



# **FIELD TRAINING PROGRAM**

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**MANUAL & PROGRAM GUIDE  
2020**

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# MENLO PARK POLICE

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## FTO & Trainee Agreement

My name is Officer \_\_\_\_\_ and I'll be your FTO for the next \_\_\_\_\_ weeks. My role is to assist you in succeeding as a Menlo Park Police Trainee, with the goal of your becoming a competent solo patrol officer in our agency. To accomplish this goal, I'll instruct and counsel you on many law enforcement techniques to enhance and apply the training you received at the police academy, with the objective of developing your personal skills and style.

Do not accept 'training', however well-intentioned, from other officers or FTOs unless I have specifically directed it. Your welfare, safety, and training are *my* primary responsibilities.

I expect you to report for duty each shift on time, prepared for work, with all your gear, and in proper uniform. Get adequate rest, eat properly, and exercise. Above all else, *keep focused on safety*; yours, mine, our fellow officers, and the community. Be alert from the time we go on duty and until we end the shift.

To assess your daily performance and behavior, I'll use the POST defined Standardized Evaluation Guidelines (SEGs), which define performance as 'unacceptable', 'acceptable', and 'superior' using a rating scale of 1 to 7. While these ratings are important don't be fixated on them and ignore their purpose: to help you identify the areas where you are strong and those areas that need improvement.

During our shift, you'll often see me taking notes to ensure the Daily Observation Report (DOR) reflects your performance in an accurate manner. At the end of the shift or at the beginning of the next shift, we will review the DOR and discuss the day's performance in detail. I'll expect you to *actively* identify the areas you felt went well and those that didn't, along with suggestions and comments from you on what you learned from the day's events.

As a trainee, you are expected to experience some areas where you make mistakes or may be unsure of the law, procedures, or techniques. The important thing is to

*learn from your mistakes* and make a concerted effort to not repeat them. I'll ask you to explain not just what you did but why you did it and what the consequences could be of your actions or failure to act.

Your daily ratings will always reflect your overall performance in categories such as: General Officer Safety, Report Writing: Organization/Details, Self-Initiated Field Activity, Department Policies and Procedures, Problem Solving/Decision Making, etc.

I will not assign 'homework' but you may find it beneficial to spend some personal time reviewing certain topics. While I prepare your DOR, you'll be assigned certain training materials to measure and enhance your technical knowledge.

I want you to ask questions about *anything* that is unclear or that causes you concern. Don't wait for something to happen before asking; ask whenever the issue enters your mind.

I will generally allow you to "take the lead" in making contacts, based on your ability and the type of situation. From time-to-time, I may have to intervene or override your actions if I believe you are too hesitant, unsafe, or are providing incorrect information. Whenever possible and appropriate, I want you to reestablish yourself and continue the contact.

I take pride in our department's reputation and in being a professional officer. If there is anything that I do or say that gives you discomfort or concern, ask me about it without hesitation. If at any time you observe me or other employees making inappropriate racial/gender remarks, or you are aware of acts that may be inappropriate, such as using what you believe is excessive force, or violating any law or policy, call it to my attention without delay. If you aren't comfortable talking to me about it, take the issue to the Watch Commander without delay, as specified in our policy manual.

I look forward to working with you during the coming weeks and being a positive influence on your success as a solo patrol officer with Menlo Park.

\_\_\_\_\_  
Trainee's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
FTO's signature.

\_\_\_\_\_  
Date

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# MENLO PARK POLICE

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## VALUE STATEMENT

### **MISSION**

Protecting life and property while serving the community with integrity and professionalism.

### **VISION**

We will provide exceptional service and will be responsive to community concerns. We value our employees and will provide contemporary training and development to all our staff. We will treat others with respect and dignity and earn the public's trust.

### **ORGANIZATIONAL VALUES**

The members of the Menlo Park Police Department are committed to a set of shared values. These values help define who we are and act as a guide for our decision making and actions to better achieve our mission.

#### *Service*

Provide exceptional service to our community is the cornerstone of what we do. We will be responsive to the community's needs and proactively solve problems. We will also be of service to all stakeholders and continually strive for each of us to be successful.

### *Integrity*

Our individual characters will reflect the sound moral principles as described in the Police Officer's Code of Ethics. Our words will match our actions. We will be open and honest with each other and members of the community.

### *Accountability*

We will take responsibility and ownership for our actions. We will continually work to improve ourselves and our organization. We will hold ourselves to the high standards of the law enforcement profession.

### *Compassion*

We will treat others with dignity and respect. Members of the community along with those we contact will feel our commitment and be able to sense that we care.

### *Ethical Policing*

All of our actions will be in accordance to the high standards expected for members of our profession. At all times, we will demonstrate our ethics in policing, communications, and conduct.

### *Professionalism*

We will conduct ourselves professionally in all of our interactions. We give honor to our profession and acknowledge the tremendous responsibility we possess.

### *Teamwork*

We will work cooperatively with all stakeholders in order to achieve our mission. We recognize the importance of collaborating with the public we serve.

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# MENLO PARK POLICE

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## Foreword

The purpose of the Field Training Program Manual and Guide is to provide a standardized program to guide recruit police officers and lateral experienced officers joining the Menlo Park Police Department, and Field Training Officers (FTOs) in the initial orientation and field training of newly assigned patrol officers. The program is designed to assist these officers in making the transition from what they learned in the academy and during any prior police experience to performing general law enforcement patrol duties competently in the field with the Menlo Park Police Department.

This Field Training Program Manual and Guide is the textbook of the Field Training Program. It is a compilation of a comprehensive effort of design and review. This most recent revision is in part based on the model program authored by the California Commission on Peace Officer Standards and Training. The mission of the California Commission on Peace Officer Standards and Training is to continually enhance the professionalism of California law enforcement in serving its communities.

The Field Training Officer is a critical component of the Field Training Program. It is the primary responsibility of the FTO to facilitate this transition process by supervising, training, and evaluating recruit officers in the initial application of their previously acquired knowledge and skills. This manual serves as an instrument to assist the FTOs in thoroughly and properly completing their task of training and evaluation.

This standardized program is an accumulation of the best aspects of existing field training programs and is designed with the following criteria in mind:

*Defensible/Fair* – The program achieves defensibility and fairness by proper selection of FTOs, a trainee feedback mechanism, a comprehensive list of training task and goals, and a standardized evaluation process.

*Effective/Manageable* – The program is performance-based and includes adequate documentation, minimum time completion requirements, and competency specifications.

*Adaptable/Flexible* – The program is adaptable to changing policies and procedures. Flexibility is afforded by incorporating agency-specific policies and procedures along with POST objectives.

The Field Training and Evaluation Program is designed to achieve the following goals:

- To produce a competent peace officer capable of working solo patrol assignment in a safe, skillful, productive, and professional manner.
- To provide standardized training to all newly assigned regular officers in the practical application of learned information.
- To provide clear standards for rating the evaluation which give all trainees every reasonable opportunity to succeed.
- To enhance the professionalism, job skills, and ethical standards of the Law Enforcement community and the Menlo Park Police Department.

The mission of the California Commission on Peace Officer Standards and Training is to continually enhance the professionalism of California law enforcement in serving its communities. This POST Field Training Program Guide has been developed to support this mission, drawing upon the expertise of and input from the law enforcement community statewide and nationally.

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# **MENLO PARK POLICE**

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## Table of Contents for Trainee's Guide

<b>Section I</b>	Introduction
<b>Section II</b>	Program Orientation
<b>Section III</b>	Program Guide
<b>Section IV</b>	Forms & Evaluations
<b>Section V</b>	Appendices
<b>Section VI</b>	Quick Reference





# **FIELD TRAINING PROGRAM**

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PROGRAM ORIENTATION

## **FIELD TRAINING PROGRAM DESCRIPTION & OVERVIEW**

The Field Training Program is intended to facilitate a peace officer's transition from the academic setting to the performance of general law enforcement patrol duties of the Menlo Park Police Department. Although an officer graduating from the Regular Basic Course (Academy) has received a thorough introduction to basic law enforcement subjects, that officer cannot be expected to immediately assume the full responsibilities of an experienced officer. Newly assigned officers must receive additional training in the field where they can learn from officers who have already gained a great deal of practical patrol experience. The Field Training Program introduces a newly assigned officer to the personnel, procedures, policies, and purposes of the Menlo Park Police Department and provides the initial formal and informal training specific to the department and the day-to-day duties of its officers. In addition, the Field Training Program facilitates the transition of experienced lateral officers who have a foundation of police experience and who are joining the Menlo Park Police Department to continue with their career.

Over the course of the program, new officers are assigned to Field Training Officers (FTOs). The FTO is an experienced officer especially selected and trained to conduct this type of training. It is the responsibility of the FTO to thoroughly review the field training guide materials with the newly assigned officer (henceforth referred to as the recruit officer) and to demonstrate proper professional skills. Recruit officers will be required to perform various law enforcement and police service duties under the guidance and supervision of their assigned FTO and FTO Supervisor. With few exceptions, the recruit officer's performance will be evaluated daily by the FTO and monitored by the FTO Supervisor through daily observation reports. This one-on-one style of training, coupled with the fact that the trainers must guide the training in real law enforcement situations, sets it apart from any prior academic endeavor.

Field training has a significant impact on the individual recruit officer in terms of imprinting attitudes, style, values, and ethics in carrying out the duties of policing that will remain throughout a career. Because of this, it is probably the most effective influence on the future direction of this agency. The Chief of Police and the Division Commander must, therefore, be certain that the field training program which introduces officers to the agency not only develops the necessary technical skills but

also reflects the policing philosophy of this department and the Menlo Park community.

The field training staff has the monumental responsibility of building the future of the Menlo Park Police Department through the people they train. To assure success in this task, the field training program must have a training philosophy that ensures that every recruit officer is given the maximum opportunity to show that he or she can do the job. To accomplish this, the program must create a positive environment in which learning is maximized and in which recruit officers are able to perform to the best of their ability.

The approach must be fair, firm, friendly, and, above all, professional. The example set must be beyond reproach. Evaluation must be sincere and given in a straightforward manner emphasizing the positive as well as the negative aspects of performance. At no time should recruit officers be demeaned or ridiculed. Even the least capable recruit officer must be treated with respect and compassion. No recruit officer should ever be treated in a way that deprives that recruit officer of his or her dignity. Every effort must be made to ensure that the stress felt by the recruit officer is caused by the job and not from the words or actions of the FTOs.

The Division Commander, Field Training Supervisor, and FTO staff have a responsibility to the Menlo Park community whom they serve. This responsibility requires that the agency trains and retains only the most competent proactive officers. Realizing that not everyone has the capability to perform the complex, demanding tasks of the police officer, if the training staff has done all it can and the recruit officer does not meet the acceptable standards, agency administrators must have the strength to take the necessary action. To do otherwise would be an injustice to the department, the Menlo Park community, and to the recruit officer.

To accomplish the field training task requires supreme dedication and patience. The feeling of accomplishment will come in watching the recruit officers succeed. If the field training staff have fully carried out their responsibilities, they may see their recruit officers exceed even beyond their own accomplishments.

## **FIELD TRAINING PROGRAM ELEMENTS**

The *Field Training Program Manual and Guide* has been designed based on research and input from numerous law enforcement agencies throughout the nation and the state. The following program elements are designed to set minimum standards and requirements for the Field Training Program.

### *Scope of the Program*

The Field Training Program is designed to be completed by regular peace officers who have completed the Basic Academy. In addition, the program is designed to be completed by lateral officers who have general law enforcement patrol experience and who are continuing with their careers with the Menlo Park Police Department.

### *Organizational Structure/Chain of Command*

The Field Training Program is administered and supervised by the Patrol Division. This includes the selection, training, and daily supervision of the FTOs, as well as the day-to-day operation of the program. The Field Training Program Coordinator (Patrol Commander) is responsible to coordinate tasks such as recruit officer/FTO assignments, remediation, review of the daily observation reports (DORs), and the end of phase reports. The FTO Supervisor will observe the recruit officers progress, review daily observation reports and end of phase reports. The program Coordinator or Supervisor may be present when end of phase reports are presented to the recruit officer. Patrol provides the framework and virtually all of the opportunity for recruit officers to apply the skills they learned in the academy. Patrol also has a chain of command that demands effective communication with other interested units and divisions (or Personnel). Figure 1 represents the program and chain of command.

There is a chain of command that is to be adhered to as long as the business being conducted relates to the field training program and its goals. There may be times when the Program Coordinator is not available. In this case, a departure from this procedure is allowable if a matter of urgency exists and action must be taken immediately. In most cases, however, time is not a factor and the chain of command should be kept intact.

It is important to stress upon each member of the field training program staff a sense of organizational loyalty. As information flows up and down the chain of command, decisions are made and the program runs smoothly. Decisions that are made at an inappropriate level tend to interfere with the

attainment of the unit's goals and create feelings of unrest among the members as well as with the recruit officers. Field training program personnel operate as a team and, consequently, decisions made affect every member of that team. Decisions made at the proper level with sufficient input benefit all.



*Figure 1*  
**Field Training Program Chain of Command**

### *Length of the Program*

The Field Training Program is presented in such a way as to provide maximum flexibility in the time required to present its objectives. The program begins with a two week in-house orientation period followed by four phases in the field. The Field Training Program allows some time for the FTO and field training staff to provide further agency-specific training, guidance, and evaluation to the recruit officer. It is incumbent upon the field training staff to work, within acceptable limits, to individualize a training approach for each recruit officer. It is the goal of the Menlo Park Police Department Field Training Program to have the recruit Officer successfully complete the program in sixteen work-weeks.

### *Orientation*

The Field Training Program shall begin with a two-week orientation training. The primary purpose of this phase is to allow for a smooth transition from the academy, or prior agency assignment to the Field Training Program. The recruit officer's first few days in the field training program may prove to be the most critical in terms of learning and development.

This orientation includes firearms and impact weapon qualification as well as recruit officer demonstrated proficiency in arrest and control techniques. The introduction to the Field Training Program includes a discussion of the goals of the program, the procedures by which those goals are met, and what is expected of the recruit officer in order to attain those goals.

This orientation provides a thorough familiarization with the city and the department, agency personnel and equipment. The training climate consists primarily of exposure wherein the recruit officer learns by seeing, has limited, controlled exposure to doing, and may perform simple or routine tasks.

The goal of this orientation is to give recruit officers a solid foundation from which they can actively enter into the program. Its design is to answer those questions, at the beginning of the program, which in the past have caused recruit officers to assume a passive rather than active role in the training process.

#### *Evaluation Frequency*

Each recruit officer's progress, as he/she proceeds through the field training program, is recorded by means of evaluations. The evaluation process is as important as the training process. One without the other would make the learning process impossible.

Evaluations have many purposes. The obvious is to record and document a recruit officer's progress, but there are other purposes as well. Evaluations are excellent tools for informing recruit officers of their performance level at a particular point in time. They are also excellent for identifying training needs and documenting training efforts. Further, they chronicle the skills and efforts of the FTOs. In essence, evaluation represents feedback.

Evaluation should be immediate, constant, and fair. Evaluations come in several ways from several levels of involvement in the Field Training Program. FTOs are expected to complete Daily Observation Reports (DORs) and End of Phase Reports on each recruit officer. The FTO Supervisor is expected to review and initial each DOR.

Collectively, over the duration of the program, these evaluations relate a chronological story of performance. These evaluations tell of the recruit officer's successes, failures, improvements, digressions, and the attempts to manage each of these occurrences. These documents are critical in the career of each new officer and should be treated as such. Honest and objective evaluations of recruit officers must be a prime consideration of all

members of the field training staff. Part II, sections 1-2 contain more information on evaluation.

### *Rotating FTOs/Recruit Officers*

The Field Training Program is broken into a set of phases or evaluation periods encompassing a certain number of weeks and certain blocks of instruction. The recruit officer training schedule will be developed to ensure assignment to a variety of trainers and shifts, yet will be flexible enough to modify to best serve the needs of the recruit officer and department. The assignment of a different FTO will expose the recruit officer to a variation of training styles and personal approaches to the job. Recruit officers who are having difficulty in the program will sometimes improve their performance significantly after such a change. The FTO Coordinator should consider matching training difficulties of the recruit officer with a specific expertise of an FTO (e.g., a recruit officer having report writing difficulties should be assigned to an FTO who is an exemplary report writer, or a recruit officer who needs exposure to enforcement activity, should be assigned to a shift with a higher number of calls for service). Recruit officers ideally will be rotated to a different shift each phase to provide exposure to the variation of responses that are appropriate at different times of the day.

### *Field Training Staff Meetings*

In an ongoing basis and at or near the end of each phase, the current and next FTOs should communicate to review the progress of the recruit officer and pass on information relative to special training problems and remediation efforts. A requirement that the End of Phase Report (EPR) be submitted on or before the final day of the phase will improve the turnaround time for administering the evaluation to the recruit officer in a timely manner.

Additionally, the field training staff should meet as often as necessary as a group for additional training, information and ideology exchange, and review of evaluation standards. This will allow the FTOs the opportunity to enhance the department's standardization and consistency within the program.

### *Special Assignments*

As a rule, recruit officers should be under the direction and in the immediate presence of a qualified field training officer throughout the program. However, field training can be significantly enhanced by an experience that is not included in the training guide. Assignments can be made for brief periods to allow the recruit officer to work with another senior officer (non FTO) or civilian (non law enforcement duties) on special investigations or in specialized training areas (i.e., detective, records, communications, etc.). A few hours spent in the communications center or at the records counter can also be productive. Special occurrences, such as a mutual aid request for a demonstration or anticipated civil disobedience, or a request for added manpower at a special event, should be met by assigning the recruit officers as a group and with as much supervision as practical. These assignments must have the prior approval of the Field Training Program Coordinator whenever possible.

At no time should another officer who has not attended a POST-certified Field Training Officer Course evaluate a recruit officer. Documentation of the special assignment as well as significant training or action that occurred is, however, strongly recommended. This special documentation may be cited on the DOR activity narrative page.

### *Standardized/Phase Training*

In order to maintain a certain level of uniformity, a concentrated effort is made to standardize certain aspects of field training that fall within each category (topic) of performance skills. FTOs must have confidence in the training that has preceded their segment of training. Without standardized training, the second FTO (or third, or fourth, etc.) is evaluating the recruit officer, not only on the recruit officer's shortcomings, but on the training deficiencies of the other FTOs as well. Training must take place before evaluation and must be uniform if the evaluation is to be valid. FTOs should also recognize a recruit officer's style and understand it may be different from their own. An FTO should demonstrate, but not demand a recruit use the FTOs method (as long as the recruits tactics are legal, safe, and consistent with the philosophy, rules, and regulations of the Department)

Following the *Field Training Program Manual and Guide* will minimize problems that arise from inconsistent training and will ensure maximum uniformity in the training process. A fundamental element of the Field



Training Program is the phase training. Phase training is designed to provide the following:

- a systematic approach to field training;
- consistent and standardized training;
- the means of assuring the recruit officer's capability to perform the skills or tasks necessary for competent operation of a solo-officer patrol car;
- the opportunity to train with various FTOs and to be exposed to their various techniques while operating within standardized guidelines.

During each phase, the recruit officer will complete a comprehensive list of tasks designed to assure the FTO of the recruit officer's ability to master a series of specific police skills. The Field Training Program is divided into the following.

***In House Orientation*** consists of the orientation period with two weeks of instruction and training. During this time, the recruit officer will be taught certain basic and agency-specific skills. These include officer safety and other areas of potential liability to the organization and the recruit officer.

***Phase I*** is four weeks long and will be the first opportunity the recruit will have to be in the field and to be evaluated. The important elements of this phase are the molding of the recruit officer's attitude toward the experienced officers and making it clear that the program is not "just something else they have to get through." The FTO's function as a role model is particularly important here. A great deal of the recruit officer's ultimate success will hinge on his or her attitude toward the training program and on the image projected by the FTO.

***Phase II*** is four weeks long and is somewhat more complex than the previous phase and is sometimes identified as the phase in which recruit officers begin to shed their unfamiliarity with their new role. It is expected recruit officers will begin handling calls for service with less input required from their FTO. It is now that they begin to master the skills at hand. The FTO must acknowledge the recruit officer's growing assertiveness and remain constantly aware of the workload, guarding against under or over loading.

***Phase III*** is four weeks long and is characterized by advanced training and the polishing of those skills obtained earlier. Recruit officers will be expected to begin handling patrol details, save those they have not yet been exposed to, without assistance. They should be initiating patrol activities on their own. Less instruction is provided in an environment where critical evaluation takes on ever increasing importance. This is also an opportunity

for the FTO to review those tasks previously accomplished and to be sure the recruit officer is prepared for the final phase.

***Phase IV*** or “*shadow*” is the test phase and is designed to be 2 weeks long. This is an evaluation phase that generally consists of observed patrol activity. During the first week of Phase IV, the FTO will observe the actions of the recruit officer while wearing plain clothes. During the second week of Phase IV, the FTO will trail the recruit in a separate vehicle. In both of these cases the FTO will not take any action except in instances where their intervention is necessary. This FTO intervention should occur under the following circumstances:

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

The consistency and standardization of phase training are essential to the success of the Field Training Program. Standardized training provides for uniform application of policy, procedure, and law throughout the agency. Consistency in training ultimately provides for fair and impartial treatment of all citizens by agency members.

# FIELD TRAINING PROGRAM

## PHASE TRAINING - AN OVERVIEW

*Figure 2.*

### RECRUIT OFFICER

<b>Orientation 2 weeks</b>	<b>Phase I 4 weeks</b>	<b>Phase II 4 weeks</b>	<b>Phase III 4 weeks</b>	<b>Remediation 2-4 weeks if needed</b>	<b>Phase IV 2 weeks</b>
FTO Orientation	Phase 1 FTO	Phase 2 FTO	Phase 3 FTO	Alternate FTO's	Phase 4 FTO
Swearing-in	Coursework	Coursework	Coursework	Additional remedial training and exercises to be determined by FTP staff	Complete Coursework
Manual Orientation	Daily evaluations	Daily evaluations	Daily evaluations		Daily evaluations
Systems Logon Qualifications	End of phase report	End of phase report	End of phase report		Final phase report
City Orientation					Program completion sign off
RIMS					
Report Writing					
Equipment Issue					
Policy Review					

# FIELD TRAINING PROGRAM

## PHASE TRAINING - AN OVERVIEW

*Figure 3.*

### LATERAL OFFICER

<b>Orientation 2 weeks</b>	<b>Phase I 2 weeks</b>	<b>Phase II 2 weeks</b>	<b>Phase III 2 weeks</b>	<b>Remediation 2-4 weeks if needed</b>	<b>Phase IV 1-2 weeks</b>
FTO Orientation	Phase 1 FTO	Phase 2 FTO	Phase 3 FTO	Alternate FTO's	Phase 4 FTO
Swearing-in	Coursework	Coursework	Coursework	Additional remedial training and exercises to be determined by FTP staff	Complete Coursework
Manual Orientation Section	Daily evaluations	Daily evaluations	Daily evaluations		Daily evaluations
Systems Logon	End of phase report	End of phase report	End of phase report		Final phase report
Qualifications					Program completion sign off
City Orientation					
RIMS					
Report Writing					
Equipment Issue					
Policy Review					

### *Remedial Extension*

The program duration limit is set-forth in the above charts; however, it should be understood that problems sometimes occur which make it difficult to always adhere to a set time limit. Sometimes these problems have their source in the recruit officer's performance; other times they are administrative in nature. For whatever reason(s) they occur, recruit officers must be given a fair opportunity to prove themselves.

Recruit officers may have their field training extended to allow them sufficient time to master complex tasks necessary to complete the program. This is not a guarantee that every recruit officer has the right to an extension. The decision to extend shall be that of the Division Commander and the Field Training Program Supervisor and is usually, although not always, made before the recruit officer enters the final phase. This decision should be based on a review of performance and other information available as well as the recommendations of the FTOs and the FTO Supervisor. The extension is not to be viewed as punishment but as an opportunity to catch up and to have problems remediated.

An extension in the Field Training Program may be handled in several ways. The recruit officer may continue to work with the same FTO or may be assigned to a different FTO on any of the available shifts. A decision may even be made to utilize an outside resource. The field training extension should be tailored to fit the training needs of the recruit officer. This is a difficult time for the recruit officer and a time when he or she might "give up" or "decide" to fail. It is the FTO's responsibility to see that the extension is viewed from a positive perspective and as a strategy that will lead to success. The foundation for a decision to extend is whether or not the cause is viewed as something that can be remediated or corrected. Field Training Program extensions should occur infrequently and should not be granted unless the probability of success is anticipated. Part II, sections 3-4 contain more information on the remediation process and remedial strategies.

### *Termination*

While we should never give up on recruit officers who have a chance to succeed in a reasonable amount of time, we must respond realistically toward those who do not. The Field Training Program is designed to develop competent, proactive solo patrol officers. This level of competence, unfortunately, is not always reached. Some recruit officers realize that the expectations they had when they began the program were

unrealistic or unreachable. Others can perform many, but not all, of the multiple tasks required of solo patrol officers. While still others are simply unable to deal with the stress of the job. Whatever the reason(s), the truth is that some recruit officers just will not make it.

