

Phase Training Overview

Phase 1	Phase 2	Phase 3	Phase 4
FTO A (Primary FTO) • Orientation (no evaluation) • Daily Evaluations • Weekly Progress Reports • End of Phase Report	FTO B • Daily Evaluations • Weekly Progress Reports • End of Phase Report	FTO C • Daily Evaluations • Weekly Progress Reports • End of Phase Report	FTO A (Primary FTO) • Daily Evaluations • Weekly Progress Reports • End of Phase Report • Completion Record / Competency Attestation

Phase Training Model Overview

Phase 1	Phase 2	Phase 3	Phase 4
• Orientation/ Department Policies • Officer Safety • Ethics • Use of Force • Patrol Vehicle Operations • Community Relations/ Professional Demeanor • Radio Communications	• Leadership • California Codes and Law • Search and Seizure • Report Writing • Control of Persons/ Prisoners/ Mentally Ill • Patrol Procedures (Part 1)	• Patrol Procedures (Part 2) • Investigations/Evidence • Tactical Communications/ Conflict Resolution • Traffic	• Self-initiated Activity • Primary FTO Observation Phase (usually in plain clothes)

Phase 5

After successful completion of the field training program, the trainee will be expected to competently perform as a solo patrol officer. He/she will be evaluated by a supervisor periodically (usually every one to three months) until the end of his/her probationary period.

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Sec3_Ethics

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Sec8_Leadership

Sec9_CA Codes and Laws

Sec10_Search and Seizure

Sec11_Report Writing

Sec12_Control of Persons, Prisoners, Mentally Ill

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PHASE 3

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SECTION **1**

Agency Orientation/Department Policies

1.1 – 1.4 COMPETENCY REQUIREMENTS

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Note to Administrators

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

- 1) The POST FTP Approval Checklist ([Form 2-230](#))
- 2) Your department's *Policy & Procedure Manual*
- 3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS**1.1 AGENCY-SPECIFIC TRAINING**

- 1.1.01 Firearms/Weapons Qualification (including Shotgun)
- 1.1.02 Arrest and Control Techniques
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- 1.2.03 General Orders
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- 1.2.05 Authorized Equipment
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- 1.2.07 Uniforms/Equipment Damage
- 1.2.08 Procurement and Use

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- 1.3.03 Roadways
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SECTION 1 AGENCY ORIENTATION/DEPARTMENT POLICIESCHECK ONE ONLY: ☐ PHASE 1 ☐ PHASE 2 ☐ PHASE 3 ☐ PHASE 4 ☐ PHASE 5

Trainee

FTO

1.1 AGENCY-SPECIFIC TRAINING

During the orientation period, the trainee shall be given an opportunity to become familiar with the specific training requirements of his/her agency. The trainee shall have successfully completed the following training prior to starting the uniformed patrol field training program.

1.1.01 Firearms/Weapons Qualification (including Shotgun)

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:**1.1.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

SMPD Policy Manual Sections: 312 (Firearms and Qualification); 386 (Off-duty Enforcement Actions); 309 (Conducted Energy Devices); 1012 (Alcohol and Drug Use)

1.1.01 Part B - Agency Training Details *(field will expand automatically)*

All Police Officers, including police trainees, shall successfully complete Departmental firearms training and qualification for all firearms (including pistols, backup weapons, shotguns, rifles and less lethal firearms platforms) as required in Policy Manual Sections 312 prior to performing any field enforcement or uniformed activities, or carrying any loaded firearm off-duty.

Police Trainees must also meet POST mandated training and proficiency requirements prior to deploying any Controlled Energy Device, chemical agents or impact weapon (baton).

1.1.02 Arrest and Control Techniques

Reference(s):					Case # (If applicable)	Incident #		
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments <i>(field will expand automatically)</i>								

Additional Information:**1.1.02 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*☐ N/A

San Mateo Police Department Policy Manual Sections: 300 (Use of Force), 306 (Handcuffing and Restraints), 308 (Control Devices and Techniques), 309 (Conducted Energy Device) & California Penal Code Sections 835 et. seq relating to the conduct of arrests by Peace Officers

1.1.02 Part B - Agency Training Details *(field will expand automatically)*

The trainee will demonstrate the ability to apply arrest & control techniques proficiently while employing only that amount of force that is reasonably necessary to effect that arrest.

The trainee will articulate the theory of "reasonable force" as it applies to effecting an arrest as defined by current statutory and case law.

1.1.03 Impact Weapons Qualification								
Reference(s):							Case # (If applicable)	Incident #
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

1.1.03	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☐ N/A
	San Mateo Police Department Policy Manual Sections 308 (Control Devices and Techniques); 1046 (Uniform Regulations) and authorized equipment appendix to Policy Manual	
1.1.03	Part B - Agency Training Details (field will expand automatically)	
	Police trainees shall complete required training and certification in the deployment and use of impact weapons, kinetic energy projectile systems and pepper projectile systems prior to carrying them in any enforcement capacity. The trainee will also understand what impact weapons are authorized and compliant with the requirements and restrictions of Department policy.	

1.2 AGENCY ORIENTATION								
1.2.01 Overview The trainee will discuss his/her duties and obligations, and demonstrate a working knowledge of the agency's organization, functions, work schedule, chain of command, and rules and regulations.								
<i>Reference(s):</i>							Case # (If applicable)	Incident #
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Comments <i>(field will expand automatically)</i>								

Additional Information:

1.2.01	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> San Mateo Police Department Policy Manual Preface pages, Chapter 1 (Law Enforcement Role and Authority) and Chapter 2 (Organization and Administration)	☐ N/A
1.2.01	Part B - Agency Training Details <i>(field will expand automatically)</i> The trainee will understand the structure of the San Mateo Police Department, including the proper Chain of Command. The trainee will understand the Vision, Mission and Values of the San Mateo Police Department, and will be able to recite them verbatim. The trainee will understand where to locate organizational resource materials, including: SMPD Policy Manual, San Mateo City Policy and Employee Rules and Regulations, SMPD Standard Operating Procedures (SOP's) and San Mateo County-wide protocols and procedures. The trainee will understand the SMPD philosophy and protocol for periodic performance review (SMPD Manual Section 1002). The trainee will understand the scheduling process for Patrol Operations, Traffic Enforcement, Investigations and Departmental Support Divisions, including Dispatch and Community Services.	

1.2.02 Agency Directives, Rules, and Regulations

The trainee shall discuss the benefits, limitations, and characteristics of protective body armor, including:

A. Benefits for wearing	C. Level of protection against firearms
B. Types of body armor	D. Level of protection against knives and other penetrating weapons

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
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Trainee:								
Comments (field will expand automatically)								

Additional Information:

1.2.02	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) San Mateo Police Department Policy Section 1024 (Body Armor)	☐ N/A

1.2.02 Part B - Agency Training Details *(field will expand automatically)*

The trainee will understand the requirements for wearing soft body armor as required by SMPD Policy Section 1024.

The trainee will understand that investigations into the circumstances of instances wherein Police Officers are killed or assaulted in the Line of Duty tend to show that wearing soft body armor does enhance an Officer's survivability in shootings and other violent assaults against Police Officers.

The trainee will understand the various levels of protection that different types of body armor protect against and what level of protection is provided by the soft body armor issued by the San Mateo Police Department. The trainee will understand what types of calibers and weapons their issued body armor protects them from (small caliber vs. rifle, knives and other stabbing instruments, blunt force, etc.).

The trainee will understand how to maintain and care for their issued soft body armor.

1.2.03 General Orders

The trainee shall review and explain department general orders related to:

A. Use of Force	F. Protective Orders
B. Use and Discharge of Firearms	G. Hate Crimes
C. Domestic Violence	H. Child Abuse Investigations
D. Emergency Vehicle Operations	I. Any additional agency-specific directives, rules, and regulations
E. Use of Less-lethal Weapons	

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
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FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

1.2.03	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	☐ N/A
Critical Policies: SMPD Policy Manual Sections 300 (Use of Force), 312 (Firearms), 320 (Domestic Violence), 314 (Vehicle Pursuits), 316 (Officer Response to Calls), 308 (Control Devices), 309 (Conducted Energy Devices), 338 (Hate Crimes), 330 (Child Abuse), 328 (Discriminatory Harassment); City P & P Manual sections addressing Harassment and Workplace Violence (Chapter III.G.5);		

1.2.03	Part B - Agency Training Details <i>(field will expand automatically)</i>
The FTO will discuss and ensure that the trainee understands the Critical Policies listed above. The trainee will demonstrate an understanding of the critical policies via verbal feedback and written testing, if possible, before assignment to field duties, but no later than the first week of the Field Training Program.	

1.2.04 Work Area The trainee shall be oriented to the work area, including: A. Introduction to personnel B. Equipment and supply locations								
<i>Reference(s):</i>						Case # <i>(If applicable)</i>	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments <i>(field will expand automatically)</i>								

Additional Information:

1.2.04 Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	☒ N/A
1.2.04 Part B - Agency Training Details <i>(field will expand automatically)</i> The trainee will tour the Police Department facility and other City Departments as part of their orientation. The FTO will assure that the trainee has received all necessary access to the Police facility and will know where to procure equipment, supplies, report forms and other necessary office supplies. The trainee will be assigned a locker for uniform and personal equipment storage. The trainee will know where all of the various Police Department Divisions are located within the Police facility and will be introduced to key personnel in each division, particularly Administration, Patrol, Investigations and Traffic divisions. The trainee will be taken to City Hall and familiarized with other City departments and key personnel therein, including: Administration and the City Manager's office, Human Resources, Finance, Building and Planning, Fire Administration, Parks and Recreation and Community Services.	

1.2.05 Authorized Equipment The trainee shall know the operation of and agency policy regarding authorized personal equipment, safety equipment, and agency equipment used by officers in the field: A. Authorized personal equipment B. Safety equipment C. Agency equipment									
Reference(s):							Case # (if applicable)		Incident #
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date		
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	
Comments (field will expand automatically)									

Additional Information:

1.2.05	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) ☐ N/A SMPD Policy Manual sections 700 (Department and Personal Property), 702 (Use of Personal Communication Devices), 704 (Vehicle Maintenance), 706 (City Vehicle Use Policy), 707 (Respiratory Protection Program) and 1046 (Uniform Regulations)
1.2.05	Part B - Agency Training Details (field will expand automatically) The trainee will demonstrate an understanding of what equipment (personally owned and City provided) are authorized for use and under what circumstances that equipment is to be used, particularly the use of personal communication devices and respirators (gas masks). The FTO will ensure that the trainee has received all City provided equipment by the end of the first week of training, with the exception of safety equipment which shall be issued or obtained prior to field deployment in any capacity.

1.2.06 Unauthorized Equipment The trainee shall review and explain what constitutes unauthorized equipment.								
Reference(s):							Case # (If applicable)	Incident #
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

1.2.06	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> SMPD Policy Manual 1046.2(d) discusses unauthorized equipment and refers to the Appendix of the Policy Manual for a list of authorized uniform and equipment specifications.	☐ N/A
1.2.06	Part B - Agency Training Details <i>(field will expand automatically)</i> The trainee will review and demonstrate an understanding of the provisions of SMPD Policy Manual Section 1046.2(d) and the appendix outlining specifications for authorized uniforms and equipment. The trainee will understand that failure to comply with authorized uniform and equipment specifications may result in disciplinary action. Continued willful violations of this policy could result in disciplinary action, up to and including termination from employment.	

1.2.07 Uniforms/Equipment Damage The trainee shall review and explain agency policy on uniforms and equipment damage.								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

1.2.07	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☐ N/A
SMPD Policy Manual Sections: 700.2 (Care of Departmental Property); 700.3 (Filing Claims for Personal Property) & 1046 (Uniform Regulations)		

1.1.07	Part B - Agency Training Details (field will expand automatically)
The trainee will understand the process for reporting and filing claims for damaged uniforms and departmental equipment as outlined in the SMPD Policy Manual	

1.2.08 Procurement and Use The trainee shall demonstrate the procedures for obtaining and using the following items: A. Vehicle B. Hand-held radio C. Firearms/weapons D. Flares E. Special equipment [helmet, face shield, gas mask, oleoresin capsicum (OC) spray, etc.] F. Report forms									
Reference(s):						Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date		
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	
Comments (field will expand automatically)									

Additional Information:

1.2.08	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) ☐ N/A
SMPD Policy Manual Sections 312 (Firearms & Qualification); 704 (Vehicle Maintenance); 706 (Vehicle Use); 1022 (Seatbelt Procedure) & 707 (Respiratory Protection Program)	

1.2.08	Part B - Agency Training Details (field will expand automatically)
The trainee will demonstrate understanding of how and where to check out or procure the equipment and supplies listed above.	
The trainee will read and understand Department policy relative to the mandatory use of seatbelts when operating or a passenger in City vehicles at all times, and in their personal vehicle while on duty.	

1.3 COMMUNITY ORIENTATION/GEOGRAPHIC LOCATIONS								
1.3.01 Community Facilities The trainee shall know how to locate the following facilities which service their agency's jurisdiction: A. Hospitals B. Firehouses C. Schools D. Community service organizations E. Park and recreation areas								
<i>Reference(s):</i>						<i>Case # (If applicable)</i>	<i>Incident #</i>	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
<i>Comments (field will expand automatically)</i>								

Additional Information:

1.3.01	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	☒ N/A
1.3.01	Part B - Agency Training Details <i>(field will expand automatically)</i> The trainee will be shown important community facilities including: San Mateo and other regional fire stations, local hospitals and trauma centers (including Stanford Hospital), public and private schools within the City limits, City and County parks and recreational areas, Community Services agencies and any other important community facilities. If possible, the trainee will tour each of the facilities to familiarize themselves with the layout and to meet key personnel.	

1.3.02 Problem Areas The trainee shall identify and discuss locations and businesses that may attract crime and require frequent police response. These locations may include: A. Bars and taverns, nightclubs, etc. B. Local “hang outs” and/or “hot spots” C. Known gang territories D. Areas known for drug and prostitution activity									
Reference(s):						Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date		
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	
Comments (field will expand automatically)									

Additional Information:

1.3.02	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

1.3.02	Part B - Agency Training Details (field will expand automatically)
During the FTO program the trainee will become familiar with key problem areas within the City of San Mateo and other nearby surrounding jurisdictions. These problem areas will include high crime areas, areas that generate ongoing or consistent nuisance complaints, known gang territories, areas that generate ongoing loitering complaints, facilities that host large parties or gatherings and any other areas of interest that may require additional police presence and intervention.	

1.3.03 Roadways The trainee shall know the names and locations of important types of roadways in the community or assigned area, including: A. Major arteries B. “Through streets” C. Dead-end streets D. Freeways E. Fire trails or other special access routes									
Reference(s):						Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date		
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	
Comments (field will expand automatically)									

Additional Information:

1.3.03	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

1.3.03	Part B - Agency Training Details (field will expand automatically)
The trainee will become familiar with the major streets, arterial roadways, freeways, trails and dead-end streets located within and nearby the City. The trainee will demonstrate knowledge of these streets, freeways, and trails through discussion with the FTO and demonstration while on patrol. The trainee will be instructed on the use of maps for navigational purposes and will be comfortable navigating the City via most major arteries without assistance from the FTO before completion of the Field Training Program.	

1.3.04 Agency Jurisdiction The trainee shall know the jurisdictional boundaries, beats, districts, or sector assignments utilized by the agency.								
Reference(s):						Case # (If applicable)	Incident #	
FTO: Trainee:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments (field will expand automatically)								

Additional Information:

1.3.04	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) San Mateo PD Policy Manual section 100.2.2 (Law Enforcement Authority/Jurisdiction)	☐ N/A

1.3.04	Part B - Agency Training Details (field will expand automatically) The trainee will become familiar with the City limits (jurisdictional boundaries), beats and sectors used by the San Mateo Police Department. The trainee will demonstrate knowledge of these boundaries through discussion with the FTO and demonstration while on patrol. The trainee will demonstrate an understanding of the authorities and limitations for enforcement of laws outside of the jurisdictional boundaries of the City of San Mateo as outlined in Policy Manual section 100.2.2. The trainee will be instructed on the use of maps for navigational purposes and will be comfortable navigating the City via most major arteries without assistance from the FTO before completion of the Field Training Program.

1.4 SUPPORT SERVICES									
1.4.01 Municipal Agencies and Departments A. City Hall or County Administration Building B. County/City Jail(s) C. District Attorney's Office D. Emergency Hospital (including emergency entrance, psychiatric facilities and entrance, police parking area, and any other agency-utilized rooms or department(s)) E. Health Department and/or Coroner's Office F. Juvenile Hall G. Municipal, Superior, and Juvenile Courts H. Probation Department I. Welfare Department J. State and Federal law enforcement agencies: 1. Bureau of Alcohol, Tobacco, and Firearms (ATF) 2. Bureau of Narcotic Enforcement (BNE) 3. California Highway Patrol (CHP) 4. Department of Motor Vehicles (DMV) 5. Federal Bureau of Investigations (FBI) 6. Immigration and Naturalization Service (INS) 7. Military Police 8. Postal Inspectors 9. Railroad Police 10. Secret Service 11. US Marshall Service K. Additional support services [e.g., Service Centers, Child Protective Service(s)]									
Reference(s):							Case # (If applicable)		Incident #
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date		
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	
Comments (field will expand automatically)									
Additional Information:									
1.4.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)								☒ N/A	

1.4.01 Part B - Agency Training Details *(field will expand automatically)*

The trainee will be driven to and shown the various City, County, Federal and community agencies listed above. If possible, the trainee will tour the facilities and meet key personnel where appropriate.

The trainee will demonstrate an understanding of the function of each of these agencies and how they relate to the functions of the San Mateo Police Department.

1.4.02 Special Teams/Units

The trainee shall explain the proper utilization of agency special teams/units, including:

A. SRT SWAT	C. Search and Rescue
B. K-9	D. Additional agency-specific units (Mental Health Units/Liaisons, Bomb Squad, etc.)

<i>Reference(s):</i>					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
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Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
<i>Comments (field will expand automatically)</i>								

Additional Information:**1.4.02 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*
☐ N/A

SMPD Policy Manual Sections: 408 (SWAT and Tactical Negotiations Teams); 318 (Canine Operations); 438 (Obtaining Air Support); 416 (Response to Bomb Calls); 500 & 502.5 (Traffic and Major Collision investigations); 600 (Investigation Operations); SMCSSO Search and Rescue protocols.

1.4.02 Part B - Agency Training Details *(field will expand automatically)*

The trainee will understand the role and functions of various special teams or units within and outside of the Police Department, including SWAT, Canine, Search and Rescue, Traffic, Criminal Investigations, Bomb and Ordinance Disposal, Air Support and Search & Rescue.

The trainee will have a basic understanding of the function and capabilities of each of these teams or units, when they may be of assistance and the activation (call-out) process.

The trainee will understand the supervisor's roles and responsibilities in the decision to request activation of each of these teams or units.

See next page for Attestation

Part 5 – Section 1: Agency Orientation/Department Policies

ATTESTATION FOR SECTION 1

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Click on the 'X' in the signature line to activate the signature field > Right click and select "Sign" from the menu.
- Click on "Select Image" > Locate your signature file > Click "Open" to place your signature (date appears automatically).
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and Trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the Trainee in accordance with the agency's training requirements for this portion of the Field Training Program.
 2. The Trainee demonstrated all competencies required for this portion of the Field Training Program.
 3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the Trainee.
 4. The final evaluation of the Trainee's performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the Trainee.
-

Primary Field Training Officer: X Print Full Name: _____

Trainee: X Print Full Name: _____

IMPORTANT: After signing the Attestation, the file will be "locked" and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Right click on the signature line > Select "Remove" from the menu.

See the following pages for Instructions to Administrators and FTOs

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (<https://www.post.ca.gov/field-training--police-training.aspx>). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.
2. **Front cover (optional):** To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.
3. **For each section (1–18):**
 - Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
 - Below each table:
 - *Part A:* Enter applicable references from your agency's Policies & Procedure Manual.
 - *Part B:* Enter your agency's training details.
4. **After completing ALL sections (1–18),** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
 - 1) **Your completed FTP Guide**
 - 2) **FTP Approval Checklist ([POST Form 2-230](#))**
NOTE: Guides submitted without this form will NOT be reviewed.
 - 3) **Your Department's Policy & Procedure Manual**
5. MAIL YOUR ELECTRONIC MEDIA TO:
Commission on POST
860 Stillwater Road, Suite 100
West Sacramento, CA 95605
Attn: Phil Caporale – BTB
6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency's Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. **Tracking your training sessions:**
 - Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
 - Enter any note-worthy comments related to the trainee's performance.
3. **If trainee requires remedial training:**
 - Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
 - Enter any additional note-worthy comments related to the trainee's performance.
4. **Attestation:** After all competencies have been performed, including any remedial training, the primary FTO and Trainee **MUST** enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section

SECTION 2

Officer Safety Procedures

2.1 – 2.3 COMPETENCY REQUIREMENTS

Contents
2.1 Contact and Cover
2.2 Body Armor
2.3 Officer Survival
List of Subtopics
Attestation
Instructions to Administrators
Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

- 1) The POST FTP Approval Checklist ([Form 2-230](#))
- 2) Your department's *Policy & Procedure Manual*
- 3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS**2.1 CONTACT AND COVER**

- 2.1.01 Contact Officer Tactics and Responsibilities
- 2.1.02 Cover Officer Tactics and Responsibilities
- 2.1.03 Roles During and After Pursuits and Stops
- 2.1.04 Contact/Cover Officer Positions

2.2 BODY ARMOR

- 2.2.01 Protective Body Armor

2.3 OFFICER SURVIVAL

- 2.3.01 Physical, Mental, and Emotional Conditioning

SECTION 2 OFFICER SAFETY PROCEDURESCHECK ONE ONLY: ☐ PHASE 1 ☐ PHASE 2 ☐ PHASE 3 ☐ PHASE 4 ☐ PHASE 5

Trainee

FTO

2.1 CONTACT AND COVER**2.1.01 Contact Officer Tactics and Responsibilities**

The trainee shall explain and safely demonstrate contact officer tactics and responsibilities, including.

A. Primary responsibility dealing with the situation, suspect(s), victim(s), witness(es), and reporting party(ies) B. Documenting incident information (reports, field interviews (FIs), etc.) C. Performing pat down and custody search of suspect(s)	D. Issuing all citations E. Recovering evidence and contraband F. Handling routine radio communications G. Relaying pertinent information to cover officer and medical personnel

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:**2.1.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

SMPD Policy Manual section 306.8 (Required documentation)

2.1.01 Part B - Agency Training Details *(field will expand automatically)*

The trainee will demonstrate/explain an understanding of the theory of contact and cover in the law enforcement profession and ability to employ sound contact & cover tactics in the policing environment.

The trainee will demonstrate the primary responsibilities of the contact officer when dealing with any situation involving suspects, victims, witnesses and reporting parties (attempt to provide for the safety of yourself, other LE officers, the public and any suspects or arrestees). The primary role of the contact officer is to perform the task(s) at hand.

