



Chief Kevin Burke

## HEALDSBURG POLICE DEPARTMENT

### IN-SERVICE TRAINING GUIDE

Date Issued	Issued By
Date Completed	FTO Sergeant / Training Officer

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### **INTRODUCTION**

This guide will be used to instruct trainee officers in the various duties they will most likely perform throughout their law enforcement career. All situations and problems are not included, but the subjects found herein constitute the minimum skill level necessary to perform required duties. It will also help the officer in building a good foundation for future development on the job.

All Field Training Officers (FTOs) have been carefully selected and trained to do on-the-job training. The trainee officer is expected to carry the In-Service Training Guide with them at all times throughout the program and be prepared to show it upon request. FTOs and other supervisors will make spot checks of the training guide to ensure that progress in being systematically made.

In addition, trainee officers are required to carry a copy of the Department Manual, Penal Code and Vehicle Code with them throughout the program.

### **HOW TO USE THIS GUIDE:**

- A. FTOs will note that the training guide to each topic shows reference to the Policy Manual, training bulletins, administrative orders or other sources of authority that govern policy and procedure within this department. FTOs will refer you to the proper place to locate the material in question and will assist you in locating it.

- B. On the right side of each of the pages in the “Trainee Officer Checklist” are columns. The FTO will initial and date these columns after you receive instruction on this particular subject and have satisfactorily demonstrated your ability to perform the task. If the task was not completed within the scheduled week, the date it is completed will be placed in the column after the subject. The “Remarks” section at the bottom of each page, along with the back of the page, may be used to explain the weekly training assignment, including the reasons for failure to complete during the scheduled week.

If you have a problem, concern, or issue during the training program that you need to talk about, but, for whatever reason, you don’t feel comfortable talking with your assigned FTO, the FTO Sergeant will be your contact. Feel free to contact the FTO Sergeant at any time throughout the FTO program.

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## HEALDSBURG POLICE DEPARTMENT CODE OF ETHICS

*As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder, and, to respect the constitutional rights of all men to liberty, equality and justice.*

*I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or my agency. I will maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and, be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life. I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever-secret unless revelation is necessary in the performance of my duty.*

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

*I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service.*

*I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession...Law enforcement. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.*

*I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.*

# **FTO PROGRAM**

## ***HEALDSBURG POLICE DEPARTMENT***

Welcome to the Healdsburg Police Department Field Training Program. The Chain of Command for the Field Training Program is:

- Trainee
- Field Training Officer (FTO)
- Field Training Sergeant/ Supervisor
- Lieutenant
- Chief of Police

While in the Field Training Program, if you should have a problem or concern, you are encouraged to try to resolve the problem by addressing it with your FTO first. If the problem persists or involves the FTO, you may then approach the FTO Sergeant. If you feel uncomfortable discussing the problem or concern with your FTO or the FTO Sergeant, you are welcome to make your concerns known to the Lieutenant and next to the Chief of Police.

It is the goal of the FTO program to help trainees develop into capable, valuable, and safe solo police officers. A capable, knowledgeable, dedicated solo police officer is truly the foundation of this organization.

For the FTO Program to work, it requires two distinct efforts. First, the Healdsburg Police Department Field Training Program has to provide the trainee with the training, guidance, and the opportunity to apply the training presented. Second, it is the responsibility of the trainee to apply the effort necessary to learn the technical material and skills taught by the FTO's. The trainee must also recognize that the criticism offered by FTO's is designed to assist in bettering the officers' chances of being successful.

The trainees should ask questions as they arise. FTO's are an information resource and trainees should not wait for the FTO to cover an area of concern they may have. **Trainees 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). Trainees shall be receptive to constructive criticism given by FTOs. They may verbalize an explanation for their action; however repeated rationalization, excessive verbal contradictions, and hostility are not acceptable and are counter productive to the field training program.

A trainee's relationship with field training program staff (including other trainees, FTO's) shall be respectful and strictly professional, both on and off duty, while they are going through the training program.

This program will usually require 10 - 20 weeks of dedicated effort by the trainee, FTOs, supervisors, and others. Every officer involved in this process makes the program a top priority. It is essential for the trainee to make the FTO Program their **absolute top priority**. Nothing less will suffice. If the trainee intends to be successful, then he or she must not be distracted by

issues outside the realm of the FTO program. The prudent trainee needs to put outside influences in a subservient role until the completion of the Program. While this is inconvenient, to gain the status of Solo Police Officer makes it more than a worthwhile goal.

Trainees will receive Daily Observation reports. Trainees should use these reports to track their progress and to help identify any areas requiring additional effort on their part. Trainees should be open and honest during these reviews. Should any problems come up that cause concern, they should be discussed during these times.

It is our hope that your career with the Healdsburg Police Department will be a long, worthwhile and gratifying experience. You are now associated with an agency that represents the very best in police services to the City of Healdsburg.

Remember that every day you are either enhancing or eroding your reputation among your fellow officers. As long as you are a member of this department, serve with pride, continue to learn, and contribute to the betterment of the Healdsburg Police Department and the community.

Sgt. Scott Eland  
HPD

## EXPECTATIONS

The following expectations are those demanded by your various training officers. By maintaining these, you will be prepared to fulfill the City of Healdsburg's goal: Passing the Training Program.

Different FTOs have different styles and methods of training. In an effort to eliminate any confusion, we have spelled out our expectations during the time you are assigned to us. You are expected to adhere to the following while in training:

1. You are expected to know the following policies, procedures and codes before going out on patrol.
  - A. Use of Force Policy
  - B. Use of Firearms Policy
  - C. Operation of Vehicle Policy
  - D. 836 PC
  - E. 625 W&I
2. Carry VC, PC, department manual and FTO manual in police unit every shift.
3. The police vehicle is to be thoroughly inspected at the start of every shift. On the first day, I will demonstrate; then you will demonstrate.
4. Every detail/assignment will be critiqued when that particular one is completed. Whenever possible after a call, 11-86, etc., you will automatically park ASAP to critique whenever possible.
5. Reports shall be typewritten.
6. You are expected to ask questions. No question is a dumb question. Pick my brain; take notes. Keep a binder or folder for reference.
7. As of your first workday, you shall carry all forms with you that are needed to perform patrol duties.
8. Study FTO manual material ahead of time so you will be familiar with it. Training on that material will then begin.
9. Your level of self-initiated activity is expected to be continually active when not doing "classroom" training or critiques.
10. You shall not unnecessarily delay in completing assignments, i.e., talking/joking with others. If another employee engages you in talking/joking, etc., politely inform them to refrain, as your FTO needs your task completed immediately.

11. You are expected to take organized notes for your reference on issues you can't readily remember. These notes serve as a reminder for you so, while on an assignment, you can refer to notes on areas already covered prior to clearing.
12. You are expected to spend any spare on-duty time you might have studying, i.e., PC, VC, W&I, H&S, department policy, Legal Source Binder, etc.
13. You are to advise the FTO over the air when you are in service and cannot locate the FTO. He/She will either meet you or will advise an ETA to meet you. If an ETA is over 5 minutes, then study per #12 above.

Feel free to discuss any segment of the FTO program with your current FTO. He/She will encourage you to call him/her at home, if you need to for any reason, up to 2100 hours.

You will make mistakes, as all trainees do, but learn from them and make every attempt not to repeat the same mistakes. Your FTO manual clearly spells out what is required to achieve a "4" rating on the D.O.R. A "4" rating reflects acceptable performance. Lower ratings are highly likely at the beginning of the program, as no trainee can be expected to be all "4s" immediately. As long as continuous improvement is shown throughout the program, you should pass.

It is imperative that you ask your current FTO for advice, information, etc. If others direct you, you're to politely remind that individual that you're assigned a FTO and you will follow the FTO's instructions. You will, however, be willing to discuss their information with the FTO.

If you have an idea that conflicts with your FTO's instructions, politely inform your FTO of it. It may be a good idea. If not, you will be told why and can consider the explanation to be training.

I have read, understand and received a copy of these expectations.

Signed: \_\_\_\_\_ ID # \_\_\_\_\_  
 (Trainee)

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

I personally discussed these expectations with the above trainee and certify that he/she received a copy of same.

Signed: \_\_\_\_\_ ID # \_\_\_\_\_  
 (FTO Sergeant)

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



# HEALDSBURG POLICE DEPARTMENT POLICE OFFICER EXPECTATIONS



## I. ENFORCEMENT/SERVICE DELIVERY

- A. Patrol in your assigned area, take the quickest route & do not delay your response to calls for service.
- B. Monitor your radio, acknowledge transmission when called and keep your status updated.
- C. Identify problems in your assigned COPS area and take steps to resolve them using Community Oriented Policing.
- D. Conduct traffic enforcement, security checks and other self-initiated activity. Your activity should be quality work and activity levels should be comparable to your peers in like conditions over the previous 12 months.

## II. REPORTS/WRITTEN WORK

- A. 90% of your reports should be useable on first submission.  
*A "useable" report is one that does not require further work by the author and it accurately reflects the preliminary investigation conducted by the author. If the reviewer or others have to do work the author should have done, the report is not useable when first submitted.*
- B. Reports should be completed as soon as possible during your shift. All in custody reports must be completed by the end of your shift and no reports shall be held over without supervisor approval.

## III. COURT APPEARANCES

You are expected to comply with the Department policies and procedures regarding court appearances, including preparing and presenting court cases in a manner which most effectively supports successful prosecution, while providing credible, clear, complete and courteous testimony.

## IV. SAFETY

You are expected to conduct your work in a manner, which protects you, your coworkers, and others from harm; and which protects equipment and facilities from damage. Take immediate action to correct and/or report unsafe acts and conditions and report all accidents and injuries to a supervisor.

## V. TEAMWORK AND INTERNAL RELATIONS

- A. You are required to conduct yourself in a manner which supports teamwork and enhances the Department in the accomplishment of our stated missions and expectations. Treat others with respect and conduct yourself in a manner which makes you a part of the solution, not a part of the problem.
- B. Avoid making open and repeated complaints about Department and City administration, policies, and procedures. When in disagreement, discuss your complaints with your supervisor in a constructive,

respectful manner. Be willing to suggest practical, constructive alternatives and contribute to realistic solutions.

**VI. PUBLIC RELATIONS & CUSTOMER SERVICE**

- A. Conduct yourself in a manner that promotes good public relations, customer service and brings credit to the City.
- B. Your behavior and actions must be consistent with the City’s and Department’s Mission Statement, values and policies. Your interactions with the public will be service-oriented as exhibited by courtesy, integrity, respect, fairness, excellence and professionalism.

**VII. WORK HABITS**

You are expected to be productively engaged in the Department’s tasks while on paid time. Organize your time and focus your attention on the priorities assigned.

- A. Begin shift at the time established for your position, prepared to perform your assigned duties, in appropriate attire (per policy) and with all necessary equipment.
- B. Be in the field and available for calls within five minutes after briefing. Remain in service until the end of shift.
- C. Know and comply with all City/Department policies and procedures.

**VIII. APPEARANCE AND GROOMING**

You are expected to maintain a clean, well-groomed, professional appearance. Present yourself in a manner most likely to inspire public confidence and respect and comply with the standards set forth in the department uniform and grooming policy.

**IX. EQUIPMENT USE AND MAINTENANCE**

- A. You are expected to use and maintain equipment in a manner that will promote its good working order and appearance. Immediately report any damage to department equipment to your supervisor.
- B. Keep vehicles clean and free of debris. Fuel vehicle at the end of shift and report damage or deficiencies to supervisor and complete vehicle damage form.
- C. Maintain all firearms in clean, working condition.

*Please sign below acknowledging you’ve received, read, and understand the contents of this material. Questions or concerns should be directed to your Supervisor. Thank You, HPD Supervisors.*

\_\_\_\_\_  
**PRINTED NAME & DATE**

\_\_\_\_\_  
**SIGNATURE**

# HEALDSBURG POLICE DEPARTMENT FIELD TRAINING PROGRAM

The Field Training Program is designed to be a progressive training process whereby a trainee receives a majority of the training during the earlier phases and the focus moves to evaluation in the later phases. The ultimate goal is to increase professionalism, competence and credibility to the trainee. The Healdsburg Police Department Field Training Program is divided up into five distinct and separate phases:

## **Phase 1:**

During the trainee's first 2-3 weeks with the department, he/she will be assigned to a primary Field Training Officer (FTO). During this time period, the program is designed to orient the trainee to our department. The trainee will receive orientation to each division and will begin to study criminal law, constitutional law, and general orders. The trainee will be evaluated using the "Automated Daily Observation Report & Evaluation" The basis for all recruit evaluations will be the "Standardized Guidelines," which are present in the manual.