If during the Field Training Program it is concluded by consensus that a recruit officer should be recommended for termination, it then becomes necessary that all documentation having bearing on an eventual decision be gathered. This documentation summarizing the recruit officer's performance should include conclusions and recommendations concerning retention or dismissal; reflect the writer's point of view and not be influenced by other's opinions; and reflect positive as well as negative aspects of the recruit officer's work.

The recommendation to the Division Commander to terminate a recruit officer should be made only after all submitted reports are reviewed by the Field Training Program Supervisor. The recruit officer should be advised of the pending recommendation only after all the documentation has been submitted through the chain of command to the Chief of Police. It shall **not** be the FTO's role to notify the recruit officer of his/her impending termination but that of the Division Commander. The recruit officer should be given the right to speak to anyone he/she wishes in the chain of command. Many recruit officers will elect to resign prior to being terminated from the program. Even if the recruit officer resigns, all memorandums, reports, and evaluations should be completed and maintained in his/her file to document the field training performance.

#### *FTO and Program Critique*

An important element of running a consistent and successful field training program is the continuous evaluation of the performance of the FTOs and the relevance of the program itself. Critiques completed by the recruit officers offer insights into the training ability of particular FTOs and an overall assessment of the effectiveness of the Field Training Program, from the perspective of the recruit officer. These critiques offer a means of self-evaluation for the FTOs.

The recruit officer shall critique the FTO at the completion of the Field Training Program. The critique will be documented in writing by the recruit officer, who will complete the FTO Critique Form. The recruit officer will submit the completed forms to the Field Training Program Supervisor. The Critique Form is structured so that the recruit officer is encouraged to offer candid opinions concerning the training program and the FTO's performance as an instructor. This FTO Critique Form is intended to

establish complete and positive communication between those involved in the training program. Recruit officers should be informed that confidentiality is the key to the success of the FTO critique process. FTOs should not be shown a completed Critique Form, nor should any specific comments made by a recruit officer be directly provided to an FTO. The Field Training Program Supervisor should provide the information from the critiques to the Field Training Program staff in the form of general training and improvement material.

### *Documentation*

Various forms and reports are necessary to ensure proper documentation. The forms used in the Field Training Program are found in the Appendices of this guide. Admittedly, there is a lot of paperwork involved in field training. This paperwork is necessary, as complete records are essential. As new innovations occur which are incorporated into the program, these forms will undergo revision. The basic formats of most of these forms have, however, been in existence for many years. The structure of each form is designed to facilitate the training function. Retention of these forms and records is based upon department need.

## **ROLE/EXPECTATIONS OF RECRUIT OFFICERS**

### *Role of the Recruit Officer*

The role of the Field Training Program recruit officer is to demonstrate the ability to perform at a solo patrol officer level by the end of the Field Training Program. This is the standard by which the recruit officer will be measured throughout the training program.

The recruit officer's primary responsibility while assigned to the Field Training Program is to devote his/her full attention and efforts toward successfully completing that program. This may be a very intense and stressful time in the recruit officer's life. The Field Training Program staff will make every effort to provide the tools necessary for the recruit officer to succeed in this task. Recruit officers must simply give their best effort each and every moment they are assigned to the program.

### *Expectations of Recruit Officers*

Recruit officers are to be respectful to the Field Training Officers and other program staff. The FTO's direction is to be accepted and followed at all times. If the recruit officer believes that a specific order is improper, or an evaluation is not fair, he/she should discuss it with the FTO. If the recruit officer is still unable to resolve the issue, the recruit officer should ask to meet with the FTP Supervisor.

Recruit officers will complete all assignments in a prompt, timely manner. They will follow all policy and procedures, as outlined in the *Field Training Program Manual and Guide* and the *General Orders Manual*.

Recruit officers should ask questions when they arise. FTOs are an information resource and recruit officers should not wait for the FTO to cover an area of concern they may have. *Recruit officers are expected to make mistakes.* They should not be overly concerned with errors when they are made. Instead they must channel their efforts into recognizing and correcting the error(s).

While off duty, recruit officers should not respond to police calls, nor should they conduct police investigations unless the situation is life threatening. Recruit officers should discuss these types of situations with their FTO and follow department policy when dealing with off-duty situations.

Recruit officers will receive Daily Observation Reports and End of Phase Reports. Recruit officers should use these forms to track their progress and to help identify any areas requiring additional effort on their part. Recruit officers should be open and honest during these reviews. Should any problems arise that cause concern, they should be discussed during these times.

Recruit officers shall be receptive to constructive criticism given by FTOs and Field Training Program staff. They may verbalize an explanation for their action; however, repeated rationalization, excessive verbal contradictions and hostility are not acceptable and are counterproductive to the Field Training Program itself.

Recruit officer's relationships with Field Training Program staff (including other recruit officers and FTOs) shall be respectful and strictly professional, both on and off duty, while they are going through the training program. Dating and socializing between the recruit officer and FTOs is prohibited unless the relationship began before the recruit officer was hired or



assigned and the Chief of Police and the Field Training Program Coordinator are aware of the relationship.

## **ROLE/EXPECTATIONS OF FIELD TRAINING OFFICERS**

### *Role of the Field Training Officer*

Field Training Officers (FTOs) receive significant additional responsibilities over and above their law enforcement duties when assigned to train a newly assigned officer. In addition to performing in an exemplary manner, while recruit officers closely watch, FTOs must slow their pace to review the purpose and detail of every new encounter. FTOs must guide recruit officers through a comprehensive curriculum that requires the blending of knowledge, skills, and the good judgment of when, where, and how to apply them.

The essentials of the FTO's role are that he/she apply the techniques of coaching by providing a role model to follow and giving encouragement and direction to the recruit officer to apply what has been taught. This is followed by giving feedback on the recruit officer's performance. As the training proceeds, an evaluation of the recruit officer's suitability to be a law enforcement officer will take shape in the mind of the FTO, because he/she is closest to the performance or product that is being evaluated. It is important that this assessment have a positive impact on the performance of the recruit officer. The FTO's appraisal of the recruit officer's abilities should always be followed with positive reinforcement and encouragement to continue good performance or an adjustment of training techniques or presentation to meet the needs of the recruit officer.

The system that effectively identifies and selects qualified personnel to be Field Training Officers will more often produce technically competent and active officers because patrol supervisors and commanders generally focus on these attributes and recommend officers who have them. It follows that the system will select FTOs that not only set very high standards for themselves but for the recruit officers as well. In discussing the role of the FTO, although high standards are desirable, the recruit officer must measure up to the standards of the Field Training Program, not higher standards set by the FTO.

It would be impossible to list every conceivable aspect of the FTO's role in this guide. They can change hourly or sometimes by the minute. FTOs must be flexible and able to change as the challenges change; otherwise, the recruit officer, the program, and the agency will suffer. A weak FTO can disrupt the entire training process. A great deal of trust and responsibility

go with this assignment and each member of the Field Training Program must be willing to accept it.

### *Expectations of Field Training Officers*

#### *Teaching/Training*

Any officer who becomes a Field Training Officer must commit to the philosophy of teaching. The most obvious function of the FTO is that of a teacher. In most cases this teaching will occur in the field under actual conditions. Other times teaching may occur during casual conversation. Teaching may also occur in a formal classroom environment using lesson plans and audiovisual aids. The fact is FTOs will spend much of their time teaching, even when it does not appear to be an obvious activity. As teachers, FTOs should be willing to accept the responsibility for the progress of the recruit officer, or lack of it, until they can identify any other uncontrollable factors that are the cause of the recruit officer's performance.

FTOs should recall how they felt when they began training and, consequently, they may appreciate the recruit officer's state of mind. The recruit officer's problems and fears can be allayed by the simple application of understanding from the FTO. The recruit officer should not be pampered but, instead, treated in a professional, realistic, objective, friendly, and empathetic manner.

FTOs should immediately establish a good training relationship with the recruit officer. There should be a clear understanding of the FTO role and the recruit officer role, and it should be explained to the recruit officer. The sooner recruit officers know what the training program expectations are, the less apprehensive and more responsive they will be.

It is incumbent upon the program staff and the FTO to work, within acceptable limits, to individualize a training approach for each recruit officer. Sufficient flexibility has been built into this Field Training Program so that the individual needs of the recruit officer and the organization can both be met. It is expected that the new employee has the necessary qualities to succeed and, with effective training, the majority of them will successfully complete the Field Training Program.

FTO's training methods should be conducive to producing a successful recruit officer. This point cannot be overemphasized. Frequently, ineffective or counterproductive stressful training methods can seriously alter a recruit officer's self-image. The use of loud or profane speech or

humiliation tactics are not acceptable conduct. These methods do not contribute to the learning environment, nor do they place the recruit officer in a proper state of mind.

FTOs should reinforce positive attributes and accomplishments instead of downgrading weaknesses. Recruit officers respond more quickly to a positive statement than to a negative one. Above all, within the limits of good judgment, FTOs should use realistic and established training methods that are conducive to the recruit officer's temperament, needs, and development as a patrol officer.

FTOs must conduct themselves in a professional manner at all times. They must teach and reinforce agency policy and procedures. FTOs should set examples by virtue of their knowledge, deportment, and appearance. They should remember that recruit officers will be products of what they are taught and of the behavior that is demonstrated to them. FTOs should attempt to set the highest standards in all areas of their performance.

#### *Role Modeling/ Attitude*

FTOs must be positive role models. This is done by maintaining a professional demeanor and appearance, adhering to rules and regulations, and having a positive attitude toward the agency, training program, job, and recruit officer.

During the orientation process, and each time a recruit officer is introduced to a new FTO, the FTO should establish a friendly, open, and professional rapport with the recruit officer. Development and learning are enhanced through effective communication. Rapport is extremely important to communication because people are not likely to share their ideas, questions, or feelings unless they feel their listener is open or empathetic to them.

FTOs should also convey an open and positive attitude that recruit officers can succeed in the training program. Recruit officers are not likely to develop when they feel or are told that success is not possible. Recruit officers need to believe that their FTOs want them to succeed and that the FTOs will help them achieve success. There is nothing more disconcerting than facing a "stacked deck". Everyone needs to know that they have an even chance to succeed. FTOs should expect recruit officers to succeed.

It is particularly important that a FTO maintain a positive and objective attitude when assigned a recruit officer who has not performed well with another FTO. The subsequent FTO must give the recruit officer every opportunity to succeed in that: (1) the recruit officer should not be

stereotyped or be discriminated against, and (2) judgments should be based on independent observations, not on the comments of others. It is entirely possible that the change of FTOs and the application of a positive attitude by the subsequent FTO may, in and of itself, be sufficient to elicit an acceptable performance from the recruit officer. The emphasis should be placed on developing a competent, proactive solo patrol officer, rather than on finding a way to discharge the recruit officer.

What FTOs expect from their recruit officers and how they (the recruit officers) are treated largely determines the recruit officer's career success. Recruit officers, more often than not, perform at a level they believe is expected of them. The expectation of an event can actually make it happen in field training. FTOs cannot avoid the cycle of events that stem from low expectations by merely hiding their feelings toward the recruit officer. It is virtually impossible to do this in that messages are constantly being conveyed through one's actions, mannerisms, expressions, tone of voice, and omissions. People will often communicate the most when they think they are communicating the least. To say nothing, for example, may be viewed as coldness, anger, or disinterest. What is critical in the communication of expectations is not what the FTO says but how the FTO behaves.

The goals of the program, the agency, the recruit officer, and the FTO can be simultaneously achieved through open, honest, professional, and positive attitudes.

### *Evaluating*

FTOs are also expected to be evaluators. They must develop and use skills to determine if learning is occurring. Evaluation skills are of primary importance to the Field Training Program. If FTOs cannot evaluate, then they cannot train. Evaluation is accomplished by the use of Daily Observation Reports, Standardized Evaluation Guidelines, End of Phase Reports, and through the use of remedial training, evaluation sessions, and feedback as necessary. The principle element of effective evaluation is objectivity. The principle goal of evaluation is documentation.

Field Training Officers should not discuss their recruit officer's progress with other agency personnel, other than those who have a need and right to know. Supervisors involved in evaluations should ensure that positive as

well as negative aspects of a recruit officer's performance are discussed and documented. They should also ensure that the comments are based on direct observation and not on speculation.

### *Researching*

FTOs must be able not only to identify remedial training needs but also must be able to provide that remediation in most instances. They must be able to use or identify the proper resource(s) to bring about the desired learning. This aspect of the job is sometimes time consuming but is a primary aspect of the field training process. Resources to consider include professional literature, reference manuals, area experts, supervisors, other FTOs, other department personnel, and the Field Training Program Coordinator.

### *Staff/ Administrative Activities*

On occasion, FTOs will be called upon to perform some staff duties. These may include reorganization of program functions, a teaching assignment, or another necessary duty that would help improve the agency and/or program.

### *Inspecting*

FTOs are responsible for the inspection of their recruit officer's uniform and equipment as well as approval of all paperwork. Discrepancies may also be brought to the FTO's attention by a supervisor for correction by the FTO or recruit officer.

### *Disseminating Information*

FTOs must make sure their recruit officers are receiving all the necessary information. They are also responsible for making sure recruit officers record this information and have it available upon request.

### *Field Training/ Scenarios/ Role Playing*

Field Training Officers are expected to instruct, demonstrate, or discuss each of the performance objectives within the field training program curriculum. Due to various reasons, not all of these objectives will be met

by an actual call for service or through a written or verbal test. Hence, scenarios or role-plays must be used to demonstrate and evaluate recruit officer performance.

FTOs are expected to conduct these exercises under the following conditions:

FTOs will not set up training scenarios without the proper notifications (i.e., supervisors, dispatch, neighboring agencies, etc.).

- Recruit officers will always be told when a training exercise is a mock situation.
- Loaded weapons will never be used in training scenarios.
- Additionally, FTOs should never attempt to agitate or anger civilians or prisoners for the purpose of seeing how a recruit officer deals with conflict.

### *Recommending*

FTOs may make the recommendation (in an end of phase report) to have the recruit moved-on to the next phase of training. However, FTOs are not responsible for the recommendation of extension or termination. These decisions will be made by the Field Training Program Supervisor and Division Commander after careful examination of the documentation and speaking with each of the recruit's FTOs. However, it is up to the FTO to clearly document the recruit's progress and to bring any issues into focus and provide input into any decision making process. If an FTO believes, for instance, that a recruit officer should be placed on an extension or terminated but fails to thoroughly document the recruit officer's deficiencies, the probability is that the recruit officer will not be extended or terminated.



# **FIELD TRAINING PROGRAM**

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PROGRAM GUIDE

## **FIELD TRAINING PROGRAM GUIDE ELEMENTS**

A program guidebook is vital to the success of any field training experience. The program guide of the Field Training Manual and Guide is intended to be used to instruct newly assigned patrol officers in the various duties which they will most likely perform during their careers. Obviously, all situations and problems cannot be included but the subjects therein should constitute the basis for a good foundation for future activities on the job. The guide should serve as the "lesson plan" for the Field Training Officer's instruction.

### *Elements of a Field Training Program Guide*

The first two parts of this manual contain information explaining the Field Training Program and its operation. The third part of the manual is the guidebook of training. While this guide does not contain all the information found in the Department General Orders or other detailed reference manuals, reference to these manuals are incorporated in the training guide for the recruit officer's referral.

The program manual and guide includes the following information:

- 1) Goals and Objectives of the Field Training Program
- 2) Chain of Command and Supervision Information
- 3) Explanation of the Elements of the Field Training Program
- 4) Role/Expectations of Trainees and Field Training Officers
- 5) Explanation of the Evaluation and Remediation Process
- 6) Copies of the Standardized Evaluation Guidelines (SEGs) and other program forms with brief explanations

Each recruit officer will receive this manual during their in-house orientation. Providing trainees with this information at the start of the program serves several purposes. It (1) clarifies their role in the training process, (2) improves understanding of the mechanics of the program, (3) enhances the credibility of the FTO, and (4) reduces a good deal of the apprehension normally found in any training program.

The Field Training Guide lists POST and agency objectives that contain comprehensive lists of the knowledge and skills that the FTO is required to impart to the recruit officer and then evaluate the recruit officer's ability to



retain the knowledge and demonstrate the skills. These objectives and lesson plans are designed to ensure that trainees receive specific training in designated topics or areas.

These training topics are generally broken into training phase segments. Responsibility for covering the items and listed tasks lies with the FTO to whom the trainee is assigned for that specific phase. Training in and completion of the designated topics or areas will give trainees the foundation to draw from when handling incidents that have not been actively demonstrated. It will be impossible to train a newly assigned officer in every area that may be encountered throughout a career but this program should provide a firm foundation on which to build.

Finally, there is reference to various resource materials in the guide. Examples include important policies, people with expert knowledge in the topic area, municipal codes, etc. The purpose for this is twofold. First, the material remains as a reference for the trainee and, secondly, the FTO will use these materials as the lesson plan rather than attempting to "ad lib" when it comes time to instruct on the particular topic. If a policy or procedure is included in the guide or a separate resource manual, it is much easier for the FTO to teach from the actual policy rather than from memory of the policy or an out-of-date guidebook. This also allows for better documentation that the material was covered.

In addition to the instruction the trainee will be receiving from the FTO, it is possible the trainee will need to do some further studying. The suggested reference material is maintained in the report writing area of the Police Department. In addition, the Training Bureau has access to the Regular Basic Course Curriculum, POST training videos, and any other training

aids. Trainees are also advised to maintain their own copies of the Penal Code, Vehicle Code, and General Orders (or Quick-codes of same), and know the locations of other reference materials including a list of community reference services.

It is the responsibility of the Division Commander and the Field Training Supervisor to oversee the development and maintenance of an agency's *Field Training Program Manual and Guide*. The Field Training Supervisor should designate Field Training Program staff to review and keep current the materials presented in this manual. Constant revision based on input from trainees, FTOs, and other program staff will make the agency's field training program guide a viable resource and basis for a successful Field Training Program.

## **THE FIELD TRAINING PROGRAM GUIDE OVERVIEW**

The Menlo Park Police department uses a computer-based Program Guide or “course book” that is attached to the computerized DOR system. This guide is designed to be used by the FTO and the trainee as a basis for instruction and study for the Field Training Program. The guide contains statements of performance (i.e., objectives) that begin by introducing the newly assigned officer to the agency and duties, and progresses to performance independent of the FTO. This guide contains no policies, procedures, or specific methods to follow; it simply directs a training response to needs or situations that could be encountered by any peace officer who is assigned to general law enforcement patrol duties. Therefore, the recruit officer is referred to and should review and learn specific policies, procedures, or methods. The FTO has a duty to assist by directing the study and diligently testing the trainee's knowledge. The guide also requires the trainee to apply skills and knowledge that were acquired in the Basic Academy. The FTO must help the trainee apply these skills and knowledge in a real life environment with actual law enforcement incidents.

The *Field Training Program Manual and Guide* is as comprehensive and complete as possible. The objectives (skills and knowledge) included in the program are based on structured learning content and have been reviewed and are approved by the Commission on Peace Officer Standards and Training.

*Topics / Instructional Areas*

The duties of general law enforcement patrol officers are quite similar within the state and the nation. Research and experience have demonstrated that new officers should demonstrate competency in the following areas:

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Agency Orientation/Department Policies	Report Writing
Tactical Communication/ Management Resolution	Search and Seizure
Agency Specific Training	California Codes and Law
Patrol Vehicle Operations	Radio Communications
Traffic	Patrol Procedures
Officer Safety	Self-Initiated Activity
Use of Force	Control of Persons, Prisoners, and the Mentally Ill
Community Relations/Professional Demeanor	Investigations/Evidence

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*Format*

The POST approved Field Training Program has these 15 objective areas of instruction segmented into specific topics. Each contains knowledge- and performance-based objectives (training goals) for the trainee to accomplish. Each topic may be presented, wholly or in portions, during field training phases. The objectives in each of the listed topics build from

basic issues to more complex to assist in an incremental learning approach. This is intended to enhance retention so the trainee is able to relate some element of past instruction to each new subject. The format allows for flexibility but is designed to hold the trainee responsible for the performance objectives that are required.

### *Training and Testing Methods*

The Field Training Program is written in performance-based objectives (training goals). There is no intention to restrict an FTO's methods of presentation or measuring of the trainee's acceptable performance of the task(s); however, each topic has an outline with related objectives, references and resources, related standardized guideline categories, training considerations, and related P.O.S.T. basic academy learning domains. Measuring performance is based on the standardized evaluation guidelines.

Because of the very nature of patrol work, not every field incident that the Guide requires a trainee to perform will occur within the time frame of the program. The FTO should improvise by volunteering, when possible, for assignments that will assist in meeting the training objectives. In some cases, it may be necessary for the FTO to set up a scenario exercise or rely on the trainee's verbal or written explanation of handling the situation coupled with his/her performance in similar incidents.

Initially, the trainee must be provided with, and allowed the opportunity to study written documents, training bulletins, or general orders that the trainee is responsible for knowing. The FTO should then proceed through the Field Training Guide discussing, instructing, or demonstrating each performance objective. The FTO should encourage the trainee to take increasing responsibility for field performance based on the nature of incidents and the amount of experience the trainee has in the program. This responsibility ultimately includes the satisfactory completion of each performance objective. It is the intention of the field training program to have the new officers demonstrate their satisfactory completion of or competency in these performance objectives through actual, on-duty handling of field situations. This is, for obvious reasons, the preferred method of demonstrating that the trainee comprehends and can apply what has been taught.

Based on a variety of reasons (calls for service, type of agency, demographics, location, etc.), trainees may have to demonstrate successful comprehension and competency through alternative ways. The methods for "competency demonstration" used in the POST Field Training Program are:

(1) Agency Constructed Knowledge Tests. Some portions of the field training program may require agency constructed knowledge tests that measure the skills and knowledge required to achieve one or more training goals. These tests may be in written or verbal format. When an agency constructed knowledge written test is used, trainees should earn a score equal to or greater than the minimum passing score established by the agency. Trainees who fail a written agency constructed knowledge test on the first attempt should: (a) be provided with an opportunity to review the test results in a manner that does not compromise test security; (b) have a reasonable time, established by the agency, to prepare for a retest; and (c) be provided with an opportunity to be re-tested with an agency constructed, parallel form of the same test. If the trainee fails the re-test, it will be the agency's responsibility to determine if the trainee should be given another re-test or terminated from the field training program. Special Note - These tests should be standardized to ensure accuracy and fairness and may also serve as an additional evaluation instrument.

(2) Scenario Tests. Some portions of the field training program may require scenario tests which are job simulation tests that measure the skills and knowledge required to achieve one or more training goals. When a scenario test is used, trainees should demonstrate their competency in performing the tasks required by the scenario test. Competency means that the trainee performed at a level that demonstrates that he or she is able to perform as a solo patrol officer. This determination should be made by a qualified field training officer. Trainees who fail to clearly demonstrate competency when first tested should be provided with an opportunity to be re-tested. The re-test should occur after documented remedial training has been provided to the trainee by a qualified field training officer. The duration of and subject matter covered in the remedial training shall be determined by the agency. If the trainee fails to demonstrate competency on the re-test, it will be the agency's responsibility to determine if the trainee should be given another re-test or terminated from the field training program. Special Note - Officer Safety must be of the utmost concern during the use of any simulated/scenario exercises. At no time are loaded weapons to be used in any scenario testing during the field training program.

(3) Field Performance Tests. Most portions of the field training program will require field performance tests which are generally in the form of calls for service, traffic enforcement, self-initiated activity, etc. When field performance tests occur, trainees must demonstrate their competency in performing the tasks required of a solo patrol officer. This determination should be made by a qualified field training officer. Trainees who fail to clearly demonstrate

competency during a field performance test should be provided remedial training. The remedial training should be provided and documented by a qualified field training officer. The duration of and subject matter covered in the remedial training shall be determined by the agency. If the trainee does not respond to remedial training and fails to demonstrate competency on subsequent and/or repeated field performance tests, it will be the agency's responsibility to determine if the trainee and/or agency will benefit from additional remedial training and testing or should be terminated from the field training program.

### *The POST Approved Program*

This standardized field training program is one of the most important phases of basic training for law enforcement officers. This program has been certified by the Commission on Peace Officer Standards and Training to ensure contemporary and professional training (*figure 1; below*).

