing a juvenile less than 14 years of age, establish that he or she knows the difference between right and wrong by using a GLADYS R form and submitting it with all the related reports.

A police officer can have a significant impact on a child's life. The majority of juveniles arrested for 602 WIC are arrested only once. The impact of the one incident is enough to alter the juvenile's behavior. Your professional handling of the first time arrest can make a learning experience that much more significant.

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300 WIC Dependent Children:

Law enforcement agencies are the only governmental agencies that can take immediate steps to protect children without court orders. In the area of dependent children, we work very closely with the CDSS (California Department of Social Services). CDSS is the agency that houses dependent children and represents them through custody hearings.

Children who are taken into protective custody should never be detained in a jail cell. In most cases, they have committed no crime. It is suggested that an interview room be utilized while making arrangements to place a dependent child.

300a: Minor has suffered, or there is substantial risk that the minor will suffer serious physical harm inflicted non-accidentally upon the minor by the minor's parent or guardian.

300b: Minor has suffered, or there is as substantial risk that the minor will suffer, serious physical harm or illness, as a result of the failure or inability of his or her parent or guardian to adequately supervise or protect the minor. Failure to provide adequate clothes, shelter or medical treatment.

300c: Minor suffering severe emotional damage as a result of parental conduct or no parent available to provide care.

300d: Minor has or there is a substantial risk that minor will be victim of sexual abuse.

300e: Minor under the age of five and has suffered severe physical abuse by a parent or any person known by the parent.

The section on **THE CRIME REPORT** would be the proper child abuse section or child neglect section of the Penal Code, not the 300 WIC section. The child would be the victim and the person causing the abuse would be the suspect. The injury report would describe the injury or illness suffered by the child.

The Juvenile Petition would document the taking of the child into custody; investigative facts will be in the crime report and the final disposition of the juvenile. The detention section is one of the 300 sections.

Once a child is taken into protective custody, a placement must be made for that child to stay in a foster home. This is where CDSS comes into play. While the Police Department investigates any criminality involved with the dependent child, CDSS investigates the area of custody. An officer taking a child into protective custody for 300 WIC should contact CDSS.

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The officer should explain the situation to the CDSS worker. The worker will then call the officer back and advise where the child should be taken. Most of the time, the law enforcement agency transports.

Juveniles in Need of Medical Treatment:

When minors are in need of medical treatment and their parents cannot be located to give counsel, the following shall apply:

1. Ambulance will transport to nearest contract hospital.
2. Advise the examining doctor there is no medical consent available and the reason. In cases of life or death dependent on treatment, the doctor may give treatment as necessary to save life.
3. Officer can take minor into custody under W&I 625 and authorize treatment in emergency situations.
4. Whenever possible, a school site administrator should respond to the hospital to relieve the officer. Parental notification must still be made.

NOTE: The hospital may request your assistance in contacting DCS.

Minor's name, age, birth date, parent's name, home address, and phone (if available).

Minor's condition as diagnosed by doctor.

Treatment recommended by doctor.

Reason as to why no medical consent was signed (parents not located, or parents refuse to sign).

The investigating officer shall make every effort to locate the parents or legal guardian, and secure permission for any emergency that arises (627 WIC).

Respond to hospital requests to locate and notify a parent or guardian, even though not involved in the initial referral of the minor to the hospital.

When a juvenile is taken into temporary custody, as per 625(c) WIC, the investigating officer shall complete, as much as possible, a Juvenile Report form, indicating the charges of 300 WIC. If placement is necessary, arrangements for it shall be made through the CPS Hotline.

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601 WIC Incurrigible Juveniles:

In 1977, the laws changed in how the police in California deal with juveniles who fall under 601 WIC, commonly known as incurrigible juveniles. Juveniles who are runaways fall under 601 WIC. Law enforcement agencies can no longer keep runaways or 601s detained in jail facilities except for very short periods of time. Our Department policy is to keep runaways and other 601s no longer than five hours. 601 juveniles cannot be detained in secure detentions (jail).

Runaway 601s: If an officer becomes involved with a reported Fontana runaway, every effort should be to return that juvenile to his/her parents. If parent refused to take custody of child, officer should document the refusal and if the juvenile can safely be released, allow minor to leave. If minor is from out of the area, every effort should be made to try to arrange transportation for the minor to return home.

The paperwork involved with a runaway 601 is the following:

If a Fontana reported runaway, a Return Person report and removal from computer.

Incurrigible 601s: Prior to 1977, if a parent had a child who was out of control and a major discipline problem, it was possible to have the child arrested for 601 WIC. As discussed above, this is no longer so.

It is very rare today that an incurrigible is detained, and the current law should be explained to any parent requesting this.

Handling of Child Abuse Calls:

Interview of abuse victims: The initial interview of abuse victims can be as traumatic for the victim as the act itself. If the interview is not handled properly, barriers can develop which are difficult to overcome at a later time.

Medical Examinations: In most cases, there will be medical evidence to support the abuse allegations. In sexual abuse, all doctors and hospitals do not have the expertise necessary for finding this medical evidence. If the officer dealing with the incident has contact with the victim before the examination is done, the victim should be directed to Kaiser Hospital. Exams for evidence are done by Law Enforcement Medical Services (LEMS) at Kaiser Hospital and must be done within 3 days of occurrence. If over 3 days have passed, the assessment center (contacted by detectives) can do an exam for evidence. If a medical examination has already been

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completed and the results are negative, the officer should still take a report. Juvenile investigators will follow-up in these cases.

Sexual abuse cases are extremely sensitive cases and improper handling may result in psychological damage to the victim. If this occurs, the criminal case may be lost.

Juvenile Detention Procedure:

Whenever an officer detains a minor (juvenile) for a violation of Welfare and Institution Code section 602, the officer shall first determine under the definitions listed below what type of detention it is and proceed, following the guidelines set forth according to department policy.

Policy Definitions:

Temporary Custody: Means the minor is not at liberty to leave the law enforcement facility.

Secure Detention: Means a minor is being held in temporary custody, is locked in a room or enclosure and/or is physically secured by restraining devices.

Non-Secure Custody: Means a minor's freedom of movement is controlled by the use of physical barriers and/or by personnel of the department, and the minor is under constant visual observation and supervision by personnel of the department. The minor is not locked in a room or enclosure and the minor is not physically secured to a cuffing rail or other stationary object.

A minor cannot be detained within the adult holding cell area. Minors securely detained as described above shall be within visual observation of a department employee. An entry will be made into the juvenile detention log in RIMS.

Fingerprinting and photographs shall be obtained within the Records Section printing photo room.

In order to assist personnel in understanding the law and how it will apply to this department, a list of guidelines is set forth below and will be considered an integral part of this department's policy.

1. Minors will not be held in "Secure Detention" or "Non-Secure Detention" within the police facility for more than six (6) hours. W&I 207.1(d).
2. The following shall be made available to all minors held in Secure and Non-Secure detention.

Field Training Officer Program

- a. Reasonable access to a toilet and washing facilities (restroom).
 - b. Food, if the minor has not eaten within four (4) hours. (Watch Commanders will be provided money for these food purchases).
 - c. Reasonable access to drinking water and/or other beverage.
 - d. Privacy during visits with family, guardian and/or lawyer.
 - e. A means for activity by the minor, such as reading.
 - f. Reasonable access to a telephone (W&I 627 a&b).
3. There will be no sight or sound contact between minors in custody and adult prisoners detained in the police facility.
4. All minors held in secure detention must meet the following criteria:
 - a. Minor must be fourteen (14) years of age or older.
 - b. There are facts or circumstances present that would lead a prudent peace officer to conclude that further criminal activity against persons or self-destructive acts on the part of the minor are likely, or that the minor may be at risk of harm if released.
 - c. A brief time is required to investigate the case, facilitate release of the minor to a parent or guardian, or arrange for the transfer of the minor to an appropriate juvenile facility.
5. Minors will not be placed in a locked room unless under direct supervision of a department employee. They shall be provided blankets or clothing if necessary to assure the comfort of the minor.
6. Minors held in Secure Detention are not secured to a stationary object for more than thirty - (30) minutes and only then when a department employee is present. This is not to say a minor who is violent or deemed an escape risk cannot be restrained as necessary, provided a department employee is present at all times to provide appropriate supervision.
7. Minors held in Secure Detention are supplied the following information at the time they are securely detained.

Field Training Officer Program

- a. The purpose of placement in Secure Detention.
- b. The expected duration of Secure Detention.
- c. Advised concerning the maximum six (6) hours total time relative to Secure Detention and Non-Secure Detention.

Medical Services for Minors:

Minors held in Secure Detention and in need of emergency medical attention shall be transported to the Arrowhead Regional Medical Center for treatment. Emergency medical services for minors held in Non-Secure Temporary Custody will be the responsibility of the parent or guardian. If this is not possible, officers will transport the juvenile to the Arrowhead Regional Medical Center for treatment.

Juvenile Arrestees/Juvenile Hall Detainees:

Juveniles arrested by Fontana School Police Department personnel and who warrant detention at the Juvenile Hall Facility, should be immediately transported from the location of arrest to the Fontana School Police Department. Detention petitions and mug shots should be completed there and clearance for booking obtained.

Under all circumstances when a juvenile is officially detained, the arresting officer shall notify the juvenile's parent/guardian as soon as possible. If notification is not possible, the arresting officer shall advise the on duty watch commander. Arrested juveniles, who do not require booking into Juvenile Hall, should, if possible, be released to their parent, guardian, or responsible adult. When transporting female juvenile arrestees or suspects, the same precautions should be exercised by male officers as designated for female adult prisoners or suspects.

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Expedited Youth Accountability Program:

Use the following guidelines when handling cases involving a juvenile who has committed offenses relating to 602 WIC and are not complaint refusals. (Arrested/Detained for felony or misdemeanor crimes).

1. If the minor is admitted to juvenile hall, complete a Juvenile Application and a Probable Cause Declaration.
2. If the minor is not accepted into Juvenile Hall, issue a citation ("Notice to Appear") to the minor for the offense(s) committed. Issue a second citation to the parent/guardian for 660.5 WIC. The citation should include the juvenile's name, charge(s), case number and juvenile's citation number.

Citations must be correctly filled out; they cannot be amended.

Named Suspect of a Crime:

1. If an officer investigates a misdemeanor or felony crime that does not get cited into Juvenile Traffic Court he/she shall follow the guidelines listed below. It does not matter if the minor was detained and released or never detained at all.
 - a. The same steps as listed above for Non-Detained (#2)
2. The San Bernardino County District Attorney will not review your case without a citation to the parent/guardian and minor attached. The only exception to this would be when there have been repeated attempts to contact and issue the citation to the minor and/or parents. Document your efforts to make contact.

Notice to Appear Information:

1. The citations should be issued to show the location of appearance as being 8303 Haven Avenue, Rancho Cucamonga, California. They should be for any weekday, excluding holidays within 60 days of issuance at 0800 hours (Refer to court calendar). The officer shall use the same appearance date on both citations. If a subject refuses to sign the citation write, "REFUSED TO SIGN" on the citation and document what happened in the report. It would be advisable to tape record the refusal and always verbally notify subjects of the court date and appearance time.

Field Training Officer Program

Juvenile Traffic Court Offenses:

1. In cases where a minor is not detained and is cited into Juvenile Traffic Court, only issue a citation to the juvenile. Indicate on the citation the name and phone number of a parent/guardian who will be required to appear with the minor.
2. Refer to the attached list of offenses, which are cited into Juvenile Traffic Court.

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JUVENILE CITATIONS AUTHORITY: W&I 256 Most commons codes used at Informal Juvenile and Traffic Court:

PENAL CODE	DESCRIPTION
308b	Minor in possession of tobacco/tobacco product
374.4	Dumping/Littering
490.1	Petty Theft
502(c), 502(6), 502(7), 502(8)	Unauthorized computer access, computer contamination
594(a)(1)	Defacing property with paint/liquid
594.1(b), 594.1(d), 594.1(e)	Sale, purchase, possess aerosol container of paint
594.2(a)	Possession of graffiti tool
602(m)	Trespassing
602.7	Selling/peddling on San Fran/So Cal Rapid Transit Dist property
626.2	Trespass on school facility
640(b)(1)	Fare evasion
640(b)(2)	Misuse of fare
640a	Use of slugs in coin machine
640.5	Graffiti of public facility or vehicle
640.6	Graffiti of personal property
647(f)	Under the influence in public
653(g)	Loitering about school or public places
653(i)	Leaving the scene of ski accident
MAY BE TREATED AS AN INFRACTION AT THE COURTS DISCRETION (PC 17 & 19.8)	
330	Gaming
415	Fighting; noise; offensive words
415.5	Disturb the peace on school grounds
485	Keeping lost property
555	Trespass posted property
853.7	Written promise to appear
BUSINESS & PROFESSIONS CODE	
25608	Possess alcohol on school grounds
25658	Minor consuming alcohol
25658.5	Minor attempt to purchase alcohol
25661	Use of false ID
25662	Minor in possession of alcohol
HEALTH & SAFETY CODE	
11357b	Possession of less than 1 oz marijuana
11357e	Possession of marijuana on school grounds
11364	Possession of drug paraphernalia

Every violation of the Vehicle Code not a felony, except sections 23136, 23140, 23152 or 23153, all infractions regardless of which code or statue. All violations of local ordinances relating to Curfew, Loitering, Traffic and Fare Evasion.

Every Fish and Game violation not a felony.

Harbor and Navigation Code relating to equipment and registration.

Streets and Highways Code 27176.

Rules and Regulations established under Public Resources Code 5003 and 5008.

Public Resources Code 33211.6

City ordinances adopted pursuant to PC647(e) are infractions as any ordinance which declares the violation to be an infraction.

Any misdemeanor for which the minor is cited to appear by a probation officer pursuant to subdivision (h) of section 660.5 WIC.

Field Training Officer Program

CITY OF FONTANA
POLICE DEPARTMENT
FIELD SERVICES DIVISION

*Starts
Aug. 1, 1999*

MEMORANDUM

SO 99-25

To: All Personnel
From: Samuel C. Scott, Chief of Police *Scott*
Date: July 22, 1999
Subject: Expedited Youth Accountability Program (EYAP)

BACKGROUND

In January 1998, Welfare and Institutions Code 660.5 (Expedited Youth Accountability Program) was enacted. This allows each county to provide a program to hold non-detained, delinquent youth accountable for their crimes. San Bernardino County ventured into this program in January 1999, with several pilot jurisdictions. The EYAP does not change how juveniles who are detained at Juvenile Hall will be handled nor does it alter the present process for issuing a "Notice to Appear" into Juvenile Traffic Court for prescribed violation (W&I 256). This program will only effect those juveniles who are normally released to their parent/guardian (cases where, in the past, we filed as non-custody petitions) and will require the juvenile and parent/guardian to appear in Juvenile Superior Court.

POLICY

The following policy has been developed to ensure compliance with the San Bernardino County Expedited Youth Accountability Program. This policy will become effective on August 1, 1999.

1. Juveniles who are detained for a violation which is not heard by the Juvenile Traffic Court (Informal) and will not be processed or held at Juvenile Hall will be issued a "Notice to Appear" (*Fontana Police Department Citation, form # 091*). The "Notice to Appear" will list the offense(s) the juvenile was arrested for. Both felony and misdemeanor offences are to be listed on the "Notice to Appear". Appearance will be at the Juvenile Superior Court, 900 E. Gilbert St., San Bernardino on any weekday (excluding holidays) within 60 calendar days from the date of issue at 0830 a.m.. Officers will still be required to complete an Application for Petition. On the Probable Cause Declaration portion, officers will write "see report" and he/she *must* sign the petition. Officers are still required to obtain the required fingerprint documentation along with photographs of the juvenile.

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2. The parent/guardian who takes custody of the juvenile will be issued a "Notice to Appear". The parent/guardian's appearance will be at the same time and location as the juvenile. The parent/guardian's "Notice to Appear" will be for W&I 661 with a notation as to the relationship with the juvenile. The parent/guardian should be identified by some form of identification. The "Notice to Appear" for the parent/guardian need not be written on the same day as the juvenile's but the appearance dates must match and both must be attached to the Juvenile Application for Petition and reports. Officers must make reasonable efforts to locate the parent/guardian to issue the "Notice to Appear".
3. In cases where the officer is unable to issue a "Notice to Appear" to the parent/guardian for any reason, the officer will document his/her reasonable efforts in the report.
4. If either party refuses to sign the "Notice to Appear", officers shall verbally advise them (preferably tape recorded) of the appearance location, date and time. A notation shall be made on the citation "refused to sign and advised of court date" in the signature area. They will still be obligated to appear if the citation has complete information.
5. The completed report (including a signed Juvenile Application for Petition) and "Notice to Appear" must be completed, processed through Records and ready for pick up by the Juvenile Probation Department *within 7 calendar days* of the detention.
6. The Superior Court *will not* accept an amended "Notice to Appear". Officers will be required to re-issue a new "Notice to Appear" if any changes and/or additions are needed.

Any questions concerning this policy should be directed to your supervisor.

cc: Chief Scott
Captains Scialdone and Bennett
Lieutenants Ousley, Holderness, , Clark, Jones, O'Connor, and Tronaas
Sergeants Young, Decker, Edmonson, Neal, Halicki, Anderson, Doyle, Moore, Newsome
Faulkner, Hostetter, Slusser, Bloom, Harley, Beltran and Ramsey
Patrol Briefing
Investigations
Community Policing
Traffic
Crime Prevention
Dispatch
Records
Administration
Memo File

MISSING PERSONS

INSTRUCTION GUIDE #11 (Phase I)

Missing Persons Policy

1. Purpose:

- A. The purpose of this procedure is to set forth guidelines in compliance with Penal Code Sections 14205 and 14210 relative to missing persons reporting laws.

2. Policy:

- A. It shall be the policy of the Fontana Police Department to accept any reports including any telephonic report of a missing person and runaways without delay.
- B. The department is required by state law to initiate a missing persons report from any person who seeks to report another person missing, no matter how long the person has been missing, and no matter where the missing person lives or was last seen.
- C. If the reported missing is missing from another jurisdiction, the department employee accepting the information and initiating a case shall notify the responsible jurisdiction and specify to department records personnel that a copy of the report is to be forwarded to the responsible jurisdiction.
- D. Missing persons cases taken, whereby the missing person is missing from our jurisdiction, shall be investigated by our department.

3. Requirement for Dental Record Release Authorization:

- A. At the time a department employee accepts a missing person report that will be followed up and investigated by our department, they should furnish the reporting party with a Department of Justice Form DLE 140, "Request to Release Dental Records." The form should be completed by the reporting party at the time the initial report is taken. The completed form is retained by the department employee taking the report and attached to the report.

Field Training Officer Program

4. Photograph of Missing Minor:

- A. When an employee initiates a missing person's report involving a minor under the age of 18 years, the employee shall, when possible, obtain a photograph of the missing person, and a signed "Authorization to Release Photograph" form from the reporting party (Penal Code Sections 14205 and 14210). Social Security Number is required on report.

5. Supplemental Information:

- A. Whenever an officer or other employee receives supplemental information relative to the original missing person report, that information shall be documented on a supplemental report form and forwarded to records.

6. "LOCATE" on Adult – Release of Information:

- A. When an adult missing person is located, his or her whereabouts will not be revealed unless he or she approves the release of that information or circumstances reveal the missing person to be incapacitated and unable to rationally make that decision.
- B. The person originally initiating the missing person report shall be notified of the "locate", the person's condition and the fact the missing person does not want his/her location revealed.

7. Teletype Entry:

- A. Once an officer or other employee of the department receives a missing person report, it is that employee's responsibility to immediately direct the report to dispatch. The on-duty dispatcher shall appropriately enter the missing person information into N.C.I.C. The printout of the entry shall be attached to the report.

8. Critical Missing:

- A. Under certain circumstances it will be necessary to immediately initiate an area search of the location where a missing person was last seen. The decision to conduct a search will be made by the field supervisor and shall be based on specific facts of the person's disappearance.

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Circumstances warranting an area search would include incidents involving:

- a. A child of youthful and tender age.
- b. An aged person incapable of caring for him/herself.
- c. A mentally retarded subject believed to still be in the immediate area and incapable of caring for him/herself.

The foregoing examples are not intended to be all inclusive of circumstances that may warrant an area search.

If the initial search efforts fail and it becomes necessary to call in additional personnel to assist, the watch commander shall notify a command level staff officer and advise of the circumstances. A decision regarding the necessity for establishing a command post may be made at that time.

9. **AMBER ALERT** empowers law enforcement, the media and the public to combat abduction by sending out immediate, up-to-date information that aids in the child's safe recovery. Using radio, television, the internet, highway information signs, and even cell phone networks, **AMBER ALERT** gives the public the information needed to locate abducted children.

AMBER ALERT Guidelines

AMBER ALERT may be activated only by law enforcement agencies.

AMBER ALERT is intended only for the most serious, time-critical child abduction cases.

AMBER ALERT is not intended for cases involving runaways or parental abduction, except in life-threatening situations.

Criteria for activating an AMBER Alert

The investigating law enforcement agency confirms an abduction has occurred.

The victim is 17 years of age or younger, or has a proven mental or physical disability.

The victim is in imminent danger of serious injury or death.

There is information available that, if provided to the public, could assist in the child's safe recovery.

FCC VIOLATIONS/LICENSES/PERMITS

INSTRUCTION GUIDE #12 (Phase I)

Introduction:

This instruction guide will discuss when to issue and what you can issue a Fontana City Code (FCC) citation for. There are many FCC violations, which are not covered by the Penal Code or Vehicle Code. These violations can provide the field officer with probable cause to stop a subject, which he/she might not otherwise have obtained.

Many of these violations are very specific and can only be enforced in certain areas. Be careful when enforcing these violations to avoid embarrassment in court or liability for you and the city.

All the below violations can be found in the Fontana City Code Violation manual. Other than parking citations, which already have FCC violations listed; all FCC violations will be issued on a moving violation citation. As always, make sure to document any evidence on a property report. The pink copy of the PCR should be kept with the officers' copy of the citation. A copy of your citation, when booking property should be attached to the white copy of the property report.

This instruction guide will cover the most commonly used FCC violations. Consult the FCC violation manual for violations not covered in this instruction guide.

Animals:

4-2.2a Dog Leash

No person may lawfully bring his dog out of premises or property unless the dog is restrained by a substantial leash not to exceed 6 feet in length and is in charge of a person competent to restrain a dog.

4-97 Dog License

It shall be the duty of every person owning or harboring a dog in the city to apply to the city or its designee for a current license.

4-100 Dog License Display

It shall be the duty of every person owning a dog within the city to place and maintain a collar upon the neck of each and every dog and to attach its license to that collar.

Field Training Officer Program

License and Permits:

15-601 Permitted Sales and Use (Fireworks)

Safe and Sane fireworks may be sold and discharged within the city during the period beginning at 12:00 noon on June 28th and ending at 12:00 midnight on July 4th of each year.

15-602 Discharge of Fireworks

No fireworks shall be discharged on public, semipublic or private open areas such as parking lots, public parks or vacant properties, or in a public street or right-of-way, except in those areas approved by the Fontana Fire District.

15-679 Use of Loud Noises for Purposes of Peddling

No peddler or his designee shall make any loud noise for the purpose of attracting attention to any goods. The noise must be plainly heard upon the street, alley, avenues, parks, or other public places. Examples of noise can be bells, horns, or sound amplifying system.

15-706 Peddler License Required

It shall be unlawful for any person to engage in the business of peddler within the city without first obtaining a license.

15-817 Itinerant Vendor

It shall be unlawful for a transient merchant, itinerant merchant, or itinerant vendor to engage in such business within the city. (i.e., flower, pillow, ice cream peddlers)

General Violations:

16-2b Curfew Violation

It is unlawful for any juvenile to remain in any public place within the City of Fontana between the hours of 2200 hours and sunrise of the following day.

16-5(b)(1) Pedestrian Obstructing Pedestrian or Vehicle Traffic

(This does not include someone who is exercising his or her first amendment right by picketing)

16-11 Loitering on Commercial/Private Property

No person shall linger, loiter, sit, stand or otherwise use for any purpose any parking or open space on any commercial or private property in such a manner as to violate the expressed wish of the owner, legal tenant or manager of such commercial or private property.

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16-15 Daytime Loitering (Juvenile)

Must be in school during school hours, unless with parent, involved in an emergency, etc.

16-17(a) Drinking in Public

No person shall drink any alcoholic beverage in public. This section includes vehicles.

17-17(b) Open Container

No person shall have an open container of alcohol in a public place. **The person must be next to or in the parking lot of an ABC licensed premises AND there must be a sign posted “No Alcoholic Beverages” on the premises.**

Weapons

16-108 Discharge of firearms

It shall be unlawful to fire, discharge, shoot or operate or to assist or participate in the firing, discharging, shooting or operating of any gun, revolver, pistol, firearm, spring gun, air gun, sling, slingshot or device designed or intended to discharge or capable of discharging any dangerous missile or any cartridge shell, ammunition or device containing any explosive substance devised or intended to be used or fired from any gun, revolver, pistol or firearm, except when it may be necessary so to do to protect life or property, or to destroy or kill any predatory or dangerous animal, or in the enforcement of any law by any peace officer.

16-109 Sale of weapons or ammunition to minors

(a) No person shall sell, exchange, give or lend to any person under 18 years of age any snap blade, spring blade or gravity knife, gun, revolver, pistol or firearm of any description, or any spring gun or air gun or other device designed or intended to discharge any pellets, BB shot, shot or other deadly or dangerous missile, or any ammunition, cartridge, shell or other device, whether containing any explosive substance or not.

16-110 Possession of firearms

(a) No person shall carry or possess within his immediate control any firearm, whether loaded or not, into or upon any city-owned building, premises or function.

(c) No person shall carry or possess within his immediate control any loaded firearm capable of being concealed upon his person within the city.

(d) A firearm shall be deemed loaded for the purpose of this section whenever both the firearm and unexpended ammunition capable of being discharged from such firearm are in the immediate possession of the same person.

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- (e) In order to determine whether or not a firearm is loaded for the purpose of enforcing this section, peace officers are authorized to examine any firearm carried by anyone on his person or in his vehicle while in any public place or on any public street within the city. Refusal to allow a peace officer to inspect a firearm pursuant to the provisions of this article shall constitute probable cause for arrest for violation of this article.

16-131 Definition of Dangerous or Deadly Weapons

For purposes of this division, the term "dangerous or deadly weapon" includes but is not limited to:

- (1) Any knife with a blade three inches or more in length;
- (2) Any ice pick or similar sharp stabbing tool;
- (3) Any straight-edge razor or any razor blade fitted to a handle;
- (4) Any dangerous or deadly weapon within the meaning of any law of the state restricting the use thereof; or
- (5) Any cutting, stabbing or bludgeoning weapon or device capable of inflicting grievous bodily harm.

16-133 Possession on School Premises

No person shall have any deadly or dangerous weapon concealed upon his person or shall have any such weapon in his immediate physical possession while in a school or upon school premises.

16-134 Carrying concealed weapon near public place

No person who has concealed upon his person any dangerous or deadly weapon shall loiter about any place where intoxicating liquors are sold or any other place where the public attends.

16-135 Possession in automobile

No person shall have in his possession, in any automobile, any dangerous or deadly weapon.

16-136 Fighting while in possession of weapon

No person who has concealed upon his person or who has in his immediate physical possession any dangerous or deadly weapon shall engage in any fight or participate in any other rough or disorderly conduct.

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Vehicles:

17-4(c) Bicycles on Sidewalks

No bicycle, moped, or motorized bicycle may be ridden, operated, used, parked or left upon any sidewalk in any business district.

17-4(d) No Skateboards on Sidewalk

Same as 17-4(c)

17-4(j) Bicycle or Skateboard on Structure or Lot used for Parking of Vehicles

No person shall ride or operate a bicycle, skateboard, moped, motorized bicycle, roller skate or other similar device in or upon any structure or lot in any commercial district, whether publicly or privately owned, which is designed or used to accommodate the parking of motorized vehicles. (Infraction)

17-4(k) Skateboard upon street, sidewalk, park or playground; acrobatics

Unlawful to ride a skateboard upon any public street, alley, bridge, underpass, sidewalk, sidewalk space, right-of-way, public pedestrian walkway, park, playground, recreation area or other public property in violation of the following restrictions:

- (1) Upon any street or roadway in any business district.
- (2) After sunset or before sunrise.
- (5) Fail to yield the right-of-way to all vehicular and pedestrian traffic.
- (6) User is not in an upright position.
- (7) A permit has been obtained from the city, the use of ramps, jumps or any other device off the pavement is prohibited; and no person shall perform acrobatics while operating a skateboard, roller skate or other similar device.

17-96(a) Off-Road Vehicles

No person shall operate a motor vehicle, as defined in the state Vehicle Code, except upon public streets and highways.

17-331 Bicycle License

Bikes must be registered with the city, each 3 year period.

17-426(b) Semi off the Truck Route

A semi can be off the truck route if they are going by direct route for the purpose of making pickups or deliveries of goods to a building that is located on one of the restricted streets.

Field Training Officer Program

Noise:

18-62 Prohibited Noise

It shall be unlawful for any person to make, continue or cause to be made or continued any loud, unnecessary or unusual noise within the limits of the city.
(This is the section we use for loud party calls)

Prohibited Acts in a Park:

19-1(4) Campfires

No fires in the park, other than in barbecue pits provided by Parks and Recreation.

19-1(8) Alcohol

No alcohol in the park. Carry, sell, possess or consume.

19-1(11) Sales

No peddling allowed in the park.

19-4 Loitering at Public Toilets

No person in a park shall loiter at or about any toilet facility open to the public.

19-5 Park Hours

No person shall enter or loiter in any park between 2200 hours and 0700 hours, unless the person is participating in an activity approved or sponsored by the City.

Miscellaneous Sections:

23-6 Unlawful Disposal of Waste

No urinating or disposal of human waste allowed on public or private property.

24-13 Dumpster Diving

No removal of refuse from garbage containers.

ASSAULT CASES

INSTRUCTION GUIDE #13

(Phase I)

Your response to an assault case differs depending upon whether the assault is occurring now, has just occurred or had occurred some time ago. If it is not clear to you upon receiving the call, you should ask Communications when the assault occurred.

An "in progress" situation demands information on your way to the incident, if it is available. Information such as description of suspect(s), weapons, etc., is crucial in effecting an arrest at the scene. If the incident has just occurred, not only do you need the above information but also a direction and means of escape.

Upon arrival, your first concern is the welfare of the victim. If medical attention is needed, request paramedics. Render any assistance you can until the arrival of paramedics and/or ambulance. If your victim is comfortable, you will be more able to get necessary information for your report and/or subsequent apprehension of the suspect.

Preserve the scene as much as possible. Frequently this will also entail preserving the peace. You must be the stabilizing influence in an unstable condition. If there is physical evidence present, secure it—especially weapons!

Obtain all the information of the incident as quickly and as thoroughly as possible from as many sources as possible. Often officers will take too shallow of an interest in an assault case. However, more than one assault case was escalated to the seriousness of a homicide. If the victim is hospitalized, include the victim's condition and treatment rendered by the hospital in your report. Obtain a signed medical information release.

Many victims of assaults delay reporting them to the police out of fear. These cases are as serious as a crime in progress. A crime has been committed and your job is to make your report as thorough and concise as possible. This may in turn result in the apprehension of the suspect.

DRUNK OR DRUG IMPAIRED PERSONS / BUSINESS AND PROFESSIONS CODE / PROBATION / PAROLE / PARDON

INSTRUCTION GUIDE #14 (Phase I)

1. Penal Code Section 647(f) dealing with drunkenness and drug impairment is applicable only in public places, referring to places open to the public. This would include various stores, other business establishments, parking lots, parks, streets, public buildings, etc. Business and Professions Code 23001 states: This division is an exercise of the police powers of the State for the protection of the safety, welfare, health, peace, and morals of the people of the State, to eliminate the evils of unlicensed and unlawful manufacture, selling, and disposing of alcoholic beverages, and to promote temperance in the use and consumption of alcoholic beverages. It is hereby declared that the subject matter of this division involves in the highest degree the economic, social, and moral well-being and the safety of the State and of all its people. All provisions of this division shall be liberally construed for the accomplishment of these purposes. If a person is found to be intoxicated on private property, it will be necessary for the offended party to sign a complaint for some other offense. Two of the more common offenses of a minor nature that can be utilized when applicable are:

- A. PC 415, disturbing the peace.
 - B. PC 602.5, Entering or remaining in any non-commercial dwelling house, apartment, or other such place without the consent of the person legally in possession or control of said property. When other offenses are charged on private property and the arrested party is also intoxicated, make sure the elements of the offenses are covered in the report, with a statement regarding the intoxicated condition.
2. If there is evidence of injury or need of medical attention, or if the person is totally unconscious, request paramedics. If hospitalization is required, attempt to have the subject transported to county hospital. While at the hospital ask the doctor if the person is well enough to be booked, and obtain a written release. Always note the injury in the report and give the doctor's name. Check with the supervisor before booking. Injured prisoners are not to be brought to the station without a doctor's release.

NOTE: Remember that persons suffering from insulin shock (diabetics) may appear intoxicated. Check for odor of alcohol.

3. If party is not in need of medical attention, nor unconscious, proceed as follows:
- A. Inform subject of intention to check for intoxication.
 - B. If you have not already done so, and if circumstances warrant it, **before proceeding with a sobriety test, give subject a preliminary pat down for**

Field Training Officer Program

weapons.

- C. Administer Field Sobriety Test, articulating performance requirements to the subject.
 - D. If subject fails to pass Field Sobriety Test, place under arrest. Elements of PC 647(f) include intoxication to the point where subject cannot care for his/her or other person's safety. Have Dispatch telephone Cedar House to request clearance so as to comply with PC 674(g).
 - E. Handcuff subject and complete thorough search of arrestee and place in police unit for transportation. If Cedar House accepts, transport arrestee there for detoxification. If subject is rejected by Cedar House (facility full or subject is combative), transport for appropriate handling.
 - F. When writing arrest report, consider elements of PC 647(f) and include all observations pertinent to the violation. (Inability to walk, appearance of clothing, inability to answer simple questions, ignorance of time and date.)
- 4. In any case involving an arrested female (where you or your partner are not female), before transporting, advise Communications so that location, mileage, and time can be entered.
 - 5. Use every safety precaution; keeping in mind an intoxicated person is a danger to him/herself and to those attempting to assist him/her. He/she may be feigning intoxication to cover a more serious crime.
 - 6. Give consideration to the fact that an intoxicated person cannot be expected to react normally; be patient when dealing with impaired persons.
 - 7. Ascertain what kind of liquor the suspect has consumed, where it was obtained, and where it was consumed. Advise watch commander if additional action is necessary (ex., ABC or other violations).
 - 8. Prisoner's property, including a vehicle, should be cared for in the prescribed manner. The vehicle may be stored for safekeeping, VC 22651(h), impounded for evidence if involved in a hit and run (VC 22655), released at the scene, or left at the scene at the arrestee's request if vehicle is legally parked and not a hazard. Remember all property in the suspect's custody, either on his person or in his vehicle, is the responsibility of the arresting officer. Even though bottled liquor may be held as evidence, it is still the property of the prisoner and should be handled as such.

Always enter the description of the suspect's vehicle on the booking data report even if not impounded, and even if not directly related to the offense. This will enable the description of the vehicle to remain a part of the arrestee's package for information in further investigations and F.I. records.

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9. A responsible non-intoxicated person should be contacted to pick up the PC 647(f). If one is not available, the suspect should be cleared with Watch Commander and booked at County Jail.

Criteria you should consider when deciding between booking and PC 849(b)(2) should include the arrestee's prior PC 647(f) arrests and over what period of time these prior arrests took place.

10. Probation is a sentence ordered by a judge, usually instead of, but sometimes in addition to, serving time in jail. It allows the convicted person to live in the community for a specified period of time, sometimes under the supervision of a probation officer, depending on the circumstances and the seriousness of the crime.

Parole is the conditional release of a prison inmate after serving part (if not all) of his or her sentence, allowing the inmate to live in the community under supervision of the parole period. The decision to grant parole is the responsibility, in a majority of states, of a board of parole or commission. Violation of the conditions of parole result in revocation and re-imprisonment.

Pardon means that the individual is fully forgiven from all the legal consequences of his crime and his conviction, and is granted by the governor of the state where the person is imprisoned or where his case arises, or by the President of the United States.

California Department of Alcohol Beverage and Control (ABC)

California Alcohol Beverage and Control (ABC) was created by constitutional amendment effective January 1, 1955, as an independent department of the executive branch of the State government. ABC is headed by a Director who is appointed by the Governor to enforce the California codes. The California State Constitution states that the California Department of Alcoholic Beverage Control is charged with licensing the manufacturing of, importation of and sale of alcohol-based beverages. In this capacity the department is responsible for licensing and regulating both the establishments which sell alcohol in California and the individuals who work for those establishments.

Prominent Rules

There are several prominent rules governing the conduct of licensees. For instance, licensees are not allowed to sell alcoholic beverages between the hours of 2 a.m. and 6 a.m. Those who disregard this rule could be convicted of a misdemeanor offense.

- Licensees are permitted to refuse to sell alcohol to any person who does not produce written evidence of being at least 21 years of age.
- Licensees may not permit someone who has not reached the age of 21 to stay on the premise where alcohol is being sold.

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- Beer being sold by a licensee must contain a label which identifies the name and address of the product's manufacturer.
- Businesses selling alcoholic products must maintain a level of interior lighting which makes it possible to easily tell the appearance of and conduct of all customers in the area of the business where the alcohol is being sold.
- Ex-licensees who have surrendered their license but who own supplies or stock that they must liquidate are allowed to sell that stock provided they receive permission from the department.

Repeal of Rules

Sometimes alcoholic beverage control rules can be repealed or changed. For instance, rules having an impact on alcohol regulations on election days were repealed in 1969.

Tiered Penalties

Penalties for alcoholic beverage control violations vary from temporary license suspension to license revocation. These penalties are implemented in a tiered manner based on the number of offenses.

As an example, in addition to any criminal provisions in state law, a licensee who sells alcohol to a minor is subject to incurring a 15-day suspension. An individual committing this violation a second time within 36 months of the first offense is subject to a 25-day suspension and someone who sells alcohol to a minor a third time within 36 months of the first offense can have his license revoked.

Appeals

According to the California State Constitution, those accused of violating alcoholic beverage control rules can ask that their case be heard by the Alcoholic Beverage Control Appeals Board.

DRUG RECOGNITION AND HANDLING OF DRUG INFLUENCED SUSPECTS

INSTRUCTION GUIDE #15 (Phase I)

A drug is defined as any substance used in the composition or preparation of medicine. Of the many thousands of drugs available, relatively few will produce an appreciable effect on the central nervous system. The central nervous system consists of the brain, brain stem and spinal cord and is responsible for control of all of the body's systems. The drugs that affect the central nervous system are the drugs of choice for abusers, as these drugs can, at least initially, provide what the user perceives as a highly pleasurable effect.

The drugs that affect the central nervous system generally fall into one of the following categories.

S	–	Stimulants
H	–	Hallucinogens
O	–	Opiates
P	–	PCP
M	–	Marijuana
A	–	Alcohol
I	–	Inhalants
D	–	Depressants

The following information is provided as a brief overview of these drugs and their observable effects. Drug identification, especially drug influence recognition, is expertise that is obtained primarily through repeated exposure to drugs and those who use them.

1. Stimulants:

Central nervous system (CNS) stimulants are among the most commonly abused drugs. CNS Stimulants include:

- ☐ cocaine
- ☐ amphetamine
- ☐ methamphetamine

- A. **Cocaine** is medically used as an anesthetic. It is rarely encountered by the patrol officer in this form. Cocaine is mostly commonly encountered in its illicitly manufactured forms of cocaine powder or cocaine base. Cocaine powder is usually white in appearance and can be ingested by inhaling the powder through the nose or mixing the powder with water and injecting it. To smoke cocaine it

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must be converted to a base. The conversion process is simple enough that most anyone can do it. Cocaine base, commonly referred to as "rock," "crack," or "free base," appears as a white or off white rock and is smoked. Possession of cocaine in any form is a violation of 11350 H&S, a felony. Being under the influence of cocaine is a violation of 11550(a) H&S, a misdemeanor.