The trainee will demonstrate/explain the role of a cover officer and how that differs from the contact officer's role

The trainee will demonstrate an understanding of the required documentation relative to various police activities, including crime and arrest reports, issuing citations, completing Field Interview (FI) cards, and writing supplemental reports

The trainee will demonstrate and explain when a pat down search may be lawfully performed, the tactics for doing a pat down search, the role of the cover officer during a pat down search and any documentation required subsequent to a pat down search being conducted.

The trainee will demonstrate/explain the role of contact officer(s) and cover officer(s) during the search for and recovery of evidence and contraband.

The trainee will demonstrate/explain how routine radio communications are handled between the contact officer and cover officer(s). This is dependent upon the situation, to whom radio traffic is directed and through prior coordination between the officers.

The trainee will demonstrate/explain the importance of relaying pertinent or critical information to other officers, emergency responders or civilians (depending upon the situation) depending upon urgency and safety factors.

2.1.02 Cover Officer Tactics and Responsibilities

The trainee shall explain and safely demonstrate cover officer tactics and responsibilities to include:

A. Approach B. Cover positions with vehicles(s)/person(s) C. Position of advantage D. What to watch for: 1. Hands in pockets or otherwise concealed 2. Weapons or contraband 3. Hostility or anger 4. Approach of other persons or vehicles 5. Symptoms of intoxication or illness 6. Potential reactions and escape	E. Communications with contact officer (hand signals, other verbal and nonverbal signals) F. Provide assistance, if needed, during arrest G. Provide assistance as directed by contact officer

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments (field will expand automatically)

Additional Information:

2.1.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

☒ N/A

2.1.02 Part B - Agency Training Details *(field will expand automatically)*

The trainee will demonstrate/explain the tactical theory of the role of the cover officer and how that role melds with the job of the contact officer.

The trainee will demonstrate/explain different tactical techniques for approaching and assuming a cover position as a cover officer on various types of calls for service (e.g. alarm calls, traffic stops, investigations, in-progress crimes, pedestrian stops).

2.1.03 Roles During and After Pursuits and Stops

The trainee shall discuss the roles of the contact and cover officers during and after a pursuit, felony car stop, or foot chase. These shall include:

A. Radio responsibilities	C. Position to assume after the vehicle or person is stopped
B. Firearms/weapons systems	D. Officer to officer communication

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play			☐ Field Perform ☐ Role Play
Trainee:					☐ Written Test ☐ Verbal Test			☐ Written Test ☐ Verbal Test

Comments *(field will expand automatically)*

Additional Information:**2.1.03 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*

☐ N/A

San Mateo PD Policy Manual section 314 (Vehicle Pursuits)

2.1.03 Part B - Agency Training Details *(field will expand automatically)*

The trainee will demonstrate an understanding of the roles and responsibilities of the secondary pursuing officer, to include radio transmissions and support of the primary pursuing officer, particularly at the termination point of the pursuit.

The trainee will demonstrate an understanding of the tactical considerations for weapons deployment during and after vehicle pursuits, high risk car stops and foot pursuits, both as the contact and cover officers, to include lethal, less-lethal and non-lethal weapons depending upon the situation.

The trainee will demonstrate an understanding of the tactical considerations for their positioning as a contact and as a cover officer in the arrest phase of any high-risk event or vehicle pursuit (to include use of vehicles, trees, buildings and any other suitable locations that provide acceptable cover and/or concealment. The trainee will also demonstrate that they understand that flexibility in choosing locations could provide a tactical advantage, but they should communicate their location so that other officers on or arriving to the scene are aware of their location.

The trainee will demonstrate an understanding of various ways to communicate between officers at the scene of a high-risk traffic stop or at the termination of a vehicle or foot pursuit, to include radios, voice to voice, hand signals, lighting and any other modified communications modes. The trainee will demonstrate an understanding that alternative communication modes need to be practiced and generally accepted before they are effective.

2.1.04 Contact/Cover Officer Positions

The trainee shall safely and effectively demonstrate the responsibilities of both the contact and cover officer positions during the following:

A. Calls for Service	D. Traffic stops
B. "In-progress" calls	E. High-speed pursuit, felony stops, and/or foot chases
C. Pedestrian stops	

Reference(s):					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments (field will expand automatically)								

Additional Information:

2.1.04	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

2.1.04 Part B - Agency Training Details (field will expand automatically)

The trainee will demonstrate that they understand and are able to apply the tactics of contact and cover in each of the above listed scenarios (A-E). If the trainee is not exposed to any of the above scenarios, they will explain their understanding of the tactics for that particular situation.

2.2 BODY ARMOR								
2.2.01 Protective Body Armor The trainee shall discuss the benefits, limitations, and characteristics of protective body armor, including: A. Wearing versus not wearing B. Types of body armor C. Level of protection against firearms D. Level of protection against knives and other penetrating weapons								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

2.2.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) San Mateo PD Policy Manual section 1024 (Body Armor)	☐ N/A

2.2.01	Part B - Agency Training Details (field will expand automatically) The trainee will comply with the requirements of SMPD Policy Manual section 1024 which requires the wearing of body armor, except in certain, rare circumstances. The trainee will demonstrate an understanding of the various types and levels of protection provided by different types of body armor, including threat levels III, IIIA and IV and what types of projectiles the body armor provides protection from, to include stabbing instruments and other penetrating weapons (objects).

2.3 OFFICER SURVIVAL**2.3.01 Physical, Mental, and Emotional Conditioning**

The trainee shall identify and explain the importance of physical, mental, and emotional conditioning in officer survival, and shall understand the organizational resources available to assist in counseling due to traumatic incidents. This discussion shall minimally include:

A. Concept of tactical retreat 1. Pre-planning (mental scenarios) 2. Reduction of unnecessary risks (stress management, “keeping cool”) B. Mental conditioning 1. Will to live 2. Continue to fight, regardless of odds 3. Mental alertness 4. Self-confidence C. Physical conditioning 1. Agency policy on physical fitness and officer standards 2. Role of good health and nutrition	D. Weapon retention E. Employee Assistance Program 1. Counseling through Human Resources and/or contracted professionals 2. Critical incident stress debriefings 3. Law Enforcement Chaplains F. Peer Counseling

<i>Reference(s):</i>					Case # (If applicable)	Incident #		
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
<i>Comments (field will expand automatically)</i>								

Additional Information:**2.3.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

San Mateo PD Policy Manual sections 377 (Critical Incident Response Team) and 1053.1.3 (Use of the Police Exercise Facility)

2.3.01 Part B - Agency Training Details *(field will expand automatically)*

The trainee will demonstrate an understanding that maintenance of physical, mental, and emotional conditioning is an important facet of officer survival in critical incidents commonly encountered in the law enforcement profession.

The FTO will discuss the services provided by the Department's Critical Incident Response Team and how to access those services if the need arises. If possible, the trainee will have a one-on-one meeting with a member of the Critical Incident Response Team to better understand the role of that team and their limitations.

The trainee will understand how to access and use the exercise facility provided in the police headquarters building.

The FTO will discuss the concepts and resources listed above (A-F). The recruit will demonstrate an understanding of these concepts and resources (including the City's EAP program and how to access it).

See next page for Attestation

Part 5 – Section 2: Officer Safety Procedures

ATTESTATION FOR SECTION 2

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Click on the 'X' in the signature line to activate the signature field > Right click and select "Sign" from the menu.
- Click on "Select Image" > Locate your signature file > Click "Open" to place your signature (date appears automatically).
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and Trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the Trainee in accordance with the agency's training requirements for this portion of the Field Training Program.
 2. The Trainee demonstrated all competencies required for this portion of the Field Training Program.
 3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the Trainee.
 4. The final evaluation of the Trainee's performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the Trainee.
-

Primary Field Training Officer: X

Print Full Name: _____

Trainee: X

Print Full Name: _____

IMPORTANT: After signing the Attestation, the file will be "locked" and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

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See the following pages for Instructions to Administrators and FTOs

How to Complete Part 5 (Sections 1–18)

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 - b. Below each table:
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 - *Part B:* Enter your agency's training details.
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 - 2) **FTP Approval Checklist** ([POST Form 2-230](#))
NOTE: Guides submitted without this form will NOT be reviewed.
 - 3) **Your Department's Policy & Procedure Manual**
5. MAIL YOUR ELECTRONIC MEDIA TO:
Commission on POST
860 Stillwater Road, Suite 100
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Attn: Phil Caporale – BTB
6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

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2. **Tracking your training sessions:**
 - a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
 - b. Enter any note-worthy comments related to the trainee's performance.
3. **If trainee requires remedial training:**
 - c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
 - d. Enter any additional note-worthy comments related to the trainee's performance.
4. **Attestation:** After all competencies have been performed, including any remedial training, the primary FTO and Trainee **MUST** enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section

SECTION **3**
Ethics

3.1 – 3.2 COMPETENCY REQUIREMENTS

Contents
3.1 Ethical Standards
3.2 Agency Orientation
List of Subtopics
Attestation
Instructions to Administrators
Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

- 1) The POST FTP Approval Checklist ([Form 2-230](#))
- 2) Your department's *Policy & Procedure Manual*
- 3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS**3.1 ETHICAL STANDARDS**

- 3.1.01 Ethical Decision Making
- 3.1.02 Accepting Responsibility
- 3.1.03 Ethical Conduct
- 3.1.04 Responsibility Regarding Unlawful/Unethical Acts by Other Officers
- 3.1.05 Handling Unethical or Criminal Conduct by Other Officers
- 3.1.06 Problems Associated with Unethical Decision Making
- 3.1.07 General Orders

3.2 DECISION MAKING

- 3.2.01 Limitations of Authority
- 3.2.02 Consequences of Inappropriate Discretionary Decisions
- 3.2.03 Demonstrating Decision Making

SECTION 3 ETHICSCHECK ONE ONLY: ☐ PHASE 1 ☐ PHASE 2 ☐ PHASE 3 ☐ PHASE 4 ☐ PHASE 5

Trainee

FTO

3.1 ETHICAL STANDARDS**3.1.01 Ethical Decision Making**

The trainee will discuss his/her duties and obligations, and demonstrate a working knowledge of the agency's organization, functions, work schedule, chain of command, and rules and regulations.

Reference(s):					Case # (If applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:**3.1.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

SMPD Policy Sections: 104 (Oath of Office); 106 (Policy Manual-Purpose & Scope); 200 (Organizational Structure and Responsibility); Law Enforcement Code of Ethics; Department Vision, Mission, and Values

3.1.01 Part B - Agency Training Details *(field will expand automatically)*

The trainee will demonstrate an understanding of City and Departmental expectations relative to ethical decision making and acting in a professional and ethical manner in their professional and personal lives;

The trainee will understand that they have taken a sworn Oath of Office which requires them to act in an ethical manner in all aspects of their life;

The trainee will review and discuss the Law Enforcement Code of Ethics and how it guides their actions and decision making professionally and personally;

The trainee will explain several strategies to employ in order to test their own decisions and actions for compliance with ethical standards (e.g. the ringing bell; Would you be comfortable reading about your actions on the front page of the newspaper?; Would you do this if your mother, spouse or children were looking?)

The trainee will discuss and explain how their decisions and actions, on or off-duty, could reflect positively or negatively on them, their co-workers, the Department, the City and the law enforcement profession.

The trainee will explain the concept of "Public Trust", how it is built and how fragile it actually is.

The trainee will explain Departmental expectations relative to their duty and responsibility when other violate laws, policies and professional conduct standards;

3.1.02 Accepting Responsibility The trainee shall demonstrate the ability to accept responsibility for his/her actions.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

3.1.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) SMPD Policy Manual Section 340 (Conduct and Discipline)	☐ N/A

3.1.02 Part B - Agency Training Details (field will expand automatically) We understand that we are all human beings and we cannot be 100% correct 100% of the time. It is critical that we all take responsibility for our actions, good and bad, and mistakes. Honesty and trustworthiness are very important human characteristics. It is always best to admit our mistakes, faults and shortcomings and learn from them rather than denying them. The trainee will understand that it is their duty to accept responsibility for their actions. Pursuant to SMPD Policy Manual Section 340, when an employee's actions don't meet the high professional standards of this organization, they will be held accountable. Understanding that employees are not expected to be perfect, the Department realizes that mistakes will be made. The most important consideration is the motivation and thought process that led to the mistake. Carelessness or professional indifference that reflect poorly on the profession and organization will not be tolerated.

3.1.03 Ethical Conduct

The trainee shall illustrate, through explanation or example, the following aspects of ethical conduct:

- A. An officer shall not engage in any conduct or activities on or off duty that reflect discredit on the officer, bring the department into disrepute, or impair its efficient and effective operation.
- B. Officers shall conduct themselves in a manner that will foster cooperation among members of the department, showing respect, courtesy, and professionalism in their dealing with one another.
- C. Officers shall not use language or engage in acts that demean, harass, or intimidate another. (Refer to agency policy)
- D. Officers shall conduct themselves toward the public in a civil and professional manner that implies a service orientation and that will foster public respect and cooperation.
- E. Officers shall treat violators with respect and courtesy, shall guard against employing an officious or over-bearing attitude, shall not use language that may belittle, ridicule, or intimidate the individual, and shall not act in a manner that unnecessarily delays the performance of duty.
- F. While recognizing the need to demonstrate authority and control over criminal suspects and prisoners, officers shall adhere to the department's policy regarding use-of-force, and shall respect the civil rights of and protect the well-being of those in their charge.

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments (field will expand automatically)

Additional Information:**3.1.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☐ N/A

San Mateo PD Policy Manual Section 300 (Use of Force); 328 (Discriminatory Harassment); 340 (Standards of Conduct); Law Enforcement Code of Ethics; City of San Mateo Employee rules and regulations; Department Mission, Vision, and Values statements.

3.1.03 Part B - Agency Training Details *(field will expand automatically)*

The FTO will discuss each of the listed aspects of ethical conduct (A-F) with the trainee. The discussion will include examples of known situations that have occurred, the internal disciplinary process, potential outcomes affecting the trainee's career, and avoidance strategies.

The trainee will understand that their actions and decisions (positive and negative) not only reflect upon them individually, but that they reflect upon a much larger community, including San Mateo PD, the City of San Mateo, and law enforcement in general.

Once again, the trainee will demonstrate an understanding of the importance of maintaining the public's trust in order to effectively and efficiently provide law enforcement services to the community

3.1.04 Responsibility Regarding Unlawful/Unethical Acts by Other Officers

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 or to improve the professional quality of future interactions.

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:**3.1.04 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*☐ N/A

San Mateo PD Policy Manual Section 340 (Standards of Conduct); 300 (Use of Force); 328 (Discriminatory Harassment)

3.1.04 Part B - Agency Training Details *(field will expand automatically)*

The trainee will understand the content of this policy section which requires them to promptly intervene to stop offenses (unlawful, unreasonable, unprofessional, unethical or prohibited by policy) by other officers or Departmental staff and fully report these actions as required by this policy.

San Mateo PD Policy Manual section 300.2.1 (DUTY TO INTERCEDE)

Any officer present and observing another officer using force that is clearly beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, intercede to prevent the use of unreasonable force. An officer who observes another employee use force that exceeds the degree of force permitted by law should promptly report these observations to a supervisor.

The trainee will understand that it is their responsibility to intervene and stop any unlawful offenses being committed by any other member of the Department or members of any other law enforcement organizations in order to safeguard the public trust, gain control over the given situation and preserve the professional reputation of the San Mateo Police Department. Standing by, failing to intervene and failure to report unlawful and/or unethical actions on the part of another employee or officer could be interpreted as approval of the unlawful or unethical actions and will not be tolerated.

The trainee will understand that reporting co-workers and other employees for violations of law, policy or substandard work is expected and generally accepted within this organization. No one will be subjected to ridicule or retribution for doing so in the best interest of the organization and profession.

The trainee will understand San Mateo PD Policy Manual Section 328 (Discriminatory Harassment), including their duty to intervene and stop any discriminatory or harassing behavior, and the reporting process relative to workplace harassment.

The trainee will understand that the failure to intervene or report Discriminatory Harassment could result in disciplinary action.

3.1.05 Handling Unethical or Criminal Conduct by Other Officers

The trainee shall identify and evaluate methods for handling unethical or criminal conduct on the part of a fellow officer.

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:**3.1.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

San Mateo PD Policy Manual Section 340 (Standard of Conduct), 328 (Discriminatory Harassment), and 1020.2.2 (a) (Personnel Complaints-reporting)

3.1.05 Part B - Agency Training Details *(field will expand automatically)*

The trainee will understand the content of this policy section, which requires them to promptly and fully report activities on their own part or the part of any other employee where such activities may result in criminal prosecution or discipline under this policy.

The trainee will demonstrate an understanding of the reporting process as required by Policy Manual Section 1020.2.2 (a), which includes their immediate supervisor, any on duty supervisor, the watch commander or, in the absence of any of these, a senior officer with whom they are working.

The trainee will understand that their responsibility to report doesn't end when the report has been made. They may be required to provide detailed statements or written reports documenting their observations, testify in legal or administrative proceedings and justify any actions they did, or did not, take to intervene.

The trainee will understand that reporting co-workers and other employees for violations of law, policy or substandard work is expected and accepted within this organization. No one will be subjected to ridicule or retribution for doing so in the best interest of the organization and the profession.

3.1.06 Problems Associated with Unethical Decision Making

The trainee shall identify and discuss problems associated with some common unethical decisions, including:

A. Non-enforcement of specific laws by personal choice	C. Acceptance of gratuities
B. Disproportionate enforcement targeting specific groups by personal choice	D. Misuse of sick time, etc.

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

3.1.06	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	☐ N/A
	San Mateo PD Policy Manual Sections 340 (Standards of Conduct); 402 (Racial- or Bias-based Profiling) & 1020 (Personnel Complaints and Discipline)	

3.1.06	Part B - Agency Training Details <i>(field will expand automatically)</i>
	The FTO will discuss each of the listed unethical decisions (A-D) with the trainee. The FTO will explain that disparate treatment based upon bias, personal gain or some other personal motivator could harm the professional reputations of the officer, the Department, and the profession. The trainee will demonstrate an understanding of the Department's Standards of Conduct, which are addressed in Policy Manual section 340, and the Department's policy relative to racial or other bias-based profiling and enforcement found in Policy Manual section 402. The trainee will explain how the acceptance of gratuities may set expectations of leniency or non-enforcement by the provider of the gratuity. The FTO will explain the disciplinary process as explained in Policy Manual section 1020, including the potential disciplinary actions that the employee could face should they violate any of the requirements of the policy manual.

3.1.07 General Orders The trainee shall review and explain the General Orders and/or policy and procedures associated with conduct both on and off duty.									
Reference(s):						Case # <i>(If applicable)</i>		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date		
	Trainee:								
Comments <i>(field will expand automatically)</i>									

Additional Information:

3.1.07	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> San Mateo Police Department Policy Manual section 340 (Conduct) and 1020 (Personnel Complaints and Disciplinary Process)	☐ N/A

3.1.07	Part B - Agency Training Details <i>(field will expand automatically)</i> The trainee will explain and demonstrate their responsibility as a professional police officer to adhere to the Policies and Procedures of the San Mateo Police Department and the tenets of the Law Enforcement Code of Ethics both on and off-duty. The trainee will demonstrate an understanding of the disciplinary process as illustrated in SMPD Policy Manual section 1020, including all potential disciplinary actions that could be administered should violation(s) of policy be substantiated. The trainee will understand that their actions off-duty could subject them to disciplinary action should they be found to be in violation of any departmental policy.

3.2 DECISION MAKING										
3.2.01 Limitations of Authority The trainee shall explain the most common limitations of their discretionary authority to include: A. Law B. Department policy and procedure C. Department goals and objectives D. Community expectations E. Officer safety										
Reference(s):								Case # <i>(if applicable)</i>		Incident #
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?		
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date			
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test		
Comments <i>(field will expand automatically)</i>										

Additional Information:**3.2.01 Part A - Reference Agency Policies/Procedures, if applicable** (600 characters maximum)☐ N/A

SMPD Policy Manual Sections 420 (Cite and Release Policy) and 500.3 (Traffic Enforcement Policy)

3.2.01 Part B - Agency Training Details (field will expand automatically)

The trainee will demonstrate an understanding of the discretionary authority entrusted to them in the enforcement of laws and statutes, including when their discretionary authority is limited or restricted.

The trainee will demonstrate an understanding of Departmental policy and philosophy relative to releasing persons on citations after being arrested (SMPD Policy Manual section 420) and the enforcement philosophy relative to traffic enforcement (SMPD Policy Manual section 500.3).

The trainee will demonstrate an understanding of the Penal Code sections relative to discretionary alternatives after arrest (CPC sections 853.5, 853.6 and 827.1).

The trainee will demonstrate an understanding of Vehicle Code sections relative to discretionary alternatives after an arrest (40302 - Mandatory Appearance; 40303 - Optional Appearance; 40302.5 - Procedures relative to minors).

The trainee will explain community expectations relative to a police officer's discretionary authority, including but not limited to the theories of fairness and equity.

The trainee will demonstrate an understanding that Officer Safety is an extremely high priority and that it should never be compromised as a result of a release pursuant to Departmental policy.

3.2.02 Consequences of Inappropriate Discretionary Decisions

The trainee shall identify the potential consequences of inappropriate discretionary decision making, including:

A. Death or injury	D. Discipline
B. Additional crime	E. Embarrassment to department
C. Civil and vicarious liability	F. Relationship with the community

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments (field will expand automatically)

Additional Information:

3.2.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

☒ N/A

3.2.02 Part B - Agency Training Details *(field will expand automatically)*

The trainee will demonstrate an understanding of the potential consequences of inappropriate discretionary decision making in deciding whether or not to arrest, cite or book a person as outlined above (A-F).

The trainee will identify and discuss situations in which their discretionary decision making could lead to, or prevent, death or injuries (e.g. allowing a suspected intoxicated driver to continue driving as opposed to making an arrest).

The trainee will identify and discuss situations in which their discretionary decision making could lead to, or prevent, additional crimes (e.g. making an arrest of a suspected gang member for relatively minor offenses and allowing the criminal justice system to intervene).

The trainee will identify and discuss situations in which their discretionary decision making could lead to, or prevent, civil or vicarious liability

The trainee will identify discuss situations in which their discretionary decision making could lead to them being subjected to internal Departmental discipline (failure to comply with mandatory arrest requirements of the Vehicle Code or Penal Code).

The trainee will identify and discuss situations in which their discretionary decision making could result in the Department being the focus of unnecessary embarrassment.

The trainee will identify and discuss situations in which their discretionary decision making could result in damage to the Department's standing and relationship with the community.

The trainee will demonstrate an understanding of the risk mitigation philosophy "If it is Predictable, It is Preventable" and that taking the path of least resistance is not always the best path to take.