## **Phase 2:**

A secondary FTO will be assigned. The phase will have intensity on training increased.

## **Phase 3:**

A third FTO will be assigned. The focus of the program begins to shift from training to evaluation. During this phase, the trainee will begin to assume a normal caseload under supervision. The emphasis is placed on areas identified as needing improvement and overall progress.

## **Phase 4:**

A fourth FTO will be assigned. The focus of this phase is evaluation. The (plainclothes) FTO will accompany the trainee in the same vehicle. The FTO will virtually phase out all of his/her involvement in handling calls. The trainee will be responsible for utilizing resources other than an FTO.

At the conclusion of Phase 4, the Chief of Police or FTO Supervisor will conduct an interview with the trainee, based upon recommendations from three FTOs. The recommendation shall be one of the following:

- The trainee will advance to Phase 5 until the conclusion of their probationary period.
- Extension in the FTO program for an additional time period. The decision to extend and the length of the extension will be based on a wide variety of factors. For that reason, this is a decision that must be made on a case-by-case basis and will depend greatly on the particular problems the trainee is having and the ability of the trainee to respond to additional training.
- Termination from the department, the trainee did not meet departmental expectations.

## **Phase 5**

The trainee will be assigned to patrol where he/she will work as a solo unit for the remainder of the probationary period. The trainee will be subject to monthly evaluations at the discretion of his/her field supervisor.

**If, at any time, the field supervisor feels that the trainee is in need of additional training, the supervisor may request that an FTO be assigned to the trainee for any given duration.**

# **ROLE AND SELECTION OF THE HEALDSBURG POLICE DEPARTMENT “FIELD TRAINING OFFICER” AND “FIELD TRAINING SUPERVISOR”**

The goal of the Field Training Program is to provide the Healdsburg Police Department with a police officer able to work a solo assignment in a safe, skillful, productive and professional manner. The Field Training Officer is the essential means by which the program goal is achieved.

A field training officer shall have; (1) been awarded a POST basic certificate; (2) successfully completed the POST-certified field training officer course, prior to training any trainees; (3) two years patrol experience, or one year with prior experience and the Chief's approval; (4) a supervisors recommendation based upon the officer's desire to be a field training officer and their ability to be a positive role model; (5) The candidate will be evaluated by their peers in areas as described in Healdsburg Police Department "Specialized assignment" criteria. (2.6.2.1) (5) Selected within the interview process.

A field training Supervisor shall have; (1) been awarded a POST intermediate certificate; (2) successfully completed the POST-certified Field Training Administers course = 24 hours; (3) Shall have achieved the rank of sergeant or acting sergeant; (4) Shall be selected after an interview with the division commander; (5) Shall be appointed by the Chief of Police.

FTO's are required to participate in FTO update training at least every three years. Supervision, scheduling and other administrative FTO duties are the responsibility of the FTO supervisor.

Vacancies for FTO positions and are specific to department needs and POST requirements.

An FTO's performance is also subject to evaluation; the Field Training Officer's professional and personal conduct should be exemplary. A Field Training Officer should possess, and recognize the need for possessing, a higher sense of idealism than that generally found throughout the police department. The Field Training Officer understands that the effectiveness, image, and future of the department are substantially decided by the quality of its personnel.

The Field Training Officer has two primary roles to fulfill: a police officer assuming full patrol responsibilities and a trainer of recruit personnel.

In his/her role as a trainer, the FTO provides continuous instruction in the traditional sense, utilizing innovative and practical techniques. The FTO must be able to evaluate the trainee's performance. As a result, the FTO shall have the requisite skills necessary

to be a reliable evaluator. The FTO is required to write daily evaluations of trainee performance and submit additional documentation as required.

In the Field Training Program, the FTO will occupy many roles. The FTO will first be an instructor. During this time, the FTO shall directly supervise the trainee. The FTO shall gradually assume the role of an observer allowing the trainee to function unassisted in their duty assignment. During this period, the FTO will intervene only in emergencies and/or such situations, which have developed beyond the trainee's ability to control. Finally, in the unfortunate event that the trainee does not meet the department's standards, the FTO is charged with the responsibility of recommending termination.

# HEALDSBURG POLICE DEPARTMENT FIELD TRAINING MANUAL

## **PHASE I CONTENTS**

### **Agency orientation**

- Firearms qualification
- Arrest and control techniques
- Impact weapon qualifications
- Department policies/ G.O.'s
- Community orientation
- Support services

### **Use of force**

- Legal and ethical issues
- Force options

### **Patrol vehicle operations**

- Patrol vehicle inspections
- Patrol vehicle operation safety

### **Radio communications**

- Radio communications
- Information systems/ telecommunications

### **California codes & law**

- Criminal law
- Probable cause
- Laws of arrest
- Juvenile law and procedure
- Additional laws, parole, probation.

# HEALDSBURG POLICE DEPARTMENT FIELD TRAINING MANUAL

PHASE I	INSTRUCTED FTO RECRUIT		APPLIED FTO RECRUIT	
<p><b>1.1</b> The trainee shall have been scheduled for and successfully completed the following prior to starting the uniformed patrol field training program:</p> <ul style="list-style-type: none"> <li>· Firearms/Weapons Qualification</li> </ul>				
<p><b>1.2</b> The trainee shall have been scheduled for and successfully completed the following prior to starting the uniformed patrol field training program:</p> <ul style="list-style-type: none"> <li>· Arrest and Control Techniques</li> </ul>				
<p><b>1.3</b> The trainee shall have been scheduled for and successfully completed the following prior to starting the uniformed patrol field training program:</p> <ul style="list-style-type: none"> <li>· Impact Weapon Qualification</li> </ul>				
<p><b>1.4</b> The trainee shall know the agency's organization, functions, work schedule, chain of command, and rules and regulations.</p> <p>The trainee shall identify law enforcement ethical standards (Law Enforcement Code of Ethics, Oath of Honor, and the Code of Conduct) and explain how they apply to ethical decision-making.</p>				

# HEALDSBURG POLICE DEPARTMENT FIELD TRAINING MANUAL

PHASE I	INSTRUCTED FTO RECRUIT	APPLIED FTO RECRUIT
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<p><b>1.5</b> The trainee shall review, explain and briefly describe the following agency directives, rules and regulations pertaining to:</p> <ul style="list-style-type: none"> <li>a. Standard of conduct, on and off duty.</li> <li>b. Rules governing outside employment.</li> <li>c. Regulations on carrying off duty weapons.</li> <li>d. Hours of all shifts and absence reporting requirements.</li> <li>e. News media release laws and regulations.</li> <li>f. Security of agency facilities.</li> </ul>				
<p><b>1.6</b> The trainee shall illustrate through explanation how each of the following leadership competencies can affect his/her skill and abilities and abilities as an officer:</p> <ul style="list-style-type: none"> <li>a. Integrity</li> <li>b. Credibility</li> <li>c. Trust</li> <li>d. Discretion</li> <li>e. Duty</li> <li>f. Loyalty</li> <li>g. Honesty</li> </ul>				
<p><b>1.7</b> The trainee shall identify and develop effective leadership strategies that provide purpose, direction, and motivation to co-workers and community members.</p> <p>The trainee shall explain his/her leadership role within the department with clear consideration of the organization's vision, mission, and values.</p>				

# HEALDSBURG POLICE DEPARTMENT FIELD TRAINING MANUAL

<b>PHASE I</b>	<b>INSTRUCTED FTO RECRUIT</b>	<b>APPLIED FTO RECRUIT</b>
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<p><b>1.8</b> The trainee shall identify the potential consequences of inappropriate discretionary decision making, including:</p> <ul style="list-style-type: none"> <li><b>a.</b> Death and Injury</li> <li><b>b.</b> Additional crime</li> <li><b>c.</b> Civil &amp; vicarious liability</li> <li><b>d.</b> Discipline</li> <li><b>e.</b> Embarrassment to department</li> <li><b>f.</b> Relationship with community.</li> </ul>				
<p><b>1.9</b> The trainee shall know the operation and policy regarding personal safety and other equipment used by officers in the field. Also, shall know and explain agency policy on uniform and equipment damage. And what constitutes unauthorized equipment.</p>				
<p><b>1.10</b> The trainee shall illustrate, through explanation, the following aspects of ethical conduct:</p> <ul style="list-style-type: none"> <li><b>a.</b> An officer shall not engage in any conduct or activities on or off duty that bring discredit on the officer or department.</li> <li><b>b.</b> Officers shall show respect, courtesy, and professionalism with others.</li> <li><b>c.</b> Officers shall not use language or engage in acts that demean, harass, or intimidate others.</li> <li><b>d.</b> Officers shall conduct themselves in a civil and professional manner that will foster respect and cooperation.</li> <li><b>e.</b> Officers shall treat suspect(s) with respect and courtesy. They shall not employ an overbearing attitude or language that may belittle, ridicule, or intimidate the suspect.</li> <li><b>f.</b> The trainee shall accept responsibility his or her actions.</li> </ul>				

# HEALDSBURG POLICE DEPARTMENT FIELD TRAINING MANUAL

PHASE I	INSTRUCTED FTO RECRUIT		APPLIED FTO RECRUIT	
<p><b>1.11</b> The trainee will conduct a patrol vehicle inspection and search prior to each tour of duty.</p> <ul style="list-style-type: none"> <li>a. Visually inspect tires for proper inflation and tire wear.</li> <li>b. Inspect the trunk for required equipment.</li> <li>c. Inspect entire interior for contraband; backseat, sunvisors, beneath seats, and any other items left by the prior shift.</li> <li>d. How to document contraband found in a vehicle during a pre-shift inspection.</li> </ul> <p><b>This shall be done before and after transportation of anyone in the backseat.</b></p> <p>The trainee will explain the proper procedure for requesting vehicle repairs and scheduled services. (Notify on-duty supervisor, request tow service, remove weapons)</p>				
<p><b>1.12</b> The trainee shall have an in-depth understanding of the following general orders:</p> <ul style="list-style-type: none"> <li>a. Use of force</li> <li>b. Vehicle pursuit</li> <li>c. Sexual harassment</li> </ul>				
<p><b>1.13</b> The trainee shall tour the following facilities and be familiar with the function of each of the following:</p> <ul style="list-style-type: none"> <li>a. Sonoma County Jail</li> <li>b. Psychological Services.</li> <li>c. Orinda Center</li> <li>d. Sutter Hospital</li> <li>e. HGH</li> <li>f. LG</li> <li>g. Healdsburg City Hall</li> </ul>				

# HEALDSBURG POLICE DEPARTMENT FIELD TRAINING MANUAL

PHASE I	INSTRUCTED FTO RECRUIT		APPLIED FTO RECRUIT	
<ul style="list-style-type: none"> <li><b>h.</b> HFD</li> <li><b>i.</b> Court Parking &amp; Courthouse, DA's office</li> <li><b>j.</b> HPD Evidence Packaging Room - LAB</li> <li><b>k.</b> Corp Yard</li> </ul>				
<p><b>1.14</b> The trainee will demonstrate thier proficiency in the field use of police radio codes by memory and pass written test.</p>				
<p><b>1.15</b> The trainee will attend the following departmental training courses.</p> <ul style="list-style-type: none"> <li><b>a.</b> Defensive tactics &amp; Baton _____</li> <li style="padding-left: 40px;"><b>Instructor and date</b></li> <li><b>b.</b> Range training _____</li> <li style="padding-left: 40px;"><b>Instructor and date</b></li> </ul>				
<p><b>1.16</b> The trainee will attend orientation with the following divisions within the department.</p> <p><b>Records</b> _____</p> <p style="padding-left: 40px;">Representative / Date &amp; Time</p> <p><b>Detectives</b> _____</p> <p style="padding-left: 40px;">Representative / Date &amp; Time</p> <p><b>Code Enforcement</b> _____</p> <p style="padding-left: 40px;">Representative / Date &amp; time</p> <p><b>Dispatch</b> _____</p> <p style="padding-left: 40px;">Representative / Date &amp; Time</p>				