- B. **Amphetamine** is medically used for diet control and weight loss. It is obtained by prescription in a pill or tablet form from a doctor and primarily taken orally. Because of the availability of methamphetamine, illicitly manufactured amphetamine is rarely encountered anymore. Possession of amphetamine without a prescription is a violation of 11377(a) H&S, a felony/misdemeanor. Being under the influence of amphetamine is a violation of 11550(a) H &S.
- C. **Methamphetamine** is medically used for diet control and weight loss. It can be obtained by prescription in pill or tablet form from a doctor or manufactured illicitly. It is most commonly encountered in its illicitly manufactured form which can appear as a white, tan or brown powder, or as a rock very similar in appearance to rock cocaine. Methamphetamine can be taken orally, inhaled through the nose, injected or smoked. The most common forms of ingestion are smoking it or inhaling it through the nose. Possession of methamphetamine without a prescription is a violation of 11377(a) H&S, a felony/misdemeanor. Being under the influence of methamphetamine is a violation of 11550(a) H&S.

In many cases, it is difficult to distinguish amphetamine from methamphetamine without a lab analysis.

Symptoms of stimulant use may include:

- | | | |
|--|---|---|
| <input type="checkbox"/> hyperactive | <input type="checkbox"/> body tremors | <input type="checkbox"/> pupil dilation |
| <input type="checkbox"/> euphoria | <input type="checkbox"/> emaciated body | <input type="checkbox"/> paranoia |
| <input type="checkbox"/> hallucination | <input type="checkbox"/> violence | <input type="checkbox"/> burnt fingers or injection marks |

Officers dealing with individuals under the influence of CNS stimulants or individuals who are known to use these drugs should use extreme caution. These individuals may exhibit symptoms very similar to those associated with PCP (including not feeling pain), are prone to violence and will frequently arm themselves because of their extreme paranoia.

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2. **Hallucinogens:**

Hallucinogens are those drugs that cause a perception of something that does not exist outside the human mind. Hallucinogens have no medical use and include:

- ❑ LSD
- ❑ MDMA (Ecstasy)
- ❑ Psilocybin mushrooms
- ❑ Peyote (mescaline)

- A. **LSD** is the most commonly encountered and strongest hallucinogen. It is a colorless, odorless, tasteless liquid that is placed on or in items that are ingested orally. It can be placed on or in almost anything and is undetectable except by laboratory analysis. The most common items it is found on are sugar cubes, small decorative stickers, postage stamps, and in Visine bottles. Possession of LSD is a violation of 11377(a) H&S, a felony/misdemeanor. Being under the influence of LSD is a violation of PC 647(f).
- B. **MDMA**, commonly referred to as Ecstasy, is one of a number of designer drugs that are chemically and in appearance very similar to amphetamine and methamphetamine. These drugs may be found in powder form but are also found in tablets or capsules. They are primarily ingested orally by dissolving them in a liquid, such as fruit punch, soda pop or coffee. Possession of these designer drugs is a violation of 11377(a) H&S, a felony/misdemeanor. Being under the influence of these designer drugs is a violation of 11550(a) H&S.
- C. **Psilocybin mushrooms** are a specific species of a small mushroom. The spores can be obtained through the mail and grown at home. The cap of the mushroom is from ½" to 2" wide and dark gold in the center of the cap to light gold on the outer portion of the cap, or vice versa. Just below the cap on the stem there may be a black ring. Psilocybin mushrooms are ingested orally whole or in part, or may be brewed in a soup or tea. Possession of Psilocybin mushrooms is a violation of 11377(a) H&S, a felony/misdemeanor. Being under the influence of Psilocybin mushrooms is a violation of PC 647(f).
- D. **Peyote** is a small spineless cactus that grows wild in the southwest United States. The cactus consists of numerous small "buttons" which are picked and dried, then ingested orally. The hallucinogenic compound in peyote is mescaline. Possession of peyote/mescaline is a violation of 11377(a) H&S, a felony/misdemeanor. Being under the influence of peyote/mescaline is a violation of PC 647(f).

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Symptoms of hallucinogen use may include:

- | | | |
|---|-----------------------------------|---|
| <input type="checkbox"/> hyperactive | <input type="checkbox"/> passive | <input type="checkbox"/> body tremors |
| <input type="checkbox"/> hallucinations | <input type="checkbox"/> paranoia | <input type="checkbox"/> pupil dilation |

Officers dealing with individuals under the influence of hallucinogens or individuals who are known to use these drugs should use extreme caution. These individuals may exhibit symptoms very similar to those associated with PCP except they will feel pain. The sensory perceptions of these individuals are extremely sensitive and anything that affects their senses may cause them to become violent.

Caution should be used in handling any drug in liquid form, especially liquid LSD. Drugs in liquid form can easily be absorbed into the body through the skin. (See Safety section below.)

3. Opiates:

Opiates are those drugs that are obtained from, or are made to simulate those drugs obtained from, the opium poppy. Medically, all of the opiates are used for pain relief, diarrhea control and as cough suppressants. They are found in pill form, capsule form, as syrup or as injectables. Opiates include:

- | | | |
|----------------------------------|--|------------------------------------|
| <input type="checkbox"/> Codeine | <input type="checkbox"/> Percodan/Percocet | <input type="checkbox"/> Diluadid |
| <input type="checkbox"/> Hycodan | <input type="checkbox"/> Darvon/Darvocet | <input type="checkbox"/> Methadone |
| <input type="checkbox"/> Vicodin | <input type="checkbox"/> Morphine | <input type="checkbox"/> Demerol |

The most commonly abused non-synthetic opiate is heroin. Unlike the other opiates, heroin has no medical use. Heroin is illicitly manufactured in several different forms, all of which have an odor similar to vinegar. The most common forms found in the Los Angeles area are "tar" heroin and "brown" heroin. Tar heroin is black in color and gains its name from its similarity in appearance to roofing tar. Brown heroin is a brown powder. Heroin is commonly packaged in small balloons or clear cellophane. All forms of heroin can be injected or smoked.

Possession of opiates in any form is a violation of 11350 H&S, a felony. Being under the influence of any opiate is a violation of 11550(a) H&S, a misdemeanor.

Signs of opiate influence may include:

- | | | |
|---|--|--------------------------------------|
| <input type="checkbox"/> sleepy appearance | <input type="checkbox"/> slurred speech | <input type="checkbox"/> slow speech |
| <input type="checkbox"/> droopy eyelids | <input type="checkbox"/> pain relief | <input type="checkbox"/> cold skin |
| <input type="checkbox"/> pupil constriction | <input type="checkbox"/> injection marks | |

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4. **Marijuana (Cannabis)**

Cannabis is any drug that is derived from the various species of the marijuana plant. These drugs include:

- | | |
|------------------------------------|-----------------------------------|
| <input type="checkbox"/> Marijuana | <input type="checkbox"/> Hash Oil |
| <input type="checkbox"/> Hashish | <input type="checkbox"/> Marinol |

- A. **Marijuana** is one of the most common drugs you will encounter and is of dubious medical use. The most common form of marijuana is a hybrid known as sinsemilla. As most people have already seen marijuana, no further description is necessary. Possession of less than an ounce of marijuana is a violation of 11357(b) H&S, an infraction.

Possession of over an ounce of marijuana is a violation of 11357(c) H&S, a misdemeanor. Being under the influence of marijuana is only a violation if they qualify for PC 647(f).

- B. Hashish is basically a compressed version of marijuana and has no medical use. It appears brown to black in color and looks just like what it is, compressed dried leafy material. Hashish is commonly packaged in tin foil. Possession of hashish is a violation of 11357(a) H&S, a felony/misdemeanor. Being under the influence of hashish is only a violation if they qualify for PC 647(f).

- C. Hash oil is a highly concentrated form of marijuana obtained by removing the active ingredient of marijuana (THC) from the marijuana leaf and concentrating it. Hash oil is black in color, a thick gummy substance and commonly packaged in dark amber vials. Possession of hash oil is a violation of 11357(a) H&S, a felony/misdemeanor. Being under the influence of hash oil is only a violation if they qualify for PC 647(f).

- D. Marinol is a synthetically produced THC in liquid form that is used in the treatment of glaucoma. It has yet to be encountered in the field.

Symptoms of cannabis influence may include:

- | | | |
|--|---|---|
| <input type="checkbox"/> watery eyes | <input type="checkbox"/> green tongue | <input type="checkbox"/> droopy eyelids |
| <input type="checkbox"/> bloodshot eyes | <input type="checkbox"/> marijuana odor | <input type="checkbox"/> dilated pupils |
| <input type="checkbox"/> poor depth perception | | |

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5. **Alcohol:**

By far the most commonly encountered drug is alcohol. Since most people have experienced it, no further time will be devoted to it.

6. **Depressants:**

Central nervous system (CNS) depressants are some of the most commonly prescribed drugs. They are medically used to treat seizures, epilepsy, and depression to provide sedation or calming effects. There are more than 250 types of depressants on the market. Many can be identified by use of a Physician's Desk Reference. They are available in tablet or capsule and are usually taken orally but may be injected. Some depressants are a violation of 11377(a) H&S, some are not. CNS Depressants that are controlled are listed in the schedules of the Health & Safety Code. Being under the influence of a depressant is only a violation if the offender qualifies for PC 647(f), with the exception of methaqualone (Quaaludes), which would be a violation of 11550(a) H&S, a misdemeanor.

If a person takes a depressant within a prescribed dose, it is not uncommon that there will be no observable effects. Observable symptoms are usually observed with the stronger depressants, un-prescribed doses, or when the depressants are taken together with other depressants or any other drug, particularly alcohol. Symptoms of depressant influence are very similar to the effects of alcohol and may include:

- | | | |
|--|---|--|
| <input type="checkbox"/> slurred speech | <input type="checkbox"/> droopy eyelids | <input type="checkbox"/> sleepy |
| <input type="checkbox"/> poor coordination | <input type="checkbox"/> disoriented | <input type="checkbox"/> bloodshot/watery eyes |

Several depressants can produce effects very similar to those produced by CNS stimulants and hallucinogens.

7. **Inhalants:**

Inhalants include a wide variety of chemicals that can be easily purchased from retail stores, these include:

- ☐ Volatile solvents
- ☐ Aerosols
- ☐ Anesthetic gases

A. **Volatile solvents** include paints, thinners, lacquers, fingernail polish remover and airplane glue. These substances are commonly inhaled using a rag treated with the substance and placed against the mouth and nose. Possession of toluene, a chemical in airplane glue, with the intent to inhale, or being under the influence of toluene, is a violation of 381 P.C., a misdemeanor. None of the other substances are controlled. Being under the influence of a volatile solvent other than toluene is

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a violation of PC 647(f).

- B. Aerosols are chemicals discharged from a pressurized container by the propellant force of a compressed gas. Intoxicating effects are most often caused by the compressed gas and not the primary contents of the container. Aerosols include hair spray, insecticides, deodorants, frying pan lubricants, and camera lens cleaners. These substances are inhaled by discharging the contents into the lungs or by filling a balloon with the aerosol then inhaling the contents of the balloon. Many of these aerosols contain nitrous oxide. Possession of nitrous oxide with the intent to inhale, or being under the influence of nitrous oxide, is a violation of PC 381(b), a misdemeanor. None of the other aerosols are controlled. Being under the influence of an aerosol other than nitrous oxide is a violation of PC 647(f).
- C. **Anesthetic gases** are drugs in gas form. These include chloroform, amyl nitrate, butyl nitrate, and nitrous oxide. The anesthetic gases are ingested in the same manner as the aerosols. Only nitrous oxide is controlled. Being under the influence of the other anesthetic gases is a violation of PC 647(f).

Symptoms of inhalant influence may include:

- | | | |
|--|--|--------------------------------------|
| <input type="checkbox"/> chemical odor | <input type="checkbox"/> chemical debris | <input type="checkbox"/> dizziness |
| <input type="checkbox"/> watery eyes | <input type="checkbox"/> nasal secretion | <input type="checkbox"/> disoriented |
| <input type="checkbox"/> confusion | <input type="checkbox"/> slurred speech | <input type="checkbox"/> sleepy |

8. **PCP:**

PCP (phencyclidine) is in a class by itself as the effects it produces are unlike any of the other drug categories. PCP has no medical use. It can be found in a crystalline form that emits no odor, but more commonly in the Los Angeles area it is in a liquid form that is yellow in color and emits a strong chemical odor. Marijuana or cigarettes are dipped in the liquid and then smoked. Typically, the cigarettes that are used have a dark paper wrapper to assist in hiding the discoloration from being dipped in the liquid. Possession of PCP is a violation of 11377(a) H&S, a felony/misdemeanor. Being under the influence of PCP is a violation of 11550(a) H&S, a misdemeanor.

In the past, PCP users have been known to exhibit extremely violent behavior. Many of the users have learned to limit their dosage by smoking only a small part of a cigarette versus the entire cigarette. As a result, the number of violent encounters with these individuals has decreased dramatically. The PCP user today commonly appears to be under the influence of alcohol, but with an odor of PCP.

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Symptoms of PCP influence may include:

- | | | |
|--|---|--|
| <input type="checkbox"/> blank stare | <input type="checkbox"/> chemical odor | <input type="checkbox"/> sweating |
| <input type="checkbox"/> slow/slurred speech | <input type="checkbox"/> droopy eyelids | <input type="checkbox"/> retracted eyelids |
| <input type="checkbox"/> disoriented | <input type="checkbox"/> slow reactions | |

Officers dealing with individuals under the influence of PCP or individuals who are known to use these drugs should use extreme caution. These individuals have a reduced sensitivity to pain. The sensory perceptions of these individuals are extremely sensitive and anything that affects their senses may cause them to become violent. Anyone suspected of using PCP who is in a catatonic state (high dose) will very likely become violent at some point and should be restrained using multiple handcuffs/flex cuffs.

Caution should be used in handling any drug in liquid form, especially liquid PCP. Drugs in liquid form can easily be absorbed into the body through the skin. (See Safety section below)

9. **Drug Combinations:**

A majority of drug users will frequently use more than one drug at a time, producing a variety of observable symptoms. These may include any and all of the above signs and symptoms depending on the type of drugs and quantity ingested.

10. **Safety Considerations:**

Individuals who abuse drugs typically are not in the best of health. They carry and transmit a variety of infectious diseases. These diseases include HIV and hepatitis. Care should be exercised in touching these people and anything they come in contact with, particularly hypodermic syringes. When dealing with a drug user, wearing gloves is highly recommended. When searching their person, vehicle and/or residence, use extreme caution. The injury that could be received from a single needle is not worth the misdemeanor charge for possession of a hypodermic syringe. If you should receive an injury from a needle or come in physical contact with blood from an intravenous drug user, immediately notify a supervisor and seek medical treatment.

It is highly recommended that after handling these individuals, you thoroughly wash your hands. You might also consider obtaining the hepatitis B vaccination series that is available at the expense of the department.

Caution should be used in handling drugs that are in a liquid form (i.e. PCP, LSD) or the items, which contain them. These drugs can be absorbed through the skin. Our Investigation units carry packaging material for these drugs. Since Investigations units are not always available, it is suggested you carry several plastic K-pak bags with your gear and avoid physically touching these drugs/containers.

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If you or your partner should become dosed with either PCP or LSD, get help immediately. Notify other officers that are present of what has occurred and contact a supervisor. Get medical attention as soon as possible. Medical personnel have drugs that can counteract the effects of PCP and LSD. Try to handle the situation as low keyed and calmly as possible. Exposure to stimulation (i.e., red lights, siren, yelling) can aggravate the situation. Explain to the dosed officer that you will have to take their weapons and do so. Keep a fellow officer with the dosed officer at all times as a familiar face will help to comfort the officer.

Individuals under the influence of certain drugs may have a high propensity towards violence and a decreased or non-existent sensitivity to pain. Use of cocaine, methamphetamine, hallucinogens, certain inhalants, certain depressants and PCP all produce paranoia. In higher doses, each of these drugs can produce violence we previously thought was possible only with PCP.

O.C. and the baton are options that are available in dealing with these individuals but frequently the most successful method of taking control of them is with accumulative body weight and heavy restraints.

Certain drug users (i.e. methamphetamine) also have a propensity for owning guns. These individuals have been known to kill officers during their drug-induced paranoia and fits of drug induced rage.

MENTALLY ILL PERSONS

INSTRUCTION GUIDE #16 (Phase I)

As a police officer you must be able to recognize the danger signals of the mentally ill person so you can provide medical attention, which may be required.

Severe mental illness is defined as psychosis, which usually can be detected by a sudden behavioral change or gradual deterioration of the personality and an alteration in the behavioral pattern of a person.

Mentally ill cases:

It is vital that we understand department policy and state law when dealing with these cases. At least the following considerations should be made when involved with mentally ill or emotionally disturbed person.

- A. Ignoring verbal abuse
- B. Avoiding excitement
- C. Avoiding unnecessary deception
- D. Requesting assistance to minimize resistance
- E. Requesting ambulance prior to confronting subject
- F. Keeping the disturbed person in sight constantly
- G. Continual alertness
- H. Seizing firearms for safekeeping/other deadly weapons (W.I.C. 8102)
- I. Where is subject going to be evaluated or sent for counseling
- J. The W.I.C. regarding 72-hour holds
- K. Danger to self, others, gravely disabled

The rights of a subject detained for W.I.C. 5150 must be safeguarded by the officer, this includes:

- A. Must record what the person did and observations giving probable cause for detention on 72-hour evaluation application.
- B. Advise of Miranda rights when appropriate (criminal action involved).
- C. Reasonable caution to protect property in person's possession or on premises occupied by person.
- D. Inform person of officer's name and agency along with reason for detention.
- E. If taken from residence advise person of items that can be taken with them upon approval. Right to phone call, right to leave note for friends or family.

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Other alternatives should be considered if detention for evaluation or treatment is NOT appropriate including:

- A. Urgent medical attention.
- B. Arrest.
- C. Referral for mental health services.
- D. Referral to local developmental disabilities agency.
- E. No police action required.

Understanding the warrant process for mentally ill persons should include:

- A. Affidavit (who makes it, where, to whom).
- B. Notice to appear papers.
- C. Commitment papers (warrant).
- D. Reports involved with and without a warrant when arresting mentally ill persons.
- E. The Department of Mental Health Application for 72-Hour Detention for Evaluation and Treatment form.
- F. Name and position of person who subject is left with for evaluation.

Severe Mental Illness Symptoms:

1. Change of attitude towards friends and relatives.
2. Unusual or bizarre mannerisms.
3. An increase or decrease in efficiency.
4. Argumentative or uncooperative.
5. Development of hostility to suggestions and growing hostility and distrust.
6. Disorganized thinking and morbid interest in such potential tools of destruction as guns and knives.
7. Subjected to hallucinations and delusions.
8. Suicidal.

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Handling the Disturbed Person:

1. Find out what you can about the person:
 - A. Recent change in medication.
 - B. Recent release from hospital.
 - C. Undergoing treatment.
2. Call for assistance.
3. Delay of time will serve a double purpose:
 - A. Passage of time may calm them down.
 - B. Allows time to formulate a plan of action.
 - C. How will person be removed.
 - D. Who will enter.
 - E. All escape routes covered.
4. Force
 - A. Use as little as possible.
 - B. Force or harsh words may only make matters worse.
 - C. Attempt to assure person you will not harm them.
5. Ignore verbal abuses, remember this person is sick, confused and frightened
6. Avoid excitement.
7. Disperse large crowds.
8. Do not deceive.
9. Restrain and calm the person down.
10. While the form of assistance may differ, always bear in mind that the help you give to a mentally ill person is just as vital as administering first aid to an injured person.

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5150 W.I.C.:

Reasonable Cause

1. Danger to himself/herself or others.
2. Or is gravely disabled as a result of a mental disorder.
 - a. They are gravely disabled when, as a result of a mental disorder, they are unable to provide for their basic personal needs of food, clothing and shelter.
3. Take to Arrowhead Regional Medical Center - Ward B for 72-hour hold or evaluation. They will not accept someone who has been drinking.
 - a. Officer will assist designated professional persons with transportation of subject if that person is unruly or violent.
 - b. If need arises, subject will be transported in police unit or in ambulance with restraints.
 - c. Officer shall accompany subject in ambulance if needed.

Reports:

Hospital Forms

1. State circumstances of incident.
2. Name and position of person who subject is left with for evaluation.
3. No arrest is necessary.
4. Retain and attach all hospital forms.
5. Complete Department of Mental Health Application for 72-Hour Detention for Evaluation and Treatment form.

Police Holds:

1. Minor Crimes.
 - A. Issue citation and leave at hospital.
2. Felonies.

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- A. Subject evaluated and requires psychiatric care.
- B. Transport to San Bernardino County Hospital.
- C. Place police hold on subject.
- D. Complete booking application and place in briefing so subject can be picked up and booked when released from hospital.

Non-emergency Situations:

- 1. If there is no immediate need for police action under W.I.C. 5150.
 - A. Advise to contact mental health clinic for assistance.
 - B. Firearm confiscation and required forms.
 - C. Receipt left with subject or at scene.
 - D. Notify appropriate staff.

Firearm Confiscation:

- 1. W.I.C. 8102.
 - A. Firearms, other deadly weapons.
 - B. Confiscate when subject taken 5150.
 - C. Receipt left with subject or at scene.
 - D. Notification made to appropriate staff.

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American's With Disabilities Act (A.D.A.):

The A.D.A. relates to people with developmental and mental impairments as follows:

- A. Requires reasonable adjustments and modifications in policies, practices, and procedures on a case-by-case basis.
- B. Prohibits arresting individuals for behavioral manifestations of a disability that is not criminal in nature.
- C. Requires the safety and civil rights of those with disabilities be protected during transport and while detained.
- D. Requires Officer's make accommodations for persons with disabilities, except where safety is compromised.

(NOTE: SOME DISABILITIES INCLUDING MENTAL RETARDATION, CEREBAL PALSY, EPILEPSY, AUTISM, AND OTHER NEUROLOGICAL CONDITIONS THAT ARE NOT READILY APPARENT. SOMETIMES PEOPLE WITH DEVELOPMENTAL OR COGNITIVE DISABILITIES MAY HAVE LITTLE OR NO CONSCIOUS ABILITY TO CONTROL THEIR BEHAVIOR.)

- A. Give one direction or ask one question at a time.
- B. Allow the person to process what you have said and respond (10-15 sec. repeat).
- C. Avoid questions that tell the person the answer you expect (yes/no questions).
- D. Repeat questions from a slightly different perspective, if necessary.
- E. Avoid questions about time, complex sequences, or reasons for behavior.
- F. Use concrete terms and ideas. Avoid jargon or figures of speech.
- G. Consider the possibility that non-compliance indicates the person needs time to mentally grasp and respond to what is being said or asked of them. It may be due to fear, confusion, auditory hallucinations, etc., and possibly not defiance.
- H. Suicidal or a morbid interest in tools of destruction like guns or knives.

Field Training Officer Program

Safety concerns:

It is imperative that proper safety concerns are addressed for the officer, public, and the subject in crisis. This is the top priority when dealing with impaired individuals and standard tactical assessments as well as safeguards should be considered including:

- A. His/hers own abilities to physically control the person.
- B. Escape routes.
- C. Use of cover.
- D. Call for assistance.
- E. The T.A.C.T. model appears below.

Tone (present a calm and firm demeanor with respect and dignity)

Atmosphere (reduce distractions/Respect personal space)

Communication (establish contact/Develop rapport)

Time (slow down/Reassess)

- F. Get information (changes in medication, recent release from hospital, treatment).
- G. Use as little force as possible, restrain and calm person.
- H. Disperse crowds.

Field Training Officer Program

Handling Crimes In Progress

The trainee shall explain agency policy and factors to consider when responding to a crime in progress. These may include:

- A. Proceeding directly to scene as quickly and silently as possible
- B. Proceeding directly to scene utilizing emergency lights and/or siren
- C. Proceeding to the location most likely to intercept fleeing suspects
- D. Proceeding to scene and coordinating arrival and/or deployment with other units
- E. Distance to location
- F. Availability of assisting units
- G. Nature of crime
- H. Traffic and environmental conditions
- I. Concern for possible lookouts
- J. Watch for fleeing suspects
- K. Parking and securing vehicle
- L. Apprehension of suspect(s)
- M. Broadcasting additional information
- N. Securing the scene

BURGLARY CALLS AND SEARCHES

INSTRUCTION GUIDE #17

(Phase I)

1. Notification of a burglary in progress

- A. Silent alarm – Communications receives alarm, which in turn dispatches appropriate unit(s).
- B. Audible alarm - a neighbor or passer-by calls or a patrol unit observes the alarm.
- C. Radio alarm - broadcast directly to units.
- D. An eyewitness or victim notifies police.
- E. A passing patrol unit observes a burglary in progress.

REMEMBER: A burglary in progress call represents a potential hazard to responding officers. There may be an armed suspect or suspects that you trap at the scene, or other suspects are providing counter surveillance.

2. Response and arrival

- A. Acknowledge that you received the call and give your 10-20 (all units that are responding).
- B. When responding:
 - (1) Beware of becoming too excited.
 - (2) Remain alert for anything don't become tunnel-vision.
 - (3) Plan out what you are going to do.
- C. When approaching the scene.
 - (1) During darkness, turn vehicle lights.
 - (2) Look for any suspicious vehicles/persons.
 - (3) Park vehicle on same side of street as call, but do not park in front. Give 10-97.
 - (4) Allow for a quick exit of vehicle; the passenger officer out first and into

Field Training Officer Program

position, then the driver. Remember, getting out of the unit places the officers in a momentary vulnerable position.

(5) Do not slam unit doors.

(6) Turn down unit radio.

3. Surveying the situation - What is the location?

A. Locate the crime scene - stop, look and listen

(1) Check for point of entry.

(2) Direct back-up units to assist in sealing off the area if there is any merit to call (open door, window smash, etc).

(3) Is the suspect(s) still on the scene?

(4) Search the scene - ask for assistance, i.e., K-9, 40K

B. Locate any witnesses or complainant

(1) Obtain description of suspect(s) and vehicles - broadcast same.

C. Summon aid as needed to secure the building.

4. Conducting building searches

A. The trainee shall identify and explain the principals of a safe and effective search of a building that may contain a suspect. These principals shall minimally include:

1. Containment of the building.
2. Containment of the area(s) already searched.
3. Utilization of a systematic method.
4. Safe searching techniques.
5. Appropriate use of canine or specialized assistance.

Field Training Officer Program

B. Without the use of a canine unit:

- (1) Perimeter has already been established, set up a command post.
- (2) Organize a search team.
- (3) Enter the building from only one point.
 - (a) Officer may request Ten 33.
- (4) Search from the bottom up or the top down, depending on the perimeter security.
 - (a) Bring all elevators to the top or bottom floor and shut them off.
 - (b) Search all stairways simultaneously.
- (5) Search all hiding places.
- (6) Be cautious and safety conscious.
 - (a) Do not allow yourself or other officers to come into a cross-fire situation.
 - (b) If necessary to use flashlight, hold it away from your body - do not illuminate other officers.

C. Requesting a canine unit:

- (1) Secure the perimeter and notify all units.
- (2) Request Ten 33.
- (3) Enter the building only at the request of the canine unit.
- (4) Accept custody of prisoners from canine unit so that the search may continue for other suspects.
- (5) Notify all units when canine unit has finished.

Field Training Officer Program

5. **Code Four as soon as possible**

- A. When it has been determined that there is no merit to call.
- B. When it has been determined that suspect(s) are GOA.
- C. When it has been determined that all suspects are in custody.

6. **The investigation - the assigned unit to conduct**

- A. Locate POE and secure for possible follow-up.
- B. Locate tools/evidence.
- C. Prove Corpus Delicti - was it a 459, 594, etc.
- D. Determine the property loss.
 - (1) If closed business, locate owner (through Dispatch).
- E. Determine all possible suspects.

7. **Notifications to be made when necessary**

- A. Field Sergeant
- B. Investigations

8. **Securing the premises prior to leaving the scene**

- A. Have owner/responsible person respond.
- B. Leave alarm response card (door hanger).
- C. Have dispatch contact glazier service, if needed for broken windows.
- D. Reset alarm and any lock any open doors

REMEMBER: In the case of a good burglary, you may now have a trapped felon - USE CAUTION. A canine unit can complete the search more effectively and with less risk. Use them if available.

ROBBERIES IN PROGRESS

INSTRUCTION GUIDE #18

(Phase I)

Purpose:

1. The purpose of this procedure is to provide guidelines for field personnel and communications operators in the handling of robbery alarms and responses.

Robbery Alarms and Other Reporting Methods:

1. Upon receipt of a robbery alarm or telephonic contact from an informant, the dispatcher shall:
 - A. Obtain the name, address and phone number of the business where the alarm has been activated or suspected activity observed.
 - B. Obtain the name of the Alarm Company, the phone number, and the identity of the person calling in the alarm or occurrence.
 - C. Dispatch the preliminary information, including type of call, location, address, etc., utilizing the alert beep tone on the radio.
 - D. Assign a primary unit, one or two back-up unit(s), and notify the field supervisor and obtain acknowledgment from all units.
 - E. Responding Officers, including the air unit will have the discretion of having dispatch make telephone contact with the business immediately, or after they arrive on scene. If contact is made, Dispatch will determine if an actual robbery has occurred and will dispatch suspect information if possible. If alarm is unfounded the established "Code 4" procedure shall be followed.

If a robbery is telephonically confirmed "in progress or past," pertinent suspect information shall be communicated to the responding officers.

Field Training Officer Program

Robbery Response:

1. Upon broadcast of the robbery alarm or suspected activity, the assigned units shall:
 - A. Respond directly to the location and establish a perimeter covering all exits. The unit's response shall be reasonable and safe, and may respond Code 3 only at the direction of the watch commander.
 - B. Circumstances justifying a Code 3 response as instructed by the watch commander would include known circumstances indicating great bodily harm has been committed, or shots have been fired. No more than one unit at a time shall respond Code 3.
 - C. Responding officers should keep in mind that:
 1. If a suspect inside the location sees a police unit or officer, there is an increased risk the suspect will take hostages; and
 2. That there may be accomplices outside who could pose a threat to officers. Avoid tunnel vision.
 - D. The first unit at the scene, whether the assigned primary officer or not, shall be in charge until relieved of command by a field supervisor.
 - E. All other units will report to and coordinate with the initial officer or field supervisor, if one is on scene, who will be responsible for directing perimeter response.
 - F. After the perimeter has been established, the field supervisor or ranking officer shall base continuing tactical strategy on information received from dispatch and personal knowledge and observations gained at the scene. This information should key the scene supervisor toward following the appropriate policy relative to the existing conditions, i.e., Code 4, In-Progress, Robbery Past. Etc.

Telephone Communications With Financial Institutions:

1. The dispatcher will advise that a robbery alarm has been received, and ascertain if it is a good or false alarm.
2. If advised by the employee that a robbery did not occur, the dispatcher will transmit to all units that the alarm is unfounded and will obtain acknowledgment from both the primary and the back-up units. The dispatcher shall arrange with the bank employee to provide the field units with the "Procedure Signal" as outlined below.

Field Training Officer Program

Telephonic “Code 4” – Other Businesses:

1. When advised by an employee of the business that a robbery did not occur, the dispatcher will transmit to all units that a “Telephonic Code 4 has been received” and will obtain an acknowledgment both from the primary and back-up units. Arrange with the business to provide the arriving field units with the “Procedural Signal” as outlined below.

Procedural Code 4 Signal:

1. The dispatcher shall obtain the name, physical and clothing description of an employee that will be instructed to walk out the front door of the business. The employee shall be instructed to make him/herself clearly visible to the responding officers.
2. The dispatcher will then broadcast that this procedure is being followed and obtain acknowledgment.
3. As the employee exits the business, the officer in charge will then direct the employee of the business to a safe position where an officer will contact him/her and ascertain the situation inside the business. Unless the employee is known by the officer(s), they should maintain a safe vigil that the supposed employee may be a robber.
4. The dispatcher should advise the field units whether this Code 4 signal is being provided due to a robbery actually occurring, but the suspect(s) have apparently left the premises, or due to the robbery alarm being unfounded.

Hostage or Barricaded Suspect Condition:

1. If it is determined that a robbery is still in progress and the suspect(s) are still inside the building, the responding officer should make every effort to contain the immediate area to prevent suspect escape, while avoiding detection by the suspect(s).
2. The watch commander or field supervisor shall respond and assume tactical responsibility.
3. The watch commander or field supervisor shall request the S.E.D. Unit once he/she has reasonably determined that a hostage or barricaded suspect(s) situation is developing.

Field Training Officer Program

Field Show-Up:

1. This is a very critical phase in any crime investigation. Some precautions must be followed so as not to jeopardize the case in court.
 - A. **AVOID TRANSPORTING DETAINED PERSONS TO THE VICTIM OR WITNESS IF AT ALL POSSIBLE.**
 - B. Proper admonishments (Simmons Warning).
 - C. Victim/witness should view suspect(s) separately.

Hate Crimes:

Hate crimes occur when a perpetrator targets a victim because of his or her perceived membership in a certain social group, usually defined by racial group, religion, sexual orientation, disability, class, ethnicity, nationality, age, gender, gender identity, social status or political affiliation. The California Penal Code 422.6 further defines Hate Crimes and penalties

"Hate crime" generally refers to criminal acts that are seen to have been motivated by bias against one or more of the types above or of their derivatives. Incidents may involve physical assault, damage to property, bullying, harassment, verbal abuse or insults or offensive graffiti or letters hate mail.

LEWD/THREATENING PHONE CALLS/LETTERS

INSTRUCTION GUIDE #19 (Phase I)

If you are summoned to a lewd phone call or lewd mail complaint, the following procedure should assist you:

1. You should realize that too many people the lewd phone call or letter is more than just an irritating incident. It can be extremely upsetting. You would do well to approach the victim with this in mind.
2. Try to have the victim give you specific time and dates of the incidents. They should try to endure any subsequent incidents. Advise on how to turn ringer volume down on telephone, if they wish to do so.
3. If there is any possible physical evidence such as letters or notes, handle it with great care to preserve any prints, etc. Advise the victim that if any further evidence arrives, not to handle it - (if it comes in an envelope don't open it).

The applicable Penal Code Sections for these crimes are:

1. Lewd Phone Calls; 653(m) P.C.
2. Obscene Letters or Matter; 311.2 P.C.
3. Terrorist Threats; 422 P.C.

If the calls are only occasional and not a business phone, the victim should be advised to consider changing numbers.

Another alternative and one that will assist in prosecution is the victim having a "trap" put into place by the phone company. After a crime report is taken, the victim can call security for their phone company and security will install a "trap." If the suspect calls, the victim does not hang up as leaving the line open permits the Phone Company to determine where the call was originated. It "traps" the suspect's number. After three successful traps, the Phone Company will notify FPD Detectives for necessary criminal follow-up.

Field Training Officer Program

PHASE I (Weeks 2 to 5)

TRAINEE CHECKLIST

THE FOLLOWING SUBJECTS WILL BE COVERED DURING PHASE I OF THE TRAINEE'S TRAINING.

Glossary: *FP= Field Performance RP= Role Playing WT= Written Test VT= Verbal Test*

PATROL-WATCH-BEAT ASSIGNMENTS

Date Instructed	How Performed				FTO Initials	Trainee Initials
	F P	R P	W T	V T		

1. PATROL ACTIVITY/VEH EQUIP/CHECK OUT

- a. Types of Patrol/Techniques
- b. Purpose of Patrol
- c. Preparation for Patrol
- d. Appearance and Demeanor
- e. Vehicle/Equipment Check
- f. Location of Contraband Policy
- g. Seat Belt Policy
- h. Beat Familiarization
- i. Method of Vehicle Patrol
- j. Use of Radio
- k. Patrol Vehicle Operation Safety
- l. Vehicle Operations Liability
- m. Other

Field Training Officer Program

Date Instructed	How Performed				FTO Initials	Trainee Initials
	F P	R P	W T	V T		

2. SHOTGUN

- a. Specifications
- b. Maintenance
- c. Nomenclature
- d. Clearing procedure
- e. Function check
- f. Loading
- g. Unloading
- h. Reloading
- i. Other

3. MAP ORIENTATION

- a. Map Book
- b. Direction of Travel and Landmarks
- c. Street Numbering System
- d. Beat boundaries
- e. Hundred blocks
- f. Other

4. COMMUNITY ORIENTATION

- a. Fire stations
- b. Schools
- c. Hospitals
- f. Parks
- g. Other

Field Training Officer Program

Date Instructed	How Performed				FTO Initials	Trainee Initials
	F P	R P	W T	V T		

5. RADIO PROCEDURES

- How to use radio
- Portable radios/Unit radios
- Broadcasts
- Radio alphabet
- Radio codes
- Beat locations
- Other

6. LAWS OF ARREST

- PC 834
- PC 836
- PC 837
- Mandatory and Optional Bookings Per CVC 40302 and CVC 40303
- Time of Arrest PC 840
- PC 841
- PC 849b Releasing Suspects
- Forcible Entry PC 844
- Miranda Advisals
- Other

7. PRIVATE PERSONS ARREST/MISDEMEANOR CITATIONS/FELONY ARRESTS

- Valid arrest/lawful (signed complaint)
- Prior to arrest
- Advising arrestee
- PC 849(b)(1) Release
- Misdemeanor citation
- Transportation of Prisoners
- Booking of prisoners
- Other

Field Training Officer Program

Date Instructed	How Performed				FTO Initials	Trainee Initials
	F P	R P	W T	V T		

8. COURT PROCEDURES/ORIENTATION

- a. Subpoena Book
- b. On-call Procedures (C.P. and D.A.)
- c. Traffic Court
- d. Juvenile Court
- e. District Attorney's Office
- f. Court Lock-up – Fontana Sub
- g. Testifying: (1) Criminal
- h. (2) Traffic (Adult and Juvenile)
- i. Appearance
- j. Demeanor
- k. Obtaining Reports and Evidence
- l. Overtime Procedure
- m. Other

9. STOP AND FRISK/ DETENTION AND RELEASE

- a. Fourth Amendment
- b. Exclusionary Rule
- c. Consensual Encounters
- d. Reasonable Suspicion
- e. Probable Cause
- f. Arrests
- g. Where You May Arrest
- h. Searching of Prisoners
- i. Pat Down Search
- j. Strip Search, Skin Search, Cavity Search Policies
- k. Prisoner's Money
- l. Other

Field Training Officer Program

Date Instructed	How Performed				FTO Initials	Trainee Initials
	F P	R P	W T	V T		

10. HANDLING JUVENILE CASES

- a. WIC 300 Dependent Children
- b. WIC 601 Incurrigible Juveniles
- c. WIC 602 Law Violators
- d. Juvenile Petition
- e. Child Abuse Report Policy
- f. Admonishment of Rights
- g. Gladys R
- h. Juveniles in Need of Medical Treatment
- i. Juvenile Detention Procedures
- j. Admission to Juvenile Hall
- k. Expedited Youth Accountability Program
- l. Juvenile Traffic Court Offenses
- m. Other

11. MISSING PERSONS /DISABLED PERSONS

- a. General Information (mandatory reporting)
- b. Suspicious Circumstances
- c. Critical Missing (policy)
- d. Found Persons
- e. Persons with disabilities
- f. Other

12. FCC VIOLATIONS/LICENSES/PERMITS (CS)

- a. Curfew
- b. Soliciting
- c. Noise
- d. Barking Dogs
- e. Parks
- f. License and Permits
- g. Other

Field Training Officer Program

Date Instructed	How Performed				FTO Initials	Trainee Initials
	F P	R P	W T	V T		

13. ASSAULT CASES

- a. Response
- b. Preserving Crime Scene
- c. Requesting Medical Aid/Paramedics
- d. Locating Suspect/Witness
- e. Secure Scene if Necessary
- f. Evidence/Weapons
- g. Other

14. DRUNK OR DRUG IMPAIRED PERSONS

- a. PC 647(f)
- b. Arrest report
- c. Diabetic
- d. Alcohol/drugs
- e. Detoxification
- f. Injured person considerations (documentation)
- g. Use of force (documentation)
- h. Other

15. DRUG RECOGNITION AND HANDLING OF DRUG INFLUENCED SUSPECTS

- a. Symptoms
- b. Handling Subjects
- c. Officer Safety
- d. H&S 11550
- e. PC 647(f)
- f. Other

Field Training Officer Program

Date Instructed	How Performed				FTO Initials	Trainee Initials
	F P	R P	W T	V T		

16. MENTALLY ILL PERSONS

- a. Mental Illness Symptoms
- b. Handling Disturbed Persons
- c. WIC 5150
- d. Reports
- e. Police Holds
- f. Non-emergency
- g. WIC 8102 – Gun Confiscation
- h. Other

17. BURGLARY CALLS/SEARCHES

- a. Silent and Audible Alarms
- b. Response and Arrival
- c. In Progress or Time Delay
- d. Additional Units
- e. Securing Building/Scene, etc
- f. K-9 Unit/Residential-Commercial
- g. Building Search (interior-exterior)
- h. Residence (interior-exterior)
- i. Investigations Unit Personnel Request
- j. Roof Access (CVFD assistance)
- k. False Alarm Advisal Policy
- l. Other

18. ROBBERIES/BURGLARIES IN PROGRESS

- a. Response and Arrival (just occurred)
- b. Deployment (depends on time delay)
- c. Initial and Supplemental Broadcasts (vehicles, suspects, etc)
- d. Preserving Scene (if relative)
- e. Investigation and Report
- f. Investigations Unit Personnel for Identi-Kit
- g. Other

Field Training Officer Program

Date Instructed	How Performed				FTO Initials	Trainee Initials
	F P	R P	W T	V T		

19. LEWD/THREATENING PHONE CALLS/LETTERS

- a. PC 653(m)
- b. PC 422
- c. PC 311.2
- d. Phone Traps
- e. Evidence (collecting tape recordings and letters)
- f. Other

20. PHASE I TASK SIGN OFF

- a. PC 647(f)
- b. PC 488
- c. PC 490.5
- f. PC 666
- g. Warrant Arrest
- h. PC 594
- i. PC 241.4
- j. PC 242
- k. PC 243(e)(1)
- l. PC 243.2(a)(1)
- m. PC 243.6
- n. CVC 22651(o)(1)
- o. CVC 22651(p)
- p. PC 415
- q. PC 459 alarm response
- r. PC 459 report
- s. Code 3 response
- t. Traffic Stop/Citation
- u. Pursuit Test
- v. P.C. 964 (Confidentiality Law)
- w. Other

Field Training Officer Program

TRAINEE CRITIQUE OF FIELD TRAINING OFFICER

In an effort to keep the Field Training Program up to date and functioning as well as possible, the trainee at the completion of each phase of training must fill out this critique form. It is to the FTO's benefit to know the impression being made on those in training and FTO's welcome objective feedback. With this in mind, the trainee is requested to honestly appraise and evaluate the FTO in the areas listed below.