3.2.03 Demonstrating Decision Making

Given various scenarios, simulated incidents, or calls for service the trainee shall identify and conclude which of the following are acceptable decisions:

A. Arrest	D. Give verbal warning
B. Cite and release	E. Take no action
C. Give a referral	

Reference(s):					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments (field will expand automatically)								

Additional Information:**3.2.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

San Mateo PD Policy Manual Sections: 420 (Cite and Release Policy); 422 (Arrest or Detention of Foreign Nationals); 440 (Detentions and Photographing Detainees); 500 (Traffic Function and Responsibility)

3.2.03 **Part B - Agency Training Details** *(field will expand automatically)*

The trainee will explain and demonstrate when it is acceptable to take the actions listed above (A-E).

The trainee will explain situations wherein they would make a custodial arrest as opposed to a cite and release, and vice-versa.

The trainee will explain when they would take no action, even though a criminal offense may have occurred.

The trainee will explain the actions available to them in an offense involving a foreign dignitary or consular official.

The trainee will explain scenarios in which they would give a verbal warning as opposed to taking some sort of enforcement action.

The trainee will explain what kind of scenario would lead them to take no action whatsoever when an offense has occurred.

See next page for Attestation

Part 5 – Section 3: Ethics

ATTESTATION FOR SECTION 3

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Click on the 'X' in the signature line to activate the signature field > Right click and select "Sign" from the menu.
- Click on "Select Image" > Locate your signature file > Click "Open" to place your signature (date appears automatically).
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and Trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the Trainee in accordance with the agency's training requirements for this portion of the Field Training Program.
2. The Trainee demonstrated all competencies required for this portion of the Field Training Program.
3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the Trainee.
4. The final evaluation of the Trainee's performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the Trainee.

Primary Field Training Officer: X Print Full Name: _____

Trainee: X Print Full Name: _____

IMPORTANT: After signing the Attestation, the file will be “locked” and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Right click on the signature line > Select “Remove” from the menu.

See the following pages for Instructions to Administrators and FTOs

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (<https://www.post.ca.gov/field-training--police-training.aspx>). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.
2. **Front cover (optional):** To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.
3. **For each section (1–18):**
 - a. Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
 - b. Below each table:
 - *Part A:* Enter applicable references from your agency’s Policies & Procedure Manual.
 - *Part B:* Enter your agency’s training details.
4. **After completing ALL sections (1–18),** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
 - 1) **Your completed FTP Guide**
 - 2) **FTP Approval Checklist** ([POST Form 2-230](#))
NOTE: Guides submitted without this form will NOT be reviewed.
 - 3) **Your Department’s Policy & Procedure Manual**
5. MAIL YOUR ELECTRONIC MEDIA TO:
Commission on POST
860 Stillwater Road, Suite 100
West Sacramento, CA 95605
Attn: Phil Caporale – BTB
6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency's Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. **Tracking your training sessions:**
 - a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
 - b. Enter any note-worthy comments related to the trainee's performance.
3. **If trainee requires remedial training:**
 - c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
 - d. Enter any additional note-worthy comments related to the trainee's performance.
4. **Attestation:** After all competencies have been performed, including any remedial training, the primary FTO and Trainee **MUST** enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section

SECTION 5

Patrol Vehicle Operations

5.1 – 5.6 COMPETENCY REQUIREMENTS

Contents	
5.1 Patrol Vehicle Inspections	List of Subtopics
5.2 Patrol Vehicle Operation Safety	Attestation
5.3 SAFE Driving	Instructions to Administrators
5.4 Use of Seatbelts	Instructions to FTOs
5.5 Emergency Vehicle Operations/Pursuits	
5.6 Vehicle Operation Liability	

Note to Administrators

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

- 1) The POST FTP Approval Checklist ([Form 2-230](#))
- 2) Your department's *Policy & Procedure Manual*
- 3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS**5.1 PATROL VEHICLE INSPECTION**

- 5.1.01 Purposes of Vehicle Inspections
- 5.1.02 Vehicle Components
- 5.1.03 Requests for Vehicle Service
- 5.1.04 Vehicle Maintenance
- 5.1.05 Pre-Shift Inspection

5.2 PATROL VEHICLE OPERATION SAFETY

- 5.2.01 Approved Driving Techniques
- 5.2.02 Stopping Distance
- 5.2.03 Defensive Driving
- 5.2.04 Driver Attitude

5.3 SITUATION-APPROPRIATE, FOCUSED, EDUCATED (SAFE) DRIVING

- 5.3.01 Applying SAFE Driving Techniques
- 5.3.02 Ongoing Driving Instruction/Training
- 5.3.03 Potential Risks Related to Inappropriate Driving
- 5.3.04 Driver Fatigue
- 5.3.05 Driving Safely

5.4 USE OF SEATBELTS

- 5.4.01 Seatbelt Use during Routine and Emergency Driving Conditions and Tactical Seatbelt Removal

5.5 PATROL VEHICLE OPERATION SAFETY

- 5.5.01 Agency Policy
- 5.5.02 Driver Tactics
- 5.5.03 Continuing vs. Terminating Pursuits
- 5.5.04 Handling Emergency Response or Pursuit

5.6 VEHICLE OPERATION LIABILITY

- 5.6.01 “Rules of the Road”
- 5.6.02 Vehicle Code Exemptions
- 5.6.03 Exemption Requirements
- 5.5.04 Liability for Death, Injury or Property Damage

SECTION 5 PATROL VEHICLE OPERATIONSCHECK ONE ONLY: ☐ PHASE 1 ☐ PHASE 2 ☐ PHASE 3 ☐ PHASE 4 ☐ PHASE 5

Trainee

FTO

5.1 PATROL VEHICLE INSPECTIONS**5.1.01 Purposes of Vehicle Inspections**

The trainee shall explain the purposes of a vehicle inspection prior to driving. These shall minimally include:

A. Prevention of accidents	C. Reduction of maintenance and repair costs
B. Promotion of operational efficiency	D. Location of contraband, evidence, or property

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments:								

Additional Information:

5.1.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☐ N/A
San Mateo PD Policy Manual Sections 704 (Vehicle Maintenance) and 706 (Vehicle Use)		

5.1.01 Part B - Agency Training Details *(field will expand automatically)*

The trainee will demonstrate an understanding of the pre-shift vehicle inspection procedures and the completion of the vehicle inspection checklist daily.

The trainee will demonstrate an understanding of what equipment and supplies are to be stocked in patrol vehicles at all times as outlined in Policy Manual section 704.3.1. The trainee will understand how and where to get any items that are missing from their assigned patrol vehicle.

The trainee will demonstrate/explain how and why a thorough pre-shift inspection of their assigned patrol vehicle can reduce the risk of collisions, as well as reducing maintenance and repair costs on patrol vehicles.

The trainee will demonstrate and explain why a thorough inspection of the rear seat area of their patrol vehicle (including under the front seats and rear seat cushion) before each shift and before and after prisoners or passengers are transported in the rear seat is critically important in that the discovery of contraband, evidence or other property might be attributed to a specific prisoner or passenger (as required in Policy Manual section 706.3.3).

The trainee will demonstrate/explain the process for reporting damage to their patrol vehicle per Policy Manual section 706.6.

5.1.02 Vehicle Components

The trainee shall describe the location and use of the following:

A. Rear door locks	G. Radio
B. Trunk and hood release	H. Spare tire
C. Firearms/weapon release systems	I. Spare tire release
D. Emergency lights and siren switches	J. Jack and handle
E. Flares	K. Engine fluid compartments and dip sticks
F. First-aid equipment	

Reference(s):					Case # (If applicable)	Incident #		
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments:								

Additional Information:

5.1.02	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

5.1.02	Part B - Agency Training Details (field will expand automatically)
The trainee will demonstrate the ability to locate and operate all the items (A-K) listed above.	

5.1.03 Requests for Vehicle Service The trainee shall explain agency policy regarding requests for vehicle service in the field.								
Reference(s):							Case # (If applicable)	Incident #
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments:								

Additional Information:

5.1.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) San Mateo PD Policy Manual section 704.2 (Defective Vehicles)	☐ N/A

5.1.03 Part B - Agency Training Details (field will expand automatically) The trainee will demonstrate an understanding of the process for reporting, tagging and removing from service any vehicle that becomes damaged, missing critical equipment or in need of mechanical repair while deployed in the field as required in Policy Manual section 704.2.

5.1.04 Vehicle Maintenance The trainee shall explain agency policy regarding proper maintenance of police vehicles. This explanation shall minimally include: A. The procedure for regular maintenance and service of patrol vehicles C. Completion of proper forms/documentation B. The procedure for turning in and requesting repair for a damaged or mechanically deficient vehicle								
Reference(s):						Case # (If applicable)	Incident #	
FTO: Trainee:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments:								

Additional Information:

5.1.04	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) San Mateo PD Policy Manual sections 704.4 (Vehicle Refueling), 704.5 (Washing Vehicles) and 706.6 (Vehicle Maintenance)	☒ N/A

5.1.04	Part B - Agency Training Details (field will expand automatically) The trainee will demonstrate/explain an understanding of agency protocols for periodic maintenance of patrol and other fleet vehicles, including service intervals, procedures for marking and tagging vehicles in need of periodic maintenance and which vendors and City divisions are responsible for facilitating periodic maintenance or other vehicle servicing needs as addressed in Policy Manual section 706.6. The trainee will demonstrate an understanding of the process and department policy relative to refueling and washing patrol vehicles on a regular basis as outlined in Policy Manual sections 704.4 and 704.5.

5.1.05 Pre-Shift Inspection The trainee shall conduct a pre-shift inspection of the patrol vehicle, to include: A. Visual check of vehicle exterior for damage B. Tires for wear and proper inflation C. Inspection of the trunk for the spare tire and required equipment D. Operations check of the vehicle equipment (lights, horn, etc.), and the emergency equipment (light bar, siren, public address system, etc.) E. Inspection of the firearms/weapons release systems F. Inspection of vehicle interior that includes checking behind the sun visors, in the glove box, and beneath the seats for contraband, evidence, property, or items left from a previous shift									
Reference(s):						Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date		
Trainee:				☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test				☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	
Comments:									

Additional Information:

5.1.05	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) San Mateo PD Policy Manual sections 704 (Vehicle Maintenance) and 706 (Vehicle Use)	☐ N/A

5.1.05	Part B - Agency Training Details (field will expand automatically) The trainee will demonstrate the proper procedure for completing a pre-shift vehicle inspection to include the items listed above (A-F) and the process for documenting the pre-shift vehicle inspection on the proper inspection reporting document. The trainee will understand that they may be held responsible for damage that they didn't cause if they fail to conduct a thorough pre-shift vehicle inspection.

5.2 PATROL VEHICLE OPERATION SAFETY								
5.2.01 Approved Driving Techniques The trainee shall review and explain agency policy on approved driving techniques, including: A. Backing B. Parking C. Right-of-way violations D. Passing E. Excessive speed								
<i>Reference(s):</i>						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments:								

Additional Information:

5.2.01	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> San Mateo PD Policy Manual section 316 (Officer Response to Calls)	☐ N/A

5.1.01	Part B - Agency Training Details <i>(field will expand automatically)</i> The trainee will understand the requirements and limitations on response to emergency calls vs. normal driving expectations as outlined in Policy Manual section 316 (Officer Response to Calls). When operating a City-owned vehicle (unless otherwise authorized or in response to an emergency) the trainee shall, at all times, obey the rules of the road and employ safe, defensive driving techniques that were taught in their EVOC training, as outlined in A-D above.

5.2.02 Stopping Distance

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

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

Reference(s):					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments:								

Additional Information:

5.2.02	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

5.2.02	Part B - Agency Training Details (field will expand automatically)

5.2.03 Defensive Driving The trainee shall identify the components of defensive driving, including: A. Driver attitude B. Driver skill C. Vehicle capability D. Seat belt usage								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments:								

Additional Information:

5.2.03	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) San Mateo PD Policy Manual section 1022 (Seat Belts)	☐ N/A

5.2.03	Part B - Agency Training Details (field will expand automatically) The trainee will, at all times regardless of the driving situation, employ sound defensive driving practices while operating any City-owned vehicle. All members shall wear properly adjusted safety restraints when operating or riding in a seat equipped with restraints, in any vehicle owned, leased or rented by this department while on- or off-duty, or in any privately-owned vehicle while on-duty. The member driving such a vehicle shall ensure that all other occupants, including non-members, are also properly restrained. Exceptions to the requirement to wear safety restraints may be made only in exceptional situations where, due to unusual circumstances, wearing a seat belt would endanger the member or the public. Members must be prepared to justify any deviation from this requirement (Policy Manual Section 1022).

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

- A. Overconfidence
B. Impatience
C. "Road rage"
D. Self righteousness

Additional Information:

5.2.04 **Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*

☐ N/A

5.2.04 Part B - Agency Training Details *(field will expand automatically)*

The trainee and FTO will discuss the most common driver attitudes that tend to contribute to the occurrence of traffic collisions (A-D above) and strategies to avoid falling prey to any of those attitudes.

The trainee will NOT display any of the listed attitudes, or any other potentially hazardous attitudes, while operating any City-owned vehicle.

5.3 SITUATION-APPROPRIATE, FOCUSED, EDUCATED (SAFE) DRIVING**5.3.01 Applying SAFE Driving Techniques**

The trainee will understand and demonstrate the application of SAFE driving during routine and emergency situations. The elements of SAFE driving include:

- A. “Situation-Appropriate” – refers to the need for law enforcement officers to modify their driving for the varied circumstances encountered in a patrol driving environment, for example:
1. Routine patrol vs. “Code 3” driving
 2. School zone vs. rural highway driving
 3. Transitioning from freeways and commercial/ business/industrial areas into residential neighborhood streets
 4. Driving in inclement weather and/or at night vs. ideal dry/clear weather and/or daylight conditions
- B. The trainee will understand that the “appropriateness” of his/her driving style for the conditions present is also dictated by agency policy. FTOs, supervisors, managers, and department heads will reinforce what driving attitudes are “appropriate” for specific situations.
- C. “Focused” – addresses the many concerns related to roadway position/conditions, distractions, fatigue, multi-tasking, equipment, and driver capabilities.
- D. “Educated” – refers to training (academy, FTO, in- service/ongoing) and policy, and the need for the trainee to continually apply knowledge gained in these areas to his/her daily driving habits.

Reference(s):					Case # (If applicable)	Incident #		
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments:								

Additional Information:

5.3.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

5.3.01	Part B - Agency Training Details (field will expand automatically) The trainee will explain the potential consequences for failing to utilize SAFE driving techniques, to include: avoidable collisions, avoidable injuries and loss of work, exposure to civil and disciplinary actions, potential for criminal prosecution, and damaging the professional reputation of the San Mateo Police Department.

5.3.02 Ongoing Driving Instruction/Training

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

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

Reference(s):					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:								
Comments:								

Additional Information:

5.3.02	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

5.3.02 Part B - Agency Training Details (field will expand automatically)

The FTO will discuss some of the various training techniques employed in Emergency Vehicle Operations Training with the trainee.

The FTO will NOT engage the trainee in any emergency vehicle operations training without the permission of the FTO Sergeant or Lieutenant AND without having developed and submitted a formal training plan for pre-approval, including a safety plan. This does not preclude the trainee from driving Code 3 or engaging in vehicle pursuits when authorized by policy during the conduct of their field training.

5.3.03 Potential Risks Related to Inappropriate Driving

The trainee will be made aware that routine and emergency patrol driving are among the most critically serious and potentially dangerous functions of a law enforcement officer. There is a real and ever present risk of injury or death to officers and members of the public when an officer drives in a manner unsafe for conditions, beyond their capabilities, or beyond the capabilities of their patrol vehicle.

Between 2003 and 2010, more officers were injured or killed in traffic accidents than in assaults. In addition, severe criminal and/or civil sanctions can be imposed on the law enforcement officer and/or organization as a result of unsafe vehicle operation.

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

Reference(s):					Case # (If applicable)	Incident #		
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments:								

Additional Information:

5.3.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

☒ N/A

5.3.03 Part B - Agency Training Details (field will expand automatically)

The FTO will discuss the dangers of emergency vehicle operations, particularly when SAFE driving practices are not employed.

The FTO will discuss the annual FBI report relative to Police Officers killed in the line of duty and the normal trend that a majority of those are killed in motor vehicle collisions or while directing traffic.

The trainee will review the most current FBI report on Officers Killed in the Line of Duty to understand the most significant causes of line of duty deaths and injuries.

5.3.04 Driver Fatigue The trainee shall discuss the effects of driver fatigue, including: A. Lower visual efficiency B. Slower reaction time C. Reduced attentiveness D. Memory lapses E. Lack of awareness F. Mood changes G. Reduced judgment ability H. Risk of falling asleep at the wheel									
<i>Reference(s):</i>						Case # (If applicable)		Incident #	
FTO: Trainee:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date		
					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	
Comments:									

Additional Information:

5.3.04	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	☒ N/A

5.3.04	Part B - Agency Training Details <i>(field will expand automatically)</i> The trainee will notify their FTO if they are feeling fatigued to the point that they may be suffering from some of the effects listed above. The FTO will determine the proper course of action at that time. This does not alleviate the trainee's responsibility to come to work well rested, unimpaired and alert.

5.3.05 Driving Safely The trainee shall drive the vehicle in a safe and alert manner complying with all laws, regulations, and policies.								
Reference(s):							Case # (If applicable)	Incident #
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments:								

Additional Information:

5.3.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) San Mateo PD Policy Manual section 316.2 (Response to Calls)	☐ N/A

5.3.05 Part B - Agency Training Details (field will expand automatically) The trainee will, at all times, drive in a safe and alert manner while obeying all traffic laws, regulations and Departmental policies while operating any City-owned vehicle, unless authorized to drive Code 3 in response to a call for service or other police related incident.

5.4 USE OF SEATBELTS									
5.4.01 Seatbelt Use during Routine and Emergency Driving Conditions and Tactical Seatbelt Removal The trainee will review agency policy regarding the use of seatbelts while on patrol. The trainee will be made aware of the fact that use of the seatbelt in both routine and emergency driving dramatically increases the chance of survival and decreases the potential for injury during crash. Tactical seatbelt removal (removing the seatbelt as the patrol vehicle slows just prior to safely coming to a stop, so the officer can quickly exit the vehicle) will be discussed by the FTO if such practice is allowed by agency policy. If agency policy allows such practice, the trainee will demonstrate when to appropriately use a tactical removal of the seatbelt. The FTO will continually monitor seatbelt use (and tactical removal of the seatbelt when appropriate) to ensure that the trainee is habitually wearing the seatbelt while on patrol, and is only removing it during a safe and opportune time, given the situation at hand.									
<i>Reference(s):</i>							Case # (If applicable)		Incident #
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date		
					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	
Comments:									

Additional Information:

5.4.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) ☐ N/A San Mateo PD Policy Manual section 1022.
5.4.01	Part B - Agency Training Details (field will expand automatically) The trainee will always wear a safety belt/restraint while on-duty in any City-owned or personally owned vehicle, unless officer safety or other situational conditions dictate otherwise. The trainee will discuss potential extraordinary circumstances which may preclude the use of seatbelts with the FTO.

5.5 EMERGENCY VEHICLE OPERATIONS/PURSUIITS								
5.5.01 Agency Policy The trainee shall review and explain the agency's policy concerning pursuits and Code 3 driving.								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated? ☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	Remedial Training		How Remediated? ☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:								
Comments:								

Additional Information:

5.5.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) San Mateo PD Policy Manual Sections 314 (Vehicle Pursuits) & 316 (Response to Calls) San Mateo County Chiefs' Association Pursuit Protocol relative to pursuits crossing jurisdictional boundaries (Law Net - County wide Protocols).	☐ N/A

5.5.01 Part B - Agency Training Details *(field will expand automatically)*

The trainee will demonstrate/explain an understanding of Departmental policy relative to pursuits, including when a pursuit may be initiated, the conduct of the pursuit, considerations for terminating pursuits, supervisory involvement and directives, number of units authorized to actively participate in the pursuit, tactical considerations for the end of the pursuit and apprehension of suspects and reporting requirements.

The trainee will demonstrate/explain an understanding of Departmental policy relative to responses to calls for service in emergency and non-emergency situations.

The trainee will demonstrate an understanding of the requirements of California Vehicle Code section 21055 relative to Code 3 driving and the factors that an officer needs to consider while operating an emergency vehicle in emergency situations.

The trainee will understand that they must discontinue Code 3 driving whenever emergency lights or siren failure occurs.

The trainee will become familiar with the San Mateo County Chiefs' Association Vehicle Pursuit Protocol relating to the conduct of a vehicle pursuit that crosses jurisdictional boundaries.

5.5.02 Driver Tactics

The trainee shall identify the tactics that should be utilized by the driver of an emergency vehicle while in a pursuit or during any other emergency response. These tactics shall minimally include:

A. Slowing for intersections B. Careful observation at cross streets C. Caution when passing other vehicles	D. Constant alertness for any unforeseen hazards E. Using a well planned route of travel in emergency response situations

Reference(s):					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
	Trainee:							
Comments:								

Additional Information:**5.5.02 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*☐ N/A

San Mateo PD Policy Manual section 316 (Response to Calls)

5.5.02 Part B - Agency Training Details *(field will expand automatically)*

The trainee will demonstrate an understanding of the requirements of SMPD Policy Manual section 316 relative to responding to emergency calls or being involved in a pursuit while driving Code 3, which includes driving with due care and regard for others on the roadway.

The trainee will demonstrate an understanding of California Vehicle Code Section 21056 and 21807 which requires drivers of emergency vehicles to operate them with due regard to the safety of persons and property.

The trainee will explain the possible professional, criminal and civil ramifications for failing to safely operate an emergency vehicle while driving Code 3.

5.5.03 Continuing vs. Terminating Pursuits

The trainee shall discuss those factors to consider in determining whether to continue or terminate/abandon a pursuit. These factors shall minimally include:

A. Amount of other traffic (vehicular and pedestrian) B. Road hazards and road conditions C. Environmental conditions D. Capability and condition of patrol vehicle and driver	E. Seriousness of crime(s) in relation to potential likelihood of injury to innocent persons or damage to property F. Whether vehicle or driver can be identified

<i>Reference(s):</i>					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments:								

Additional Information:

5.5.03	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) San Mateo PD Policy Manual section 314 (Pursuits) and San Mateo County Chiefs' Association Pursuit Protocol (LawNet).	☐ N/A

5.5.03	Part B - Agency Training Details (field will expand automatically)

5.5.04 Handling Emergency Response or Pursuit Given a simulated or an actual emergency response or pursuit, the trainee shall demonstrate safe and effective driving practices.								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments:								

Additional Information:

5.5.04	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) San Mateo PD Policy Manual sections 314 (Vehicle Pursuits) and 316 (Officer Response to Calls); San Mateo County Chiefs' Association Pursuit Protocol (LawNet).	☐ N/A

5.5.04	Part B - Agency Training Details (field will expand automatically) The FTO will discuss simulated emergency response and vehicle pursuit scenarios with the trainee, to include different types of events or crimes, different locations and times of day, varied traffic conditions and other predictable variables. The trainee will demonstrate safe and effective driving practices for each scenario and will also demonstrate sound decision making during the simulated conduct of the pursuit.