# HEALDSBURG POLICE DEPARTMENT FIELD TRAINING MANUAL

PHASE I	INSTRUCTED FTO RECRUIT	APPLIED FTO RECRUIT
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<p><b>1.17</b> The trainee shall define the following terms in California criminal law.</p> <ul style="list-style-type: none"> <li>a. Accessory</li> <li>b. Principal</li> <li>c. Corpus Delicti</li> <li>d. Criminal negligence</li> <li>e. Entrapment</li> <li>f. Implied consent</li> <li>g. Specific intent</li> <li>h. Transferred intent</li> <li>i. Misdemeanor</li> <li>j. Felony</li> <li>k. Infrancion</li> </ul>				
<p><b>1.18</b> The trainee shall identify the elements of a crime.</p> <p><i>Any act or omission, by a person, in violation of a statutory law, for which there is a punishment.</i></p>				
<p><b>1.19</b> The trainee shall describe persons who are legally incapable of committing a crime in the state of California. <i>(Refer to 26 PC)</i></p> <p>The trainee shall recognize and describe a peace officer's right to search a person when probable cause to arrest exists. <i>(Refer 833 PC)</i></p> <p>The trainee shall know the amount of force that may used when effecting an arrest. <i>(Refer 835a PC &amp; 843 PC)</i></p> <p>The trainee shall know a peace officer's authority to make an arrest. <i>(Refer 836 PC)</i></p> <p>The trainee shall know when a private person can make an arrest. <i>(Refer 837 PC &amp; 847 PC)</i></p>				

# HEALDSBURG POLICE DEPARTMENT FIELD TRAINING MANUAL

PHASE I	INSTRUCTED FTO RECRUIT		APPLIED FTO RECRUIT	
<p><b>The trainee shall know the Miranda Rights; purpose of the Miranda Rights and the factors to consider for the advisement. (Custody &amp; Interrogation)</b></p> <p>The trainee shall know the requirements regarding gaining admittance into a location to make an arrest.</p> <p>The officer will recognize and describe the peace officer's duty to release persons from custody when insufficient grounds for making a criminal complaint exist (<i>Refer to 849PC</i>).</p>				
<p><b>1.20</b></p> <p>The trainee will explain what information is available to patrol, what systems can be used to obtain that information and what can be learned from this information.</p> <ul style="list-style-type: none"> <li>a. Warrants. Local and NCIC (WPS)</li> <li>b. Parole and Probation checks</li> <li>c. Drivers license and ID check</li> <li>d. Stolen vehicle check (SVS)</li> <li>e. Automated Firearms System (AFS)</li> <li>f. Missing /Unidentified person System (MUPS)</li> <li>g. Automated property checks (APS)</li> <li>h. Domestic violence restraining order system (DVROS)</li> </ul>				

# HEALDSBURG POLICE DEPARTMENT FIELD TRAINING MANUAL

PHASE I	INSTRUCTED FTO RECRUIT	APPLIED FTO RECRUIT
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<p><b>1.21</b> The trainee will identify uses for these various systems. They may include.</p> <ul style="list-style-type: none"> <li>a. To locate information on lost, stolen, or recovered property (Including vehicles)</li> <li>b. To establish probable cause for a search warrant.</li> <li>c. To verify the validity of a warrant.</li> <li>d. To verify vailidity of a driver's license or vehicle registration.</li> <li>e. To determine if a person is wanted.</li> <li>f. To report or locate a missing person.</li> </ul>				
<p><b>1.22</b> The trainee shall know the laws regarding parole and probation violations, searches, holds and etc. (<i>Refer 1203.2 PC &amp; 3056 PC</i>)</p>				

# HEALDSBURG POLICE DEPARTMENT FIELD TRAINING MANUAL

<b>PHASE I</b>	<b>INSTRUCTED FTO RECRUIT</b>	<b>APPLIED FTO RECRUIT</b>
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**1.23**

The trainee shall identify which criminal code name, number, and classification would apply to the following sections. **Provide section number and classification (misdemeanor or felony)**

- a. **HOMICIDE** \_\_\_\_\_ PC
- b. **ROBBERY** \_\_\_\_\_ PC
- c. **(SIMPLE) ASSAULT** \_\_\_\_\_ PC
- d. **LEWD ACT ON A CHILD** \_\_\_\_\_ PC
- e. **RAPE & UNLAWFUL SEXUAL INTERCOURSE** \_\_\_\_\_/\_\_\_\_\_ PC
- f. **DISTURBING THE PEACE** \_\_\_\_\_ PC
- g. **BURGLARY** \_\_\_\_\_ PC
- h. **TRESSPASSING** \_\_\_\_\_ PC
- i. **ARSON** \_\_\_\_\_ PC
- j. **VANDALISM** \_\_\_\_\_ PC
- k. **THEFT** \_\_\_\_\_ PC
- l. **FORGERY (CHECK)** \_\_\_\_\_ PC
- m. **PUBLIC INTOXICATION** \_\_\_\_\_ PC
- n. **POSS. OF CONCEALED WEAPON** \_\_\_\_\_ PC
- o. **POSS. OF METHAMPHETAMINE** \_\_\_\_\_ H&S
- p. **POSS. OF HEROIN** \_\_\_\_\_ H&S
- q. **RESISTING. OBSTRUCTING, INTERFERE WITH P/O** \_\_\_\_\_ PC
- r. **ASSAULT W/A DEADLY WEAPON** \_\_\_\_\_ PC
- s. **BATTERY** \_\_\_\_\_ PC

**1.24**

# HEALDSBURG POLICE DEPARTMENT FIELD TRAINING MANUAL

PHASE I	INSTRUCTED FTO RECRUIT		APPLIED FTO RECRUIT	
<p>The trainee should be familiar with applicable laws pertaining to juvenile offenses and the apprehension &amp; detention of juvenile offenders.</p> <ul style="list-style-type: none"> <li>a. Miranda Advisement (<i>Refer 625c W &amp; I</i>)</li> <li>b. 300 W&amp;I, 601 W&amp;I, 625 W&amp;I, 627 W&amp;I, and curfew.</li> <li>c. Laws pertaining to schools 32210 ED, 626.8 PC, 626.9 PC, 626.10PC</li> <li>d. Sign Juvenile log in booking</li> <li>e. Knowledge of Youth Services and criteria for use</li> </ul>				
<p><b>1.25</b> The trainee shall know and understand the legal and ethical considerations pertaining to the use of force; the agency's policy regarding discharge of a firearm and legal ramifications and civil liabilities attached to both the officer and agency through the use of force of deadly force.</p> <p>The trainee shall describe situations that justify the use of deadly force and those situations that do not justify it.</p>				
<p><b>1.26</b> The trainee shall discuss circumstances when the use of force becomes necessary, the degree of force which would fall within legal and moral limits. Including, non-verbal/ police presence, verbal (tactical communication), physical (weaponless). Observe civil rights and protect the well being of those in their care.</p> <p>The trainee shall recognize his/her responsibility to intervene to stop offenses (Unlawful/unethical acts) by other officers in order to maintain or restore professional control over a given situation.</p>				

# HEALDSBURG POLICE DEPARTMENT FIELD TRAINING MANUAL

PHASE I	INSTRUCTED FTO RECRUIT	APPLIED FTO RECRUIT
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<p><b>1.27</b> The trainee shall identify and evaluate methods for handling unethical or criminal conduct on the part of a fellow officer.</p> <p>The trainee shall identify and discuss problems associated with some common ethical decisions, including,</p> <ul style="list-style-type: none"> <li>a. Non-enforcement of specific laws by personal choice</li> <li>b. Acceptance of gratuities</li> <li>c. Misuse of sick time</li> </ul>				
<p><b>1.28</b> The trainee shall explain the most common limitations of their discretionary authority, to include:</p> <ul style="list-style-type: none"> <li>a. Law</li> <li>b. Departmental policy and procedure.</li> <li>c. Departmental goals and objectives.</li> <li>d. Community expectations</li> <li>e. Officer safety</li> </ul>				
<p><b>1.29</b> The trainee shall discuss policy governing O.C. (pepper spray) application and follow-up procedure for an effected person(s). And, the reporting procedures.</p>				
<p><b>1.30</b> The trainee shall explain considerations to be made when deciding to use or not use deadly force. These considerations shall minimally include:</p> <ul style="list-style-type: none"> <li>a. Type of suspect(s) involved</li> <li>b. Threat to innocent lives</li> <li>c. Law and agency policy</li> <li>d. Officer present capabilities</li> <li>e. Capability of officers weapon</li> </ul>				

# HEALDSBURG POLICE DEPARTMENT FIELD TRAINING MANUAL

<b>PHASE I</b>	<b>INSTRUCTED FTO RECRUIT</b>	<b>APPLIED FTO RECRUIT</b>
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<p><b>1.31</b> The trainee shall describe the “Beat Structure” and street addressing system and shall include:</p> <ul style="list-style-type: none"> <li>a. Use of City Map</li> <li>b. Block numbering system (odd/even)</li> <li>c. Beat numbers</li> <li>d. School locations</li> <li>e. Bank locations</li> </ul>				
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**Phase I completion. All areas in Phase I have been reviewed and signed off. The trainee understands each area within Phase I.**

\_\_\_\_\_  
 TRAINEE SIGNATURE & DATE

\_\_\_\_\_  
 PHASE I FTO SIGNATURE & DATE

\_\_\_\_\_  
 FTO SERGEANT/ SUPERVISOR SIGNATURE & DATE

# HEALDSBURG POLICE DEPARTMENT FIELD TRAINING MANUAL

## **PHASE II CONTENTS**

### **Officer safety**

- Contact and cover
- Officer survival

### **Patrol vehicle operations**

- Emergency vehicle operations/ pursuits
- Vehicle operations liability

### **Patrol procedures**

- Police patrol procedures
- Pedestrian stops
- Searching persons/ vehicles/ buildings
- Vehicle stops
- High risk vehicle stops
- Handling crimes in progress
- Domestic violence
- Hate crimes
- Gang awareness
- Missing persons

### **Evidence**

- Evidence collection

### **Search and seizure**

- Search & seizure concepts
- Warrants

### **Report writing**

- Field notes & Notebook
- Report writing

# HEALDSBURG POLICE DEPARTMENT FIELD TRAINING MANUAL

## **Control of persons/ prisoners/ mentally ill**

- Control / searching persons
- Handcuffing
- Legal responsibilities/ requirements with prisoners
- Transportation of prisoners
- Booking prisoners
- Persons with disabilities
- Mental illness

## **Self-initiated activity**

- Vehicle/ pedestrian stops
- Directed patrol
- Arrests

# HEALDSBURG POLICE DEPARTMENT FIELD TRAINING MANUAL

PHASE II	INSTRUCTED		APPLIED	
	FTO	RECRUIT	FTO	RECRUIT

<p><b>2.1</b> The trainee will explain the inherent dangers in making a traffic stop.</p>				
<p><b>2.2</b> The officer will explain and demonstrate his/her role as the primary officer during a traffic stop, including:</p> <ul style="list-style-type: none"> <li>a. Picking a location for the stop</li> <li>b. Determine if cover unit is necessary</li> <li>c. Broadcast location and license number</li> <li>d. Emergency lights and siren</li> <li>e. Constant observation of occupant(s) illuminating the interior</li> <li>f. Maintaining radio and weapons readily available</li> <li>g. Request the driver turn off their vehicle</li> <li>h. Asking for the DL, registration and insurance ASAP and not accepting a wallet or purse</li> </ul>				
<p><b>2.3</b> The trainee will conduct simulated traffic stops, emphasizing the following:</p> <ul style="list-style-type: none"> <li>a. Proper use of lighting</li> <li>b. Proper distance and off-setting of car</li> <li>c. Never take your eyes off violator</li> <li>d. Get out of the patrol car quickly</li> <li>e. Check backseat and trunk before reaching violator</li> <li>f. Stand to the rear of the driver's door, unless safer on passenger</li> </ul>				

# HEALDSBURG POLICE DEPARTMENT FIELD TRAINING MANUAL

PHASE II	INSTRUCTED		APPLIED	
	FTO	RECRUIT	FTO	RECRUIT
<p style="text-align: center;">side</p> <ul style="list-style-type: none"> <li><b>g.</b> Always have strong hand free</li> <li><b>h.</b> Position of advantage and safety</li> <li><b>i.</b> Desirable lighting with little pedestrian traffic</li> </ul>				
<p><b>2.4</b></p> <p>The trainee will discuss allowing violators and passengers to exit their vehicle during a traffic stop and the legal aspects of these actions, as well as safety concerns for both violator and officer.</p>				
<p><b>2.5</b></p> <p>The trainee shall understand the various types of vehicle stops which minimally include:</p> <ul style="list-style-type: none"> <li><b>a.</b> Traffic violations</li> <li><b>b.</b> Investigative</li> <li><b>c.</b> High risk (aka felony stop)</li> </ul>				
<p><b>2.6</b></p> <p>The trainee shall understand the potential hazards of failing to closely watch the movements of occupants of a vehicle stop, prior to, during, and after the stop. These shall minimally include:</p> <ul style="list-style-type: none"> <li><b>a.</b> Attack from suspect(s)</li> <li><b>b.</b> Destruction and concealment of evidence</li> <li><b>c.</b> Escape of occupants</li> </ul>				
<p><b>2.7</b></p> <p>The trainee will explain to the violator the court procedures and alternatives in dealing with the citation. He/She will comprehend that the signature is not an admission of guilt, but a promise to appear.</p> <p>The officer will safely and effectively perform a traffic stop, obtain all necessary information, and issue and complete a legible citation in a reasonable amount of time.</p>				