INSTRUCTIONS:

Place your FTO's name in the blank space below. If you had more than one FTO during the phase, place the name of the FTO you spent most of your time with. FTO's receive only a summary of the critique forms at the end of a training cycle. The actual critique is reviewed only by the FTO supervisors and is not given to the FTO, nor does it become a part of the FTO's personnel file.

Your FTO: _____ **Phase:** _____

PART I

1. The Field Training and Evaluation Program is concerned with both training and evaluation. Assign percentages (to total 100%) to the amount of effort your FTO exerts in each area. (Example: Training 50%, Evaluation 50%).

TRAINING _____ EVALUATION _____

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

I am one of a number of police trainees _____ I am an individual _____

PART II

Circle one of the responses that follow each of the seven statements below. Each answer needs a short narrative explanation.

1. The example set for you by the FTO

Poor Fair Average Good Excellent

Explanation: _____

2. The FTO's interest in imparting training material and information to you?

Field Training Officer Program

Poor Fair Average Good Excellent

Explanation: _____

3. FTO's knowledge of the training material covered?

Poor Fair Average Good Excellent

Explanation: _____

4. FTO's skill as an instructor/teacher/trainer?

Poor Fair Average Good Excellent

Explanation: _____

5. FTO's ability to communicate with you?

Poor Fair Average Good Excellent

Explanation: _____

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6. FTO's application of honesty, fairness and objectivity in rating you?

Poor Fair Average Good Excellent

Explanation: _____

7. FTO's overall attitude for the job assignment?

Poor Fair Average Good Excellent

Excellent: _____

List the area(s) in which you think your FTO puts forth his/her **WORST** effort. _____

List the area(s) in which you think your FTO puts forth his/her **BEST** effort. _____

Print Name/Badge #

Signature

Place completed form in an envelope and put in your FTO Sergeant's tray.

Received by: _____

Date: _____

Phase II

FIELD TRAINING OFFICERS LOG

Officer/Badge #

PHASE II

Team _____

Beat _____

FTO _____

RE-PHASE

Team _____

Beat _____

FTO _____

INTERVIEW AND INTERROGATION INVESTIGATION TECHNIQUES/NOTE TAKING

INSTRUCTION GUIDE #1 (Phase II)

As Patrol Officers, we all realize the importance of the Crime Report. It is the basis for which all investigations are followed-up, the basis by which court cases are built (or disregarded). It is the source of information and descriptions for our fellow officers. It is the Department's permanent record of incidents, which the Department has handled. It is also essential that it be accurate and understandable. To accomplish this, you must be able to discover what took place and be able to relate to others what took place by using the Crime Report. Those two activities should dictate your technique in interviewing and taking notes of these interviews.

What took place?

If you have been given an assignment with a specific code from Communications, you may already have a direction to proceed with your interview. However, you shouldn't presume that the information you have been given is completely accurate. After all, the dispatcher is receiving the information from a second party and the dispatcher may not have the whole idea as to what has happened. Therefore, you should keep an open and inquisitive attitude to all assignments. Your first objective in your interview is:

1. **WHO** are you to speak to, to interview, and to interrogate? Who is the victim, the witness, and the suspect?
2. **WHAT** took place? Is there a crime? What crime? To discover this, isn't as easy as it sounds. You must not only ask the right questions of the right people you must also listen! **PAY ATTENTION.**
3. **WHEN** did this take place?
4. **WHERE** did the incident take place? Where are the individuals involved and where can they be reached?
5. **HOW** did this take place? This might take a bit of investigation on your part. Asking questions, making observations and evaluating the information you can compile.
1. **WHY?** This question is frequently overlooked, as being so obvious that it need not be asked.

Field Training Officer Program

The answer to these questions might be the way to solving who did what.

You should seek all of this information during your interview(s). The progression may not follow this exactly (it most likely won't), and you may not always have each and every one of these questions answered to your full satisfaction, but you certainly should attempt to obtain what is available.

Obtaining this isn't always easy and it will not always be obtained in the same way. You are dealing with people, and every person is somewhat different than the other. They see the same incidents differently, and they all react differently to police officers and will, therefore, need to be approached in a manner, which best suits, them and you. We are all different too, which necessitates that there is no single best approach.

There are, however, some approaches that must be avoided:

1. **Talking constantly.** You, of course, must be curious and ask questions but you will never learn anything if you don't stop talking and asking questions and LISTEN. Don't just hear the words and wait for your turn to talk but actively listen and try to learn what your victim, witness or suspect is really saying.
2. **Talking too little or without sufficient self-confidence.** If you don't assert yourself, as the police officer that you are, and control the conversation, there are numerous people who will control it for you and talk about anything and everything. This situation has to be avoided if you are to complete your report.
3. **Being overly aggressive.** Remember that you are speaking to human beings. Your effectiveness as a report taker, and for that matter as an officer in every way, is not measured by the number of complaints you compile.
2. **Being meek.** If you aren't confident and positive, your effectiveness will be completely lost. You must give an impression that will give the person to whom you are speaking confidence in your ability.

Taking Notes of Your Interview:

This is the next step in preparing your Crime Report and relies on your ability to take notes in such a manner that you can fill out the report accurately and in an understandable manner.

Your notebook should be used to give you a record of what you have done. It should be organized in such a manner that you can find what you are looking for and in such a manner that when you look at it, you recognize what you see. Hopefully, the following format will aid you in accomplishing this:

#	WHO?	#	HOW?
---	------	---	------

Field Training Officer Program

#	WHAT?	#	WHY?
#	WHEN?	#	VEHICLE?
#	WHERE?	#	PROPERTY?

If you can assemble your notes in this manner, you will have what you need to complete a report and to help you recall incidents at a later date. The best of memories can use a little help. If you have taken proper notes, your memory will be much better served than someone who takes haphazard notes or none at all.

Note taking will also include recording things other than conversations. Such things as diagrams and personal observations will be in order here. Notes should be kept in some order and keep in mind the objectives of taking notes (namely, compiling information so that it may be shared and reported). Whatever you deem important should be written in your notebook.

Interviewing/Interrogation:

1. As soon as possible, separate subjects being interviewed or interrogated.
2. There are two considerations when interviewing or interrogating relating to advising of Miranda Rights.
 - a. Is the field officer conducting a field investigation to determine if a detained person is a suspect of a known or suspected crime?
3. Is the field officer or investigator conducting an interrogation following a suspect's arrest, seeking a confession, an admission, or any other information to establish the suspect's involvement?

Field Investigation:

You may ask investigative type questions of detained persons **WITHOUT** advising them of their Miranda Rights, unless they are taken into custody.

ARRESTED JUVENILES MUST ALWAYS BE ADVISED OF THEIR RIGHTS– WHETHER QUESTIONED OR NOT...

1. Interrogation is a basic part of most police work. It is most important to know the difference between an admission and a confession, as well as what conversation may be used as admissible evidence.
 - a. **CONFESSION** – an acknowledgment by the defendant of his guilt of the crime for which he is being tried.
 - b. **ADMISSION** - a statement of the accused in which he admits acts pertinent to the crime and which tend to prove his guilt.

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2. Questions should always be kept on a practical basis and related to the point at issue. In most instances, courtesy will bring forth more than a rough attitude. Use the “logical approach” in dealing with appropriate groups, sympathy with individuals such as in sex cases, flattery such as in cases involving the “SHOW OFF TYPE.”
3. Do not make use of the notebook until the basic part of the interrogation is completed, as it tends to create a psychological deterrent possibly resulting in the lack of cooperation on the part of the person being interrogated. When the interrogation is complete, then record all pertinent information. In major felony cases, a written and taped statement should be obtained.
4. Be alert for the suspect who tells a “TOO PERFECT” story (preplanned). Be suspicious of all suspects, never taking anyone’s word for anything. Seek specifics, not generalities. The interrogator should not “ROAM” but should stick to the case being investigated.
5. Do not jump to conclusions. An honest person may give some inaccurate statement, which could later be cleared up by additional interrogation or evidence.
6. The technique of playing on a suspect’s ego and allowing him to play the role, or boast, will often break through his defense. Remember that a lie is soon forgotten and may be used to “CROSS UP” a suspect in later questioning. Allow the suspect to include in his written statement a known lie. When confronted with the fact that the lie was detected, the suspect’s interrogation defense may falter, thus giving the interrogator the “EDGE” to achieve his goal of the interrogation.
7. Confessions obtained by threat, duress or promises are of no value and the use of “THIRD DEGREE METHODS” definitely will not be tolerated. The suspect should be subjected to only such inconveniences as are reasonable. Consider the hours of questioning, smoking, eating, making use of the rest room, etc., and always bearing in mind that which is reasonable. DO NOT FORGET THE TIME ELEMENT IN BOOKING. (Too long might be deemed duress.)
8. The psychological effect of carrying on an interrogation at the Police Department is a point of advantage. The interrogation room should be private with no distracting objects present. The suspect should be seated in a straight-backed chair, away from desks and tables. (If suspect is made comfortable, he/she may enjoy the interrogation.) INTERRUPTIONS SHOULD BE AVOIDED WHENEVER POSSIBLE.
9. The tone of voice and the actions of the interrogator are most important. The interrogator must be thoroughly acquainted with the particular offense, and must

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be familiar with the “JARGON” of suspect’s age group or class.

10. If, at the time of interrogation, it is felt that the suspect is going to be tested on the “LIE DETECTOR,” it is most important “NOT” to divulge “KEY POINTS” regarding the case. His knowledge of these facts would adversely affect the final outcome.
11. Do not divulge too much information to the suspect as he may build up answers to additional questions. Do not, under any circumstances, “BLUFF” in the interrogation. If the suspect calls the bluff and can refute it with his own knowledge, then the interrogation would be useless. It is better to use an inference than give a direct statement or attempt to bluff. If not certain of a point at issue, do not question.
12. The interrogator should be on the lookout for various signs of emotions, such as physical nervousness, changes in breathing, difficulty in swallowing, facial color changes, etc. These symptoms are not proof of guilt but are indications, which can be used as a guide to break down the suspect’s defense.
13. The interrogator should allow the suspect to do the talking except under questioning in which a direct answer is desired. He should allow the suspect to “RAMBLE” on, but should not allow the suspect to go too far afield. Each suspect should be studied, catalogued and the appropriate interrogating technique employed that best suits his personality.
14. Patience and practice are essential in becoming a good interrogator. REMEMBER you have an idea of what has occurred, but the suspect knows exactly what has occurred. Through the suspect, you can attain the goal desired, but only when you apply the techniques of interrogation; keep in mind the laws governing interrogations and the admissibility of the confessions or admissions received.
15. If a suspect who has been advised of his rights says he does not want to discuss the matter further, the questioning must stop.

Victim: A person harmed, injured, or killed as a result of a crime, accident, or other event or action.

Suspect: A person thought to be guilty of a crime or offense

Miranda Rights:

1. You have the right to remain silent. **2.** Anything you say can be used against you in a court of law. **3.** You have the right to have an attorney present now and during any future questioning. **4.** If you cannot afford an attorney, one will be appointed to you free of charge if you wish.

REPORT WRITING

INSTRUCTION GUIDE #2 (Phase II)

Definition of a Report

A report is a permanent written record which communicates facts related to events which can be described through that report in the future.

Definition of a Police Report

A police report is a permanent written record which communicates police related information to authorized readers.

Police Report Application

Police reports are used for a variety of reasons. The primary uses are outlined as follows.

1. **Arrest Reports:** Arrest reports present facts which justify the lawful arrest of an individual and the disposition of that individual within the criminal justice system.
2. **Crime Reports:** Crime reports present facts showing that a crime was committed. It may include a description of a suspect, statement of a witness, a statement of an officer's opinion as to the kinds of evidence found at the scene of the crime or other important information.
3. **As Permanent Reports:** Reports are an index and an aid to an officer's memory of past events which may be described through his or her testimony in court. Reports may be read by appellate court judges years after they have been written.
4. **As Management Tools:** Reports coordinate law enforcement activities and are used to plan for special events and other law enforcement services.
5. **As Investigative Tools:** Reports preserve essential facts of a case, provide information to serve as a basis for continuations of an investigation, supply information to other officers and agencies who become involved in the case, and they provide for the coordination of activities of the department's investigation of an incident or crime.
6. **As a Quality Control Tool:** Reports evaluate how well a case is handled. Reports evaluate the performance of departmental employees, and they compile statistics on crimes and arrests.

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Types of Reports

Police reports are classified into two major groups:

1. Administrative: Administrative reports deal with the routine day-to-day functioning of a police agency. These reports deal with staffing, supply, internal affairs investigations, facility maintenance, uniform and equipment specifications, grievance procedures, and policy.
2. Operational: These reports deal with crime, arrest, investigative and tactical functions of a law enforcement agency. Typical operation reports are:
 - A. Crime reports
 - B. Arrest reports
 - C. Investigation reports
 - D. Evidence reports
 - E. Traffic collision reports

This text is primarily concerned with operational kinds of reports and the development of skills in writing these reports.

Uses of Operational Reports

Each law enforcement agency has its own forms, procedures and policies for reporting and investigating crimes and arrests, but most law enforcement agencies have some things in common. For example, the 14th amendment of the Constitution of the United States requires that each state treats all citizens with “due process of the law.” Arrests and searches and seizures of persons or property are mostly uniform throughout the United States. Here, a distinction will be made between each of the most basic of operational reports. Each of the following reports has a special use as it applies to the criminal justice process.

1. The Arrest Report: An arrest report is completed by an arresting officer when an individual is taken into custody to answer to charges placed against him should the prosecutor elect to charge the accused with a violation of the law. Oftentimes, an arrest report is written even though the arrestee is released in the field after he or she has signed a promise to appear before a judge. (Section 853.7 PC)
2. The Crime Report: A crime report is used by the preliminary investigating officer to report the occurrence of a crime or more than one crime. This, of course, depends upon the reporting policies of individual law enforcement agencies.

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Who Reads These Reports?

Operational kinds of police reports may be distributed to places other than the records section file. Depending upon whether or not the offender is a juvenile or an adult, crime, arrest, evidence, and follow-up kinds of reports are read by many different people within and outside the Criminal Justice System. The authorized release of juvenile offender related information is generally more restricted than is the release of adult offender information.

1. Offender report readers include:
 - A. The arresting officer(s) to refresh his or her memory of the related incident prior to testifying as a witness in court.
 - B. The arresting officer's supervisor who reviews the report(s) for accuracy, completeness, clarity, and conformity to legal and agency requirements. This function provides the writer's supervisor with an excellent training tool should the officer be deficient in either arrest or report writing procedures.
 - C. The crime analyst who accumulates arrest and crime information for use in determining future personnel and logistical needs for the agency. Crime trends can be plotted from information provided from crime reports.
 - D. Prosecuting attorneys who decide to file a criminal complaint or not to file, to prepare or not to prepare a search warrant, or whether to request a magistrate to issue an arrest warrant.
 - E. Defense attorneys who, upon lawful discovery, use many of these reports to build a defense against charges facing his or her client(s). The defense attorney is eager to discover the strength of the people's or plaintiff's case, the names and number of the prosecution or plaintiff's witnesses, and the amount and quality of physical evidence confronting his or her client.
 - F. Other city agencies when city property is either involved or damaged.
 - G. Arraignment, trial, and appellate court judges will read crime, arrest, and evidence reports in order for them to learn the circumstances of the crime and arrest, to determine if legal and constitutional requirements were followed, whether evidence is admissible, to determine guilt or innocence, and whether to hear and rule on an appeal.

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- H. Both trial jurors and grand jurors in order to judge the facts of the case or to weigh evidence when considering the possible indictment of a suspect.
- I. Reporters have limited access to certain crime and traffic collision information involving adults. Agency policy and statutory restrictions vary among departments and jurisdictions.

The importance of Well-Written Reports

Common characteristics of bad reports are as follows:

- Too long
- Too short
- Confusing or stilted language
- Too many conclusions and not enough facts
- Difficult to read or understand
- Fails to communicate facts effectively to the reader

Because they are sometimes difficult to read and understand, police reports can slow down the complaint-issuing process; they make it more difficult for the prosecutor to determine who should be subpoenaed to trial; and they give the defense attorney something to use to try to confuse an officer's testimony.

Common characteristics of good reports are:

1. **Completeness:** Reports must contain all necessary details of the event or subject reported upon. A complete picture must be reported to the reader. Incomplete facts may create an incomplete or false picture. Unnecessary information must be omitted. This includes the omission of information already mentioned in sufficient detail in the same report.

Report both positive and negative information as it relates to the crime or arrest. The reader is looking for facts and answers to the facts. Unanswered questions cause the reader to question the completeness or lawfulness of the arrest or investigation. An incomplete report could escape the inspection of a supervisor, filing prosecutor, and the courtroom district attorney to be later discovered by an alert defense attorney. The defendant's counsel could properly make good use of the deficient report to both embarrass the reporting officer and to attack the officer's credibility as a witness and an investigator.

2. **Accuracy:** The necessity for absolute accuracy cannot be stressed enough. The lives of victims or witnesses may be jeopardized if a defendant charged with a

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vicious crime is allowed to walk out of court if a vital fact in the case is omitted from the crime or arrest report. An innocent person may be sent to prison if false information is written as fact in the same kinds of reports.

3. **Conciseness:** Reports should be long enough to provide the necessary information without being overly lengthy. The length of a report should be consistent with the depth of the investigation or event. Avoid long and confusing sentences and paragraphs. Stay away from general terms and descriptions. Be precise.
4. **Clearness:** A report must be clear to the reader. A reader must see through the reporter's eyes, feel through the reporter's touch, and hear through the reporter's ears. A reader must understand the reporter's perceptions. Much emphasis has been placed upon exactness of investigations by the courts. Search and seizure guidelines rendered by the judiciary must be complied with. Constitutional rights for the accused must be provided by the police.

Never leave the reader in doubt that any of these guidelines or rights were ignored. You must be clear in your reporting. Clarity is best accomplished by the use of good sentence structure; correct word usage, punctuation, spelling and capitalization, proper paragraph arrangement, and other rules of good language.

Remember that it is not enough to make a good arrest or an investigation of a crime or incident. The best police "street" work is useless unless it is reported completely, accurately, concisely, and clearly.

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GENERAL PROCEDURES AND REPORTING REQUIREMENTS

REPORT CLASSIFICATIONS/REQUIREMENTS

1. Crime Report is required when:
 - A. A felony has been committed, or believed to have been committed.
 - B. A misdemeanor has been committed, or believed to have been committed.
 - C. A violation of a municipal statute has occurred.
2. Arrest Report is required when:
 - A. A person has been arrested.
 - B. A person has been arrested and released based upon legal authority. (Includes 849b PC and 40304.5 CVC warrant detentions)
3. Supplemental Report is required when documenting information regarding any previously reported offence, including Vehicle Code violations when further details are requested by the D.A.'s office.
4. Non-investigative Report is required when:
 - A. Reporting criminal offenses where the suspect is unknown.\
 - B. Reporting criminal offenses for insurance purposes (documentation) only.
5. Traffic Collision Report is required when reporting traffic collisions in accordance with existing Collision Investigation Manual (CIM) requirements and department policy.
6. Missing Persons/Runaway Report is required when reporting missing juveniles or adults where there is no evidence of a criminal offense.
7. Damage to District Property Report is required when district property has been damaged accidentally, maliciously or otherwise. This damage may include, but not be limited to, vehicles, radios, shrubbery, buildings, etc.
8. Courtesy Report is required when a person is a victim of a crime which occurred in another jurisdiction, at the discretion of supervision, and after contacting the involved jurisdiction to advise them of the reported incident.
9. Vehicle Storage Report is required when a vehicle is impounded, stored, or recovered.

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10. Juvenile Citation is required when a juvenile is to be charged with a violation of the Vehicle Code that is not a felony, all infractions regardless of which code or statute and all violations of local ordinances such as curfew, loitering, etc. A juvenile citation may also be required when a juvenile is to be charged with certain other criminal violations which are approved by the court.

REPORTING OFFICER'S RESPONSIBILITIES

The reporting officer shall be responsible for:

1. Accuracy of report contents, field notes or notebook.
2. Legibility which includes proper spelling, grammar, and punctuation.
3. Proper format structure.
4. Completeness of report details.
5. Completing and submitting report within the required time period.
6. Completing all reports necessary to the efficient performance of his duties.

SUPERVISING OFFICER'S RESPONSIBILITIES

The supervising officers shall be responsible for:

1. Approving or rejecting all reports turned in by their watch and those turned in by the previous watch after the end of their assigned tour of duty. (Do not leave completed reports which were turned in on your watch for the on-coming supervisor unless previously coordinated.)
2. Checking reports for:
 - A. Legibility
 - B. Content
 - C. Clarity
 - D. Applicability
 - E. Elements of the crime
 - F. Proper form usage and completeness
3. Signing approved reports with complete signatures. DO NOT USE INITIALS.
4. Initialing the report audit sheet when a report has been completed and approved.
5. Insuring that completed reports are properly routed.

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COMPLETION OF REPORTS – GENERAL

The reporting officer shall:

1. Complete the applicable report form with all the required information.
2. Write in the first person active voice.
3. Complete all arrest reports and have them approved prior to going off duty.
4. Complete all non-arrest reports prior to going off duty, unless otherwise approved by supervision. (If entire report is not completed, the reporting officer shall complete the face sheet.)

REPORT DISPOSITIONS

The reporting officer shall include the disposition of a reported offense or incident when required. The following are some examples:

1. General Use
 - A. Case to file.
 - B. Case to file, forward to [day-shift, swing-shift, or investigations] for further follow up.
 - C. Case to file, pending suspect(s) information or further leads.
2. Adult Arrest
 - A. Cleared by arrest, forward case to the Fontana Superior Court District Attorney for review and filing.
3. Juvenile Arrest
 - A. Cleared by arrest, forward case to the Rancho Cucamonga Juvenile Traffic Court for review and filing.
 - B. Cleared by arrest, forward case to the Rancho Cucamonga Juvenile District Attorney for review and filing.

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CONTENT CHECKLIST

When you file an arrest or crime report, remember that it serves different purposes – for the detectives who will continue the investigation; for the prosecutors (who can't usually call and discuss the case before deciding whether to issue a complaint and who to subpoena); for the defense, who will use it to try to get a charge reduced in negotiations, or to impeach you or other prosecution's witnesses at trial; for the judge or jury when the report is in evidence; for you yourself, when attempting to refresh your recollection for trial; and for the department, when someone complains or files a lawsuit.

As appropriate to the particular kind of case, check your reports for the following:

ELEMENTS OF THE OFFENSE

Obviously, you'll have to be familiar with the elements of each crime. If you're in doubt, read the section and ask your supervisor. If you fail to include the facts which show a necessary element, and if that missing element can't reasonably be inferred, the District Attorney may be unable to issue a complaint.

Example: Although you may state your opinion about drunkenness, you should include your observations to support that opinion: demeanor, speech, gait, etc.

PENALTY-ENHANCING CIRCUMSTANCES

If the particular crime can be punished more severely under specified conditions (e.g. armed with deadly weapon, in the night, against a peace officer, etc.) be sure to include the facts which will support the increased penalty, whenever present. Don't wait to bring them out on trial – they must be alleged at the time complaint is filed!

PROBABLE CAUSE FOR STOP/DETENTION/ARREST

As you know, even an obviously guilty felon can get a free crime if we have serious problems here. GO INTO THE GREATEST POSSIBLE DETAIL ANYTIME YOU REPORT FACTS ABOUT A SEARCH AND SEIZURE ISSUE.

Instead of making a statement that "he understood and waived his rights," write down what he did and said: "When I asked if he understood, he said, "I've heard 'em dozen times... I probably know 'em better than you do... I know all that stuff. Ask me anything you want to... I ain't got nothing to hide, and I don't need no stupid lawyer, neither."

Particularly if you suspect is young, intoxicated, emotionally upset, or interviewed soon after a trauma or serious crime, you must anticipate that even after an admission, he or she may claim there was no intelligent waiver. Be sure your report contains every detail of your advisement and waiver.

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STATEMENTS BY SUSPECT

Do not say: “The suspect admitted to the crime.” Use their words: “Larson said, ‘I run up behind her and grabbed her purse before she knew what happened. Then she started yellin’ and everything, so I jumped on my moped and split.’”

Report everything the suspect says in explanation of their actions; if it is inculpatory, it may be admissible as a spontaneous utterance, an operable fact, etc., even without an advisement and waiver. If it is exculpatory, it is probably hastily fabricated and can be exposed at trial more easily than a story contrived between booking and trial. Don’t make the mistake of including only inculpatory statements – sometimes a blurted out excuse or alibi can do as much to convict a criminal as an admission.

STATEMENTS BY WITNESSES

These fall into two categories and should be viewed somewhat differently. If the witness seems friendly to the suspect, report their exact words, in detail, whenever possible. The witness’s statements may be used to impeach the witness at trial if their testimony is inconsistent with the suspect.

For all other witnesses, including the victim, be cautious about reporting direct quotes and minute details of their statements. At trial, you will not be able to testify as to what a witness told you (hearsay), except for limited purposes, such as impeachment. If your report shows the victim said something that conflicts with their testimony, you may be called as a defense witness to prove that a prosecution witness made a “prior inconsistent statement.” Therefore, you should be very sure you are correctly attributing a precise detail to the right witness – double check it with the witness before leaving the scene, and be sure your notes are clear.

When reporting from memory, don’t guess at which of several witnesses made a particular comment, and don’t put something down just because you think that’s what the witness meant. Your recitation of witnesses’ statements must be accurate.

Instead of simply saying: “I stopped the car for a traffic violation,” say: “I stopped the car because Lucas made a right turn from a lane marked “left turn only,” going from northbound first onto eastbound Cherokee.”

The cases hold that you must be able to state “articulable facts” to show your probable cause each step of the way. Mention every observation, any report you had, any radio dispatch, any bulletin you’d seen, and any prior experience which contributed to your suspicions about the arrestee. And don’t be general and conclusionary. Instead of saying, “It was a high crime area,” say, “The area for a radius of approximately one-half mile from the scene of the arrest had experienced 21 burglaries, 2 armed robberies, and 8 cases of malicious mischief within the past 12 weeks; making it one of the highest crime areas in the city. Most of the crimes had occurred at night.”

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When discussing “furtive movements,” “suspicious actions,” and people or cars which “fit the description,” get specific and spare no detail! Who made the furtive movement? How did he fit the description? What was it? Where did you get it? What was similar? How?

I have seen many reports with too little information on probable cause. I have never seen one with too much.

BASIS FOR SEARCH AND SEIZURE OF THE PERSON/VEHICLE BASIS FOR ENTRY INTO PRIVATE DWELLING

Unless your report shows that you took evidence on authority of a search warrant, include all facts which show you legal basis; consent, incident to a lawful arrest, contraband in plain view, imminent destruction of evidence, crime in progress, exigent circumstances, etc. Again, be as specific and detailed as possible. If two or more bases exist, cover them all completely.

“MIRANDA” ADVISEMENT AND WAIVER

Unbelievable as it may be, police reports occasionally contain details of an interview and full admissions without saying a word about advisement and waiver. Your discussion of these topics should show where and when the advisement occurred, who was present, what representations were made, the absence of threats and promises, your method of explaining suspect’s rights, and his method of acknowledgment and waiver.

SUSPECT DEMEANOR

In cases of serious crimes where it is reasonable to anticipate that the suspect may advance a defense of “diminished capacity,” you should carefully record your observations of his demeanor. You may note, for example, that he did not show any signs of intoxication, that he gave you a detailed statement of everything that happened, that he knew where he was, what time and day it was, and what he had been doing, or that he made statements or asked questions (specify what they were), which tend to show his awareness of the situation.

CLIFF-HANGERS

Perhaps nothing is more frustrating to those who read your reports than to be given enough facts to show an issue or question, and then be left hanging, wondering about the resolution.

For instance, if your report describes a crime occurring in January, with a known suspect, and an arrest in July, with no mention of the reasons for the six-month delay in making the arrest, readers can only guess and wonder. The defense attorney in such a case would file a motion to dismiss for lack of a speedy trial, and the prosecutor would be on the defensive, without sufficient information to respond. In cases of delayed arrests, your reports should show what efforts you made to effect an early arrest, and why these efforts were unsuccessful.

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In cases involving scientific analysis, be sure to include the results in your report, or attach a copy of the criminalist's report to yours, if available. Before submitting reports to the District Attorney for complaints, check to be sure you are forwarding all the reports needed for a full account of what happened.

4. As you write each report, keep in mind the different purposes it serves for the various people who use it. From their points of view, check it to insure that it will communicate accurately and completely.

REPORT HEADERS

Some officers writing their report will utilize headers to keep the report chronological or sequential order. Others choose not to use headers. In either case, the report must be written to reflect the events as they unfolded.

Example of Report Headers:

Assignment:

On [date], I was assigned to uniform patrol of the Fontana Unified School District in Fontana. I was wearing a distinct Fontana School Police uniform and driving a marked School Police vehicle.

Details/Scene Description:

At [time], I was dispatched to Kaiser High School located at 11155 Almond Avenue in reference to a PC 459 – Burglary alarm.

Upon arrival, I contacted John Doe in front of the Administration Building.

Reporting Party Interview:

John Doe

On [date, at time], I spoke with Doe at Kaiser High School. The following is a summary of his statement.

[Statement]

Continued Details:

[Information]

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Witness Interview:

John Doe

On [date, at time], I spoke with Doe at Kaiser High School. The following is a summary of his statement.

[Statement]

Continued Details:

[Information]

Miranda Rights/Suspect Interview:

John Doe

On [date, at time], I spoke with Doe at Kaiser High School. I read Doe his Miranda Rights per my department issued Miranda Rights Card. Doe told me, "I understood my rights" and agreed to talk with me about what happened. The following is a summary of his statement.

[Statement]

Doe had no additional information, at which time I concluded my interview.

Arrest/Transport/Booking:

At [time], I placed Doe under arrest for violation of PC 459 – Burglary and transported him to the West Valley Detention Center in Rancho Cucamonga for booking.

Arrest/Transport:

At [time], I placed Doe under arrest for violation of PC 459 – Burglary and transported him to the Fontana School Police Department for processing.

Cite/Release:

I issued citation # XXXXXX to John Doe for violation of PC 459 – Burglary and he was released to his parent upon his signed promise to appear.

I issued citation # XXXXXX to John Doe, Sr. in accordance with WIC 660.5 – Youth Accountability and he was release upon his signed promise to appear.

Charges:

P.C. 459 – Burglary

[Explain charges, include elements, and any additional charges to be filed.]

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Evidence:

I conducted an area check of Kaiser High School and located [evidence items]. I took digital photographs of the items and later booked them into evidence at the Fontana School Police Department.

Item	Qty	Description
1	1	CD Disk containing digital photographs

The above listed item was booked into evidence at the Fontana School Police Department under Property Control Report # XXXXX.

Property Damaged:

Item	Qty	Description
1		

Stolen/Recovered Property:

Item	Qty	Description	Value
1			
Total value of property stolen:			\$ XX.XX

Attachments:

1. [item 1]
2. [item 2]

Disposition:

(General)

Case to file.

Case to file, forward today-shift for further follow-up.

Case to file, pending suspect(s) information or further leads.

(Adult Arrested)

Cleared by arrest, forward case to the Fontana Superior Court District Attorney for review and filing.

(Juvenile Arrested)

Cleared by arrest, forward case to the Rancho Cucamonga Juvenile Traffic Court for review and filing.

Cleared by arrest, forward case to the Rancho Cucamonga Juvenile District Attorney for review and filing.

USE OF RIMS/COMPUTERS

INSTRUCTION GUIDE #3 (Phase II)

Purpose:

The purpose of this training guide is to provide officers with a practical guide to the actual use of the department's computer systems to include: the "Records System," "RIMS," and the department's email system "Microsoft Outlook."

Introduction:

Department Policy, as well as Federal and State Law, regulate the accessibility to personal records (such as RAP Sheets & DMV Records). The purpose of our computer system is to aid officers with their investigation and is not intended for personal use. The laws relating to the release of a RAP Sheet are so stringent that they are not to be released to anybody outside of our agency. They are not even to be released to another law enforcement agency (other than the District Attorney's Office). The Department of Justice (DOJ) keeps an audit trail for every Rap Sheet issued and every criminal record requested. The goal of this training guide is to provide officers with the knowledge to successfully utilize the department's computer system.

Records System

The Records system is the most often used system by patrol officers to perform basic follow up investigation. An officer can obtain a person's DMV record, vehicle registration, RAP Sheet, in-house information regarding prior arrests/contact by our department as well as other helpful information. Department e-mail is accessed through this system. Below is a list of commands to assist officers in completing their required tasks.

Logging on to the system:

1. Double click the "RIMS" icon from the computer's desktop and then click on "RIMS".
2. Type in your username, password, and user function and then strike the *enter* key.

This will now enter you into the system that you choose and bring you to the main menu. From here you will enter the command that you want to utilize and double click the item to begin that function.

Logging on to the system:

5. Click on the X at the top, right-hand side of your screen.

RIMS State Interface – Quick Reference

There is a program called RSS (RIMS State Switch) that is running on a separate server at Albany Police Department. RSS directly connects to the Alameda County Switch over a TCP/IP connection. Both AWS and CLETS transactions go through this switch.

California CLETS Formats

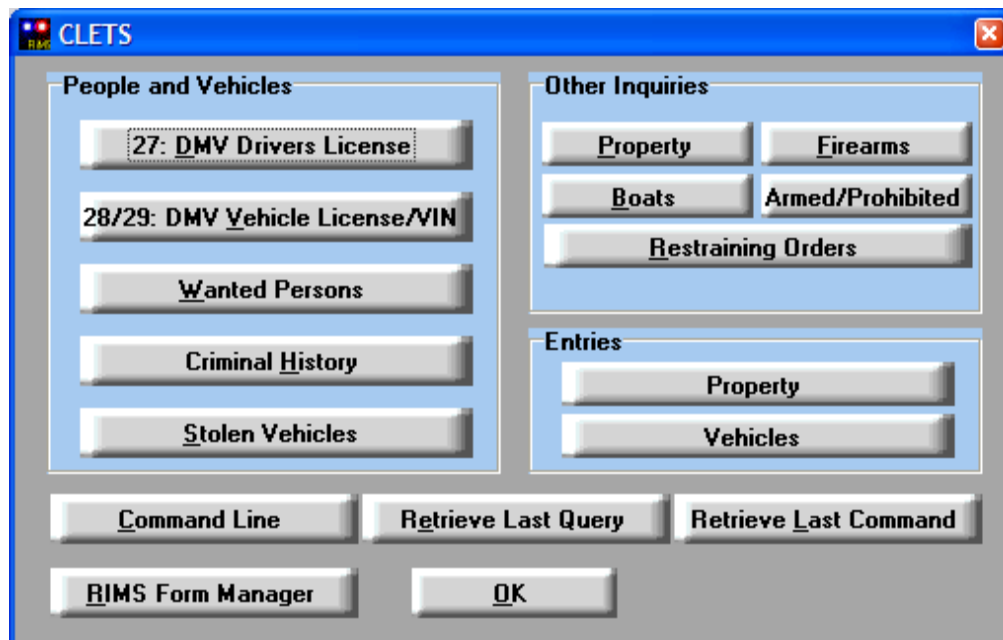


Figure 1 – CLETS Screen

Pressing the F9 button in RIMS displays the CLETS menu as shown in Figure 1. From this screen, select the button to inquire or create an entry.

Entries – There is a Property and Vehicle entry screen

RIMS Form Manager – This button launches a separate application that provides masks for Entries, Updates, Locates, and Cancels on a variety of CJIS systems.