5.6 VEHICLE OPERATION LIABILITY								
5.6.01 “Rules of the Road” The trainee shall discuss how an officer operating a patrol vehicle under non-emergency conditions is subject to the same “rule of the road” as any other driver.								
Reference(s):							Case # (If applicable)	Incident #
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments:								

Additional Information:

5.6.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) San Mateo PD Policy Manual section 316 (Response to Calls)	☐ N/A

5.6.01	Part B - Agency Training Details (field will expand automatically) The trainee will explain the exceptions to this requirement (response to emergencies, when authorized by a supervisor, during vehicle pursuits and in the apprehension of traffic violators).

5.6.02 Vehicle Code Exemptions

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

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

Reference(s):					Case # (If applicable)	Incident #		
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments:								

Additional Information:

5.6.02	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

5.6.02	Part B - Agency Training Details (field will expand automatically)

5.6.03 Exemption Requirements The trainee shall explain the exemption requirements of the Vehicle Code regarding the use of red lights and siren under Sections 21055(b) and 21807 .								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments:								

Additional Information:

5.6.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

5.6.03 Part B - Agency Training Details (field will expand automatically)

5.6.04 Liability for Death, Injury or Property Damage

The trainee shall explain the conditions under which he/she and/or their agency may be held liable for deaths, injury or property damage which occur while an emergency vehicle is being operated with red lights and siren (Code 3), including:

- A. Failure to drive with due regard for the safety of all persons
- B. When the agency has not adopted a written policy on police pursuits in compliance with Vehicle Code 17004.7
- C. A negligent or wrongful act or omission by an employee of a public entity.
- D. When not responding to an emergency call, not in the immediate pursuit of an actual or suspected violator of the law, or when responding to other emergencies.

Reference(s):						Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date		
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	
Comments:									

Additional Information:**5.6.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

San Mateo PD Policy Manual section 314 (Vehicle Pursuits) and 316 (Response to Calls)

5.6.04 Part B - Agency Training Details *(field will expand automatically)*

The FTO will discuss with the trainee possible civil, criminal, disciplinary and professional ramifications could result if an officer causes injury or damage while operating an emergency vehicle not in compliance with Vehicle Code sections 21055 and 21807.

The FTO will explain that the San Mateo Police Department is in compliance with Vehicle Code section 17004.7, which requires police agencies to have adopted written policies relative to vehicle pursuits.

The trainee will demonstrate an understanding of their potential for liability for failure to comply with agency policy and the requirements outlined in California Vehicle Code sections 21055 and 21807.

See next page for Attestation

Part 5 – Section 5: Patrol Vehicle Operations

ATTESTATION FOR SECTION 5

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Click on the 'X' in the signature line to activate the signature field > Right click and select "Sign" from the menu.
- Click on "Select Image" > Locate your signature file > Click "Open" to place your signature (date appears automatically).
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and Trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the Trainee in accordance with the agency's training requirements for this portion of the Field Training Program.
 2. The Trainee demonstrated all competencies required for this portion of the Field Training Program.
 3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the Trainee.
 4. The final evaluation of the Trainee's performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the Trainee.
-

Primary Field Training Officer: X Print Full Name: _____

Trainee: X Print Full Name: _____

IMPORTANT: After signing the Attestation, the file will be "locked" and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Right click on the signature line > Select "Remove" from the menu.

See the following pages for Instructions to Administrators and FTOs

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (<https://www.post.ca.gov/field-training--police-training.aspx>). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.
2. **Front cover (optional):** To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.
3. **For each section (1–18):**
 - a. Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
 - b. Below each table:
Part A: Enter applicable references from your agency's Policies & Procedure Manual.
Part B: Enter your agency's training details.
4. **After completing ALL sections (1–18),** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
 - 1) **Your completed FTP Guide**
 - 2) **FTP Approval Checklist** ([POST Form 2-230](#))
NOTE: Guides submitted without this form will NOT be reviewed.
 - 3) **Your Department's Policy & Procedure Manual**
5. MAIL YOUR ELECTRONIC MEDIA TO:
Commission on POST
860 Stillwater Road, Suite 100
West Sacramento, CA 95605
Attn: Phil Caporale – BTB
6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency's Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. **Tracking your training sessions:**
 - a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
 - b. Enter any note-worthy comments related to the trainee's performance.
3. **If trainee requires remedial training:**
 - c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
 - d. Enter any additional note-worthy comments related to the trainee's performance.
4. **Attestation:** After all competencies have been performed, including any remedial training, the primary FTO and Trainee **MUST** enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section

SECTION 4 Use of Force

4.1 – 4.2 COMPETENCY REQUIREMENTS

Contents
4.1 Legal and Ethical Issues
4.2 Force Options
List of Subtopics
Attestation
Instructions to Administrators
Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

- 1) The POST FTP Approval Checklist ([Form 2-230](#))
- 2) Your department's *Policy & Procedure Manual*
- 3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS**4.1 LEGAL AND ETHICAL ISSUES**

- 4.1.01 Legal and Ethical Considerations
- 4.1.02 Agency Policy and Liability
- 4.1.03 Ethical Conduct

4.2 FORCE OPTIONS

- 4.2.01 Explanation of Force Options and Examples

SECTION 4 USE OF FORCECHECK ONE ONLY: ☐ PHASE 1 ☐ PHASE 2 ☐ PHASE 3 ☐ PHASE 4 ☐ PHASE 5

Trainee

FTO

4.1 LEGAL AND ETHICAL ISSUES**4.1.01 Legal and Ethical Considerations**

The trainee shall review and discuss the legal and ethical considerations pertaining to the use of force and “reasonable force.”

Reference(s): Penal Code [835](#), [835a](#), [843](#), [198](#)

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments (field will expand automatically)

Additional Information:**4.1.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

San Mateo PD Policy Manual section 300 (Use of Force)

4.1.01 Part B - Agency Training Details *(field will expand automatically)*

The trainee will demonstrate an understanding of California law relative to arrests and the manner in which force is authorized to accomplish such arrests, including Penal Code Sections 835, 835(a), 843, and 198.

The trainee will demonstrate/discuss ethical considerations to be considered when deciding whether force is reasonable and justified in any given situation.

4.1.02 Agency Policy and Liability

The trainee shall explain agency policy regarding the use of physical force or deadly force, and the legal ramifications and civil liability for both the officer and the agency.

Reference(s):					Case # <i>(If applicable)</i>	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
	FTO:							
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments <i>(field will expand automatically)</i>								

Additional Information:**4.1.02 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*☐ N/A

San Mateo PD Policy Manual section 300 (Use of Force), 340 (Conduct and Discipline)

4.1.02 Part B - Agency Training Details *(field will expand automatically)*

The trainee will demonstrate an understanding of the authority to use force and limitations on force applications as outlined in SMPD Policy Manual 300.3 (Use of Force).

The trainee will demonstrate an understanding of the requirements outlined in San Mateo PD Policy Manual section 340 relative to conduct and disciplinary actions, including possible disciplinary outcomes, for failing to use reasonable force in the conduct of arrest(s). Depending on the severity of the policy violation, prior disciplinary history and other factors an officer who is deemed to have willfully used excessive or unreasonable force to effect an arrest could be subject to disciplinary action, up to and including termination.

4.1.03 Justification of Deadly Force

The trainee shall identify and evaluate situations that do and do not justify the use of deadly force.

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:**4.1.03 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*☐ N/A

San Mateo PD Policy Manual Section 300.4 (Deadly Force Applications)

4.1.03 Part B - Agency Training Details *(field will expand automatically)*

The trainee will demonstrate/explain when deadly force may be utilized pursuant to SMPD Policy Manual section 300.4 (Deadly Force Applications).

The trainee will demonstrate/explain the content of Penal Code sections 196 (Justifiable Killing in the Performance of an Official Duty); 198 (Limitation of Self-Defense and Defense-of-Property rule); 835a (Use of Reasonable Force to Effect Arrest) and 843 (Overcoming Resistance or Preventing Escape) and how those form the framework to authorize and justify the lawful use of deadly force.

The trainee will discuss and identify situations that do not typically justify or warrant the use of deadly force.

The trainee will demonstrate an understanding that many deadly force situations might be de-escalated and avoided altogether through the employment of good officer safety practices, pre-response planning, sound tactics and utilization of crisis intervention techniques. The FTO will discuss several scenarios to illustrate situations wherein crisis intervention techniques have more than likely avoided a deadly force situation.

4.2 FORCE OPTIONS**4.2.01 Explanation of Force Options and Examples**

The trainee shall explain what is meant by ‘force options’ and provide examples of each that would fall within legal and moral limits, to minimally include:

- A. Nonverbal/police presence
- B. Verbal (tactical communication)
- C. Physical (weaponless)
- D. Less lethal weapons, including:
 - 1. Chemical Agents
 - a. The trainee shall explain the regulations governing the use of chemical agents, including the follow-up procedures for those to whom they have been applied, and the reporting procedures in cases where they were used.
 - 2. Impact Weapons
 - b. The trainee shall know when and how to effectively use the police baton and other impact weapons in an authorized manner.
 - c. The trainee shall identify the areas of the body recognized as baton/impact weapon “target” areas.
 - d. The trainee shall identify those vital body areas that are potentially lethal when struck by a baton/impact weapon.
- 3. Additional Less-Lethal Weapons
 - e. The trainee shall identify additional agency-approved less-lethal weapons (e.g., Stun guns, TASER®, PepperBall®, and/or bean bag weapons, etc.)
- E. Deadly force

The trainee shall explain considerations to be made when determining whether or not to resort to the use of deadly force. These considerations shall minimally include:

 - 1. Type of crime and suspects(s) involved
 - 2. Threat to the lives of innocent persons
 - 3. Laws and agency policies
 - 4. Officer’s present capabilities
- F. Capabilities of officer’s weapon

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments (field will expand automatically)

Additional Information:

4.2.01	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	☐ N/A
	San Mateo PD Policy Manual sections: 300.3 (Use of Force); 300.4 (Deadly Force); 306 (Handcuffing and Restraints); 308 (Control Devices and Techniques); 309 (Conducted Energy Device); 312 (Firearms and Qualification); 318 (Canines)	
4.2.01	Part B - Agency Training Details <i>(field will expand automatically)</i>	
	The trainee will demonstrate an understanding of the requirements of SMPD Policy Manual section 300.3 relative to the reasonable use of force.	
	The trainee will demonstrate an understanding of the factors that will be considered when determining the reasonableness of any force application as outlined in SMPD Policy Manual section 300.3.2.	
	The trainee will demonstrate an understanding of the various force options available to them as outlined in SMPD Policy Manual sections 300.3.3, 300.3.4 and 300.4.	
	The trainee will demonstrate an understanding of the reporting and medical intervention/monitoring requirements for the various force options authorized by the policy, including: providing immediate medical attention for injuries sustained or exposure to chemical agents, transporting for medical treatment, reporting use of impact weapons and carotid control hold, supervisory notifications. These requirements are covered in basic and update Force Options training, but the FTO will again discuss them with the trainee to ensure understanding of these processes.	

See next page for Attestation

Part 5 – Section 4: Agency Orientation/Department Policies

ATTESTATION FOR SECTION 1

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Click on the 'X' in the signature line to activate the signature field > Right click and select "Sign" from the menu.
- Click on "Select Image" > Locate your signature file > Click "Open" to place your signature (date appears automatically).
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and Trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the Trainee in accordance with the agency's training requirements for this portion of the Field Training Program.
2. The Trainee demonstrated all competencies required for this portion of the Field Training Program.
3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the Trainee.
4. The final evaluation of the Trainee's performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the Trainee.

Primary Field Training Officer: X

Print Full Name: _____

Trainee: **X**

Print Full Name: _____

IMPORTANT: After signing the Attestation, the file will be “locked” and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Right click on the signature line > Select “Remove” from the menu.

See the following pages for Instructions to Administrators and FTOs

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (<https://www.post.ca.gov/field-training--police-training.aspx>). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.
2. **Front cover (optional):** To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.
3. **For each section (1–18):**
 - a. Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
 - b. Below each table:
 - *Part A:* Enter applicable references from your agency's Policies & Procedure Manual.
 - *Part B:* Enter your agency's training details.
4. **After completing ALL sections (1–18),** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
 - 1) **Your completed FTP Guide**
 - 2) **FTP Approval Checklist** ([POST Form 2-230](#))
NOTE: Guides submitted without this form will NOT be reviewed.
 - 3) **Your Department's Policy & Procedure Manual**
5. MAIL YOUR ELECTRONIC MEDIA TO:
Commission on POST
860 Stillwater Road, Suite 100
West Sacramento, CA 95605
Attn: Phil Caporale – BTB
6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency's Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. **Tracking your training sessions:**
 - a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
 - b. Enter any note-worthy comments related to the trainee's performance.
3. **If trainee requires remedial training:**
 - c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
 - d. Enter any additional note-worthy comments related to the trainee's performance.
4. **Attestation:** After all competencies have been performed, including any remedial training, the primary FTO and Trainee **MUST** enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section

SECTION 6

Community Relations/Professional Demeanor

6.1 – 6.6 COMPETENCY REQUIREMENTS

Contents	
6.1	Community Relations and Service
6.2	Professional Demeanor and Communications
6.3	Cultural Diversity
6.4	Racial Profiling
6.5	Crime Prevention
6.6	COP/POP
	List of Subtopics
	Attestation
	Instructions to Administrators
	Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

- 1) The POST FTP Approval Checklist ([Form 2-230](#))
- 2) Your department's *Policy & Procedure Manual*
- 3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS**6.1 COMMUNITY RELATIONS AND SERVICE**

- 6.1.01 Agency Responsibilities
- 6.1.02 Community Service

6.2 PROFESSIONAL DEMEANOR AND COMMUNICATIONS

- 6.2.01 Professional Principles
- 6.2.02 Citizen Evaluations
- 6.2.03 Inappropriate Verbal Language/Communication
- 6.2.04 Inappropriate Nonverbal Language/Communication
- 6.2.05 Explaining Actions to Citizens
- 6.2.06 Phone Communication
- 6.2.07 Other Forms of Communication

6.3 CULTURAL DIVERSITY

- 6.3.01 Community Cultures
- 6.3.02 Cultural Motivations and Biases
- 6.3.03 Increasing Trust within Communities

6.4 RACIAL PROFILING

- 6.4.01 Racial Profiling Prohibited and Damaging
- 6.4.02 Profiling Behavior
- 6.4.03 Constitutional Amendments
- 6.4.04 Community History
- 6.4.05 Agency Policy
- 6.4.06 Focusing on Behavior

6.5 CRIME PREVENTION

- 6.5.01 Citizen Support
- 6.5.02 Forms of Crime Prevention

6.6 COMMUNITY-ORIENTED/PROBLEM-ORIENTED POLICING (COP/POP)

- 6.6.01 Community/Problem Oriented Policing and Community Priorities
- 6.6.02 The Crime Triangle
- 6.6.03 Working with the Community to Solve Problems
- 6.5.04 Leadership in Community-Developed Problem Solving
- 6.5.05 Problem-Solving Model

SECTION 6 COMMUNITY RELATIONS/PROFESSIONAL DemeanorCHECK ONE ONLY: ☐ PHASE 1 ☐ PHASE 2 ☐ PHASE 3 ☐ PHASE 4 ☐ PHASE 5

Trainee

FTO

6.1 COMMUNITY RELATIONS AND SERVICE**6.1.01 Agency Responsibilities**

The trainee shall explain the agency's responsibilities to community service.

Reference(s):					Case # (If applicable)	Incident #		
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments (field will expand automatically)								

Additional Information:**6.1.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☒ N/A**6.1.01 Part B - Agency Training Details (field will expand automatically)**

The trainee will demonstrate an understanding of their responsibilities relative to community relations and service as mandated by the Law Enforcement Professional Code of Ethics, the San Mateo Police Department Mission Statement, San Mateo Police Department Organizational Values and the Department Mantra.

6.1.02 Community Service

The trainee shall identify the agency's roles and responsibilities in providing community service. Those roles may include:

A. To protect life and property B. To maintain order C. Crime prevention D. Public education E. Delivery of service F. Enforcement of laws	G. Community partnerships, such as: H. Community Oriented Policing Services (COPS) I. Police Athletic League/Police Activities League (PAL) J. Drug Abuse Resistance Education (DARE) K. Any other agency-approved programs

<i>Reference(s):</i>					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments <i>(field will expand automatically)</i>								

Additional Information:

6.1.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

☒ N/A

6.1.02 Part B - Agency Training Details *(field will expand automatically)*

The trainee will demonstrate an understanding of the above listed principles and how to employ them in their daily policing activities throughout their training experience.

The trainee will demonstrate an understanding of the Departmental programs and resources that they can access in order to further their service delivery mission.

Examples of these programs are, but not limited to:

- SMPD PAL (Police Activities League)
- G.R.E.A.T (Gang Resistance Education and Training)
- PCRC (Peninsula Conflict Resolution)
- V.A. (Office Of Veterans Affairs)
- H.O.T (Homeless Outreach Team)
- P.E.R.T. (Physcological Emergency Response Team)
- Other city departments (Public Works, Building and Planning, Parks & Rec, Etc).

6.2 PROFESSIONAL DEMEANOR AND COMMUNICATIONS**6.2.01 Professional Principles**

The trainee shall identify the basic principles that generally apply to professions, and discuss how those principles relate to the profession of law enforcement.

<i>Reference(s):</i>					Case # (If applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:**6.2.01 Part A - Reference Agency Policies/Procedures, if applicable** (600 characters maximum)

☒ N/A

6.2.01 Part B - Agency Training Details (field will expand automatically)

The trainee will demonstrate an understanding that law enforcement is a profession and there are higher standards of conduct and performance as a result of their commitment to the profession.

The trainee will discuss and demonstrate an understanding that their role as a law enforcement professional not only bounds them to professional performance and knowledge expectations, but also connects them to the entire group of law enforcement professionals world-wide.

The trainee will demonstrate an understanding that their performance and actions, on or off duty, as a law enforcement professional could potentially reflect positively or negatively on the department, the city, and all other law enforcement professionals.

6.2.02 Citizen Evaluations

The trainee shall explain the various methods by which citizens evaluate law enforcement agencies and their officers.

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments:								

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

6.2.02	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

6.2.02	Part B - Agency Training Details (field will expand automatically) Some ways that citizens express their evaluations of law enforcement service are: making formal complaints, public demonstrations, demands for organizational leadership change, allegations of systemic bias toward individuals or groups, going directly to the media or writing letters to the editor, lack of support when community support is needed, increased crime, and others. Many times, citizen evaluations of you and the department, both positive and negative, are held quietly inside the individual's mind and even transmitted to others quietly. This is problematic, however, because there is no way to know or address these concerns. The trainee will demonstrate an understanding of these principles and that they will be evaluated by the public at all times. The trainee will demonstrate an understanding that the public most likely doesn't understand the underlying principles and tactical considerations that law enforcement officers employ in their daily duties. This isn't ignorance, it is simply that they don't need to know how or why you're doing something a certain way. The trainee will demonstrate an understanding that every contact they make is an opportunity to sell themselves and the department within the community. This in turn helps to build trust and open communication between the department and community.

6.2.03 Inappropriate Verbal Language/Communication The trainee shall identify verbal factors which could contribute to a negative response from the public, including: A. Profanity B. Derogatory remarks C. Offensive terms regarding gender, race, ethnicity, sexual orientation, nationality, religion, and/or socioeconomic status								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:								
Comments (field will expand automatically)								

Additional Information:

6.2.03	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) San Mateo PD Policy Manual Section 340 (Conduct).	☐ N/A

6.2.03	Part B - Agency Training Details (field will expand automatically) The trainee will demonstrate understanding of their role as a law enforcement professional within the department, City of San Mateo organization and the San Mateo community. The trainee will explain how the listed behaviors above (A-C) are not generally acceptable in a professional environment and may be deemed a violation of the Department's conduct expectations subjecting them to discipline, as outlined in Policy Manual section 340.

6.2.04 Inappropriate Nonverbal Language/Communication

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

- A. Officious and disrespectful attitude
 B. Improper use of body language
 C. Improper cultural response

Reference(s):					Case # (If applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

6.2.04	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

6.2.04	Part B - Agency Training Details (field will expand automatically) The FTO will discuss each of the listed "nonverbal" factors with the trainee, to include several examples of each and how they may be perceived by the public in general. The trainee will demonstrate an understanding that these inappropriate "nonverbal" signals could hinder their ability to perform their job tasks effectively; that they could have long-lasting professional and reputational implications; that they could have a negative impact on the entire organization in the eyes of the public; and that their actions tend to speak louder than words (whether factual or simply through subjective inferences).

6.2.05 Explaining Actions to Citizens The trainee shall discuss why it may be beneficial to explain the reasons for his/her actions to inquiring citizens.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

6.2.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

6.2.05 Part B - Agency Training Details (field will expand automatically)
In general, the public has very little contact with the police in their lives. In addition, the tactics and techniques employed in the policing profession are foreign to most members of the general public. Tasks that police officers perform, professionally and proficiently, on a daily basis may be perceived as being unreasonable, irrational or unnecessary by members of the general public. This tends to create an environment wherein members of the general public may begin to form negative opinions about the police in the absence of reasonable explanations of these tactics and techniques. The trainee will demonstrate an understanding that they are expected to take time to explain the reasons for their actions when they receive an inquiry from a member of the public unless, based on the citizen's demeanor, it is clearly evident that any explanation would most likely not result in resolution of the inquiry. The trainee will demonstrate when it might be best to refer a citizen inquiry to a different officer or to a supervisor.

6.2.06 Phone Communication The trainee shall conduct phone conversations in a professional manner.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

6.2.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

6.2.06 Part B - Agency Training Details (field will expand automatically) The trainee will demonstrate an understanding that telephone conversations with members of the public are the same as any face-to-face contact and should be conducted in a polite and professional manner. The trainee will demonstrate an understanding that any personal telephone conversations while on duty that could be overheard by any member of the public must be conducted in a polite and professional manner.

6.2.07 Other Forms of Communication

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. This may be demonstrated through:

A. Community contacts	D. Positive role modeling
B. Business contacts	E. Mentoring
C. Community involvement	

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments (field will expand automatically)

Additional Information:**6.2.07 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☒ N/A**6.2.07 Part B - Agency Training Details (field will expand automatically)**

The trainee will demonstrate the ability to communicate effectively and professionally with a cross-section of society, to include business professionals, laborers, politicians, various socio-economic and ethnic groups, individuals of all ages, co-workers and other City employees.