# HEALDSBURG POLICE DEPARTMENT FIELD TRAINING MANUAL

PHASE II	INSTRUCTED		APPLIED	
	FTO	RECRUIT	FTO	RECRUIT

<p><b>2.8</b> The officer will identify common violator reactions upon being stopped by police, and will discuss techniques for acceptably dealing with the identified reaction, including:</p> <ul style="list-style-type: none"> <li>a. Fear</li> <li>b. Anger</li> <li>c. Embarrassment</li> <li>d. Excuse for act</li> <li>e. Asking for a break</li> </ul>				
<p><b>2.9</b> The trainee will make a simulated or actual felony vehicle stop with emphasis on the following:</p> <ul style="list-style-type: none"> <li>a. Seriousness of the crime</li> <li>b. Availability of backup</li> <li>c. Planning &amp; location of the stop</li> <li>d. Making the stop</li> <li>e. Controlling the suspects</li> <li>f. Removing suspects from the vehicle. Loud, clear and concise orders</li> <li>g. Searching suspects</li> </ul>				
<p><b>2.10</b> The trainee will describe and demonstrate safe and effective tactics for approaching pedestrians on foot instead of in a vehicle.</p>				
<p><b>2.11</b> The trainee shall explain the concept of reasonable suspicion and probable cause.</p> <p>The trainee shall properly and legibly complete a field interview (FI) card.</p>				
<p><b>2.12</b> The trainee shall explain the existing circumstances to make a lawful pedestrian stop. These shall minimally include.</p> <ul style="list-style-type: none"> <li>a. The existence of suspicious or criminal activity</li> <li>b. The time of day or night</li> <li>c. Reasonable suspicion to believe</li> </ul>				

# HEALDSBURG POLICE DEPARTMENT FIELD TRAINING MANUAL

PHASE II	INSTRUCTED		APPLIED	
	FTO	RECRUIT	FTO	RECRUIT
<p>the person stopped may be involved in criminal activity</p> <p><b>d.</b> Where the stop can/ should be made</p>				
<p><b>2.13</b></p> <p>The trainee shall identify the basic degrees of a search of a person. These shall minimally include:</p> <ul style="list-style-type: none"> <li><b>a.</b> Visual/ cursory search</li> <li><b>b.</b> Consent search</li> <li><b>c.</b> Pat-down search</li> <li><b>d.</b> Field search (Standing, kneeling, prone)</li> <li><b>e.</b> Strip search laws</li> </ul> <p>The trainee shall be aware of common principles while searching an individual.</p> <ul style="list-style-type: none"> <li><b>a.</b> Constant alertness</li> <li><b>b.</b> Maintain control &amp; position of advantage</li> <li><b>c.</b> Thoroughness of search</li> <li><b>d.</b> Safeguarding weapons</li> <li><b>e.</b> Various places males and females conceal items</li> </ul>				
<p><b>2.14</b></p> <p>The trainee shall discuss responsibilities of a back-up officer during a search of a person. Protect primary officer from outside interference, control of those being searched and continuous observation of person(s) being searched.</p>				

# HEALDSBURG POLICE DEPARTMENT FIELD TRAINING MANUAL

PHASE II	INSTRUCTED		APPLIED	
	FTO	RECRUIT	FTO	RECRUIT

<p><b>2.15</b> The trainee shall identify the principles of a safe and effective building search.</p> <ul style="list-style-type: none"> <li>a. Containment of building and area</li> <li>b. Containment of area already searched</li> <li>c. Systematic search method</li> <li>d. Safe searching techniques</li> <li>e. Appropriate use of K-9 or specialized assistance</li> </ul>				
<p><b>2.16</b> The trainee shall know factors to consider when responding to crimes in progress.</p> <ul style="list-style-type: none"> <li>a. Proceed directly &amp; possibly silently to scene</li> <li>b. Proceeding to scene with lights and siren</li> <li>c. Proceed to the location likely to intercept suspect(s)</li> <li>d. Coordinating arrival deployment with other units</li> <li>e. Consider distance to location</li> <li>f. Availability of other units</li> <li>g. Nature of crime</li> <li>h. Traffic and weather conditions</li> <li>i. Concern for lookouts</li> <li>j. Watch for fleeing persons</li> <li>k. Parking &amp; secure vehicle</li> <li>l. Apprehension of suspect(s)</li> <li>m. Broadcast additional info</li> <li>n. Securing the scene</li> <li>o. Contact representative</li> </ul>				
<p><b>2.17</b> The trainee shall know and discuss policies and procedures when responding to prowler calls.</p>				

# HEALDSBURG POLICE DEPARTMENT FIELD TRAINING MANUAL

PHASE II	INSTRUCTED		APPLIED	
	FTO	RECRUIT	FTO	RECRUIT

<p><b>2.18</b> The trainee shall know ways to avoid “silhouetting.”</p> <p>The trainee shall know how to avoid making noises with your patrol car, radio noises and key noises.</p>				
<p><b>2.19</b> The trainee shall know basic preventative patrol methods used by an officer.</p> <ul style="list-style-type: none"> <li>a. Frequent checks &amp; contacts with businesses</li> <li>b. Knowledgeable about beat, what businesses are open/closed, employees, residents, etc.</li> <li>c. Know what is out of the ordinary</li> <li>d. Frequent checks of suspicious people</li> <li>e. Fluctuating patrol patterns</li> <li>f. Visible personal contact</li> <li>g. Daily or community plan of action</li> <li>h. Possess necessary tools, resource books, report forms, citations, properly working equipment</li> </ul>				
<p><b>2.20</b> The trainee shall discuss the departmental policy regarding mutual aid and jurisdiction.</p> <p>All requests for mutual aid into another jurisdiction must be authorized by a HPD supervisor.</p>				
<p><b>2.21</b> The trainee shall know how to react when encountering plain-clothes officers. <b>** No display of recognition until presence acknowledged by plain-clothes officer.</b></p> <p>The trainee shall know how to react to uniformed officers when the officer/ trainee makes an off-duty arrest.</p>				

# HEALDSBURG POLICE DEPARTMENT FIELD TRAINING MANUAL

PHASE II	INSTRUCTED		APPLIED	
	FTO	RECRUIT	FTO	RECRUIT

<p><b>2.22</b> The trainee shall know factors to be considered in becoming familiar with the Healdsburg community.</p> <ul style="list-style-type: none"> <li>a. General population info</li> <li>b. Geographic info</li> <li>c. Specific patrol factors: high crimes areas, hospitals, fire dept., community gathering areas, halls, and banks</li> </ul>				
<p><b>2.23</b> The trainee shall know locations within the city, which warrant frequent checks “hot spots”( i.e. bars)</p> <p>The trainee shall discuss what an officer on nighttime patrol should be looking for.</p> <ul style="list-style-type: none"> <li>a. Broken glass, open doors and pry marks</li> <li>b. Suspicious vehicles and persons</li> <li>c. Unusual sounds</li> <li>d. Access to roof-tops, check vehicles for recent operation</li> </ul>				
<p><b>2.24</b> The trainee shall identify the importance of physical, mental and emotional conditioning in officer survival. These shall include.</p> <ul style="list-style-type: none"> <li>a. Pre-planning</li> <li>b. Reduce unnecessary risks</li> <li>c. Will to live</li> <li>d. Continue to fight, regardless of odds</li> <li>e. Mental alertness</li> <li>f. Self-confidence</li> <li>g. Role of good health and nutrition</li> <li>h. Weapon retention</li> </ul>				

# HEALDSBURG POLICE DEPARTMENT FIELD TRAINING MANUAL

PHASE II	INSTRUCTED		APPLIED	
	FTO	RECRUIT	FTO	RECRUIT

<p><b>2.25</b> The trainee shall discuss the following “Contact” officer tactics.</p> <ul style="list-style-type: none"> <li>a. Primary responsibility dealing with situation; i.e. Suspect/ Victim/Witness/Reporting Party</li> <li>b. Field interview cards</li> <li>c. Perform pat down/ searches</li> <li>d. Issues citations</li> <li>e. Recover evidence and contraband</li> <li>f. Handle radio traffic</li> <li>g. Relay pertinent information to cover officer and medical personnel</li> <li>h. Watches hand movement</li> </ul>				
<p><b>2.26</b> The trainee shall discuss the following “Cover” officer tactics. Use a position of advantage for vehicle or pedestrian contact. Watch for the following:</p> <ul style="list-style-type: none"> <li>a. Hand movement, concealing weapons or contraband</li> <li>b. Hostility or anger</li> <li>c. Outside interference</li> <li>d. Potential reactions to escape</li> <li>e. Signs of illness or intoxication</li> <li>f. Communication with contact officer, any danger signals</li> <li>g. Position of assistance. Provides assistance if directed by contact officer</li> </ul>				
<p><b>2.27</b> The trainee shall discuss the necessity of field notes.</p> <ul style="list-style-type: none"> <li>a. Refer for future investigation</li> <li>b. Refer to future court appearance</li> <li>c. Beat or area information</li> </ul> <p>The trainee shall understand the contents of field notes are discoverable in a court proceeding.</p>				

# HEALDSBURG POLICE DEPARTMENT FIELD TRAINING MANUAL

PHASE II	INSTRUCTED		APPLIED	
	FTO	RECRUIT	FTO	RECRUIT

<p><b>2.28</b> The trainee shall discuss the importance of police reports and their uses.</p> <ul style="list-style-type: none"> <li>a. Recording facts to a permanent record</li> <li>b. Case follow-up</li> <li>c. Investigative leads</li> <li>d. Statistical data</li> <li>e. Source for evaluation</li> <li>f. Reference material</li> </ul> <p>The trainee shall discuss the qualities of a good police report: Accuracy, Completeness, Clarity, Legibility, Objectivity, Grammatical and structural correctness, completed in a timely manner and written first person - past tense.</p>				
<p><b>2.29</b> The trainee shall prepare a report that minimally includes:</p> <ul style="list-style-type: none"> <li>a. Organizing facts in chronological order</li> <li>b. Relating facts in appropriate sentence form</li> <li>c. Correctly fill in all appropriate boxes</li> <li>d. Establish who, what, where, when, how and possibly how many.</li> </ul>				
<p><b>2.30</b> The trainee shall identify the proper forms to use when completing various police reports.</p>				
<p><b>2.31</b> The trainee shall understand the legal issues and the police officer's duties in response to a domestic violence situation to minimally include:</p> <ul style="list-style-type: none"> <li>a. Essential elements of 273.5(a) PC, 243(e)(1) PC &amp; 13700 PC. (Definitions, Felony vs. Misdemeanor)</li> <li>b. Difference between domestic dispute and domestic violence</li> <li>c. Duty to provide maximum protection</li> </ul>				

# HEALDSBURG POLICE DEPARTMENT FIELD TRAINING MANUAL

PHASE II	INSTRUCTED		APPLIED	
	FTO	RECRUIT	FTO	RECRUIT
<p>to the victim (EPO, bail enhancement)</p> <ul style="list-style-type: none"> <li><b>d.</b> Verification/ enforcement court or stay-away orders</li> <li><b>e.</b> Responsibility toward tenancy issues</li> <li><b>f.</b> Determine if a crime has been committed and if arrest is <b>mandatory</b></li> <li><b>g.</b> Completion of appropriate forms</li> <li><b>h.</b> Appropriate victims assistance forms and resources (refer to DV Advocate pamphlet)</li> <li><b>i.</b> Safekeeping firearms -12028.5PC</li> <li><b>j.</b> EPO (<i>Emergency protective order</i>)</li> <li><b>k.</b> No harassment orders</li> <li><b>l.</b> How to read and interpret a TRO, EPO, DVROS order (<i>Hit</i>) 273.6 PC or 166.4 PC violation</li> </ul>				
<p><b>2.32</b> The trainee shall know the inherent dangers to an officer who enters the home of a family involved in a dispute.</p> <p>The advantages and disadvantages of separating parties in a dispute and gathering information from them separately.</p>				
<p><b>2.33</b> The trainee shall identify an officer's basic responsibilities at the scene of a dispute. These responsibilities shall minimally include:</p> <ul style="list-style-type: none"> <li><b>a.</b> Remain impartial</li> <li><b>b.</b> Preserve the peace</li> <li><b>c.</b> Determine if a crime has been committed and if so, conduct investigation</li> <li><b>d.</b> Provide safety to person(s) and property</li> <li><b>e.</b> Suggest solutions</li> <li><b>f.</b> Offer referrals</li> <li><b>g.</b> Consider arrest if a crime has been committed</li> </ul>				