## TRAINING PHASE AND TOPIC OVERVIEW

*Figure 1*

ORIENTATION	PHASE I	PHASE II	PHASE III	Phase IV
Agency Orientation	Patrol Vehicle Inspection	Ped Stops	Crimes in Progress	Shadow Period Final
Professional Demeanor and Communication	Patrol Vehicle Operation	Search and Seizure	Sniper Attack	Lost, Found and Recovered Property
Legal and Ethical Issues	Emergency Vehicle Ops and Pursuits	Missing Persons	Sick, Injured, Deceased Persons	Animal Control
Information Systems/Telecommunications	Contact and Cover	Mental Illness Cases	Unusual Occurrences	Subpoenas
Report Writing	Community Orientation/ Geographic Locations	DUI	Crowd Control	Courtroom Testimony and Demeanor
Control/Searching Person	Field Notes and Notebooks	Handling Disputes	Investigations	Community Relations and Service
Handcuffing	Low Risk Vehicle Stops	Civil Disputes	Evidence Collection and Preservation	Traffic Vehicle Collisions
Force Options	Impounding/Storing Vehicles	Police Patrol and Observation Skills	Fires	
Medical Emergencies	High Risk Vehicle Stops	Preventing and Detecting Crime	Crime Prevention	
Support Services	Officer Survival	Tactical Communication	Sources of Information	
Radio Procedures	Searching Veh/Bldg/Areas	Interviewing	Self-Initiated Activity	
Vehicle Code	Legal Responsibilities with Prisoners	Law		
	Transport Prisoners	Line-ups		
	Booking Prisoners			
	Domestic Violence			
	Victim of Violent Crime			
	Warrants			



# **FIELD TRAINING PROGRAM**

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FORMS & EVALUATIONS



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# MENLO PARK POLICE

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## PASSWORDS & KEYS

For the purpose of security, numerous passwords will be issued for the following access:

Building Entrance Code	_____
System Log On	_____
CLETS Log On/user form/Test	_____
RIMS Log On	_____
Voice Mail Code	_____
E-Mail (Refer to MPPD Policy Manual Sec 212)	_____
Internet use (City Waiver)	_____
DOJ Photo Log On	_____
Accurint Log On	_____
Intranet use	_____
Megan's Law	_____
Menlopark.pbtgroup.com log on	_____
RIMS Utilities	_____

The following equipment, lockers and keys will be issued:

Locker & Key (In Locker Room)	_____
Mailbox	_____
Supplies	_____

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# MENLO PARK POLICE

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## **Daily Observation Report (DOR)**

The Menlo Park Police department uses a computer-based DOR system where the trainee will be evaluated on a daily basis by the Field Training Officer. The trainee will be rated on a seven point scale (1 – lowest, 7 - highest). A score of “4” should be understood as the basic performance level of a solo patrol officer. The trainee may also receive the score of “not observed” (NO); or “not responding to training” (NRT) on any given performance area. The trainee will be scored daily on the following 32 performance areas:

### **CRITICAL PERFORMANCE TASKS**

1. Driving Skill: Stress Conditions
2. Orientation Skill Under Stress
3. Field Performance: Stress Conditions
4. Officer Safety: General
5. Officer Safety: With Suspicious Persons & Prisoners
6. Control of Conflict: Voice Command
7. Control of Conflict: Physical Skill

### **FREQUENT/OTHER PERFORMANCE TASKS**

8. Driving Skill: Non-Stress Conditions
9. Orientation Skill: Non-Stress Conditions
10. Proper Form Selection: Accuracy/Completeness
11. Report Writing: Organization/Details
12. Report Writing: Grammar/Spelling/Neatness
13. Report Writing: Appropriate Time Used
14. Investigation and Follow-Up
15. Field Performance: Non-Stress Conditions
16. Self-Initiated Field Activity
17. Problem Solving/Decision Making Ability
18. Radio: Appropriate Use of Communication Codes
19. Radio: Listens and Comprehends Transmissions
20. Radio: Articulation of Transmissions

### **KNOWLEDGE**

21. Department Policies and Procedures
22. Penal, H&S, and W&I Codes
23. Vehicle Code
24. City Codes
25. Reflected in Verbal or Written Tests
26. Reflected in Field Performance Tests

**ATTITUDES/RELATIONSHIPS**

- 27. Acceptance of Feedback: Verbal/Behavior
- 28. Attitude Toward Police Work
- 29. With Citizens: Specify
- 30. With FTO/Supervisors
- 31. With Officers, Other Trainees

**APPEARANCE**

- 32. General Appearance: Specify if Necessary

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# MENLO PARK POLICE

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## *End of Phase Report*

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Recruit: \_\_\_\_\_

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

Hours In: \_\_\_\_\_

Field Training Officer: \_\_\_\_\_

### **Summary:**

*Narrative by Field Training Officer.*

### **Rating Scale:**

Refer to the Standard Evaluation Guidelines (SEG) in the Field Training Program Manual.

### **Critical Performance Tasks:**

#### **Driving Skill Stress:**

**Rating:**    1    2    3    4    5    6    7

**Summary:**    *Narrative by Field Training Officer.*

#### **Orientation Stress:**

**Rating:**    1    2    3    4    5    6    7

**Summary:**    *Narrative by Field Training Officer.*

#### **Field Performance Stress:**

**Rating:**    1    2    3    4    5    6    7

**Summary:**    *Narrative by Field Training Officer.*

**Officer Safety & Officer Safety with Suspicious Persons:**

**Rating:** 1  2  3  4  5  6  7

**Summary:** *Narrative by Field Training Officer.*

**Control of Conflict, Voice:**

**Rating:** 1  2  3  4  5  6  7

**Summary:** *Narrative by Field Training Officer.*

**Control of Physical Conflict:**

**Rating:** 1  2  3  4  5  6  7

**Summary:** *Narrative by Field Training Officer.*

**Frequent and Other Performance Tasks:**

**Driving Skill, Non-Stress:**

**Rating:** 1  2  3  4  5  6  7

**Summary:** *Narrative by Field Training Officer.*

**Orientation, Non Stress:**

**Rating:** 1  2  3  4  5  6  7

**Summary:** *Narrative by Field Training Officer.*

**Proper Form Selection:**

**Rating:** 1  2  3  4  5  6  7

**Summary:** *Narrative by Field Training Officer.*

**Report Writing, Accuracy/Completeness:**

**Rating:** 1  2  3  4  5  6  7

**Summary:** *Narrative by Field Training Officer.*

**Report Writing, Organizational and Details:**

**Rating:** 1  2  3  4  5  6  7

**Summary:** *Narrative by Field Training Officer.*

**Report Writing, Spelling/Grammar/Neatness:**

**Rating:** 1  2  3  4  5  6  7

**Summary:** *Narrative by Field Training Officer.*

**Investigation and Follow Up:**

**Rating:** 1  2  3  4  5  6  7

**Summary:** *Narrative by Field Training Officer.*

**Field Performance- Non Stress:**

**Rating:** 1  2  3  4  5  6  7

**Summary:** *Narrative by Field Training Officer.*

**Self-Initiated Field Activity:**

**Rating:** 1  2  3  4  5  6  7

**Summary:** *Narrative by Field Training Officer.*

**Problem Solving/Decision Making:**

**Rating:** 1  2  3  4  5  6  7

**Summary:** *Narrative by Field Training Officer.*

**Radio:**

**Rating:** 1  2  3  4  5  6  7

**Summary:** *Narrative by Field Training Officer.*

**Knowledge-Variou Codes:**

**Rating:** 1  2  3  4  5  6  7

**Summary:** *Narrative by Field Training Officer.*

**Attitude and Relationships:**

**Rating:** 1  2  3  4  5  6  7

**Summary:** *Narrative by Field Training Officer.*

**Appearance:**

**Rating:** 1  2  3  4  5  6  7

**Summary:** *Narrative by Field Training Officer.*

**Summary Score:**

**Rating:** 1  2  3  4  5  6  7

**Summary:** *Narrative by Field Training Officer.*

**Recruit Comments:**

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Recruit Signature

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Field Training Officer Signature

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Field Training Program Supervisor  
Signature

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Division Commander Signature



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# MENLO PARK POLICE

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## FIELD TRAINING OFFICER EVALUATION

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

With this in mind, the Probationary Officer is requested to honestly appraise and evaluate each FTO to whom they have been assigned. This form should be turned into the Field Training Sergeant and will not be available to be viewed by any FTOs.

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

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

Date of training: \_\_\_\_\_ To: \_\_\_\_\_

Critique by Probationary Officer: \_\_\_\_\_

Please use the following rating scale to rate each statement:

**5 – Strongly agree   4 – Agree   3 – Neither agree nor disagree  
2 – Disagree   1 – Strongly disagree**

Please use the following rating scale to rate each statement:

**1. The FTO set a good example for me:**

**Rating:   1    2    3    4    5**

**Comments:**

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**2. The FTO showed interest in imparting material and information to me.**

**Rating:**    1         2         3         4         5

**Comments:**

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**3. The FTO had knowledge of the material that was covered.**

**Rating:**    1         2         3         4         5

**Comments:**

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**4. The FTO's had the skill to instruct / teach / train.**

**Rating:**    1         2         3         4         5

**Comments:**

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5. This FTO communicated well with me.

Rating:    1             2             3             4             5

Comments:

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6. The FTO was honest, fair, and objective in rating me.

Rating:    1             2             3             4             5

Comments:

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7. The FTO had a positive attitude towards his/her role as an FTO.

Rating:    1             2             3             4             5

Comments:

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Please answer the following questions.

**1. List the area(s) in which this FTO showed the greatest skills, ability or interest.**

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**2. List the area(s) you believe this FTO needs improvement.**

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**3. Were there any conflicts with this FTO's training and your academy training? If there were conflicts, please explain.**

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**4. Provide an overall evaluation of the Field Training Program including deficiencies.**

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**5. Please list any suggestions you may have on how to improve the Field Training Program.**

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Recruits Name: \_\_\_\_\_

Recruit's Signature: \_\_\_\_\_

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

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**MENLO PARK  
POLICE**

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**FIELD TRAINING  
PROGRAM**

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APPENDICES

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# MENLO PARK POLICE

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## CITY DEPARTMENTS

Each new employee will be given a tour of the city departments to become more familiar with the city and what services each department provides.

### **City Council/Mayor**

The City Council is elected and formulates city policy. The Council directs the City Manager to take appropriate action and carry out policy directions. There are five council members, all Menlo Park residents, each serving four terms. Each year the five council members elect a mayor from among themselves. The City Council and Mayor's offices are occupied only part-time because council members and the mayor are not full-time employees.

### **City Manager**

The City Manager is hired directly by the City Council and is the primary administrator for the city municipal operation. The major responsibilities of the City Manager include: implementing City Council policy directives, responding to citizen requests for information, responding to citizen concerns and complaints, providing cost-efficient city services at appropriate levels of City Council and citizen expectations, developing and implementing the annual budget. The City Manager selects the department heads and administrative staff who report directly to him/her.

**Community Development** is made up of the following four divisions:

*Planning* makes recommendations regarding growth and zoning. It reviews all plans and construction blueprints for conformation with design and city requirements.

*Building* is the enforcement and inspection branch. It inspects building for specifications, sees that building designs are followed as initially approved

and that building materials are of the specified quality, and investigates any violations.

*Environmental* runs several programs concerning city environmental issues.

*Transportation* handles proposed changes to city traffic related issues. Maintains shuttle schedules. Promotes carpooling, bicycling to work etc.

**Housing & Redevelopment** is split into two divisions:

*Redevelopment Agency* is geared primarily to housing but includes commercial revitalization, community facilities, and public works improvement.

*Housing Programs* provide housing rehabilitation loans for lower income people, below market rate (BMR) housing programs to produce housing for low and moderate-income individuals.

**Public Works** consist of two branches:

*Engineering* is charged with seeing that all construction projects done in Menlo Park conform to the required state and local regulations and safety requirements. It oversees the repair, construction, marking and posting of streets and roadways. The Engineering Department conducts traffic surveys for radar approval or traffic controls i.e. stop signs or stop lights.

*Maintenance* provides a wide variety of services including city building maintenance, maintenance of city trees & street maintenance. They also provide water service for most of the city repairing broken water mains and an assortment of water problems.

**Community Services** has seven different divisions, recreation, cultural arts, community centers, children services, teen services, senior services, and youth and adult sports.

**Administrative Services** consist of five units:

*The Personnel Department* has the responsibility of announcing, testing and certifying individuals for employment for any job opening in the city. The Personnel Department manages the benefit programs offered to employees and provides assistance to various departments in labor and management issues.



*Finance* handles accounting in four areas of the city; accounting and cash management for city purchases, payroll, city investments, grants, and collection of bad debts. Annual renewal of business licenses; processing payments etc. Water administration i.e. processing water bills and Garbage Collection; establishes fees and service areas, prepares monthly payment to BFI for their service.

*City Clerk* has the primary responsibility for maintaining current and accurate records and legislative proceedings of the city. The City Clerk's office is responsible for scheduling and preparing City Council meeting agendas and public notices and coordinating the distribution of staff reports and correspondence pertaining to these weekly meetings to council members, departmental staff, the press and various public subscribers. The City Clerk also conducts required municipal elections; processes city liability claims and maintains such files. They administer appeals from the Planning Commission and Board of Zoning, handles legal filing requirements for annual statements of economic interests from designated city officials and employees and maintain city ordinance files.

**MIS (Management Information Systems)** consists of four divisions: data and word processing, print shop, communications.

**Community Relations** acts as a liaison between city departments and the community providing clear communication.

**Library** that is divided into six different sections containing children's, Belle Haven branch library, circulation, project read, adult services and technical/reference services.

### **Menlo Park Fire Protection District**

With headquarters in Menlo Park, this district has seven stations, which provide fire service to the cities of Menlo Park, East Palo Alto, Atherton, and the unincorporated areas of San Mateo County surrounding these three cities. The Fire Protection District is not a department within the city government, and while it is required that they adhere to various city

ordinances, there are other separate Fire District ordinances under which they operate.

**Chamber of Commerce**

The Chamber of Commerce is not affiliated with the city government operation in any way. We do, however, work very closely together, and both the city and the chamber rely upon one another for support and assistance with various programs and events. The Chamber of Commerce membership is comprised of various business owners and residents in the city.

## **MENLO PARK NEIGHBORHOODS & CENSUS TRACTS**

Almost every city in the World uses localized areas, sections, census tracts or neighborhood names to identify the parts of their city.

Menlo Park residents and city employees use the names of our specific neighborhoods when referring to locations.

Neighborhood names are based in local history, created by developers or are common terms among residents.

For crime report and statistic purposes, we use numbered Census Tracts (CTs) to organize data from different parts of the city.

### **MENLO PARK NEIGHBORHOODS**

#### *East of El Camino Real*

Belle Haven, Menlo Business Park, Bohannon Industrial Park, Suburban Park, Lorelei Manor, Triangle, Seminary Oaks, Menlo Oaks, The Willows, O'Connor Tract, Linfield, Civic Center, Menlo Square, Felton Gables

#### *West of El Camino Real*

Allied Arts, Creek, Downtown, Fremont & Hillview Tracts, West Menlo Park, Sharon Heights, Sand Hill Road Corridor, Stanford Hills

## **MENLO PARK CENSUS TRACTS**

*Census Tract 16* - North of Willow Rd. to Marsh Rd., Bay Rd. to Hwy 101 - (Lorelei, Suburban Pk., Commercial - W. of 101)

*Census Tract 17* - Willow Rd. to Haven Ave, East of Hwy 101 (Belle Haven & Bohannon Ind. - East of 101)

*Census Tract 18* - South of Willow Rd and East of Hwy 101 - (Menlo Industrial Park)

*Census Tract 21* - South of Menalto Ave., between Woodland Ave. & Hwy 101 - (O'Connor Tract)

*Census Tract 22* - Willow Rd to Menalto, between Middlefield and Hwy 101 - (The Willows area)

*Census Tract 23* - 795 Willow Rd – VA Hospital grounds.

*Census Tract 24* - Willow Rd. to Ringwood, between Middlefield and Coleman Ave. - (Seminary Oaks area)

*Census Tract 25* - Middlefield Rd. to the RR tracks & between the creek & Encinal Ave.- (Linfield Oaks, Civ Ctr. Felton Gab)

*Census Tract 26* - RR tracks to University, & between the creek and Watkins Ave. - (Allied Arts, Downtown, El Camino)

*Census Tract 27* - West of University Dr. to Cotton St. - (Fremont & Hillview and other tracts)

*Census Tract 28* - West of Cotton St. to Cloud Ave. - (West Menlo Park tracts) (Unincorp. Menlo Park is not included)

*Census Tract 29* - West of Cloud Ave. to Altschul Ave. - (Alameda de las Pulgas area) (Unincorp. Menlo Park is not includ.)

*Census Tract 30* - West of Altschul to I-280, North of Alpine Rd. to Atherton - (Sharon Heights, Sand Hill Rd. Businesses)

*Census Tract "99"* - Reports taken OUTSIDE Menlo Park city limits - by MPPD officers or while assisting other agencies.

## STREET NUMBERING

The basic rule for learning city orientation, finding streets, and knowing which way to turn is to learn the street number layout.

- ✓ *Listen* to or read the address of the call.
- ✓ *Think* about where the address is or could be – and consider where it is not -- and apply that info when responding to calls.
- ✓ *Hundred Blocks* - Know where streets begin and which intersections break hundred blocks.
- ✓ When you know where addresses or hundred blocks of major streets are located, you can apply a simple “process of elimination” to find the address and best route.
- ✓ *Landmarks* - Get to the know the address of key “Landmarks” (Stores, Parks, Businesses ) that can establish where you need to go.

*Examples:* Safeway: 525 El Camino Real, McDonalds: 1100 El Camino Real, Fire Headquarters: 300 Middlefield Rd., VA Hospital 795 Willow Rd., Gateway Apartments 1300 Willow Rd.

Street numbering in Menlo Park follows three basic rules, (with some exceptions).

### 1) *North - South streets:*

West of 101 = Numbers begin at the creek and go North.

East of 101 = Numbers begin at Del Norte Ave. and go South.

Exceptions:

- a) Laurel Street and Waverly begin at Willow Rd.
- b) The Willows; street numbers start at Menalto Ave. go North and South
- c) Bay Road, Constitution & Independence #s begin at Marsh Rd.
- d) Haven and Bohannon follow Redwood City address layout – North to South.

### 2) *East – West streets:*

Numbers begin at Middlefield Rd., 100 block, and go East and West.

Exceptions:

- a) A few Linfield Oaks streets (including Willow Rd.) begin at Alma St.
- b) Menalto Ave. and Euclid Ave. follow E.P.A. address layout - 1900 block starts at the creek.
- c) Sharon Heights street numbers begin at main intersecting streets running both East and West .

3) *Even - Odd sides of the street:*

Numbers reverse at Middlefield Rd.

East of Middlefield

Even #s - South & West side of streets/Odd #s North – East side.

West of Middlefield

Even #s – North & East side of streets/Odd #s South – West side

## **NEIGHBORING JURISDICTIONS**

### *Atherton*

Northern edge of Menlo Park

City Limits adjoin - Bay Rd., Ringwood Ave., Middlefield Rd., Oak Grove Ave., Laurel St., Encinal Ave., Watkins Ave., El Camino, Valparaiso Ave., Sharon Heights

Atherton PD - 83 Ashfield Road (off El Camino Real)

### *East Palo Alto*

South Eastern edge of Menlo Park

City Limits adjoin - University Ave., O'Brien Dr., Willow Rd., US101, Menalto Ave., O'Keefe Ave., Euclid Ave.

### *Palo Alto:*

South - Center edge of Menlo Park

City Limits adjoin - San Francisquito Creek (base and south bank of creek).

Palo Alto PD - 275 Forest Ave., between Bryant and Ramona St. (rear of PA City Hall)

### *Redwood City*

North - East edge of Menlo Park City Limits adjoin - 1000 Block Marsh Road, US 101, West side of Haven Ave. @ Haven Ct.

Redwood City PD - 1301 Maple St. (Blomquist St., off Seaport Blvd.  
/or off Veterans Blvd.)

*Stanford University*

South - West edge of Menlo Park

City Limits adjoin - San Francisquito Creek (base and south bank of  
creek). Stanford Shopping Center, Stanford West housing - Sand Hill  
Road, Stanford Golf Course

Stanford DPS (Santa Clara SO) - 711 Serra St. @ Campus Dr. (off El  
Camino, South of Stadium)

*Unincorporated – North Fair Oaks, Menlo Oaks & Woodside*

North - East section - Menlo Oaks - Ringwood Ave., Coleman Ave.,  
Bay Rd. to VA back fence, Rear of Seminary Oaks addresses, West -  
Center edge of Menlo Park - West Menlo Park, West edge of Menlo  
Park - I-280 - Sharon Heights Golf Course, City Limits adjoin -  
Various streets and addresses West of Stanford Ave., Cloud Ave., Orange  
Ave.

SMCO Sheriff - 400 County Center, Redwood City (Hall of Justice)

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# MENLO PARK POLICE

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## CRIMINAL & CIVIL JUDICIAL SYSTEM OVERVIEW

### **CIVIL VS CRIMINAL LAW**

The United States legal system operates primarily in two spheres, Civil Law and Criminal Law. Police agencies deal only with the criminal aspects of the law but there is a gray area where the two spheres of jurisdiction overlap. It sometimes takes attorneys and judges to decide the actual jurisdiction. Questions regarding legal problems, unless clear-cut, should be referred to a patrol officer or in some case the Watch Commander. Legal advice shall not be given.

Law Enforcement agencies are the enforcement arm of the law. Peace Officers, sworn to uphold the law, are charged with the responsibility to suppress, apprehend and arrest those individuals who break the law.

### **CRIMINAL LAW**

Criminal Law deals with crimes, defined in the Penal Code, as illegal acts, a public injury against the state or the people of the state. Only the state acting through the courts can impose fines or send a person to prison.

Crimes are classified into three categories depending on the severity of the crime and the punishment considered suitable.

*Felony:* a crime that is very serious in nature, which can be punished by state prison and fines over \$500.



*Misdemeanor*: a crime which can be punished by up to, but not exceeding, one year in county jail and up to \$500 in fines.

*Infraction*: is a minor offense, which can be punished by fines only.

## **CIVIL LAW**

Civil Law deals with private injury, injury to an individual. Such things as contracts, wills, inheritance, marriage, divorce, child custody, adoption and personal injury. The court deals with restitution to the individual for loss or injury or compensation for pain and suffering.

There are many instances where the distinction between injury to the individual and individual as “people of the state” is not clear. However, when the victim is interested in recovering his loss or his damages, his recourse is through the civil court. If the victim is interested in prosecution of the individual and there is a statute or law that applies to the situation, it is a matter for law enforcement.

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# MENLO PARK POLICE

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## THE COURT SYSTEM

### **District Attorney's Office**

This is the legal representative for the city. It is responsible for the presentation of the prosecution information in any criminal matter. All matters that law enforcement agencies seek to pursue must be filed with the district attorney's office for review.

### **Municipal Court**

This is the primary reviewing court and the court charged with dispensing justice in all matters of misdemeanors and minor offenses. Municipal court presides over judgment, juries and related matters. Any criminal filings made by the district attorney's office are first filed in the municipal court.

### **Superior Court**

Handles all felony criminal filings that the municipal court has reviewed and found to be serious enough to be handled by the higher court. This process of review and referring to the superior court is called "held to answer to superior court" or "binding-over to superior court." Superior court also handles all appeals from the municipal court findings.

### **State Supreme Court:**

Does not usually get involved in criminal matters unless it is an appeal based upon an interpretation of a law or an application of regulation about which there is some question. The state Supreme Court selects the cases it will accept for review.

## **Adjuncts to the Court**

There are many agencies that are adjunct to the court in that they are charged with the responsibility to carry out the judgments of the court, review, confine, release, and otherwise control the lives of individuals in any way deemed appropriate by the court:

### *Prison Authority*

Charged with housing and confining individuals sentenced to prison.

### *California Youth Authority*

Charged with housing and confining juvenile offenders.

### *Parole Board*

Charged with reviewing a prisoner's record and making recommendations regarding the termination or continuation of sentence. Also charged with checking closely upon newly released subjects to see that they comply with the terms of their release.

### *Probation Department*

Charged with making recommendations regarding sentencing of offenders, supervising newly released individuals to see that they comply with the terms of their release.

### *Grand Jury*

Is a body appointed by each county that assists the judicial system by making citizen reviews. A citizen's term on the grand jury is one year.

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# MENLO PARK POLICE

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## LEGISLATIVE CODE BOOKS

The laws of the State of California and the federal government are a complex matrix of regulations, definitions, authorizations, and statues contained in a proliferation of books. Criminal statues are contained in selected areas of many different regulatory codebooks. The most common are identified below:

*California Penal Code:* The body of criminal law defined with punishments.

*California Vehicle Code:* The body of driving regulations, definitions and punishments; Traffic laws, infractions, misdemeanors, and felonies.

*Health and Safety Code:* The body of regulations regarding foods, drugs, etc. Those statues concerning Law Enforcement Agencies pertain to narcotics and controlled substances.

*Business and Professional Code:* Regulations and ethics of the business profession regarding truth in advertising, marketing, and controls on sales of certain substances. Those statutes concerning law enforcement pertain to the sale of alcohol to minors and related controlled substances (narcotics.)

*Welfare and Institutions Code:* The body of regulations regarding the treatment of children and others unable to care for themselves. All juvenile criminal affairs are handled through this body of regulations. Neglect of children, children out of control, or crimes committed by juveniles are all law enforcement matters.

*California Administrative Code:* A miscellaneous selection of laws and regulation covered by statute under the State of California and usually consisting of regulations subject to modifications and changes. Fish and Game regulations and harbor and navigation regulations are included in Title 14 of the California Administrative Code.

*Local City Ordinances:* This is a body of regulations that pertain only to the City of Menlo Park and are enforceable by the police department and various city offices. Ordinances include overnight parking regulations, noise ordinances, and other nuisance laws.

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# MENLO PARK POLICE

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## INFORMATION SYSTEMS OVERVIEW

### **CLETS**

*California Law Enforcement Telecommunications System (CLETS):* The computerized telecommunications system in the State of California which is used by public agencies of law enforcement and criminal justice for accessing law enforcement information and sending law enforcement messages.