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Typical CLETS Return

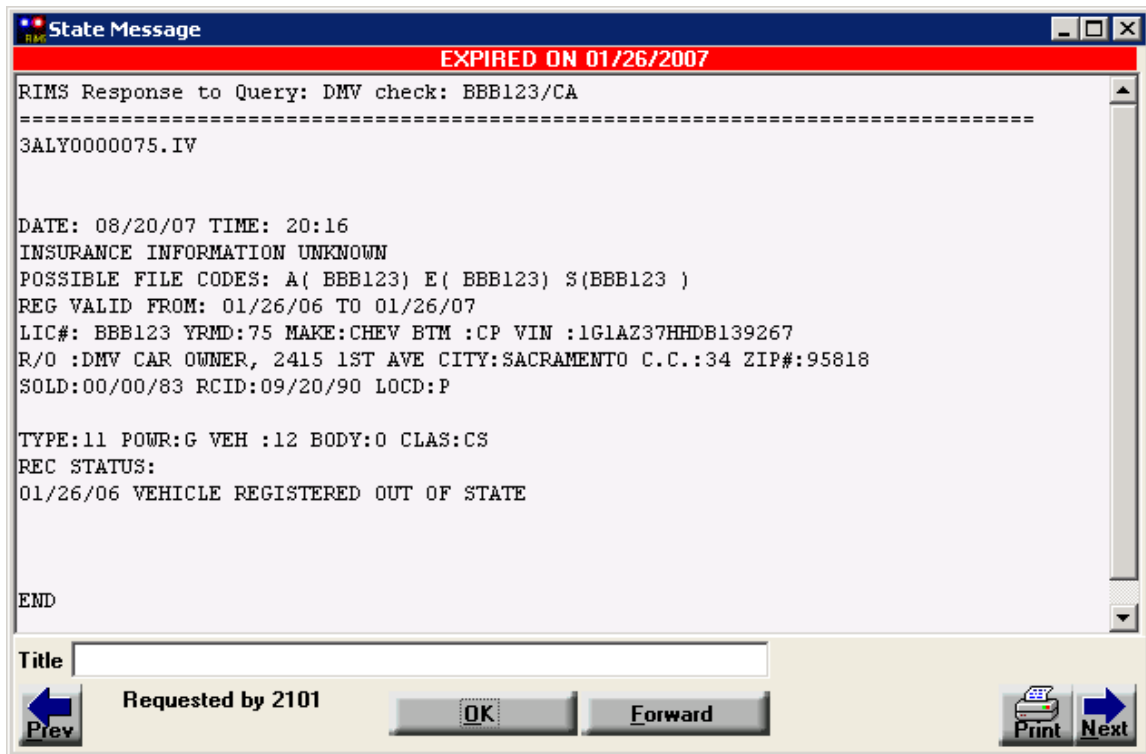


Figure 2 – State Message Response

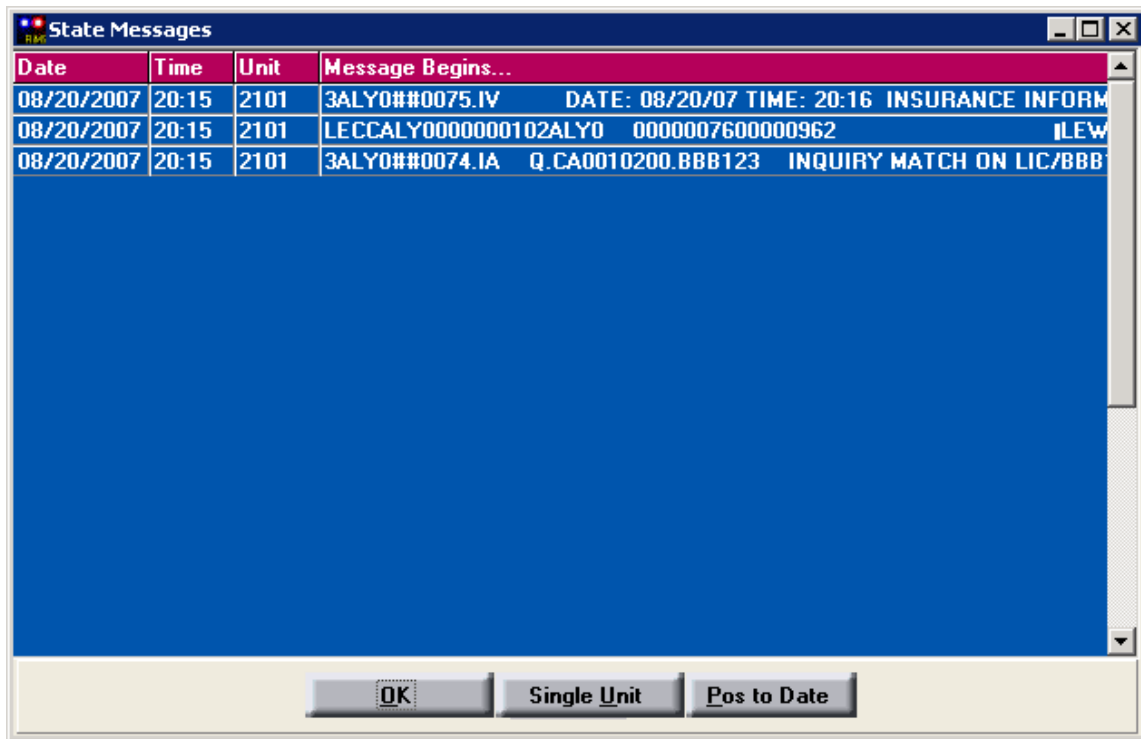
This Screen is retrieved by the F8 function key or this screen will automatically display if no screens are open in RIMS.

Banner – The banner may show three different colors: **Green** – The response is okay; **Red** – There is a problem in the return; **Yellow** – The response includes a stolen/wanted flag.

You can press the F8 button to get the next response.

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State Message Log (F8)



Date	Time	Unit	Message Begins...
08/20/2007	20:15	2101	3ALY0##0075.IV DATE: 08/20/07 TIME: 20:16 INSURANCE INFORM
08/20/2007	20:15	2101	LECCALY0000000102ALY0 0000007600000962 ILEW
08/20/2007	20:15	2101	3ALY0##0074.IA Q.CA0010200.BBB123 INQUIRY MATCH ON LIC/BBB

OK Single Unit Pos to Date

Figure 3 – State Message Log

When pressing the F8 key when there are no new State responses, the State Message Log will be displayed as shown in Figure 3.

From this screen, double click the line to view the response as shown in Figure 2.

Typical Driver's License Query (10- 27)

10-27

Requesting Unit

Driver's License

State/Prov CA

Info L1

Name

Address Code

Age

DOB

Sex

City code

☒ Run Everywhere ☐ Check RIMS People

OK Cancel

Figure 4 – DL/Name Inquiry

Spawns (When the Run Everywhere box is checked) and running by Name, DOB, Sex:

ID or IN (DL # or Name) for Driver's License Status and History (L1)
LTS.DQ (Out-of-State) for Driver's License Status
IE.GPW (Firearms, Supervised Release, Wanted Persons, Restraining Orders, Property System)
IH.QHA (Criminal History Check – Shows only if they have a RAP sheet)
IM.QM (Missing Persons Check)

- Out-Of-State queries are done automatically by specifying the State field above

Typical Vehicle License Query (10- 28)

10-28

Requesting Unit

VIN/License

State/Prov CA License Type PC

Registered Owner

Address Code

City Code

Info Code 4

Year

Make

As of Date

Group

LOJACK ID

OK Cancel

Figure 5 – Vehicle Query Check

Spawns:

IV.4 (DMV Vehicle Registration)

IA.Q or QV (Wanted Check CA and NCIC)

LTS.RQ (DMV Vehicle Registration if Out-of-State)

Command Line Use

You can use the command line to spawn CLETS transactions.

This set of three commands provides state queries via the command line state queries for vehicle license, driver's license, and wanted person. All use the same command code, E.

Vehicle Query by License Plate & State (Query Type: V) – Vehicle License

Command: E (or whatever command code you designate and without the “V,” if using Enhanced command line)

Info: <unit id>,<query type>,<license plate>,<state – optional>,<plate type/info code – optional>

Example 1: 1S,V,BBB123 (In state vehicle license)

Example 2: 1S,V,SAM123,NY (Out-of-state vehicle license)

Example 3: 1S,V,SAM123,NY,TK (Truck type on NY plate)

Example 4: 1S,V,SAM123,,4P (Parking violations on vehicle (CA only))

Driver's License Query by Number (Query Type: D)

Command: E(or whatever command code you designate and without the “D,” if using Enhanced command line)

Info: <unit id>,<query type>,<DL Number>,<state – optional>

Example 1: 1S,D,A3547848 (DL Only)

Example 2: 1S,D,X1234567,NY (DL out of state)

Wanted Person Query by Name (Query Type: N)

Command: E(or whatever command code you designate and without the “N,” if using Enhanced command line)

Info: <unit id>,<query type>,<last name>,<first and middle name>,<dob>,<sex – optional>

Example 1: 1S,N,RADLEY,BOO ROBERT,02021955,M

(Run Everywhere for RADLEY, BOO ROBERT, DOB: 02/02/1955, SEX: Male)

Example 2: 1S,N,DRIVER,ANNIE C,050555,F

(Run Everywhere for DRIVER, ANNIE C, DOB: 05/05/1955, SEX: Female)

Example 3: 1S,N,DRIVER,ANNIE C,02/02/1975,F

(Run Everywhere for DRIVER, ANNIE C, DOB: 02/02/1975, SEX: Female)

RIMS Integration

Traffic Stop – Automatically runs the Vehicle query

Incident Screen

6. Adding a Name to Page 2 or the Additional Person page automatically runs the person by name or DL
7. Adding a Vehicle automatically runs the Vehicle query

Person Screen – A DL button is shown that will run the person by DL or by Name, DOB, and Sex

Vehicle Screen – A Vehicle button is shown that will run the vehicle by License and State

State Queries Log – Select Other | State Queries Log. This list will show previous run queries for the workstation or all workstations. You can search by date range and keywords.

Criminal History Log – Select Other | **Criminal History Log**. When running a Criminal History query, the CORI log is tracked in RIMS (if enabled). This list will search for previous queries.

Field Training Officer Program

E-mail in Microsoft Outlook Web Access:

To access the Department's Email, double click on the icon "Internet Explorer" on your desktop.

To access your email:

1. Click on the "Internet Explorer" icon at the bottom left-hand side of your screen, or click on the desktop. This should launch to: <http://www.fusd.net/>
2. Click on Staff Portal/Tools, enter fusd\[username] and password.
3. Click on Employee Email, if necessary, enter fusd\[username] and password.
4. Highlight the email you wish to read, by single clicking on it.
5. To open the email, and read its contents, double click on it.

When you are done reading the email, you have several options to choose from.

1. **Exit** the message by clicking on the X at the top, right-hand side of your screen.
2. **Reply** to the email sender. Click the "Reply" button type in your response. When finished, click "Send." Then exit the original message by clicking on the X.
8. **Forward** this email to someone else. Click on the "Forward" button, and either type in the person's name or email address, or chose a name from the address book. To use the address book, click on the "To" button and choose a name, or multiple names, from the name list. Type in your response, and click on the "Send" key.

**** Note:** The address book is a list of every person who is employed by the Fontana Unified School District, as well as various group lists. See group list at the end of this section. **

Emails sent to you will stay in your Inbox until you delete them.

Field Training Officer Program

To Send an Email:

1. Click on the “New” button. Type in the recipient’s name or email address or click on the “To” button and choose a name from the list. You can send to multiple recipients.
2. Next, click on the subject line, and type in the subject of your email.
3. Click on the body portion of the message and type in your message. You can add an attachment to your message such as a Word document, or a photograph, by clicking on the paperclip button and following the instructions.
9. When you are done, click on the “Send” button.

To Print an Email:

There are two ways you can print an email. You can open the email and click on the “Print” button. Or, you can just highlight the email and click on the “Print” button. In either instance, follow the instructions on the screen. If you need to print an attachment, you must open the attachment and print it separately.

1. SERVICE OF ARREST WARRANTS/PROCEDURES
CRIMINAL LAW
INSTRUCTION GUIDE #4
(Phase II)

Probable Cause for Arrest:

The purpose behind this arrest warrant requirement (which exists under federal law also) is the same as the purpose behind a search warrant. “A man’s home is his castle,” and police simply are not permitted inside **without** judicial authorization (arrest warrant or search warrant), an emergency (exigent circumstances), or valid permission from the occupant (consent).

Example: Officer with two-misdemeanor arrest warrants for Albrektsen knocked on motel room where he was staying. Albrektsen answered the door and identified himself. However, instead of arresting him there at the threshold, the officer brushed past and entered the room, where he obtained consent to search. HELD: The entry was not authorized by the warrant, thus tainting the subsequent consent to search. (Albrektsen (9th Cir. 1998) 151 F.3d 951.) (Note that this decision did not treat the alternate justifications of entering “incident to arrest” or as a “protective sweep.”)

As a general rule, unless you have consent or exigent circumstances or search warrant, you must have an arrest warrant in order to arrest someone inside his home. (Payton (1980) 445 U.S. 573, 576; Marquez (1992) 1 Cal.4th 553, 566; Jacobs (1987) 43 Cal.3d 472, 477-478.)

Additionally, (1) you must normally comply with the “knock and notice” provisions of Penal Code section 844 (Wilkins (1993) 14 Cal.App.4th 761, 769; see discussion, para. V of Ch. 3); and (2) you need “probable cause” to believe that the suspect is inside (Jacobs (1987) 43 Cal.3d 472, 478-479.)

“Home” or “dwelling” can mean any place the suspect resides, such as his tent, motel room, boat, van, etc. (Williams (1988) 45 Cal.3d 1268; Ortiz (1995) 32 Cal.App.4th 286, 291; LeBlanc (1997) 60 Cal.App.4th 157, 164.)

Field Training Officer Program

Identification of Suspect:

- a. Physical Description.
- b. Distinguishing Marks, I.E. Tattoos.
- c. Other Persons Present.
- d. Personal Knowledge.
- e. Inconsistent Statements by Suspect and or Other Persons Present.
- f. Photographs, I.E. Booking Photo, H&S Registration, Book'em and Soundex.

How Warrant was Obtained:

- a. Briefing Folder.
- b. Informant
- c. Course/Scope of Investigation.
- d. Outside Agency.
- e. Other Sources.
- f. Always confirm validity.

Validity of Warrant:

- a. Confirm Through Dispatch.
- b. Confirm Through S.B.S.O. Records—S.A.W.
- c. Confirm Through Inputting Agency.
- d. Hard Copy.
- e. Confirmation Should be Made Prior to Service of Warrant.

PC 840 (Time of Arrest):

For a felony, you may make an arrest—with or without a warrant—at any time of the day or night. (Pen. Code, 840.)

However, for a misdemeanor or infraction, there is a time limitation. You must make the arrest—with or without a warrant—between 6:00 a.m. and 10:00 p.m. unless:

- ☐ The misdemeanor or infraction occurred in your presence (see Welsch (1984) 151 Cal.App.3d 1038; Lee (1984) 157 Cal.App.3d Supp.9; Hamilton (1986) 191 Cal.App.3d Supp. 13); or
- ☐ The arrest is made in a public place; or
- ☐ You have a warrant which is endorsed for nighttime service; or
- ☐ The arrestee is already in custody on another charge, or is taken into custody on a citizen's arrest; or
- ☐ You make the arrest for violation of a domestic violence protective order, even though it did not occur in your presence. (Pen. Code, 836, 840.)

Example: If you responded to a domestic dispute call at 2:00 a.m., entered the home with valid consent, but observed nothing out of the ordinary. No one wanted to press charges or make a private person's arrest, and you were unable to obtain probable cause

Field Training Officer Program

to arrest for violation of a domestic violence protective order. You would not be able to lawfully arrest the husband inside even though you discovered, while there, that he had valid misdemeanor arrest warrant outstanding.

Note: If you make an “illegal” arrest by failing to comply with these or other purely statutory arrest requirements (such as the “in your presence” requirement for most misdemeanor arrests under Pen. Code, 836.1), any evidence you obtain does not necessarily have to be suppressed, as long as the constitutional requirements, such as probable cause for the arrest, were fulfilled. (Trapane (1991) 1 Cal.App.4th Supp. 10; see also Watkins (1994) 26 Cal.App.4th 19, 29-30, and Blardony (1996) 66 Cal.App.4th 791, 795.)

PC 843 (Arrest Under Warrant; Force Permissible):

You may use reasonable force to affect the arrest, overcome resistance, or prevent escape, (Pen. Code, 835a, 843.)

A suspect has a duty to submit and may not resist an arrest, even if the arrest is unlawful. (Pen Code, 834a.) However, if you use excessive force in making the arrest, the suspect may lawfully resist with enough force to resist the excessive force.

Normally, you must tell the arrestee (1) you intend to arrest him, (2) the reason for the arrest, and (3) your authority (i.e., that you are a peace officer). (Pen. Code, 841.) You are excused from giving any of these advisements if they are completely obvious from the circumstances (e.g., catching the suspect red-handed would make it unnecessary to tell him what the arrest is for; making the arrest in uniform would make it unnecessary to advise him of your authority). However, if the suspect asks you about any of these matters, you must answer his questions.

PC 844 (Breaking Open Door or Window to Effect Arrest and Demand for Admittance; Explanation of Purpose):

As a general rule, unless you have consent or exigent circumstances, you must have an arrest warrant in order to arrest someone inside his home. (Payton (1980) 445 U.S. 573, 576; Marquez (1992) 1 Cal.4th 553, 566; Jacobs (1987) 43 Cal.3d 472-478.)

Additionally, (1) you must normally comply with the “knock and notice” provisions of Penal Code section 844 (Wilkins (1993) 14 Cal.App.4th 761, 769; see discussion, para. V of Ch.3); and (2) you need “probable cause” to believe that the suspect is inside (Jacobs (1987) 43 Cal.3d 472, 478-479.)

“Home” or “dwelling” can mean any place the suspect resides, such as his tent, motel room, boat, van, etc. (Williams (1988) 45 Cal.3d 1268; Ortiz (1995) 32 Cal.App.4th 286, 291; LeBlanc (1997) 60 Cal.App.4th 157, 164.)

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An arrest warrant is also required for an arrest in those portions of a business or office, which are not open to the general public.

If the person you seek turns out to be visiting or temporarily at someone else's house, you will need a search warrant (for the suspect's person) unless one of the exceptions, such as consent or exigent circumstances, applies. (Steagald (1981) 451 U.S. 204; Dyke (1990) 224 Cal.App.3d 648, 658.)

Ramey:

"Ramey" warrants—arrest warrants, which are obtained before a complaint has been filed—as an alternative to the usual complaint/warrant procedure. Named after the California Supreme Court case that requires warrants for in-home arrests, "Ramey" arrest warrants are issued based on affidavits establishing probable cause. The magistrate evaluates the information in the affidavit to assess whether probable cause to arrest exists. On finding probable cause, an arrest warrant is issued, even though no criminal complaint has been filed. (This procedure was specifically approved in Bittaker (1989) 48 Cal.3d 1046, and then was codified as Penal Code section 817 in 1996). After the suspect named in the "Ramey" warrant has been arrested, a criminal complaint must be filed pursuant to Penal Code section 849.

Note: As used in this discussion, the term "Ramey" warrant means nothing more than a pre-complaint arrest warrant that is an arrest warrant, which magistrate issues before a criminal complaint or "case" has been filed and it makes no difference whether the "case" is or turns out to be a felony or misdemeanor.

Jurisdictions using pre-complaint ("Ramey") warrants have found numerous advantages in the procedure, including:

- ❑ **Burden of Proof.** If an officer arrests a defendant based on his assessment of probable cause without first obtaining a pre-complaint ("Ramey") arrest warrant, the people bear the burden of proving the legality of the arrest at any subsequent suppression hearing. However, if the officer obtains a pre-complaint ("Ramey") arrest warrant, the burden is shifted to the defendant to prove that the warrant was inadequate. Furthermore, thanks to the Leon "good faith" exception, use of a pre-complaint ("Ramey") warrant may also preclude the defense from being able to attack the adequacy of probable cause.
- ❑ **Efficiency.** Obtaining a pre-complaint ("Ramey") warrant can save a significant amount of court time. For example, the few hours it may take to prepare such a warrant may save the many hours required to defend suppression motions and other challenges to warrant-less arrests.
- ❑ **Confidentiality.** If a pre-complaint ("Ramey") warrant is used, it is less likely that the defense will be able to discover the identity of a confidential informant.

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- ❑ **Aid in Apprehension.** Obtaining a pre-complaint (“Ramey”) warrant helps persuade other jurisdictions to look for the person named in the warrant. A “Ramey” warrant may be entered in C.L.E.T.S./W.P.S. either as a “permanent” warrant or as a “temporary” warrant.

Note: A “temporary” warrant will stay in the W.P.S. for 48-72 hours, depending upon when it was entered. It will automatically be purged unless it is modified to a “permanent” want. In order to become a “permanent” warrant or “want”, the record in W.P.S. must simply have a number in the warrant-number field, for example, the police report number. Do not enter a warrant into the system unless your agency is prepared to bear the cost of going to interview the suspect, or of bringing him back to your jurisdiction, if and when he is arrested. Also, as either the arresting agency or the entering agency, you should make an effort to ensure that the warrant has been deleted from the system after the suspect has been arrested.

Note: Which system a pre-complaint (“Ramey”) warrant gets entered into and/or how long it remains active in a system is strictly an agency or administrative decision. However, the “duration” of a pre-complaint warrant is exactly the same as any other arrest warrants would be. In other words, the probable cause to arrest set forth in a pre-complaint (“Ramey”) warrant remains valid for as long as it would in a “regular”, post-complaint warrant, which is pretty much indefinitely. (Pen. Code, 817(a)(2), 813.)

- ❑ **Case Strategy.** Obtaining a pre-complaint (“Ramey”) warrant prior to arrest sets up the case for further warrants. It provides a basis for future search warrants and arrest warrants for codefendants. The probable cause contained in the pre-complaint (“Ramey”) warrant is merely updated in person or telephonically.
- ❑ **Bail Setting.** A pre-complaint (“Ramey”) warrant can specify the amount of bail. After arrest, the burden shifts to the defense to show why bail should be reduced. The procedure for obtaining a pre-complaint (“Ramey”) arrest warrant is spelled out in Penal Code section 817, which took effect in 1996. This statute includes a suggested form for a “warrant of probable cause for arrest” and provides that such a warrant (1) shall not begin the complaint process, (2) has the same authority for service as set forth in section 840, and the same time limitations as a post-complaint arrest warrant issued pursuant to section 813, and (3) shall issue if, and only if the magistrate is satisfied, based on a declaration of probable cause made by a peace officer, that there is probable cause that the described offense has been committed and that the described defendant committed it.

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Officer Safety:

As with all incidents where an arrest is anticipated, all options pertaining to officer safety should be explored. No arrest is less trivial than another. Someone wanted for petty theft could be just as dangerous as someone wanted for murder. Common sense and good judgment are paramount.

Criminal Law

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

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

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

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

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

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

- A. Obstruction of justice
- B. Homicide
- C. Robbery
- D. Assaults
- E. Criminal threats (formerly Terrorist threats)
- F. Stalking
- G. Restraining order violations
- H. Cruelty to animals

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- I. Crimes against children
- J. Sex crimes
- K. Disturbing the peace
- L. Burglary
- M. Trespassing
- N. Arson
- O. Vandalism
- P. Theft (including Identity Theft)
- Q. Forgery and check offenses
- R. Disorderly conduct
- S. Control and use of dangerous weapons
- T. Use, possession, and sales of dangerous drugs (including under the influence)
- U. Receiving or possession of stolen property (including alteration of serial numbers)

CODE 3/EMERGENCY RESPONSE

INSTRUCTION GUIDE #5 (Phase II)

Code 3 Operation:

To be termed an emergency vehicle, both the red light and siren on a marked police vehicle must be in operation. They shall be activated whenever it is necessary to disregard provisions of Division 11 of the Vehicle Code.

This exemption, granted to emergency vehicles by Section 21055 V.C., **does not** relieve the driver from the duty to drive with due regard for the safety of all persons using the highway, nor does it protect from the consequences of an arbitrary exercise of the privileges granted.

“999” Request

If an officer puts out a 999 request, all available units are authorized to respond Code 3. The primary frequency dispatcher will be responsible to know which units are responding Code 3 and from what location. The first back-up unit at the scene shall update Dispatch as to the situation and direct additional units into the scene. Once the situation has been stabilized and Code 3 backs are no longer required, officers at the scene shall inform Dispatch of this fact immediately. Any other responding units will discontinue their Code 3 response.

Code 3 Back Request

If an officer requests a “Code 3 Back,” the nearest unit is authorized to respond Code 3. The primary frequency dispatcher will be responsible for ensuring which unit is responding Code 3 and from what location. Any officers who feel they require emergency assistance may request a Code 3 back. **Officers are not authorized to respond Code 3 to requests for back up unless the officer making the request has made a specific request for a Code 3 back.**

Injury or Unknown Injury Traffic Collisions

The closest available unit may respond to injury or unknown injury traffic collisions. The primary frequency dispatcher will be responsible for ensuring that the closest available unit is responding Code 3, and from what location.

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Expedited Backs

In a situation where an officer requests that an expedited back respond, officers are not authorized to respond Code 3. A request for an expedited back is a request that the nearest available unit respond as soon as possible without violating any vehicle code statute. Officers, who are busy on non-emergency calls near the area of the request for an expedited back, shall break and respond if they are the closest available unit.

In a situation where an officer has requested an expedited back, and that officer can no longer be raised on the radio, the two closest available units, at his/her discretion, may respond Code 3. In this situation, the officers shall advise Dispatch that he/she is responding Code 3 and request that the dispatcher notify a supervisor. It shall be the primary frequency dispatcher's responsibility in these situations to ensure that only two units are rolling Code 3, and from what location.

Supervisor Discretion

Any on-duty supervisor may authorize one or more units to respond Code 3 in unusual or emergency situations. A supervisor may, at his/her discretion, authorize additional units to respond to a Code 3 back if he/she feels that such a response is warranted.

The primary purpose of this policy is to provide for officers' and citizens' safety. Officers must be aware that while California Vehicle Code Section 21055 exempts emergency vehicles, which are operating Code 3, red lights and siren, from the rules of the road, California Vehicle Code Section 21056 states that such drivers of emergency vehicles, when responding Code 3, have a duty to drive with due regard for the safety of all persons using the highway. Officers responding Code 3 shall drive with utmost safety and not make assumptions that citizens will automatically stop or observe them responding Code 3.

Driving Code 3

Code 3 assignments are usually designated through Dispatch or a Field Supervisor, with the exception of pursuing an "On-View Traffic Violator," or stopping a suspected or verified misdemeanor or felony suspect in a vehicle.

- A. In making regular stops, an attempt should first be made to stop the vehicle by use of red lights and horn instead of the siren.
- B. The purpose of the siren and the display of red lights is to gain the right of way. The right of way is never assumed.
- C. When driving Code 3, **NEVER** pass another vehicle on the right, unless all traffic has stopped, and is blocking your way. (Pass on the right to avoid a hazard.)

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- D. Keep in mind that some drivers might not hear the siren or see the red lights. Individuals who are deaf can be licensed to operate a motor vehicle in this state. Closed or fogged windows, or radios playing in the vehicles you are approaching, reduces the effectiveness of your red lights and siren.
- E. Be alert for other Code 3 vehicles. Other police vehicles, an ambulance or fire personnel may be responding to the same call or another call in the same area.
- F. Do not assume red lights and siren will gain you the right of way. Crossing intersections presents the greatest hazard. Slow down when approaching and crossing intersections.
- G. Be aware of the speed of the police vehicle, weather conditions, road conditions, and traffic flow. You are no help to the call if you are involved in a traffic collision. **Remember that you can be held criminally and civilly liable for damages resulting from the negligent operation of an emergency vehicle – even with red lights and siren activated.**
- H. Be alert for hazards when arriving at the scene of the call.

Note: This guide is not to be seen as a substitute for any Fontana School Police Department Policy. Personnel should have a thorough knowledge of Department Policy.

PURSUIT POLICY

INSTRUCTION GUIDE #6 (Phase II)

Pursuits

Officers must be aware that while California Vehicle Code Section 21055 exempts emergency vehicles which are operating Code 3, red lights and siren, from the rules of the road, California Vehicle Code Section 21056 states that such drivers of emergency vehicles, when responding Code 3, have a duty to drive with due regard for the safety of all persons using the highway. Officers responding Code 3 shall drive with utmost safety and not make assumptions that citizens will automatically stop or observe them responding Code 3.

Considerations Before Initiating a Pursuit:

- A. The seriousness of the crime for which the suspect is wanted (infraction, misdemeanor, and felony).
- B. What the threat the suspect poses to the public should he escape.
- C. The safety of the public if a pursuit is initiated.
- D. The safety of officers should a pursuit be initiated.
- E. The weather and road conditions.
- F. Whether any non-peace officer persons are in the police unit (arrestees, cadets, citizen ride-alongs).
- G. Whether there are any at-risk persons in the suspect vehicle (children, hostages).
- H. The age of the suspect.
- I. The location (school district, crowded residential area).

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When Pursuits Should Not Be Initiated:

- A. When carrying any passengers such as arrestees or ride-alongs.
- B. When the officer is responding to an emergency call that should take precedence.

Factors to Consider When Deciding to Terminate a Pursuit:

- A. Weather
- B. Road conditions
- C. Traffic conditions
- D. The distance between the suspect vehicle and the police unit
- E. When the danger of continuing the pursuit outweighs the benefit of catching the suspect.

Note: The above conditions should be monitored on a continuous basis.

Restrictions of Units/Vehicles Involved in Pursuit:

- A. Pursuit limited to two units and a supervisor unless otherwise notified by a Watch Commander.
- B. Unmarked police vehicles should refrain from becoming involved in a pursuit unless the violator poses such a hazard to the public, that the hazard outweighs the risk of an unmarked vehicle being involved. The unmarked vehicle shall turn the pursuit over to a marked unit as soon as possible.
- C. Motor units are not prohibited from engaging in pursuits, but should relinquish the pursuit to a marked, four wheeled vehicle as soon as possible.

Duties of Pursuing Units:

- A. Advise Dispatch/Watch Commander as soon as possible
- B. Advise of pursuit speed on a continuous basis

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- C. Advise of direction of travel on a continuous basis
- D. Advise of law violation
- E. Advise description of suspect vehicle and occupants
- F. Advise of any known weapons
- G. Advise of traffic/road conditions on a continuous basis

When to Discontinue the Pursuit:

- A. At the discretion of the involved units
- B. In compliance with Department Policy
- C. When ordered to do so by a Watch Commander, Supervisor, or a Command Officer.

Note: This guide is not to be seen as a substitute for any Fontana School Police Department Policy. Personnel should have a thorough knowledge of Department Policy.

After the trainee has completely familiarized him/herself with the Department Policy regarding pursuits, the pursuit test shall be given. The test can be obtained from the Training Coordinator.

FIRE CALLS

INSTRUCTION GUIDE #7 (Phase II)

1. Use caution while responding to a fire call, as the Fire Department will be responding Code-3, possibly from multiple stations and directions. Once on scene, remember to park your unit out of the way of incoming Fire Department vehicles.
2. The first unit on the scene should immediately assess the situation and, if necessary, request additional resources for crowd and traffic control. A field supervisor should be advised and if it is a major incident, a Command Post should be established. If possible, speak with Fire Department personnel to ascertain their Command Post location.
3. Officers should keep in mind fires may be arson or set to conceal another more serious crime. Officers should watch for suspicious persons or vehicles around the fire scene. Officers should also keep their eyes open for possible items of evidence, or witnesses.
4. Officers have a responsibility to assist the Fire Department and to protect the public; this means keeping foot and vehicular traffic out of the area and the streets open, accessible for additional Fire Department personnel. Officers should establish a perimeter, at a safe distance from the scene, and keep all non-emergency persons outside of the perimeter. If necessary, officers should handle the evacuation of nearby homes and/or businesses.
5. The news media should be directed to the Command Post prior to entry into the fire scene, unless you are otherwise directed by supervision.
6. When the fire is controlled or out, the handling unit should contact Fire Department personnel and ascertain if the fire is of a suspicious or criminal nature. If the fire is of a criminal or suspicious nature, the handling unit should coordinate the investigation with the Fire Department Arson Investigator. The responsibility for writing a crime report rests with the handling police unit. Crime scene investigators should be requested to assist in evidence collection and to photograph the location. Consideration should be given to calling out Police Department detective personnel.
10. In the event a body or bodies are found in the location, the fire scene should be handled as a homicide scene until facts establish the death(s) is/are not a homicide. ***A supervisor must be notified.*** For further information refer to the Training Guide sections covering homicides, crime scenes and death investigation reports.

PROWLER CALLS

INSTRUCTION GUIDE #8

(Phase II)

1. Respond as quickly as possible; drive within the lawful speed; and never use red light or siren unless there is an immediate threat of injury or death to innocent persons. Take into consideration any other units detailed to assist, and plan accordingly. The primary unit should coordinate the tactical response of other assisting units. Try to arrive from opposite directions. When nearing the location, check for suspicious-looking persons, record license numbers of cars parked nearby, etc. Consider time and walking distance of the suspect. Approaching a location with headlights out is a hazardous practice due to the possibility of striking unknown objects. Weigh the options of a blacked out response versus an approach with the unit high beams on.
2. Determine exact location en route to scene to avoid unnecessary use of spotlight or flashlight to locate address. If necessary to use flashlight, avoid flashing it ahead, but look for numbers on opposite side of street from location of incident. Turn radio down, but not off. Park away from the location and approach on foot.
3. Guard against unnecessary noise such as slamming car doors, loud police radio, etc. Use caution when walking around a house. The occupants may confuse you with the prowler and take some type of offensive action. Officer should contact the occupants, either in person or via FSPD Communications, prior to entering the rear yard.
4. Two one-man units or one two-man unit should be detailed to the scene of all prowler calls. They should go directly to the scene, make a quick check of the grounds, contact the victim to get main details (description of suspect, direction of flight, etc), determine if a crime has occurred, and make a crime broadcast if anything helpful is learned.
5. Check the premises for physical evidence such as footprints, dropped articles, etc.
6. Be careful of low clotheslines, excavations, and/or a victim walking around with a loaded gun or other weapon looking for the suspect.
7. Other units detailed to assist, or units in the vicinity, should patrol perimeter of the area, taking into consideration the distance a suspect would be able to travel from the time of report.
8. If the suspect is apprehended, have him identified by the victim. The victim should be taken to the suspect, and should be advised regarding field show-ups. Do not let suspect see the victim when identification is made.

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9. Check to see if blinds are up in bedroom or bath, and advise complainant about “Peeping Tom” cases. Offer further patrol service.
11. Even though the call may be unfounded, this is an excellent opportunity to engender, develop, and build good public relations.

SUMMARY:

Prowler calls are very dangerous to both the police and the public, for you will not know who the suspects are or why they are there. Keep Communications informed of the situation at the scene.

ABOVE ALL USE CAUTION!

FAMILY DISPUTES

INSTRUCTION GUIDE #9

(Phase II)

1. Penal Code 415 provides in part that, “Every person who maliciously and willfully disturbs another person by loud and unusual noises,” is guilty of disturbing the peace.

2. The following procedure shall be followed:

- A. Proceed to the scene normally unless otherwise notified by the dispatcher. As two officers should always be sent on this type of call, one-officer units should arrange to meet and work as a team.

When one two-officer unit is dispatched, officers should have prearranged plans as to who will interview who, and when to separate parties. (Officers should attempt to remain within hearing distance in case a problem arises).

- B. Use caution on such calls as **more officers are killed or wounded on this type of call than on any other.**

- C. Upon arrival at the scene, attempt to determine the nature of the call before entering. Remember that a primary function of the police is to protect the lives of those who might be endangered.

- D. Note the condition of the room and surroundings to substantiate the possibility of a crime.

12. Calm the persons involved by separating them and talking to them one at a time, advising them as to points of law. If not an emergency, suggest that one of them leave for the night, or sleep in a separate room.

During the course of the interviews, avoid allowing either party to leave the officer’s immediate presence. Many people feel threatened by officer’s presence and might try to arm themselves.

- F. Do not reveal informant’s name or address.

- G. If a private person’s arrest is made, the complainant witness must sign a Misdemeanor Complaint Form before the violator can be booked. If possible, avoid taking a complaint from a person who has been drinking.

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- H. You may want to refer involved parties to a community agency, which can assist them with their particular problems.
- 13. Domestic violence: see Department Policy .

DOMESTIC VIOLENCE /HANDLING DISPUTES / CIVIL DISPUTES

INSTRUCTION GUIDE #10 (Phase II)

The purpose of this policy is to provide guidelines for law enforcement officers in training while enforcing the law pertaining to incidents of domestic violence.

This guide stresses the importance of officers enforcing and documenting incidents of domestic violence for the purpose of fulfilling the requirements of California Penal Code Section 13701. It is paramount for officers to enforce domestic violence laws in order to protect victims and dissuade perpetrators from committing future offenses. Enforcement pertaining to incidents of domestic violence shall be investigated and pursued as a serious crime.

It is not the intent of this policy or guide to remove an officer's right to use reasonable discretion while investigating alleged incidents of domestic violence. The purpose of this guide is to provide officers with standard operating procedures when investigating incidents of domestic violence.

Fontana School Police Department Policy describes and defines department policy for investigation and documentation of domestic violence incidents. All officers shall be familiar with this section and should review it frequently for the purpose of keeping up to date with any changes.

Enforcement of Laws:

All incidents of domestic violence shall be documented by investigating officers. Officers shall conduct detailed investigations and should arrest suspects when possible. Officers should not allow any of the following factors to dissuade them from making arrests:

14. Marital status
15. Cohabitation of victim and suspect
16. Existence or nonexistence of restraining orders
17. Occupation, community or political status
18. Potential financial consequences of arrest
19. Complainant's history or prior incidents
20. Complainant's emotional state
21. Non-visible injury
22. Location of incident
23. Speculation of prior history of a complainant not following through with prosecution
24. Victim's reluctance to pursue arrest

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25. The fact the victim and suspect are of the same gender
26. Violation of restraining orders

Arrests:

Felony Arrest

1. Officers shall arrest when there is reasonable cause to believe a felony has occurred.
2. Officers shall arrest when there is reasonable cause to believe a misdemeanor has occurred in the officer's presence absent exigent circumstances. Officers may also arrest in misdemeanor cases not occurring in their presence when:
 - A. Crime committed by a juvenile (W&I 625).
 - B. DUI (accident, vehicle blocking roadway, etc.).
 - C. Loaded firearm (on person or in vehicle).
 - D. Assault or battery on school grounds/firefighter/EMT, etc.
 - E. Domestic violence situations (restraining orders or battery).
 - F. PC 171.5 Airports and Passenger Vessel Terminal

Private Person's Arrest

1. Officers should inform victims of the right to make a private person's arrest when a crime has been committed outside the officer's presence, which does not meet requirements for a felony arrest.
27. Officers will accept a private person's arrest and should not dissuade victims from making a lawful private person's arrest.

Complaint Refusal Forms:

The Fontana School Police Department "Complaint Refusal" form is not a standard form used by all law enforcement agencies. Officers investigating incidents of domestic violence will not

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present this form to victims if they are reluctant to proceed with prosecution. In cases involving domestic violence where victims are not cooperative or reluctant to prosecution, officers will document this fact in the body of their reports. In all incidents of domestic violence, the case is to be forwarded to the Office of the District Attorney for review and filing. The ultimate decision of filing or not filing will be made by the District Attorney's Office. Domestic violence cases will not be sent to file.

Handling Disputes / Civil Disputes:

On a daily basis, law enforcement officers respond to many disputes. Some of the calls could be a neighbor, civil or custody dispute. Police officers must remember not to take sides when trying to resolve disputes. Officers must listen to both sides of the story and then work on creating a solution that will satisfy both parties. While working on solutions, officers must be aware of their officer safety and that the dispute may result escalate into a physical assault. It is always to have at least two officers present on every dispute regardless of the call for services.

Civil Disputes, Protests and Disturbances

Police officers are often called to handle tenant/landlord disputes, labor protests and other disturbances. The primary responsibility of police officers responding to these events is to maintain order and proceed to peaceful resolutions. However, during the course of finding a resolution, it may be necessary to take law enforcement action.

Police officers managing conflicts should understand a person's needs and triggers. It is not easy to defuse conflicts. The following are some helpful skills in maintaining a positive resolution.

Practice active listening. Try to understand what the other person is really saying. Listen carefully, instead of thinking about what you're going to say next. Active listening demands concentration and body language that clearly shows you are paying attention.

Create options for resolving a conflict. Many people can only think of two ways to manage conflict- fighting or avoiding the problem. Get the facts straight, brainstorm all the ideas that might help resolve the argument, then discuss the pros, cons, and consequences of those ideas.

Clearly define the problem. Talk directly. Talk about the issues without insulting or blaming the other involved parties. Discuss together various ways of meeting the needs of the parties or solving the problem. Be flexible and open-minded. Talk it through and work on a solution together.

When officers are present our duty is only to ensure the personal safety of everyone present, not referee who can take property or prevent property from being removed under a landlord/tenant dispute or any other event. Even with a civil court order, police officers cannot make anyone give or allow someone to receive property.

Notify a supervisor whenever the situation escalates and potential danger is present. Officers should prepare to implement a Crowd Control response.

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CROWD CONTROL

The Fontana Unified School District Police Department has established procedures regarding crowd management and crowd control for protests, demonstrations and other disturbances. Although every event is different this procedure is a guideline.

Apply the appropriate level of direction and control to protect life, property, and vital facilities; Maintain public peace and order; and uphold constitutional rights of free speech and assembly while relying on the minimum use of physical force and authority required to address a crowd management or crowd control issue.

Crowd Management

Crowd management is defined as techniques used to manage lawful public assemblies before, during, and after an event for the purpose of maintaining the event's lawful status. Crowd management can be accomplished in part through coordination with event planners and group leaders, permit monitoring, and past event critiques.

Crowd Control

Crowd control is defined as those techniques used to address unlawful public assemblies, including a display of formidable numbers of police officers, crowd containment, dispersal tactics, and arrest procedures.

First Amendment Activities

First Amendment activities include all forms of speech and expressive conduct used to convey ideas or information, express grievances, or otherwise communicate with others and include both verbal and non-verbal expression.

Common First Amendment activities include, but are not limited to, speeches, demonstrations, vigils, picketing, and distribution of literature, displaying banners or signs, use of puppets to convey a message, street theater, and other artistic forms of expression. All these activities involve the freedom of speech, association, and assembly and the right to petition the government, as guaranteed by the United States Constitution (First Amendment) and the California Constitution (Article 1, Sections 2 & 3).