# HEALDSBURG POLICE DEPARTMENT FIELD TRAINING MANUAL

PHASE II	INSTRUCTED		APPLIED	
	FTO	RECRUIT	FTO	RECRUIT

<p><b>2.34</b> The trainee shall discuss factors necessary in properly handling rape, child abuse, neglect, or sexual exploitation of children, including:</p> <ul style="list-style-type: none"> <li>a. Initial receipt and evaluation of info</li> <li>b. Preliminary investigative steps</li> <li>c. Reporting laws, mandatory reporting requirements</li> <li>d. Follow-up investigation</li> <li>e. Notify supervisor &amp; investigations</li> <li>f. Mobile crisis</li> </ul>				
<p><b>2.35</b> The trainee shall be able to demonstrate effective search techniques for both male and female suspect(s), including:</p> <ul style="list-style-type: none"> <li>a. Constant alertness</li> <li>b. Maintaining control and position of advantage</li> <li>c. Standing, kneeling and prone position searching</li> <li>d. Safeguarding of weapons</li> <li>e. Witness for female 10-15s</li> </ul>				
<p><b>2.36</b> The trainee shall be able to safely &amp; correctly handcuff single or multiple suspects.</p>				
<p><b>2.37</b> The trainee shall identify reasons for handcuffing, to prevent:</p> <ul style="list-style-type: none"> <li>a. Attack</li> <li>b. Escape</li> <li>c. Destruction/ concealment of evidence.</li> </ul> <p>The trainee shall discuss the principles of handcuffing.</p> <ul style="list-style-type: none"> <li>a. Control suspect(s)</li> <li>b. Proper positioning of suspect(s) hands, key outlets and double locking</li> <li>c. Reasonable degree of tightness</li> <li>d. Continued observation of</li> </ul>				

# HEALDSBURG POLICE DEPARTMENT FIELD TRAINING MANUAL

PHASE II	INSTRUCTED		APPLIED	
	FTO	RECRUIT	FTO	RECRUIT
<p>restrained suspect(s)</p> <ul style="list-style-type: none"> <li>e. Other approved restraint devices (flexcuffs, hobbles)</li> <li>f. Safe and controlled removal of handcuffs</li> </ul>				
<p><b>2.38</b> The trainee shall know and understand legal responsibilities for:</p> <ul style="list-style-type: none"> <li>a. Protecting a prisoner</li> <li>b. Providing shelter, food and water</li> <li>c. Issuing property receipt for property. (safe-keeping-evidence)</li> <li>d. Legal requirements and documentation for confinement of juveniles</li> <li>e. Rights &amp; Responsibilities regarding custody of prisoners</li> </ul>				
<p><b>2.39</b> The trainee shall understand the department's policy on transportation of prisoners.</p> <ul style="list-style-type: none"> <li>a. Prisoners restrained with specialty devices (leg restraints, expectorant cloth)</li> <li>b. Sick injured, mentally ill, pregnant</li> <li>c. Juveniles with/ without adults</li> <li>d. Use of seat belts</li> <li>e. Search area prior to placing person in patrol vehicle and after transportation</li> <li>f. Mileage for opposite sex transportation</li> </ul> <p>Constant supervision, including stopping for prisoner emergencies.</p>				

# HEALDSBURG POLICE DEPARTMENT FIELD TRAINING MANUAL

PHASE II	INSTRUCTED		APPLIED	
	FTO	RECRUIT	FTO	RECRUIT

<p><b>2.40</b> The trainee shall discuss or properly book the following types of prisoners:</p> <ul style="list-style-type: none"> <li>a. Drunk</li> <li>b. Injured or sick</li> <li>c. Pregnant females (if intoxicated)</li> <li>d. Elderly</li> <li>e. Mentally ill</li> <li>f. Juvenile (Medical clearance – if intoxicated)</li> <li>g. Gang members or police informants</li> <li>h. Current police officers, judges and etc.</li> <li>i. High-profile prisoners</li> <li>j. Any other prisoner who may need special classification or housing.</li> <li>k. Obtaining medical clearance</li> <li>l. When to transport to county jail</li> </ul>				
<p><b>2.41</b> The trainee shall identify and discuss criteria for a 5150 W&amp;I (Welfare &amp; Institutions code) commitment and properly complete the form. Transport to Sonoma County Mental Health Psychiatric Emergency Services (3322 Chanate, Santa Rosa)</p> <ul style="list-style-type: none"> <li>a. Danger to himself/ herself.</li> <li>b. Danger to others</li> <li>c. Gravely disabled</li> </ul>				
<p><b>2.42</b> The trainee shall identify taken into consideration the following when dealing with mentally disturbed person(s).</p> <ul style="list-style-type: none"> <li>a. Ignore verbal abuse</li> <li>b. Avoid excitement</li> <li>c. Avoid unnecessary deception</li> <li>d. Requesting back-up to minimize resistance</li> <li>e. Possibly request ambulance</li> <li>f. Keep the person constantly in sight</li> <li>g. Constant alertness</li> </ul>				

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PHASE II	INSTRUCTED		APPLIED	
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h. Seizing firearms				
<p><b>2.43</b> The trainee shall recognize that the ADA (Americans with Disabilities Act) also covers people with developmental and mental impairments and impacts law enforcement as follows:</p> <ul style="list-style-type: none"> <li>a. Requires reasonable adjustments and modifications in policies and practices or procedures, on a case-by-case basis.</li> <li>b. Prohibits the arrest of an individual for behavioral manifestations of a disability that is not criminal in nature.</li> <li>c. Requires that the safety and civil rights of people with disabilities be protected during transport and while detained.</li> <li>d. Requires officers to make accommodations for persons with disabilities, except where safety is compromised.</li> </ul>				
<p><b>2.44</b> The trainee shall acknowledge that some disabilities (including mental retardation, cerebral palsy, epilepsy, autism, and other neurological conditions) are not readily apparent and that sometimes people with developmental or cognitive disabilities may have little or no conscious ability to control their behavior.</p>				
<p><b>2.45</b> The trainee shall recognize and demonstrate effective communications for persons with cognitive impairments, to minimally include:</p> <ul style="list-style-type: none"> <li>a. Give one direction or ask one question at a time</li> <li>b. Allow the person to process what you have said and respond (10-15 seconds, then repeat)</li> <li>c. Avoid questions that tell the person the answer you expect (avoid questions with yes/no</li> </ul>				

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PHASE II	INSTRUCTED		APPLIED	
	FTO	RECRUIT	FTO	RECRUIT
<p>answers)</p> <ul style="list-style-type: none"> <li>d. Repeat questions from a slightly different perspective, if necessary</li> <li>e. Avoid questions about time, complex sequences, or reasons for behavior</li> <li>f. Use concrete terms and ideas. Avoid jargon or figures of speech</li> </ul>				
<p><b>2.46</b> The trainee shall explain how non-compliance is a warning sign that indicates a person may need more time to mentally grasp and respond to what is being said or asked of them and that it may be due to fear, confusion, auditory hallucinations, etc., rather than defiance.</p>				
<p><b>2.47</b> Recognizing that safety (officer safety, public safety, and the safety of the person in crisis is always the top priority when dealing with impaired people, the trainee shall explain and demonstrate standard tactical assessments and safeguards, including:</p> <ul style="list-style-type: none"> <li>a. His/her own abilities to physically control the person</li> <li>b. Escape routes</li> <li>c. Use of cover</li> <li>d. Call for backup</li> <li>e. The <b>T.A.C.T.</b> Model <ul style="list-style-type: none"> <li>· <b>T</b>one (present a calm and firm demeanor/maintain respect and dignity)</li> <li>· <b>A</b>tmosphere (reduce distractions/respect personal space)</li> <li>· <b>C</b>ommunication (establish contact/develop rapport)</li> <li>· <b>T</b>ime (slow down/reassess)</li> </ul> </li> </ul>				

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PHASE II	INSTRUCTED		APPLIED	
	FTO	RECRUIT	FTO	RECRUIT

<p><b>2.48</b> The trainee shall know how to properly book adult and juvenile prisoners in conformance with agency standards and legal codes; and to notify a parent of an in-custody juvenile.</p>				
<p><b>2.49</b> The trainee shall identify components of defensive driving.</p> <ul style="list-style-type: none"> <li>a. Driver attitude</li> <li>b. Driver skill</li> <li>c. Vehicle capability</li> <li>d. Seat belt usage - mandatory</li> </ul>				
<p><b>2.50</b> The trainee will explain why emergency calls do <u>not</u> absolve an officer from personal liability if the emergency vehicle is misused. <b>(Lights &amp; Siren)</b></p>				
<p><b>2.51</b> The trainee will explain the elements of the vehicle code which provide exemptions to a peace officer operating an emergency vehicle under emergency conditions: 21055 VC and 21056 VC</p> <p>The trainee will identify tactics that should be utilized by the driver of an emergency vehicle that will reduce the likelihood of an accident while on an emergency response:</p> <ul style="list-style-type: none"> <li>a. Drive near the center of the roadway</li> <li>b. Don't pass on the right while using emergency lights</li> <li>c. Give motorists the opportunity to yield</li> <li>d. Fluctuate the pitch of the siren</li> <li>e. Slow at intersections</li> <li>f. Use a well-planned route</li> <li>g. Advise start point</li> <li>h. Advise dispatch when Code 3</li> </ul>				

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PHASE II	INSTRUCTED		APPLIED	
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<p><b>2.52</b> The trainee shall understand and discuss factors on whether to initiate or abandon a vehicle pursuit per department policy. And, what information to broadcast during the pursuit.</p>				
<p><b>2.53</b> The trainee shall identify and explain the circumstances under which an officer may institute a search of a person or vehicle.</p> <ul style="list-style-type: none"> <li>a. Pat search for weapons</li> <li>b. Consent searches</li> <li>c. Probable cause searches</li> <li>d. A search warrant</li> <li>e. Plain view</li> <li>f. Incident to arrest</li> <li>g. Exigent circumstances</li> <li>h. Probation or parole searches</li> </ul>				
<p><b>2.54</b> The trainee shall identify those items for which an officer may legally search, including:</p> <ul style="list-style-type: none"> <li>a. Dangerous weapons</li> <li>b. Instruments of the crime</li> <li>c. Contraband</li> <li>d. Suspect(s)</li> <li>e. Fruits of the crime</li> </ul>				
<p><b>2.55</b> The trainee shall discuss the limits of searches when conducted with person(s), vehicles or buildings.</p> <ul style="list-style-type: none"> <li>a. Protective sweeps</li> <li>b. Closed containers</li> <li>c. Inventory property</li> </ul> <p>The trainee shall discuss and understand the “exclusionary rule.”</p>				

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<p><b>2.56</b> The trainee shall discuss and/ or demonstrate proficiency in the following areas:</p> <ul style="list-style-type: none"> <li>a. Contacting suspicious persons</li> <li>b. Consensual contacts</li> <li>c. Contacting suspected gang members</li> <li>d. Patrol for pattern crimes.</li> <li>e. DUI patrol</li> </ul>				
<p><b>2.57</b> The trainee shall recognize, discuss and be able to deal with civil disputes.</p> <p>The trainee shall recognize or discuss landlord-tenant disputes: Evictions, Lockouts, Trespassing, and Confiscation of Property.</p>				
<p><b>2.58</b> The trainee shall discuss the laws and procedures for obtaining search or arrest warrants, including:</p> <ul style="list-style-type: none"> <li>a. Probable cause necessity</li> <li>b. Allowable exclusions: Hot pursuit &amp; Emergency situations</li> <li>c. Process for obtaining warrants after-hours</li> </ul> <p>The trainee shall describe the process for serving search and arrest warrants.</p> <ul style="list-style-type: none"> <li>a. Hours of service, misdemeanor and felony warrants</li> <li>b. Hours for service, search &amp; bench warrants</li> <li>c. Knock and notice for search warrants</li> <li>d. Signing off warrants/ return</li> </ul> <p>Describe Arrest &amp; Bench warrant</p>				

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<p><b>2.59</b> The trainee shall understand tactical communication involving professional demeanor with words.</p> <p>The trainee shall identify the benefits of tactical communication including: Enhanced professionalism and safety.</p> <p>The trainee shall discuss or use the 5-step process to generate voluntary compliance with an uncooperative subject.</p> <ul style="list-style-type: none"> <li>a. Ask</li> <li>b. Set context</li> <li>c. Present options</li> <li>d. Confirm</li> <li>e. ACT</li> </ul>				
<p><b>2.60</b> Given a situation where there is one or more suspects, the trainee shall properly utilize the radio to complete a crime broadcast. This description shall minimally include:</p> <ul style="list-style-type: none"> <li>a. Type of incident and number of suspects</li> <li>b. Description of suspect, height, weight, age, hair color - style, eye color, clothing description, any distinguishing characteristics.</li> <li>c. Loss, if any and value</li> <li>d. (If used) Weapon</li> <li>e. (If used) Vehicle</li> <li>f. Direction of flight.</li> </ul>				
<p><b>2.61</b> The trainee will explain and demonstrate skill in interviewing witnesses, including;</p> <ul style="list-style-type: none"> <li>a. Picking a location free from distractions</li> <li>b. Allowing a complete account of the incident</li> <li>c. Selecting and asking appropriate questions in order to gather details</li> </ul>				