The trainee will demonstrate an understanding that effective holistic relationships and professional networking are developed in many ways, including community involvement, demonstrating good citizenship, and by embracing any opportunities to provide mentoring.

6.3 CULTURAL DIVERSITY								
6.3.01 Community Cultures The trainee shall explain how the culture of the community can have an affect on the community's relationship with his/her agency.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

6.3.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

6.3.01	Part B - Agency Training Details (field will expand automatically) Historically, police departments are either actively involved with their communities or are less engaged and are perceived as being separate from the community. Experience has proven that when police departments are actively engaged in collaborative partnerships with their communities in identifying and resolving community issues, the incidence of crime, delinquency and blight are reduced significantly. Collaborative identification and response to community issues tends to lead to longer term resolutions, as well. The trainee will demonstrate a willingness to engage in collaborative partnerships with community groups or neighborhoods in order to identify and address quality of life issues that they perceive to be occurring. The FTO will discuss theories of partnering with various community groups, how to build those partnerships and resources available to the trainee in their efforts to resolve problems and issues in partnership with the community. The trainee will discuss with the FTO how failure to collaborate or partner with the community may hurt the Police Department's standing in the community and any trust or departmental reputation that previously existed.

6.3.02 Cultural Motivations and Biases The trainee shall identify cultural motivations and biases that may affect professional ethics.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

6.3.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

6.3.02 Part B - Agency Training Details (field will expand automatically) The FTO and trainee will discuss individual human motivations and biases that are a normal part of the human condition and how those could conflict with a police officer's commitment to professional ethics. The trainee will demonstrate an understanding of the motivations and biases that could conflict with their own professional ethics. The trainee will explain proactive strategies that they could employ to avoid compromising their commitment to professional ethics.

6.3.03 Increasing Trust within Communities The trainee shall assess and explain ways in which he/she can increase the trust of the community he/she serves.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

6.3.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

6.3.03 Part B - Agency Training Details (field will expand automatically) The trainee and FTO will discuss and assess a variety of ways that they can improve and enhance the public's trust in them, individually, and in the Police Department in general.

6.4 RACIAL PROFILING**6.4.01 Racial Profiling Prohibited and Damaging**

The trainee will review and discuss Penal Code 13519.4, which states in part, “Racial profiling... is the practice of detaining a suspect based on a broad set of criteria which casts suspicion on an entire class of people without any individualized suspicion of the particular person being stopped.” The trainee shall recognize that racial profiling:

- A. Is prohibited by law
- B. “Presents a great danger to the fundamental principles of a democratic society”
- C. “Is abhorrent and cannot be tolerated”
- D. Causes community distrust and harms police relations with the community
- E. May have legal consequences

Reference(s):					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments (field will expand automatically)								

Additional Information:**6.4.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

San Mateo PD Policy Manual section 402 (Racial- or Bias-Based Profiling)

6.4.01 Part B - Agency Training Details *(field will expand automatically)*

The trainee will read San Mateo PD Policy Manual section 402 in its entirety.

The trainee will read California Penal Code section 13529.4 in its entirety.

The trainee will demonstrate an understanding that enforcement of laws based strictly on racial- or bias-based motivations is never acceptable, will not be tolerated and could subject them to criminal, civil and disciplinary actions.

The trainee will demonstrate an understanding that racial- or bias-based policing is a fundamental violation of the values and principles upon which our American society is founded and presents a danger to the fundamental values of any democratic society.

The trainee will demonstrate an understanding that any type of bias-based policing will harm the professional standing of the San Mateo Police Department in the community and will disintegrate the trust that we have built in the San Mateo and law enforcement communities.

6.4.02 Profiling Behavior

The trainee shall explain why effective police work profiles a person's behavior and not a person's race.

<i>Reference(s):</i>					Case # (If applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments:								

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

6.4.02	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

6.4.02	Part B - Agency Training Details (field will expand automatically)

6.4.03	Constitutional Amendments							
	The trainee shall explain the 4th Amendment and 14th Amendment of the U.S. Constitution and how they define law enforcement activities that pertain to racial profiling.							
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

6.4.03	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

6.4.03	Part B - Agency Training Details (field will expand automatically) The trainee will demonstrate an understanding of their responsibility to ensure that all individuals' rights as provided under these two Constitutional Amendments are safeguarded and never violated regardless of their race, ethnicity, age, gender or any other subjective factors.

6.4.04 Community History The trainee shall discuss how the history of the community can have an affect on the community's relationship with his/her agency.									
Reference(s):						Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date		
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Trainee:									
Comments (field will expand automatically)									

Additional Information:

6.4.04	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

6.4.04 Part B - Agency Training Details *(field will expand automatically)*

The FTO and trainee will discuss the long history of the City of San Mateo, the San Mateo Police Department, and the long-standing history of collaboration and partnering between the two to ensure a safe and healthy environment in which to live, work, shop, and visit.

The trainee will explain how this history has resulted in the current relationship between the Police Department and the general San Mateo community.

6.4.05 Agency Policy

The trainee shall review and be able to summarize the agency's policy regarding racial profiling.

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated? ☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	Remedial Training	How Remediated? ☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name		Date
	FTO:							
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:**6.4.05 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*☐ N/A

San Mateo PD Policy Manual section 402 (Racial- and Bias-Based Profiling)

6.4.05 Part B - Agency Training Details *(field will expand automatically)*

The trainee will demonstrate an understanding of the contents of SMPD Policy Manual section 402 related to Racial- and Bias-Based Profiling, including the definition of Racial- and Bias-Based Profiling and the potential criminal, civil and disciplinary ramifications for failing to abide by this policy and California Penal Code section 13519.4.

6.4.06 Focusing on Behavior The trainee shall demonstrate the ability to perform effective police work focusing on behavior rather than race.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

6.4.06	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A
6.4.06	Part B - Agency Training Details (field will expand automatically)	

6.5 CRIME PREVENTION								
6.5.01 Citizen Support The trainee shall demonstrate the knowledge and skills necessary to gain citizen support and participation in the prevention of crime.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

6.5.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

6.5.01	Part B - Agency Training Details (field will expand automatically) The FTO and trainee will discuss the concept of crime prevention, various approaches to crime prevention and the need to garner community support to optimize any crime prevention efforts. The trainee will identify a crime prevention problem that they observe while on patrol and will discuss how they would proceed in developing a plan to address the problem. If feasible, the trainee will develop and implement the plan partnering with necessary community and City resources.

6.5.02 Forms of Crime Prevention

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

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

<i>Reference(s):</i>					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
<i>Comments (field will expand automatically)</i>								

Additional Information:

6.5.02	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	☒ N/A

6.5.02 Part B - Agency Training Details *(field will expand automatically)*

The trainee will identify other crime prevention strategies that they could employ in their daily patrol activities.

6.6 COMMUNITY-ORIENTED/PROBLEM-ORIENTED POLICING (COP/POP)								
6.6.01 Community/Problem Oriented Policing and Community Priorities The trainee shall review and explain the agency's concept of community/problem oriented policing as it relates to community priorities and needs, focusing on specific violations, crimes, or circumstances.								
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated? ☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	Remedial Training		How Remediated? ☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

6.6.01	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	☒ N/A

6.6.01	Part B - Agency Training Details <i>(field will expand automatically)</i> The FTO and trainee will discuss the concepts of Community Oriented Policing and Problem Oriented Policing, to include strategies for implementing them to resolve community problems in collaboration with the community and other necessary resources. The trainee will demonstrate an understanding of the concept of COP/POP and how to develop and implement COP/POP plans to address community priorities, City-wide crime or other quality of life problems by focusing on specific violations, crimes or circumstances.

6.6.02 The Crime Triangle The trainee shall explain the crime triangle (offender, victim, and location).								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

6.6.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

6.6.02 Part B - Agency Training Details (field will expand automatically) After discussion with the FTO, the trainee will demonstrate an understanding of the concept of the Crime Triangle (Offender, Victim & Location).

6.6.03 Working with the Community to Solve Problems The trainee shall describe the advantages of working with the community to find solutions to problems related to community safety and quality of life issues.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

6.6.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A
6.6.03 Part B - Agency Training Details (field will expand automatically)	

6.6.04 Leadership in Community-Developed Problem Solving The trainee shall demonstrate leadership in facilitating, assisting, and motivating community members to develop solutions to their problems.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

6.6.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

6.6.04 Part B - Agency Training Details (field will expand automatically) Given the opportunity, the trainee will proactively demonstrate leadership in engaging, facilitating, assisting and motivating community members to develop strategies and solutions to problems that they have identified. In the absence of the opportunity, the trainee will explain how they would go about engaging, facilitating, assisting and motivating community members to develop strategies and solutions to problems in their communities.

6.6.05 Problem-Solving Model

The trainee shall explain the agency's problem-solving model [e.g., The SARA Model (Scanning, Analysis, Response and Assessment)], and be able to:

A. Learn the service needs and demands in their patrol area	D. Develop plans with citizens to address crime and disorder problems
B. Devise ways to manage information gathered from various community sources	E. Work with citizens to assess the results of their efforts
C. Learn how to identify crime and disorder problems, and distinguish them from incidents	

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments (field will expand automatically)

Additional Information:**6.6.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☒ N/A

6.6.05 Part B - Agency Training Details (field will expand automatically)

The trainee will discuss with their FTO how they would employ these steps in the resolution of a simulated problem that they've identified on their beat.

See next page for Attestation

Part 5 – Section 6: Community Relations/Professional Demeanor

ATTESTATION FOR SECTION 6

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Click on the 'X' in the signature line to activate the signature field > Right click and select "Sign" from the menu.
- Click on "Select Image" > Locate your signature file > Click "Open" to place your signature (date appears automatically).
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and Trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the Trainee in accordance with the agency's training requirements for this portion of the Field Training Program.
2. The Trainee demonstrated all competencies required for this portion of the Field Training Program.
3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the Trainee.
4. The final evaluation of the Trainee's performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the Trainee.

Primary Field Training Officer: X Print Full Name: _____

Trainee: X Print Full Name: _____

IMPORTANT: After signing the Attestation, the file will be “locked” and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Right click on the signature line > Select “Remove” from the menu.

See the following pages for Instructions to Administrators and FTOs

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (<https://www.post.ca.gov/field-training--police-training.aspx>). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.
2. **Front cover (optional):** To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.
3. **For each section (1–18):**
 - a. Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
 - b. Below each table:
Part A: Enter applicable references from your agency's Policies & Procedure Manual.
Part B: Enter your agency's training details.
4. **After completing ALL sections (1–18),** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
 - 1) **Your completed FTP Guide**
 - 2) **FTP Approval Checklist** ([POST Form 2-230](#))
NOTE: Guides submitted without this form will NOT be reviewed.
 - 3) **Your Department's Policy & Procedure Manual**
5. MAIL YOUR ELECTRONIC MEDIA TO:
Commission on POST
860 Stillwater Road, Suite 100
West Sacramento, CA 95605
Attn: Phil Caporale – BTB
6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency's Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. **Tracking your training sessions:**
 - a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
 - b. Enter any note-worthy comments related to the trainee's performance.
3. **If trainee requires remedial training:**
 - c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
 - d. Enter any additional note-worthy comments related to the trainee's performance.
4. **Attestation:** After all competencies have been performed, including any remedial training, the primary FTO and Trainee **MUST** enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section

SECTION **7**

Radio Communication Systems

7.1 – 7.2 COMPETENCY REQUIREMENTS

Contents
7.1 Radio Communication
7.2 Information Systems/Telecommunications
List of Subtopics
Attestation
Instructions to Administrators
Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

- 1) The POST FTP Approval Checklist ([Form 2-230](#))
- 2) Your department's *Policy & Procedure Manual*
- 3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS**7.1 RADIO COMMUNICATION**

- 7.1.01 Agency Policy Regarding Communications
- 7.1.02 Memorizing Codes
- 7.1.03 Radio Procedures and Use
- 7.1.04 Crime Broadcast
- 7.1.05 Vehicle Pursuit Transmission
- 7.1.06 Control During In-Progress Assignment

7.2 PROFESSIONAL DEMEANOR AND COMMUNICATIONS

- 7.2.01 Examples of Inquiries
- 7.2.02 Law Enforcement Information Systems
- 7.2.03 System Inquiries to Complete an Investigation
- 7.2.04 Agency Policy for Use of MCTs and Laptops
- 7.2.05 Inappropriate Use of Information Systems

SECTION 7 RADIO COMMUNICATION SYSTEMSCHECK ONE ONLY: ☐ PHASE 1 ☐ PHASE 2 ☐ PHASE 3 ☐ PHASE 4 ☐ PHASE 5

Trainee

FTO

7.1 RADIO COMMUNICATION**7.1.01 Agency Policy Regarding Communications**

The trainee shall review and briefly summarize agency policy on communications control and coordination and radio call numbers.

Reference(s):					Case # (If applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:**7.1.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

San Mateo PD Policy Manual section 802.3 (Radio Communications)

7.1.01 Part B - Agency Training Details *(field will expand automatically)*

The FTO and trainee will discuss organizational protocols and procedures for radio communications.

The FTO will familiarize the trainee with the function of all mobile and portable radio systems in use.

The trainee will spend a minimum of 4 hours working in the Dispatch Services Center to better understand the processes and unique demands that the 911 dispatchers and call takers have in their jobs and to become familiar with various law enforcement information systems available for them to access for law enforcement purposes.

The trainee will demonstrate proficiency using portable and mobile radios, to include functionality, brevity of transmissions, proper radio demeanor, and proper use of radio codes.

7.1.02 Memorizing Codes

The trainee shall memorize the phonetic alphabet and agency brevity radio codes, including commonly used Penal Code Section numbers and codes for dispatching emergency vehicles.

<i>Reference(s):</i>					Case # (If applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:**7.1.02 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*
☒ N/A

7.1.02 Part B - Agency Training Details *(field will expand automatically)*

The FTO will periodically quiz the trainee on the phonetic alphabet, commonly used radio codes and commonly used Penal and Vehicle Code sections to ensure progress toward proficiency is occurring.

By the end of Phase 2 of the FTO program the trainee will have memorized the phonetic alphabet and the authorized radio codes used for communicating by the San Mateo Police Department.

The trainee will demonstrate proficiency in use of the phonetic alphabet and authorized radio codes.

7.1.03 Radio Procedures and Use

The trainee shall demonstrate knowledge of agency radio procedures and proficient use of the radio including:

A. Waiting until the air is clear before pressing the transmit button B. Pressing the transmit button firmly and speaking calmly and clearly into the microphone C. Avoiding over-modulation by speaking moderately into the microphone	D. Knowing the meaning of “emergency traffic only” and always saving routine and non-emergency transmissions until “emergency traffic only” status is terminated E. Knowing the call signs, assignments, and beat locations of other units in the area

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:**7.1.03 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*

☒ N/A

7.1.03 Part B - Agency Training Details *(field will expand automatically)***7.1.04 Crime Broadcast**

Given a situation in which there is one or more suspect descriptions, the trainee shall properly utilize the radio to complete a crime broadcast. This description shall minimally include:

A. Type of incident and number of suspects	D. Weapon(s) used
B. Complete known description of suspect(s), including height, weight, hair color and style, eye color, clothing description, and distinguishing characteristics	E. Vehicle(s) used
C. Loss (if any), including approximate value and denomination of bills	F. Direction(s) of flight

<i>Reference(s):</i>					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
<i>Comments (field will expand automatically)</i>								

Additional Information:**7.1.04 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*

☒ N/A

7.1.04 Part B - Agency Training Details *(field will expand automatically)*

The FTO will discuss the process of transmitting suspect description(s) and direction(s) of travel over the police radio.

The trainee will demonstrate the ability to develop and transmit relevant suspect information over the police radio effectively and efficiently without taking inordinate amounts of air-time to broadcast the information.

The trainee will demonstrate the ability to break a lengthy broadcast into several shorter intervals and leaving breaks in the transmissions to allow others with emergency radio traffic to access the radio network.

7.1.05 Vehicle Pursuit Transmission

The trainee shall explain the proper use of the police radio and transmissions to maintain control of a vehicle pursuit. Appropriate transmissions shall minimally include:

A. Identification of the vehicle in pursuit	F. Approximate speed
B. What the vehicle or occupant(s) is wanted for	G. Conditions (light or moderate traffic, dry or wet pavement, damage to suspect vehicle, etc.)
C. Complete description of the vehicle, including license number	H. Necessity for backup and number of units needed
D. Number of occupants and possibility of weapons	I. Location of stop
E. Direction of travel	

Reference(s):					Case # (If applicable)	Incident #		
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments <i>(field will expand automatically)</i>								

Additional Information:

7.1.05	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> San Mateo PD Policy Manual section 314 (Vehicle Pursuits)	☐ N/A

7.1.05	Part B - Agency Training Details <i>(field will expand automatically)</i> The FTO will discuss proper radio procedures to be used during a vehicle pursuit specifically for the pursuing officer(s), secondary pursuit unit, and others not involved with the pursuit. The trainee will demonstrate an understanding of the procedures and protocols to use during vehicle pursuits from the standpoint of the primary officer, the secondary pursuing officer and as a non-involved officer.

7.1.06 Control During In-Progress Assignment Given a situation involving an in-progress assignment, the trainee shall use the police radio to maintain control of the situation. This shall minimally include: A. Voice control so as not to escalate the situation B. Establishment of perimeter and control of possible escape routes C. Control of response of other police units							
Reference(s):					Case # <i>(If applicable)</i>	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training	How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test		☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments <i>(field will expand automatically)</i>							

Additional Information:

7.1.06	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	☒ N/A

7.1.06	Part B - Agency Training Details <i>(field will expand automatically)</i> The FTO will discuss tactics to employ while responding to in-progress calls for service as outlined above (A-C). The trainee will demonstrate the ability to assert control in the response to and investigation of in-progress calls for service while maintaining calm, as outlined above (A-C).

7.2 INFORMATION SYSTEMS / TELECOMMUNICATIONS								
7.2.01 Examples of Inquiries The trainee shall give examples where inquires into a law enforcement information system would be necessary. These may include: A. To locate information on lost, stolen, or recovered property, including vehicles B. To establish probable cause for a search or an arrest C. To verify the validity of a warrant D. To verify the validity of a driver's license, vehicle registration, or occupational license E. To determine if a person is wanted F. To determine the status of a person on parole or probation G. To report or locate a missing person								
<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:**7.2.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☒ N/A**7.2.01 Part B - Agency Training Details (field will expand automatically)**

The FTO will discuss the various law enforcement information systems available to make inquiries in furtherance of the law enforcement mission including those purposes listed above (A-G).

The trainee will demonstrate proficiency in accessing or requesting inquiries various law enforcement information systems for the purposes listed above (A-G).

7.2.02 Law Enforcement Information Systems

The trainee shall be able to identify the law enforcement information systems used by the agency including:

A. Automated Property System (APS)	D. Automated Firearms System (AFS)
B. Stolen Vehicle System (SVS)	E. Domestic Violence Restraining Order System (DVROS)
C. Wanted Persons System (WPS)	F. Missing Unidentified Person System (MUPS)

Reference(s):					Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training	How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test		
Trainee:							
Comments (field will expand automatically)							

Additional Information:

7.2.02	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

7.2.02	Part B - Agency Training Details (field will expand automatically) During their orientation in the Dispatch Services Center the trainee will receive basic explanations and demonstrations of the various law enforcement information systems, specifically those listed above (A-F). The trainee will demonstrate an understanding of the purpose for these systems and when to access them for information in furtherance of their law enforcement endeavors. The trainee will complete and sign all required waivers and agreements prior to accessing any restricted law enforcement computer or data system as required by law or the system administrator.

7.2.03	System Inquiries to Complete an Investigation Given an incident in which information is required to complete an investigation, the trainee shall demonstrate a knowledge of the minimum information requirements for generating a system inquiry related to the following categories: A. Wanted persons B. Property, vehicles, and firearms C. Criminal histories D. DMV information E. Miscellaneous information							
<i>Reference(s):</i>						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
<i>Comments (field will expand automatically)</i>								

Additional Information:**7.2.03 Part A - Reference Agency Policies/Procedures, if applicable** (600 characters maximum)☒ N/A**7.2.03 Part B - Agency Training Details** (field will expand automatically)

The FTO will explain access to each of the systems listed above (A-E). The FTO will also discuss when access to these systems is reasonably necessary, for what specific purposes and when access would not be authorized (or could be deemed unlawful).

The trainee will demonstrate an understanding of these systems, when accessing information from them is necessary and lawful, and how the information from the inquiries could be used in their daily law enforcement endeavors.

7.2.04 Agency Policy for Use of MCTs and Laptops

The trainee shall review and explain agency policy regarding the proper use and/or the misuse of Mobile Computer Terminals (MCTs) and on-board laptop computers.

Reference(s):					Case # (if applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:**7.2.04 Part A - Reference Agency Policies/Procedures, if applicable** (600 characters maximum)☐ N/A

San Mateo PD Policy Manual sections 448 (Mobile Data Terminal Use) & 340 (Conduct)

7.2.04 Part B - Agency Training Details *(field will expand automatically)*

The trainee will demonstrate an understanding of the agency policy relative to use of Mobile Data Terminals (MDT's) in the patrol cars.

The trainee will explain when use of the MDT is not authorized and what types of activities on the MDT's is prohibited.

The trainee will demonstrate an understanding that misuse of any MDT in violation of Policy Manual Section 448, or any other related policy, could result in discipline up to, and including, termination from employment.

The trainee will demonstrate proficiency in using the MDT for most basic functions (receiving and updating calls for service, making basic computer data inquiries, messaging, etc.)

7.2.05 Inappropriate Use of Information Systems

The trainee shall identify inappropriate use(s) of law enforcement information systems according to agency policy and law.

<i>Reference(s):</i>					Case # (If applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
FTO:								
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:**7.2.05 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*☐ N/A

San Mateo PD Policy Manual section 802.4 (CLETS Policy)

7.2.05 Part B - Agency Training Details *(field will expand automatically)*

The FTO will discuss the inappropriate use of law enforcement information systems, including for personal use or gain, or any other illegitimate purpose.

The FTO will discuss the potential for criminal, civil and disciplinary action for the inappropriate or unlawful access to, or use of, law enforcement information systems.

The trainee will complete and sign all required documentation relative to the use of various law enforcement information systems before ever attempting to access these systems for any purpose.

The trainee will demonstrate an understanding of the proper and improper uses of law enforcement information systems.

See next page for Attestation

Part 5 – Section 7: Radio Communication Systems

ATTESTATION FOR SECTION 7

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Click on the 'X' in the signature line to activate the signature field > Right click and select "Sign" from the menu.
- Click on "Select Image" > Locate your signature file > Click "Open" to place your signature (date appears automatically).
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and Trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the Trainee in accordance with the agency's training requirements for this portion of the Field Training Program.
 2. The Trainee demonstrated all competencies required for this portion of the Field Training Program.
 3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the Trainee.
 4. The final evaluation of the Trainee's performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the Trainee.
-

Primary Field Training Officer: X Print Full Name: _____

Trainee: X Print Full Name: _____

IMPORTANT: After signing the Attestation, the file will be "locked" and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Right click on the signature line > Select "Remove" from the menu.