All persons have the right to march, demonstrate, protest, rally, or perform other activities protected by the First Amendment of the United States Constitution and the California Constitution. The government may impose reasonable restrictions on the time, place, or manner of protected speech, provided the restrictions are justified without reference to the content of the regulated speech, that they are narrowly tailored to serve a significant governmental interest, and that they leave open ample alternative channels for communication of the information.

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Demonstration

Demonstration is used generically to include a wide range of First Amendment activities which require, or which may require, police traffic control, crowd management, crowd control, crowd dispersal, or enforcement actions in a crowd situation.

The term demonstration means a public display of a group's or individual's feeling(s) toward a person(s), idea, cause, etc and includes, but is not limited to, marches, protests, student walk-outs, assemblies, and sit-ins. Such events and activities usually attract a crowd of persons including participants, onlookers, observers, media, and other persons who may disagree with the point of view of the activity.

When an Unlawful Assembly May Be Declared

1. The definition of an unlawful assembly has been set forth in Penal Code Section 407 and interpreted by court decisions. The terms, "boisterous" and "tumultuous," as written in Penal Code Section 407, have been interpreted as "conduct that poses a clear and present danger of imminent violence" or when the demonstration or crowd event is for the purpose of committing a criminal act.

The police may not disperse a demonstration or crowd event before demonstrators have acted illegally or before the demonstrators pose a clear and present danger of imminent violence.

2. The mere failure to obtain a permit, such as a parade permit or sound permit, is not a sufficient basis to declare an unlawful assembly. There must be criminal activity or a clear and present danger of imminent violence.

3. The fact that some of the demonstrators or organizing groups have engaged in violent or unlawful acts on prior occasions or demonstrations is not grounds for declaring an assembly unlawful.

4. Unless emergency or dangerous circumstances prevent negotiation, crowd dispersal techniques shall not be initiated until after attempts have been made through contacts with the police liaisons and demonstration or crowd event leaders to negotiate a resolution of the situation so that the unlawful activity will cease and the First Amendment activity can continue.

5. If after a crowd disperses pursuant to a declaration of unlawful assembly and subsequently participants assemble at a different geographic location where the participants are engaged in non-violent and lawful First Amendment activity, such an assembly cannot be dispersed unless it has been determined that it is an unlawful assembly and the required official declaration has been adequately given.

Non Hand-Held Crowd Control Chemical Agents

a. Crowd control chemical agents are those chemical agents designed and intended to move or stop large numbers of individuals in a crowd situation and administered in the form of a delivery

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system which emits the chemical agent diffusely without targeting a specific individual or individuals.

b. Chemical agents can produce serious injuries or even death. The elderly person or infant in the crowd or the individual with asthma or other breathing disorder may have a fatal reaction to chemical agents even when those chemical agents are used in accordance with the manufacturer's recommendations and the Department's training. Thus, crowd control chemical agents shall be used only if other techniques, such as encirclement and multiple simultaneous arrest or police formations, have failed or will not accomplish the policing goal as determined by the Incident Commander.

c. Members shall use the minimum amount of chemical agent necessary to obtain compliance.

d. Indirect delivery or crowd dispersal spray or discharge of a chemical agent shall not be used in demonstrations or other crowd events without the approval of a supervisor or command officer.

e. Chemical agents shall not be used for crowd control or dispersal without first giving audible warning of their imminent use and giving reasonable time to the crowd, media, and observers to disperse.

f. If chemical agents are contemplated in crowd situations, the Fontana Unified School Police Department shall have medical personnel on site prior to their use and shall make provision for decontamination and medical screening to those persons affected by the chemical agent(s).

5. Hand-thrown chemical agents or pyrotechnic gas dispersal devices

a. Hand-thrown chemical agents or pyrotechnic gas dispersal devices shall not be used for crowd control or crowd dispersal without the approval of a supervisor or command officer.

b. The use of hand-thrown chemical agents or pyrotechnic gas dispersal devices may present a risk of permanent loss of hearing or serious bodily injury from shrapnel. Said devices shall be deployed to explode at a safe distance from the crowd to minimize the risk of personal injury and to move the crowd in the direction that will accomplish the policing objective.

c. Hand-thrown chemical agents or pyrotechnic gas dispersal devices shall not be used for crowd control without first giving audible warnings to the crowd and additional reasonable time to disperse.

d. Hand-thrown chemical agents or pyrotechnic gas dispersal devices shall be used only if other techniques such as encirclement and mass arrest or police formations have failed or will not accomplish the policing goal as determined by the Incident Commander.

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Evidence:

Officers will document evidence on appropriate F.S.P.D. forms. Officers will also make every effort to photograph injuries and collect/preserve all evidence for court purposes.

Officers investigating incidents of domestic violence should discuss the possibility of obtaining a restraining order with the victim. Emergency restraining orders should also be requested in extreme emergencies. Officers will provide victims of domestic violence with an information packet. The information provided to the victim should also include date and time of report, case number, the investigating officer's name, employee number, and a telephone number where the officer can be reached.

Officers should discuss any concerns they have pertaining to the handling and documentation of domestic cases with their training officers.

REPOSSESSIONS

The trainee shall explain the general rules that pertain to the repossession of items. These rules shall minimally include:

- A. What property is subject to repossession
- B. Who may make a repossession
- C. To what lengths a reposessor may go
- D. When a repossession is complete

DISASTER SCENES

INSTRUCTION GUIDE #11 (Phase II)

The ultra-critical duties of the first officers to arrive at a disaster scene cannot be overstated. Officers are conditioned to respond to injured victims, collect evidence, etc. Initial arriving officers must be trained or train themselves to disregard these habits and execute the following four functions before becoming involved in any rescue or first aid.

1. **Observe** – Obtain as complete an observation of the scene as possible, if necessary from different areas.
2. **Estimate** – the extent of the disaster and any additional hazards created if any.
3. **Report** – to dispatch/supervisor what you have observed and estimated. The supervisor needs information from a reliable source (officers) to formulate a response plan.
4. **Command** – after the above functions are complete, the first officer should exercise command over survivors/volunteers to initiate self-help and first aid activities. More can be accomplished by officers coordinating efforts of others, than by becoming directly involved in operations.

Below are examples of non-warning disasters and steps you may need to take.

Earthquakes:

In the event of an earthquake, several procedures and safety measures should be taken.

1. Check other police personnel for injuries.
2. If possible, check your assigned sector for obvious damage or injuries. Consider checking major streets/highways such as freeways and overpasses.
3. Respond to life threatening emergencies but remember to conserve resources.
4. If a problem is located, determine what your critical needs are. Assign additional personnel to areas needed and help that personnel meet those

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needs. Advise the Watch Commander of your needs.

5. In a major earthquake, OES Coordinator will respond and a command post will be established. Be prepared to assist responding resources in reaching their destination.

Major Urban Fires:

You may be called to assist in major fires within the city limits. Often several resources will respond to such an incident. As a police officer, you will be assigned some specific tasks.

1. Provide traffic control. Consider the dangers to passing motorists and set up an area of safety for passing motorists. Utilize your patrol unit to block off traffic (be sure to leave room for emergency vehicles). Coordinate with additional police units and clear the roadway for emergency vehicles only.
2. Coordinate evacuations with the fire department. If a fire presents a threat to citizens, evacuations may need to be conducted. Be prepared to contact citizens and homeowners in the area. If a shelter is needed, contact the watch commander. School Police is able to provide shelter for evacuated residences.
3. Be aware of HAZ-MAT. If you feel exposure to hazardous materials exists, remain a safe distance (upwind) away from the scene and wait for fire personnel to arrive at the scene. Advise incoming Fire and Police units.
4. If the scene is safe enough to approach, assist in clearing an area of safety. Also render medical aid to involved parties who may need medical attention.
5. If arson is suspected, be prepared to conduct an investigation. Often an arson investigator will be on scene and will assist you with the investigation.

Train Accidents:

Several different railroad lines traverse the city. The potential for a derailment/accident exists.

1. Immediately secure the scene. Keep bystanders out of the area.

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2. Often trains carry hazardous materials. Determine if a HAZ-MAT problem exists and KEEP AWAY if one does. Deadly chemicals transported by train can leak out of containers and kill people in the area.
3. Help establish clear paths of travel for other emergency responders. Coordinate with additional police units and attempt to keep roadways in the accident area clear.
4. If HAZ-MAT exists, be prepared to assist in evacuations.
5. Provide first aid to train passengers as needed.

Aircraft Crashes:

With several airports surrounding the city limits, the potential of an aircraft crash exists.

1. Keep the public away. Secure the perimeter.
2. Assist with traffic control. Keep the roadways clear near the incident so that responding emergency services can arrive quickly.
3. Evacuations may be necessary. Be prepared to evacuate nearby residences. Coordinate evacuations with OES Supervisor and the watch commander.
4. Provide first aid as necessary.

Aircraft crashes will most likely be investigated by outside agencies such as NTSB or FAA. Be prepared to assist and support these agencies as needed.

Utility Outages:

With the increasing demand for power, we can be faced with the dilemma of power outages.

1. Determine the affected area.
2. In the case of blackouts/brownouts affecting a large area (more than one or two intersections) it is impossible and impractical to attempt to direct traffic. Officers should be cautious when driving in these areas.

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3. Be prepared to answer an increased number of calls for service. Often when power outages occur, various alarms will activate.
4. If electrical power is out for an extended time, be aware that you may be utilized to assist people that require electricity. Many elderly sick and infants require electricity to survive. You may be called to assist in providing emergency shelter for them. Coordinate this effort with the watch commander.
5. Dispatch will contact power companies and advise them of power outage.

Chemical Spills:

Several chemical/industrial facilities are present in the city limits. Be prepared to respond to incidents involving chemicals at these locations.

1. Establish a safe perimeter. Block off roadways around the location. Chemical spills can often affect a large area. Be aware of the scene and stay away from any known chemicals.
2. HAZ-MAT and fire personnel will arrive on scene. The inner perimeter and rendering of medical aid should be left to fire personnel. Fire personnel are equipped to deal with dangerous chemicals.
3. Be prepared to evacuate the area as directed. HAZ-MAT personnel will be able to know the affected area of the chemical spill. Keep in contact with the incident commander and be prepared to evacuate.
4. Be familiar with the EMERGENCY RESPONSE GUIDEBOOK. This guidebook is located within patrol units and will provide additional information in regards to chemical spills.

Dealing with the Press in a Disaster Scene:

When you arrive at a disaster scene, you should be aware that the press will almost always arrive soon. Police officers need to be aware of certain laws regarding the right of the press to enter such areas.

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1. PC 409.5(a) states that any situation that is a “Menace to public health or safety” is justified to be closed. Any police officer may close such a scene.
 2. Generally, the press cannot be kept out of disaster areas. The press has the right to enter the disaster scene. The press must display his/her credentials and access to the disaster scene must be granted. The member of the press is entering the scene at his/her own risk. The only exception to the press entering the scene is if the scene is declared a CRIME SCENE.
28. All press inquiries should be directed to either the watch commander or the press information officer. Try to refrain making any statements to the press.

As a police officer, you will often be a primary responder to a disaster scene. Remember that confusion will always exist in dealing with these calls. The better you prepare yourself for these disasters the better you will be able to handle them. Remember that mental preparation is your best asset when responding to disaster scenes.

EVIDENCE HANDLING

INSTRUCTION GUIDE #12 (Phase II)

One of the most important considerations in any investigation is the protection of the crime scene. This job is the responsibility of the first officer on the scene of the crime.

Failure of the first officer to secure the scene could result in the disturbance or loss of valuable evidence. This could lead to the dismissal of a case in court.

In order to effectively secure a crime scene, it is necessary to remove all unnecessary persons including unnecessary police officers and members of the press.

After securing a scene, make sure that all entrances and exits are secured. At the scene of a major crime (e.g., murder), it is the responsibility of the first on-scene officer to make sure a *Major Crime Scene Check List/Entry Log* is started and maintained as soon as possible.

There are three basic sources of physical evidence:

1. The Crime Scene
2. The Victim
3. The Suspect

Your preliminary investigation of a crime scene is an important element in solving a crime. You need to look for evidence that proves or disproves a crime.

Physical evidence helps to corroborate a victim or witness statement. In court, the prosecutor would like to have as much evidence as possible.

Collecting Evidence:

The Fontana Police Department Crime Scene Unit is there to assist in the processing of evidence when available. Your investigation should determine if the Fontana Police Department Crime Scene Unit is really required and should not be used merely to collect property that is normally your responsibility to book. The unit will only be called to process evidence such as fingerprints or photographs, where the expertise of the Crime Scene Investigator is an asset. It is possible to leave evidence (such as items to be printed) at a scene and clear the call and have the IDA unit respond when available and process the evidence.

Most of evidence collection is “common sense:”

1. Look for evidence that helps to prove a crime or helps to identify the suspect(s).

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2. Photograph items, as they are located (before they are moved).
3. If the FPD Crime Scene Investigations Detail is unavailable, recover the evidence and **HOLD FOR PRINTS**.
4. Use gloves when possible and/or pick up objects in an area suspects most likely would not have handled. Normally, evidence should be placed into paper bags, evidence envelopes or sheet protectors.
5. If you think the item needs printing, print.
29. Diagram scenes if there is a lot of evidence.

When to Call for Investigations Personnel:

Investigations personnel should not be called merely for Public Relations (PR) purposes.

When should you call Investigations or is Investigations really necessary at the crime scene? Consider the following examples: (If you feel Investigations is needed, request a Sergeant to your location and advise why, and let the Sergeant make the determination.)

Common Crime Scenes:

459 PC Auto/10851 VC Recovery/10851 Attempts

1. Car window smash, T-tops removed, doors still locked. Using oblique lighting from your flashlight, you can view the dust around the area of the T-tops.
2. Car window smashed and the pull out stereo is taken. Oblique lighting on the side of the vehicle reveals the imprint of the suspect's legs on the door. The door is still locked when the victim discovers the crime. This indicates the suspect smashed the window, leaned inside and removed the stereo.
3. An out of jurisdiction-stolen vehicle is recovered. It is normally the responsibility of the originating agency to process the vehicle unless it relates to a crime that occurred in our City. This type of request needs to be cleared through Investigations Unit.

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Normally, we cannot get a prosecution filing for prints located only on the outside of a vehicle unless these prints could only have been made by person(s) who were inside the vehicle at the time.

4. If you are impounding a vehicle that you want held for processing, mark the impound “**HOLD FOR PRINTS**,” store the vehicle in the garage, and advise Investigations Detectives of the request.

459 PC Residential /459 Commercial/487.1 Grand Theft:

1. Preserve the scene especially the point of entry.
2. Although many scenes have extensive ransacking, you cannot obtain prints from clothing, most wooden surfaces, or most types of furniture.
3. If it is not possible to totally secure the scene (i.e., a business that is already open), secure small printable items in a safe area where they will not be contaminated. Such items include small metallic or glass items, papers, check boxes, etc. If in doubt, preserve the item.
4. Think how the suspect(s) may have entered or what surfaces may have been touched. Don't tell the victim that there are prints in a particular location.

211 PC, Robbery: Banks and Convenience Stores:

1. If the suspect touched the counter top, make sure it is protected. Most banks will usually cover any counters involved in a robbery.
2. If possible, protect the point of exit.
3. Collect loose evidence, **HOLD FOR PRINTS** and cause same to be transported. This includes demand notes, the top and bottom bills of die packs, which were exploded and then recovered.
4. Due to video cameras at banks, the Federal Bureau of Investigation (FBI) will usually process the video.

Additionally, composites are not usually done if a business surveillance camera has the suspect(s) on videotape.

30. If a composite is done, it is not always necessary that it be done immediately at the scene. As the composite completion takes a substantial amount of time, it is best to complete it in a secure location when the victim or witness is calm.

Evidence Collection and Preservation Methods:

The first officer observing the evidence is responsible for booking the item. The exception is

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when the investigator or other specialist at the scene assumes responsibility.

31. Guns

If you recover a gun that requires processing and Investigations is not available, carefully unload it in a way not to disturb possible prints. Package the rounds in a separate bag. Protect the gun for prints in a paper bag and cause it to be transported to Property.

NOTE: If the gun cannot be unloaded without disturbing fingerprints, place same in a secure location at the station and tag same as "LOADED." The gun should then to be transported to Property as soon as possible.

2. Gunshot Residue (GSR)

If GSR testing is needed, bag the suspect's hands with paper bags until a trained officer can conduct testing. The results of GSR testing are not immediate. They have to be examined under laboratory conditions using special equipment.

3. Wet or Damp Evidence

Air-dry evidence. If the evidence is clothing, package in paper bags. If the item was contaminated by blood, mark the outside of the packing material with the message "CAUTION: BLOOD." FTO will show all trainees where drying cabinets are and how to utilize them.

4. Paper

Use a sheet or check protector if possible then place into an evidence envelope or paper bag.

5. Footprints

If there are footprints at the scene, cover or mark them so the print will not be disturbed until it can be photographed and/or collected.

32. Phencyclidine (PCP)

Request a Field Supervisor with a KAPAK Heat Sealer and KAPAK Bags. Using the chemical gloves kept with the equipment, carefully place the item into a KAPAK Bag and use the heat sealer to close. Then place that bag into a second KAPAK Bag along with your Evidence Tag and seal with the heat sealer. PCP is stored in the hazardous materials locker.

NOTE: Use only KAPAK Bags and Sealer. Other plastic bags and sealers are

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insufficient for PCP packaging.

33. Flammable Items and Firecrackers:

Use the Fontana School Police Department bomb box or contact Sheriff's Bomb Squad for assistance.

Summary:

Evidence preservation is the responsibility of the initial locating officer. Investigations will provide specialized expertise in the recovery of physical evidence when needed and approved by a field supervisor.

Many situations can be handled through common sense and application of Department policy.

Patrol officers collect and process the majority of evidence in almost all cases. Only major crimes usually will require expertise not possessed by the field officer.

WHEN IN DOUBT, CONTACT A SHIFT SUPERVISOR!

SELF-INITIATED ACTIVITY

INSTRUCTION GUIDE #13

(Phase II)

Self-initiated activity is pro-active based and not re-active based. Most of an officer's pro-active patrolling occurs when not responding to calls for service. The need to ensure a crime-free community and a safer environment is accomplished not only by responding to the communities calls for assistance, but also by an officer's ability to enforce and investigate statutes, ordinances, and suspicious activity that might otherwise not be called in by the community. This is accomplished through:

- Traffic stops
- Pedestrian stops
- Directed patrol
- Arrests
- Other suspicious activity

Officers need to manage their free time effectively and appropriately, using all of the above forms of self-initiated activity.

TRAFFIC STOPS

Traffic stops are usually made for **traffic enforcement** or as **investigative stops**. Traffic enforcement is necessary to reduce the number of accidents and for driver's safety. Investigative stops are stops made to investigate possible criminal activity. For an investigative stop or detention to be valid, you must have a reasonable suspicion that:

- 1) Criminal activity may be afoot: and
- 2) The person you are about to detain is connected with that possible criminal activity.

PEDESTRIAN STOPS

Pedestrian stops are usually contacts made on pedestrian for the purpose of **traffic enforcement**, contacting **suspicious persons**, or during **consensual encounters**. Pedestrian are often the cause of accidents, and often result in severe or fatal injuries. Traffic enforcement on pedestrian should include bicyclist, skateboarders, and other non-vehicle type contacts. After the commission of a crime, many criminals often flee the scene on foot. Narcotics trafficking by criminals is often done while on foot. When an officer makes a contact on a suspicious person, the officer should be able to articulate in court the reasonable suspicion based on specific facts. A consensual encounter is less intrusive than an arrest or detention. No objective reason or justification for initiating this type of contact is needed. However, you must not restrain the person or exert any authority over that person. Basically, that person is free to leave or not cooperate with you, until

Field Training Officer Program

probable cause can be established to affect an arrest or detention.

DIRECT PATROL

Direct patrol is patrolling based on a continual problem that could be occurring in the city. This could include patrolling high gang areas or areas of increased gang activity, or areas high in narcotics activity. It would also include DUI enforcement, illegal vendors, and high crime areas. Other specific areas could include COPS projects and school programs.

ARREST

An arrest occurs when you take a person into custody. This requires either:

- 1) That you physically restrain or at least touch the person, or
- 2) That the person submits to your authority. Arrests are usually classified as felonies or misdemeanors.

OTHER ACTIVITY

Other self-initiated activity should include bar checks and curfew violations. Field Interview (FI) cards should be completed for any suspicious activity or persons that may not warrant an arrest or may not be a crime at the time. This information should be maintained and catalogued by the department for future reference.

TACTICAL COMMUNICATION

INSTRUCTION GUIDE #14

(Phase II)

Tactical Communication used to de-escalate hostile situations or conflicts involves using both professional demeanor and words, or verbal and non-verbal cues.

Professional Demeanor (non-verbal)

Non-verbal communication is that communication which is translated from body language, body positioning and the overall physical demeanor of an officer. Studies have shown that during a face-to-face encounter, non-verbal communication counts for between 65% and 93% of the total communication.

Non-verbal communication covers many areas. Some of the primary areas include:

1. A subject who talks and uses their hands at the same time.
2. The distance a person stands from another subject.
3. The way they stand.
4. Do you make eye contact or not.
5. Sarcasm
34. The way you stand, act, and/or facial gestures made during a conversation.

Command presence is an area in law enforcement which is extremely important, especially when dealing with communication. Command presence balances the confidence and fairness with the power that comes with the job. Command presence is also the first line of defense for officer safety. A strong command presence indicates that an officer who is in control of his own mental, emotional and physical abilities is capable of communicating with others. This communication also allows others to know that the officer is in charge and expects compliance from all persons that the officer is directing.

Words (verbal)

When using tactical communication, an officer may at times, find the need to use deflecting phrases. Deflectors are generally short, simple phrases that can be used to keep us from reacting to insults. They will often tell the abuser that you are going to remain calm in your demeanor, and not going to let the abuser's statements bother you.

An officer who is properly deflecting an abusive subject in the area of communication, projects a calm confidence, despite receiving verbal abuse, and is able to re-direct the subject to the goal at hand. Remember, that you are not deflecting when you tell a subject that it is time to return to the subject at hand.

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In response to verbal abuse, officers need to use professional language that is goal directed, such as phrases that follow the word “but.” For example:

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

Benefits of Tactical Communication

1. Enhanced safety.
2. Reduces likelihood of physical confrontation, thus reducing the likelihood of injuries.
3. Enhances professionalism.
4. Decreases citizen complaints, thus reducing civil liability, personal and professional stress.

Technique

When defusing a situation, officers should always allow a subject who is very agitated to vent or talk. Officers should ask very short and specific questions, and use questions that only require a short answer. The officer should allow a subject to pace, while at the same time, try to talk a person down or persuade them to be calm. Officers can often attain this by using rational conversation.

When faced with a highly emotional situation, it is almost always necessary to defuse the subject before you can begin useful questioning. Defusing is used to bring down the intensity of the situation and to help the subject focus on the solution, instead of the problem. Effective defusing techniques include maintaining eye contact, using “focus on me” gestures, and asking simple questions.

When involved with an uncooperative subject with whom you are trying to get voluntary compliance, officers can use a 5-step process:

1. Ask (ethical appeal) – The subject is given an opportunity to voluntarily comply by simply being asked to comply. Officers should tell the subject what compliance they are looking for and ask the subject to comply.
2. Set Context (reasonable appeal) – Subjects often don’t understand why we take appropriate actions. Situations can often be resolved by taking the time to professionally explain to a subject why you are doing what you are doing. The “why” questions are answered by the identification or explanation of the law, policy, or rationale that applies to the situation.
3. Present Options (personal appeal) – After explaining why you are taking action, explain the possible options. This should include what will happen if the person complies and what will happen if he doesn’t comply.
4. Confirm (practical appeal) – Provide one last opportunity for voluntary compliance, like “Is there anything I can say to earn your cooperation at this time.

Field Training Officer Program

5. Act – Finally the officer must take appropriate action, whether the subject complies or doesn't comply.

Field Training Officer Program

PHASE II (Weeks 6 to 9)

TRAINEE CHECKLIST

THE FOLLOWING SUBJECTS WILL BE COVERED DURING THE 2ND PHASE OF THE RECRUIT OFFICERS TRAINING

Glossary: FP= Field Performance RP= Role Playing WT= Written Test VT= Verbal Test

PATROL-WATCH-BEAT ASSIGNMENTS

Date Instructed	How Performed				FTO Initials	Trainee Initials
	F P	R P	W T	V T		

1. INTERVIEW AND INTERROGATION TECHNIQUES/NOTE TAKING

- a. Interviewing Witnesses
- b. Interrogation of Suspects
- c. WHO-WHAT-WHERE-WHEN-HOW-WHY
- d. Documentation & in notebook: Discoverable
- e. Other

2. REPORT WRITING

- a. Purposes of a police report
- b. Who reads a police report
- c. Common characteristics of good reports
- d. Reporting Officer's responsibilities
- e. Supervising Officer's responsibilities
- f. Case Disposition

Field Training Officer Program

Date Instructed	How Performed				FTO Initials	Trainee Initials
	F P	R P	W T	V T		

3. USE OF RIMS/COMPUTERS

- a. Records System
- b. E-mail
- c. DMV Records
- d. Criminal History/RAP Sheets
- e. In-house/Name Search
- f. RIMS
- g. Running Vehicles/Persons
- h. Other

4. SERVICE OF ARREST WARRANTS/PROCEDURES

- a. Probable Cause for Arrest
- b. Identification of Suspect
- c. How Warrant was Obtained
- d. Validity of Warrant
- e. PC 840 (time of arrest)
- f. PC 843 (use of force)
- g. PC 844 (knock and notice)
- h. Ramey
- i. Officer Safety
- j. Other

Field Training Officer Program

Date Instructed	How Performed				FTO Initials	Trainee Initials
	F	R	W	V		
	P	P	T	T		

5. CODE 3/EMERGENCY RESPONSE

- CVC 21055
- CVC 21056
- "999" Response
- Code 3 Back Request
- Injury or Unknown Injury Traffic Collision
- Expedited Back
- Supervisors Discretion
- Driving Code 3
- Other

6. PURSUIT POLICY

- Communications Assigned or Self-Initiated
- Code-3, Red Light & Siren (respond immediately)
- Reasonable and Prudent
- Vehicle Code Restrictions (liabilities)
- Other

7. FIRE CALLS

- Traffic/Crowd Control Responsibilities
- Assist When Requested by Fire
- Arson Investigation (Fire vs. Police)
- News Media
- Other

Field Training Officer Program

Date Instructed	How Performed				FTO Initials	Trainee Initials
	F	R	W	V		
	P	P	T	T		

8. PROWLER CALLS

- Response and Arrival
- First Unit at Scene/Direct Back-up
- Contact with Complainant
- Apprehension of Suspect
- Other

9. FAMILY DISPUTES

- Officer Safety (potential officer danger)
- Separation of Disputants/Combatants
- Arbitration
- Referrals
- Restraining Orders
- Emergency Protective Orders
- Other

10. DOMESTIC VIOLENCE

- PC 243(E)(1)
- PC 273.5
- PC 422
- Mandatory Reporting/Arrest Laws
- TROs/Restraining Orders
- Complaint Refusal Policy
- Other

Field Training Officer Program

Date Instructed	How Performed				FTO Initials	Trainee Initials
	F	R	W	V		
	P	P	T	T		

11. DISASTER SCENES

- a. Overview
- b. Earthquake
- c.
 - (1) Looting
 - (2) Fire
 - (3) Communicating with Station
 - (4) Individual Action
 - (5) May be Detailed to Station to Assist
- d. Airplane Crash
 - (1) Protection of Scene
 - (2) Injured
 - (3) Reporting-Traffic-Military A/C-notifications
 - (4) Coroner-Temporary Morgue
- e. Chemical Spill
- f. Large Fire
- g. Storms/Flood
- h. Train Accident
- i. Utility Outage
- j. Other

12. EVIDENCE HANDLING

- a. Methods of Preservation
- b. Packaging (bags, envelopes, etc)
- c. Use of FPD's CSI (crime scene investigators)
- d. Protecting Crime Scene
- e. When, Where and How to Mark Evidence
- f. Special Handling (PCP, firearms, narcotics)
- g. Special Handling Money (PC1412, arrestee's receipt, syringes)
- h. Haz Mat
- i. Explosives (S.B.S.O. Bomb Squad)
- j. Other

Date	How	FTO	Trainee
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Field Training Officer Program

Instructed	Performed				Initials	Initials
	F P	R P	W T	V T		

13. SELF-INITIATED ACTIVITY

- a. Vehicle stops
- b. Pedestrian stops
- c. Directed patrol
- d. Arrests
- e. Other suspicious activity

14. TACTICAL COMMUNICATION

- a. Professional demeanor
(non-verbal communication)
- b. Words (verbal communication)
- c. Benefits (safety and professionalism)
- d. De-escalating conflicts in
a calm professional demeanor
- e. Deflection techniques against verbal abuse
- f. Gaining voluntary compliance (5 step process)
- g. Other

Field Training Officer Program

Date Instructed	How Performed				FTO Initials	Trainee Initials
	F P	R P	W T	V T		

PHASE II TASK SIGN OFF

- a. PC 245
- b. PC 211
- c. PC 470
- d. WIC 5150
- e. WIC 300, 601, 602
- f. PC 273.5
- g. PC 246
- h. HS 13357(b)
- i. PC 496
- j. PC 487
- k. PC 166/273.6
- l. PC 148.9
- m. VC 10851
- n. PC 314
- o. PC 602
- p. PC 417
- q. Juvenile Arrest (EYAP)
- r. PC 849(b)(1)
- s. Felony High Risk Traffic Stop
- t. Other

Field Training Officer Program

TRAINEE CRITIQUE OF FIELD TRAINING OFFICER

In an effort to keep the FTO program up to date and functioning as well as possible, the trainee at the completion of each phase of training must fill out this critique form. It is to the FTO's benefit to know the impression being made on those in training and FTOs welcome objective feedback. With this in mind, the trainee is requested to honestly appraise and evaluate the FTO in the areas listed below.

INSTRUCTIONS:

Place your FTO's name in the blank space below. If you had more than one FTO during the phase, place the name of the FTO you spent most of your time with. FTOs receive only a summary of the critique forms at the end of a training cycle. The actual critique is reviewed only by the FTO supervisors and is not given to the FTO, nor does it become a part of the FTO's personnel file.

Your FTO: _____

Phase: _____

PART I

1. The Field Training and Evaluation Program is concerned with both training and evaluation. Assign percentages (to total 100%) to the amount of effort your FTO exerts in each area. (Example: Training 50%, Evaluation 50%).

TRAINING _____ EVALUATION _____

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

I am one of a number of police trainees _____ I am an individual _____

PART II

Circle one of the responses that follow each of the seven statements below. Each answer needs a short narrative explanation.

1. The example set for you by the FTO

Poor Fair Average Good Excellent

35. The FTO's interest in imparting training material and information to you?

Poor Fair Average Good Excellent

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Explanation: _____

36. FTO's knowledge of the training material covered?

Poor Fair Average Good Excellent

Explanation: _____

37. FTO's skill as an instructor/teacher/trainer?

Poor Fair Average Good Excellent

Explanation: _____

4. FTO's ability to communicate with you?

Poor Fair Average Good Excellent

Explanation: _____

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38. FTO's application of honesty, fairness and objectivity in rating you?

Poor Fair Average Good Excellent

Explanation: _____

39. FTO's overall attitude for the job assignment?

Poor Fair Average Good Excellent

Excellent: _____

List the area(s) in which you think your FTO puts forth his/her **WORST** effort. _____

List the area(s) in which you think your FTO puts forth his/her **BEST** effort. _____

Print Name/Badge #

Signature

Place completed form in an envelope and put in your FTO Sergeant's tray.

Received by: _____

Date: _____

Phase III

FIELD TRAINING OFFICERS LOG

Officer/Badge #

PHASE III

Team_____

Beat _____

FTO _____

RE-PHASE

Team_____

Beat _____

FTO _____

TRAFFIC ACCIDENTS / COLLISIONS

INSTRUCTION GUIDE #1 (Phase III)

1. **Responding to the Traffic Accident Scene**

- A. Determine the best route to the scene – consider certain routes may be blocked by traffic.
- B. Be aware of other emergency vehicles responding to same scene.

2. **Arrival at the Scene**

- A. Position the police unit for maximum safety of persons in traffic. Take into consideration that the police unit may be used as a traffic control device.
- B. Determine if you need additional units for traffic control (CSOs and Administrators can be used for this).
- C. Determine what assistance is required (tow truck, motors, etc.) and request the same as soon as possible.
- D. If hit and run, or a possible fatality, advise Communications.
- E. Set flare pattern; first check for gasoline spillage or other inflammables, i.e., butane, propane in campers, etc.

40. **Flare Pattern**

The following are basic rules for setting out flare patterns at traffic accident scenes:

- A. Estimate speed of the traffic flow and allow sufficient distance for adequate warning of motorists.
- B. Don't use too many flares (may blind oncoming drivers or fumes may overcome officers).
- C. Make flare patterns understandable. Do not require vehicles to make sudden turns or lane changes.
- D. If necessary to block off the entire street, be certain that a detour is available.
- E. If the problem will take a long period of time, stack flares.

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- F. When problem is complete, do NOT extinguish flares. The flares must be allowed to burn out.

4. **Working with Fire Department Paramedics**

- A. In most cases, Fire Department Paramedics will be dispatched on injury accidents, as well as an ambulance.
- B. Work as a team with paramedics. They will handle the injured, and FSPD will handle the reports, traffic control, and the investigation.
- C. Assist paramedics if you are needed or asked.

5. **Locating Witnesses**

- A. Witnesses are often reluctant to come forward and give statements to officers. Listen to conversations of onlookers many witnesses have been found in this way.

- 41. **Taking the accident Report** (Briefly covered, look at Accident Investigation Manual for more detailed information).

Traffic Accident Report (CHP FORM 555 AND FORM 556, PAGES 1-4)

Four pages shall be taken when the accident occurs on a highway or on any property which is publicly maintained and open for use by the public for vehicular traffic, when all or part of the following circumstances exist:

- 42. Fatalities involved.
- B. An injury is suffered which requires immediate medical treatment to the injured party.
- C. A hit and run collision occurs, and witnesses or physical evidence is available to establish information or follow-up investigation.
- 43. Witnesses or physical evidence are available to establish a violation on the part of any of the involved parties.

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Traffic Information Report – shall be taken on the following, when a collision occurs on a highway (private property for some special instances) and none of the conditions exist that require completion of an investigation:

- A. At least one vehicle is unable to be driven from scene.
- B. When a physical arrest is made, or a citation issued at the scene, as a result of the accident (public or private property).
- C. There is potential public liability.
- D. There is an injury suffered that does not require immediate medical treatment.
- E. The accident involves property owned by a governmental agency and suffers damage (public or private property).
- F. Hit and run accident occurs on private property and witnesses or physical evidence are available to establish information for follow-up investigation.
- G. There is doubt or confusion as to whether or not to take the report.

7. **Property Damage Only (PDO)**

- A. *A Property Damage Only* report should be taken in all traffic collisions. A simple rule of thumb to use is when:
 - (1) No injuries to parties involved.
 - (2) No witnesses to the accident.
 - (3) No follow-up investigation necessary.

The purpose of this phase is to make you (the trainee) aware of traffic enforcement, safety, policy and all related codes.

8. **Handouts**

- A. Fontana School Police Department accident investigation policy
- B. City Code cheat sheets
- C. Current Quikcode Vehicle Code
- D. Copies of any previously completed accident investigations non-injury, injury,

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- property damage only, etc.
- E. CHP Ringleman Chart a.k.a. Smoke Chart
- F. Current DMV driver's handbook
- G. Truck routes

9. **Accident Investigation Review**

In this phase, the training officer will review the trainee's basic traffic accident investigation skills and assist the trainee in any problem areas. Since basic traffic accident investigation skills are taught in other phases of the training program, in this phase the training officer should concentrate on giving the trainee an overview of accident reconstruction theory, with emphasis on teaching the new trainee what type of evidence or information needs to be collected in order to assist in later accident reconstruction.

- A. **Approach** – evaluate need for tow, additional units to secure access or re-route traffic.
- B. **Arrival** – need for ambulance, fire department for gas wash, rescue equipment to extricate trapped passenger, flares, lighting, pattern placement, extinguishing.
- C. **Investigation** – control and interview of witnesses; determine V-1, 2, 3; prepare accurate diagram and report (pacing, roll-a-tape, skid marks, need for evidentiary photographs), violation involved or accident causation factors.
- D. **Disposition** – private or police impound reports, accident citation procedure.
- E. **Accident reconstruction** – evaluate need for reconstruction, collection of needed evidence and statements.
- F. **Fontana School Police Department policy** – as to traffic collisions involving City vehicles/Government vehicles with injury or without injury.
- G. **Fontana School Police Department policy** – as to traffic collisions involving District property (buildings, trees, signs, etc).

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ACCIDENT INVESTIGATION SIGN OFF SHEET

	Initial and Date Demonstrated	Initial and Date Performed	Initial and Date Competent
Major Injury TC			
Injury TC			
Non-Injury TC PDO			
Late Counter Report Form			
Green Form			
Reconstruction Procedures			
Hit and Run No suspect info			
Hit and Run (Suspect info)			
Hit and Run (Suspect info) Victims want no further action			

USE OF RADAR EQUIPMENT AND LAWS RELATED

	Initial and Date Demonstrated	Initial and Date Performed	Initial and Date Competent
Use of Hand Radar Unit			
Use of Moving Radar Unit			
Speed Surveys			
Court Testimony			
Basic Enforcement Knowledge			

FIXED POINT TRAFFIC CONTROL

INSTRUCTION GUIDE #2

(Phase III)

1. The primary functions of traffic control are to eliminate congestion, facilitate the movement of traffic, and enforce traffic laws.
2. Point control may be at intersections, pedestrian crossings, accidents, fires, roadblocks, construction sites, etc.
3. The allocation of time to flow of traffic in any one direction is determined by the volume of traffic and how it may be coordinated with adjacent intersections (e.g., longer time when traffic is heavy, shorter time when traffic is light).
4. When there is a predominant turning movement, a 3-phase control is recommended, to take care of each flow of traffic individually. There should be separate time intervals allowed for the North-South flow, the East-West flow, and the turning flow while both of the others are stopped.
5. Anticipate congestion on roads leaving the intersection, due to cars turning into parking lots or buses loading or unloading. Never allow traffic to back up across an intersection.
6. Where traffic is being handled by group control of two or more officers, the senior officer shall give the master signal by which others will be guided.
7. Officers must position themselves so that they can see and be seen by all approaching lines of traffic and pedestrians, without interfering with the movement of traffic or his/her own safety. Keep eye contact with the drivers of vehicles.
8. Manual directions to motorists and pedestrians should be given clearly and distinctly. They must be directed toward the person for whom they are intended, and must be obeyed just like a traffic signal. An officer's erect alert bearing will be transmitted to both motorist and pedestrian. Ample warning time must be allowed to afford an opportunity to comply, depending on the speed and weight of approaching vehicles as well as on the condition of the pavement. At nighttime, manual directions will be given with the flashlight in a manner more slowly than in the daytime, remembering that the flashlight head cannot be seen at an angle.
9. Stand straight with weight distributed evenly on each foot. Emphasis should be placed on use of the hands, as the public more readily understands slow, understandable, motions of the hands. Sharp, crisp, slow hand signals in conjunction with whistle signals will result in less confusion and more traffic moved in an orderly, safe manner. The following hand signals are to be utilized:

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- A. **To Stop Traffic:** To stop traffic, raise the hand so that the palm is toward the driver. Hold this until driver stops. This same technique is used to stop traffic from two directions by holding both hands up simultaneously toward the directions to be stopped. Don't lower either arm until cars coming from both directions are halted.
 - B. **To Start Traffic:** To start traffic, point with your arm and finger toward the car you want to start. Hold it until you get attention. Then, with your palm up, swing your hand up and over to your chin, bending the arm only at the elbow. Use this same signal to give the go-ahead to slow and timid drivers.
 - C. **To Signal for Turns:** To signal for turns, point toward the driver with your arm, giving him time to see the gesture and then point your arm and forefinger in the direction the driver is to go. While one arm is pointing the direction of the turn, use the other arm in the "start traffic" motion to wave the driver into the turn. If it is necessary to hold another direction stopped, while attempting to signal a turning vehicle, raise and lower the pointing forearm repeatedly while continuing to point in the direction of the turn.
- 10. While working a fixed traffic post, preference should be given to properly controlling traffic. Enforcement action may be taken in case of violations involving failure or refusal to follow the controlling officer's directions. However, this should only be done when it can be accomplished without jeopardizing the efficiency of the traffic control. Yelling at motorists should be avoided, as there is always the possibility they did not understand the controlling officer's directions.
 - 11. Information seekers should be discouraged from stopping in traffic and should only be talked to if the controlling officer can leave his post to meet them away from the traffic flow.
 - 12. The following are instructions for special case traffic control:
 - A. **Emergency Vehicles:** Provide for the safe movement of emergency vehicles through intersections or control points. Make certain that an exit is open in the direction the emergency vehicle will travel. Be alert for emergency vehicles approaching the intersection at right angles to each other because their sirens make it difficult for one to hear the other. If they are in danger of colliding, hold one back until it can safely proceed. After the emergency vehicle has passed the intersection, be certain to hold all movements until you know that no other emergency cars are following.
 - B. **Accident Scene:** At the scene of a traffic collision the primary function of the officer assigned to traffic control is to clear the immediate area of vehicular and pedestrian traffic. Also, consideration should be given to the preservation of

Field Training Officer Program

evidence while diverting the flow of traffic.