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PHASE II	INSTRUCTED		APPLIED	
	FTO	RECRUIT	FTO	RECRUIT

<p>d. Use of sketches to establish details</p> <p>e. At the end of the interview, re-tell the story to confirm accuracy</p>				
<p><b>2.62</b> The officer will explain why and how to mark all evidence in a manner not to deface the aesthetic value, yet to ensure value in court.</p>				

**Phase II completion. All areas in phase II have been reviewed and signed off. The trainee understands each area within Phase II.**

\_\_\_\_\_  
 TRAINEE SIGNATURE & DATE

\_\_\_\_\_  
 PHASE II FTO SIGNATURE & DATE

\_\_\_\_\_  
 FTO SERGEANT/ SUPERVISOR SIGNATURE & DATE

# HEALDSBURG POLICE DEPARTMENT FIELD TRAINING MANUAL

## **PHASE III CONTENTS**

### **Investigations/ evidence**

- Interviewing
- Investigations
- Evidence/ collection/ preservation
- Subpoenas
- Courtroom testimony

### **Tactical communication**

- Tactical communication (verbal judo)
- Handling disputes (also in phase II)
- Civil disputes (also in phase II)

### **Community Relations/ Professional demeanor**

- Community relations and service
- Professional demeanor/ communication
- Cultural diversity
- Racial profiling
- Crime prevention
- Community policing/ COP's & POP's

# HEALDSBURG POLICE DEPARTMENT FIELD TRAINING MANUAL

PHASE III	INSTRUCTED FTO RECRUIT		APPLIED FTO RECRUIT	
<p><b>3.1</b> The trainee shall discuss procedures to be used when confronted with unusual occurrences. These occurrences shall minimally include:</p> <ul style="list-style-type: none"> <li>a. Electrical wires down</li> <li>b. Malfunctioning traffic signals</li> <li>c. Hazards on the roadway</li> <li>d. Gas leaks</li> <li>e. Chemical spills</li> <li>f. Military incidents requiring police intervention</li> <li>g. Conditions caused by inclement weather such as fog, ice, flooding and mudslides</li> <li>h. Aircraft crashes and ditches</li> <li>i. Fire in a building or vehicle</li> </ul>				
<p><b>3.2</b> The trainee shall discuss tactical considerations at the scene of a suspected or actual explosive device. These shall minimally include:</p> <ul style="list-style-type: none"> <li>a. No radio transmissions in the area</li> <li>b. Isolation of the area</li> <li>c. Evacuation of civilians</li> <li>d. Possibility that more than one explosive device</li> <li>e. Request for EOD</li> </ul>				
<p><b>3.3</b> The trainee shall identify the initial responsibilities of the first unit to arrive at a disaster scene. They shall minimally include.</p> <ul style="list-style-type: none"> <li>a. Requesting needed assistance or equipment</li> <li>b. First aid</li> <li>c. Coordination w/ agencies</li> <li>d. Establish perimeter &amp; ingress-egress corridors</li> <li>e. Identifying and admitting only authorized personnel</li> <li>f. Media considerations</li> </ul>				

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PHASE III	INSTRUCTED FTO RECRUIT		APPLIED FTO RECRUIT	
<p><b>3.4</b> The trainee shall describe the contents of a good interview, which should minimally include. (<i>who, what, where, when, how, how many and possibly why the incident occurred</i>)</p>				
<p><b>3.5</b> The trainee shall discuss additional basic interviewing guidelines. To include:</p> <ul style="list-style-type: none"> <li>a. Asking direct and brief questions. Let the person being interviewed do most of the initial talking</li> <li>b. Control interview, do not allow rambling</li> <li>c. Avoid leading questions, unless necessary</li> <li>d. Put person at ease</li> <li>e. Write statements verbatim, try not to assume</li> </ul>				
<p><b>3.6</b> The trainee shall understand circumstances when an evidence processing would be necessary.</p>				
<p><b>3.7</b> The trainee shall discuss and demonstrate necessary information to obtain to complete a “cold crime” report.</p>				
<p><b>3.9</b> The trainee shall discuss the steps to take at the following scenes.</p> <ul style="list-style-type: none"> <li>a. Rape</li> <li>b. Felonious assault</li> <li>c. Robbery</li> <li>d. Kidnapping</li> </ul>				

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PHASE III	INSTRUCTED FTO RECRUIT		APPLIED FTO RECRUIT	
<p><b>3.10</b> The trainee shall understand the preliminary steps to be taken at a scene involving serious injury or death. They should minimally include.</p> <ul style="list-style-type: none"> <li>a. Preserve the scene</li> <li>b. Determine medical aid</li> <li>c. Identify, apprehend suspects</li> <li>d. Make proper notifications</li> <li>e. Locate physical evidence</li> <li>f. Locate, interview witnesses</li> <li>g. Summon assistance</li> </ul>				
<p><b>3.11</b> The trainee shall be able to conduct the following physical evidence searches: <b>strip, spiral, and quadrant.</b></p>				
<p><b>3.12</b> The trainee shall understand the agencies policy regarding checking out evidence for court.</p> <p>The trainee shall understand the agency;s policies on;</p> <ul style="list-style-type: none"> <li>a. Handling controlled Substances</li> <li>b. Booking property, money and other evidence</li> <li>c. Withdrawing &amp; returning money</li> <li>d. Booking explosives &amp; guns</li> </ul> <p>The trainee shall properly complete a property report.</p>				
<p><b>3.13</b> The trainee shall explain the term, “chain of evidence” and “chain of custody.”</p>				
<p><b>3.14</b> The trainee shall know the agency policy and legal guidelines to conduct a “line-up.”</p> <ul style="list-style-type: none"> <li>a. In custody (Admonition)</li> <li>b. In the field (<b>Not move suspect</b>)</li> <li>c. Photo</li> </ul>				

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PHASE III	INSTRUCTED FTO RECRUIT		APPLIED FTO RECRUIT	
<p><b>3.15</b> The trainee shall understand the term, “subpoena.” Who may serve, and how a subpoena is served. (A HPD Subpoena must be served regardless of any conflict, (vacation, training and etc). It is responsibility of officer to contact the Court Liason to coordinate possible scheduling options).</p>				
<p><b>3.16</b> The trainee shall understand benefits and problems associated with an informant.</p>				
<p><b>3.17</b> The trainee shall understand the importance of professional courtroom demeanor and appearance.</p> <p>The trainee shall understand the importance of pre-tial conference with the DA and reviewing a case prior to testifying.</p>				
<p><b>3.18</b> The trainee shall discuss and understand the following courtroom testimony principals. They shall include; Honesty, Clarity and Objectivity.</p> <p>The trainee shall understand the value of testifying in a professional manner, even when confronted with attorney’s who present the personalities. <b>Irate, threatening, offensive, argumentative and over friendly</b></p>				
<p><b>3.19</b> The trainee shall know the basic principles of crowd and riot control. And, should be able to function as a team member in various formations. Dispersal Notice (409 PC)</p> <p>The trainee shall keep his/ her riot helmet with them while on patrol.</p>				

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PHASE III	INSTRUCTED FTO RECRUIT		APPLIED FTO RECRUIT	
<p><b>3.20</b> The trainee shall know the steps to be taken when confronted with a fire in building. These shall minimally include:</p> <ul style="list-style-type: none"> <li>a. Request HFD</li> <li>b. Request police assistance</li> <li>c. Evacuate occupants</li> <li>d. Isolate immediate area</li> <li>e. Establish perimeter</li> </ul>				
<p><b>3.21</b> The trainee shall understand department policies and procedures regarding death investigations that must be handled by the medical examiner. To include the following:</p> <ul style="list-style-type: none"> <li>a. Homicide or suspicious death</li> <li>b. Resulting from narcotic or dangerous</li> <li>c. In-custody death</li> <li>d. Apparent accident or following an injury</li> <li>e. By disease or toxic agent during or arising from employment</li> <li>f. Death by disease, which might constitute a threat to public health</li> </ul> <p>The trainee shall know the legal requirements for removing a body from a death scene. <b>(Sonoma County Coroner)</b></p>				
<p><b>3.22</b> The trainee shall possess the knowledge and skills necessary to administer first aid during emergency situations.</p>				
<p><b>3.23</b> The trainee shall explain the agency's policy regarding various animal problems. Injured, dead, rabid, noisy, stray, wild, animal bites, protective custody of animals. <b>(Contact Healdsburg Animal Control or Sonoma County Animal Regulations via dispatch)</b></p>				

# HEALDSBURG POLICE DEPARTMENT FIELD TRAINING MANUAL

PHASE III	INSTRUCTED FTO RECRUIT		APPLIED FTO RECRUIT	
<p><b>3.24</b> The trainee shall discuss the agency's policy and procedure when it is determined that a vicious, dangerous, or injured animal must be destroyed. They explanation shall minimally include who to notify prior to killing the animal, who may shoot the animal, and how to dispose of animal.</p>				
<p><b>3.25</b> The trainee shall understand and explain the 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 those policies when called to the scene to investigate a missing person complaint.</p>				
<p><b>3.26</b> The trainee shall know the importance of making a thorough search of a missing child's home and nearby area at the onset of the investigation.</p>				
<p><b>3.27</b> The trainee shall recognize the agency's <b>responsibility</b> to community service and the following roles encompassed within the service. <b>(Protect life &amp; property, crime prevention, public education, delivery of service, enforcement of law.</b></p> <p>The trainee shall understand the role of the following community partnerships, <b>(COPS = Community oriented policing)</b> <b>(PAC – Parent Awareness Coalition</b></p>				
<p><b>3.28</b> The trainee shall explain and understand Community Oriented Policing and how it relates to community priorities and needs, focusing on specific violations and crimes.</p>				

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PHASE III	INSTRUCTED FTO RECRUIT		APPLIED FTO RECRUIT	
<p>The trainee shall explain the crime “triangle.” (suspect, victim and location)</p> <p>The trainee shall understand the COPS problem solving method (SARA) (Scan, Analysis, Respond and Asses) and how to use this to help solve problems within the community.</p>				
<p><b>3.29</b> The trainee shall discuss the agency’s policy and procedure relative to problems which occur during labor disputes. These shall minimally include.</p> <ul style="list-style-type: none"> <li>a. Obstruction of ingress &amp; egress</li> <li>b. Blocking sidewalk &amp; roadways</li> <li>c. Outside agitators</li> <li>d. Violence and vandalism</li> </ul>				
<p><b>3.30</b> The trainee shall discuss the agency’s policy and legal aspects of repossession. And, when is the repossession complete.</p>				
<p><b>3.31</b> The trainee shall demonstrate the knowledge and skills necessary to gain citizen support and participation in crime prevention.</p> <p>The trainee shall give examples of general forms of crime prevention, including:</p> <ul style="list-style-type: none"> <li>a. Advice concerning (alarms, locks, and target hardening)</li> <li>b. Control of conditions (Lighting and access)</li> <li>c. Public awareness</li> <li>d. Property identification</li> <li>e. Neighborhood watch</li> </ul>				
<p><b>3.32</b> The trainee shall understand the difference between criminal law vs. civil law.</p>				

# HEALDSBURG POLICE DEPARTMENT FIELD TRAINING MANUAL

PHASE III	INSTRUCTED FTO RECRUIT		APPLIED FTO RECRUIT	
<p><b>3.33</b> 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.</p> <p>The trainee shall know the negative factors that could contribute to a negative response from the public. (<b>Profanity, derogatory language and ethnically offensive terminology</b>)</p> <p>The trainee shall know those non-verbal factors that could contribute to a negative response from the public. (<b>Disrespectful attitude, improper body language and improper cultural response</b>)</p>				
<p><b>3.34</b> The trainee shall discuss or demonstrate the ability to communicate with the following types of persons.</p> <ul style="list-style-type: none"> <li>a. Angry</li> <li>b. Hysterical</li> <li>c. Drunk or mentally ill</li> <li>d. Developmentally disabled</li> <li>e. In shock</li> <li>f. Sick or injured</li> <li>g. Depressed</li> <li>h. Very young or old</li> <li>i. Death notification</li> <li>j. Racist</li> <li>k. Culturally different</li> </ul>				
<p><b>3.35</b> The trainee shall understand why it may be beneficial to explain the reasons for actions taken to inquiring citizens.</p> <p>The trainee shall understand various methods citizens evaluate law enforcement agencies.</p>				