#### *Confidentiality of CLETS Messages*

Only authorized law enforcement or criminal justice personnel or their lawfully authorized designees may use a CLETS terminal. Any information accessed via CLETS is confidential and for official use only. Access is defined as the ability to hear or view any information provided through CLETS.

- a. Access to CLETS information is on a “right to know” and “need to know” basis.
- b. Authorized personnel shall not inquire into their own record or have someone inquire for them.
- c. Accessing and/or releasing CLETS information for non-law enforcement purposes is prohibited, unless otherwise mandated, and is subject to administrative action and/or criminal prosecution.
- d. CLETS terminals and information must remain secure from unauthorized access.
- e. CLETS-provided information may be faxed from one secure location to another secure location. The agency faxing the information is responsible for its security.
- f. All CLETS information retained must be stored in a secure and confidential file.
- g. When an agency determines CLETS information is no longer needed, the information shall be destroyed in a manner so that the identity of the subject/property can no longer be reasonably ascertained, e.g., shredding.

- h. Information received from a CLETS terminal must be maintained separately from non-law enforcement information.
- i. Terminals must be away from public view with a log on/log off password process in place.
- j. A unique password must be assigned to each CLETS user.

## **CJIS**

*Criminal Justice Information Center (CJIS)*: the computerized California data files at the Department of Justice, and maintained by local law enforcement agencies and/or the Department of Justice. Data files include: AFS, APS, APPS, CHS, DVROS, MHFPS, MUPS, SRF, SVS, WPS, VCIN and Sex Registration. Please refer to individual manuals for instruction on utilizing these systems.

- a. *Automated Firearms System (AFS)*: the Department of Justice CJIS data file containing information regarding registration, lost, stolen or seized firearms.
- b. *Automated Property System (APS)*: the Department of Justice CJIS data file containing information regarding lost or stolen property.
- c. *Automated Prohibited Person System (APPS)*: the Department of Justice CJIS data file containing information regarding potentially violent persons who have firearms registered to them and have never surrendered them.
- d. *Criminal History System (CHS)*: the Department of Justice CJIS data file containing compiled records of arrests and court disposition information on subjects.
- e. *Domestic Violence Restraining Order System (DVROS)*: the Department of Justice CJIS data file containing information regarding pending and outstanding restraining orders.
- f. *Mental Health Firearms Prohibition System (MHFPS)*: the Department of Justice CJIS database containing information regarding individuals who are prohibited from owning or carrying a firearm due to mental health restraints.
- g. *Missing/Unidentified Persons System (MUPS)*: the Department of Justice CJIS database containing information regarding missing and unidentified living or deceased persons.
- h. *Stolen Vehicle System (SVS)*: the Department of Justice CJIS database containing information regarding lost, stolen, stored, or impounded vehicles, vehicle license plates, or vehicle parts. LoJack: has a CLETS link through LAPD. This is an

anti-theft device that helps track stolen vehicles. Please refer to the Communications Policy Manual on specifics regarding this system.

- i. *Supervised Release File (SRF)*: a CJIS database file of **active** CDC and CYA parolees, county and federal probationers, sex and arson registrants, violent offenders, and career criminals. The SRF allows law enforcement to send a Contact Message advising the supervising officer of all encounters with the subject.
- j. *Wanted Person System (WPS)*: the Department of Justice CJIS data file containing information regarding persons with outstanding warrants in California.
- k. *Violent Crime Information Network (VCIN)*: is a relational database designed to consolidate information on violent offenders. It differs from established CJIS databases in that it contains information from multiple data sources and merges the information into one record.

## **NCIC**

*National Crime Information Center (NCIC)* : is a nationwide, computerized information system established as a service to all criminal justice agencies—local, state, and federal. This system stores vast amounts of criminal justice information, which can be instantly retrieved and furnished to any authorized agency. Refer to the NCIC Manual on instructions utilizing the following files.

- a. *Article File* – used to store information concerning stolen property not meeting the entry criteria for any of the other NCIC files i.e. automotive accessories, camera equipment, appliances etc. Entries into this file can be done using the CJIS Automated Property System.
- b. *Boat File* – for NCIC purposes a boat is a vessel for transport by water. Information regarding boat trailers and/or boat parts stolen along with the boat is also included in the file.
- c. *Vehicle File* – contains files on stolen vehicles, a vehicle involved in the commission of a crime (felony vehicle), a vehicle seizure based on a federally issued court order (felony vehicle), and stolen vehicle parts.
- d. *Gun File* – contains a computerized file of lost, stolen or recovered guns. Inquiries can be done by using the CJIS Automated Firearms System. This excludes BB guns; they are to be entered into APS.
- e. *License Plate File* – is a file containing reported stolen license plate(s).

- f. *Securities File* – is a file containing stolen securities that are identified as currency such as Federal Reserve Notes, Silver Certificates, U.S. Notes, Canadian Notes, and other foreign currency, common or preferred stock, traveler’s checks, savings certificates etc. (See manual for exact criteria for entry.)
- g. *Wanted Person File* – contains information about persons with outstanding felony, federal or serious misdemeanor warrants. Inquiries into this file can be made using CJIS wanted person system.
- h. *Missing Person File* – this is a locator–type file that is used almost exclusively by state and local criminal justice agencies to assist in the location of missing persons. A missing person record may be entered using one of the following categories: Disability, Endangered, Involuntary, Juvenile, and Catastrophe Victim. NOTE: NCIC matches on exact date of birth only.
- i. *Foreign Fugitive File* – Information concerning an outstanding foreign-issued warrant is documented police information that needs to be available to U.S. law enforcement personnel. Therefore, NCIC established criteria to allow entries on persons wanted for extraditable offenses. The database for Canadian warrants is maintained by Canada and INTERPOL maintains all other foreign fugitive records.
- j. *Deported Felon File* – provides immediate on-line dissemination of information advising of persons who are criminal aliens and have been previously deported.
- k. *ATF Violent Felon File* – The Bureau of Alcohol, Tobacco and Firearms is the only agency authorized to enter records into the VFF. A VFF record subject is not wanted; however, the person is someone in whom the ATF has an interest. The subject is an individual who has had three or more previous convictions for a violent felony or a serious drug offense and, therefore, is barred by federal law from possessing a firearm or ammunition.
- l. *U.S. Secret Service Protective File* - This file is designed to aid the USSS in protecting the President and other authorized protectees by providing the whereabouts of those individuals who may pose a threat and by advising the USSS of an individual’s criminal activity which may be related to one of the protectees. No arrest should be made when receiving a hit on a USSS protective file, as this is an information-gathering tool only. The USSS alone has the authority to enter and update a record for an individual.
- m. *Protection Order File* – contains files regarding protection orders that are issued to prevent acts of domestic violence against a person or to prevent a person from stalking, intimidating, or harassing another person. Both civil and criminal state courts issue orders. The types of protection orders issued and the information contained in them varies from state to state.



- n. *Unidentified Person File* – Files containing unidentified persons who meet the following three categories: *Deceased*; a person who is no longer living for whom the identity cannot be ascertained, including recovered body parts. *Living*; a person who is living but unable to ascertain his/her identity i.e. amnesia victim, infant etc. *Catastrophe Victim*; a person who is a victim of a catastrophe for whom the identity cannot be ascertained or body parts when a body has been dismembered as the result of a catastrophe.
- o. *Interstate Identification Index III* – This system allows you to obtain criminal history information, on a subject, outside of your state. The QH is used to determine if an index to a person's criminal history record is in the III. In response to a QH inquiry, the III will provide one of the following: An index for a single matching III record response, Index records for multiple matching III, or a III NO RECORD response. Refer to NCIC manual for specifics.
- p. *Image File*– A file containing images associated with NCIC 2000 records to assist in identifying a person or property. Types of images that can be stored for a person are fingerprint, mug shot, signature, and identifying images. Identifying images can also be stored to help identify property. Articles, parts, boats, and vehicles can be associated with an identifying image.
- q. *Originating Agency Identifier* – An ORI is an agency assigned number used to identify that agency. The ORI file gives users the capability to inquire upon any Originating Agency Identifier (ORI) to receive its translation (ZO) or to obtain additional information (QO). Users can also modify their agency address and telephone number.
- r. *Convicted Sexual Offender Registry File* – files containing sexual offender registry information records. These records can be entered into the NCIC 2000 System for the following reasons: A person who has been convicted of a criminal offense against a minor, A person who has been convicted of a sexually violent offense, and a person who is a sexually violent predator.
- s. *Supervised Release File* – Local, State and Federal supervision officers may enter records into NCIC 2000 for subjects who are put under specific restrictions during their probation, parole, or supervised release sentence following imprisonment.
- t. *Vehicle/Boat Part File* – A file containing serially numbered components which have been stolen from a vehicle or boat.
- u. *Violent Gang and Terrorist Organization File (VGTOF)* – designed to provide identifying information about violent criminal gangs and terrorist organizations and members of those gangs and organizations to law enforcement personnel. (See NCIC manual for more specific information.)

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# MENLO PARK POLICE

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## VOICE CONTROL

### **Utilize the following guidelines when speaking on the radio:**

*Pronunciation/Enunciation:* Pronounce and enunciate your words distinctly and slowly.

*Avoid Emotion:* Emotion tends to distort the voice making it difficult to understand. By remaining calm and displaying a professional attitude, your voice can be reassuring, helping officers remain focused on the job at hand.

*Never Assume:* Never acknowledge a message unless you are sure you copied it. If you are not sure don't hesitate to have the officer repeat his transmission; "10-9?".

*Superfluous Wording:* Avoid using words that are not necessary. Each transmission should be kept brief and direct.

*Prepare:* Think before transmitting to avoid long pauses etc., it sounds unprofessional and wastes important airtime.

*Lengthy Transmissions:* If a transmission is longer than 10 seconds you should break, think about what you want to say, then continue your transmission. This will allow other units a chance to transmit emergency traffic if need be.

*Listen:* Make sure the radio is clear to transmit. If an officer is on a high-risk call don't transmit non-priority traffic or you might jeopardize officer safety.

*Speak Slowly:* Talking too fast makes it difficult to understand your transmission.

*Status of Units:* Know the status of your fellow units at all times. At any moment an officer could call for cover and you need to know exactly where he is.

*Stay Updated:* At the beginning of your shift, read BOL's, and previous shift activity logs. If possible look through recently issued warrants.

*Anticipate Needs:* Listen carefully to all radio traffic, including car-to-car traffic. Asking, "What might the officer need?" will keep you one step ahead of the game.

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# MENLO PARK POLICE

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## Field Training Program Terminology

*Agency* The State or local law enforcement department providing the field training program to the officer/deputy trainee.

*Behavior/Performance Anchored Ratings* An appraisal of performance which measures the trainee's ability to perform as a solo patrol officer based upon standardized evaluation guidelines.

*Competency* Demonstration of the skills and knowledge to satisfactorily perform the duties of a solo patrol officer within an agency.

*Daily Observation Report (DOR)* The form completed by the Field Training Officer (FTO) which records the trainee's performance for each work day.

*End of Phase Report (EPR)* A form completed by the Field Training Officer at the end of each training phase which addresses the trainee's strengths and weaknesses and provides an indication as to the trainee's level of performance and progress to date.

*Feedback* Verbal or written response to trainee performance provided to the trainee from the field training staff.

*Field Training Officer (FTO)* Any regular officer assigned the responsibility of training and evaluating trainees during the Field Training Program who meets the minimum standards as set forth in POST regulations.

*Learning Activity* An activity designed to achieve or facilitate one or more training goals. Trainees participating in a learning activity should be coached and provided feedback. These learning activities should be used to bolster a trainee's confidence and abilities and to prepare the trainee for tests.

*Learning Domain* An instructional unit that covers related subject matter from the Regular Basic Course (Academy).

*Minimum Training Standards* Those standards met when the trainee consistently demonstrates the knowledge and ability to perform tasks required to perform solo patrol duties. Demonstration of said ability must occur in actual or field-like scenario situations and must be performed in a safe and competent manner.

*Performance Objective* Description of skills, knowledge, or action the trainee must have or do to demonstrate mastery of a training goal.

*Remedial Training* A correction or review of previously taught information or procedures (excluding academy training). Necessary when the trainee's job performance is evaluated as less than acceptable after having been provided with sufficient training or intervention which should have corrected and improved the job performance.

*Standardized Evaluation Guidelines (SEGs)* Categorized behavioral descriptions of the levels of performance that are applied to all trainees and reported on the Daily Observation Report.

*Test* An evaluation of the trainee's skills and knowledge to perform a specific task or training goal. The trainee's competency must be demonstrated or tested through, minimally, one of the following types of tests:

- (A) *Agency-Constructed Knowledge Tests.* An agency constructed written or verbal test that measures the skills and knowledge required to achieve one or more training goals.
- (B) *Scenario Tests.* A job-simulation test that measures the skills and knowledge required to achieve one or more training goals.
- (C) *Field Performance Tests.* Any test other than an agency constructed knowledge test or scenario test that measures the skills and knowledge required to achieve one or more training goals. These will generally be in the form of calls for service, traffic enforcement, and self-initiated activity.

*Topic* A word or phrase that succinctly describes subject matter associated with a training goal.

*Trainee* Officer/Deputy assigned to an approved field training program under the direct and immediate supervision of a field training officer.

*Training Goal* A general statement of the results that training is supposed to produce such as identification of a behavior, job skill, or knowledge in which the trainee must develop competence.

# MENLO PARK POLICE

## Standardized Evaluations Guidelines

<b>CRITICAL PERFORMANCE TASKS</b>		
<b>1: Driving Skill: Stress Conditions</b>		
<p><b>(1) Unacceptable</b> - Involved in accident(s). Unnecessary Code 3. Overuses red lights and siren. Excessive and unnecessary speed. Fails to slow for intersections and loses control on corners.</p>	<p><b>(4) Acceptable</b> - Maintains control of vehicle. Evaluates driving situations and reacts properly (i.e. proper speed for conditions present).</p>	<p><b>(7) Superior</b> - High degree of reflex ability and competence in driving skills.</p>
<b>2: Orientation Skill Under Stress Conditions</b>		
<p><b>(1) Unacceptable</b> - Becomes disoriented when responding to stressful situations. Is unable to relate his/her location to his/her destination. Is unable to use run map under stress. Is unable to determine directions of the compass during stressful tactical situations.</p>	<p><b>(4) Acceptable</b> - Reasonably aware of his/her location. Is able to utilize run map effectively under stressful conditions. Demonstrates good sense of direction in tactical situations.</p>	<p><b>(7) Superior</b> - Always responds quickly to stressful calls by the most appropriate route. Does not have to refer to run map. Rarely disoriented during tactical situations.</p>
<b>3. Field Performance: Stress Conditions</b>		
<p><b>(1) Unacceptable</b> - Becomes emotional and panic stricken, unable to function, loses temper.</p>	<p><b>(4) Acceptable</b> - Exhibits calm and controlled attitude, does not allow situations to further deteriorate.</p>	<p><b>(7) Superior</b> - Maintains control and brings order under any circumstances without assistance.</p>

<b>4. Officer Safety: General</b>		
<p><b>(1) Unacceptable</b> - Frequently fails to exercise officer safety, i.e. (a) Exposes weapon to suspect (baton, pepper spray, handgun, etc.), (b) Fails to keep gun hand free, (c) Stands directly in front of violator's car door, (d) Fails to control suspect's movements, (e) Does not maintain sight of violator while writing citation or field interview card, (f) Failure to use proper illumination when necessary, (g) Fails to advise radio when leaving patrol vehicle, (h) Fails to maintain good physical condition, (i) Fails to maintain personal safety equipment, (j) Does not foresee potentially dangerous situations, (k) Points gun at other officers, (l) Stands too close to vehicular traffic, (m) Stands in front of door when knocking, (n) Fails to have weapon ready when appropriate, (o) Fails to cover other officers, (p) Fails to search police vehicle prior to duty or after transporting a prisoner, (q) Fails to check vehicle emergency equipment prior to going on duty.</p>	<p><b>(4) Acceptable</b> - Understands principles of officer safety and generally applies them.</p>	<p><b>(7) Superior</b> - Always keeps in a safe position. Always watchful on his/her approach to a call and able to do the same for his/her partner. Does not become paranoid or overconfident.</p>
<b>5. Officer Safety: With Suspicious Persons &amp; Prisoners</b>		
<p><b>(1) Unacceptable</b> - Frequently violates officer safety standards, and in addition, fails to "pat search" or confronts suspicious persons while seated in police vehicle, fails to handcuff prisoners, and fails to thoroughly search prisoners or their vehicles. Fails to maintain position of advantage with prisoners to prevent attack or escape.</p>	<p><b>(4) Acceptable</b> - Generally displays awareness of potential danger from suspicious persons and prisoners, maintains position of advantage.</p>	<p><b>(7) Superior</b> - Always maintains position of advantage and is alert to changing conditions.</p>
<b>6. Control of Conflict: Voice Command</b>		
<p><b>(1) Unacceptable</b> - Improper voice inflection, i.e. too soft, too loud, confused voice command or indecisive, poor officer bearing.</p>	<p><b>(4) Acceptable</b> - Speaks with authority in a calm, clear voice.</p>	<p><b>(7) Superior</b> - Always gives appearance of complete command through voice tone and bearing.</p>
<b>7. Control of Conflict: Physical Skill</b>		
<p><b>(1) Unacceptable</b> - Cowardly, physically weak, or uses too little or too much force for a given situation. Unable to use proper restraints.</p>	<p><b>(4) Acceptable</b> - Maintains control without excessive force, good physical condition.</p>	<p><b>(7) Superior</b> - Excellent knowledge and ability to use restraining holds. Always prepared to use necessary force and above average physical conditioning.</p>

## FREQUENT/OTHER PERFORMANCE TASKS

### 8. Driving Skill: Non-Stress Conditions

<b>(1) Unacceptable</b> - Continually violates Vehicle Code, involved in chargeable accidents, lacks dexterity and coordination during vehicle operations.	<b>(4) Acceptable</b> - Ability to maintain control of vehicle while being alert to activity outside of vehicle. Practices good defensive driving techniques.	<b>(7) Superior</b> - Sets good example of lawful, courteous driving while exhibiting the good manipulative skill required of a patrol officer.
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### 9. Orientation Skill: Non-Stress Conditions

<b>(1) Unacceptable</b> - Unaware of his/her location while on patrol. Does not understand proper use of run map. Unable to relate his/her location to his/her destination. Not familiar with the district and beat structure.	<b>(4) Acceptable</b> - Reasonable knowledge of his/her location in most situations. Can quickly use run map to find streets and then get to his/her destination.	<b>(7) Superior</b> - Retains prior run map information and is able to get to destination by the shortest route.
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### 10. Proper Form Selection: Accuracy/Completeness

<b>(1) Unacceptable</b> - Unable to determine proper form for given situations, forms incomplete.	<b>(4) Acceptable</b> - Knows most standard forms and understands format. Completes forms with reasonable accuracy.	<b>(7) Superior</b> - Consistently and rapidly completes forms without assistance. High degree of accuracy.
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### 11. Report Writing: Organization/Details

<b>(1) Unacceptable</b> - Totally incapable of organizing events into written form.	<b>(4) Acceptable</b> - Converts field situations into a logical sequence of thoughts which include all elements of the situation.	<b>(7) Superior</b> - A complete and detailed account of what occurred from beginning to end, written and organized so as to assist any reader in comprehending the occurrence.
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### 12. Report Writing: Grammar/Spelling/Neatness

<b>(1) Unacceptable</b> - Illegible misspelled words, incomplete sentence structure.	<b>(4) Acceptable</b> - Grammar, spelling and neatness are satisfactory in that errors in this area are rare and do not impair understanding.	<b>(7) Superior</b> - Very neat and legible, no spelling mistakes and excellent grammar.
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### 13. Report Writing: Appropriate Time Used

<b>(1) Unacceptable</b> - Requires 2-3 hours to complete the most basic simple reports.	<b>(4) Acceptable</b> - Completes simple basic reports in 30 minutes or less.	<b>(7) Superior</b> - Completes simple basic reports in no more time than that of a skilled veteran officer.
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### 14. Investigation and Follow-Up

<b>(1) Unacceptable</b> - Does not conduct a basic investigation or investigates improperly. Unable to accurately diagnose offense committed. Fails to discern readily	<b>(4) Acceptable</b> - Follows proper procedure in routine cases. Is generally accurate in diagnosis of nature of offense committed. Collects, tags, logs, and submits	<b>(7) Superior</b> - Always follows proper investigatory procedure and always accurate in diagnosis of offense committed. Connects evidence with suspect even when not apparent. Has
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available evidence. Makes frequent mistakes when identifying, collecting or submitting evidence. Does not connect evidence with suspect when apparent. Lacks skill in collection and preservation of fingerprints. Does not protect scene.	evidence properly. Connects evidence with suspect when apparent. Collects "readable" fingerprints from most surfaces when available.	"Evidence Technician" level skill in the collection and identification of evidence. Collects "readable" fingerprints from any possible surface when available.
<b>15. Field Performance: Non-Stress Conditions</b>		
<b>(1) Unacceptable</b> - Seemingly confused and disoriented as to what action should be taken in a given situation.	<b>(4) Acceptable</b> - Able to assess situations and take the proper course of action.	<b>(7) Superior</b> - Requires no assistance and always takes proper course of action.
<b>16. Self-Initiated Field Activity</b>		
<b>(1) Unacceptable</b> - Does not see, or avoids activity. Does not follow-up on situations, rationalizes suspicious circumstances.	<b>(4) Acceptable</b> - Recognizes and identifies suspected criminal activity, makes cases from routine activity.	<b>(7) Superior</b> - Catalogs, maintains and uses information given at briefings and from watch bulletins for reasonable case to stop vehicles and persons, and makes subsequent good quality arrests.
<b>17. Problem Solving/Decision Making Ability</b>		
<b>(1) Unacceptable</b> - Acts without thought or is indecisive. Relies on others to make his/her decisions.	<b>(4) Acceptable</b> - Is able to reason out problems and relate it to what he/she was taught. Has good perception and ability to make his/her own decisions.	<b>(7) Superior</b> - Excellent perception in foreseeing problems and arriving at advanced decisions.
<b>18. Radio: Appropriate Use of Communication Codes</b>		
<b>(1) Unacceptable</b> - Misinterprets communication codes, definitions or fails to use them in accordance with set policy, fails or refuses to improve.	<b>(4) Acceptable</b> - Has good working knowledge of a majority of communication code definitions.	<b>(7) Superior</b> - Uses communication codes with ease in all receiving and sending situations.
<b>19. Radio: Listens and Comprehends Transmissions</b>		
<b>(1) Unacceptable</b> - Repeatedly misses his/her call sign and is unaware of traffic on adjoining beats. Frequently has to ask dispatcher to repeat transmissions or does not comprehend the message.	<b>(4) Acceptable</b> - Understands most radio transmissions direct to him/her, is generally aware of adjoining beat radio traffic.	<b>(7) Superior</b> - Always comprehends radio transmissions and quickly makes a written record, always area of, and quickly reacts to traffic on adjoining beats.
<b>20. Radio: Articulation of Transmissions</b>		
<b>(1) Unacceptable</b> - Does not preplan before radio transmissions. Under or over modulation resulting in dispatcher constantly asking for a repeat of the message.	<b>(4) Acceptable</b> - Uses proper procedure with short, concise transmissions.	<b>(7) Superior</b> - Always uses proper procedure with clear, calm voice even under stress conditions.



## KNOWLEDGE

### 21. Department Policies and Procedures

**(1) Unacceptable** - Has no knowledge of department policies and procedures and makes no attempt to learn them.

**(4) Acceptable** - Familiar with most commonly applied department policies and procedures.

**(7) Superior** - Exceptional working knowledge of departmental policies and procedures.

### 22. Penal, H&S, and W&I Codes

**(1) Unacceptable** - Doesn't know the elements of the basic sections, not able to learn them, no attempt at improvement.

**(4) Acceptable** - Working knowledge of commonly used sections, relates elements to observed criminal activity.

**(7) Superior** - Outstanding knowledge of the codes and the ability to apply it to both normal and unusual criminal activity.

### 23. Vehicle Code

**(1) Unacceptable** - Doesn't know the elements of the basic sections, not able to learn them, no attempt at improvement.

**(4) Acceptable** - Working knowledge of commonly used sections, relates elements to observed traffic activity.

**(7) Superior** - Outstanding knowledge of the commonly used sections relates them and applies them to both normal and unusual traffic related situations.

### 24. City Codes

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

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

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

### 25. Reflected in Verbal or Written Tests

**(1) Unacceptable** - Consistently scores below the minimum average (70%) on written tests. Unable to answer FTO's questions.

**(4) Acceptable** - Scores 70-90% on all tests. Answers most of the FTO's questions.

**(7) Superior** - Scores above 90% on all tests given, answers all of the FTO's questions.

### 26. Reflected in Field Performance Tests

**(1) Unacceptable** - After receiving training, unable to apply training to practical situations.

**(4) Acceptable** - After the FTO instructs in the proper procedure, the recruit is usually able to apply the instructions.