- C. **Disaster Period:** Keep the sightseeing public away from the area, as they deter the efforts of a successful operation, create traffic hazards, place other persons as well as themselves in areas of danger, etc. Section 409.5 P.C. empowers peace officers to close areas during emergency (flood, storm, fire, earthquake, explosion, accident or other disaster). Anyone entering into or remaining in such an area is guilty of a misdemeanor, with the exception of authorized representatives of any news service, newspaper, radio or television station.
 - D. **Intersection Control:** Where there are no signals or the signals are out of order, first observe the intersection and if possible, determine the natural traffic pattern. Regulate the change of traffic flow as needed. Traffic flow should be coordinated with adjacent intersections to keep it from backing up and blocking the intersection under point control. Maintain a FRIENDLY but FIRM control over the intersection.
44. Guard against needless regulation at any location, which, if left alone, would adjust itself. However, take charge when congestion appears, and remain on the job until danger of a traffic jam is past. Be alert for pedestrian traffic as they are in need of control along with the vehicles. Never try to stop traffic, which is approaching too closely at a reasonable speed as it may cause rear end collision.

**TOWING PROCEDURES
IMPOUNDING / STORING VEHICLES
INSTRUCTION GUIDE #3
(Phase III)**

Vehicles that Should be Towed:

1. Vehicles in a serious crime
2. Investigation Hold
 - A. Reasonable cause to believe the vehicle has been involved in a Hit and Run and the driver failed to comply with provisions VC 20002 through and including VC 20006.
 - B. Vehicle involved in a crime and needed for evidence processing, VC 22655.5. (Check with field supervisor prior to towing as evidence).
3. Arrest Tow - VC 22651(h)1
4. Recovered/Stolen Auto if unable to contact owner
 - A. Confirm with Communications license plates and/or VIN number is listed as stolen.
5. Hazard Tow
 - A. VC 22669(a) - Abandoned vehicle on highway.
6. Overtime parking
 - A. Standing 72 hours or more on street or highway.
 - B. Must be marked on tire-time, date and street mark.
 - C. Check status of vehicle through Communications.
 - D. Place notice on vehicle - warning.
 - E. Before towing make final status check with Communications.

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7. Parking prohibited
 - A. Check to see if signs are properly posted.
 - B. Issue parking citation.
8. Incapacitated Driver Tow
 - A. Driver unable to move vehicle due to involvement in Traffic Collision or other injuries. (Owners request whenever possible).
 - B. Attempt to move off highway.
9. Tow-away Zone
 - A. Stopping-Standing or Parking Prohibited.
 - B. Also issue a citation.
10. Private Property Tow
 - A. Vehicle used in crime.
 - B. Embezzled vehicle in which warrant has been issued.
 - C. Recovered stolen vehicle.

Vehicles that May be Towed:

- ☐ Driveway Blocking or Parking - Cite VC 22500c
- ☐ Fire Hydrant Parking - Cite VC 22514
- ☐ Blocking Railroad Tracks - Cite VC 22521
- ☐ Parking more than 18 inches from curb - Cite VC 22502

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1. Ordering a Tow:
 - A. Request a tow from dispatch.
 - B. Give location and reason for tow.
 - C. Give License Number and vehicle description if necessary.
 - D. Advise of special towing problems (dollies, if a flatbed is needed, etc).
 - E. Auto Club requests - get card number - give location.
2. Canceling a Tow:
 - A. Advise Dispatch as soon as possible to cancel if tow has not arrived.
 - B. If tow has arrived and vehicle is picked up, the driver must deal with tow truck driver for his fee.
3. Completing the CHP 180 form:
 - A. Fill in the blanks.
 - B. Accurately record damages.
 - C. Indicate reason for tow (court).
 - D. Visible property inventory.
 - E. Attach registration and SVS entries required.

NOTE: *MOPEDS require a tow and CHP 180*

VEHICLE SEARCHES AND INVENTORIES

INSTRUCTION GUIDE #4

(Phase III)

A patrol officer makes numerous contacts of persons in vehicles. The officer will either initiate a traffic stop on the vehicle or will possibly be dispatched to a call for service in reference to a suspicious occupied vehicle. In either case, this instruction guide is designed to give the patrol officer a basic understanding of when and how a vehicle search can be conducted. This discussion is merely a guide for officers to study and should only be used to gain a basic understanding. The most important lesson learned from vehicle searches should be, **DO NOT SEARCH THE VEHICLE ALONE!**

Probable Cause:

Definition:

“Probable Cause” to search or arrest exists when the totality of circumstances or “total atmosphere” of the case would cause a person of ordinary care and prudence to entertain an honest and strong suspicion that the person to be arrested is guilty of a crime.

Vehicle Searches:

Officers should remember that with either a verbal consent or probable cause search, they should be able to document why he/she believed a search of the vehicle was necessary in performance of their duties.

The trainee shall identify and explain principals of a safe and effective search of a vehicle. These principals shall minimally include:

- A. Proper removal and control of occupants.
- B. A systematic method of search.

What is a Verbal Consent Search?

Verbal consent is obtained by simply asking the driver or occupant of the vehicle if the vehicle can be searched. A technique used by patrol officers is to ask the driver if he/she have any weapons or narcotics in the vehicle. The driver almost always replies to the question with, “No.” The Officer can then ask the driver for permission to search the vehicle.

The driver may or may not grant consent to search the vehicle. If the driver gives the officer permission to search the vehicle, the officer should have the driver step out of the vehicle. The driver cannot be detained in the rear of the patrol unit during the search, due to the fact that the driver may revoke his/her permission to search at any time. A technique

Field Training Officer Program

to use is to have the driver and other occupants (if any) sit on the curb with your backing officer watching them. A search of the vehicle can then be conducted with reasonable safety. The backing officer should remember to watch the occupants of the vehicle and try not to be anxious to search the vehicle too.

What is a Probable Cause Search?

What if the driver refuses to give consent? The officer should keep in mind the definition of Probable Cause. Did the driver or other occupants of the vehicle make any movements in the vehicle that may have caught their attention prior to the contact? If so, then the officer may search the portion of the vehicle that the action was observed in. For instance, a traffic stop is being initiated on a vehicle for vehicle code violations. Prior to the stop; the officer observes the driver lean forward and shove something under their seat. The vehicle then stops and the driver is contacted. How should this type of contact be conducted?

Example:

The officer should first advise Dispatch to have another unit respond. The safest way to contact the driver in this type of situation might be to have the driver step out of the vehicle and walk back to the patrol unit. The officer can then contact the driver away from the vehicle and ask for permission to search. The officer should maintain professionalism and attempt to explain the reason why the vehicle is to be searched. If the driver in this case refuses to give consent, **wait for the backup officer.**

After the backup officer arrives, have the driver stand by with the backup officer and check the interior of the vehicle. This situation will occur frequently during traffic stops; sometimes the driver is just not aware of their own movements, while other times it could be that the driver is attempting to conceal an item from the officer.

A common error made by officers in a Probable Cause type search is the officer's definition of the Probable Cause in the report. The officer may say he/she observed the driver or occupant place something under their seat, but then the officer looks in the trunk and finds narcotics for example. In court trial the defense will want to clarify with the officer just how he/she found the driver acting suspicious in the front seat made them check the trunk. This is something the officer should keep in mind.

Vehicle Inventory Searches:

Vehicle inventory searches are defined in the Department Policy. Officers should be familiar with the contents of this policy and should be able to document the contents of a vehicle. A vehicle inventory search is conducted when the vehicle is being stored or impounded. **The officer must document all property of value.**

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Example:

A vehicle is stopped for vehicle code violations and the driver has been taken into custody. Vehicle code section 22651(h)(1), states that the vehicle can be stored. The officer must then complete a CHP 180 with the storage information. At the bottom of the CHP 180 there is a space provided for a narrative, that space will be used for an inventory of property.

Inventory Guideline:

Department Policy states that an inventory shall include an inventory of property contained in the vehicle's passenger compartment, glove compartment, console and trunk. All property located in these areas should be listed in the remarks section (bottom narrative section) of the CHP 180 form.

1. An inventory that simply states, "Miscellaneous Property" is not a sufficient inventory.
2. **The officer and the Department could be held liable for an incomplete inventory.**
3. All property located in the vehicle will be documented on the CHP 180.
4. All locked containers will not be forced open, but will be documented as such in the inventory.
5. If the driver or occupants remove property from the vehicle, document what was taken.

Department Policy allows that any items of evidence or contraband that are discovered during the inventory shall be seized and stored in the appropriate property/evidence locker. **Currency should also be seized and placed in the appropriate locker.** A description of the item(s) seized, as well as its original location, should be noted in the remarks section of the CHP 180 form.

Example:

During an inventory search, an officer discovers a wallet containing \$100. There are no other documents inside the wallet relating ownership to the driver or occupants. The officer should seize the wallet and money and store it in the evidence locker at the Department. Simply leaving the money and wallet inside the vehicle may cause unwanted suit against the Department.

Field Training Officer Program

Check List:

1. Document all items with serial numbers, for example, radios, cell phones, televisions...etc.
2. All paper money located in the vehicle should be seized and stored in evidence for safekeeping.
3. Any box or container in vehicle that is not locked should be checked to inventory its contents.
4. Do not force open locked containers or compartments in vehicles, for example, a glove compartment or toolbox. Document these types of items and the reason for no inventory.

RECOGNITION OF STOLEN AND ABANDONED VEHICLES

INSTRUCTION GUIDE #5 (Phase III)

Location of Vehicle:

1. Parked for several days in same place
2. Vehicle out of place for the area
3. Illegally parked

Mobile Vehicle:

1. Broken windows
2. Open windows - cold night
3. Suspicious driver
4. Broken steering column/no key in position
5. Suspicious plates

Parked Vehicle:

1. Broken steering column/no key in position
2. Vehicle has collected dirt/dust
3. Dirt/debris under vehicle
4. Window open or broken
5. Vehicle stripped
6. No license plates

Check vehicle license plate out with Communications. No license plates obtain VIN and check with Communications. Remember that stolen vehicles can be cold plated and a VIN check is the best indicator of vehicle status.

If the vehicle is determined to be stolen or abandoned, complete a CHP 180 and request tow service. If the vehicle's owner is available locally, they may be contacted for release of the vehicle in the field vs. impound, unless the ID Unit is not available and the vehicle must be held for fingerprints. Stolen/recovered vehicles must be checked for evidence and clues including fingerprints.

STOLEN VEHICLE REPORTS

INSTRUCTION GUIDE #6 (Phase III)

Upon responding to a call of a stolen auto, there are a few procedures that you should consider other than just taking down the information contained on the report form CHP 180. The following will help you do the job easier and do it completely.

As you are responding, find out the license number and description of the stolen vehicle. Frequently, this information will be given to you along with the assignment. This gives you an opportunity to look for the vehicle on your way to the location. More than once, a "victim" has thought his vehicle was stolen, only to discover that he had parked it one or two blocks away from where he thought it was. Also, this information helps you to begin to fill out the report.

When taking the information from the victim, make sure you get all the facts that the form requires, keeping the following in mind:

1. Has the victim failed to keep the payments current on the vehicle? Is it possible that the vehicle has been repossessed?
2. If the victim knows who took the vehicle, be sure that the vehicle was actually stolen and not "loaned" to someone the victim now wants to embarrass or "get even" with.
3. Be sure the vehicle has not been embezzled, rather than stolen. If it is embezzlement, this should be turned over to the Investigations Unit, with an explanation to the victim about the difference between a stolen and an embezzled vehicle. The field officer will initiate the original report.

As with any complaint that you are assigned, develop some sort of rapport with the victim. Remember, you are not some kind of report-taking machine, but rather you are a police officer who has been summoned by someone who needs your help. If you do a good job in taking these types of reports, you will improve your ability to do other more complicated ones. You will also be promoting a more positive image of the Department to the public.

Upon clearing the call, Communications will usually request information verifying the registered owner and details of stolen vehicle, i.e., color, number of doors, etc.

Verify that the stolen vehicle has been entered into SVS.

TRAFFIC/FELONY STOPS

INSTRUCTION GUIDE #7 (Phase III)

Traffic Stops:

1. The trainee shall explain various types of vehicle stops to minimally include:
 - A. Traffic violations.
 - B. Investigative.
 - C. High risk.
 - D. Be aware of the possibility that all vehicles you stop may contain a fleeing and armed felon.
2. The trainee shall identify and discuss the following elements to be considered when selecting the proper location for a vehicle stop.
 - A. If possible, pick a spot near a store or building in a well-lighted area, which will block avenues of escape. Time is on your side.
 - B. Consideration should be given to making the stop out of heavy traffic flow. This reduces the chances of causing accidents and increases officer safety from a traffic collision standpoint.
3. The trainee shall explain the advantages of recording the license number and description of the vehicle prior to the stop.
 - A. Make sure Communications knows your location, and a description of the vehicle, if the vehicle does not have a plate. Watch the actions of the driver and passengers while the vehicle is coming to a stop. Any furtive actions may indicate an attempt to hide contraband, arm him/herself, or destroy evidence.
4. The trainee shall demonstrate the proper distance from which the stop of another vehicle should be initiated. The distance should be:
 - A. Not so great as to encourage the driver to attempt to escape.
 - B. Not so close as to present a hazard due to erratic actions of the driver.
 - C. Enough to create a safety corridor (patrol car off-set left or right) for the safety of the officer(s) and the occupants(s).
 - D. Maintain a safe distance behind the vehicle when you use your red lights and/or siren, as they often panic a driver. Be alert for quick stops, and do not pull alongside the vehicle. Use PA system if necessary.

Field Training Officer Program

5. The trainee shall identify techniques for gaining the attention of the Driver when making a vehicle stop. Techniques shall minimally include:
 - A. Use of emergency lights.
 - B. Use of headlights/takedown lights.
 - C. Use of siren/horn.
 - D. Use of hand signals/public address system (PA).
 - E. Proper use of spotlights to include:
 1. Not blinding the driver while the vehicle is moving.
 2. Illuminating the interior of the stopped vehicle.
 3. Focusing on the rear and side mirrors to blind the occupants of the officer's approach.
6. The trainee shall identify the inherent hazards involved when an officer conducts a vehicle stop. These hazards shall minimally relate to the:
 - A. Location of the stop.
 - B. Reason for the stop.
 - C. Officer's approach.
 - D. Position the officer takes.
 - E. Visibility.
 - F. After the vehicle is stopped, the police unit should be 8-16 feet to the rear, with the left front fender 2 feet to the left of the left rear fender of the stopped vehicle. (NOTE: Distances are different for known felony stops of suspect vehicle...See FELONY STOPS). Use spotlights and take down lights to illuminate the interior of the vehicle. Driver spotlight is directed to driver side mirror. Passenger spotlight is directed to the rearview mirror. Overhead emergency lights should be shut down except for rear flashing amber lights.
7. The trainee shall identify the consequences of failing to closely watch the movements of the occupants of a vehicle prior to, during, and after the stop.

These minimally include:

 - A. Attack from suspects.
 - B. Destruction or concealment of evidence.
 - C. Escape of occupants.
8. The trainee shall explain the advantages, disadvantages, and legal aspects of directing the occupants to remain in or exit the vehicle during a traffic stop.

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9. The trainee shall explain and/or safely demonstrate how to safely stop and approach vehicles. This should also include:
 - A. Motorcycles
 - B. Campers/vans
 - C. Buses
 - D. Trucks/Semi-trucks
 - E. The officer (driver) should approach the driver's side of the vehicle with caution, noting the actions of the occupants and giving special attention to the position of the occupants' hands. Observe the rear seat and floorboards for possible weapons and other objects, etc. Upon reaching the left rear corner, check trunk deck to see if locked. Officer should feel fender for motion within vehicle.
 - F. The officer (passenger) should position himself to the right rear of the vehicle and observe the occupants. Never cross between the vehicle and the police unit. Never stand directly behind the vehicle. The passenger officer should be in a position where he has quick access to the radio. (NOTE: If a solo unit, the passenger officer would be the backup).
10. The trainee shall identify common violator reactions and shall discuss techniques for acceptably dealing with those reactions which may include:
 - A. Embarrassment
 - B. Anger
 - C. Fear
 - D. Rationalization or excuse for the violation
 - E. Refusal to sign the citation. The trainee shall recognize that the required signature of a motorist on a citation is not an admission of guilt, but a promise to appear.
 - F. The trainee shall explain why an officer should not argue with a violator.
11. The trainee shall explain discretion in a car stop situation by giving examples of traffic situations in which an officer would feel that a warning would be warranted.
12. The trainee shall explain the advantages of the following procedures:
 - A. Obtaining the violator's driver's license, vehicle registration, and proof of insurance as soon as possible after the stop is made.
 - B. Not accepting the violator's wallet in response to a request for the driver's license.
 - C. Checking the signature of the violator on the citation.
 - D. Issuing the proper copy to the violator.
13. If a search of the vehicle is necessary, remove the occupants one at a time out the right side of the vehicle. This prevents them from stepping into traffic or running into traffic as an escape route. This also allows the passenger officer to maintain control.
14. The occupants should be given a pat-down search for weapons by the unit officers immediately upon exiting, if the circumstances allow a search to be conducted.
15. The driver-officer conducts the search of the vehicle. It should be systematic and

Field Training Officer Program

thorough; giving special attention to small recesses and places that may be used to secrete contraband (e.g., under the dashboard, heater vents, etc). Any evidence found should be placed in the police unit and out of the reach of suspects. Do not stop the search when an article of contraband or evidence is recovered as a complete search may reveal evidence of another crime, or the same crime.

Felony Stops:

1. The trainee shall identify and discuss the important considerations taken when about to make a felony/high-risk vehicle stop.

These elements shall minimally include:

- A. Seriousness of the crime.
 - B. Availability of back-up.
 - C. Location at which to make the stop.
 - D. Tactics to be used after making the stop
 - E. Number of suspects involved.
2. Communicate continued updates including:
 - A. Vehicle description and license plate.
 - B. Occupants, location and description.
 - C. Reason for the stop.
3. Once a secondary unit arrives to assist the handling officer, state your possible intended location for the stop.
4. Evaluate the potential risk when picking your location to include the following:
 - A. Possible pedestrians in the area.
 - B. Schools or populated shopping centers.
 - C. Heavy traffic or congested intersections.
 - D. Occupant control.

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5. Evaluate the need for additional assistance:
 - A. Air support.
 - B. K-9
 - C. Street closure.
6. Once the felony traffic stop is initiated:
 - A. Ask for a clear channel (Ten 33).
 - B. Advise Dispatch and assisting officers of the final stop location.
7. The trainee shall discuss the advantages of verbally ordering the removal of the suspect(s) from the vehicle prior to approaching on foot.
8. The trainee shall explain verbal commands that should be used when removing suspect(s) from a vehicle prior to approaching on foot.

These commands shall minimally include having the suspect:

- A. Keep hands in sight at all times.
 - B. Exit the vehicle (according to agency policy).
 - C. Assume position of disadvantage outside the vehicle.
9. The trainee shall explain the advantages of waiting for additional back-up before approaching the vehicle or the occupants.
10. Primary handling officers' responsibility:
 - A. Have public address system ready.
 - B. Have passenger doors unlocked.
 - C. Have handcuffs readily available.
 - D. Use all available forward lights to your advantage during the day or night.
 - E. Advise and confirm each arriving officer's location and position at the felony car stop scene.
11. The trainee shall explain the roles of both the primary and the back-up officer(s) before, during, and after the stop.

This discussion shall minimally include which officer:

- A. Has the radio responsibilities.
- B. Assumes the shotgun/long gun/less lethal.
- C. Communicates to the occupants.
- D. Searches the occupants and/ or the vehicle.

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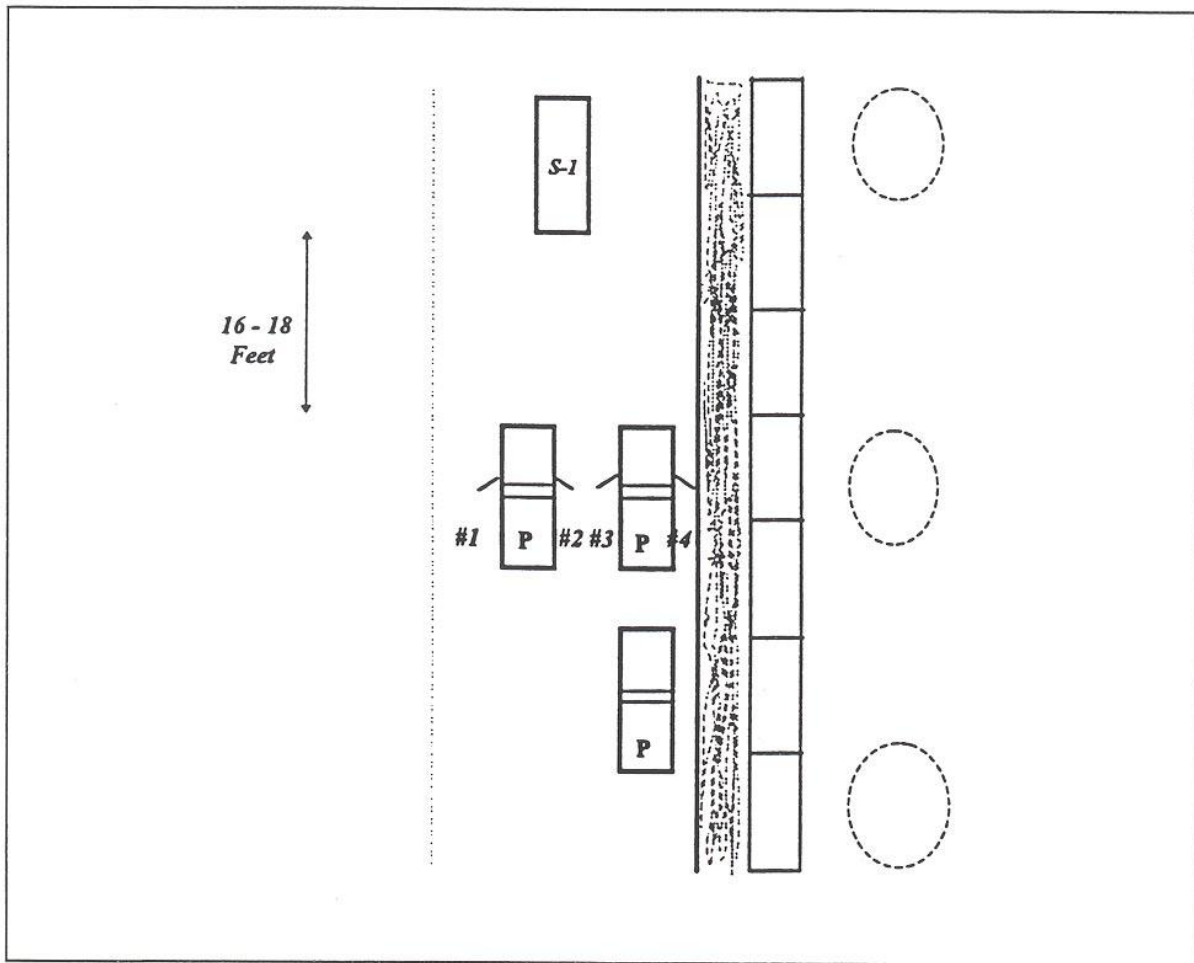


Fig.1

Officer Position: (see fig. 1)

Primary Officer	Position #1	
1 st Assisting Officer	Position #3	cuffing/searching
2 nd Assisting Officer	Position #2	cuffing/searching
3 rd Assisting Officer	Position #4	outside cover

1. Verbal Direction
 - a. Once all officers gain a position of cover, the occupants should be advised the following by a selected officer (most likely will be the handling officer): *"This is the Fontana School Police Department, place your hands behind your head and interlace your fingers."*
 - b. Officers continuing to arrive should be directed via a safe area of approach and should consider vehicle lighting.

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- c. Direct additional units to close off the street, both above and below the location of the stop for the safety of passing motorists.
- d. The driver should be instructed to place the keys on the roof of the vehicle via the driver's side window.
- e. The driver of the vehicle should be instructed to exit the vehicle via the driver's door and told to face away from handling officers.
- f. The driver is directed to expose his clothing and turn 360 degrees as to allow officers to see any potential concealed weapons.
- g. The driver is directed to walk backwards toward the primary handling unit.
- h. The driver is told to take side steps to a position in front of and between the two lead police cars.
- i. The primary unit will decide when to give control of the driver to the cuffing and searching officers.
- j. The primary officer and assisting officer will maintain continued observation of the suspect vehicle.

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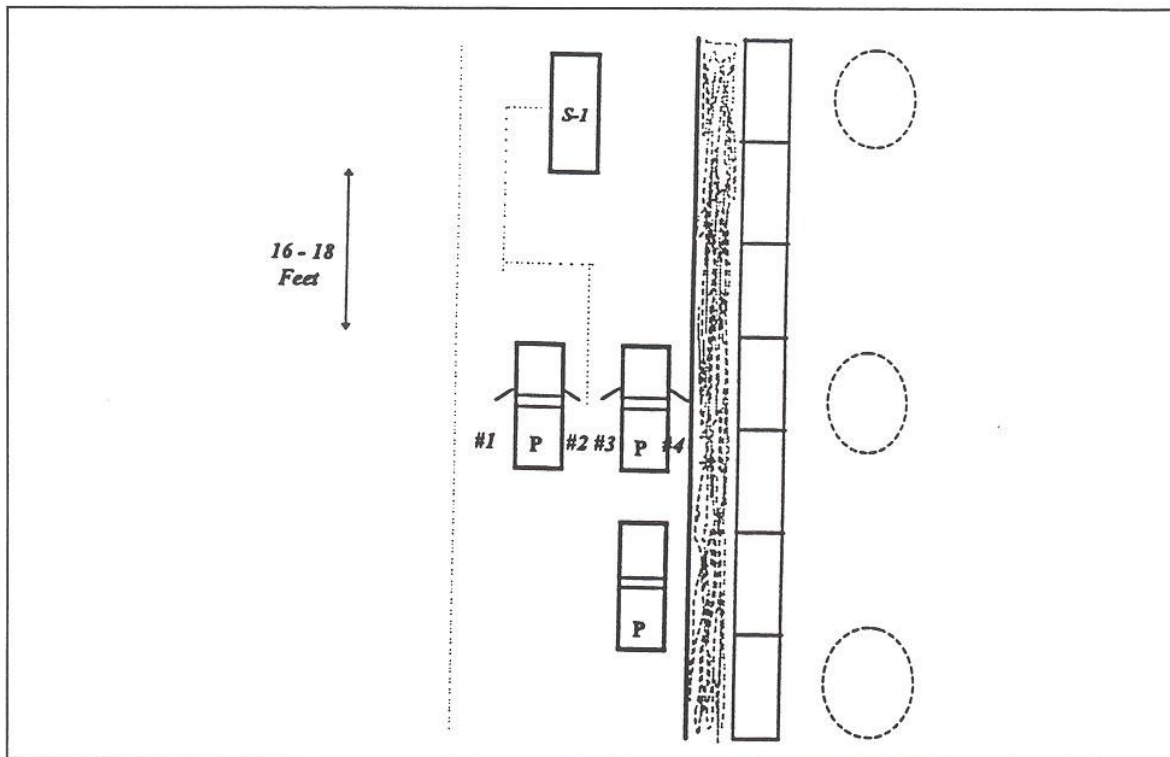


Fig 2

Cuffing & Searching Officers' Responsibilities:

1. The two cuffing and searching officers will decide who will take control and custody of the driver once the suspect is directed between the two most forward police units. (see Fig. 2).
2. Once in-custody and searched, the driver should be placed into one of the additional arriving units; this will keep the driver from distracting the primary handling officer.
3. Once the driver is safely contained in a unit, the primary officer should be notified, and the remaining occupants in the vehicle should be removed by the same process.

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Vehicle Clearance:

1. Once the vehicle is cleared of all known occupants, an additional announcement should be made to give one last opportunity for any concealed suspects to surrender.
2. Once the officers are ready to approach the suspect vehicle, the K-9 should be used, if available, to avoid any injuries to any officers.
3. If the K-9 officers are not available, the forward officers should decide who will approach and clear the vehicle.

Post Felony Car Stop:

1. Once the vehicle and trunk are confirmed clear, Dispatch should be advised the officers are "Code 4" and the channel will be returned to normal radio traffic.
2. Clear the roadway as soon as practical to return the area to its normal flow of traffic.

Van Stops:

1. The stopping of vans, positioning of units and removal of suspect is basically the same as felony stops. It is suggested on a traffic stop that the driver be called back to the unit, and that occupants exit the right side of the van in the event a search becomes necessary.
2. Officers should be constantly aware of the windows and curtains in a van, especially any type of rear door movement when approaching a van type vehicle. Officers should have the driver of the van open all doors, while maintaining a position of cover.
3. On a felony van stop, the driver of the primary unit will order the occupants out as previously described. As the driver of the suspect vehicle backs towards the units, he is ordered to open the van doors, and then proceed to the units. If the van has side doors, this procedure is optional. Primary unit officers will check the interior of the van until they are satisfied that the portion that can be seen is clear. Either the driver of the primary or secondary unit will approach, staying to the left side, opening the driver door, checking the interior and enter the van through the driver's door, completing the search of the interior of the van.

NOTE - Officers must be flexible during felony car stops. Number of units available, position of the suspect vehicle, and number of suspects all have a bearing on how the stop plays out. Communication between the officer who made the stop and his/her backing officers is crucial.

ISSUING TRAFFIC AND PARKING CITATIONS

INSTRUCTION GUIDE #8 (Phase III)

Objective:

To provide a more rapid response to accident scenes, stranded motorists, and to locations where the normal flow of traffic has been disrupted due to a traffic signal malfunction, objects in the roadway, etc.

To produce a reduction in traffic collisions by concentrating primarily on the enforcement of those violations which are accident-causing by nature.

To promote a positive impression of the department by being mindful of the role each officer plays as a member of the “public relations team.”

Enforcement:

It is the responsibility of every officer to enforce those statutes that apply to the safe operation of motor vehicles, bicycles, and pedestrians while keeping in mind that the primary objective is the reduction of traffic accidents. While officers will always use their own discretion as to when to issue a citation or warning, flagrant or potential accident causing violations should be cited, keeping in mind the circumstances and the spirit of the law.

Traffic Control/Citizen Assist:

Traffic officers are in a unique position to assist the general motoring public. It is the responsibility of every officer to be alert for opportunities to expedite the flow of traffic, to assist stranded motorists, and to act as a general information resource.

Demeanor:

At all times officers shall conduct themselves in a professional, businesslike manner when dealing with violators.

A citation should not be issued unless the officer is certain of the identity of the violator and that all of the elements of the offense have been witnessed. The officer should:

1. Be positive of the action he may lawfully take prior to approaching the violator.
2. Avoid a firm decision that a citation will be issued until conversing with the violator. In some cases, the circumstances may support a warning.

The officer shall be courteous and informative in behavior, language and tone of voice. An

Field Training Officer Program

officer must:

1. Remain aware of his facial expression and body movements as the violator will read certain expressions and/or body language as being sarcastic, rude, flippant, unsympathetic or generally demeaning.
2. Avoid language intended to belittle, ridicule or embarrass the violator.
3. Whenever practical, remove sunglasses while conversing with violators, as many people are offended by them.
4. Do not smoke tobacco or use smokeless tobacco while dealing with violators.

Driver's License:

The citing officer shall accept only the driver's license, not a billfold, card case, envelope, etc.

1. Remember that the violator is not required to surrender the license, only to present it. VC 40302(a).
2. Many times, violators complain that the citing officer did not return the driver's license. To avoid such complaints, the following is suggested:
 - a. After having the violator sign the citation, make a comment such as, *"This is your copy of the citation and here is your license."*
 - b. The officer should make a note on the backside of the officer's copy of the citation, indicating what the violator did with his/her license after it was returned such as...
 - " CDL returned to wallet/purse
 - " CDL placed in center console
 - " CDL placed in shirt pocket
 - " CDL placed in glove box, etc.
 - c. Check the license to insure that it is genuine.

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Unnecessary Delay:

The officer should complete the citation in an expeditious but thorough manner, detaining the violator no longer than necessary. Additional time may be required to run warrant checks, particularly when the violator is not in possession of a valid license.

After releasing the violator, do not follow the vehicle any further than necessary unless waiting for a return on a warrant check.

Public Relations:

Public relations comprise an overall impression of the Police Department based upon all of the contacts, attitudes, activities, policies and opinions that are involved in the relationship between officers and members of the community. It is essential that on traffic stops officers recognize that they are perhaps the most visible representatives of the department and, therefore, are the most important members on the public relations team.

In his/her contacts with the traffic violator, the officer is expected to be guided by the following:

1. Service to the public - Display a friendly and courteous spirit when giving service, even when issuing a formal notice to appear.
2. Fairness - Carry out responsibilities without bias or personal prejudice.
3. Patience - Patience on the officer's behalf tends to produce a calming effect.
4. Courtesy - Courtesy to others presupposes an attitude of desiring to please and to serve.

Field Training Officer Program

CVC ENFORCEMENT

INSTRUCTION GUIDE #9
(Phase III)

CALIFORNIA VEHICLE CODE OFFENSES (CVC manual will be provided annually)
/LAWS OF ARREST/DMV FORMS/FONTANA SCHOOL POLICE DEPARTMENT
FORMS

	Initial and Date Demonstrated	Initial and Date Performed	Initial and Date Competent
10751(a) CVC			
10851(a) CVC			
2800.1(a) CVC			
2800.2 CVC			
40001(b) CVC			
40300.5 CVC			
40300.6 CVC			
40302 CVC			
40302.5 CVC			
40305 CVC			
40508 CVC			
Re-evaluation Forms-DMV			
Cite Corrections			
Citation Books			

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	Initial and Date Demonstrated	Initial and Date Performed	Initial and Date Competent
Parking Citation Books			
Citation Continuation Book			
Citation Dismissal Forms			
Private Property Tow Forms			

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CALIFORNIA VEHICLE CODE ENFORCEMENT

Division 6, Division 10, and Division 17 (reviewed) will be covered. Also, selective enforcement problems as they relate to accidents or other hazards and major violations within the City will be covered.

	Initial and Date Demonstrated	Initial and Date Performed	Initial and Date Competent
31 CVC vs. 148 PC			
4000(a)(1) CVC			
4152.5 CVC			
4462(b) CVC			
12500(a) CVC			
14601.1(a) CVC			
14601.2(a) CVC			
DL 310 form			
14603 CVC			
16028(a) CVC			
21212(a) CVC			
21367(b) CVC			
21453(a) CVC			
21457(a) CVC			
21460.5© CVC			
21461(a) CVC			

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	Initial and Date Demonstrated	Initial and Date Performed	Initial and Date Competent
21650 CVC			
21658(a) CVC			
21703 CVC			
21801(a) CVC			
21802(a) CVC			
21804(a) CVC			
21806(a)(1) CVC			
22106 CVC			
22348(c) CVC			
22349(a) CVC			
22350 CVC			
22400(a) CVC			
22406(a) (1) (2) CVC			
22450(a) CVC			
23103(a) CVC			
23109(a) CVC			
23114(a) CVC			

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	Initial and Date Demonstrated	Initial and Date Performed	Initial and Date Competent
23116(a)(b) CVC			
24002(a) CVC			
24003 CVC			
24004 CVC			
24008 CVC			
24250 CVC			
24252(a) CVC			
26710 CVC			
See Ringleman Chart 27153 CVC			
27315(d)(1) CVC			
27360(a) CVC			
27360.5(a) CVC			
27501(b) CVC 1085(d) title 13			
27465(b) CVC			
29004(a)(1) CVC			
Driver Re-evaluation			
Freeway Stops			

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PEDESTRIAN ENFORCEMENT

	Initial and Date Demonstrated	Initial and Date Performed	Initial and Date Competent
21451(c)(d) CVC			
21453(d) CVC			
21456(a)(b) CVC			
21461.5 CVC			
21950(a) CVC			
21954(a) CVC			
21955 CVC			
21957 CVC			

TOW/IMPOUND ENFORCEMENT

	Initial and Date Demonstrated	Initial and Date Performed	Initial and Date Competent
22651(a-p) CVC			
22653(a)(b)(c) CVC			
22655(a) CVC			
22669(a)(d) CVC			
CHP 1890 Complete Knowledge			

D.U.I. INVESTIGATION

INSTRUCTION GUIDE #10 (Phase III)

Reason for Contact:

Officers usually encounter DUI drivers when they are involved in a traffic collision, stopped for another violation, or observed driving erratically. Absent a collision or chargeable violation, it is good practice to observe indicators of impaired driving.

A few examples include:

1. Drifting within a lane.
2. Stopping over the limit line or way behind it (impaired depth perception).
3. Driving unusually slow or varying speed repeatedly.
4. Difficulty negotiating turns.
5. Braking for no apparent reason (especially approaching green light intersections).
6. Slow reaction time to signals, traffic conditions, etc.

Contact Observations:

Use all your senses when observing the driver's behavior, attitude, and physical condition. Look for evidence of drug or alcohol use. Record signs and symptoms of impairment in your arrest report.

Examples include, but are not limited to:

1. Odor of an alcoholic beverage on the driver's breath or from the vehicle.
2. Drunken, stupor us behavior.
3. Slurred speech.
4. Blood shot and/or watery eyes, droopy eyelids.
5. Slow responses and deliberate or fumbling movements.
6. Rapid speech and movements (possible stimulant drugs).
7. Mood swings or sudden emotional changes.
8. Open containers of an alcoholic beverage or evidence of drugs.
9. Non-responsive, blank stare, and/or muscle rigidity use caution, may be PCP!
10. Bizarre behavior or statements that do not make sense (may be hallucinogenic drugs).

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Initial Questions:

Ask the driver questions to ascertain if there are personal or medical causes for symptoms of impairment you may see, and to establish the driver's abilities and condition so you can fairly evaluate their performance of the Standardized Field Sobriety Tests. If an opinion has not been formed as to whether a crime has been committed or if the driver was involved in a criminal act, these questions should not conflict with their Constitutional Rights. Include the following questions:

1. Have you had any alcohol to drink in the last 24 hours? How much? What?
2. When did you start drinking and when did you finish your last drink? Where?
3. Are you taking any medications or using any drugs? What? When? How much?
4. Are you sick or injured? Explain.
5. Are you under a doctor or dentist's care? Explain.
6. Do you have any physical or mental disabilities? Explain.
7. When did you sleep last? How long?
8. When did you last eat?

Eye Check:

Check for lack of smooth pursuit in horizontal eye travel (LSP), horizontal and vertical gaze nystagmus (HGN and VGN), and lack of convergence (LOC). NOTE: If you are not familiar with these examinations, solicit training from someone with expertise. Once observed, these signs are easier to ascertain and understand. NOTE: During the eye check, observe the pupils. If you see unusual constriction, dilation, or lack of reaction, this may indicate drug influence. In this case, evaluation by a DRE, DIR, or DAR trained officer is preferred.

Standardized Field Sobriety Tests (SFSTs):

Physical impairment is not the greatest danger of driving under the influence. The mental acuity, essential to processing the multiple tasks of driving is affected at much lower levels of intoxication. For this reason, the following tests focus more heavily on divided attention impairment, than on coordination and balance. Other tests may not accurately and fairly determine a subject's impairment, or may only reveal a "drunk" driver and not an impaired driver. Conduct the tests in a well-illuminated area, on a smooth and level surface. Explain and demonstrate each test clearly. It is important the person understands, so you can properly and fairly evaluate their performance. Use all four tests in the order listed or explain the reason for any deviation.