# HEALDSBURG POLICE DEPARTMENT FIELD TRAINING MANUAL

PHASE III	INSTRUCTED FTO RECRUIT	APPLIED FTO RECRUIT		
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<p><b>3.36</b> The trainee shall explain how the culture of the community can have an affect on the community’s relationship with his/her agency and ways to increase the trust of the community.</p> <p>The trainee shall identify cultural motivations and biases that may affect professional ethics and the law.</p>				
<p><b>3.37</b> The trainee shall act in a manner that promotes positive police image and community attitudes through. (<b>Community and business contacts, community involvement and positive role modeling and mentoring</b>)</p>				
<p><b>3.38</b> The trainee shall distinguish that effective police work profiles “<b>behavior</b>” rather than race.</p> <p>The trainee shall understand section: <b>13519.4 PC</b> states “<i>A law enforcement officer shall not engage in racial profiling,</i>” This applies to all protected classes including gender and race.</p>				
<p><b>3.39</b> The trainee shall recognize indicators of hate-related crimes, including:</p> <ul style="list-style-type: none"> <li>a. Anti-religious symbols/slurs</li> <li>b. Racial/sexual/ethnic slurs</li> <li>c. Racist symbols</li> <li>d. Hate group symbols</li> <li>e. Anti-gay/lesbian slurs</li> </ul> <p>The trainee shall understand consequences of hate crimes.</p> <ul style="list-style-type: none"> <li>a. Psychological effect on victim</li> <li>b. Denial basic constitutional rights</li> <li>c. Division of community</li> <li>d. Escalation of violence</li> </ul>				

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PHASE III	INSTRUCTED FTO RECRUIT		APPLIED FTO RECRUIT	
<p><b>3.40</b> The trainee shall understand legal mandates and department policy related to enforcement of hate crimes. And, be able to effectively deal with hate crimes motivated by race, ethnicity, religion or orientation.</p>				
<p><b>3.41</b> The trainee shall recognize characteristics of gangs in terms of officer safety and investigation of criminal activity.</p> <p>The trainee shall understand the primary reasons for membership.</p> <ul style="list-style-type: none"> <li>a. Peer pressure</li> <li>b. Common interest</li> <li>c. Protection/ safety</li> </ul> <p>The trainee shall identify types of gangs that represent law enforcement concerns.</p> <ul style="list-style-type: none"> <li>a. Street gangs</li> <li>b. Motorcycle gangs</li> <li>c. Prison gang/ disruptive groups</li> <li>d. Cult/ ritualistic gangs</li> </ul> <p>The trainee shall understand characteristics that are common amongst gangs.</p> <ul style="list-style-type: none"> <li>a. Cohesiveness</li> <li>b. Code of silence</li> <li>c. Rivalries</li> <li>d. Revenge</li> </ul> <p>The trainee shall understand different methods in identifying gang members.</p> <ul style="list-style-type: none"> <li>a. Tattoos</li> <li>b. Attire and accessories</li> <li>c. Use of monikers</li> <li>d. Hand signs</li> </ul>				

# HEALDSBURG POLICE DEPARTMENT FIELD TRAINING MANUAL

PHASE III	INSTRUCTED FTO RECRUIT		APPLIED FTO RECRUIT	
<p>The trainee shall discuss activities engaged in by gangs.</p> <ul style="list-style-type: none"> <li>a. Sales &amp; use of narcotics</li> <li>b. Physical violence</li> <li>c. Auto theft/ burglary from vehicles</li> </ul>				
<p><b>3.42</b> The trainee shall understand and explain the <b>4th and 14th Amendments</b> and how they affect the role of a police officer and racial profiling.</p> <p><b>4th Amendment</b> The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated, and no Warrants shall issue, but upon probable cause, supported by Oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized</p> <p><b>14<sup>th</sup> Amendment</b> All persons born or naturalized in the United States, and subject to the jurisdiction thereof, are citizens of the United States and of the State wherein they reside. No State shall make or enforce any law, which shall abridge the privileges or immunities of citizens of the United States; nor shall any State deprive any person of life, liberty, or property, without due process of law; nor deny to any person within its jurisdiction the equal protection of the laws.</p>				

**HEALDSBURG POLICE DEPARTMENT  
FIELD TRAINING MANUAL**

<b>PHASE III</b>	<b>INSTRUCTED FTO RECRUIT</b>	<b>APPLIED FTO RECRUIT</b>
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**Phase III completion. All areas in phase III have been reviewed and signed off. The trainee understands each area within Phase III.**

\_\_\_\_\_  
TRAINEE SIGNATURE & DATE

\_\_\_\_\_  
PHASE III FTO SIGNATURE & DATE

\_\_\_\_\_  
FTO SERGEANT/ SUPERVISOR SIGNATURE & DATE

## Recruit Officer Reports

The following reports should be discussed with the trainee during the training period. If at all possible, the trainee will complete each type of report. The Field Training Officer should list the case number of the report, which has been satisfactorily completed by the trainee.

### **Crime/ Major Incidents Reports**

Robbery	Case# _____
Battery	Case# _____
Assault w/Deadly Weapon	Case# _____
Burglary	Case# _____
Forgery	Case# _____
Petty Theft	Case# _____
Poss. Concealed Weapon	Case# _____
Poss. Loaded Weapon	Case# _____
Poss. Controlled Substance	Case# _____
Vandalism	Case# _____
Shoplifting	Case# _____
Death Investigation	Case# _____
Public Intoxication	Case# _____

### **Miscellaneous Reports**

Missing Person	Case# _____
Traffic Citation	Case# _____
Stored/Stolen vehicle (CHP 180)	Case# _____
PDO	Case# _____
Traffic Investigation	Case# _____
20002 VC	Case# _____
DUI	Case# _____





## FORMS CHECKLIST

The following forms will be signed off by the Field Training Officer, only when the trainee has demonstrated the proficiency with the form and no longer needs assistance in completing it.

### HEALDSBURG POLICE DEPARTMENTAL FORMS:

HPD Statement Form (Witness)	Case # _____	FTO _____	DATE: _____
HPD Suspect Statement Form	Case # _____	FTO _____	DATE: _____
Application for 72-Hour Evaluation (MH 1533)	Case # _____	FTO _____	DATE: _____
Sonoma County Juvenile Referral Form	Case # _____	FTO _____	DATE: _____
County Jail Booking Forms and Property Inventory Procedures	Case # _____	FTO _____	DATE: _____
Vehicle Tow Report (180)	Case # _____	FTO _____	DATE: _____
Stolen/Embezzled Report (180)	Case # _____	FTO _____	DATE: _____
72 Hour Parking Warning	Case # _____	FTO _____	DATE: _____
TROs and Other Court Orders (How to Interpret) EPO	Case # _____	FTO _____	DATE: _____
DUI Forms and Related DMV Paperwork	Case # _____	FTO _____	DATE: _____
Booking Forms and LiveScan	Case # _____	FTO _____	DATE: _____
Request for Re-examination (DL 412)	Case # _____	FTO _____	DATE: _____
Verbal Notice 14601 VC (DL 310A)	Case # _____	FTO _____	DATE: _____
HPD VC Citation	Cite # _____	FTO _____	DATE: _____
HPD Parking Citation	Cite # _____	FTO _____	DATE: _____
Citizen's Arrest Form	Case # _____	FTO _____	DATE: _____
Chain of Custody Form	Case # _____	FTO _____	DATE: _____
Narcotics Evidence Envelope (ISB-17)	Case # _____	FTO _____	DATE: _____

Photo Line-up Form	Case # _____	FTO _____	DATE: _____
California DOJ Fingerprint Card	Case # _____	FTO _____	DATE: _____
FBI Fingerprint Card	Date _____	FTO _____	
Field Interrogation Card	Case # _____	FTO _____	DATE: _____
Sick/Injured Employee Report	Date _____	FTO _____	
Overtime Time Request	Date _____	FTO _____	
HPD Semi-Monthly Time Card	Date _____	FTO _____	
Officers Report (Memo)	Date _____	FTO _____	
Sex/Arson/NARC Registration	Date _____	FTO _____	
Vacation/Shift Trade Request Form	Date _____	FTO _____	
Time Card Adjustment Form	Date _____	FTO _____	
Prisoner Meal Procedure/Form	Date _____	FTO _____	
Warrant Service (Folder)	Case # _____	FTO _____	DATE: _____
House Checks	Date _____	FTO _____	
Traffic Folder	Date _____	FTO _____	
Vehicle Repair Form	Date _____	FTO _____	
Cite Correction Letter	Case # _____	FTO _____	DATE: _____

# **Healdsburg Police Department** **Standardized Evaluation Guidelines**

The trainee will receive their daily evaluation and scores on the Automated Daily Observation Report & Evaluation. (*ADORE Program*)

The ADORE is a new Field Training Program for the Healdsburg Police Department. ADORE automates the DORs completed by training officers in law enforcement. ADORE can shorten the time it takes to complete and receive DORs, compile a trainee's daily rating chart, and generate comparison charts and reports which assist in analyzing trainees, trainers, and your training program as a whole. The DOR will be electronically signed by the FTO, Trainee and the FTO Supervisor, and then maintained in a database.

Attached is a list of the twenty-five evaluation questions. These questions have been reviewed and evaluated; they are the most critical areas we feel require evaluation within the Healdsburg Police Department Field Training Program.

Each question has seven graded responses and criteria for these responses. Preceding this page are the evaluation questions and criteria.

## PERFORMANCE AREAS

There are seven "Critical Performance Areas" in which the probationer must perform at an acceptable level. They are as follows:

1. Driving Skill: Stress Conditions
2. Driving Skill: Normal Conditions
3. Field Performance: Stress Conditions
4. Orientation / Response Time to Calls
5. Officer Safety
6. Radio Procedures
7. Control of Conflict: Physical Skill / Voice

There are ten task areas in which the probationer will be required to show an acceptable level of performance. They are as follows:

1. Investigative Skill
2. Interview / Interrogation Skill
3. Routine Forms: Accuracy / Completeness
4. Report Writing: Organization / Details
5. Report Writing: Grammar / Spelling / Neatness
6. Report Writing: Appropriate Time Used
7. Field Performance: Non-Stress Conditions
8. Self-Initiated Field Activity
9. Problem Solving / Decision Making Ability
10. Training: Role Playing / Report Writing

A detailed set of definitive guidelines has been developed for the FTO to use in evaluating the probationer in these task performance areas. (see Standard Evaluation Guidelines).

## STANDARDIZED EVALUATION GUIDELINES

The following "1", "4", "7" scale value definitions represent a synthesis of the definition submitted by seventy present and past Field Training Officers who have, collectively, trained approximately two hundred probationers. The task of evaluating and rating a probationary officer's performance should be based on these definitions. As guidelines, these definitions serve as a means of program standardization and continuity.

### CRITICAL PERFORMANCE TASKS

#### 1. DRIVING SKILL: MODERATE AND CRITICAL CONDITIONS

#1. Unacceptable: Involved in accident(s). Unacceptable Code 3. Overuses red lights and siren. Excessive and unnecessary speed. Fails to slow for intersections and loses control of corners.

#4. Acceptable: Maintains control of vehicle. Evaluates driving situations and reacts properly (i.e., proper speed for conditions).

#7. Superior: High degree of reflex ability and competence in driving skills.

#### 2. DRIVING SKILL: NORMAL CONDITIONS

#1. Unacceptable: Continually violates Vehicle Code (red light, stop signs); involved in chargeable accidents, lacks dexterity and coordination during vehicle operation.

#4. Acceptable: Ability to maintain control of vehicle while being alert to activity outside of vehicle. Practices good defensive driving techniques.

#7. Superior: Sets good example of lawful, courteous driving while exhibiting good manipulative skill required of police officers (e.g., operate radio, observe conditions, etc.).

#### 3. FIELD PERFORMANCE / DECISION MAKING: CRITICAL CONDITIONS

#1. Unacceptable: Becomes emotional and panic stricken, unable to function, loses temper.

#4. Acceptable: Maintains calm and controlled attitude, does not allow situation to further deteriorate.

#7. Superior: Expeditiously obtains control and brings order under any circumstances without assistance. Quickly considers all options, reaches proper conclusions, and acts appropriately.

#### 4. ORIENTATION SKILL / RESPONSE TIME

#1. Unacceptable: Unaware of his/her location while on patrol. Does not understand proper use of map-book. Unable to relate his/her location to his/her destination. Not familiar with the district and beat structure.