**(7) Superior** - After training, recruit makes no mistakes.

## ATTITUDES/RELATIONSHIPS

### 27. Acceptance of Feedback: Verbal/Behavior

**(1) Unacceptable** - Rationalizes, argumentative, refuses to make corrections and considers criticism as negative.

**(4) Acceptable** - Accepts criticism in a positive manner and applies it to further the learning process.

**(7) Superior** - Solicits criticism in order to improve performance, never argues or blames others.

<b>28. Attitude Toward Police Work</b>		
<b>(1) Unacceptable</b> - Takes police work only as a job, uses the job for an ego trip, abuses authority and has no dedication.	<b>(4) Acceptable</b> - Expresses active interest toward the job.	<b>(7) Superior</b> - Utilizes off duty time to further professional knowledge, maintains high ideals towards professional responsibilities.
<b>29. With Citizens: Specify</b>		
<b>(1) Unacceptable</b> - Abrupt, belligerent, overbearing, introverted and uncommunicative.	<b>(4) Acceptable</b> - Courteous, friendly, communicates in a professional and unbiased manner.	<b>(7) Superior</b> - Establishes a rapport and is always objective. Always appears to be at ease in any person-to-person situation.
<b>30. With FTO/Supervisors</b>		
<b>(1) Unacceptable</b> - Constantly argues with FTO or other superior officers. Belittles FTO/supervisors in front of or to other officers. Fails to adhere to the chain of command	<b>(4) Acceptable</b> - Is able to establish a good teacher-student relationship with the FTO. Understands and adheres to the chain of command. Respects his superior officers.	<b>(7) Superior</b> - Establishes excellent teacher-student relationship. Possessed thorough understanding of chain of command and consistently adheres to it.
<b>31. With Officers, Other Trainees</b>		
<b>(1) Unacceptable</b> - Patronizes FTO/Superiors/Peers or is antagonistic to them. Gossips. Is insubordinate, argumentative, or sarcastic. Resists instruction. Considers self-superior. Belittles others. Is not a "team player." Fawns on others.	<b>(4) Acceptable</b> - Adheres to the Chain of Command and accepts his/her role in the organization. Good FTO, Peer, Superior relationship and is accepted as a member of the group.	<b>(7) Superior</b> - Is at ease in contact with all members of the organization while displaying proper consideration for their position. Understands superiors' responsibilities, respects and supports their position. Peer group leader. Actively assists others. Loyal to the agency.
<b>APPEARANCE</b>		
<b>32. General Appearance: Specify if Necessary</b>		
<b>(1) Unacceptable</b> - Dirty shoes and uniform, long unkempt hair, dirty weapon, offensive body odor.	<b>(4) Acceptable</b> - Neat, clean uniform and weapon, well-groomed hair, and shined shoes.	<b>(7) Superior</b> - Tailored clean uniform, spit shined shoes and leather, command bearing.

**END OF SEGs**

# MENLO PARK POLICE

## Student Training Areas

<b>1.0 FIELD TRAINING PHASE 1</b>	
<b>1.1 Agency Orientation</b>	
1.1.1 Firearms Qualification	Firearms Qualification
1.1.2 Arrest & Control	Arrest and Control Techniques
1.1.3 Impact Weapons	Impact Weapons Qualification
1.1.4 Agency structure	The trainee shall know the agency's organization, functions, work schedule, chain of command, and rules and regulations.
1.1.5 Agency rules	The trainee shall review and briefly explain agency directives, rules, and regulations pertaining to: A) Standard of conduct on and off duty (values, ethics, principles), B) Rules governing outside employment, C) Regulations on the carrying of weapons off duty, D) Hours of all shifts and absence reporting requirements, E) Interaction with associated law enforcement agencies, F) News media release laws, rules, and regulations, G) Security of agency's facilities, and H) Any additional agency specific directives, rules, and regulations
1.1.6 General orders	The trainee shall know and understand the department General Orders regarding: A) Use of Force, B) Use and Discharge of Firearms, C) Domestic Violence, D) Emergency Vehicle Operations, E) Sexual Harassment, F) Use of Non-Lethal Weapons, G) Protective Orders, H) Hate Crimes, I) Child Abuse Investigations, and J) Any additional agency specific General Orders
1.1.7 Work area	The trainee shall be oriented to the work area, including: A) Introductions to personnel, and B) Equipment supplies and locations
1.1.8 Equipment	The trainee shall know the operation of and policy regarding personal equipment, safety equipment, and agency equipment used by the officers in the field.
1.1.9 Uniforms & Equipment	The trainee shall know and explain agency policy on uniforms and equipment damage.
1.1.10 Safety equipment	The trainee shall know and explain the agency policy on safety equipment and what constitutes unauthorized equipment.

1.1.11 Special equipment	The trainee shall demonstrate the procedures for obtaining and using the following items: A) Vehicle, B) Rifle/Less lethal, C) Ammunition, D) Special equipment (i.e., PAS, AutoCITE, etc.), E) Report forms, and F) Flares
1.1.12 Critical general orders	Demonstrated Knowledge about agency specific directives and general orders (Critical General Orders Test to be covered during each phase)
<b>1.2 Professional Demeanor and Communication</b>	
1.2.1 Communicating with public	The trainee shall demonstrate the ability to communicate with any segment of the public in such a way as to enhance police service and community attitudes toward the police.
1.2.2 Negative communication	The trainee shall know those verbal factors which could contribute to a negative response from the public: A) Profanity, B) Derogatory language, and C) Ethnically offensive terminology.
1.2.3 Non-verbal factors	The trainee shall know those non-verbal factors which could contribute to a negative response from the public: A) Officious and disrespectful attitude, B) Improper use of body language, and C) Improper cultural response.
1.2.4 Communication styles	The trainee is able to communicate properly with the following types of persons: A) Hostile, B) Angry, C) Hysterical, D) Drunk, E) Mentally ill, F) Developmentally disabled, G) In shock, H) Sick or injured, I) Depressed, J) Very young, K) Very old, L) Recipient of death notification, M) Racist, and N) Culturally different.
1.2.5 Telephone conversations	The trainee conducts telephone conversations in a professional manner.
1.2.6 Citizen evaluations	The trainee shall understand various methods by which citizens evaluate law enforcement agencies.
1.2.7 Citizen explanations	The trainee shall understand why it may be beneficial to explain the reasons for actions taken to inquiring citizens.
1.2.8 Community attitudes	The trainee shall, at all times, act in a manner that promotes positive police image and community attitudes through: A) Community contacts, B) Business contacts, C) Community involvement, D) Positive role modeling, and E) Mentoring.
1.2.9 Leadership	The trainee shall identify and develop effective leadership strategies that provide purpose, direction, and motivation to co-workers and community members.
1.2.10 Values	The trainee shall illustrate through explanation or example how each of the following leadership competencies can affect his/her skill and abilities as an officer.  <ol style="list-style-type: none"> <li>1. Integrity</li> <li>2. Credibility</li> <li>3. Trust</li> <li>4. Discretion</li> <li>5. Duty</li> <li>6. Loyalty</li> <li>7. Honesty</li> </ol>

1.2.11 Daily leadership	The trainee shall assess and explain his/her leadership role within the Department with clear consideration of the organization's vision, mission, and values statement.
1.2.12 Racial profiling	The student will explain the Dangers of Racial Profiling. The student will also demonstrate an understanding that the Department does not teach or promote racial profiling in our community.
1.2.13 Cultural diversity	The student will explain the importance of Cultural Diversity in our community and within the Department.

### **1.3 Use of Force – Legal & Ethical Issues**

1.3.1 Use of force considerations	The trainee shall know and understand the legal and ethical considerations pertaining to the use of force.
1.3.2 Firearm policy	The trainee shall explain the agency's policy regarding the discharge of firearms.
1.3.3 Deadly force	The trainee shall describe situations which justify the use of deadly force and those situations which do not justify such use.
1.3.4 Deadly force considerations	The trainee shall explain the legal ramifications, civil liability, and the procedures to be adhered to in the use of deadly force by a law enforcement officer.
1.3.5 Force considerations	The trainee shall explain agency policy, legal ramifications, and civil liabilities attached to both the officer and the agency through the use of physical force or deadly force.

### **1.4 Information Systems / Telecommunications**

1.4.1 Information inquiries	The trainee shall be able to identify circumstances where an inquiry into a law enforcement information system would be necessary. These may include: A) To locate information on lost, stolen, or recovered property (including vehicles), B) To establish probable cause for a search or an arrest, C) To verify the validity of a warrant, D) To verify the validity of a driver's license, vehicle registration, or occupational license, E) To determine if a person is wanted, and F) To report or locate a missing person.
1.4.2 Identify information systems	The trainee shall be able to identify the law enforcement information systems used by the agency. These systems include: A) Automated Property System (APS), B) Stolen Vehicle System (SVS), C) Wanted Persons System (WPS), D) Automated Firearms System (AFS), E) Domestic Violence Restraining Order System (DVROS), F) Missing Unidentified Person System (MUPS), G) Records Management System (RMS), H) Criminal Justice Information Center (CJIC), I) Automated Warrant System (AWS), J) Supervised Release File (SRF), and K) Violent Criminal Information Network (VCIN) (Registrants).
1.4.3 System requirements	Given an incident in which information is required to complete an investigation, the trainee shall demonstrate a knowledge of the minimum information requirements for generating a system inquiry related to the following categories: A) Wanted persons, B) Property, vehicles, and firearms, C) Criminal histories, and D) DMV information.
1.4.4 Mobile data computers	The trainee shall understand the proper use and agency's policy regarding the use and misuse of Mobile Data Computers (MDC's).

1.4.5 CLETS test/dispatch training	The trainee shall spend one full shift in dispatch with a Communications Training Officer. During this time the trainee shall learn an overview of dispatch functions, take calls, dispatch calls, make inquiries into CLETS. The trainee shall demonstrate performance by passing a knowledge test (CLETS test).
<b>1.5 Report Writing</b>	
1.5.1 Report structure	The trainee shall exhibit an understanding of the flow of completed reports and the relative importance of the information that they contain.
1.5.2 Report review	The trainee shall give the location of the report review tray.
1.5.3 Records unit	The trainee shall describe the function for the Records Unit in the reporting process.
1.5.4 Investigative Unit / DA	The trainee shall describe the functions of the investigative unit(s) and the District Attorney's Office in the reporting process.
1.5.5 Uses of reports	The trainee shall explain the importance of police reports by listing their various uses. These uses shall include: A) Recording facts to a permanent record, B) Providing coordination of follow-up activities, C) Providing investigative leads, D) Providing statistical data, E) Providing a source for trainee evaluation, and F) Providing reference material.
1.5.6 Qualities of a good report	The trainee shall understand the qualities of a good police report. These shall include: A) Accuracy, B) Brevity, C) Completeness, D) Clarity, E) Legibility, F) Objectivity, G) Grammatical and structural correctness, H) Timely, and I) First person/Past tense.
1.5.7 Report forms	The trainee shall identify the proper report forms to be utilized in given situations.
1.5.8 Cold crime report	Following the completion of a preliminary investigation of a "cold" crime, the trainee shall record all pertinent information in correct format on the proper report form.
1.5.9 Sample report	The trainee shall prepare a report that minimally includes: A) Organizing facts in chronological order, B) Relating facts in appropriate sentence form, C) Correctly filling in all appropriate boxes, and D) Properly establishing who, what, when, where, how, and how many.
1.5.10 In-custody report	The trainee shall demonstrate the ability to satisfactorily complete all police reports involved when one or more persons are in custody.
1.5.11 Arrest report	Given an incident in which an arrest is made, the trainee shall complete the appropriate report which shall include: A) The elements constituting the offense, B) A complete documentation of probable cause to arrest, C) A complete description of all physical evidence, where it was found, and its disposition, and D) A complete listing of all suspects, including whether or not they are in custody.
1.5.12 Report forms	The trainee shall use the proper report forms in each situation that requires a report.

## **1.6 Control/Searching Persons**

1.6.1 Degrees of searches	The trainee shall identify and describe the basic degrees of searches of person(s). These shall minimally include: A) Visual/cursory search, B) Pat-down search, C) Field search (standing, kneeling, prone), and D) Strip search.
1.6.2 Principles of the search	The trainee shall explain the common principles of the search of both male and female individuals. These principles shall minimally include: A) Constant alertness, including keeping hands in view, B) The maintaining of control and position of advantage, C) Thoroughness of the search, D) Safeguarding weapons, and E) Standing, kneeling, and prone position searches.
1.6.3 Pat search	Given an incident, including probable cause, the trainee shall safely and effectively conduct a pat search of single or multiple suspects.
1.6.4 Control and conduct a search	Given an incident, including probably cause, the trainee shall safely and effectively control (verbally and physically), as well as conduct a standing, kneeling, or prone search of single or multiple suspects applying all officer safety tactics.
1.6.5 Back-up officer during search	The trainee shall discuss the responsibilities of the back-up officer during a search of person(s). The responsibilities include: A) Protecting the searching officer from outside interference and from those being searched, B) Providing control of the person(s) being searched, and C) Providing continuous observation of the person(s) being searched.
1.6.6 Places of concealment	The trainee shall identify those places on the person of both males and females where dangerous weapons or contraband may be concealed.
1.6.7 Backup officer during search	Given an incident, the trainee shall safely and effectively serve as a backup officer while another officer conducts a search of single or multiple suspects.
1.6.8 Opposite sex search policy	The trainee shall know agency policy regarding searching individuals of the opposite sex.

## **1.7 Handcuffing**

1.7.1 Handcuffing suspects	The trainee shall be able to safely and effectively handcuff single or multiple suspects and, if necessary, transport single or multiple suspects away from an arrest scene.
1.7.2 Purposes for handcuffing	The trainee shall identify the purposes for handcuffing. These purposes shall minimally include the temporary restraint of a suspect to prevent: A) Attack, B) Escape, and C) The destruction or concealment of evidence or contraband.
1.7.3 Handcuffing principles	The trainee shall understand various handcuffing principles which should be met in order to reasonably guarantee the temporary restraint of a suspect. The principles shall minimally include: A) Control of the suspect(s) and the handcuffs in the standing, kneeling, and prone positions, B) Proper positioning of the suspect's hands, key outlets, and double locking mechanisms, C) Reasonable degree of tightness, D) Observation of restrained suspects, E) Other approved restraint devices (i.e. wrap, flex cuffs, hobbles, etc.), and F) Safe and controlled removal of handcuffs and other restraint devices.

1.7.4 Agency policy	The trainee shall know and understand the agency policy regarding the handcuffing of prisoners, including males, females, juveniles, mentally ill, pregnant females and all other types of detainees/prisoners.
<b>1.8 Force Options</b>	
1.8.1 Degree of force	Given a set of circumstances where the use of force becomes necessary, the trainee shall exercise that degree of force, which would fall within legal and moral limits. These shall include but not be limited to the following: A) Non-verbal/police presence, B) Verbal (Tactical communications), C) Physical (Weaponless), D) Less lethal weapons, including: CHEMICAL AGENTS The trainee shall discuss the regulations governing the use of chemical agents, including the follow-up procedures for persons who have had it applied to them, and the reporting procedures in cases where it is used. IMPACT WEAPONS 1) The trainee shall know when and how to effectively use the police baton/impact weapon in an authorized manner, 2) The trainee shall identify the vital body points and bone edges recognized as baton/impact weapon "target" areas, 3) The trainee shall identify those body points that are potentially lethal when struck by a baton/impact weapon, 4) The trainee shall explain and demonstrate techniques of using the baton/impact weapon to remove a resisting suspect from a location, 5) The trainee shall explain and demonstrate baton/impact weapon techniques to be used in subduing an aggressive suspect, and 6) Given an incident in which the use of the baton is necessary and justified, the trainee shall use the baton/impact weapon in an authorized manner, and E) Deadly Force, The trainee shall explain considerations to be made when determining whether or not to resort to the use of deadly force. These considerations shall minimally include: 1) Type of crime and suspect(s) involved, 2) Threat to the lives of innocent persons, 3) Law and agency policy, 4) Officer's present capabilities, and 5) Capabilities of officer's weapon.
<b>1.9 Medical Emergencies</b>	
1.9.1 First aid skills	The trainee shall possess the knowledge and skills needed to administer necessary first aid during emergency situations.
1.9.2 First aid policy	The trainee shall understand the agency's policy on administering first aid. Failure to do so is considered as serious as neglect of duty.
1.9.3 Maintaining proficiency	The trainee shall discuss why a law enforcement officer is morally, ethically, and legally (Section 13518 Penal Code) required to maintain proficiency in first aid techniques.
1.9.4 Improper Techniques	The trainee shall discuss why the improper application of first aid techniques could conceivably result in civil action against the officer and the agency.
1.9.5 Administering first aid	Given any emergency situation in which some form of first aid becomes a necessity, the trainee shall properly administer the necessary first aid technique(s) following the summoning of professional emergency assistance.
1.9.6 Exposure management	The trainee shall know and understand the agency's plan for the management of occupational exposure to blood and airborne pathogens (i.e., HIV, Hepatitis, TB, etc.). A) General Order L-12, B) Department provides safety equipment, C) Fear of blood borne pathogens is not an excuse for not performing duty, D) Employee use safety equipment, and E) Report exposure.



## 1.10 Support Services

1.10.1 Support agencies	The trainee shall know the locations and general function of agency, city, or county support services and shall explain the proper utilization of agency special teams/units.
1.10.2 Support locations	The trainee shall identify the location and general function of each of the following: A) City Hall, B) Municipal, Superior, and Juvenile Courts, C) District Attorney's Offices, D) Probation Department, E) Health Department and Coroner's Office, F) Emergency Hospital (including emergency entrance, psychiatric facilities and entrance, police parking area, and any other agency utilized rooms or departments), G) County Jails, H) Social Services, I) Juvenile Hall, and J) State and federal law enforcement agencies, including: 1) California Highway Patrol - CHP, 2) Department of Motor Vehicles - DMV, 3) Federal Bureau of Investigations - FBI, 4) Postal Inspectors, 5) Bureau of Narcotic Enforcement - BNE, 6) Secret Service, 7) Immigration and Naturalization Service - INS, 8) Bureau of Alcohol, Tobacco, and Firearms - ATF, 9) Military Police, and 10) US Marshall Service.

## 1.11 Radio Procedures

1.11.1 Use of radio	The trainee shall demonstrate knowledge of agency radio procedures and proper use of the radio. Proper use of the radio shall include: A) Waiting until the air is clear before pressing the transmit button, B) Pressing the transmit button firmly and speaking calmly and clearly into the microphone, C) Avoiding over-modulation by speaking moderately into the microphone, D) Knowing the meaning of "emergency traffic only" and always saving routine and non-emergency transmissions until the termination of "emergency traffic only" status, and E) Knowing the call signs, assignments, and beat locations of other units in the area.
1.11.2 Agency radio policy	The trainee shall review and briefly summarize agency policy on communications control and coordination and radio call numbers.
1.11.3 Phonetic alphabet and radio codes	The trainee shall memorize the phonetic alphabet and agency brevity radio code, including commonly used numbers and codes for dispatching police units.
1.11.4 Radio proficiency	The trainee shall be able to demonstrate proficiency in using the police radio. Proficiency includes: A) To properly designate his or her unit in service, B) To make vehicle and name checks, and C) During situations involving stress.
1.11.5 Crime broadcast	Given a situation in which there is one or more suspects, the trainee shall properly utilize the radio to complete a crime broadcast. This description shall minimally include: A) Type of incident and number of suspects, B) Complete known description of suspect(s), including height, weight, hair color and style, eye color, clothing description, and distinguishing characteristics, C) Loss (if any), including approximate value and denomination of bills, D) Weapon(s) used, E) Vehicle used, and F) Direction(s) of flight.

1.11.6 Vehicle pursuit	The trainee shall understand the proper use of the police radio to maintain control of a vehicle pursuit. Appropriate transmissions shall minimally include: A) Identification of the vehicle in pursuit, B) What the vehicle or occupant(s) is wanted for, C) Complete description of the vehicle, including license number, D) Number of occupants and possibility of weapons, E) Direction of travel, F) Approximate speed, G) Necessity for backup and number of units needed, and H) Location of stop.
1.11.7 In-progress control	Given a situation involving an in-progress assignment, the trainee shall use the police radio to maintain control of the situation. A) Verbal control so as not to escalate the situation, B) Control of possible escape routes, and C) Control of response of other police units.
<b>1.12 Vehicle Code</b>	
1.12.1 Basic vehicle code	The trainee shall understand the basic California Vehicle Code laws that pertain to the operation of motor vehicles and shall be able to recognize violations.
1.12.2 CVC terms	The trainee shall define the following terms as used in the California Vehicle Code: A) Crosswalk, B) Darkness, C) Driver, D) Highway, E) Intersection, F) Limit line, G) Motor vehicle, H) Roadway, I) School bus, J) Sidewalk, K) Vehicle.
1.12.3 CVC authority to arrest	The trainee shall define the elements of Vehicle Code sections giving authority to arrest.
1.12.4 Vehicle code test	The trainee shall identify common California Vehicle Code violations by code number and classification. These violations shall minimally include those dealing with (Vehicle Code Test): A) Vehicle registration and insurance requirements, 4000(a)/16028(a) VC, B) Theft and damage to vehicles, 10851/10852 VC, C) Driver's licenses and identification cards including suspensions, 12951(a), 12500(a), 14601 VC, D) Hit and run, 20002 VC/20001 VC, E) Traffic control signals, 21400 VC, F) Other traffic control devices, 21461(a) VC, G) Driving, overtaking, and passing, H) Right of way, I) Pedestrians, 25950 VC, J) U-Turns, K) Stopping, standing, and parking, L) Driving under the influence, 23152 VC, M) Other public offenses, N) Equipment violations, 40610 VC, O) Fleeing/evading an officer, 2800 VC, P) Reckless driving, and Q) Seat belt violations, 27315 VC.
<b>1.13 Ethics</b>	
1.13.1 Ethics	The trainee shall read and discuss the Law Enforcement Code of Ethics and explain the importance of adhering to the Law Enforcement Code of Ethics.
1.13.2 Ethics	In regards to ethics/professionalism, the trainee shall minimally be able to: A) Discuss the relationship between public trust and a peace officer's ability to perform their job, B) Explain the benefits of professional and ethical behavior to the community, department, and peace officer, C) Describe the consequences of unprofessional/unethical conduct to the community, department, and peace officer, D) Explain why an officer should respond to a coworker's unprofessional or unethical conduct, including the legal basis for such interventions, E) Discuss situations when it is necessary to intervene on another peace officer's behalf, and factors that can inhibit intervention, and F) Describe the types and levels of intervention used to prevent another peace officer's inappropriate behavior.

1.13.3 Ethics	The trainee shall give examples of ethical making strategies and explain the value of ethical decision making in leadership.
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## **2.0 FIELD TRAINING PHASE 2**

### **2.1 Patrol Vehicle Inspections**

2.1.1 Vehicle familiarization	The trainee shall be familiar with the patrol vehicle, its equipment, and the policy regarding its use.
2.1.2 Identify equipment	The trainee shall point out the location and describe the use of the following: A) Rear door locks, B) Trunk and hood release, C) Shotgun/AR-15 release, D) Emergency lights and siren controls, E) Flares, F) First aid equipment, G) Radio, and H) Protocols.
2.1.3 Repair policy	The trainee shall review and describe the agency policy on repair and servicing of patrol vehicles.
2.1.4 Service request	The trainee shall describe agency policy regarding requests for vehicle service in the field.
2.1.5 Maintenance policy	The trainee shall explain agency policy regarding proper maintenance of the police vehicle. This explanation shall minimally include: A) The procedure for turning in a damaged or mechanically deficient vehicle, and B) The proper report(s) to be completed.
2.1.6 Inspection objectives	The trainee shall understand the objectives of a vehicle inspection prior to driving. These objectives shall include: A) Prevention of accidents, B) Promotion of operational efficiency, and C) Reduction of maintenance and repair costs.
2.1.7 Pre-shift inspection	Given a patrol vehicle, the trainee shall conduct a pre-shift inspection. The inspection shall minimally include: A) Visual check of the exterior of the vehicle for damage and the tires for wear and proper inflation, B) An inspection of the trunk for the required equipment: 1) Flares, 2) Rescue breather and medical kit, C) An operations check of the vehicle equipment (lights, horn, etc.) and the emergency equipment (light bar, siren, public address system, etc.), D) An inspection of the shotgun/AR-15 and their releases, E) An inspection of the interior of the vehicle that includes checking behind the sun visors, in the glove box, and beneath the seats for contraband, evidence, property, or items left from a previous shift, and F) An inspection of the prisoner seating compartment for contraband or other items.

### **2.2 Patrol Vehicle Operation Safety**

2.2.1 Driving technique policy	The trainee shall know and understand the agency policy on approved driving techniques, including: A) Backing, B) Parking, C) Right-of-way violations, D) Passing, and E) Excessive speed.
2.2.2 Stopping distance factors	The trainee shall understand factors which influence the overall stopping distance of a vehicle, including: A) Driver condition, B) Vehicle condition, C) Environmental conditions, including road surfaces, D) Vehicle speed, E) Reaction time and distance, F) Braking distance, and G) Knowledge of anti-lock braking systems.