See the following pages for Instructions to Administrators and FTOs

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (<https://www.post.ca.gov/field-training--police-training.aspx>). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.
2. **Front cover (optional):** To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.
3. **For each section (1–18):**
 - a. Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
 - b. Below each table:
 - *Part A:* Enter applicable references from your agency’s Policies & Procedure Manual.
 - *Part B:* Enter your agency’s training details.
4. **After completing ALL sections (1–18),** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
 - 1) **Your completed FTP Guide**
 - 2) **FTP Approval Checklist** ([POST Form 2-230](#))
NOTE: Guides submitted without this form will NOT be reviewed.
 - 3) **Your Department’s Policy & Procedure Manual**
5. MAIL YOUR ELECTRONIC MEDIA TO:
Commission on POST
860 Stillwater Road, Suite 100
West Sacramento, CA 95605
Attn: Phil Caporale – BTB
6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency's Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. **Tracking your training sessions:**
 - a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
 - b. Enter any note-worthy comments related to the trainee's performance.
3. **If trainee requires remedial training:**
 - c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
 - d. Enter any additional note-worthy comments related to the trainee's performance.
4. **Attestation:** After all competencies have been performed, including any remedial training, the primary FTO and Trainee **MUST** enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section

SECTION 8 Leadership

8.1 COMPETENCY REQUIREMENTS

Contents
8.1 Identifying Leadership
List of Subtopics
Attestation
Instructions to Administrators
Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

- 1) The POST FTP Approval Checklist ([Form 2-230](#))
- 2) Your department's *Policy & Procedure Manual*
- 3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS

8.1 IDENTIFYING LEADERSHIP

- 8.1.01 Effective Leadership Strategies
- 8.1.02 Leadership Attributes
- 8.1.03 The Role of Leadership

SECTION 8 LEADERSHIPCHECK ONE ONLY: ☐ PHASE 1 ☐ PHASE 2 ☐ PHASE 3 ☐ PHASE 4 ☐ PHASE 5

Trainee

FTO

8.1 IDENTIFYING LEADERSHIP**8.1.01 Effective Leadership Strategies**

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

Reference(s):					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments (field will expand automatically)								

Additional Information:**8.1.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☒ N/A

8.1.01 Part B - Agency Training Details *(field will expand automatically)*

Leadership is the practice of influencing people to accomplish a specific task or act in a specific way. The art of leadership requires character and the ability to develop trust. Some say that leaders are born, but the fact is that leadership is a learned skill based on foundational ethics and character, trust and experience. Great leaders utilize those skills to influence others to act a specific way or perform at levels they never imagined possible.

True leaders are viewed as being successful and influential people, typically held in high esteem. Leaders set the example for how followers should act and behave. Being a good follower is also a form of leadership if the followers' actions parallel the leadership vision. As a law enforcement officer, developing and employing sound leadership skills is essential for individual and organizational success.

The San Mateo Police Department expects all employees to develop and employ sound leadership principles in their daily activities. The nature of the policing business places line level personnel in many situations wherein their leadership capabilities are employed, and tested, on a daily basis. True leaders turn these situations into opportunities to improve lives, resolve problems and build trust. This not only helps to strengthen the relationship between the police and community, but also helps the individual develop critical skills to advance their career.

The FTO will discuss leadership and the importance of developing a leadership style that best helps them to represent themselves and the San Mateo Police Department in their professional and personal endeavors. The discussion will include common leadership traits and strategies for developing a leadership-based focus on policing.

8.1.02 Leadership Attributes

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

A. Integrity	E. Duty
B. Credibility	F. Loyalty
C. Trust	G. Honesty
D. Discretion	

Reference(s):					Case # (If applicable)	Incident #		
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments (field will expand automatically)								

Additional Information:

8.1.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

☒ N/A

8.1.02 Part B - Agency Training Details *(field will expand automatically)*

The FTO will discuss the leadership competencies listed below with the trainee and how these competencies affect their effectiveness as a police officer.

- Integrity: Moral and intellectual honesty
- Credibility: Quality of being believed or accepted as true, real or honest
- Trust: Belief that someone or something is reliable, good, honest and effective
- Discretion: Ability to choose the fair, equitable and most appropriate actions for a given situation
- Duty: Something that must be done because it is morally correct or legally required
- Loyalty: Being faithful to a person, ideal or goal
- Honesty: Sincerity and truthfulness

The trainee will identify at least two of their favorite leaders and discuss how they exemplified at least one of the listed competencies and attributes.

8.1.03 The Role of Leadership

The trainee shall assess and explain his/her leadership role within the department with clear consideration of the organization's vision, mission and values statement.

<i>Reference(s):</i>					Case # (If applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

8.1.03 Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> ☒ N/A
8.1.03 Part B - Agency Training Details <i>(field will expand automatically)</i> The trainee will discuss his or her own leadership role within the San Mateo Police Department as it applies to the organizational vision, mission and values. The trainee will identify the leadership competencies that they possess and how these competencies will help them accomplish the organizational mission. The trainee will identify areas of weakness that they can work on to improve their overall leadership competency.

See next page for Attestation

Part 5 – Section 8: Leadership

ATTESTATION FOR SECTION 8

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Click on the 'X' in the signature line to activate the signature field > Right click and select "Sign" from the menu.
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End Section

SECTION 9

California Codes and Laws

9.1 – 9.5 COMPETENCY REQUIREMENTS

Contents	
9.1	Criminal Law
9.2	Reasonable Suspicion/Probable Cause
9.3	Laws of Arrest
9.4	Juvenile Law and Procedure
9.5	Additional Laws
	List of Subtopics
	Attestation
	Instructions to Administrators
	Instructions to FTOs

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LIST OF SUBTOPICS**9.1 CRIMINAL LAW**

- 9.1.01 Terminology
- 9.1.02 Crime Elements
- 9.1.03 Persons Legally Incapable of Committing a Crime
- 9.1.04 Crime Identification

9.2 REASONABLE SUSPICION/PROBABLE CAUSE

- 9.2.01 Reasonable Suspicion
- 9.2.02 Probable Cause to Arrest
- 9.2.03 Probable Cause Related to Felonies and Misdemeanor Arrests
- 9.2.04 Officer's Right to Search a Person
- 9.2.05 Recognizing Probable Cause for Police Action

9.3 LAWS OF ARREST

- 9.3.01 Authority to Make an Arrest
- 9.3.02 Arrest Requirements
- 9.3.03 Private Person Arrest
- 9.3.04 Miranda Rights
- 9.3.05 Admittance onto Property
- 9.3.06 Allowable Use of Force
- 9.3.07 Reasonable Force
- 9.3.08 Use of Physical Force and Deadly Force
- 9.3.09 False Imprisonment Liability
- 9.3.10 Legal Exceptions to an Arrest

9.4 JUVENILE LAW AND PROCEDURE

- 9.4.01 Investigating Juvenile Offenses

9.5 REASONABLE SUSPICION/PROBABLE CAUSE

- 9.5.01 Alcoholic Beverage Control Act
- 9.5.02 Probation/Parole Laws
- 9.5.03 Local Ordinance Violations
- 9.5.04 Constitutional Amendments Granting Individual Rights
- 9.5.05 State Legislative Mandates
- 9.5.06 Marsy's Law

SECTION 9 CALIFORNIA CODES AND LAWSCHECK ONE ONLY: ☐ PHASE 1 ☐ PHASE 2 ☐ PHASE 3 ☐ PHASE 4 ☐ PHASE 5

Trainee

FTO

9.1 CRIMINAL LAW**9.1.01 Terminology**

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

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

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:**9.1.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☒ N/A**9.1.01 Part B - Agency Training Details (field will expand automatically)**

The trainee will demonstrate an understanding of the terms and legal theories listed above (A-I) and discuss with the FTO examples of each.

9.1.02 Crime Elements

The trainee shall identify the elements of a crime or public offense to include:

A. Any act or omission:

1. Committed by any person
2. In violation of statutory law
3. For which there is punishment

Reference(s): Penal Code 15					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments (field will expand automatically)								

Additional Information:

9.1.02	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

9.1.02 Part B - Agency Training Details (field will expand automatically)

The trainee will demonstrate an understanding of the requirements for commission of a crime or public offense as defined in California Penal Code section 15.

9.1.03 Persons Legally Incapable of Committing a Crime The trainee shall describe those persons who are legally incapable of committing a crime in the state of California.								
Reference(s): Penal Code 26						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

9.1.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

9.1.03 Part B - Agency Training Details (field will expand automatically) The trainee will demonstrate an understanding of Penal Code section 26, which defines those persons legally incapable of committing a crime.

9.1.04 Crime Identification

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

A. Obstruction of Justice	M. Trespassing
B. Homicide	N. Arson
C. Robbery	O. Vandalism
D. Assaults	P. Theft, including Identify Theft
E. Criminal Threats (formerly Terrorist Threats)	Q. Forgery and Check Offenses
F. Stalking	R. Disorderly Conduct
G. Restraining Order Violations	S. Control and Use of Dangerous Weapons
H. Cruelty to Animals	T. Use (including under the influence), Possession, and Sales of Dangerous Drugs
I. Crimes Against Children	U. Receiving or Possession of Stolen Property, including Alteration of Serial Numbers
J. Sex Crimes	
K. Disturbing the Peace	
L. Burglary	

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

9.1.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

☒ N/A

9.1.04 Part B - Agency Training Details *(field will expand automatically)*

The trainee will complete a written test identifying the above listed crimes, the elements of those crimes and the classification of that offense (felony, misdemeanor, wobbler or infraction) with a score of 100%

The trainee will demonstrate a working knowledge of the above listed crimes when confronted with them in actual field situations.

9.2 REASONABLE SUSPICION/PROBABLE CAUSE**9.2.01 Reasonable Suspicion**

The trainee shall identify and explain the following elements of “reasonable suspicion” as those required to lawfully stop, detain, or investigate a person:

- A. Specific facts which can be articulated
- B. Crime-related activity that has occurred, is occurring, or is about to occur
- C. Involvement by the person to be detained in a crime-related activity

Reference(s):					Case # (If applicable)	Incident #		
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments <i>(field will expand automatically)</i>								

Additional Information:**9.2.01 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*
☒ N/A
9.2.01 Part B - Agency Training Details *(field will expand automatically)*

The trainee will demonstrate an understanding of the three (3) requirements for making a lawful detention of a person as listed above (A-C).

The trainee will explain the difference between a consensual contact and a detention.

9.2.02 Probable Cause to Arrest

Probable cause to arrest requires more than the “reasonable suspicion” necessary for a detention and is essentially the same as the probable cause required to obtain an arrest warrant or a search warrant. The trainee shall identify and explain the following elements of probable cause as those required to make a valid arrest:

- A. Whether probable cause exists to make an arrest depends upon the reasonable conclusions that can be drawn from the facts known to the arresting officer at the time of the arrest.
- B. The officer’s training and experience are relevant to a determination of probable cause.
- C. Probable cause exists when the totality of circumstances would lead a person of ordinary care and prudence to entertain an honest and strong suspicion that the person to be arrested is guilty of a crime.

Reference(s):					Case # (If applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

9.2.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

☒ N/A

9.2.02 Part B - Agency Training Details *(field will expand automatically)*

The trainee will demonstrate an understanding of the legal concepts of "reasonable suspicion" and probable cause.

The trainee will demonstrate an understanding of the elements required to make a lawful detention or arrest, or for obtaining arrest or search warrants.

The FTO will discuss the consequences of making detentions or arrests without having "reasonable suspicion", including potential loss of prosecution, exposure to false imprisonment allegations (criminal and civil considerations) and potential for disciplinary action.

The trainee will demonstrate the ability to apply the concept of "reasonable suspicion" to actual incidents that they encounter in the field during the training program.

9.2.03 Probable Cause Related to Felonies and Misdemeanor Arrests

The trainee shall identify and explain how probable cause is used in arrests for felonies and misdemeanors:

A. For a felony: An officer may arrest with a warrant, or without a warrant, if the officer has probable cause to believe the person to be arrested committed the felony, regardless of whether or not the felony was committed in the officer's presence. B. For a misdemeanor: An officer may arrest with a warrant, or without a warrant, if the officer has probable cause to believe the misdemeanor was committed in the officer's presence.	C. For a misdemeanor: See California Penal Code and California Peace Officers Legal Sourcebook for situations where officers are allowed by statute to make warrantless arrests for certain enumerated misdemeanors, even though the misdemeanors were not committed in the officer's presence. D. For a private person's arrest: See California Penal Code and California Peace Officers Legal Sourcebook for statutes on accepting this type of arrest.

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

9.2.03	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

9.2.03	Part B - Agency Training Details (field will expand automatically) The FTO will discuss the concept of "Probable Cause to Arrest" and when a peace officer can make an arrest for specified crimes as defined in California Penal Code section 836. The trainee will demonstrate an understanding of when they can make a warrantless arrest for a felony. (PC 836(a)(2) and 836(a)(3)). The trainee will demonstrate an understanding of when they can make a warrantless arrest for a misdemeanor or any other public offense (PC 836 (a)(1). The trainee will demonstrate an understanding of when they can make an arrest for a warrant and the time restrictions for serving warrants (PC 840). The FTO and trainee will discuss when a peace officer may make an arrest for a misdemeanor not having been committed in their presence.

9.2.04 Officer's Right to Search a Person The trainee shall recognize and explain the police officer's right to search a person when probable cause to arrest exists.									
Reference(s):							Case # (If applicable)		Incident #
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date		
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	
Comments (field will expand automatically)									

Additional Information:**9.2.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

San Mateo PD Policy Manual section 322 (Search and Seizure)

9.2.04 Part B - Agency Training Details (field will expand automatically)

The trainee will display the understanding of their right to search a person after making a lawful arrest.

The trainee will explain what limitations are placed upon a search as the result of an arrest.

9.2.05 Recognizing Probable Cause for Police Action

Given various scenarios, simulated incidents, or calls for service depicting instances where probable cause for police action may or may not exist, the trainee shall recognize its presence or absence and then explain the reasons behind that determination.

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

9.2.01	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	☒ N/A

9.2.01	Part B - Agency Training Details <i>(field will expand automatically)</i> The trainee will demonstrate an understanding of probable cause and reasonable suspicion during their daily activities throughout the training program. Whenever a detention or arrest is made, the trainee will articulate the lawful reasons for their actions. When a detention or arrest is not made, the trainee will articulate the reasons for not making a detention or arrest.

9.3 LAWS OF ARREST								
9.3.01 Authority to Make an Arrest The trainee shall explain a peace officer's authority to make an arrest.								
Reference(s): Penal Code 836 ; Vehicle Code 40300.5 through 40302							Case # <i>(If applicable)</i>	Incident #
FTO: Trainee:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Comments <i>(field will expand automatically)</i>								

Additional Information:

9.3.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

9.3.01	Part B - Agency Training Details (field will expand automatically) The trainee will explain their authority to make an arrest as a peace officer as provided in California Penal Code section 836. The trainee will explain their authority to make arrests as provided in California Vehicle Code sections 40300.5, 40302 and 40303. The trainee will demonstrate an understanding of their authority to make arrests in their enforcement activities throughout the training program.

9.3.02	Arrest Requirements The trainee shall explain the various requirements related to arrests, to minimally include: A. Time of day or night that an arrest may be made B. The information the person arrested must be provided and when it must be provided C. What must be done with the person once they are arrested, and what are the required procedures for handling him or her							
Reference(s): Penal Codes 825 ; 840 ; 841 ; 848 ; 849 ; 851.5 ; 853.5 ; and 853.6						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments (field will expand automatically)								

Additional Information:

9.3.02 Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> ☒ N/A San Mateo PD Policy Manual sections 900, 902 and 904 (Custody Operations); 420 (Cite and Release Policy); 1022 (Seat belting Arrestees prior to Transporting); 440 (Detentions and Photographing Detainees); 422 (Arrest or Detention of Foreign Nationals)
9.3.02 Part B - Agency Training Details <i>(field will expand automatically)</i> The FTO and trainee will discuss the various requirements for handling arrestees as required by the California Penal Code (sections listed above). The trainee will demonstrate an understanding of the requirement to take an arrestee before a magistrate within 48 hours and the arrestee's right to be visited by an attorney as specified by California Penal Code section 825. The trainee will demonstrate an understanding of the hours during which an arrest may be made and the exceptions thereto as specified in California Penal Code section 840. The trainee will demonstrate an understanding of the notice of authority and intent to arrest requirements as specified in California Penal Code section 841. The trainee will demonstrate an understanding of the requirement to proceed as a warrant directs as specified in California Penal Code section 848. The trainee will demonstrate an understanding of the requirement to provide arrestees with telephone calls as specified in California Penal Code section 851.5. The trainee will demonstrate an understanding of their requirement, or option, to cite and release a person arrested for certain classifications of crimes (CPC 853.5 & 853.6) and the procedures for the release of persons on citations as specified in San Mateo PD Policy Manual section 420 (Cite & Release Policy). The trainee will ensure that arrestees are afforded their rights at all times.

9.3.03 Private Person Arrest The trainee shall explain the requirements placed upon a private person making the arrest of another and to determine if the “private person” arrest is legal.								
Reference(s): Penal Codes 837 and 847						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

9.3.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) San Mateo PD Policy Manual Section 364 (Private Persons Arrests)	☐ N/A

9.3.03 Part B - Agency Training Details (field will expand automatically) The trainee will explain when a private person may make an arrest as specified in California Penal Code section 837. The trainee will demonstrate an understanding of their responsibility to determine whether or not the private persons arrest was lawful and their responsibilities to take action pursuant to California Penal Code section 847 and San Mateo PD Policy Manual section 364. The FTO and trainee will discuss common private party arrest scenarios, both lawful and not compliant with California law, in order to exemplify the decision-making process and the differences between the two.

9.3.04 Miranda Rights The trainee shall explain the requirements for advising a person of his/her Miranda rights.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

9.3.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

9.3.04 Part B - Agency Training Details (field will expand automatically) The FTO will ensure that the trainee has at least one Miranda Card and have the trainee practice giving the Miranda admonishment to them at least twice. The trainee will explain when they are required to advise a person of his/her Miranda rights (the two-prong requirement of custody and interrogation). The trainee will explain when they would not need to advise a person of his/her Miranda rights even though they are conducting an interrogation, with examples of some of these scenarios. The trainee will properly use the Miranda admonishment in all custodial interrogations.

9.3.05 Admittance onto Property The trainee shall explain the requirements regarding gaining admittance into a location to make an arrest.								
Reference(s): Penal Code 844						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

9.3.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

9.3.05 Part B - Agency Training Details (field will expand automatically)
The FTO and trainee will discuss the various ways a peace officer may lawfully gain admittance into a private residence, business or other non-public location for the purpose of making an arrest of a person known to be inside of that location. The discussion will include entry with consent, entry pursuant to an arrest or search warrant, exigent circumstances, fresh pursuit, medical emergency, and destruction of evidence (including CVC 40300.5 (e)). The FTO and trainee will discuss the legal theories and reasons for protecting subjects from being arrested in private residences. The trainee will explain the provisions of Penal Code section 844 relative to forced entry into a house for the purpose of making an arrest to demonstrate an understanding of the provisions of that section. The trainee will explain the difference between a public and a private location, particularly as it applies to making custodial arrests. The trainee will demonstrate that they understand their authority, and the limitations thereon, to make arrests in private residences and other non-public locations. The trainee will demonstrate an understanding of the need to make supervisory notifications and document their actions in a police report whenever force is used to enter a private location to make an arrest pursuant to 844 PC.

9.3.06 Allowable Use of Force The trainee shall explain the amount of force that may be used when effecting an arrest.								
Reference(s): Penal Code 835 and 843						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

9.3.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) San Mateo PD Policy Manual section 300 (Use of Force)	☐ N/A

9.3.06 Part B - Agency Training Details (field will expand automatically) The trainee will demonstrate an understanding of the reasonableness requirements relative to the use of force while making a custodial arrest pursuant to SMPD Policy Manual section 300 and Penal Code section 835. The trainee will explain how much force they can use in overcoming resistance during the conduct of an arrest as dictated in SMPD Policy Manual section 300 and Penal Code sections 835a and 843. The FTO and trainee will discuss the reasonable application of force, particularly to overcome resistance, in the conduct of making an arrest. This discussion will include factors to consider like age of the offender, size of the offender, number of offenders, the location and surroundings, availability of assistance, potential for weapons, nature of the offense, likelihood for recapture, etc.

9.3.07 Reasonable Force The trainee shall explain the term “reasonable” as it applies to the use of force.								
Reference(s): Penal Code 835						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

9.3.07 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) San Mateo PD Policy Manual section 300.3 (Use of Force)	☐ N/A

9.3.07 Part B - Agency Training Details (field will expand automatically) The trainee will demonstrate an understanding of the courts' interpretation of reasonableness related to police use of force as: that amount of force that a reasonable officer with like training and experience would use given the same set of circumstances while on the scene at the time of the incident. Any evaluation of reasonableness must allow for the fact that officers are often forced to make split-second decisions about the amount of force that reasonably appears necessary in a particular situation, with limited information and in circumstances that are tense, uncertain and rapidly evolving.

9.3.08 Use of Physical Force and Deadly Force The trainee shall review and explain California law and department policy concerning the use of physical force and deadly force.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

9.3.08 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) San Mateo Policy Manual section 300 (Use of Force)	☐ N/A

9.3.08 Part B - Agency Training Details (field will expand automatically) The FTO will ensure that the trainee has successfully completed training on California law and Department policy addressing the use of physical and deadly force as required in sections 4.1.02, 4.1.03 and 4.2.01 of this training manual.

9.3.09 False Imprisonment Liability The trainee shall explain instances where he/she is not civilly liable for false imprisonment arising out of an arrest.								
Reference(s): Penal Codes 142(c) , 836.5 , and 847						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

9.3.09 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

9.3.09 Part B - Agency Training Details (field will expand automatically) The trainee will demonstrate an understanding of the laws protecting them from liability for false arrest/imprisonment claims for making arrests in the performance of their duties as provided in Penal Code sections 142, 836.5 and 847. The FTO and trainee will discuss "good faith" as it applies to arrests and protection from liability for false imprisonment.