1. **Rhomberg** – Driver stands with feet together (heels and toes touching), hands down at sides, head tilted back, eyes closed and mentally estimates 30 seconds. During this test, note the following:
 - a. Starts too soon (prior to "start" instruction).

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- b. Sway (indicate inches of movement, and direction).
 - c. The actual time elapsed versus the driver's estimate of 30 seconds.
 - d. Eyes opened during test.
 - e. Head lowered down from the tilt back position.
 - f. Feet separated.
 - g. Arms raised to assist balance.
2. **Walk and Turn (Heel to Toe)** - Starting position: Driver stands with the right foot in front of the left foot, in a straight line, the heel touching the toe, arms down at sides, and maintain this position during the rest of the test instructions. Driver then walks in a straight line, taking nine steps forward, touching heel to toe and counting each step aloud. Turn 180 degrees by pivoting on the lead foot, and taking small steps with the other foot. Take nine steps back in the same manner and stop. Note the following:
- a. Unable to assume and maintain the starting position.
 - b. Starts too soon (prior to "start" instruction).
 - c. Stops walking during the test.
 - d. Steps off the line.
 - e. Fails to touch heel to toe.
 - f. Arms raised to assist balance.
 - g. Number of steps taken.
 - h. Improper turn.
3. **One Leg Stand** - Driver stands on left foot, hands down at sides, knees locked straight and raises right foot to front, 6 to 8 inches above the ground. Driver to look at the raised toe, and count aloud from 1001 to 1030, then lower the foot down. After completion, have them repeat the test, this time standing on the right foot and raising the left. Note the following:
- a. Arms raised to assist balance.
 - b. Sways body or foot.
 - c. Hops
 - d. Puts foot down (Note at what number and terminate test after three times).
 - e. Fails to follow instructions: Starts too soon, counts improperly, counts very fast or slow, fails to look at raised foot, etc.

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4. **Finger to Nose** - Driver stands with feet together, head tilted back, eyes closed, hands in front, palms up, fist closed and index fingers extended. At command, touch tip of finger to tip of nose in the following order: left, right, left, right, right, and left. Note the following:
 - a. The exact position the finger first touches the face on each attempt and if the finger is moved to the tip after contacting somewhere else.
 - b. Eyes opened during test (remind them to keep them closed).
 - c. Arms raised out to sides versus in front.
 - d. Head lowered down from the tilt back position (remind them to keep the head tilted back, as this affects the finger to nose trajectory).
 - e. Instructions not followed, i.e., hand not lowered after contact, etc.

Opinion:

Form your opinion **based on the *totality*** of your observations:

1. Driving
2. Objective symptoms
3. Responses to questions
4. Eye signs
5. SFSTs

If you feel the driver is impaired and cannot operate a vehicle safely, arrest for driving under the influence of alcohol and/or drugs, per 23152(a) CVC. Influence is presumed at a .08% or higher blood alcohol content (BAC), per 23152(b) CVC. Charge with both sections if a breath test is selected and the result is .08% or higher BAC.

Minors, under age 21, may not exceed .05 per VC 23140(a). Commercial vehicle drivers may not exceed .04 per 23152(d) when operating a Class A or B vehicle.

Toxicology:

After arresting the driver, advise them per 23157 CVC, which gives them a choice of blood or breath test for determining their blood alcohol content (BAC).

Blood: Sample at hospital. Use SBSO blood kit only or current contract agency, i.e., LEMS Nurses

Breath: Complete checklist, test record card, and log book.

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If you suspect the arrestee is under the influence of drugs, or a combination of drugs and alcohol, obtain a blood or urine sample. If the arrestee requests a breath test, you are obligated to give it to him/her, pursuant to 23175(a)(2)(B) CVC. After completion of the breath test, request that the arrestee choose a blood or urine test. The arrestee is obligated to provide one of them, per 23157(a)(2)(C) CVC.

Traffic Collisions:

A misdemeanor DUI suspect (no injuries to anyone else, or the suspected driver did not cause the collision), being treated at a hospital, may be arrested for 23152(A) CVC, a blood sample collected without giving the choice of another test, and issued a *notice to appear*, with the Watch Commander's approval. **Note:** The arrestee is "in custody" only for purposes of collecting a blood sample and is financially responsible for medical treatment of collision related injuries.

If the DUI violation is a felony (the driver caused the collision and some *other* person suffered minor or moderate injuries), and the suspect is going to be in the hospital for an extended period, collect a blood sample as *evidence*. Charges can be filed later, by way of complaint. Again, the Watch Commander must approve this. **Note:** If the felony DUI violation involved great bodily injury or death, the suspect will probably be arrested and booked at the County Hospital Jail Ward.

Reports:

Booking or Juvenile Contact

Arrest Report

Officer's Statement 13353.2 CVC (DMV form #DS367) - Complete whenever:

1. The breath test results are .08% or higher for adult, .01 for persons under age 21.
2. You expect the results of blood test will be .08% or higher.
3. The arrestee refuses to submit to any chemical test.

Confiscate the driver's California Driver license and attach it to this form or explain if the license is not in their possession. Do not confiscate an out of state license, but still complete the form.

Chemical Test Refusal and Drug Admonition (page two of DMV form #DS367) - Complete this form if the arrestee refuses or fails to complete a blood alcohol test. For suspected drug influence, it is a refusal if the arrestee does not provide a blood or urine sample, even if they completed a breath test. **Note: You must articulate your reasons for suspecting drug influence. **Note:** After refusal, but within three hours of the violation, if the arrestee requests a test, and you become aware of the request, you must administer a test.**

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Administrative Per Se: Order of Suspension/Revocation: Temporary License Endorsement (DL360) - Complete this triplicate form if an arrestee has (or is suspected of having) a blood alcohol content (BAC) of .08% or higher for adults, .05% for persons under age 21, or if they refuse to complete a chemical test for alcohol or drugs. In all cases, give the arrestee the third copy and advise him/her it is a temporary license and he/she should read the instructions. Record breath test results next to the breath test paragraph. For unlicensed or suspended license drivers, record the applicable code section, on the top of the form, before removing the arrestee's copy. Follow the same procedure for drivers licensed out of state.

Checklist and Test Record Card - Use this form for administering a breath test. Follow the checklist step by step.

Blood Sample Consent Form - If required, this form is provided by the hospital. Leave the original at the hospital and put a duplicate in the DR package.

CHP 180 - Use this form if the subject's vehicle is impounded or stored.

Property Report - Use this form if there is a blood or urine sample or other evidence.

Associated Violations:

23140(A) CVC	It is illegal for any person under 21 years, with a BAC of .05% or more, to drive a vehicle.
23152(a) CVC	It is unlawful for any person who is under the influence of an alcoholic beverage or any drug, or under the combined influence of an alcoholic beverage and any drug, to drive a vehicle.
23152(b) CVC	It is unlawful for any person who has a BAC of .08% or more to drive a vehicle.
23152(c) CVC	It is unlawful for any person who is addicted to the use of any drug to drive a vehicle. (This does not apply to a person participating in an approved methadone maintenance program).
23152(d) CVC	It is unlawful for any person who has a .04% BAC to drive a commercial vehicle, as defined in Section 15210.
23153(a) CVC	(Felony) A violation of 23152(a), in which the person driving does any act forbidden by law or neglects any duty imposed by law in the driving of the vehicle, which act or neglect proximately causes bodily injury to any <i>other</i> person.
23153(b) CVC	(Felony) A violation of 23152(b), in which the person driving does any act

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forbidden by law or neglects any duty imposed by law in the driving of the vehicle, which act or neglect proximately causes bodily injury to any *other* person.

- 23153(d) CVC (Felony) A violation of 23152(d), in which the person driving does any act forbidden by law or neglects any duty imposed by law in the driving of the vehicle, which act or neglect proximately causes bodily injury to any *other* person.
- 23175(a) CVC This is a felony enhancement for a misdemeanor DUI arrest (23152 CVC). If a person has three or more prior convictions, within 7 years for violations of 23103 (wet reckless), 23152, or 23153 CVC, or any combination thereof, (making this at least the fourth arrest), the person is booked as a felon and the bail is enhanced.
- 23208(a) CVC Any person who drives a vehicle 30 miles per hour over the maximum, prima facie, or posted speed limit on a freeway, or 20 or more miles per hour over the maximum, prima facie, or posted speed limit on any other street or highway, and in a manner prohibited by Section 23013 (reckless driving), during the commission of a violation of Section 23152 or 23153, shall be punished by an additional and consecutive term of 60 days in the county jail, upon conviction. **Note:** Add this charge to the booking.
- 21200.5 CVC DUI, on a bicycle. \$250.00 maximum fine.

Field Training Officer Program

DUI INVESTIGATION

A review of DUI investigations will be covered. Accident investigations involving DUI arrests will be covered.

- A. Placing the driver behind the wheel and the authority to arrest; case law.
- B. Review of DUI investigations and reports.
- C. Review of evidence disposition related to DUI arrests.
- D. Review of Fontana Police Department policies related to DUI investigations.

	Initial and Date Demonstrated	Initial and Date Performed	Initial and Date Competent
Citation Release			
Booking			
Arrest			
Expedited Youth Accountability			
Forced Blood Draw			
Blood Draw			
Admin Per Se			
Field Sobriety Tests			
Alco Sensor			
Breath Test			
Medical Questions			
Urine Sample 11550 HS (only)			
23152(a) CVC			
23152(b) CVC			

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	Initial and Date Demonstrated	Initial and Date Performed	Initial and Date Competent
23153(a) CVC			
23153(b) CVC			
23153(d) CVC			
21221.5 CVC			
23136 CVC			
23140(a) CVC			
23142 CVC			
23222(a) CVC			
23222(b) CVC			
23223(a) CVC			
23224(a) CVC			
23225(a)(1) CVC			

Field Training Officer Program

DISPATCH TRAINING

1. Dispatch Procedures

This will be an introduction to radio dispatch. The trainee will learn procedures involving dispatching of patrol and traffic units. The trainee will also be shown telephone procedures, use of the dispatch records, daily log and RIMS.

2. Automated Information Sources

The trainee will be shown the various automated information systems available to the radio dispatcher. Training will include the automated state systems, CIL, NCIC, NCI, DMV information systems and other automated systems available through the state of California. The trainee will also be shown the automated information systems offered through San Bernardino County Sheriff's Office, which includes CNI, central booking information, warrants, traffic and various property and court information systems.

3. The dispatch training period is to be one week or a total of 40 hours.

Item	Demonstrated by	Date
Overview of dispatch center		
RIMS: Call Card		
Premise File/Previous Events		
Unit Status		
Call Taking		
Lobby Traffic		
Radio: Channels available		
Unit radio in console		
Monitoring other agencies		
Confidentiality of messages		
Use of Criss-Cross		
School Directory (Zangle/Centrex)		
10-29 on SVS		
10-28 on vehicle: (CA/out of state)		
DL Check (CA/out of state)		
Inquiry to AFS		
Inquiry to APS		
Inquiry to WPS/MUPS/NCIC/Restraining Order		
Inquiry to CHS (CA & Nat'l)		
CNI Inquiry/T-cite Inquiry		
Supervised Release File		
Restraining Orders File		
Video Camera System Monitoring		

Field Training Officer Program

PHASE III (Weeks 10 to 12)

TRAINEE CHECKLIST

THE FOLLOWING SUBJECTS WILL BE COVERED DURING THE 3ND PHASE OF THE TRAINEE OFFICER'S TRAINING

Glossary: *FP= Field Performance RP= Role Playing WT= Written Test VT= Verbal Test*

PATROL-WATCH-BEAT ASSIGNMENTS

Date Instructed	How Performed				FTO Initials	Trainee Initials
	F P	R P	W T	V T		

2. FIXED POINT TRAFFIC CONTROL

- a. Mechanics
- b. (1) Hand signals
- c. (2) Use of flashlight
- d. (3) Officer position
- e. Signalized intersection
- f. Uncontrolled intersection
- g. Portable signals
- h. Flares and cones
- i. City callouts (traffic control)
- j. When and how to take control of an intersection
- k. Other

3. TOWING PROCEDURES

- a. Requesting a tow
- b. From where and when to tow
- c. Private property
- d. Parking Enforcement Detail
- e. Resulting from an arrest
- f. Impounds-Evidence Holds
- g. Storage-Safekeeping
- h. Related Vehicle and Municipal Codes (Cheat Sheet)

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Field Training Officer Program

Date Instructed	How Performed				FTO Initials	Trainee Initials
	F P	R P	W T	V T		

- i. Abandoned Vehicle policy
- j. Private Property Tow policy
- k. Other

4. VEHICLE SEARCHES AND INVENTORIES

- a. Officer Safety
- b. Probable Cause
- c. Consent Search
- d. Vehicle Inventory Search
- e. Search Incident to Arrest
- f. Areas of Search for Contraband
- g. Documentation of Inventory
- h. Other

5. RECOGNITION OF STOLEN AND ABANDONED VEHICLES

- a. Ignition (steering column condition)
- b. How and Where Parked
- c. Ext. & Interior Condition (dirt/debris/windows)
- d. Locating VIN

6. STOLEN VEHICLE REPORTS

- a. Filling out CHP 180
- b. Broadcast
- c. Verification of repossession
- d. Embezzled vehicles
- e. Other

Field Training Officer Program

Date Instructed	How Performed				FTO Initials	Trainee Initials
	F P	R P	W T	V T		

8. ISSUING PARKING AND TRAFFIC CITATIONS

- a. Violator contact
- b. Proper violations
- c. Proper completion of citation
- d. Information on back of violator's copy
- e. Policy for handling a driver with suspended or revoked license
- f. Procedure for refusal to sign
- g. Voiding citation
- h. Citation errors-before violator leaves and after
- i. Court appearance dates-County seat cite

Field Training Officer Program

TRAINEE CRITIQUE OF FIELD TRAINING OFFICER

In an effort to keep the FTO program up to date and functioning as well as possible, the trainee at the completion of each phase of training must fill out this critique form. It is to the FTO's benefit to know the impression being made on those in training and FTO's welcome objective feedback. With this in mind, the trainee is requested to honestly appraise and evaluate the FTO in the areas listed below.

INSTRUCTIONS:

Place your FTO's name in the blank space below. If you had more than one FTO during the phase, place the name of the FTO you spent most of your time with. FTO's receive only a summary of the critique forms at the end of a training cycle. The actual critique is reviewed only by the FTO supervisors and is not given to the FTO, nor does it become a part of the FTO's personnel file.

Your FTO: _____ **Phase:** _____

PART I

1. The Field Training and Evaluation Program is concerned with both training and evaluation. Assign percentages (to total 100%) to the amount of effort your FTO exerts in each area. (Example: Training 50%, Evaluation 50%).

TRAINING _____ EVALUATION _____

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

I am one of a number of police recruits _____ I am an individual _____

PART II

Circle one of the responses that follow each of the seven statements below. Each answer needs a short narrative explanation.

1. The example set for you by the FTO

Poor Fair Average Good Excellent

Explanation: _____

Field Training Officer Program

2. The FTO's interest in imparting training material and information to you?

Poor Fair Average Good Excellent

Explanation: _____

3. FTO's knowledge of the training material covered?

Poor Fair Average Good Excellent

Explanation: _____

4. FTO's skill as an instructor/teacher/trainer?

Poor Fair Average Good Excellent

Explanation: _____

5. FTO's ability to communicate with you?

Poor Fair Average Good Excellent

Explanation: _____

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6. FTO's application of honesty, fairness and objectivity in rating you?

Poor Fair Average Good Excellent

Explanation: _____

7. FTO's overall attitude for the job assignment?

Poor Fair Average Good Excellent

Excellent: _____

List the area(s) in which you think your FTO puts forth his/her **WORST** effort. _____

List the area(s) in which you think your FTO puts forth his/her **BEST** effort. _____

Print Name/Badge #

Signature

Place completed form in an envelope and put in your FTO Sergeant's tray.

Received by: _____

Date: _____

Phase IV

FIELD TRAINING OFFICERS LOG

Officer/Badge #

PHASE IV

Team _____

Beat _____

FTO _____

RE-PHASE

Team _____

Beat _____

FTO _____

NOISE/ANIMAL COMPLAINTS

INSTRUCTION GUIDE #1 (Phase IV)

1. The following procedure may be used for answering noise complaints:

In such cases, the person responsible for the noise should be contacted and the Municipal Code or Penal Code checked for a specific violation.

- A. On arrival at the scene, listen and determine if there is an actual noise violation.

Keep in mind that specific violation must be determined for each individual arrested (i.e., 25 persons at a noisy party cannot be arrested for 415 PC).

If court testimony must be provided, it must show that the person arrested was committing the noise violation and that the noise was a violation. Develop specifics, which would show that the noise is a violation. Refer Penal Code Section 415(2).

- (1) House construction is not a violation. Fontana City Code has certain requirements for construction, with regards to hours of the day.
- (2) A loud band or music by amplified sound would be unreasonable in a residential area.

Group activities would be more appropriately handled within confines of Penal Code Section 403 Disturbing public meetings, Section 404 - Riot, Section 406 - Rout, Section 407 - Unlawful assembly, etc. Section 416 PC assembly for purpose of disturbing the peace/refusal to disperse.

Develop an understanding of the sections relating to this area.

- B. Contact the head of the house or actual tenant of apartment, advise of complaint and violation.

The person responsible for the premises must be advised. He/she may be the one that will be arrested if he does not comply with the requests. Proof of advisement must be in your testimony. Get identification.

- C. After leaving, stay in the vicinity to see if the disturbance continues. Determine distance noise can be heard, etc.

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- D. If required, contact informant. Advise the informant as to the future probabilities and requirements of the informant, i.e., specific violations being observed, unreasonableness of actions of suspects, officers' requirements, law requirements, future court testimony and back-up by the informants, and possible citizens' arrests for violations not observed by the officer.
- E. Get names of additional witnesses if prosecution seems likely.
- F. Check back periodically.

Record information such as time, noise level, type of noise, etc.

- 2. Use care not to interfere with Constitutional Rights on complaints of noisy, religious or political meetings.
- 3. No specific description of loud or unreasonable noise is enumerated by law. Specific noise must be determined and described, and specific evidence must be developed to prove the elements of the offense.
- 4. If an arrest is to be made, and the violation is not in your presence, follow the procedures outlined under private persons arrest.

Animal Complaints:

Will be referred to ANIMAL CONTROL via Dispatch

C.O.P.S. Projects:

- 1. On-going disputes should be documented, as a C.O.P.S. project to insure all agencies can be coordinated in resolving the complaint.

RAPE CASES/SEX CRIMES

INSTRUCTION GUIDE #2

(Phase IV)

Victims of rape cases are most often severely traumatized. How they will hold up under the strain of an investigation is often dependent on the first officer's contact with the victim. While we are often most interested in the fact that a law has been broken, rape victims feel violated far beyond anything having to do with laws. It is critical for police officers responding to a rape victim to be sensitive to her needs and her mental health in addition to issues of law. Responding officers should be patient, caring, and recognize that the mental state of the victim may inhibit her from being as cooperative as victims of other crimes. This does not mean that the victim does not want to cooperate fully; she may just not be able to at the initial contact. The entire investigative process may depend on your first contact with the victim.

In the initial interview, remember the various elements of the numerous associated offenses:

1. **261 PC – Rape**
 - A. Sexual intercourse, not wife of perpetrator, when done with:
 - (1) Female under 18 years;
 - (2) Female incapable of consent due to mental condition;
 - (3) Resisting female, who was overcome by force or violence;
 - (4) Prevented by threats of harm, with coupled ability;
 - (5) Unconscious of the actual nature of the act;
 - (6) False belief that man is her husband.
2. **263 PC - Any penetration is sufficient**
3. **207 PC - Kidnapping**
 - A. Transporting against will or with false promises
4. **220 PC - Assault with the intent to commit:**
 - A. Rape
 - B. Sodomy
 - C. Mayhem
 - D. Robbery
 - E. Grand Theft
5. **286 PC - Sodomy**
 - A. Crime against nature with mankind or animal.

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6. **288 PC - Sexual assault with child under 14 years**

7. **288 PC - Oral copulation**

8. **Evidence**

- A. Victim should be transported to the hospital for a medical examination.
 - (1) Even though the victim has showered or bathed within 2 hours since being sexually assaulted.
 - (2) When oral copulation is involved (samples can be obtained).
 - (3) When sodomy is involved.
 - (4) Even though the victim has had sexual relations with spouse or boyfriend before being sexually assaulted.
- B. Rape kit required for suspect.
- C. Victim's/suspect's clothing and any bedding must be taken as evidence.

NOTE: New classification techniques are able to classify and identify two or three different samples.

9. **Rape Crisis Hotline**

- A. Officers should have resource numbers available to refer to the victim.
- B. Victim's right to have a counselor present during interview. (See our Victims of Crime card for explanation).

HOSPITALIZED OR INJURED SUSPECTS

INSTRUCTION GUIDE #3 (Phase IV)

During the course of making arrests, you will occasionally encounter a suspect who is injured or who became injured during the arrest. You are required to see that the suspect receives medical treatment.

Minor Injuries:

1. If suspect sustained a minor injury, he/she must be transported to Arrowhead Regional Medical Center, for treatment prior to booking.
2. Obtain a medical release, with the name of the doctor who treated the suspect and then book the suspect like any other suspect, except that this booking form should indicate the suspect's injury, treatment, and release for booking.
3. While at Arrowhead Regional Medical Center, the officer should stay with suspect at all times and monitor his/her movements even during treatment. Take care that the suspect does not:
 - A. Escape, or
 - B. Assault officers or medical staff, or
 - C. Secrete evidence or narcotics
4. It is possible to cite release a suspect at the hospital and in many misdemeanors this procedure should be followed.

Serious Injuries:

If the suspect is more seriously injured and the hospital orders the suspect to be hospitalized, the procedure is somewhat different. However, your concern for officer safety and the safety of others should not be lessened. If it is at all possible, the suspect should be searched and you should maintain as close an observation as possible while the suspect is still in your custody.

If the suspect is going to be held, he/she will be transported to Arrowhead Regional Medical Center Jail Ward. The Sheriff's Office guards hospitalized prisoners. However, prior to accepting custody of the suspect, the suspect must have been formerly admitted to the hospital and absentee booked at County Jail.

Field Training Officer Program

When making out your report, you should be sure to obtain information needed by Jailer plus:

1. The injuries sustained by the suspect.
2. The doctor treating the suspect.
3. The treatment given.
4. The location of the suspect (what hospital, room number, etc).

ATTEMPT SUICIDES

INSTRUCTION GUIDE #4 (Phase IV)

Arrival:

1. Safety
 - A. Officer Safety
 1. Officers may become a target for hostilities:
 - ☐ Knives
 - ☐ Guns
 - ☐ Suicide by Police
 2. Medical personnel/Citizens
 - B. Aid to the victim
 1. Paramedics
 2. Ambulance
 - C. Protection of the scene - duties of initial responding unit
 1. May later become a death case.
 - a. Direct/keep unauthorized or unnecessary personnel (including officers) out of scene.
 - b. DO NOT STEP ON OR TOUCH ANYTHING until the situation dictates your actions.

Suicide – Motives:

1. Mental Health
2. Emotional difficulties
 - A. Family difficulties.
 - B. Financial difficulties.
 - C. Death of family/friend.
 - D. Involvement in crime.
 - E. Other crisis.

Field Training Officer Program

Physical Evidence:

1. Weapons
 - A. Physical evidence
 - B. Fingerprints
 - C. Seizures and appropriate forms completed immediately.
2. Drugs
 - A. Medicine cabinets
3. Suicide notes
 - A. Check for presence
 - (1) Obvious locations.
 - (2) Trash containers.
4. Investigations
 - A. Fingerprints
 - B. Handwriting
5. Custody of note
 - A. Coroner (obtain copy)
 - B. Booked into evidence

Dispo of Person:

- A. Medical treatment
- B. 5150 WIC hold

Reports:

- A. 5150 hold
- B. Injury report

DEATH REPORTS/DEAD BODY CALLS

INSTRUCTION GUIDE #5 (Phase IV)

Arrival:

1. Aid to the victim if still alive.
 - A. Paramedics
 - B. Ambulance
2. Protection of the scene - duties of initial responding unit
 - A. Direct/keep unauthorized or unnecessary personnel (including officers) out of scene.
 - B. DO NOT STEP ON OR TOUCH ANYTHING until the cause of death dictates your actions.
 - C. Scene entry log if homicide.
3. Ascertain cause of death if possible, without moving/touching body.
 - A. Homicide
 - B. Suicide - handle as if a homicide
 - C. Accidental
 - D. Natural
 - E. If unknown, handle as though it were a homicide until a supervisor advises otherwise.

Notifications and Procedures:

1. Homicide/Suicide
 - A. Officer Safety
 - B. Broadcast of suspect info.
 - C. Field Sergeant/Watch Commander
 - (1) Will make determination if detective will be called out.
 - D. Coroner (see below)
 - (1) Coroner's report number
 - E. Next of kin
 - (1) Detectives or coroner
2. Accidental

Field Training Officer Program

- A. Field Sergeant
 - (1) Will make determination if detective will be called out.
 - (2) Traffic personnel if traffic related death (will assist you).
 - B. Investigations
 - C. Coroner (see below)
 - (1) Coroner's report number
 - D. Next of kin
 - (1) Detectives or coroner
3. Natural
- A. Watch Commander or Field Supervisor
 - (1) Telephone or in person with details of death.
 - B. If any doubt, treat as homicide and follow homicide procedures.
 - C. Factors determining police involvement.
 - (1) Location and circumstances of death
 - D. Next of kin
 - E. Family doctor
 - (1) If unable to locate or will not sign the death certificate, advise coroner.
 - (2) If will sign the death certificate, advise coroner.
 - F. Family morgue
 - (1) If family has prior arrangements, make contact.
 - (2) If family has no prior arrangements, have them choose one and make contact.
 - G. Coroner (see below)
 - (1) Advise if next of kin notified.
 - (2) Advise of doctor's willingness to sign.
 - (3) Advise if family has chosen morgue.
 - (4) Coroner makes decision on dispo of deceased.
 - (5) Coroner's report number.

Reports:

- 1. Homicide
 - A. Dead Body Report & Crime Report
- 2. Suicide/Accidental/Natural

Field Training Officer Program

A. Death Report

Coroner:

1. Deceased's property and location all belong to, and are exclusive responsibility of, coroner.
 - A. Do not touch or remove anything from any of these without the coroner's permission.
2. Makes final decision on dispo of deceased, property and location.
 - A. Will issue a receipt to you for what they take
3. Will notify and summon county morgue if homicide, suicide, accidental and in natural deaths where no mortuary has been arranged.
4. Will make notification to next of kin if detectives/officers unable to do so.

Investigations:

1. Photographs
2. Will recover evidence working in conjunction with coroner.
 - A. Weapons
 - B. Clothing
 - C. All other possible items of evidence.

GANG ACTIVITY

INSTRUCTION GUIDE #6

(Phase IV)

This portion of the training manual is designed to introduce you to street gangs. The information you will be given will hopefully help you in identifying gang members, familiarize you with the types of crimes committed by gang members, and give you some ideas on how to appropriately handle your contacts with gang members in the field. Currently, estimates of street gang activity in the San Bernardino and Riverside County areas places the number of criminal street gangs at approximately 1200, with a membership containing in excess of 25, 000 members throughout the Inland Empire. You can obviously see the importance of gaining information on how to both safely and properly succeed in identifying and dealing with gang members.

Hispanic Street Gangs:

Hispanic Street Gangs were first identified in the Los Angeles area in the early 1900's. The "zoot suit" era of the 1920's, 1930's, and 1940's, were extremely important with regards to the formation of gangs. People living in the different areas of Los Angeles were forced into somewhat of seclusion within the neighborhoods that they lived due to the fact that jobs were scarce and skilled labor was sparse. The education level of many of the residents was quite low, and their ability to make or obtain high paying jobs was limited. Because of this fact, many of these neighborhoods became close-knit communities in order to protect themselves from other neighborhoods coming in and taking jobs and/or their monetary living. These neighborhoods became increasingly important to protect and were ultimately the birthplace of modern day street gangs. Many experts have disagreed on which street gang was the first to be labeled as a criminal street gang. It is generally agreed that gangs such as "18th Street" "Marianna Monte Villa" and "White Fence" were some of the first.

As time progressed, the expansion of modern freeway systems allowed many of these people to relocate to the suburban areas surrounding Los Angeles County. In the late 1960s into the early 1970s, many of these people started to move into the Inland Empire. This was primarily because of the labor intense jobs, low housing costs, and the fact that they were known by other criminal street gangs and were trying to get away from them. The Inland Empire had also been the birthplace of several multi-generational gangs. However, it is also filled with gang members who are transitory in nature. Many of these gang members moved from the Los Angeles area and for the most part set up shop here in the Inland Empire.

For gangs who are multi-generational, such as "South Fontana", the protection of their "turf" or area that they felt belonged to them caused them some great concern. As the transitory gangs moved into the area, "turf wars" or "gang wars" would break out. A

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classic example of this was demonstrated in the early 1990's when the Headhunters gang relocated with a small click in Southridge. This was directly in line where South Fontana had been commonly operating. There was a clash between the Headhunters and South Fontana, which resulted in a gang war. This gang war left numerous murder victims and assault victims in its wake.

The primary thing to remember with regards to Inland Empire Hispanic gangs is that it is a sprinkling of both multi-generational turf members, as well as transitory gang members from other parts of the state.

Hispanic gang members generally view respect and pride (machismo) as being very important. Failure for members to show respect properly to older gang members, the church, and to people of an older generation is generally met with swift corrections or retaliation. You should keep this in mind when dealing with Hispanic gang members as they generally respond better to officers who are respectful to them. However, if a Hispanic gang member shows disrespect to the officer, the officer is expected to immediately stand up to that gang member, especially in the face of the gang member's associates. Failure to stand up and show strength in their eyes will ultimately reduce the gang member's respect for the officer. Hispanic gang members hold females, especially their mothers and girlfriends in a very high place. Officers should always try to refrain from derogatory comments about gang member's mother and their girlfriend if they are trying to obtain information from that gang member.

Currently there are approximately 8-12 different Hispanic gangs operating within the city of Fontana. You should familiarize yourself with the following gang names and realize that these are criminal organizations working within the city.

- South Fontana
- North Fontana
- TDK
- TFK
- Headhunters
- West Side Diablos
- Hard Times

Hispanic gangs generally describe themselves as being involved in "cliques". They may also have a hierarchy structure, which would start from the entry-level gang member in a set or clique known as Peewees, moving up such as with OVS out of Ontario, where the highest structure of gang member would be called a "Black Angel." Hispanic gangs are controlled for the most part by prison gangs. The Mexican Mafia, which controls the southern portion of California, south of Bakersfield will direct members of criminal street gangs on how to conduct business. They will also expect payment between one third to one half of any profits from illegal activity such as drug sales or extortions. The Mexican Mafia is made up of members of criminal street gangs who have been sent to prison and

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who have become “Carnales” (brothers) within the prison system. They are able to direct and enforce their decisions from prison through various means on the street. They are able to collect taxes by these enforcement procedures. Many of these procedures include such things as requesting rival gangs perform a “hit” or contract murder on another gang for failure to pay taxes. They also control the street gangs by making it perfectly clear that as a criminal street gang member that they may undoubtedly end up in prison. The Mexican Mafia will perform a “hit” inside of the prison of any person who failed to carry out their wishes while they were on the street engaged in a criminal street gang. Most all criminal street gangs that have been identified in the city of Fontana that are Hispanic, have been deemed to be allegiant to the Mexican Mafia. These criminal street gangs pay a heavy tax to the Mexican Mafia for their operation purposes.

Hispanic gang members have various ways of dressing. As in the past many gang members still dress in baggy clothes with white t-shirts or tank tops. Many of the gang members shave their head and many still drive lowered General Motors vehicles. However, this is turning into an exception rather than the rule. Many Hispanic gang members now dress in properly fitting attire. They are beginning to grow their hair out and driving vehicles that are much more common to the norm of society. The reason is that gang laws have changed significantly to make it very difficult on gang members during prosecution. Gang members have realized this and started to change their appearance to make it more difficult for police officers to readily identify them. One thing that still remains the common is gang tattoos, hand signs and graffiti. Hand signs and graffiti, as well as tattoos, will vary significantly from one gang to another. Generally though, gang members can be found with some form of tattoo that will identify them and their membership in their criminal street gang.

Crimes committed by Hispanic street gang members range from the very minor, such as petty theft, through murder. The generality of crime is to include crimes that cause fear and intimidation in the general public such as bank takeover robberies, robbery of liquor stores, or homicide. At which time gang members will regularly yell out their gang name, yell out the name of their clique, or possibly even graffiti an area near where they have victimized someone. The idea of doing such things is to further the gangs intimidation within that community. Gang members regularly aid and abet each other in the commission of a crime committing acts such as witness intimidation.

Hispanic street gang members have been in the past and will continue to be extremely violent. Homicide is always likely with all members of criminal street gangs, especially as their influence grows through the prison gang system. Officers should always remember to use proper safety tactics and to search not only the male gang members, but also their female counterparts. Officers should also remember that Hispanic females are just as culpable as being gang members as are the males. They should be treated in very similar fashion with regards to searches, contacts, and identifications.

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Black Criminal Street Gangs:

The origin of Black criminal street gangs is predominately from the east coast and the Chicago area. The formation of these gangs again was for the most part monetary as they formed these gangs in order to complete criminal racketeering. The gangs themselves were set up on the basis of being criminal organizations whose sole purpose was to earn a living by unlawful means. Most Black criminal street gangs from the time of inception had been involved in narcotics trafficking, robberies, and contract murder.

In the past there was a great division between Black gang members through the “Crips” and the “Bloods.” In the 1960’s and 1970’s, officers would rarely find Crips and Bloods together as they were deemed to be mortal enemies. That has dramatically changed over the years. Into the present we now regularly find persons who still may claim Crips or Bloods working together towards one goal. That common goal is monetary gain primarily conducted or done through narcotics trafficking. The drug of choice to traffic for Black gangs in the Inland Empire is rock cocaine, speed or amphetamine, and marijuana. Black gangs within this area are also involved in takeover robberies, carjacking, and again murder for hire.

Black gangs are also tied directly to the prison system. The Black guerrilla family is the predominant black gang within the California Department of Corrections Prison system. However, there are several small off shoot prison gangs that have not yet been identified, but are popping up and are becoming organizations of control for the Black street gangs. Black gangs are not as organized as Hispanic gangs with regards to the direction they receive from the prison gangs. Many of the prison gangs are broken into separate facilities such as Folsom or San Quentin which direct specific areas of street gang organizations. However, many of the Black criminal street gangs do have a large network of criminal enterprise, which allows them to conduct business not only in the Southern California area but also across the nation.

With regards to the street gang membership, Black gangs do not have a specified leader. The “OGs” (old time or original gangsters), generally will give direction to the younger members, but are not always well respected. Black gangs tend to be very self-centered and focused on individuals more so than their specific gang. It is only when confronted by large numbers of hostiles that Black gangs will come together to defend themselves and/or become aggressors.

Black gangs also have tattoos, hand signs, and graffiti that are used to identify them. Similar to Hispanic gangs, they will use certain symbols, letters and markings as tattoos and graffiti to list their membership. They will also use hand signs to non-verbally communicate with each other as to what sector clique they are from.

Black gangs have a tendency to be extremely violent. They will use information against police officers such as racial tension in an attempt to avoid proactive police work. Many Black gang members follow radical religious groups such as separatist’s organizations as

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are seen regularly in the media. Officers should be aware of this fact and should not allow it to deter them from proactive policing. They should simply be aware of this fact and be prepared to deal with these types of confrontations. Black gangs are not as stringent about respect issues as Hispanic gangs. However, they do regularly become infuriated when officers contact them for what they believe to be an improper reason. Officers need to understand this so that they can react to the situation in a safe and prudent manner. Violence against officers by Black gang members is common and you should be aware of this fact.

White Criminal Street Gangs:

White criminal street gangs will take the shape of many different groups. Predominately, white gangs are separatist's organizations built on racial hatred. Groups such as the "Skinheads" or "Peckerwoods" are common for the Inland Empire. These groups are built on hatred and biased against anyone who is not of their same racial or ethnic background. Other versions of white street gangs are referred to as "Stoners." Stoners are individuals whose sole purpose in life is to engage in the use of narcotics. They are typically involved in listening to heavy metal rock music and/or new wave music. They will also delve into the occult and in some forms of devil worship. A common symbol for these individuals is the Anarchist symbol, which they may place on their personal property or have tattooed on their bodies.

White criminal street gangs are also tied to the prison system. In years past, white criminal street gangs were tied to the Aryan Brotherhood or the "AB." However, over the past decade that has begun to change. Because of the California Department of Corrections validation system, the majority of the gang leaders from the Aryan Brotherhood have been locked down in the secure housing units of the prison. That has made running the operations from the prison system extremely difficult. The more recent gang that has become involved in the day-to-day operation in regards to white street gangs is the group "Nazi Low Riders". Many of these members came from the Orange County area and developed into criminal street gang members and they were ultimately promoted within the prison system to prison gang members. The control held by the prison gangs over the street level gang members is very similar as with the blacks and Hispanics.

A new gang that is tied to both the prison system and the Inland Empire street gangs are known as Peni or Pen1, which stands for "Public Enemy #1". This again is a group that originated in the Orange County area and is made up of White Supremacist or White Separatists who have begun to grow in power within the street gangs as well as the prison system.

Tattoos amongst the white street gangs are extremely important. Officers can expect to see tattooing of various types on street gang members or prison gang associates. These tattoos can include the numbers 88, which stands for the 8th letter of alphabet. Translated this would stand for HH or Hiel Hitler. They also have tattoo pictures of Hitler. Celtic or

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Iron crosses, swastikas, pictures of crime scenes involving the death of minorities and the letters SWP, which stand for “Supreme White Power”.

The type of clothing worn by white street gang members is similar to Hispanics. The latest trend officers have been seeing is that many of these gang members will dress in clothing more suited for the norm of society, however, the white cotton tank top and baggy jeans with Doc Martin style boots are still very popular. Hairstyles have varied somewhat, but short-cropped hairstyles are predominant.

White street gangs are some of the most violent members of society. Their propensity for violence towards law enforcement is the highest amongst all of the street gangs. Because of the very nature of the gangs’ origin and their belief system and separatism, it has made them very hateful towards most people. They see the police as being the alter ego of their existence. There have been numerous attacks on Inland Empire Law Enforcement officers by members of White Supremacist groups. They deal heavily in illegal firearms and sometimes explosives. The drug of choice of this group to both use and manufacture is amphetamine. This lethal combination of amphetamine use, along with a violent belief system makes these individuals extremely dangerous for the law enforcement community. Officers should take extreme caution whenever dealing with members of these organizations. They are very skilled at conversing with officers in trying to lull them into a sense of false security.

Besides the white street gangs that have been mentioned, we must also include members of various militia groups and members of outlaw motorcycle gangs. The characteristics of each of these groups is similar with regards to their belief systems, their tattooing and clothing, however, with militia groups many of them are highly trained either by the United States military or within private training camps. The biker groups tend to arm themselves with the legal justice system by filing numerous complaints and civil liberty violations against officers who take proper enforcement action against them. These are ways in which they try to dissuade proactive policing in their presence.

Asian Gangs:

Within the Inland Empire, and primarily within the city of Fontana, there has been very minimal Asian gang activity. This is simply because of the racial makeup of the city. However, that does not mean that Asian gangs do not exist here, it simply means that their population is very small. Therefore, little is known about Asian gangs within this area. Because of their secrecy and the fact that they do not overexpose their existence, actual data is hard to obtain. They also tend to prey on people of their own race. These people are reluctant to contact police for fear of reprisal and often believe that the police will be less than honest.

Asian gang members participate in home invasion robberies, extortion and auto theft. They have also been known to deal in the manufacturing and sales of illegal automatic weapons and some explosives. For this reason officers should use extreme caution

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whenever dealing with people who they believe to be Asian gang members or associates.

Instead of tattoos, Asian gang members tend to use burn marks to identify themselves. There are numerous areas, which they will scar their bodies with burns in order to signify certain activities they may be involved in. They also use the burns to identify their membership within a certain criminal street organization. Some of the most popular criminal street gangs out of Los Angeles and San Francisco areas involve Chinese immigrants who use the criminal street gang of Wa-Ching.