2.2.3 Defensive driving	The trainee shall identify the components of "defensive driving". These shall include: A) Driver attitude, B) Driver skill, C) Vehicle capability, and D) Seat belt usage (General Order L-20).
2.2.4 Driver attitudes-accidents	The trainee shall identify driver attitudes which contribute to the occurrence of traffic accidents. These attitudes shall include: A) Over-confidence, B) Impatience (including "road rage"), and C) Self-righteousness.
2.2.5 Driver fatigue	The trainee shall understand the effects of driver fatigue. These shall include: A) Lowers visual efficiency, and B) Causes slower reaction time.
2.2.6 Safe driving	The trainee shall drive the vehicle in a safe and alert manner complying will all laws, regulations, and policies.
2.2.7 Parking patrol vehicles	The trainee shall explain the agency policy regarding the parking of patrol vehicles.
<b>2.3 Emergency Vehicle Operations/Pursuits/Liability</b>	
2.3.1 Emergency operation law	The trainee shall understand California laws which apply to the operation of an emergency vehicle under emergency conditions: A) 21055 VC Exempts the driver of an emergency vehicle when responding "Code 3". One solid red light to the front/sound siren as needed, B) The trainee knows why emergency calls do NOT absolve an officer from personal liability if the emergency vehicle is misused. (21056 CVC), C) The trainee knows agency practices and policies for the operation of emergency vehicles, and D) The trainee relies more on caution than upon the emergency warning devices.
2.3.2 Code-3 driving	The trainee shall understand the agency's policy concerning pursuits and code-three driving.
2.3.3 Emergency driving tactics	The trainee shall identify the tactics that should be utilized by the driver of an emergency vehicle while in a pursuit or any other emergency response. These tactics shall minimally include: A) Slowing/stopping for intersections, B) Careful observation at cross streets, C) Caution when passing other vehicles, D) Constant alertness for any unforeseen hazards, E) Using a well-planned route of travel in emergency response situations, and F) Constant alertness for other code-three vehicles.
2.3.4 Continue/abandon pursuit	The trainee shall discuss those factors to consider in determining whether to continue or abandon a pursuit. These factors shall minimally include: A) Amount of other traffic, both vehicular and pedestrian, B) Road hazards and road conditions, C) Environmental conditions, D) Condition of police vehicle and driver, E) Seriousness of the crime(s) in relation to potential likelihood of causing injury to innocent persons or damage to property, F) Can vehicle or driver be identified, and G) Known juvenile driving pursued vehicle.
2.3.5 Safe emergency driving	Given an emergency response and/or a pursuit incident, the trainee shall demonstrate safe and effective driving practices.
2.3.6 Rules of the road	The Trainee shall discuss how an officer operating a law enforcement vehicle under non-emergency conditions is subject to the same "rules of the road" as any other driver. Reference: 21052VC.

2.3.7 Vehicle code exemptions	The Trainee shall explain the situations in which the driver of an authorized emergency vehicle is exempt from the Vehicle Code provisions listed in Section 21055, including: A) Responding to an emergency call B) Engaged in a rescue operation C) In pursuit of a violator D) Responding to a fire alarm
2.3.8 Exemption requirements	The Trainee shall explain the exemption requirements of the Vehicle Code regarding the use of red lights and siren, under Sections 21055(b) and 21807.
2.3.9 Driving liabilities	The Trainee shall explain the conditions under which he/she or their agency may be held liable for deaths, injury, or property damage which occur while an emergency vehicle is being operated with red lights and siren (Code 3), including: A) Failure to drive with due regard for the safety of all persons described in VC Section 21056 B) When the agency has not adopted a written policy on police pursuits in compliance with VC Section 17004.7 C) A negligent or wrongful act or omission by an employee of the entity described in VC Section 17001 D) When not in immediate pursuit of an actual or suspected violator or responding to a bona fide emergency as described in VC Section 17004.
2.3.10 Menlo Park Police vehicle policy	The Trainee shall be familiar with the Menlo Park Police Policy regarding patrol vehicle and equipment use. Policy #705.4 and #705.5.
2.3.11 Proficiency test	The Trainee will demonstrate proficiency by passing a knowledge test.
<b>2.4 Contact and Cover</b>	
2.4.1 Contact tactics	The trainee shall discuss and demonstrate the contact officer tactics and responsibilities to include: A) Primary responsibility dealing with situation/suspect(s)/victim(s)/witnesses/RP's, B) Records incident information - (FI's), C) Performs pat down and custody search of suspect(s), D) Issues all citations, E) Recovers evidence and contraband, F) Handles routine radio communications, G) Relays pertinent information to cover officer and medical personnel, and H) Watches hand movement.
2.4.2 Cover tactics	The trainee shall discuss and demonstrate the cover officer tactics and responsibilities to include: A) Approach, B) Cover positions with vehicle(s) and person(s), C) Position of advantage, D) What to watch for: 1) Hands in pockets or otherwise concealed, 2) Weapons or contraband, 3) Hostility or anger, 4) The approach of other persons or vehicles, 5) Symptoms of intoxication or illness, and 6) Potential reactions and escape routes, E) Communications with contact officer/danger signals, F) Positions of assistance, if needed, during arrest, and G) Provides assistance as directed by contact officer.
2.4.3 Contact & cover rules	The trainee shall discuss the roles of the contact and cover officers during and after a pursuit, felony car stop, or foot chase. These shall include: A) Radio responsibilities, B) Rifle/Less Lethal, C) Position to assume after the vehicle or person is stopped, and D) Officer to officer communication.
2.4.4 In-field contact & cover	The trainee shall safely and effectively carry out the responsibilities of both the contact and cover officer positions during: A) Calls for service, B) "In-progress" calls, C) Pedestrian stops, D) Traffic stops, and E) High-speed pursuit, felony stop, and/or foot chase.
<b>2.5 Community Orientation/Geographic Location</b>	

2.5.1 Key Locations	The trainee shall know the following locations within the agency's jurisdiction: A) Fire Station, B) Bars and "hot" spots, C) Schools, D) City Hall, E) Shopping centers, and F) Any additional hazardous/priority locations.
2.5.2 Key roadways	The trainee shall know the names and/or locations of important types of roadways in the community or assigned area. These shall include: A) Major arteries, B) Neighborhood alley ways, C) Dead-end streets, D) Freeways, and E) Fire trails and other special access routes.
2.5.3 Boundaries & beat	The trainee shall know the jurisdictional boundaries, and beats utilized by the agency.
2.5.4 Map test	The trainee will demonstrate proficiency by passing a map test.
<b>2.6 Field Notes and Notebook</b>	
2.6.1 Information for field notes	The trainee shall identify the types of information that may be entered into his/her notes or field notebook. This information may include: A) Date, day, time, vehicle number, B) Name on report, C) Type of incident, D) Pertinent information, E) Names of suspects, victims, witnesses, and reporting persons, and F) Diagrams if necessary.
2.6.2 Notes are discoverable	The trainee shall understand that the contents of field notebooks are discoverable in a court proceeding (keeping notes for major cases, destroying notes on minor cases).
2.6.3 Need for notes	The trainee shall explain the necessity for field notes. This explanation shall include: A) Reference to future investigation, B) Reference to future court appearance, and C) Beat or area information.
2.6.4 Recording notes	The trainee shall properly use a field notebook to record pertinent information on any given (who, when, what, where, why, how, are in notes) incident.
<b>2.7 Low-Risk Vehicle Stops</b>	
2.7.1 Hazards of Stops (1)	The trainee shall know the potential hazards of traffic stops and will possess the ability to satisfactorily perform a safe and efficient stop with due regard for a positive police-citizen contact.
2.7.2 Approaching non-auto stops	The trainee shall know how to safely stop and approach vehicles other than automobiles: A) Motorcycles and bicycles, B) Campers and vans, C) Buses, and D) Trucks.
2.7.3 Hazards of stops (2)	The trainee shall identify the inherent hazards involved when an officer conducts a traffic stop. These hazards shall minimally relate to the: A) Area in which the stop is made, B) Stop itself, C) Officer's approach, D) Position the officer takes, and E) Contact with the violator.
2.7.4 Types of stops	The trainee shall understand the various types of vehicle stops, which minimally include: A) Traffic violations, B) Investigative, and C) Felony or high risk.

2.7.5 Stop location	The trainee shall understand the following elements as those to be considered when selecting the proper location to effect a traffic stop: A) As little traffic hazard as possible, B) As few escape routes as possible, C) As few persons present as possible, D) Desirable lighting conditions, and E) Ability to properly position the patrol car and backup units.
2.7.6 Vehicle identification	The trainee shall understand the advantages of recording the license number and description of the vehicle prior to the stop.
2.7.7 Monitoring occupants	The trainee shall understand the potential hazards 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, and C) Escape of occupants.
2.7.8 Initiating a stop	The trainee shall describe the various techniques for gaining the attention of the driver when making a vehicle stop. Techniques shall minimally include: A) Use of emergency lights, equipment, B) Use of headlights, C) Use of horn, and D) Proper use of spotlight/take-down lights to include: 1) Not blinding the driver while the vehicle is moving, 2) Illuminating the interior of the stopped vehicle, and 3) Focusing on the rear and side mirrors to blind the occupants of the officer's approach.
2.7.9 Stopping distance	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, and C) Enough to create a safety corridor (patrol car offset left or right) for the safety of the officer(s) and vehicle occupant(s)
2.7.10 Keeping occupants in the vehicle	The trainee shall understand the advantages, disadvantages, and legal aspects of allowing or disallowing a person to exit the vehicle during a stop.
2.7.11 Violator reactions	The trainee shall identify common violator reactions upon being stopped by an officer and shall discuss techniques for acceptably dealing with the identified reaction. These reactions shall minimally include: A) Embarrassment, B) Anger, C) Fear, D) Rationalization or excuse for violation, and E) Refusal to sign citation.
2.7.12 Warning vs. citation	The trainee shall explain discretion in a car stop situation by citing examples of traffic situations in which an officer feels that a warning would be more beneficial.
2.7.13 Avoiding arguments	The trainee shall explain why an officer should not argue with a violator.
2.7.14 Promise to appear	The trainee shall know that the required signature of a motorist on a citation is not an admission of guilt but a promise to appear (PTA).
2.7.15 Good practices	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 a driver's license, C) Checking the validity and authenticity of a driver's license (including picture) and vehicle registration, D) Checking the signature of the violator on the citation, and E) Issuing the proper copy of the citation to the violator.

2.7.16 In-field traffic stops	Given an incident involving a traffic violation, the trainee shall safely and effectively conduct a traffic stop and issue a citation or warning in a manner that promotes a positive police image.
<b>2.8 Impounding/Storing Vehicles</b>	
2.8.1 Towing policy	The trainee shall understand the agency's policy regarding towing procedures.
2.8.2 Impound/store procedure	The trainee shall possess the knowledge to impound/store vehicles in an authorized manner.
2.8.3 Authority to impound/store	The trainee shall discuss the legal authority for those instances when an officer may impound/store a vehicle from public and private property.
2.8.4 In-field impound/store	Given an incident in which a vehicle is to be impounded or stored, the trainee shall impound or store the vehicle in an authorized manner. This shall minimally include: A) Compliance with state law, B) Compliance with agency policy, and C) Completion of all required reports in a satisfactory manner.
<b>2.9 Felony/High-Risk Vehicle Stops</b>	
2.9.1 Safety tactics	The trainee shall be familiar with and be able to apply all officer safety tactics as described in the low-risk vehicle stops guidelines.
2.9.2 Effecting the stop	The trainee shall know how to safely and effectively stop a suspected felony vehicle and remove and place the occupant(s) in a position of disadvantage.
2.9.3 Pre-stop considerations	The trainee shall identify and discuss the important considerations taken when about to make a felony vehicle stop. These elements shall minimally include: A) Seriousness of the crime(s), B) Availability of backup, C) Location at which to make the stop, D) Tactics to be used after making the stop, and E) Number of suspects involved.
2.9.4 Vehicle positioning	The trainee shall discuss the proper positioning of the police vehicle for a felony/high-risk vehicle stop.
2.9.5 Removing suspect(s)	The trainee shall discuss the advantages of verbally ordering the removal of the suspect(s) from the vehicle prior to approaching on foot.
2.9.6 Verbal commands	The trainee shall discuss verbal commands which 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), and C) Assume position of disadvantage outside the vehicle.
2.9.7 Waiting for backup	The trainee shall discuss the advantages of using the tactic of waiting for additional backup before approaching the vehicle or the occupants.
2.9.8 Primary & backup roles	The trainee shall discuss the roles of both the primary and backup officer(s) before, during, and after the stop. This discussion shall minimally include which officer: A) Has the radio responsibilities, B) Assumes the shotgun/Rifle responsibilities, if applicable, C) Communicates to the occupants, and D) Searches the occupants and/or the vehicle.



2.9.9 In-field stop	Given an incident involving a felony vehicle stop, the trainee shall safely stop the vehicle, remove the occupant(s), and place the occupant(s) in a position of disadvantage without the officer(s) being placed in an inherently dangerous position.
<b>2.10 Officer Survival</b>	
2.10.1 Conditioning	The trainee shall identify and explain the importance of physical, mental, and emotional conditioning in officer survival. These shall include: A) Concept of tactical retreat, 1) Pre-planning, and 2) Reduction of unnecessary risks, B) Mental conditioning, 1) Will to live, 2) Continue to fight, regardless of odds, 3) Mental alertness, and 4) Self-confidence, C) Physical conditioning, 1) Agency policy on physical fitness and officer standards, and 2) Role of good health and nutrition, and D) Weapon retention.
2.10.2 Silhouetting	The trainee shall know ways to avoid the hazards of "silhouetting".
2.10.3 Sounds	The trainee shall know how to avoid making telltale "police noises." A) Vehicle, B) Radio noises, and C) Key and whistle noises.
2.10.4 Hands in view	The trainee shall know the importance of always keeping a subject's hands in view.
<b>2.11 Searching Vehicles, Buildings, Areas</b>	
2.11.1 Principles of vehicle search	The trainee shall identify and explain principles of safe and effective search of a vehicle. These principles shall minimally include: A) Proper removal and control of occupants, and B) A systematic method of search.
2.11.2 In-field vehicle search	Given an incident, including probable cause, the trainee shall safely and effectively conduct a search of a vehicle.
2.11.3 Principles of building search	The trainee shall identify the principles of a safe and effective search of a building that may contain a suspect. These principles shall minimally include: A) Containment of the building, B) Containment of area(s) already searched, C) Utilization of a systematic method, D) Safe searching techniques, and E) Appropriate use of canine or specialized assistance.
2.11.4 In-field building search	Given an incident, including probable cause, the trainee shall safely and effectively conduct a search of a building/area.
<b>2.12 Legal Responsibilities and Requirements with Prisoners</b>	
2.12.1 Legal responsibilities	The trainee shall know and understand the legal responsibilities for protecting a prisoner.
2.12.2 Shelter, food, and medical care	The trainee shall understand the legal responsibilities for providing a prisoner with shelter, food, and medical care.
2.12.3 Property receipts	The trainee shall understand the requirements for issuing property receipts.
2.12.4 Custody of juveniles	The trainee shall understand the requirements pertaining to temporary custody or confinement of juveniles.

2.12.5 Rights and privileges of prisoners	The trainee shall understand local policy and the legal aspects pertaining to the rights and privileges of prisoners.
<b>2.13 Transportation of Prisoners</b>	
2.13.1 Transportation policy	The trainee shall explain the agency's policy regarding the transportation of prisoners. This explanation shall minimally include: A) Prisoners restrained with specialty devices (i.e., The Wrap, etc.), B) Sick, injured, mentally ill, physically challenged, or pregnant prisoners, C) Juveniles with/without adults, D) Females, E) Use of seat belts, F) A search of the area in which the prisoner is about to be placed prior to transportation, G) Following transportation, a search of the area where the prisoner has been, H) The proper positioning of the officer(s) and the prisoner(s) within the vehicle, and I) Close and constant observation of the prisoner(s).
2.13.2 In-field transport	Given a situation in which prisoner(s) must be transported in the patrol vehicle, the trainee shall safely place the handcuffed prisoner(s) in the vehicle and safely transport the prisoner(s) to the predetermined destination.
2.13.3 In-field handcuff removal	Given an incident of prisoner transport, the trainee shall safely and effectively control the suspect(s), and safely remove the handcuffs.
<b>2.14 Booking Prisoners</b>	
2.14.1 Booking prisoners	The trainee shall know how to properly book adult and juvenile prisoners in conformance with agency policy and legal codes.
2.14.2 Juvenile notification	The trainee shall know what notifications are required when booking juveniles.
2.14.3 Special considerations	The trainee shall be able to properly book prisoners who warrant special considerations. A) Drunk (First Chance when appropriate), B) Injured or sick, C) Females (including pregnant females), D) Elderly, E) Mentally ill and/or developmentally disabled, F) Juveniles, G) Gang members or police informants, H) Current or former police officers, judges, etc., I) High-profile prisoners, and J) Any other prisoner(s) who may have special classification/housing needs.
<b>2.15 Domestic Violence</b>	
2.15.1 Domestic violence incidents	The trainee shall recognize and be able to effectively deal with domestic violence incidents.
2.15.2 Legal issues	The trainee shall understand the legal issues and the law enforcement officer's duties in response to a domestic violence situation to minimally include: A) Difference between domestic violence and a domestic dispute, B) Impact of domestic violence, C) Essential elements of Penal Code Sections 13700 and 13519, D) Duty to provide maximum protection to the victim from abuse (emergency protective order), E) Provide safety to other persons and property, F) Verification and enforcement of court orders (restraining and stay-away orders), G) Responsibility and authority with tenancy issues related to domestic violence, H) Determine if a crime has been committed and if arrest is mandatory, I) Completion of appropriate documentation and required reports, J) Making appropriate victim's assistance information referrals for medical aid, personal safety, community resources, legal options, and the District Attorney's Office, and K) The safekeeping of firearms as per 12028.5 PC.

2.15.3 Dangers to officers	The trainee shall know the inherent dangers to an officer who enters the home of a family involved in a dispute.
2.15.4 Separating parties	The trainee shall know the advantages and disadvantages of separating parties in a dispute and gathering information from them individually.
2.15.5 Criminal vs. civil law	The trainee shall explain the differences between criminal and civil law, which apply during dispute situations.
2.15.6 Mandatory custody arrests	The trainee shall understand mandatory custody arrest requirements.
2.15.7 Restraining orders	The trainee shall understand the law and procedures relating to enforcement of restraining orders.
2.15.8 In-field domestic violence incident	Given a domestic dispute or domestic violence incident, the trainee shall be able to handle the situation in a safe and efficient manner.

## 2.17 Warrants

2.17.1 Warrant procedures	The trainee shall discuss the laws and procedures for obtaining search or arrest warrants, including: A) Probable cause necessity, B) Allowable exclusions, 1) Hot pursuit, 2) Emergency situations, and 3) Consent, and C) Process for obtaining warrants during and after business hours.
2.17.2 Serving warrants	The trainee shall describe the process for serving search and arrest warrants, including: A) Hours of service for felony arrest warrants (24-hours), B) Hours of service for misdemeanor arrest warrants (0600-2200 hours), C) Hours of service for search warrants (0700-2200 hours), D) Knock and notice for search warrants and exceptions to, and E) "Signing off" warrants/return.
2.17.3 In-field warrant service	Given an incident and necessary probable cause that calls for a search or arrest warrant, the trainee shall follow the agency's procedure for obtaining and serving the appropriate warrant(s).

## 3.0 FIELD TRAINING PHASE 3

### 3.1 Pedestrian Stops

3.1.1 Safe pedestrian stops	The trainee shall demonstrate the ability to make safe and effective pedestrian stops.
3.1.2 Probable & reasonable cause	The trainee shall explain the concept of probable and reasonable cause to stop and detain.
3.1.3 Circumstances to stop	The trainee shall explain the existing circumstances to make a lawful pedestrian stop. This explanation shall minimally include: A) The existence of suspicious activity, B) The time of day or night, and C) Reasonable suspicion to believe that the person being stopped may be involved in criminal activity.
3.1.4 Tactical considerations	The trainee shall identify and discuss those tactical variables to consider when encountering a person on foot. This discussion shall minimally include determining: A) Whether or not to stop the person, B) When and where to stop the person, and C) Methods to utilize in stopping the person.
3.1.5 On foot vs. vehicle stops	The trainee shall identify the reasons an officer should approach pedestrian suspects on foot rather than in the vehicle.
3.1.6 Position of advantage	The trainee shall describe positions that one or two officers can take while interviewing one or more suspicious persons to minimize the possibility of attack.
3.1.7 Field interview form	The trainee shall properly and legibly complete the field interview (FI) report form and associated computer entry.
3.1.8 Use of CLETS	The trainee shall understand the role and use of CLETS in determining a person's wanted status.
3.1.9 In-field interview	Given a situation involving one or more persons on foot, who are acting suspiciously, the trainee shall, having sufficient probable cause, safely and effectively approach, contact, interview, and complete a field interview (FI) report or make any other proper disposition of the person(s) contacted.

### **3.2 Search and Seizure**

3.2.1 Effective search	The trainee shall be able to legally, safely, and effectively conduct a search of single and multiple suspects, vehicles, and buildings.
3.2.2 Types of searches	The trainee shall identify and explain the circumstances under which an officer may institute a search of a person or vehicle. These circumstances shall minimally include: A) Pat searches for weapons, B) Consent searches, C) Probable cause searches, D) A search warrant, E) Plain sight, F) Incident to arrest, G) Exigent circumstances, and H) Probation/parole search.
3.2.3 Objects of search	The trainee shall identify and explain the circumstances under which an officer may institute a search of a person or vehicle. These circumstances shall minimally include: A) Pat searches for weapons, B) Consent searches, C) Probable cause searches, D) A search warrant, E) Plain sight, F) Incident to arrest, G) Exigent circumstances, and H) Probation/parole search.
3.2.4 Search limits	The trainee shall discuss the limits of searches when conducted with person(s), vehicles, and buildings including: A) Protective sweeps, B) Closed containers, and C) Inventory searches.
3.2.5 Exclusionary rule	The trainee shall understand the "exclusionary rule" and its effect upon police action and procedures including: A) Court filings, and B) Prosecution of suspects.

### **3.3 Missing Persons**

3.3.1 Laws regarding missing persons	The trainee shall understand and explain state law (including statutory reporting requirements) and agency's policies and procedures for handling missing persons, both adult and juvenile, and shall be able to adhere to these policies and procedures when called to a scene regarding a missing person, 14205-14210 PC.
3.3.2 Agency policy	The trainee shall explain the agency's policy regarding search procedures for missing persons.
3.3.3 Searching for children	The trainee shall know the importance of making a thorough search of a "missing" child's home and nearby area at the outset of the investigation.
3.3.4 In-field search	Given an incident involving a missing person, the trainee shall properly adhere to the agency's policies and procedures in reporting the situation and, if necessary, initiating search procedures.

### **3.4 Mental Illness Cases**

3.4.1 Dealing with disturbed persons	The trainee shall know state law and agency policy regarding mental illness, and shall be able to safely and effectively deal with, control, and if necessary, take into custody mentally disturbed person(s). Additionally, the trainee shall be able to complete the necessary report forms.
3.4.2 72-hour hold criteria	The trainee shall identify and discuss the criteria as set forth in the Welfare and Institutions Code by which an individual may be committed for a 72-hour hold: A) Danger to himself/herself, B) Danger to others, C) Gravely disabled, and D) Due to a mental condition.

3.4.3 Warrant process	The trainee shall discuss the warrant process for mentally ill persons. This discussion shall minimally include (5201, 5206, 5208 W&I): A) Affidavit (who makes it, where, and to whom), B) Notice to Appear papers, and C) Commitment papers (warrant).
3.4.4 Safety considerations	The trainee shall identify considerations to be made when handling and dealing with mentally disturbed persons. These considerations shall minimally include: A) Ignoring verbal abuse, B) Avoiding excitement, C) Avoiding unnecessary deception, D) Requesting backup to minimize resistance, E) Requesting ambulance prior to confronting subject, if necessary, F) Keeping the disturbed person in sight constantly, G) Continual alertness, and H) Seizing firearms/deadly weapons for safekeeping (8102 W&I).
3.4.5 Required reports	The trainee shall identify the agency and mental health (if required) reports involved in a mental illness arrest both with and without a warrant.
3.4.6 In-field performance	Given a situation involving a mentally disturbed person, the trainee shall take all necessary precautions in dealing with the person, safely taking the person into custody (if necessary), assure safe transportation of the person, and properly complete all necessary forms and reports.
<b>3.5 Driving Under the Influence Cases</b>	
3.5.1 Common Indications	The trainee shall explain the common driving indications of a suspected DUI.
3.5.2 Agency sobriety tests	The trainee shall explain and demonstrate sobriety tests used by the agency.
3.5.3 Chemical tests policy	The trainee shall explain the law and agency policy regarding the two chemical tests (blood and breath) including how, when, where, and by whom these tests are given as well as the acceptable level of force, which may be used to obtain the samples.
3.5.4 Refusal to test	The trainee shall explain the law and agency policy regarding processing persons who refuse chemical testing.
3.5.5 DUI forms	The trainee shall identify the report forms to be used for driving under the influence cases.
3.5.6 In-field sobriety tests	Given a situation where a vehicle operator may be DUI, the trainee shall demonstrate the ability to conduct the field and chemical test(s) in a safe and effective manner and shall properly and accurately report the incident.
<b>3.6 Handling Disputes</b>	
3.6.1 Dispute situations	The trainee shall be able to handle dispute situations in a safe and efficient manner.
3.6.2 Officer responsibility	The trainee shall identify an officer's basic responsibilities at the scene of a dispute. These responsibilities shall minimally include: A) Remaining impartial, B) Preserving the peace, C) Determining whether or not a crime has been committed, D) Conducting an investigation if a crime has been committed, E) Providing safety to individuals and property, F) Suggesting solutions to the problem, G) Offering names of referral agencies, and H) Considering arrest as a viable alternative if a crime has been committed.