#4. Acceptable: Has knowledge of his/her location in most situations and can quickly use the map to find streets and then apply the map-book to get himself/herself there.

#7. Superior: Retains prior map-book information and is able to get to destination by shortest route.

#### 5. OFFICER SAFETY

#1. Unacceptable: Frequently fails to exercise officer safety, i.e.:

- A. Exposes weapons to suspect (baton, mace, handgun, etc).
- B. Fails to control suspect's movements.
- C. Fails to pat down suspicious persons.
- D. Fails to handcuff potentially suspicious persons or prisoners.
- E. Fails to have weapon ready when appropriate.
- F. Stands in front of door when knocking.
- G. Confronts suspicious persons while seated in unit.
- H. Fails to keep gun hand free during enforcement situations.
- I. Points gun at other officers.
- J. Fails to cover other officers.
- K. Fails to thoroughly search prisoners or vehicles.
- L. Fails to maintain position of advantage with prisoners.
- M. Stands too close to vehicular traffic.
- N. Stands directly in front of violator's car door.
- O. Fails to advise radio when leaving the unit.
- P. Fails to use illumination when necessary.
- Q. Does not foresee potentially dangerous situations.
- R. Fails to utilize or maintain personal safety equipment properly.
- S. Fails to check unit and equipment.
- T. Does not maintain sight of violators while writing citation.
- U. Fails to maintain good physical condition.

#4. Acceptable: Understands principles of officer safety and applies same.

#7. Superior: Always keeps in a safe position. Always watchful on his/her approach to a call and able to do the same for his partner. Does not become paranoid or overconfident. Is alert to changing conditions.

## 6. RADIO PROCEDURES

#1. Unacceptable: Repeatedly misses critical and non-critical calls directed to his/her unit and is unaware of adjoining beat traffic. Frequently has to ask the radio to repeat transmissions or does not comprehend messages. Does not have complete knowledge of Department radio codes. Under- or over-modulates transmissions, causing the radio operator to constantly ask for a repeat.

#4. Acceptable: Copies critical calls and most non-critical calls directed to his/her unit. Is aware of adjoining beat traffic. Knows and utilizes Department radio codes. Uses short transmissions.

#7. Superior: Always comprehends critical and non-critical calls directed to his/her unit and quickly makes a written record. Always aware of, and quickly reacts to traffic in adjoining beats. Transmits in a clear, calm voice.

## 7. CONTROL OF CONFLICT: PHYSICAL SKILL / VOICE COMMAND

#1. Unacceptable: Displays non-assertive behavior or is physically weak or uses too little or too much control for given situation. Unable to use proper restraints. Improper voice inflection (i.e., too soft, too loud, confused commands or indecisive).

#4. Acceptable: Maintains control without excessive force; good physical condition. Speaks with authority in a calm, clear voice.

#7. Superior: Always in ready position to take command of situation. Good bearing and tone.

## 8. INVESTIGATIVE SKILL

#1. Unacceptable: Does not preserve crime scene, destroys physical evidence; does not relate evidence to crime; does not locate all crime scenes; conducts improper searches; does not follow through on relevant leads.

#4. Acceptable: Identifies crime scene and evidence related to same; knows and applies laws of search and seizure.

#7. Superior: Immediately recognizes relevant evidence; follows through on leads as far as practical; conducts thorough searches after determining legality of same.

## 9. INTERVIEW / INTERROGATION SKILL

#1. Unacceptable: Does not know difference between interview and interrogation; does not locate all persons to be interviewed or interrogated; does not utilize Miranda warning when applicable; does not separate persons to be questioned; accepts statements without attempting to verify.

#4. Acceptable: Recognizes those who must be interviewed or interrogated and courteously and efficiently does same within all legal constraints.

#7. Superior: Utilizes techniques to put people at ease while interviewing; recognizes proper approaches to interrogate suspects.

## 10. ROUTINE FORMS: ACCURACY / COMPLETENESS

#1. Unacceptable: Unable to determine proper form for given situations, forms incomplete.

#4. Acceptable: Knows most standard forms and understands format. Completes forms with reasonable accuracy and thoroughness.

#7. Superior: Consistently and rapidly completes detailed forms with no assistance and a high degree of accuracy.

## 11. REPORT WRITING: ORGANIZATION / DETAILS

#1. Unacceptable: Totally incapable of organizing events into written form.

#4. Acceptable: Converts field situations into a logical sequence of thought to include all elements of the situation.

#7. Superior: Gives 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.

## 12. REPORT WRITING: LEVEL OF USAGE / GRAMMAR / SPELLING / NEATNESS

#1. Unacceptable: Illegible, misspelled words, incomplete sentence structure.

#4. Acceptable: Level of usage of grammar, spelling and neatness are satisfactory; errors are minimal and do not impair understanding.

#7. Superior: Very neat and legible; no spelling mistakes; excellent grammar.

### 13. REPORT WRITING: APPROPRIATE TIME USED

#1. Unacceptable: Requires two-three hours to complete basic simple reports.

#4. Acceptable: Completes simple basic reports in 30 minutes.

#7. Superior: Completes simple basic reports in no more time than that of a skilled veteran officer. (Articulate what you consider normal time to complete specific types of reports.)

### 14. SELF-INITIATED FIELD ACTIVITY

#1. Unacceptable: Does not see, or avoids activity, does not follow up on situations, rationalizes suspicious circumstances.

#4. Acceptable: Recognizes and identifies suspected criminal activity, makes cases from routine activity.

#7. Superior: Catalogs, maintains and uses information given at briefings and from watch bulletins for reasonable cause to stop vehicles and persons, and make subsequent good quality arrests.

### 15. PROBLEM SOLVING / DECISION MAKING ABILITY: NON CRITICAL CONDITIONS

#1. Unacceptable: Unable to make decision or makes too hasty a decision; does not take all into account before attempting to solve problem or make decision. Confused and disoriented as to what action should be taken.

#4. Acceptable: Usually reaches proper conclusion after assessing pertinent information.

#7. Superior: Requires no assistance and quickly analyzes situations and makes proper decisions.

### 16. TRAINING

#### A. ROLE PLAYING

#1. Unacceptable: Does not apply learned patrol procedures to simulated problem.

#4. Acceptable: Recognizes nature of problem and applies proper patrol procedures. Good acceptance of feedback.

#7. Superior: Handles and successfully concludes role playing problems.

## B. REPORT WRITING

#1. Unacceptable: Does not complete assignments; does not include all elements in report; illegible.

#4. Acceptable: Writes report containing all elements.

#7. Superior: Writes finished report on first write.

## KNOWLEDGE

### 17. KNOWLEDGE OF DEPARTMENT POLICY AND PROCEDURE

#1. Unacceptable: (a) Scores below 70% on tests and consistently cannot answer FTO's questions; (b) has no knowledge of Department policy or procedure and makes no attempt to learn.

#4. Acceptable: (a) Scores 70-90% on tests, can answer most of FTO's questions; (b) familiar with most commonly applied Department policy and procedure.

#7. Superior: (a) Scores above 90% on tests, can answer all of FTO's questions; (b) exceptional working knowledge of Department policy and procedure.

### 18. KNOWLEDGE OF CRIMINAL STATUTES

#1. Unacceptable: (a) Scores below 70% on tests, consistently cannot answer FTO's questions; (b) doesn't know elements of basic sections, not able to learn, no attempt at improvement.

#4. Acceptable: (a) Scores 70-90% on tests, can answer most FTO's questions; (b) working knowledge of commonly used sections, relates elements of observed criminal activity.

#7. Superior: (a) Scores above 90% on tests, can answer all FTO's questions; (b) outstanding knowledge of Penal Code and ability to apply it to both normal and unusual traffic related situations.

### 19. KNOWLEDGE OF CITY ORDINANCES

#1. Unacceptable: (a) Scores below 70% on tests, consistently cannot answer FTO's questions; (b) doesn't know elements of basic sections, not able to learn, no attempt at improvement.

#4. Acceptable: (a) Scores 70-90% on tests, can answer most FTO's questions; (b) working knowledge of commonly used sections; relates elements of observed criminal related activity.

#7. Superior: (a) Scores above 90% on tests, can answer all of FTO's questions; (b) outstanding knowledge of City Code and ability to apply it to both normal and unusual situations.

## 20. KNOWLEDGE OF TRAFFIC CODES

#1. Unacceptable: (a) Scores below 70% on tests, consistently cannot answer FTO's questions; (b) doesn't know elements of basic sections, not able to learn. No attempt at improvement.

#4. Acceptable: (a) Scores 70-90% on tests, can answer most of FTO's questions; (b) working knowledge of commonly used sections; relates elements to observed traffic related activity.

#7. Superior: (a) Scores above 90% on tests, can answer all of FTO's questions; (b) outstanding knowledge of commonly used sections, relates it and applies it to both normal and unusual traffic related situations.

## ATTITUDE / RELATIONSHIPS

### 21. ACCEPTANCE OF FEEDBACK (VERBAL / BEHAVIOR)

#1. Unacceptable: Rationalizing; argumentative; refuses to make corrections; considers criticism as negative. Becomes sullen, pouts.

#4. Acceptable: Accepts criticism in positive manner and applies it to further learning processes.

#7. Superior: Solicits criticism in order to improve performance; never argues or blames others.

### 22. ATTITUDE TOWARD POLICE WORK

#1. Unacceptable: Takes police work as only a job; uses job for ego trip; abuses authority (badge heavy); no dedication.

#4. Acceptable: Expresses active interest toward the job.

#7. Superior: Utilizes off-duty time to further professional knowledge, maintains high ideals toward professional responsibilities.

### 23. WITH CITIZENS

#1. Unacceptable: Abrupt, belligerent, and overbearing; introverted and uncommunicative. Displays prejudice towards minorities.

#4. Acceptable: Courteous, friendly and empathetic; communicates in a professional and unbiased manner.

#7. Superior: Establishes rapport and is always objective. Always appears to be at ease in any person-to-person situation. Understands cultural differences and effects on relations and reacts properly.

## 24. WITH OTHER DEPARTMENT MEMBERS

#1. Unacceptable: Patronizes or is insubordinate to supervisors or FTO. Gossips about others. Acts superior to other recruits. Rationalizes.

#4. Acceptable: Good peer relationships. Respect of command. Accepts training from FTO without attempting to justify mistakes.

#7. Superior: Maintains student-teacher relationship with FTO. Respects and supports command officers and their functions. Peer group leader.

## 25. GENERAL APPEARANCE

#1. Unacceptable: Overweight; dirty shoes and uniforms; long unkempt hair; dirty weapon; offensive body odor.

#4. Acceptable: Neat, clean uniform and weapon; well groomed hair; shined shoes.

#7. Superior: Tailored clean uniform; spit-shined shoes and leather; command bearing.



# HEALDSBURG POLICE DEPARTMENT FIELD TRAINING PROGRAM COMPLETION RECORD

TRAINEE'S NAME	BADGE #	DATE OF COMPLETION
Name of FTOs	Phase Assigned	FTO Dates (inclusive) From      To
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

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

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

\_\_\_\_\_  
FTO Signature/Date

\_\_\_\_\_  
FTO Supervisor Signature/Date

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

\_\_\_\_\_  
Chief of Police Signature/Date

# HEALDSBURG POLICE DEPARTMENT

## FIELD TRAINING PROGRAM FTO CRITIQUE FORM

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

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

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

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

**Circle the response below that best answers the question and comment.**

1.) What kind of example did this FTO set for you.

Poor - Fair - Average - Good - Excellent

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

Poor - Fair - Average - Good - Excellent

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3.) Rate the FTO's knowledge of the training material covered.

Poor - Fair - Average - Good - Excellent

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

Poor - Fair - Average - Good - Excellent

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- 5.) Rate the FTO's ability to communicate with you.

Poor - Fair - Average - Good - Excellent

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- 6.) Describe the FTO's overall attitude toward his/her role as an FTO.

Poor -Fair -Average - Good - Excellent

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- 7.) List the area(s) in which the FTO showed the greatest skill, ability, or interest, and comment. In which aspects of the job was this FTO's most effective?

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- 8.) List the area(s) which you believe the FTO's training needs improvement and comment. In which aspects of the job was the FTO's instruction least effective?

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- 9.) Were there any conflicts with the FTO's training and your academy training or previous training? If there were conflicts, please explain.

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- 10.) Provide an overall evaluation of the Field Training Program, including deficiencies.

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

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12.) Please list suggestion on how to improve the Field Training Program.

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\_\_\_\_\_  
Trainee signature

\_\_\_\_\_  
Date

**\* When you finish this critique, place the critique in an envelope, seal the envelope and forward the envelope to Sgt. Eland.**