9.3.10 Legal Exceptions to an Arrest

The trainee shall explain situations where legal exceptions to an arrest might exist, including:

- A. Diplomatic immunity ([22 U.S. Constitution, Chapter 6](#))
- B. State misdemeanor rule ([Hill v. Levy](#), 117 Cal. App. 2d, 667; [Roynon v. Battin](#), 55 CA 2nd 861)
- C. Congressional exceptions ([Article 1, Section 6](#), U.S. Constitution; [Article 4, Section 2](#), California Constitution)

Reference(s):					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:								
Comments (field will expand automatically)								

Additional Information:

9.3. 10 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

☐ N/A

San Mateo PD Policy Manual section 422 (Arrest or Detention of Foreign Nationals)

9.3.10 Part B - Agency Training Details *(field will expand automatically)*

The trainee will demonstrate an understanding of the procedures relative to arrests or detentions of foreign nationals as prescribed in Policy Manual section 422, including the requirements for handling foreign diplomats and those with diplomatic immunity protections.

The trainee will demonstrate an understanding of who may be afforded diplomatic immunity protections under Federal and California law and the underlying philosophy behind the foreign policy of diplomatic immunity.

The trainee will demonstrate an understanding of their powers to make arrests for misdemeanor offenses without a warrant pursuant to Penal Code sections 836, 840, 841 and 849. The trainee and FTO will discuss the findings of the Hill and Roynan cases cited above as they relate to warrantless misdemeanor arrests.

The trainee will demonstrate an understanding of Congressional Exceptions relative to criminal immunity as provided in the US and California Constitutions as cited above.

9.4 JUVENILE LAW AND PROCEDURE**9.4.01 Investigating Juvenile Offenses**

The trainee shall explain applicable laws pertaining to the investigation of juvenile offenses and to the apprehension and detention of juvenile offenders. These shall minimally include:

- A. Miranda advisement
- B. Welfare and Institutions Codes (WIC) [300](#), [305](#), [601](#), [602](#), [625](#), [627](#), [707](#) and any additional local ordinances and/or curfews
- C. Laws pertaining to schools, including Penal Code (PC) [626](#) sections and Education Codes [48906](#), [48260-66](#), etc.
- D. Secure/Non-secure detention of juveniles: WIC [206](#), [207](#), [207.1](#), [207.2](#)

Reference(s):					Case # (If applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

9.4.01 Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> ☐ N/A San Mateo PD Policy Manual section 324 (Temporary Custody of Juveniles); City of San Mateo Municipal Code 10.12 (Minors - Curfew)
9.4.01 Part B - Agency Training Details <i>(field will expand automatically)</i> The trainee will demonstrate an understanding of the requirement to give the Miranda advisement to any juvenile taken into custody regardless of the intent to interrogate them as required by Welfare and Institutions Code section 625 and Policy Manual section 324.5. The trainee will demonstrate an understanding of the Welfare and Institution codes listed in section B above, as they relate to juvenile court jurisdiction in criminal and non-criminal cases AND Policy Manual section 324 relative to juvenile custody procedures. The trainee will demonstrate an understanding of San Mateo City Ordinance relative to juvenile curfew violations and the procedures for handling juvenile curfew violations as outlined in Policy Manual section 324. The trainee will demonstrate an understanding of Penal Code section 626 and Education Code sections 48906 and 48260-48266 relative to offenses occurring on school campuses. The trainee will demonstrate an understanding of the requirements and limitations for securing juveniles who have been taken into custody as mandated in Policy Manual section 324 and Welfare and Institutions Code sections 206, 207, 207.1 and 207.2.

9.5.01 Alcoholic Beverage Control Act

A. After-hours sales and/or consumption of alcoholic beverages on licensed premises

B. Selling/providing alcoholic liquor to any person under age 21

C. Selling/providing alcoholic liquor to a person who is visibly intoxicated

Case # (If applicable)

[illegible]

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments (field will expand automatically)

Additional Information:

9.5.01 **Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*

☐ N/A

9.5.01 Part B - Agency Training Details *(field will expand automatically)*

The trainee will review the Business and Professions Code sections relative to the Alcoholic Beverage Control Act (Division 9), specifically:

25631 and 25632 B&P: Legal Business Hours and violations

25658 B&P: Sales to minors and Decoy Operations

25602 B&P: Sales to Habitual Drunkards or Intoxicated Persons

25658.5 B&P: Attempt by Minor to Purchase Alcoholic Beverage

25661 B&P: Possession or Presentation of False Identification

25662 B&P: Minor in Possession of Alcoholic Beverage and Authorization to Seize Alcoholic Beverage in Possession of Minor

The trainee will review applicable California Vehicle Code sections relative to possession of alcoholic beverages in vehicles, specifically:

23224 VC: Minor in Possession of Alcoholic Beverage in a Vehicle

23220-23223 VC: Open Container Laws

9.5.02 Probation/Parole Laws

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

A. Penal Code (PC) [1203.2](#)

B. Penal Code (PC) [3056](#)

<i>Reference(s):</i>					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
<i>Comments (field will expand automatically)</i>								

Additional Information:**9.5.02 Part A - Reference Agency Policies/Procedures, if applicable** (600 characters maximum)☒ N/A

San Mateo PD Policy Manual section 322 (Search and Seizure)

9.5.02 Part B - Agency Training Details (field will expand automatically)

The trainee will demonstrate an understanding of probation, parole, PRCs, and Mandatory Supervision including the differences between them (local vs. State supervision)

The FTO and trainee will discuss probation and parole in general, search and seizure provisions relative to each, how to determine whether or not a person is in violation of their conditions of probation or parole, and how to proceed in cases of probation/parole violations pursuant to Penal Code section 1203.2 (probationers) or 3056 (parolees).

The trainee will read Penal Code sections 1203.2 and 3056 associated to probation and parole violations and taking them into custody.

The trainee will demonstrate an understanding of how to determine whether or not a person is on active probation or parole, whether or not they are subject to search conditions and whether or not they are in violation of their probation/parole.

The trainee will understand how to contact the Probation Department or Parole Division to determine specific conditions or request a hold for violation of probation/parole conditions.

The trainee will understand the Departmental process for notifying the probation or State Parole departments when a probationer or parolee is contacted by law enforcement.

9.5.03 Local Ordinance Violations The trainee shall recognize violations of local ordinances and shall be able to locate the applicable sections.								
Reference(s):							Case # (If applicable)	Incident #
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

9.5.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

9.5.03 Part B - Agency Training Details (field will expand automatically) The trainee will demonstrate an understanding of how to handle local ordinance violations. The trainee will complete a written examination on commonly used local ordinance violations including, the classification and elements of each violation (Blue Book).

9.5.04 Constitutional Amendments Granting Individual Rights

The trainee shall recognize the basic rights of all persons as granted by the United States Constitution and shall at all times adhere to those rights granted by the following amendments:

A. <i>First Amendment</i> – Freedom of religion, speech, press, and public assembly B. <i>Fourth Amendment</i> – Search and seizure only by warrant or good cause C. <i>Fifth Amendment</i> – Right to trial, no double jeopardy, no self-incrimination, no punishment without due process, and no confiscation without compensation	D. <i>Sixth Amendment</i> – Right to a speedy trial E. <i>Eighth Amendment</i> – Excessive bail prohibited F. <i>Fourteenth Amendment</i>– Civil rights (see 18 USC Section 242 – Color of law/authority)

Reference(s): U.S. Constitution , Bill of Rights					Case # (If applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

9.5.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

☒ N/A

9.5.04 Part B - Agency Training Details (field will expand automatically)

The FTO and trainee will discuss the protections provided to all individuals by the Constitution of the United States, particularly the protections of the above names Constitutional Amendments.

9.5.05 State Legislative Mandates The trainee shall review, explain, and/or give examples of any new/revised state legislative mandates.								
Reference(s): POST Legislative Update Telecourses and CD ROMs; POST Required Updated or Refresher Training Requirements						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

9.5.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

9.5.05 Part B - Agency Training Details (field will expand automatically) The FTO will determine if any training to address law changes, recent case law decisions or new legislative mandates needs to be provided for the trainee during the training program. The FTO will coordinate any necessary update training with the FTO Sergeants and Departmental Training Manager to determine the best training delivery options.

9.5.06 Marsy's Law The trainee shall review and explain the requirements of the Victims' Bill of Rights Act of 2008 (Marsy's Law) and review the Marsy's Card.								
Reference(s): California Constitution, Article I, Section 28(b)						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

9.5.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) San Mateo PD Policy Manual section 336 (Victim and Witness Assistance); California Penal Code 680.2 (Sexual Assault Victims).	☐ N/A

9.5.06 Part B - Agency Training Details (field will expand automatically) The FTO and trainee will discuss the various victim and witness support resources offered by the San Mateo Police Department, community agencies, and the County of San Mateo (Policy Manual section 336). The FTO and trainee will discuss how victims and witnesses can access the various assistance agencies and programs available to them. The FTO will ensure that the trainee has a supply of all Victim and Witness resource materials, understands their purpose and knows how to make referrals to the specific support agencies. The trainee will know and understand how to complete the San Mateo County Sheriff's Violent Crime Victim Notification request form and under what circumstances that service is best utilized. The trainee will demonstrate an understanding that one of their important roles is to provide assistance and support to crime victims, in addition to conducting thorough criminal investigations.

See next page for Attestation

Part 5 – Section 9: California Codes and Laws

ATTESTATION FOR SECTION 9

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Click on the 'X' in the signature line to activate the signature field > Right click and select "Sign" from the menu.
- Click on "Select Image" > Locate your signature file > Click "Open" to place your signature (date appears automatically).
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and Trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the Trainee in accordance with the agency's training requirements for this portion of the Field Training Program.
2. The Trainee demonstrated all competencies required for this portion of the Field Training Program.
3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the Trainee.
4. The final evaluation of the Trainee's performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the Trainee.

Primary Field Training Officer: X Print Full Name: _____

Trainee: X Print Full Name: _____

IMPORTANT: After signing the Attestation, the file will be “locked” and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Right click on the signature line > Select “Remove” from the menu.

See the following pages for Instructions to Administrators and FTOs

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (<https://www.post.ca.gov/field-training--police-training.aspx>). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.
2. **Front cover (optional):** To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.
3. **For each section (1–18):**
 - a. Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
 - b. Below each table:
 - *Part A:* Enter applicable references from your agency's Policies & Procedure Manual.
 - *Part B:* Enter your agency's training details.
4. **After completing ALL sections (1–18),** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
 - 1) **Your completed FTP Guide**
 - 2) **FTP Approval Checklist** ([POST Form 2-230](#))
NOTE: Guides submitted without this form will NOT be reviewed.
 - 3) **Your Department's Policy & Procedure Manual**
5. MAIL YOUR ELECTRONIC MEDIA TO:
Commission on POST
860 Stillwater Road, Suite 100
West Sacramento, CA 95605
Attn: Phil Caporale – BTB
6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency's Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. **Tracking your training sessions:**
 - a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
 - b. Enter any note-worthy comments related to the trainee's performance.
3. **If trainee requires remedial training:**
 - c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
 - d. Enter any additional note-worthy comments related to the trainee's performance.
4. **Attestation:** After all competencies have been performed, including any remedial training, the primary FTO and Trainee **MUST** enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section

SECTION 10 Search and Seizure

10.1 – 10.3 COMPETENCY REQUIREMENTS

Contents
10.1 Search Concepts
10.2 Seizure Concepts
10.3 Warrants
List of Subtopics
Attestation
Instructions to Administrators
Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

- 1) The POST FTP Approval Checklist ([Form 2-230](#))
- 2) Your department's *Policy & Procedure Manual*
- 3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS**10.1 SEARCH CONCEPTS**

- 10.1.01 Terminology
- 10.1.02 Circumstances Allowing Legally Authorized Searches
- 10.1.03 Items Which May Be Legally Searched
- 10.1.04 Limits of Searches
- 10.1.05 Exclusionary Rule

10.2 SEIZURE CONCEPTS

- 10.2.01 Lawful Evidence Seizure

10.3 WARRANTS

- 10.3.01 Obtaining Search and Arrest Warrants
- 10.3.02 Serving Search and Arrest Warrants
- 10.3.03 Demonstrating Proper Procedures for Obtaining and Serving Warrants

SECTION 10 SEARCH AND SEIZURECHECK ONE ONLY: ☐ PHASE 1 ☐ PHASE 2 ☐ PHASE 3 ☐ PHASE 4 ☐ PHASE 5

Trainee

FTO

10.1 SEARCH CONCEPTS**10.1.01 Terminology**

The trainee shall review and explain the following terms relative to searches:

A. Consent	E. Instrumentalities of a crime
B. Scope of Searches	F. Contraband
C. Contemporaneous	G. Knock and Notice
D. Probable Cause	H. Container search doctrine

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:**10.1.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

San Mateo PD Policy Manual section 322 (Search and Seizure)

10.1.01 Part B - Agency Training Details *(field will expand automatically)*

The trainee will review San Mateo PD Policy Manual section 322 (Search and Seizure) and will demonstrate an understanding of the contents of this policy.

The trainee will demonstrate an understanding that any search conducted without a valid search warrant is generally unreasonable and unlawful unless a specific exception to the warrant requirement exists. (Specific exceptions will be discussed later in this section)

The trainee will demonstrate the ability to apply these concepts when conducting searches of persons, vehicles, and places.

10.1.02 Circumstances Allowing Legally Authorized Searches

The trainee shall recognize and explain the circumstances under which the following types of legally authorized searches may be made. These circumstances shall minimally include:

A. Pat searches for weapons	E. Plain sight
B. Consent searches	F. Incident to arrest
C. Probable cause search	G. Exigent circumstances
D. A search warrant	H. Probation/parole search

Reference(s):					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments:								

Additional Information:**10.1.02 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*☐ N/A

SMPD Lexipol section 322

10.1.02 Part B - Agency Training Details *(field will expand automatically)***10.1.03 Items Which May Be Legally Searched**

The trainee shall identify items for which an officer may legally search. These items shall minimally include:

A. Dangerous weapons	D. Contraband
B. Fruits of the crime	E. Suspects
C. Instruments of the crime	F. Additional victims

Reference(s):					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments:								

Additional Information:**10.1.03 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*☐ N/A

Lexipol 322; Penal Code 833.5

10.1.03 Part B - Agency Training Details *(field will expand automatically)*

10.1.04 Limits of Searches

The trainee shall discuss the limits of searches when conducted with persons, vehicles, and buildings including:

- A. Protective sweeps
 B. Closed containers
 C. Inventory searches

Reference(s):					Case # (If applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments:								

Additional Information:

10.1.04	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☐ N/A
	San Mateo PD Policy Manual section 510.4 (Vehicle Towing and Release-Inventory of Contents)	

10.1.04	Part B - Agency Training Details (field will expand automatically)
The trainee will demonstrate an understanding of the limitations of certain searches and the admissibility of additional evidence found during those types of searches.	

The trainee shall explain the “exclusionary rule” and its effect upon police action and procedures including:

- ## B. Prosecution of suspects

Additional Information:

10.1.05 Part B - Agency Training Details *(field will expand automatically)*

The trainee will explain to the FTO what "The Exclusionary Rule" means, particularly relative to search and seizure.

The trainee will explain the potential impacts on a prosecution when evidence is excluded for whatever reason, to include weakened prosecution, dismissal of prosecution and the potential professional implications resulting from the conduct of unlawful searches.

10.2 SEIZURE CONCEPTS								
10.2.01 Lawful Evidence Seizure The trainee shall review and explain the concept of lawful evidence seizure, including instances where force may be justified, such as: A. Preventing a suspect from swallowing evidence B. Inducing a suspect to vomit C. Extracting blood evidence from a suspect D. Extracting fingerprint evidence from a suspect								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee: Comments:								

Additional Information:

10.2.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) San Mateo PD Policy Manual section 902 (Custodial Searches)	☒ N/A

10.2.01	Part B - Agency Training Details (field will expand automatically) The trainee will demonstrate an understanding that any seizure of evidence without a warrant is inherently unreasonable unless the seizure is made pursuant to an exception to the warrant rule (e.g. searches of vehicles, searches of suspects incidental to an arrest, plain sight, etc.). The trainee will demonstrate an understanding of circumstances that would justify the use of force to prevent the destruction of evidence, the amount of force that would be justified in preventing the destruction of evidence, and types of force that are not reasonable to prevent the destruction of evidence or to extract evidence from a person. The trainee will explain of the concept of "Shocking the Conscience of the Court" as it relates to the forcible seizure of evidence. The trainee will understand that they are generally NOT authorized to force a suspect to vomit or forcibly obtain a blood sample without the approval and oversight of a medical professional and prior approval from a supervisor or watch commander.	

10.3.01 Obtaining Search and Arrest Warrants

- A. Probable cause necessity
- B. Allowable exclusions (including hot pursuit and emergency situations)
- C. Process for obtaining warrants during and after business hours

Reference(s):						Case # (If applicable)		Incident #	
FTO: Trainee:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	Signature	Date	Signature	Date		Signature	Date		
					☐ Field Perform ☐ Role Play			☐ Field Perform ☐ Role Play	
					☐ Written Test ☐ Verbal Test			☐ Written Test ☐ Verbal Test	
Comments:									

10.3.01 **Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*

☐ N/A

10.3.01 Part B - Agency Training Details *(field will expand automatically)*

The trainee will review Penal Code sections 1523 et. seq. related to search warrants and the service of search warrants.

The trainee will explain the concept of probable cause as it relates to the amount of information necessary to convince a magistrate to issue a search warrant as provided in Penal Code section 1525.

The trainee will understand the circumstances under which a search warrant may be issued pursuant to Penal Code section 1524.

The trainee will understand that they may be excluded from the warrant requirement when exigent or emergency circumstances exist. The FTO and trainee will discuss examples of exigent and emergency circumstances that tend to override the warrant requirement.

The FTO and trainee will discuss strategies for handling evidence that is located during an exigent or emergency entry, including securing the location and seeking a search warrant prior to making any seizures.

The FTO and trainee will discuss the process for obtaining search and arrest warrants in San Mateo County, including after hours and weekend procedures.

10.3.02 Serving Search and Arrest Warrants

The trainee shall describe the process for serving search and arrest warrants, including:

A. Hours of service for felony arrest warrants	D. Knock and notice for search warrants, and exemptions to
B. Hours of service for misdemeanor arrest warrants	E. "Signing off" warrants/return
C. Hours of service for search warrants	

Reference(s):					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments:								

Additional Information:**10.3.02 Part A - Reference Agency Policies/Procedures, if applicable** (600 characters maximum)☒ N/A**10.3.02 Part B - Agency Training Details** (field will expand automatically)

The trainee will demonstrate an understanding of the limits placed upon the service of felony and misdemeanor arrest warrants and on the service of search warrants and proscribed in Penal Code sections 840 and 1533.

The trainee will understand the notice requirements that must be met prior to making forcible entry to serve a search warrant pursuant to Penal Code section 1531.

The trainee will understand the requirement to return a warrant to the issuing magistrate along with an inventory of any seized property as outlined in Penal Code section 1537.

10.3.03 Demonstrating Proper Procedures for Obtaining and Serving Warrants

Given an incident and necessary probable cause that calls for a search or arrest warrant, the trainee shall follow agency procedures for obtaining and serving the appropriate warrant(s).

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments:								

Additional Information:**10.3.03 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*☒ N/A**10.3.03 Part B - Agency Training Details** *(field will expand automatically)*

The trainee will follow proper procedures in obtaining an arrest or search warrant as the result of an investigation that they conduct while involved in the Field Training Program.

If no situation presents itself during the Field Training Program, the FTO will have the trainee conduct a mock exercise of obtaining a search warrant for property or contraband.

See next page for Attestation

Part 5 – Section 10: Search and Seizure

ATTESTATION FOR SECTION 10

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Click on the 'X' in the signature line to activate the signature field > Right click and select "Sign" from the menu.
- Click on "Select Image" > Locate your signature file > Click "Open" to place your signature (date appears automatically).
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and Trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the Trainee in accordance with the agency's training requirements for this portion of the Field Training Program.
 2. The Trainee demonstrated all competencies required for this portion of the Field Training Program.
 3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the Trainee.
 4. The final evaluation of the Trainee's performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the Trainee.
-

Primary Field Training Officer: X Print Full Name: _____

Trainee: X Print Full Name: _____

IMPORTANT: After signing the Attestation, the file will be "locked" and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Right click on the signature line > Select "Remove" from the menu.

See the following pages for Instructions to Administrators and FTOs

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (<https://www.post.ca.gov/field-training--police-training.aspx>). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

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2. **Front cover (optional):** To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.
3. **For each section (1–18):**
 - a. Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
 - b. Below each table:
 - *Part A:* Enter applicable references from your agency’s Policies & Procedure Manual.
 - *Part B:* Enter your agency’s training details.
4. **After completing ALL sections (1–18),** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
 - 1) **Your completed FTP Guide**
 - 2) **FTP Approval Checklist** ([POST Form 2-230](#))
NOTE: Guides submitted without this form will NOT be reviewed.
 - 3) **Your Department’s Policy & Procedure Manual**
5. MAIL YOUR ELECTRONIC MEDIA TO:
Commission on POST
860 Stillwater Road, Suite 100
West Sacramento, CA 95605
Attn: Phil Caporale – BTB
6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency's Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. **Tracking your training sessions:**
 - a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
 - b. Enter any note-worthy comments related to the trainee's performance.
3. **If trainee requires remedial training:**
 - c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
 - d. Enter any additional note-worthy comments related to the trainee's performance.
4. **Attestation:** After all competencies have been performed, including any remedial training, the primary FTO and Trainee **MUST** enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section

SECTION 11 Report Writing

11.1 – 11.2 COMPETENCY REQUIREMENTS

Contents
11.1 Field Notes and Notebook
11.2 Report Writing Requirements
List of Subtopics
Attestation
Instructions to Administrators
Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

- 1) The POST FTP Approval Checklist ([Form 2-230](#))
- 2) Your department's *Policy & Procedure Manual*
- 3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS**11.1 FIELD NOTES AND NOTEBOOK**

- 11.1.01 Necessity for Field Notes
- 11.1.02 Discoverable Contents
- 11.1.03 Types of Entries
- 11.1.04 Recording Pertinent Information

11.2 REPORT WRITING REQUIREMENTS

- 11.2.01 Flow of Completed Reports
- 11.2.02 Report Depository
- 11.2.03 Records Unit
- 11.2.04 Records Unit
- 11.2.05 Importance of Police Reports
- 11.2.06 Components of a Well-Written Police Report
- 11.2.07 Types of Report Forms
- 11.2.08 “Cold” Crime Reports
- 11.2.09 Preparing a Written Report
- 11.2.10 Completing Reports Following an Arrest

SECTION 11 REPORT WRITINGCHECK ONE ONLY: ☐ PHASE 1 ☐ PHASE 2 ☐ PHASE 3 ☐ PHASE 4 ☐ PHASE 5

Trainee

FTO

11.1 FIELD NOTES AND NOTEBOOK**11.1.01 Necessity for Field Notes**

The trainee shall explain the necessity for field notes. The explanation shall minimally include:

- A. References for future investigation
 B. References for future court appearance
 C. Beat or area information

Reference(s):						Case # (If applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date		
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	
Trainee:									
Comments (field will expand automatically)									

Additional Information:**11.1.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☒ N/A

11.1.01 Part B - Agency Training Details *(field will expand automatically)*

The trainee will demonstrate an understanding of the reasons for taking field notes, including:

- a. recording of information relative to criminal or other non-criminal investigations which will later be transferred to a formal crime/collision/accident report, or other official document;
- b. recording important information, like beat/sector information, BOL's, suspicious occurrences, observations, person or vehicle information, and others;
- c. recording notes of citizen contacts for use in subsequent prosecutions (typically traffic citations for moving violations);
- d. ensuring that testimony or written reports are complete and thorough without missing any relevant information;

The trainee will demonstrate the ability to create and utilize field notes to assist them with their daily watch responsibilities.