3.6.3 Social service resources	The trainee shall identify various social service organizations which are available within the city or county to render assistance in dispute situations. These organizations shall minimally include those dealing with: A) Public health, B) Alcohol problems, C) Family counseling and child guidance, and D) Drug problems.
3.6.4 Officer safety	The trainee shall understand the inherent dangers to an officer who enters the home of a family involved in a dispute.
3.6.5 Separating parties	The trainee shall explain the advantages and disadvantages of separating parties in a dispute and gathering information from them individually.
3.6.6 Citizen arrests	The trainee shall understand citizen arrest procedures.
3.6.7 Dispute techniques	The trainee shall discuss different techniques to use in given dispute situations. These situations shall minimally include: A) Family disputes, B) Neighbor disputes, C) Juvenile disputes, and D) Loud parties.
3.6.8 In-field dispute	Given an incident involving a dispute, the trainee shall handle the dispute in a safe, efficient, reasonable, and discretionary manner.
<b>3.7 Civil Disputes</b>	
3.7.1 Civil disputes	The trainee shall recognize and be able to effectively deal with civil disputes.
3.7.2 Landlord-tenant disputes	The trainee shall understand the agency's policy on handling landlord-tenant disputes.
3.7.3 Landlord-tenant law	The trainee shall identify and explain California civil and criminal law and agency procedures applicable to situations, which arise from landlord-tenant disputes. These situations shall minimally include: A) Evictions, B) Lockouts, C) Trespasses, and D) Confiscation of property.
3.7.4 Labor management disputes	The trainee shall understand the agency's policy on labor-management disputes.
3.7.5 Labor-management typical problems	The trainee shall explain the agency policy and procedure relative to typical policing problems, which occur during labor-management disputes. These problems shall minimally include: A) Obstruction of ingress or egress, B) Blocking of sidewalks and roadways, C) Outside agitators, and D) Violence and vandalism.
3.7.6 Repossessions	The trainee shall explain the general rules that pertain to the repossession of items. These rules shall minimally include (28 VC, Chapter 11 of the Business and Professions code): A) What property is subject to repossession, B) Who may make repossession, C) To what lengths a reposessor may go, and D) When a repossession is complete.
3.7.7 Small claims court	The trainee shall explain the role of the small claims court.
3.7.8 In-field civil dispute	Given any situation involving a civil dispute, the trainee shall handle the situation in an appropriate manner consistent with agency policy and state law.
<b>3.8 Police Patrol and Observation Skills</b>	

3.8.1 Types of patrol	The trainee understands the principle types of police patrol and their respective impacts on community relations.
3.8.2 Preventive patrol measures	The trainee shall know basic preventive patrol methods utilized by an officer: A) Frequent checks and contacts with business premises, B) Frequent checks of suspicious persons, C) Fluctuating patrol patterns, D) Maintenance of visibility and personal contact, and E) Daily individual patrol and community action plan.
3.8.3 Community-oriented policing	The trainee shall understand the agency's concept of "Community-Oriented Policing" as it relates to community priorities and needs, focusing on specific violations, crimes, or circumstances.
3.8.4 Foot and bicycle patrol	The trainee shall understand the advantage(s) of foot patrol and bicycle patrol (General Order L-21), including: A) Increased personal contact between police and citizens, B) Increased observation ability, and C) Increased ability to gather information.
3.8.5 Motorized patrol	The trainee shall understand the advantage(s) of motorized patrol over foot patrol, including: A) Increased speed and mobility, B) Increased conspicuousness, C) Availability of additional equipment, D) Increased transportation capability, E) Decreased response time, and F) Communications.
3.8.6 Searching for children	The trainee shall know the importance of making a thorough search of a "missing" child's home and nearby area at the outset of the investigation.
3.8.7 Perception skills	The trainee shall understand methods by which perception skills may be improved and can describe scene activity, persons, and vehicles with acceptable accuracy.
<b>3.9 Preventing and Detecting Crime</b>	
3.9.1 Improving capabilities	The trainee shall understand those techniques and procedures, which improve a patrol officer's capabilities in preventing and detecting crime.
3.9.2 Community familiarization	The trainee shall know factors to be considered in becoming familiar with the community: A) General population information, B) Appropriate geographic information, C) Recent criminal activity, and D) Specific factors that may influence patrol functions (i.e., location of emergency hospitals, high-crime areas, community habits, etc.).
3.9.3 Preparing for patrol shift	The trainee shall know how to prepare for a normal patrol shift: A) Gathering information through crime reports, patrol bulletins, daily bulletins, and briefings, B) Gathering needed materials (i.e., report forms, citation books, etc.), C) Obtaining and checking equipment (i.e., shotgun, vehicle, etc.), D) Planning work around identified priorities, and E) Preparing daily patrol and community action plan.
3.9.4 Special patrol areas	The trainee shall know those locations and/or situations which exist in a "patrol area" that warrant frequent checks.
3.9.5 Nighttime patrol	The trainee shall know what an officer on nighttime patrol should be looking for: A) Broken glass (reflection of light), B) Open doors and windows, C) Pry marks, D) Suspicious vehicles, E) Persons on foot, F) Difference in normal lighting (on or off), G) Unusual sounds, and H) Access to rooftop or upper floors.



3.9.6 Parked vehicles	The trainee shall know ways to determine if a parked vehicle has been recently operated.
3.9.7 Surveillance	The trainee shall know how to conduct surveillance: A) Invisible deployment, B) Radio security, and C) Can use surveillance/vision devices.
3.9.8 Locate VINs	The trainee shall be able to locate the vehicle identification number (VIN) of various vehicles (i.e., autos, trucks, trailers, motorcycles, and bicycles).
3.9.9 Mutual aid	The trainee shall know 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, and C) Assisting other agencies with arrests within agency jurisdiction.
3.9.10 Plain-clothes officer	The trainee shall know how to react when encountering a plain-clothes officer in the field: A) No display of recognition until presence acknowledged by plain-clothes officer.
3.9.11 Plain-clothes arrest	The trainee shall know how to react to uniformed officers when the trainee makes a plain-clothes or off-duty arrest.
<b>3.10 Tactical Communication</b>	
3.10.1 Demeanor & words	The trainee shall understand that tactical communication involved both professional demeanor and words.
3.10.2 Benefits	The trainee shall identify the benefits of tactical communication including: A) Enhanced safety (reduces likelihood of physical confrontation and injury), and B) Enhanced professionalism (decreases citizen complaints, civil liability, personal and professional stress).
3.10.3 Calm presence	The trainee shall demonstrate an ability to perform in a calm, professional demeanor while de-escalating hostilities or conflicts (i.e., generate voluntary compliance without resorting to physical force).
3.10.4 Deflection techniques	The trainee shall understand and demonstrate the ability to use deflection techniques in response to verbal abuse. Every word that follows "but" is professional language which is goal directed. Examples might include: A) "I appreciate that, but I need to see your driver's license", and B) "I understand that, but I need you to sign the citation."
3.10.5 Voluntary compliance	Given an incident involving an uncooperative subject(s), the trainee shall be able to generate voluntary compliance using the 5-step process: A) Ask (Ethical Appeal) - The subject is given an opportunity to voluntarily comply by simply being asked to comply, B) Set Context (Reasonable Appeal) - The "why" questions are answered by the identification or explanation of the law, policy, or rationale that applies to the situation, C) Present Options (Personal Appeal) - Explain possible options, D) Confirm (Practice Appeal) - Provides one last opportunity for voluntary compliance; "Is there anything I can say to earn your cooperation at this time?", and E) ACT - (Take appropriate action).
<b>3.11 Interviewing</b>	
3.11.1 Conduct & relate interview	The trainee shall demonstrate the ability to properly conduct an interview and satisfactorily relate the information on the appropriate form.

3.11.2 Miranda warning	The trainee shall discuss the ramifications of the Miranda warning and shall describe when, where, and why it should be used.
3.11.3 Contents of a good statement	The trainee shall describe the contents of a good statement. These contents shall minimally include: A) What happened, B) When it happened, C) Where it happened, D) Who it happened to, E) How it happened, F) Why it happened, and G) How many were involved.
3.11.4 Rules of interviewing	The trainee shall discuss basic rules in statement taking and interviewing. These rules shall minimally include: A) Asking direct and brief questions. Let the person being interviewed do the majority of talking, B) Controlling the interview. Avoid rambling by the person being interviewed, C) Avoiding leading questions except when absolutely necessary, D) Putting the person being interviewed at ease, and E) Writing statements verbatim (when appropriate) from the person being interviewed, not improvising or making assumptions.
3.11.5 In-field interview	Given a situation in which a statement should be taken, the trainee shall properly conduct an interview and satisfactorily relate the information on the appropriate form.
<b>3.12 Law</b>	
3.12.1 Legal terminology	The trainee shall define certain terms as recognized in California criminal law. These shall include: A) Accessory, B) Corpus delecti, C) Criminal negligence, D) Entrapment, E) Implied intent, F) Specific intent, G) Transferred intent, and H) Principal.
3.12.2 Elements of a crime	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, and D) For which there is punishment.
3.12.3 Legally incapable persons	The trainee shall describe those persons who are legally incapable of committing a crime in the state of California (PC 26).
3.12.4 Right to search	The trainee shall recognize and describe the police officer's right to search a person when probable cause to arrest exists.
3.12.5 Use of force	The trainee shall know the amount of force that may be used when effecting an arrest (835 PC).
3.12.6 Emergency driving	Given an emergency response and/or a pursuit incident, the trainee shall demonstrate safe and effective driving practices.
3.12.7 Authority to arrest	The trainee shall know the peace officer's authority to make an arrest (836 PC).
3.12.8 Private person arrest	The trainee shall know the instances when a private person may make an arrest (837 PC).
3.12.9 Miranda warning	The trainee shall know the requirements for advising a person of his/her Miranda warning.
3.12.10 Admittance to arrest	The trainee shall know the requirements regarding gaining admittance into a location to make an arrest (to include 844 PC).

3.12.11 Reasonable use of force	The trainee shall understand the term "reasonable" as it applies to the use of force.
3.12.12 Use of force policy	The trainee shall understand California law and department policy concerning the use of physical force and deadly force.
3.12.13 Identification of a crime	Given any situation in which a possible crime has occurred, the trainee shall identify 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) Children as victims of crimes, F) Sex crimes, G) Disturbing the peace, H) Burglary, I) Trespassing, J) Arson, K) Vandalism, L) Theft, M) Forgery and check offenses, N) Disorderly conduct, O) Control and use of dangerous weapons, and P) Use, possession, and sales of dangerous drugs (to include under the influence).
3.12.14 Alcoholic Beverage Control	The trainee shall recognize violations of the Alcoholic Beverage Control Act and, given a copy of that act, will locate the applicable sections including those prohibiting: A) After-hours sale/consumption of alcoholic beverages on licensed premises, B) Selling/providing alcoholic liquor to any person under the age of 21 years, and C) Selling/providing alcoholic liquor to a person who is visibly intoxicated.
3.12.15 Local ordinances	The trainee shall recognize violations of local ordinances and, given reference text, will locate the applicable sections. The sections shall minimally include: A) Alcohol Laws, B) Park Hours, C) Audible Tire Friction, D) Skateboard Restrictions, E) Bicycle Restrictions, F) Leash Laws, G) Curfew, and H) Soliciting Laws.
3.12.16 Juvenile offenses	The trainee shall know applicable laws pertaining to the investigation of juvenile offenses and to the apprehension and detention of juvenile offenders. These shall include: A) Miranda advisement, B) 300 W&I; 601 W&I; 602 W&I; 625 W&I; 627 W&I; and any additional local ordinances/curfews, and C) Laws pertaining to schools.
3.12.17 Parole and probation	The trainee shall know the laws regarding parole and probation violations, searches, and holds including: A) 3056 PC, and B) 1203.2 PC.
3.12.18 US Constitution	The trainee shall recognize the basic rights of all persons as granted by the United States Constitution and shall at all times adhere to those rights. These rights shall include those granted by the following amendments: A) First - Freedom of religion, speech, press, and public assembly, B) Fourth - Search and seizure only by warrant or good cause, C) Fifth - Right to trial; no double jeopardy; no self incrimination; no punishment without due process; and no confiscation without compensation, D) Sixth - Right to a speedy trial, E) Eighth - Excessive bail prohibited, and F) Fourteenth - Civil rights.
3.12.19 Title 18 USC 1982 & 1983	The trainee shall be familiar with Title 18 USC 1982 and 1983.
<b>3.13 Lineups</b>	

3.13.1 Types of line ups

The trainee shall know the agency policy and procedure, as well as potential defenses for conducting the following types of "line ups": A) In the field show up, 1) Leading statements to witnesses, B) Photographic, 1) Leading statements to witnesses, 2) Suspect easily discernable, C) In custody, D) Where photos can be obtained, E) Proper method for showing a line-up, and F) Exceptions to moving the victim/witness to the location of the suspect in a field line-up.

## 4.0 FIELD TRAINING PHASE 4

### 4.1 Crimes in Progress

4.1.1 Agency Policy	The trainee shall know 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, and N) Securing the scene.
4.1.2 Prowler calls	The trainee shall know agency policy and procedures to be followed when responding to a prowler call which may include: A) Coordination of responding units, B) Utilization of a quiet and possibly "blacked-out" approach, C) Containment of the area, D) Parking and securing the vehicle, E) Immediate contact of the informant or RP (advantages and disadvantages), F) Controlled search of area or location, G) Inspection for telltale signs, footprints, barking of dogs, etc., H) Locate "warm" vehicles, and I) Available resources: 1) FLIR device and 2) K-9.

### 4.2 Sniper Attack

4.2.1 Sniper procedure	The trainee shall know those steps which should be immediately taken when confronted with a sniper situation including: A) Cover, B) Calling for assistance, C) Isolating and clearing the area, and D) Determining possible location of assailants.
4.2.2 Driving tactics	The trainee shall know tactical actions that can be taken by the driver of a vehicle that comes under sniper attack: A) Reversal, B) Turning, and C) Abandonment of target vehicle.
4.2.3 Firebombs	The trainee shall know tactics that should be used when the police vehicle has been hit with a firebomb: A) Acceleration, B) Roll-up windows, and C) Abandon vehicle.

### 4.3 Sick, Injured, or Deceased Persons

4.3.1 Aid & transportation	The trainee shall know department policies concerning providing aid and transportation to sick or injured persons.
4.3.2 Medical examiner investigations	The trainee shall know and understand California law and department procedures concerning death investigations that must be handled by the medical examiner: A) Apparent homicide, suicide, or occurring under suspicious circumstances, B) Resulting from the use of dangerous or narcotic drugs, C) The death of any person who is incarcerated in any jail, correctional facility, or who is in police custody, D) Apparently accidental or following an injury, E) By disease, injury, or toxic agent during or arising from employment, F) While not under the care of a physician during the period immediately preceding the death, and G) Death related to disease, which might constitute a threat to public health.

4.3.3 Removal of body	The trainee shall know the legal requirements concerning the removal of a human body from the death scene.
<b>4.4 Unusual occurrences</b>	
4.4.1 Disaster responsibilities	The trainee shall know those responsibilities and actions required of an officer at the scene of a disaster, potential disaster, chemical spill, or bomb (including ICS - Incident Command System and OES - Office of Emergency Services).
4.4.2 Aircraft crashes	The trainee shall understand the agency's policy on aircraft crashes.
4.4.3 Hazardous substances	The trainee shall understand the agency's policy on hazardous substances or chemical spills (HAZMAT).
4.4.4 Explosives	The trainee shall understand the agency's policy and procedures for handling explosives.
4.4.5 First on scene	The trainee shall identify and discuss the initial responsibilities of the first unit to arrive at a disaster scene. These responsibilities shall minimally include: A) Requesting needed assistance and equipment, B) Providing for emergency medical aid, C) Undertaking immediate coordination with appropriate outside agencies, D) Establishing a security perimeter, E) Establishing ingress and egress corridors, F) Identifying and admitting only authorized personnel, and G) Dealing with the media.
4.4.6 Procedures for unusual occurrences	The trainee shall discuss procedures to be used when confronted with unusual occurrences. These occurrences shall minimally include: A) Electrical wires down, B) Malfunctioning traffic signals, C) Hazards on the roadway, D) Damage to fire hydrants, E) Gas leaks, F) Chemical spills, and G) Conditions caused by inclement weather such as fog, snow, ice, and flooding.
4.4.7 Tactics for explosive devices	The trainee shall explain the tactical considerations upon arrival at the scene of a suspected or actual explosive device. These considerations shall minimally include: A) Immediate cessation of radio transmissions at the scene, B) Request for a technician or E.O.D., C) Isolation of the area, D) Evacuation of civilian personnel, and E) Possibility that more than one explosive device exists.
4.4.8 In-field unusual occurrence	Given a disaster, potential disaster, chemical spill, or a bomb scene, the trainee shall react properly and shall handle all necessary responsibilities and actions in a safe and effective manner.
<b>4.5 Crowd Control</b>	
4.5.1 Crowd control tactics	The trainee shall know the basic principles of crowd and riot control tactics and shall be able to participate effectively as a team member in crowd control situations.
4.5.2 Crowd control formations	The trainee shall define and describe basic crowd and riot control formations: A) Squad Column, B) Skirmish Line, C) Echelon (right or left)(to direct a crowd in one direction), and D) Wedge.
4.5.3 Crowd control equipment	The trainee shall explain the use of the authorized baton/impact weapon when an officer is involved in any of the basic crowd control formations and explain the use and maintenance of the remaining riot gear.

<b>4.6 Investigations</b>	
4.6.1 Preliminary investigations	The trainee shall demonstrate the ability to conduct thorough and complete preliminary investigations.
4.6.2 Factors when interviewing	The trainee shall discuss factors which must be determined when interviewing complainants, reporting persons, and witnesses. A) Has a crime occurred?, B) Time frame?, C) what is the crime?, and D) Person's involvement type.
4.6.3 Use of evidence technician	The trainee shall understand situations when the skills of an evidence technician or criminalist are helpful.
4.6.4 Cold crime investigations	The trainee shall properly obtain all information necessary for the completion of a thorough preliminary investigation of a "cold" crime.
4.6.5 Fresh crime against property	The trainee shall possess the knowledge and skills necessary to satisfactorily accomplish an officer's responsibilities associated with the preliminary investigation and reporting of in-progress or fresh crimes against property. These responsibilities should minimally include: A) Identity or description of suspect(s), B) Description of loss, C) Direction of flight of suspect(s), D) Possibility of weapons being involved, E) Radio broadcast of all known and important information, and F) Pursuit and/or apprehension of suspects, if possible.
4.6.6 In-field crime against property	Given any in-progress or fresh incident involving a crime against property, the trainee shall properly perform all the objectives necessary to satisfactorily complete the preliminary investigation, including the satisfactory completion of the proper report(s).
4.6.7 Fresh crime against persons	The trainee shall possess the knowledge and skills necessary to satisfactorily accomplish an officer's responsibilities associated with the preliminary investigation and reporting of in-progress or fresh crimes against persons.
4.6.8 Tactics at crime scenes	The trainee shall discuss the steps to take at the following scenes: A) Rape scene, B) Felonious assault scene, C) Robbery scene, and D) Kidnapping scene.
4.6.9 Serious injury or death	The trainee shall discuss the steps to take initially at a scene where a serious injury or death has occurred. These steps shall minimally include: A) Preserving the scene, including the restriction of unauthorized police personnel, B) Determining the need for first aid and summoning medical assistance, C) Identifying and apprehending suspect(s), if possible, D) Making proper notifications, E) Locating visible physical evidence and protection of evidence, and F) Locating and interviewing witnesses or possible witnesses as appropriate.
4.6.10 In-field crime against person	Given any in-progress or fresh incident involving a crime against a person, the trainee shall properly perform all the objectives necessary to satisfactorily complete the preliminary investigation, including the satisfactory completion of the proper report(s).
4.6.11 Hate Crime	The student will explain the difference between a Hate Crime and other criminal activity. The student will demonstrate an understanding of the special procedures involved when investigating a hate crime and be able to explain why hate crimes cannot be tolerated in any community.

4.6.12 Gang Awareness	The Student will be aware of the different gangs in and around our community. The student will be able to describe the nature of gang activity and describe some of the police tactics used when dealing with gang members.
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## **4.7 Evidence Collection and Preservation**

4.7.1 Search Methods	The trainee shall be able to search a crime scene and locate physical evidence through the use of an organized method, which may include: A) Strip, B) Spiral, and C) Quadrant.
4.7.2 Preserving evidence	The trainee shall possess the ability to preserve evidence in such a way as to ensure that it is received by an examining authority or court in as near to the condition it was found as possible.
4.7.3 Agency policy – special property	The trainee shall understand the agency's policies on A) Handling controlled substances, B) Depositing property, evidence, and money, C) Withdrawing and returning property, and D) Depositing firearms, miscellaneous weapons, and explosives: 1) Explosives shall not be booked at station, and 2) Weapons shall be properly packaged and marked.
4.7.4 Preserving evidence in weather	The trainee shall explain the methods for preserving evidence at a crime scene in fair and inclement weather.
4.7.5 Storing evidence	The trainee shall discuss the provisions of the agency's rules, policies, and procedures regarding the storage of evidence.
4.7.6 Moving evidence	The trainee shall understand the agency's policies and procedures regarding the taking of evidence to laboratory examination facilities and court.
4.7.7 Chain of custody	The trainee shall explain the term "chain of custody" or "chain of evidence".
4.7.8 In-field property reports	Given a list of evidence, the trainee shall properly complete required property report(s) and any evidence tag(s) needed.
4.7.9 In-field recovery of evidence	Given a crime situation in which any form of evidence is recovered, the trainee shall collect, preserve, and deliver the evidence and properly complete all necessary forms in order to ensure the chain of custody.

## **4.8 Fires**

4.8.1 Emergency fire response	The trainee shall know how to react to fires in which immediate action is required: A) The trainee shall be familiar with the P.A.S.S. method of using a fire extinguisher: 1) Pull the pin on the extinguisher, 2) Aim the extinguisher at the base of the fire, 3) Squeeze the handle of the extinguisher, and 4) Sweep the extinguisher hose across the base of the fire, and B) The trainee will understand the importance of where to position the patrol car at the scene of a fire.
4.8.2 Building fire – initial steps	The trainee shall identify and discuss the initial steps to be taken when confronted with a fire in a building. These steps shall minimally include: A) Request for fire department, B) Request for further law enforcement assistance, if necessary, C) Immediate evacuation of any occupants, D) Isolation of the immediate area, and E) Establishment of a perimeter for crowd control.
4.8.3 Building search during fire	The trainee shall identify and discuss the best methods of conducting a safe and effective search for victims in a burning building.
4.8.4 In-field fire response	Given an incident involving fire, the trainee shall take all necessary steps to safely and effectively manage the situation.

## **4.9 Crime Prevention**

4.9.1 Home security & vacation checks	The trainee shall possess the knowledge and skills necessary to gain citizen support and participation in the prevention of crime: A) The trainee shall demonstrate the ability to conduct a home security survey, and B) The trainee shall understand the purpose and procedure for conducting vacation house checks.
4.9.2 Forms of crime prevention	The trainee shall identify 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/Engraver loan program, and E) Neighborhood watch program.

## **4.10 Sources of Information**

4.10.1 Personal networking	The trainee shall understand the importance of identifying and developing sources of information through networking with persons in the community.
4.10.2 Informants	The trainee shall know techniques for identifying and developing "informants" and the: A) Hazards of divulging too much information to informants, and B) Danger of breaking confidentiality.
4.10.3 Public and private records	The trainee shall know the types of public and private records, which may be of assistance when collecting investigative information.

## **4.11 Self-Initiated Activity**

4.11.1 Self-initiated field activity	The trainee shall explain the necessity of, and demonstrate proficiency in, the performance of self-initiated vehicle stops: A) Investigative, and B) Traffic enforcement.
4.11.2 Self-initiated pedestrian stops	The trainee shall explain the necessity of, and demonstrate proficiency in, the performance of self-initiated pedestrian stops: A) Suspicious persons, B) Consensual contacts, and C) Traffic enforcement.
4.11.3 Self-initiated directed patrol	The trainee shall explain the necessity of, and demonstrate proficiency in, the performance of self-initiated arrests: A) Misdemeanor and felony, and B) Other (i.e., City Codes).
4.11.4 Self-initiated arrests	The trainee shall explain the necessity of, and demonstrate proficiency in, the performance of self-initiated arrests: A) Misdemeanor and felony, and B) Other (i.e., City Codes).
4.11.5 Other self-initiated activities	The trainee shall explain the necessity of, and demonstrate proficiency in, the performance of other self-initiated activities, such as: A) Field Interview (FI) Cards, B) Bar checks, C) Curfew violators, D) Suspicious circumstances and E) Agency-specific activities.