Identification of Asian gang members is usually the most difficult thing that officers will be tasked to do. These members will regularly lie about their identification as they also participate in identity theft and forgeries. Many times the only way to properly identify a member of these organizations is through fingerprinting. The difficult part of that is if they have never been arrested and their prints never entered into the Cal-Id system they will never be identified. Officers should take care to fingerprint, photograph, and properly document any marks, scars or tattoos on the bodies of Asian gang members.

Safety When Dealing With Gang Members:

Officers should always remember that any criminal street gang member and/or an associate of a prison gang have the potential to kill them at any time. Many of these people engage in horrendous criminal activity including murder for hire, robberies and extortion. Officers need to understand that criminal street gang members will not hesitate to use force to overcome an officer if they believe that force will allow them to go free. Many times they have a built in communication system by use of hand signs and body language that will inform each member that they are about to attack an officer.

From beginning contact with any street gang member, officers should use proper and safe proven tactical methods in order to gain control of the individuals they are dealing with. Thorough searches of anyone suspected of being a gang member is a must given the proper guidelines set forth by the law. After the gang member is searched, they should immediately put in a disadvantage to the officer such as seated on a curb or placed into a secured vehicle. **Always remember to search the shoes of any gang member you come in contact with.** Officers in the Inland Empire have found numerous weapons and contraband placed in the shoes of gang members. This is a popular hiding spot and is often overlooked by officers conducting investigations.

Graffiti:

The language of the gangs is graffiti. Gang members use it to claim territories and use it to issue threats and warnings. It is a plague that hits all communities within the gang's territories. Your role is one of an observer. Once you see graffiti in an area, make proper notifications and see that it is removed. If left alone over a period of time, it will be a challenge and gang members will certainly find it necessary to communicate with each other with either threats or actual carried out violence.

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Graffiti can be used to gather intelligence. Here are some basic rules in reading graffiti:

TDK, SF, Westside-each of these denotes different gang names as written in graffiti.

13-This stands for the thirteenth letter of the alphabet, or for “M” which stands for the Mexican mafia. Also denotes the south, or the southern portion of the state.

SUR-Also means south.

Con Sofos or C/S-Means what are you going to do about it.

C/K or B/K- Crip Killer or Blood Killer

187- Murder

Tiny, Spanky, Sniper, Trigger- This refers to an individual gang name and may be seen on various rosters attached to the criminal street gang’s full name.

Any type of crossing out of one gang’s graffiti by another gang is usually an indication of a turf war or battle over monetary gain. Officers should take caution in reading these signs and know that it possibly means there is trouble brewing.

These are just some of the basics. As you can see, it is important to remove the writing before challenges fly and the wars begin. Also, the author of the graffiti is usually the first name listed on the roster or the last name listed. Keep in mind when you are trying to find out who is responsible for placing the graffiti.

Gang Cards:

The Fontana School Police Department, through Fontana Police Department’s gang unit, regularly completes cards, which are known as gang cards. These cards are used to properly document and identify known criminal street gang members and prison gang associates who are found within the confines of the city. This information is translated into important intelligence information within the department’s computer system. Officers should consult with their field-training officers for the proper way of filling out these cards. If the training officer is not familiar with filling out these cards, the training officer should immediately contact a member of the Fontana Police Department’s gang unit for proper instruction. The criteria held within these gang cards is specific and each officer, in order to verify or validate a person as a member of the criminal street gang should realize that three or more criteria listed on the back of the gang card such as hand sign, clothing or tattoos, association with a gang membership, and arrested with a gang while participating in a gang crime, should be checked in order to verify gang membership.

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Please understand that proper intelligence gathering by all officers of the Fontana School Police Department will lead to successful prosecution in the future.

Along with gang cards, it is advisable for officers to attempt to obtain photographs of these individuals. The photographs, while they cannot be posed, unless it is an arrest situation, can simply be taken at any time by an officer. The photograph is to be placed with the gang card and turned into the gang unit. If at all possible, a dark or solid color background should be obtained during the photograph process.

Conclusion:

Gang investigations are in depth and involved proper intelligence gathering, however, the most important portion of any gang investigation is officer safety. These individuals are violent criminals who will not hesitate to kill an officer if the officer makes a mistake in tactics. Remember to properly detain, search, and then identify each of these persons. The safety of every officer is the most important. Proper documentation is the second most important aspect in gang investigations. If at any time an officer has a question with regards to any gang investigation or the identification of an individual, they should immediately contact a member of the San Bernardino County Multiple Enforcement Team/Gang Unit (SMASH) for assistance.

Your gang detail will be happy to supply you with any further information you need to assist you in the performance of your duties.

Hate crimes:

Hate crimes are of a serious nature and have significant consequences within the community. The trainee should read and understand P.C. 422.6, and be able to discuss what elements are necessary to complete a police report. The trainee shall also be able to recognize hate crime indicators such as slurs or symbols against race, religion, sex, sexual preference, and hate group icons such as a swastika.

The impact a hate crime has on a community cannot be measured and is multi-faceted. The victim may have psychological reactions that will not surface immediately. The community may split based on belief of impropriety of the act which may lead to violence. Dealing with these issues is no easy task and should be handled according to department policy.

Penal Code 186.22 Gang Enhancement

Any person who actively participates in any criminal street gang with knowledge that its members engage in or have engaged in a pattern of criminal gang activity, and who willfully promotes, furthers, or assists in any felonious criminal conduct by members of that gang, shall be punished by imprisonment in a county jail for a period not to exceed one year, or by imprisonment in the state prison for 16 months, or two or three years. Additional subsections will be covered from the California Penal code during this Phase.

LANDLORD/TENANT DISPUTES

INSTRUCTION GUIDE #7 (Phase IV)

Introduction:

The police officer's role as a keeper of the peace requires that he deal with all areas of human conflict, including the handling of landlord-tenant disputes. Although the traditional practice of Police Departments has been to regard landlord-tenant conflicts as civil only, very often such disputes involve a misdemeanor violation of the Penal Code or result in some type of violence.

The police officer should try to avoid arrest and achieve a lasting solution to the dispute by explaining to the parties what conduct is not lawful and by suggesting alternative solutions that are lawful.

Unlawful Conduct by the Landlord:

1. Tenant Lockout - PC 418
2. Seizure of Tenant's Property - CA Civil Code 51816(a)
3. Removal of Door or Windows - PC 594
4. Termination of Services - CA Civil Code 789.3
5. Trespass

The landlord may enter an apartment or rental dwelling without tenant's consent only in the following situations:

- A. In an emergency.
- B. To make necessary repairs or agreed upon repairs, or to show apartment to prospective tenants, purchasers, workmen or contractors, or mortgage holders.
- C. When tenant has moved out.
- D. When a court order authorizing entry is in effect.

Section (1) provides for entry at any time if emergency conditions exist, e.g., smoke, leaking water, etc.; Section (2) during normal business hours with reasonable notice to tenant.

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NOTE: Any section in a lease, which denies tenant the right to possession or allows unreasonable entry by landlord, is void.

6. Response

If the officer has responded to a tenant's complaint that his landlord has:

- A. Locked him out,
- B. Seized his property,
- C. Removed the doors or windows to his premises,
- D. Interfered with the use of his utilities, or unreasonably trespassed on his premises,

The officer can often successfully resolve the dispute by:

- A. Informing the landlord that he has probably committed a misdemeanor violation by his act, and . . .
- B. Briefly explaining to the landlord that if he has legal grounds for evicting his tenant, he should bring an unlawful detainer action against him.

7. Eviction

The best legal way for a landlord to evict a tenant is by bringing an unlawful detainer action in court. There are several steps in this proceeding.

A. Notice

- (1) If the tenant has violated any of the conditions of his lease or rental agreement (e.g., failed to pay rent when it was due; is keeping a pet when this is specifically prohibited), the landlord must give the tenant a three-day written notice to either correct the condition or move, prior to bringing an action in court to evict him. This means that if the tenant who is behind in rent pays the total rent due within the three-day period, the landlord cannot have him evicted.
- (2) In addition, a landlord has the right to terminate a month-to-month tenancy for almost any reason, even if the tenant has not violated any provisions of the rental agreement. To do this, the landlord must first serve the tenant with a written notice instructing him to vacate in 30 days.

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8. Service of Notices

- A. A 30-day notice must be served in one of these ways:
 - (1) Handed to tenant personally.
 - (2) Handed to person (18 yrs. or older) on the premises and a copy sent to tenant by mail.
 - (3) If no one is home, the notice may be posted in a conspicuous place and a copy sent by mail.

9. Unlawful Detainer Action

If the tenant has been properly served with a 3 or 30-day notice and he does not comply with it, the landlord can bring court action to evict him. The landlord initiates this action by filing an "unlawful detainer" complaint with either the Municipal or the Small Claims Court.

10. Landlord Requirements

The landlord must fulfill the following requirements and must maintain:

- A. A structure that is weatherproof, waterproof, and rodent proof.
- B. A workable plumbing system.
- C. One working toilet, bathtub, and bathroom sink.
- D. One working kitchen sink.
- E. Adequate heating facilities.
- F. Safe electrical wiring.
- G. Adequate garbage and trash storage and removal facilities.

NOTE: The landlord cannot waive these requirements by placing the burden to repair these facilities on the tenant as part of the conditions of the lease.

PARAMEDIC RESPONSE

INSTRUCTION GUIDE #8

(Phase IV)

The primary objective in responding to any injury accident or rescue call is to provide care for the injured. A secondary purpose is to assure the community that such care will be provided rapidly and effectively whether by the Police, the Fire Department, or other emergency units.

Paramedic Responses:

- A. The paramedics' obligation is to stabilize the victim as much as possible at the scene, and then have him/her transported to the hospital.
- B. The paramedics are best trained, and equipped to handle medical emergencies. It is imperative that police officers be familiar with objective symptoms of certain injuries and be aware when to call for paramedics assistance.

When to Request Paramedics:

- A. The paramedics wish to be called for the following injuries or circumstances (even when victim initially refuses medical treatment):
 - 1. All head injuries.
 - 2. Abdominal injuries.
 - 3. Chest injuries.
 - 4. When victim loses consciousness.
 - 5. Symptoms of shock are present.
 - 6. All heart attacks.
 - 7. Broken legs and arms (e.g., when a femur breaks, the victim will lose two or more units of blood and may possibly go into shock).
 - 8. When circumstances surrounding injury warrant.
- The circumstances of the injury will often dictate whether or not the paramedics should be called. Presume an injury has occurred (e.g., if the damage in a traffic collision is major and the steering wheel is bent or broken) even if the victim states that he/she is not injured. The victim may be in a state of shock and, in fact, seriously injured. Call for the paramedics when any doubt exists.

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If the police arrive at the scene of an injury before other dispatched units or the paramedics, the officer should advise Communications of prevailing conditions, such as:

- A. Heart cases - Any known history regarding the heart condition of the victim.
- B. Bleeding - how bad and from what area of the body.
- C. Unconscious - possible cause and is the victim breathing.
- D. Traffic Collision with injuries - the number injured.
- E. "Man Down"
 - A child or an adult
 - A drunk or a seizure
 - A coronary or an overdose

Paramedics-Arrival at Scene:

- A. When the paramedics arrive at the scene, the officer shall advise them of the following:
 - 1. Location of injured
 - 2. Extent of injuries
- B. The police officer will direct all emergency equipment parking in order to reduce further congestion, keeping in mind it may be necessary to block roadways in order to have specialized equipment readily available to treat the victim.

The Injury Scene:

- A. The following policy for police officers and paramedics shall prevail at injury scenes (includes both traffic and crime scenes):
 - 1. Paramedics, through the instructions received by them from a doctor at the hospital, will be in charge of the victim since the doctor is not there to perform certain treatment at the scene. The police officers will keep the paramedics' work area secure.
 - 2. The Police Department will be in charge of the scene in the matters of handling traffic, protection of property, and the preservation of evidence.

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NOTE:

- There will be times when medical aid must be given to save a person's life, however, the crime scene should not be contaminated. In instances such as this, it is imperative that the two agencies work closely together.
- The paramedics realize the importance of not contaminating the crime scene and will take advice from the police officer in charge as to the manner in which they should perform their emergency duties and still not destroy evidence.
- When investigating a crime and the suspect to be hospitalized is in our custody, the suspect should be transported to San Bernardino County Hospital. Obviously, if the injury is severe, the person should be transported to the closest medical facility but this determination should be made with your or a supervisor's input along with the paramedics.

FRAUD CASES/REPORTS

INSTRUCTION GUIDE #9 (Phase IV)

Forgery and Check Cases:

Check cases involving the crime of forgery, cases of possession of forged or fictitious documents, attempts to pass same, etc., will be investigated like any other felony as per F.P.D. Memo S097-009.

- A. Obtain original document. District Attorney requires all original documents for prosecution.
- B. Obtain detailed statement from R/P regarding event and suspect description. This is very important because the majority of these cases hinge on suspect identification.

Methods of Identification

- 1. Thumb print obtained on document.
 - 2. Video surveillance tape.
 - 3. Photograph
 - 4. Photo lineup or live line up.
- C. Obtain statement from account holder if different from original R/P.
- D. Contact appropriate banking institute for statement.

Whether a suspect is in-custody or not at time of reporting, the charge of PC 459 should always be considered.

NSF/Account Closed Checks:

NSF/AC checks of \$2,500 or more, which have a cumulative total of \$2,500, will be referred to law enforcement. The District Attorney's Office will keep track of the totals and refer victims to law enforcement when they exceed \$2,500 as per F.P.D. Memo SO97-009.

Credit Card Cases:

- A. Obtain any and all pertinent documentation to establish crime.
- B. Obtain detailed statement from R/P, including any suspect information. Suspect identification is just as important in these types of cases as in fraudulent check

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- investigations.
- C. Obtain statement from cardholder if different from original R/P.
- D. Contact applicable credit card companies and obtain statement.
- E. Gather copies of all pertinent correspondence from victim/card holder.

Again as in check investigations, the charge of PC 459 should always be considered whether or not a suspect is in-custody.

Identity Theft:

The unauthorized use of personal identifying information to obtain credit, goods, services or medical information in the name of another person is identity theft as defined per **PC 530.5**.

The law enforcement agency that has jurisdiction over the victim's actual residence **shall** take a police report and initiate an investigation. If the suspected crime was committed in a different jurisdiction refer the matter to the law enforcement agency where the suspected crime was committed for an investigation of the facts, per **PC 530.6**.

- A. Obtain statement from victim and gather supporting documentation.

Types of Documentation

- 1. Credit report
- 2. Letters/correspondence from creditors.
- 3. Contacts from collection agencies.
- B. Vital to investigation to document victim's social security number.
- C. Obtain facts to determine jurisdiction.
- D. If case not in our jurisdiction, forward report to appropriate jurisdiction.
- E. Cases determined to be our jurisdiction will be investigated like any other crime.

Embezzlement:

Embezzlement is the fraudulent appropriation of property by a person to whom it has been entrusted. As defined in **PC 503**.

Most embezzlement cases involve a theft. The theft should be the primary focus of the investigation and the decision to make an arrest should hinge on the theft investigation. The embezzlement issue should be indicated in the report and any filings be determined by the District Attorney's Office.

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The most commonly handled case of embezzlement deals with car rental agencies. In those cases the crime of crime of **PC 503** is the primary issue.

- A. Determine a legal rental agreement was entered into with rental agency and suspect.
- B. Obtain detailed statement from R/P and gather all suspect information.
- C. Attempt to resolve issue by contacting suspect in an attempt to get car returned.
- D. If attempts to resolve matter fail, initiate a PC 503 case and complete a CHP 180 on the car.
- E. Forward completed case to District Attorney's Office for review.
- F. Car should not be entered into SVS until District Attorney's Office has reviewed and filed charges on the suspect.

Field Training Officer Program

**CITY OF FONTANA
POLICE DEPARTMENT
FIELD SERVICES DIVISION**

MEMORANDUM

SO97-009

TO: ALL PERSONNEL
FROM: SAMUEL C. SCOTT, CHIEF OF POLICE
DATE: May 22, 1997



SUBJECT: REVISION OF FRAUDULENT CHECK INVESTIGATION POLICY

The following revision of the department's Check Investigation Policy shall become effective immediately.

Note: This policy revision supersedes General Order 1-227, "Check Case Policy". General Order 1-227 should be removed from your book and discarded.

FORGERIES/POSSESSION OF FORGED/FICTITIOUS DOCUMENTS (PC 470/475 et. seq.)

Checks involving the crime of forgery, cases of possession of forged or fictitious documents, attempts to pass same, etc., will be investigated like any other felony crime. Cases with the original document and a thumbprint will be given a higher investigative priority.

In those cases where suspects are in custody for crimes falling under this section, the investigating officer(s) shall handle the investigation the same as other felony in-custody cases. Officers should remember that many such suspects are also guilty of the crime of burglary, and that charge should be considered at time of booking.

NSF/ACCOUNT CLOSED CHECKS

The District Attorney's Office has instituted a "Bad Check Restitution Program" using a private organization through which victims may recover their losses. Certain criteria must be met (see attached "Bad Check Complaint Form"). In appropriate cases, the company will conduct the investigation for the District Attorney. Forms like the one attached are available at the front desk, Southridge and Palm Court Stations, and also at most banks, City Hall's front counter, and the Chamber of Commerce.

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Complainants contacting dispatch or officers in the field with NSF/AC checks should be informed of the DA's "Bad Check Restitution Program" and where they may pick up the required forms.

NSF/AC checks of \$2,500 or more and those which have a cumulative total of \$2,500 will be referred to law enforcement. The District Attorney's Office will keep track of totals and refer victims to law enforcement when they exceed \$2,500. The investigation of checks falling in this category should follow the same guidelines as forged checks.

Questions regarding this policy should be addressed with your supervisor.

SCS/GY:dm

DEMONSTRATIONS AND LABOR DISPUTES

INSTRUCTION GUIDE #10 (Phase IV)

Reference: California Penal Code, Sections:

**404, 404.6, 405(a), 406, 407, 409, 726,
727, 415, 416, 602(1), 416, 6021, 602j**

As police officers, our primary concern at any demonstration or labor dispute is to maintain the peace. This can be accomplished by the careful enforcement of laws. More specifically, the police are to maintain an impartial, non-personal position and to protect the rights of those individuals who are exercising their rights to free expression. While maintaining this idea, we must keep in mind that the laws enforced are designed to protect society from those who would express themselves irresponsibly and with no regard to the rights of others.

Police Actions at the Scene of a Disturbance:

Each officer at the scene of a demonstration must keep in mind that the news media is very concerned with what happens and may be taping your actions. There are several rules to follow:

- A. Act in unison and only on command by the officer or supervisor in charge.
- B. When you act, act with restraint; temper your actions, keeping in mind that the cameras are on you.
- C. Once you have a person down and are restraining him/her, do not use unnecessary force, it's sure to make the news and then we become the focus of the story. Do not over-react.

Individual Breaches of Peace:

At a demonstration, individual breaches of the peace are not necessarily a reflection of the entire group. Because one or more persons in a picket line engage in illegal activity it is no basis for the arrest or dispersal of the entire group. The action by officers must be confined to the responsible individual rather than extended to the group. It is also imperative to advise the individuals that their activity is illegal, and if it continues, that they will be arrested. If the acts are, however, malicious or violent then there is no need to warn prior to arrest.

At certain times, an entire group can be in violation of the law, such as blocking building entrances, driveways, etc. If these circumstances occur, a warning should be given as prescribed in Section 726 of the Penal Code (unlawful assembly, command to disperse). Other applicable

Field Training Officer Program

sections such as 407, 408 PC (Unlawful Assembly), 404 PC (riot) are not uncommon violations. Remember to have a riot; the elements preclude the use of force or violence by two or more people acting together and without authority of law.

Picketing:

- A. Picketing should not interfere with persons passing in and out of building or on sidewalks. If it does, it is illegal.
- B. Persuasive picketing is not illegal, but the pickets are not allowed by law to interfere with the ingress and egress of the customers to the establishment.
- C. If pickets occasionally stray across an entrance or driveway, then they should be warned of their conduct. If the action continues, then it becomes obvious that the object is not persuasion, but interference. It is important, however, that proper warning via 726 PC be given so as to allow persons not involved to leave.
- D. When officers arrive at a picket line, the picket "Captain" should be identified and spoken to prior to contacting the management side.
- E. Established ground rules should be communicated to the picket leaders.

Arrests:

When making numerous arrests, officers should fill out arrest information forms immediately, be photographed with suspects, and attempt to have evidence (rocks, bottles, picket signs, etc) photographed.

Conclusion:

Although specialized units (SED, Press/Labor Relations Officer) may be handling demonstrations and labor disputes, it is imperative that officers familiarize themselves with the necessary procedures for handling demonstrations. Officers must maintain their composure during demonstrations. Sometimes this will mean taking significant verbal abuse. An officer's behavior can prevent a minor incident from escalating into a major one.

The Fontana Police Department Investigations Unit lieutenant is the department's Labor Relations Officer and works closely with SBSO Labor Relations Officers on these issues. A number of labor actions are regional and occur at different locations at the same time, thereby requiring close coordinated efforts between allied agencies.

BOMB THREATS

INSTRUCTION GUIDE #11

(Phase IV)

Overview:

Bomb threats are becoming more and more of a problem for this and other police agencies throughout the country. On any bomb threat where you are dispatched as the handling unit, always remember, "Don't touch if it looks suspicious." In all bomb calls, where a bomb is located, a field supervisor will be dispatched to the scene.

1. Bomb Threats and Arson

Procedure

The following general guidelines shall apply regarding calls concerning bomb threats. The procedure set forth may necessarily be changed and innovations may be included to ensure the final objectives of the Department regarding the safety of persons and property.

- A. The Watch Commander and Field Supervisor should be advised following the receipt of this type of call.
- B. The Dispatch Center shall then:
 - (1) Notify the Central Valley Fire Department of the threat.
 - (2) Supply a Field Supervisor with all necessary information.
- C. The first police unit at the scene will contact the owner/manager and ascertain the facts. A Field supervisor shall be requested.
- D. Upon arrival at the location of the bomb threat, the handling officer or Field Supervisor shall, in cooperation with the Central Valley Fire Department, complete the following:
 - (1) Contact the person in charge and advise him of the receipt of a bomb threat to the premises.
 - (2) Advise the person in charge of the possibility of an actual bomb being present and ascertain from him whether he wishes to evacuate the premises and conduct a search. The decision to evacuate shall remain with the person in charge of the premises and the name of the person making this decision shall be noted.
 - (3) If the person in charge desires a search, the Officer will coordinate experienced store employees to assist in the search.
 - These employees will be capable of spotting unusual objects or conditions in the work area.
 - (4) If a suspicious article, package or bomb is found, the Officer shall then:

Field Training Officer Program

- ❑ Establish a Command Post in a safe location.
- ❑ Have the immediate area evacuated of all unnecessary personnel and ensure no one other than necessary emergency personnel can enter the evacuated area.
- ❑ Contact the Field Supervisor and request that the Sheriff's Department Bomb Squad be detailed to the scene. This squad is on call 24-hours each day, but should be requested only if a suspicious package or actual bomb has been located.
- ❑ Have the Edison Company and the Southern California Gas Company notified of the situation, and request they standby near the location.
- ❑ Contact ambulance service and Central Valley Fire, and request they standby near the Command Post.
- ❑ The original assigned unit shall assist the Field Sergeant in all of the above and is responsible to complete the bomb threat report and any other reports required.

2. Explosives

On an explosion, the Fire Department arson investigator shall have the responsibility of the initial investigation until the cause of the explosion can be determined:

A. Final responsibility for investigations of all explosions shall be:

- (1) The Police Department shall have the responsibility for final investigation of any explosion caused by a detonating device such as dynamite, pipe bomb, etc.
- (2) Notify SBSO Bomb Squad.
- (3) The officer or detective and arson investigator shall assist each other and work together as required.

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3. General Procedures

The Fire Department Arson Investigator shall be responsible for the collection and preservation of all evidence in regard to explosions, or incendiary fires or devices.

- A. Any evidence recorded at the scene of an explosion or arson by the Police Department shall be surrendered to the arson investigator for safekeeping.
- B. No evidence shall be moved or disturbed by any personnel other than the investigating officer or personnel directed to do so by the investigating officer.
- C. CVFD arson investigator may require a Fontana School Police officer to roll to location.
- D. The arson investigator shall complete the crime report when a police officer is not on the scene. A copy of this report shall be directed to the Police Department within 24 hours. At the scene where an arson investigator is present, along with a police officer, the police officer shall complete the crime report and, if requested, the arson investigator shall assist the officer in completing the report.
- E. Occasions may arise whereby the Fire Department will use the Police Department frequency when communicating with the Police Department.
- F. The Police Department will assist the Fire Department in protecting the scene of arson as well as directing traffic and coordinating activity at the scene.
- G. The Fire Department shall have the responsibility of final investigation of all other explosions such as natural gas, flammable liquids, etc.

MAJOR CALL RESPONSES/SED RESPONSES

INSTRUCTION GUIDE #12

(Phase IV)

A barricaded-armed suspect, hostage situation, or an officer shot, are among the most difficult and critical assignments a field officer is called upon to handle. Confusion and emotions of various degrees will exist during these calls. Proper management of the confusion and emotions is vital to a successful conclusion. The starting point for these types of calls is mental preparation, which begins **now!** Consider situations that could arise and how you would respond to them. Picture various scenarios and see yourself dealing with them calmly and safely. Think about what you can expect, and what you might not expect. Decide how you would react to different circumstances.

In major responses the first unit at the scene must:

1. **Approach Safely:**
 - a. Getting to the location is the first hurdle and one of the most important. If **you** do not approach safely **you** could become part of the problem instead of the solution. While responding, listen to the radio, visualize the location, pay attention to traffic conditions and watch for suspects leaving the area. Upon arrival, watch for cover and **not concealment** and use it, keeping a safe distance. Remain out of sight and out of the line of fire.
2. **Assess the situation:**
 - a. Determine what kind of problem you have, barricaded suspect, hostage situation, etc. Where is it (house, business, outside) and what does the surrounding area look like? Get descriptions of whatever you can (location, subjects, weapons and injuries).
3. **Communicate:**
 - a. Clear a channel (Ten 33) and request a supervisor be notified upon receiving the call. Determine what units are assisting and deploy them according to priorities (block streets, evacuations, bring equipment to location). Be sure you direct units to safe locations (out of kill zone).
 - b. Give constant updates over the radio to let responding units know the current status. Advise assisting units' radio traffic should be kept to a minimum. If there is no change in the situation, let units know that from

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time to time.

4. **Command Post:**

- a. The command post can be temporarily located and moved later if necessary.
- b. Do the best you can to place the command post at a location away from the problem, up wind, where it can be operated safely. Consider large parking lots, like a Church or School. Let everyone know where you decide the command post will be.

5. **Command and Control:**

- a. The first unit on scene shall take charge of the situation until relieved by a Sergeant or person of higher rank.
- b. There will be no shifting of command to a more senior officer as this adds to confusion. An SED member can and should be consulted for tactical options and advice.
- c. Prior to being relieved of command the officer in charge shall be certain the supervisor assuming control understands all the facts of the incident. It is incumbent upon the supervisor to get all available information.
- d. An officer in charge can request any of the Departments resources with the exception of SED, which requires the approval of a watch commander.
- e. Participation in the problem causes lack of control. The officer in charge should not participate in the incident until relieved of command.
- f. Once the problem is contained, monitor, communicate and wait for a supervisor.

6. **Basic Concepts:**

- a. Contain—isolate the problem, set perimeter, keep track of locations of perimeter personnel
- b. Control—keep focus, give assignments, stay calm
- c. Communicate—radio information and instructions
- d. Coordinate—use available resources wisely

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7. **Resources:**

- a. Supervisor
- b. SWAT ***
- c. Hostage Negotiator ***
- d. Traffic control
- e. Crowd control
- f. Containment officers
- g. Helicopter
- h. K-9
- i. Ambulance
- j. Fire Department/Paramedics
- k. Special equipment
- l. Volunteers

*****Supervisor must request**

Field Training Officer Program

Critical Incident Check List—First Responder:

The following is a guideline for first responders to critical incidents:

- ☐ Contain the location from safe position (cover not concealment)
- ☐ Determine crime involved, if any
- ☐ Establish perimeter as necessary, consider helicopter assistance
- ☐ Are evacuations needed and can they be done safely
- ☐ Establish command post
- ☐ Keep anyone with information at the command post
- ☐ Have Comm Center stage

AMBUSH AND COUNTER-AMBUSH TACTICS

Introduction:

During the recent years, the social ills and civil unrest that has prevailed in our country has progressed to a state of rebellion that is developing into the first stages of guerrilla warfare. Daily, there are reports of terror tactics such as bombings, kidnapping, ambushes and assassinations.

Solving all the social problems, or fortifying ourselves from an attack, may not be totally possible. However, we can and should establish a plan and develop tactics to lessen the potential danger of falling victim to an ambush.

Presentation:

An ambush is a surprise attack. Without surprise, an ambush will fail. It is usually a brief encounter and does not require the capture and holding of ground. The ambush is one of the oldest stratagems of battle. The refinement of modern weapons, motor vehicles and aircraft has had little effect on ambush patterns and techniques.

1. Ambush Sites

Probable Places for an Ambush Include:

- A. Often-used routes to and from the Police Department.
- B. Coffee stops.
- C. Phony calls.
- D. Streets and alleys.

2. Types of Ambush

There are two types of ambushes - deliberate ambush and immediate ambush.

A. Deliberate Ambush

A deliberate ambush is one that is planned and executed as a separate operation. Time will allow planning, preparation and rehearsal. Some examples are:

- (1) Luring a police officer or a group of officers into a prepared ambush position (man running and you give chase).
- (2) When the suspect knows the exact location of a police command post or the area where a large number of police officers assemble.
- (3) Routine calls for services.

B. Immediate Ambush

Spontaneous, no planning.

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3. Essentials for a Successful Ambush

- A. Instantaneous action against a surprised force held within a well-covered area.
- B. Sound discipline.
- C. Planning, preparation and rehearsal.
- D. Security in preparation and execution.
- E. Concealment.
- F. Good control and discipline, particularly at night.

4. What to Expect in an Ambush

- A. Surprise, close-range shooting.
- B. Physical obstacles such as walls, buildings, etc.
- C. Molotov cocktails.
- D. Booby traps, grenades, pipe bombs.
- E. Blockaded streets (vehicles shoved into the street).
- F. Secondary ambushes on withdrawal routes (personnel with weapons or booby traps with trip wires).

5. Counter-Ambush

A. The Best Way to Avoid an Ambush:

- (1) Remain alert and take precautions on possible ambush locations. Look for an absence of pedestrians, traffic, noise, no house or business lights.
- (2) Pass by the address of the call and drive on if it does not look right. Get a back-up unit if you and your partner are going to be out of the car.
- (3) Watch for narrow pedestrian passageways and do not walk through gates or bushes together. Wait for one to go through to the next cover or the door of the house before you use the same route. This should be routine on your part.
- (4) Routine movement must be reduced to a minimum (suspect watches police moves and he will try to take advantage of this knowledge).
- (5) Avoid often-used routes.
- (6) Avoid often-used and exposed coffee spots.
- (7) Avoid being boxed in your vehicle by dead ends and, especially by other police vehicles.
- (8) Phony calls.
- (9) Be extra alert on hot calls and do not congregate in groups after the calls.

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B. Counter Ambush Actions

There is no hard and fast rule for breaking out of an ambush. Suspects laying in ambush have the advantage of selecting the location and time.

The ambushed officer is at a disadvantage, but good training and a plan of immediate action can minimize this. The basis of counter ambush is controlled, offensive action.

C. Breaking out of an Ambush

Immediate offensive action must be taken to break out of the danger zone. The danger zone is the area controlled by the suspect's fire; e.g., street, sidewalk, between buildings and etc. Remember that the suspect wants to hold you in this zone.

D. Action if in a Vehicle

If your vehicle is being fired upon, take the first driveway, opening, or space that you can drive your vehicle into and get out of the immediate danger zone. This action will get you out of the secondary ambush 90% of the time. When possible, turn into the direction of the fire.

Remain on the same side of the street as the suspects. This gives you two advantages. The suspect has to change his position to get another shot at you and you can possibly out-flank him.

Next, radio for help. Example: "P26 TO FPD, officer needs help; ambush, Sierra & Valley; shots fired at this unit; instruct responding units to avoid using this street." Do not call the responding units into the danger zone.

Be sure the Dispatch Center receives you and then abandon the vehicle for position of better cover and wait for help. If you cannot reach the Dispatch Center, make an effort to get into good cover. If you can, return fire.

Run into any house that looks good; dive into a window or force an entry, then get a phone and use it. Do not return to your vehicle. It may be covered, or it may have been destroyed.

If you are in a business district without driveways, drive up onto the sidewalk and use a doorway, or break a window, or glass door, or any other way to get out of the immediate danger zone or kill zone.

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E. Action if on Foot

You have approximately two seconds to act after being fired upon. Reaction time is three-fourths of a second. Immediately return fire into the position of the suspects. Take the first cover out of the danger zone.

Withdrawal routes could be covered. Forget about your locked police car; it could be shot up and useless by the time you get back to it.

Remember; do not lie down in the danger zone. Run to the nearest cover in front of you and get yourself out of the immediate fire area. The entire area may be covered and if you lie where you are and remain there, you will probably become a casualty.

F. Have a Plan

Officers should have a flexible plan formulated. Officers return fire should be disciplined and controlled. Good cover/concealment should be found in a defensible location.

Field Training Officer Program

PHASE IV (Weeks 13-16)

TRAINEE CHECKLIST

THE FOLLOWING SUBJECTS WILL BE COVERED DURING PHASE I OF THE TRAINEE'S TRAINING.

Glossary: *FP= Field Performance* *RP= Role Playing* *WT= Written Test* *VT= Verbal Test*

PATROL-WATCH-BEAT ASSIGNMENTS

Date Instructed	How Performed				FTO Initials	Trainee Initials
	F P	R P	W T	V T		

1. NOISE AND ANIMAL COMPLAINTS

- a. 415 Parties-Bands-Workers,etc.
- b. Agencies Handling Ill/Injured/Vicious Animals
- c. Rabid Dogs or Other Animals
- d. When & When Not to Shoot Animals -
 Alternatives in Controlling Animals
- e. Handling of Large Animals (horses, cows)
- f. Animal Control Callouts - Cites
- g. Other

2. RAPE CASES/SEX CRIMES

- a. Locate and Secure Crime Scene
- b. Rape Kit (LEMS)
- c. Interviewing Victim
- d. Treatment and Examination of Victim
- e. Preserving and Booking of Evidence
- f. Other

Field Training Officer Program

Date Instructed	How Performed				FTO Initials	Trainee Initials
	F	R	W	V		
	P	P	T	T		

3. HOSPITALIZED OR INJURED SUSPECTS

- a. Felony
 - (1) Treatment of injuries at Arrowhead Regional Medical Center-Back to Fontana
 - (2) Ongoing Medical Treatment Required
 - a. Transport to Arrowhead Regional Medical Center
 - b. Clothing and Valuables
 - c. 849(b)1 Penal Code
- b. Misdemeanors
 - (1) Cite Release with Watch Commander Approval
 - (2) 849(b)2 PC
- c. Other

4. ATTEMPT SUICIDES

- a. Look for Evidence of Ingested Substance
- b. Check for Notes
- c. Ambulance Requests
- d. 5150 W&I Holds
- e. Other

Field Training Officer Program

Date Instructed	How Performed				FTO Initials	Trainee Initials
	F	R	W	V		
	P	P	T	T		

5. DEATH REPORTS AND DEAD BODY CALLS

- a. Who Pronounces Death
- b. Notification of Field Sergeant/Coroner / Mortuary/Next of Kin
- c. Protection of Scene
- d. Suicide
- e. Natural Causes
- f. Other than Natural Causes (accidental/homicide)
 - (1) Investigations Unit Personnel Request
 - (2) Locate Witnesses
 - (3) Detectives Request
- g. Chaplains
- h. Other

6. GANG ACTIVITY/HATE CRIMES

- a. Local Gangs and Problem Areas
- b. Taggers
- c. Methods of Control
- d. Report Classification
- e. Officer Safety
- f. Indicators of hate crimes
- g. Other

7. LANDLORD/TENANT DISPUTES

- a. Civil Considerations
- b. Rights of Parties Involved
- c. Referral Agencies
- d. Keep the Peace
- e. Repossessions
- f. Other

Field Training Officer Program

Date Instructed	How Performed				FTO Initials	Trainee Initials
	F	R	W	V		
	P	P	T	T		

8. PARAMEDIC RESPONSE

- a. Who Requests
- b. What they will Respond to
- c. Advising Nature of Injury
- d. Types of Assistance
- e. Other

9. FRAUD CASES/REPORTS

- a. Forgery and Other Check Cases
- b. Credit Card Cases
- c. Identity Theft
- d. Embezzlement
- e. Other

10. DEMONSTRATIONS AND LABOR DISPUTES

- a. Police Actions at the Scene
- b. Individual Breaches of the Peace
- c. Picketing
- d. Making Arrests
- e. Other

11. BOMB THREATS

- a. Bomb Threats and Arson
- b. Notifications
- c. Searches
- d. Explosives/Bomb Squad
- e. Other

Field Training Officer Program

Date Instructed	How Performed				FTO Initials	Trainee Initials
	F P	R P	W T	V T		

12. MAJOR CALL RESPONSES

- a. First Unit Responsibility
- b. Approach (cover vs. concealment)
- c. Assess
- d. Communicate
- e. Command Post
- f. Command and Control
- g. Basic Concepts
- h. Resources
- i. Ambush and Counter-Ambush Tactics
- j. Ambush Sites
- k. Types of Ambush
- l. Essentials for a Successful Ambush
- m. What to Expect in an Ambush
- n. Counter Ambush Actions
- o. In a Vehicle
- p. On Foot
- q. Other

13. DISTRICT EMPLOYEES INVOLVED IN CRIMES

- a. Reasonable Suspicion of Alcohol or Controlled Substance
- b. Employees Arrested or Suspected or Committing a Crime in the City
- c. Employees Detained Outside the City
- d. Supervisor Notification
- e. Other

Field Training Officer Program

Date Instructed	How Performed				FTO Initials	Trainee Initials
	F P	R P	W T	V T		

**14. MAJOR INCIDENTS INVOLVING
FONTANA SCHOOL POLICE DEPARTMENT EMPLOYEES ON/OFF DUTY**

- a. Officer Involved Shooting
- b. Discharge of Firearm (non-injury)
- c. Discharge of Firearm (suspect or other than officer injured/killed)
- d. Post Shooting Procedures
- e. Discharge of Firearm Outside City Limits (suspect or other than officer injured/killed)
- f. Officer Injured or Killed
- g. Psychological Counseling
- h. Off Duty Police Related Incidents
- i. Notification to Department of Off Duty Incidents
- j. Other

15. EQUAL OPPORTUNITY POLICY/SEXUAL HARASSMENT

- a. Department Policy
- b. Definitions of Harassment
- c. Reporting Procedure
- d. Investigation Procedure
- e. Other

Field Training Officer Program

Date Instructed	How Performed				FTO Initials	Trainee Initials
	F P	R P	W T	V T		

16. PHASE IV TASK SIGN OFF

- a. PC 261
- b. PC 288
- c. PC 187
- d. PC 207
- e. HS 11550
- f. HS 11350
- g. PC 529
- h. PC 475a/476a
- i. PC 530.5
- j. PC 192
- k. Pursuit/CVC 2800.2
- l. PC 215
- m. PC 422
- n. PC 33210
- o. PC 25400 (a) (1) / 25850 (a)

Field Training Officer Program

Date Instructed	How Performed				FTO Initials	Trainee Initials
	F P	R P	W T	V T		

SHADOW PHASE POLICY REVIEW SIGN OFF

- a. Department Policy
- b. Baton Policy
- c. Neck Restraint Policy
- d. Handcuffing Policy
- e. Flashlight Policy
- f. Pursuit Policy
- g. Emergency Response Policy
- h. K-9 Policy
- i. Taser Policy
- j. Shooting Policy
- k. O.C. Policy
- l. Less Lethal Policy
- m. Hobble Restraint
- n. Use of Force Reporting Policy
- o. Other