<b>4.12 Gang Awareness</b>	
4.12.1 Gangs	The trainee shall have an understanding of the general dynamics of gangs in order to assess and respond to possible gang-related criminal activity. These principles shall minimally include: A) Define the term criminal street gang, B) Identify the statutory requirements for designation of a group as a criminal street gang, C) Identify criminal activities commonly associated with gangs, D) Identify factors that may lead an officer to suspect that a crime is associated with gang-related criminal activity, and E) Identify enforcement strategies used to reduce gang-related activity.
4.12.2 Gangs	The trainee shall recognize the safety considerations for peace officers who come in contact with known or suspected members of criminal gangs.
<b>4.13 Hate Crimes</b>	
4.13.1 Hate crimes	The trainee shall read and discuss the California Penal Code that defines a hate crime. PC 13519.6(a).
4.13.2 Hate crimes	The trainee shall classify the crime classification and the elements required to arrest a suspect for: A) Desecrating religious symbols, B) Interfering with religious freedom, C) Terrorizing another, and D) Interfering with an individual's civil rights.
4.13.3 Hate crimes	The trainee shall explain the need to have a lawful basis for recognizing criminal acts as hate crimes and understand the impact of such crimes on victims and communities. These principles shall minimally include: A) Explain the legal rights and remedies available to victims of hate crimes based on federal law and civil code, B) Describe the impact of hate crimes on victims, the victim's families, and the community, C) Discuss the indicators of hate crimes, and D) Explain documenting incidents involving possible hate crimes.
<b>5.0 FIELD TRAINING PHASE 5</b>	
<b>5.1 Lost, Found, and Recovered Property</b>	
5.1.1 Disposition of property	The trainee shall know and understand California law and department policies and procedures concerning the disposition of property other than evidence including: A) Property recovered by trainee, B) Property found by citizen, C) Property (real or personal) of injured, ill, or deceased persons, E) How California Law Enforcement Telecommunications System (C.L.E.T.S.) and National Crime Information Center (N.C.I.C.) can assist in determining property status: 1) Automated Property System (A.P.S.), 2) Automated Firearms System (A.F.S.), 3) Automated Boat System (A.B.S.), and 4) Stolen Vehicle System (S.V.S.), and F) The trainee will understand the need to complete a property report and when to provide a citizen with a property receipt.
<b>5.2 Animal Control</b>	
5.2.1 Animal control policy	The trainee shall understand the agency's policy on animal control procedures and be able to effectively deal with situations involving animals.

5.2.2 Animal control situations	The trainee shall explain the agency's policy and procedure when confronted with different types of animal control situations. These types of situations shall minimally include: A) Injured animals, B) Dead animals, C) Rabid animals, D) Noisy animals, E) Stray animals, F) Wild animals, G) Nuisances created by unsanitary keeping of animals, H) Protective custody of animals, and I) Animal bites.
5.2.3 Dangerous animals	The trainee shall discuss the agency's policy and procedure when it is determined that a vicious, dangerous, or injured animal must be destroyed. This explanation shall minimally include: A) Whom to notify prior to killing the animal, B) Who may shoot the animal, C) What report should be completed following the shooting of the animal, and D) How disposal of the dead animal is handled.
<b>5.3 Subpoenas</b>	
5.3.1 Subpoena process	The trainee shall understand agency practices and policies concerning the application of the subpoena process.
5.3.2 Definition of subpoena	The trainee shall be able to define the term "subpoena" and describe the authority and immunities associated with the subpoena: A) Who may serve a subpoena, B) How a subpoena is served, C) What immunities from arrest are granted to a person traveling in answer to a subpoena, and D) The trainee shall know the proper procedure to follow in the following situations: 1) Upon successful service, 2) When service is not successful, and 3) When address is determined to be outdated or incorrect.
<b>5.4 Courtroom Testimony and Demeanor</b>	
5.4.1 Courtroom demeanor	The trainee shall explain the value of impressive and professional courtroom demeanor and appearance.
5.4.2 Pre-trial conference	The trainee shall explain the value of a pre-trial conference with the prosecuting attorney. These values shall minimally include: A) Refreshing the officer's memory, and B) Coordination of efforts.
5.4.3 Effective testimony	The trainee shall identify and explain principles of effective testimony. These principles shall minimally include: A) Honesty, B) Clarity, C) Brevity, D) Objectivity, and E) Poise.
5.4.4 Value of professional testimony	The trainee shall explain the value of furnishing testimony in a professional manner, even when confronted with a variety of attorney personalities including: A) Irate, B) Offensive, C) Threatening, D) Argumentative, and E) Overly friendly.
5.4.5 Custom security	The trainee shall know and understand local courtroom security policies and procedures such as: A) Prisoner escort, B) Prisoner restraint, C) Screening of courtroom audience for potential witnesses/suspects, and D) Disturbance procedures.
5.4.6 Preparing testimony	The trainee shall possess the ability to prepare and furnish courtroom testimony in such a manner as to promote professionalism and the administration of justice.
<b>5.5 Community Relations and Service</b>	
5.5.1 Need for community service	The trainee shall recognize the agency's responsibilities to community service.

5.5.2 Roles in community service	The trainee shall identify roles encompassed in the agency's responsibility to provide community service. Those roles may include: A) Protect life and property, B) Order maintenance, C) Crime prevention, D) Public education, E) Delivery of service, F) Enforcement of law, and G) Community partnerships.
<b>5.6 Vehicle Collisions</b>	
5.6.1 Preventing collisions	The trainee shall understand an officer's responsibilities in preventing collisions in the community. These may include: A) Education, B) Enforcement, C) Proactive engineering recommendations, D) Patrol awareness (including assisting stranded motorists), E) Environmental factors that detract from traffic safety, and F) Development of positive interagency relationships with road/street department, public works, planning, and traffic safety committee.
5.6.2 Duties at a collision	The trainee shall identify and discuss the primary duties of an officer at any traffic collision scene. These duties shall minimally include: A) Determining injuries and need for emergency first aid treatment, B) Protecting the scene, including the appropriate use of flares (spilled fuel), C) Ascertaining the need for paramedics, D) Considering the need for tow services, and E) Determining the need for further assistance.
5.6.3 Collision investigation	The trainee shall be familiar with the agency's policy regarding traffic collision investigation and reporting.
5.6.4 Definition of vehicle collision	The trainee shall define the term "vehicle collision".
5.6.5 Moving involved vehicles	The trainee shall discuss advantages and disadvantages of immediately removing (or having removed) all vehicles involved in a traffic collision from the highway.
5.6.6 Investigation required	The trainee shall discuss instances when a traffic collision must be investigated by law and agency policy. These instances shall minimally include any: A) Injury accident, B) Hit and run accident, C) Accident involving suspected drunk driving or other crimes, D) Accident involving city, county, or state property, and E) Accident involving a City employee.
5.6.7 Accident photographs	The trainee shall identify instances when photographs should be taken at an accident scene.
5.6.8 Primary collision factor	The trainee shall define the term "primary collision factor".
5.6.9 Area of impact	The trainee shall define the term "area of impact" and shall explain and demonstrate how it is determined at both intersection and non-intersection accidents.
5.6.10 Coefficient of friction	The trainee shall define the term "coefficient of friction" as it pertains to roadways.
5.6.11 In-field accident report	Given a traffic accident, the trainee shall respond in a safe, efficient, and effective manner, and shall properly and accurately report the accident according to agency policy.



# **FIELD TRAINING PROGRAM**

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QUICK REFERENCE

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# MENLO PARK POLICE

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## PHONETIC ALPHABET & MISC CODES

<b>ALPHABET</b>	<b>COMMON PC</b>	<b>COMMON H&amp;S CODES</b>
A. ADAM	148(a)(1) Resist, delay, or	11350 Poss'n of
B. BOY	Obstruct LEO	Dangerous Drugs
C. CHARLES	166.4 Violate Restraining Order	11550 Under Influence
D. DAVID	211 Robbery	Dangerous Drugs
E. EDWARD	240 Assault	11377a Poss'n Meth.
F. FRANK	242 Battery	11357b Poss'n marijuana
G. GEORGE	243(e)(1) Domestic Battery	under 1oz
H. HENRY	245 ADW	11364.1 Possession of
I. IDA	246 Shoot into	drug paraphernalia
J. JOHN	Occupied Dwelling	
K. KING	273d Child Abuse	
L. LINCOLN	273.5 Domestic Viol.	<b>COMMON W&amp;I CODES</b>
M. MARY	314 Indecent Exp.	5150 Mentally Disabled
N. NORA	415 Disturbance	601 Minor o/o control
O. OCEAN	422 Threats	777 Minor Probation Violation.
P. PAUL	460 Burglary	
Q. QUEEN	484g CC Fraud	<b>CITY RADIO PREFIXES</b>
R. ROBERT	487 Grand Theft	18 East Palo Alto
S. SAM	488 Petty Theft	20 Menlo Park
T. TOM	496(a) Poss'n stolen prop.	21 Atherton
U. UNION	530.5 ID Theft	22 Redwood City
V. VICTOR	594 Vandalism	24 Belmont
W. WILLIAM	602 Trespassing	25 San Mateo
X. X-RAY	647f Drunk in Public	26 Foster City
Y. YELLOW	653m Annoying calls	27 Hillsborough
Z. ZEBRA	3056 Parole Hold	28 Burlingame
		29 Millbrae
		30 San Bruno
		31 S. San Francisco
		32 Broadmoor
		33 Colma
		34 Brisbane
		35 Daly City
		36 Pacifica
		40 SF Airport
		80 Palo Alto
		91 CHP
		VA-1 VA Hospital

# MENLO PARK POLICE

## RADIO CODES

CODES		10 CODES		10 CODES CONTINUED		11 CODES	
Code 1	At Your Convenience	10-1	Receiving Poorly	10-33	Alarm Sounding	11-23	Vehicle-Traffic Hazard
Code 2	Priority-no lights Or Siren	10-2	Receiving Clearly	10-34	Open door/window	11-24	Abandoned Vehicle
Code 3	Emergency with lights and siren	10-3	Change Channels	10-35	On probation / Search Consent	11-54	Suspicious Vehicle
Code 4	No further Assistance needed	10-4	Message Received	10-39	Status of _____	11-66	Signals Out of Order
Code 5	Stakeout	10-5	Relay to _	10-42	Medics Needed	11-80	Accident-Major Injury
Code 7	Mealtime	10-6	Busy	10-49	Proceed to	11-81	Accident-Minor Injury
Code 8	Box Alarm	10-7	Out of Service at	10-50	Obtain a report	11-82	Accident-no injury
Code 10	Bomb Threat	10-8	In service	10-51	Drunk Subject	11-83	Accident-no details
Code 13	Only unit available for a call.	10-9	Repeat transmission	10-52	Resuscitator	11-84	Traffic Control
Code 14	Vacation house Check	10-10	Home – on call	10-53	Man Down	11-85	Tow truck needed
Code 20	Cover: local units only.	10-12	Confidential Info	10-54	Possible Dead Body	11-86	Traffic Stop
Code 30	Cover: Officer needs help/ emergency	10-13	Weather Conditions	10-55	Coroners Case	11-96	Pedestrian Stop
Code 33	Restrict Radio Traffic;Emergency traffic Only	10-14	Escort	10-56	Suicide		
Code 666	Observation Post Procedures	10-15	Prisoner in Custody	10-56A	Attempted Suicide	“J”	Denotes Juvenile
Code 833	Subject w/prior weapon charge	10-16	Pick-up	10-57	Firearms	“X”	Denotes Female
Code 1000	Plane Crash	10-19	Enroute Station	10-58	Discharged		
Code 2000	Proceed to post and await for airport closure plan	10-20	Your Location	10-59	Dumping Complaint		
956	available on scene	10-21	Telephone	10-62	Malicious Mischief		
904	fire (auto/res)	10-22	Cancel	10-65	Meet the Citizen		
		10-23	Standby	10-66	Missing Person		
		10-28	Registration	10-66	Suspicious Person		
		10-29	Check for Wanted	10-67	Person Calling for help		
		10-29A	Subject Check/not in Custody	10-70	Prowler		
		10-30	Wanted	10-71	Shooting		
		10-30F	Person/Auto Wanted Felony	10-72	Knifing		
		10-30M	Person/Auto Wanted Misdemeanor	10-73	How do you receive?		
		10-31A	No Record/Clear All	10-80	Explosion		
		10-31F	Person has Felony Record-No Wants	10-86	Any Traffic		
		10-31M	Person has Misd. Record-No Wants	10-87	Meet the Officer		
		10-32	Drowning	10-91	SPCA Case		
				10-97	Arrived on Scene		
				10-98	Finished with last Assignment		



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# MENLO PARK POLICE

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## COMMON VEHICLE CODES

### Licenses

- 12500(a): No Driver's License. (M)
- 12500(b): No MC license. (M)
- 12500(d): Out of class. (I)
- 12815(a): Duplicate CDL. (I)
- 12815(a): CDL mutilated must surrender. (I)
- 12951(a): No CDL in Possession/expired. (I)
- 12951(b): Refuse to present CDL. (M)
- 14600(a): DL change address 10 days. (I)

### Registration, Plates, Tabs, & Insurance:

- 4000(a): Unregistered vehicle (I)
- 4152.5: 20 days to register, out state. (I)
- 4159: 10 days change add DMV. (I)
- 4454: No reg card w/vehicle
- 5200: Plates front rear. 2 plates.
- 5201: No covering, no swinging
- 5204(a): Reg tabs, current, affixed
- 4462(a): Must present reg documents.
- 4462(b): Proof CA reg improper.
- 4462.5: Unlawful disp. of reg. intent to defraud for above 4462 (M)
- 16020: Proof of insurance. Carry in veh.
- 16028: Proof of insurance
- 16030: Knowingly provide false insurance. (M)

### Right-of-way:

- 21800: Right-of-way look quick codes (I)
- 21801(a): L/ U-turn. Must yield until safe. (I)
- 21802(a): Stop at sign yield for others. (I)
- 21803(a): Yield sign. Yield for others. (I)
- 21804(a): Yield entering highway. (I)
- 21806(a): Yield right of way to emg veh. (I)

### Equipment, lighting, tail, brake, tints:

- 24252(a): Lighting equipment in good working order (I)
- 24250: Lights req. turn on darkness. (I)
- 24400(a): Headlights broken (I)
- 24400(a): Headlights Inclement weather/darkness (I)
- 24409(a): Fail to dim 500' oncoming (I)
- 24409(b): Fail dim following 300'' (I)
- 24600: Tail lamps req during dark. (I)
- 24603(b): Two stop lamps. (I)
- 24601: License plate light. (I)
- 26710: Broken windshield, obstruct. (I)
- 26708: Window tint. 70% transmittance. (I)
- 24002(a): Unsafe Veh. or load. (I)
- 27001(a): Horn, when necessary. (I)
- 27465(b): Bald tire. (I)
- 27150(a): Muffler-defective, excessive noise. (I)
- 27151(a): Exhaust-modified to amp noise. (I)
- 27153: Excessive smoke etc (I)

### Traffic control devices signals etc:

- 21461(a): Disobey, sign, signal, traffic control dev. (I)
- 22450(a): Stop sign (I)
- 21453(a): Stop light. (I)
- 21453(b): Stop light r/turn. (I)
- 21453(c): Stop light, red arrow. (I)
- 21455: Obey any signal other intersection. (I)
- 21460.5(c): 2 way L/turn lanes. Must drive -200'' (I)
- 21800(d): Inoperative signals must stop. (I)

### Turns:

- 22100(a): R/turn. Improper. (I)
- 21209: Turn upon bike lane -200'' (I)
- 22100(b): L/turn improper. (I)
- 22102: U-turn, business district. (I)
- 22101(d): Turn signs/markings disobey. (proceed straight instead of turn) (I)
- 22110(a): Must use turn signal. (I)
- 22107: Unsafe turn/fail signal, affect other. (I)

# COMMON VEHICLE CODES

## Speed:

- 22350: Basic speed law (I)
- 22349(a): 65+ posted speed (I)
- 22348(b): 100+ on highway (I)

## Driving/Passing:

- 21460(a): Double yellow-driving to left (I)
- 21703: Following too close (I)
- 21658(a): Fail drive single lane/straddle (I)
- 21754: Passing on right (I)
- 21755: Passing on right driving (I)
- 22454(a): Pass school bus (I)
- 21703: Follow too close (I)

## Public Offenses (misc):

- 23103(a): Reckless driving. (M)
- 23104(a): Reckless driving w/injuries. (M)
- 23109(a): Speed contest, racing other car. (M)
- 23109(C): Exhibitions of speed. (M)
- 23111: Burning item from veh. (I)
- 23112(a): Litter on highway. (I)
- 23120: Eyeglasses 1/2' side obstructed. (I)
- 27007: Amplified noise (music) >50'

## Alcohol, Drugs and DUI:

- 23221(a): Driver drinking alcohol. (I)
- 23221(b): Pass drinking alcohol. (I)
- 23223(a): Driver open container. (I)
- 23223(b): Pass open container. (I)
- 23224(a): Poss alcohol -21 driver. (M)
- 23224(b): Poss alcohol -21 Pass. (M)
- 23226: Open container anywhere in veh.
- 13388(a): <21 must take pas. Refuse =  
1)Susp. 2)Tow car. 3) take car. (M)
- 23136(a): <21 operate MV ..01 or above by pas. (M)

## Lawful Orders:

- 2800: Disobey lawful order. (M)
- 2800.1(a): Flee or elude PO (M)
- 2800.2: Evading wanton disregard. (F)
- 2800.3: Flight/elude injury death. (F)

## False ID & Misc:

- 31: False info to PO. Written or oral.
- 148.9(a) PC: False ID to PO during lawful detention.
- 529(3) PC: False ID to PO make real person liable
- 10852: Injuring, tampering w/veh Contents

# MENLO PARK POLICE

## DMV Proof of Service & Suspended Authority Codes

### DMV Proof of Service Codes

- A:** Mailed not returned. *No service*, issue 310
- B:** Served, signed letter. *Good service*
- C:** Served, signed receipt. *Good service*
- D:** Personal service/DMV. *Good service*
- E:** Personal service court/PD. *Good service*
- F:** Personal service/public. *Good service*
- G:** Personal service Penal Inst. *Good service*
- H:** Acknowledge, no signature. *Good service*
- I:** Unclaimed. *No service*, issue 310
- J:** Admin Per Se/DUI, *Good service*
- K:** Refused, *Good Service*
- L:** Reported deceased, *No Service*, issue 310
- M:** Verbal notice by court, LEO, *Good service*
- N:** TAB returned unclaimed, *No service*, issue 310
- P:** Personal service, *Good service*

**Good service:** cite appropriate susp. DL sec.

**No service:** 12500(a) VC, issue 310

### Suspended License Authority Codes

Auth. Code & Cite Section	Reason
11350.6 WI; 14601.1(a)	Child support.
12514; 14601.1(a)	Junior Permits: Revocation for minors safety vio etc
12525; 14601.1(a)	Driver radioactive materials, revoked
12526; 14601.1(a)	Driver radioactive materials, revoked
12805 (13359); 14601.1(a)	Grounds Req refusal; fail to surrender valid foreign license, Not legal age, lack knowledge etc
12806; 14601.1(a)	Alcoholic, narcotic addict, lapse of consciousness.
12807 (13359); 14601.1(a)	FTA or pay fine
12809 (13359); 14601.1(a)	Fail to surrender, furnish, unlawful use of license etc
12810, 12810.5; 14601.1(a)	Negligent operator

Auth. Code & Cite Section	Reason
12814.6; 14601.1(a)	Provisional license suspension
13200; 14601.1(a)	Speed & Reckless
13201; 14601.1(a)	Hit-run, reckless, w/injury
13202; 14601.1(a)	Narco violations Div 10
13350; 14601.1(a)	Req revocation F hit-run/using veh/reck w/injury
13351; 14601.1(a)	Req revocation manslaughter w/veh etc
13352; 14601.1(a)	DUI alcohol or drugs
13352(a)(5) ; 14601.1(a)	Court restriction for 23152 w/prior
13352(b)(5) ; 14601.1(a)	Court restriction for 23153 w/prior
13352(3) ; 14601.1(a)	DUI under age 18
13353; 14601.1(a)	Implied consent for chemical test
13353(1) ; 14601.1(a)	PAS refusal
13353(2) ; 14601.1(a)	BAC <.08% or more /PAS test <.01%
13355; 14601.1(a)	22348b VC 100mph+
13357; 14601.1(a)	10851 VC
13360; 14601.1(a)	Susp/Revocation for violation of license restrictions
13361; 14601.1(a)	Grounds for suspension
13362; 14601.1(a)	Fail to surrender CDL issued in error
13365; 14601.1(a)	One or more FTA's
13801; 14601.1(a)	Fail to submit to re-exam at DMV request
13953; 14601.1(a)	Mental defect
14103; 14601.1(a)	Mental defect
14105; 14601.1(a)	Mental defect
14110; 14601.1(a)	Mental defect
16000, 16004, 16070; 14601.1(a)	Fail to comply w/ financial resp
23144; 14601.1(a)	Alcohol minor
23161(a)(2) ; 14601.1(a)	Court restriction 23152

# MENLO PARK POLICE

## Tow Companies & Addresses/Authority Codes

Updated 05.21.14

REASON FOR TOW	CVC SECTION
Left standing on hwy obstructing traffic, creating haz to other traffic.	22651(b)
Illegally parked/ block driveway	22651(d)
Illness, or injury	22651(g)
Parked, resting, immobilized on highway/right of way lacks equipment to operate safely hazard to public health	22669(d)
Abandoned on highway, public or private property	22669(a)
Parked/standing on highway 72 or more hours	22651(k)
Parked/Standing bridge ,tunnel, causeway, obs traffic	22651(a)
Reg exp 6 or more months	22651(o)
Driver cited no CDL/or suspended revoked	22651(p)
Found on highway/reported stolen	22651(c)
Found on private prop. Stolen embez	22653(a)
Driver taken into custody	22651(h)(1)
PO serves notice failure take/complete pas.	22651(h)(2)
Found Highway/public private land open to gen pub PO reason to believe Hit Run	22655(a)
Found private property involved in Hit run no owner	22653(b)
Suspended/revoked or never had DL	14602.6(a)
Alarm sounding/see code	22651.5
Suspended license 30 day tow	14602.6

**Bills Towing** 650-965-7188  
1968 Leghorn St, Mountain View

**Broadway Towing** 650-361-8022  
1101 Broadway St, Redwood City

**Ed's Tow & Cradle** 650-967-5209  
762 Independence Av, Mountain View

**El Dorado Towing** 650-369-4029  
429 Macarthur Ave, Redwood City

**B&J Towing** 650-216-0070  
427 Macarthur Av, Redwood City

**Ellison's Towing** 650-321-8080  
1957 Old Middlefield Way, Mountain View

**Loural Towing** 650-771-6443  
129 Madison Av, Redwood City

**Redwood Auto Towing** 650-364-8473  
718 Warrington Av, Redwood City

**L & J Towing** 650-364-5185  
2259 Spring St, Redwood City

**National Towing** 650-327-5500  
2520 Old Middlefield Way, Mountain View

**Specialty Towing** 650-365-1610  
2666 Middlefield Rd #B, Redwood City

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# MENLO PARK POLICE

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## COMMON CITY ORDINANCES

*Bicycle in skate park:*

8.29.020

Only skateboards, in-line skates and/or roller skates allowed.

*Skate park – without safety equipment:*

8.29.030

No helmet, elbow pads and knee pads.

*Dog off leash in public:*

9.12.010

On any public street, sidewalk, park, school ground, any public property. (does not apply in city dog parks).

*Barking dog:*

8.06.040

Continuously and/or incessantly for a period of five (5) minutes or intermittently for 30 minutes.

*Dog park violations:*

9.12.010

Willow Oaks Park: 0700-0900 hrs. and 1600 hrs. to dusk

Nealon Park: 0800-1000 hrs. (Monday to Friday only)

*Solicitor/peddler without permit:*

5.40.020

Must have city-issued ID permit and business license.

*Lawn parking:*

8.20.040

Vehicles must be on permanent driveway or parking place paved or surfaced with an all-weather, weed-free, and fire-resistant surface.

*In city park after hours:*

8.28.133

City parks are closed from 30 min. after sunset to sunrise.

*Leaf blowers:*

8.07.030

Landscapeers – Mon. to Fri. 0800-1700 hrs.

Residents – May also use them Saturday

1100-1500 hrs.

Prohibited on Sundays, observed federal holidays as defined by the city and on “Spare the Air” days as declared by the Bay Area Air Quality Management District.

*Construction noise:*

8.06.040

Contractors – Mon. to Fri. 0800-1800 hrs.

Residents – Saturday, Sunday and Holidays

0900-1700 hrs.

Noise not to exceed 85 decibels. Watch commanders have access to sound meter.

*Occasional social gatherings:*

8.06.040(e)

1100 to 2300 hrs., not to exceed 65 decibels to adjacent property.