11.1.02 Discoverable Contents

The trainee shall recognize That the contents of field notes are discoverable in a court proceeding.

<i>Reference(s):</i>						Case # (If applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date		
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	
Trainee:									
<i>Comments (field will expand automatically)</i>									

Additional Information:**11.1.02 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*☒ N/A**11.1.02 Part B - Agency Training Details** *(field will expand automatically)*

The FTO and trainee will discuss Departmental procedures for making and retaining field notes and that any retained notes are discoverable and must be produced in a court proceeding. The FTO and trainee will also discuss when and how field notes may be discarded.

The trainee will understand that any field notes which are retained by them are subject to discovery in criminal proceedings. As a result, the trainee will also understand the importance of maintaining professional field notes to reduce the risk of embarrassment in court should the notes be introduced.

The trainee will demonstrate an understanding of which types of field notes should be retained and when field notes can be discarded, as per Departmental procedures.

11.1.03 Types of Entries

The trainee shall identify the types of information that may/should be entered into his/her field notes or notebook. This information may include:

A. Date, day, time, and vehicle number	D. Pertinent information
B. Name(s) of additional personnel and supervisor	E. Names of suspects, victims, witnesses, and reporting persons
C. Type of incident	

Reference(s):					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments (field will expand automatically)								

Additional Information:**11.1.03 Part A - Reference Agency Policies/Procedures, if applicable** (600 characters maximum)
☒ N/A
11.1.03 Part B - Agency Training Details (field will expand automatically)

The trainee will demonstrate the ability to record accurate and complete information in their field notes to ensure that they can later use the information to refresh their memory of important facts and information, to minimally include:

- important dates and times;
- patrol vehicle information (if necessary)
- important information such as: location(s) data, other Officers or supervisors who were involved, types of incidents and important information relative to them, investigative actions, comprehensive victim, witness and suspect information (including multiple contact methods), required investigative steps that should be taken, statements and admissions (verbatim if possible), prevailing conditions, any other pertinent information that may later become important.

11.1.04 Recording Pertinent Information Given an incident, the trainee shall properly use field notes or a notebook to record pertinent information.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

11.1.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

11.1.04 Part B - Agency Training Details (field will expand automatically) The trainee will demonstrate the ability to make and use field notes effectively and efficiently.

11.2 REPORT WRITING REQUIREMENTS									
11.2.01 Flow of Completed Reports The trainee shall exhibit an appropriate knowledge of the flow of completed reports and the relative importance of the information that they contain.									
Reference(s):						Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date		
					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	
Trainee:									
Comments (field will expand automatically)									

Additional Information:

11.2.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) San Mateo PD Policy Manual section 344 (Report Preparation)	☐ N/A

11.2.01	Part B - Agency Training Details (field will expand automatically) The trainee will read and discuss the contents of Policy Manual section 344 (Report Preparation) with the FTO. The trainee will demonstrate an understanding of the purpose for writing reports (crime/accident/arrest/non-criminal incidents, etc...) and the importance of thorough and accurate documentation of events through written reports. The trainee will demonstrate the understanding of how to write police reports that are clear, comprehensive, concise, free of spelling and grammatical mistakes, document proper investigative steps and written in chronological order. The trainee will understand that their written reports are not only used internally, but that they are distributed outside of the Department for certain purposes (DA's, defense attorneys, other police agencies, insurance companies, citizens) and as a result, the professional nature of their written reports is critically important to the Department's, and their own, professional standing.

11.2.02 Report Depository The trainee shall give the location of the report depository.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

11.2.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

11.2.02 Part B - Agency Training Details (field will expand automatically) The trainee will understand the approval and distribution processes for various written reports, to include distribution within and outside of the Police Department (DA's, defense attorneys, victims, parties, insurance companies and others). The trainee will understand where to deposit completed reports for supervisory review and distribution within and outside of the Department.

11.2.03 Records Unit								
The trainee shall describe the function for the records unit in the reporting process.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

11.2.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

11.2.03 Part B - Agency Training Details (field will expand automatically) The trainee will understand the role of the Records Unit within the Police Department, particularly in the filing, copying, distribution, and retention of written reports and other written documents generated within the Police Department. The trainee will spend a minimum of two hours with a Records Unit employee to familiarize them with the operations and functions of that Unit.

11.2.04 Investigative Units and the District Attorney's Office The trainee shall describe the functions of the investigative unit(s) and the District Attorney's Office in the reporting process.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

11.2.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

11.2.04 Part B - Agency Training Details *(field will expand automatically)*

The FTO and trainee will discuss the role of the Investigations Bureau and the District Attorney's Office in the reporting process, to include:

Investigations Bureau

- a. Conduct required follow up investigation and coordination of investigations involving multiple cases;
- b. Coordinate testing and processing of physical evidence;
- c. Self-initiate criminal investigations;
- d. Provide additional information (information, statements, evidence, etc.) to the original report(s);
- e. Coordinate significant prosecutions with the District Attorney's Office or other police agencies;

District Attorney

- a. Use original report and any other reports to determine whether or not criminal prosecution is warranted;
- b. Request additional investigation or evidence processing as necessary to support prosecutions;
- c. To determine what testimonial and other evidence will be presented in trial proceedings;
- d. To determine admissibility and value of statements and evidence gathered;
- e. To formulate sentencing strategies based on the offense and documentation of the facts surrounding the offense

11.2.05 Importance of Police Reports

The trainee shall discuss the importance of police reports, including these uses:

A. Recording facts into permanent record B. Providing coordination of follow-up activities C. Providing investigative leads	D. Providing statistical data E. Providing a source for trainee evaluation F. Providing reference material

<i>Reference(s):</i>					Case # (If applicable)	Incident #		
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:**11.2.05 Part A - Reference Agency Policies/Procedures, if applicable** (600 characters maximum)☒ N/A**11.2.05 Part B - Agency Training Details** (field will expand automatically)

The trainee will understand that written reports are critical to the effective operation of the Police Department and that the quality of written reports can impact the professional standing of the Police Department (for better or worse).

The trainee will understand that the San Mateo Police Department prides itself on the professional quality of all written documentation that it generates and that less than standard quality of written reports will not be accepted.

11.2.06 Components of a Well-Written Police Report

The trainee shall explain the qualities of a well-written police report. These shall include:

A. Accuracy	F. Objectivity
B. Brevity	G. Grammatical and structural correctness
C. Completeness	H. Timeliness
D. Clarity	I. First person/active voice/past tense
E. Legibility/Neatness	

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training	How Remediated?	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name		Date
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

11.2.06	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

11.2.06	Part B - Agency Training Details (field will expand automatically)

11.2.07 Types of Report Forms The trainee shall identify the proper report forms to be utilized in given situations (e.g., Missing Persons, DUI, Found Property, etc.)									
Reference(s):						Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date		
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	
Comments (field will expand automatically)									

Additional Information:

11.2.07	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

11.2.07	Part B - Agency Training Details (field will expand automatically) The FTO and trainee will discuss the various reports and forms that are used by the San Mateo Police Department, their purpose, when they are to be used and where they can be located.

11.2.08 “Cold” Crime Reports

Following the completion of a preliminary investigation of a “cold” crime, the trainee shall record all pertinent information in correct format on the proper report form.

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training	How Remediated?	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name		Date
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:**11.2.08 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☒ N/A

11.2.08 Part B - Agency Training Details (field will expand automatically)

11.2.09 Preparing a Written Report

The trainee shall prepare a report that minimally includes:

A. Organizing facts in chronological order B. Relating facts in appropriate sentence form C. Correctly filling in all appropriate boxes	D. Properly establishing who, what, when, where, why, how, and how many E. Properly establishing the elements of the crime(s), when appropriate

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments (field will expand automatically)

Additional Information:**11.2.09 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☒ N/A

11.2.09 Part B - Agency Training Details (field will expand automatically)

The trainee will complete a crime report, a traffic collision report and a non-criminal incident report incorporating the components listed in A-E above.

11.2.10 Completing Reports Following an Arrest

Given an incident in which an arrest is made, the trainee shall demonstrate the ability to satisfactorily complete all the appropriate police reports involved, to minimally include:

- A. Elements constituting the offense
- B. Complete documentation of reasonable/probable cause
- C. Complete description of all physical evidence, where it was found, and its disposition
- D. Complete listing of all suspects, including whether or not they are in custody

Reference(s):					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments (field will expand automatically)								

Additional Information:**11.2.10 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**
☒ N/A
11.2.10 Part B - Agency Training Details (field will expand automatically)

The trainee will complete a report documenting an incident in which they have made a custodial arrest. The report will document all of the elements of the crime, complete suspect and victim information, probable cause to make the arrest and any evidence or statements. The report will incorporate all of the components of a well-written police report.

The trainee will use all reporting forms required for the arrest report that they are completing.

See next page for Attestation

Part 5 – Section 11: Report Writing

ATTESTATION FOR SECTION 11

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Click on the 'X' in the signature line to activate the signature field > Right click and select "Sign" from the menu.
- Click on "Select Image" > Locate your signature file > Click "Open" to place your signature (date appears automatically).
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and Trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the Trainee in accordance with the agency's training requirements for this portion of the Field Training Program.
 2. The Trainee demonstrated all competencies required for this portion of the Field Training Program.
 3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the Trainee.
 4. The final evaluation of the Trainee's performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the Trainee.
-

Primary Field Training Officer: X Print Full Name: _____

Trainee: X Print Full Name: _____

IMPORTANT: After signing the Attestation, the file will be "locked" and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Right click on the signature line > Select "Remove" from the menu.

See the following pages for Instructions to Administrators and FTOs

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (<https://www.post.ca.gov/field-training--police-training.aspx>). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.
2. **Front cover (optional):** To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.
3. **For each section (1–18):**
 - a. Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
 - b. Below each table:
 - *Part A:* Enter applicable references from your agency's Policies & Procedure Manual.
 - *Part B:* Enter your agency's training details.
4. **After completing ALL sections (1–18),** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
 - 1) **Your completed FTP Guide**
 - 2) **FTP Approval Checklist** ([POST Form 2-230](#))
NOTE: Guides submitted without this form will NOT be reviewed.
 - 3) **Your Department's Policy & Procedure Manual**
5. MAIL YOUR ELECTRONIC MEDIA TO:
Commission on POST
860 Stillwater Road, Suite 100
West Sacramento, CA 95605
Attn: Phil Caporale – BTB
6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency's Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. **Tracking your training sessions:**
 - a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
 - b. Enter any note-worthy comments related to the trainee's performance.
3. **If trainee requires remedial training:**
 - c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
 - d. Enter any additional note-worthy comments related to the trainee's performance.
4. **Attestation:** After all competencies have been performed, including any remedial training, the primary FTO and Trainee **MUST** enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section

SECTION 12

Control of Persons/Prisoners/Mentally Ill

12.1 – 12.7 COMPETENCY REQUIREMENTS

Contents	
12.1 Control/Searching of Persons	12.6 People with Disabilities
12.2 Handcuffing	12.7 Mental Illness Cases
12.3 Legal Responsibilities and Requirements with Prisoners	List of Subtopics
12.4 Transporting Prisoners	Attestation
12.5 Booking Prisoners	Instructions to Administrators
12.6 People with Disabilities	Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

- 1) The POST FTP Approval Checklist ([Form 2-230](#))
- 2) Your department's *Policy & Procedure Manual*
- 3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS**12.1 CONTROL/SEARCHING OF PERSONS**

- 12.1.01 Safety Tactics
- 12.1.02 Search Techniques
- 12.1.03 Searching the Opposite Sex

12.2 HANDCUFFING

- 12.2.01 Purpose of Handcuffing
- 12.2.02 Handcuffing/Restraint Device Principles
- 12.2.03 Agency Policy Regarding Handcuffing Prisoners
- 12.2.04 Handcuffing and Transporting Single or Multiple Suspects

12.3 LEGAL RESPONSIBILITIES AND REQUIREMENTS WITH PRISONERS

- 12.3.01 Protecting Prisoners
- 12.3.02 Prisoner Provisions
- 12.3.03 Prisoner's Right to Make Calls
- 12.3.04 Property Receipts
- 12.3.05 Local Policy/Legal Aspects of Prisoners' Rights and Privileges
- 12.3.06 Willful Inhumanity or Oppression toward Prisoners

12.4 TRANSPORTING PRISONERS

- 12.4.01 Agency Policy
- 12.4.02 Transport of Prisoner(s) in a Patrol Vehicle
- 12.4.03 Prior to Booking a Prisoner

12.5 BOOKING PRISONERS

- 12.5.01 Booking Juveniles
- 12.5.02 Jail Facility
- 12.5.03 Securing Weapons Prior to Entering Custody Facility
- 12.5.04 Booking Documents/Procedures
- 12.5.05 Booking Adult Prisoners
- 12.5.06 Other Types of Prisoners
- 12.5.07 Inmate Classification

12.5.08 Legalities of Prisoner/Inmate Searches

12.5.09 Prisoner Release

12.5.10 Response to Jail Emergencies

12.6 PEOPLE WITH DISABILITIES

- 12.6.01 Americans with Disabilities Act (ADA)
- 12.6.02 Behavior Due to Disabilities
- 12.6.03 Dealing with Cognitive Impairment
- 12.6.04 Non-compliance as a Warning Sign
- 12.6.05 Standard Tactical Assessments and Safeguards

12.7 MENTAL ILLNESS CASES

- 12.7.01 State Law and Agency Policy
- 12.7.02 Considerations When Handling or Dealing with Mentally Ill/Emotionally Disturbed Persons
- 12.7.03 Mental Health Facility or Regional Center
- 12.7.04 72-Hour Hold
- 12.7.05 Required Procedures for WIC 5150
- 12.7.06 Alternative Methods
- 12.7.07 Required Documentation and/or Reports
- 12.7.08 Demonstrating Knowledge of Proper Procedure

SECTION 12 CONTROL OF PERSONS/PRISONERS/MENTALLY ILL

CHECK ONE ONLY: ☐ PHASE 1 ☐ PHASE 2 ☐ PHASE 3 ☐ PHASE 4 ☐ PHASE 5

Trainee

FTO

12.1 CONTROL/SEARCHING OF PERSONS

12.1.01 Safety Tactics

The trainee shall be able to safely and effectively control (verbally and physically) one or more suspects, applying all officer safety tactics, including:

A. Approach	D. What to watch out for
B. Cover position with vehicle(s) and person(s)	E. Communications with cover officer/danger signals
C. Position of advantage	

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play			☐ Field Perform ☐ Role Play
Trainee:					☐ Written Test ☐ Verbal Test			☐ Written Test ☐ Verbal Test

Comments (field will expand automatically)

Additional Information:

12.1.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

☒ N/A

12.1.01 Part B - Agency Training Details (field will expand automatically)

12.1.02 Search Techniques

The trainee shall be able to demonstrate effective search techniques for both male and female suspects, including:

A. Constant alertness, including keeping hands in view	C. Standing, kneeling, and prone position searches
B. Maintaining control and position of advantage	D. Safeguarding of weapons

Reference(s):					Case # (If applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

12.1.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) San Mateo PD Policy Manual section 322 (Search and Seizure)	☐ N/A

12.1.02 Part B - Agency Training Details *(field will expand automatically)*

The trainee will review San Mateo PD Policy Manual sections 322.3, 322.4 and 322.5 relative to the conduct of searches and documentation requirements.

The FTO and trainee will discuss how to properly conduct the various types of person searches (standing, kneeling, prone, pat-down searches, and modified searches) and how those are best conducted to ensure Officer Safety and to preserve the dignity of the person being searched. The discussion will cover procedures for securing weapons, evidence or contraband located during the search.

The trainee will explain the differences between a "pat down" search for officer safety reasons and the search of a person incident to custodial arrest. The trainee will also explain that the tactics in performing these two types of searches are basically the same with Officer Safety as an overarching priority.

The trainee will conduct person searches in a safe manner, utilizing a proper amount of control based upon the circumstances, while maintaining situational awareness and control of the person and the situation.

The trainee will demonstrate how to properly handle weapons, evidence or contraband located on a person during a person search.

12.1.03 Searching the Opposite Sex

The trainee shall review and explain agency policy regarding searching individuals of the opposite sex.

<i>Reference(s):</i>					Case # (If applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

12.1.03	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	☐ N/A
	San Mateo PD Policy Manual sections 322.4e (Searching persons of the opposite sex), 902.4 (Custodial searches of persons of the opposite sex) and 902.5 (Strip Searches)	

12.1.03	Part B - Agency Training Details <i>(field will expand automatically)</i>
	The trainee will review and demonstrate an understanding of the provisions of the Policy Manual sections listed above as they relate to searches of persons of the opposite sex (or unconfirmed gender), including strip searches and searches while in the temporary holding facility at San Mateo PD.

12.2 HANDCUFFING								
12.2.01 Purpose of Handcuffing The trainee shall identify the purposes of handcuffing. These shall minimally include the temporary restraint of a suspect to prevent: A. Attack B. Escape C. Destruction or concealment of evidence or contraband								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments <i>(field will expand automatically)</i>								

Additional Information:**12.2.01 Part A - Reference Agency Policies/Procedures, if applicable** (600 characters maximum)☐ N/A

San Mateo PD Policy Manual section 306 (Handcuffing and Restraints)

12.2.01 Part B - Agency Training Details (field will expand automatically)

The trainee and FTO will discuss the contents of Policy Manual section 306 (Handcuffing and Restraints)

The trainee will demonstrate an understanding of the reasons for using handcuffs and other hand restraint devices on prisoners, which include preventing assaults on Officers or other citizens, preventing escape and preventing the destruction or disposal of evidence.

The trainee will explain when the use of handcuffs may not be indicated or necessary pursuant to Policy Manual section 306 (include pregnant women and juveniles).

The trainee will demonstrate the proper use of handcuffs and other restraint devices in arrest and detention situations, while employing sound officer safety practices.

12.2.02 Handcuffing/Restraint Device Principles

The trainee shall discuss various handcuffing principles that should be met in order to reasonably guarantee the temporary restraint of a suspect. The principles shall minimally include:

A. Control of the suspect(s) and the handcuffs B. Proper positioning of the suspect's hands, key outlets, and double locking mechanisms C. Reasonable degree of tightness D. Observation of restrained suspects	E. Other approved restraints devices (e.g., flex cuffs, hobbles, etc.) F. Safe and controlled removal of handcuffs and other restraint devices

<i>Reference(s):</i>					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments <i>(field will expand automatically)</i>								

Additional Information:

12.2.02	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	☐ N/A
San Mateo PD Policy Manual section 306 (Handcuffing and Restraints)		

12.2.02 Part B - Agency Training Details *(field will expand automatically)*

The trainee will demonstrate and understanding of the principles of handcuffing, which include controlling the suspect while applying the handcuffs, proper placement and tightening of the handcuffs, double locking the handcuffs and the safe removal of handcuffs from a prisoner.

The trainee will properly monitor any handcuffed, or otherwise restrained, prisoner to ensure their safety and to prevent escape.

The trainee will explain other restraint options available to them (leg restraint devices, transport restraint devices and spit hoods), when the use of alternative restraints is appropriate and how to properly use and remove these restraints.

12.2.03 Agency Policy Regarding Handcuffing Prisoners The trainee shall review and explain the agency policy regarding the handcuffing of prisoners, including males, females, juveniles, mentally ill, pregnant females, and all other types of detainees/prisoners.								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								
Comments (field will expand automatically)								

Additional Information:

12.2.03	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) San Mateo PD Policy Manual sections 306 (Handcuffing and Restraints) and 900.3.6 (Handcuffing Pregnant Arrestees)	☐ N/A

12.2.03	Part B - Agency Training Details (field will expand automatically) The trainee will explain the provisions of Department Policy Manual sections 306 (Handcuffing and Restraints) and 900.3.6 (Handcuffing Pregnant Arrestees) detailing the judicious use of handcuffs in restraining persons who have been arrested or who may otherwise pose a threat to officers, the public or themselves. The trainee will explain what discretion they have when using handcuffs, particularly on disabled persons, juveniles, and pregnant women.

12.2.04 Handcuffing and Transporting Single or Multiple Suspects The trainee shall be able to safely and effectively handcuff single or multiple suspects and, if necessary, transport single and multiple suspects away from an arrest scene.								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

12.2.04	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> San Mateo PD Policy Manual section 900.1.7 (Transportation of Prisoners)	☐ N/A

12.2.04	Part B - Agency Training Details <i>(field will expand automatically)</i> The FTO and trainee will discuss tactics and procedures for making multiple arrests and/or transporting multiple prisoners at the same time, including considerations for transporting males and females or adults and juveniles together pursuant to Policy Manual section 900.1.7. Given the opportunity, the trainee will use proper tactics and procedures in arresting and/or transporting multiple suspects at the same time.

12.3 LEGAL RESPONSIBILITIES AND REQUIREMENTS WITH PRISONERS								
12.3.01 Protecting Prisoners The trainee shall review and explain the legal responsibilities for protecting prisoners.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

12.3.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

12.3.01	Part B - Agency Training Details (field will expand automatically) The FTO and trainee will discuss the duty of care that they are mandated to provide to prisoners or other persons under their care as the result of an arrest, detention, or civil process. The discussion will include the detainee's health, safety and security as well as the provision of Constitutional rights. The trainee will demonstrate an understanding of their professional, legal and ethical duty to provide adequate care for all detainees.

12.3.02 Prisoner Provisions The trainee shall discuss the legal responsibilities for providing prisoners with shelter, food, and medical care.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

12.3.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) SMPD Policy Manual section 900 (Temporary Holding Facility Procedures)	☐ N/A

12.3.02 Part B - Agency Training Details (field will expand automatically)

12.3.03 Prisoner's Right to Make Calls The trainee shall review and explain prisoners' rights to telephone calls.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

12.3.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) San Mateo PD Policy Manual section 900.7 (Prisoner Telephone Calls)	☐ N/A

12.3.03 Part B - Agency Training Details (field will expand automatically) The trainee will review and demonstrate and understanding of San Mateo PD Policy Manual section 900.7 and Penal Code Section 851.5 relative to the provision of telephone calls to prisoners in their custody.

12.3.04 Property Receipts The trainee shall explain the requirements for issuing property receipts.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

12.3.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) San Mateo PD Policy Manual sections 900.3 (property held for safekeeping) and 900.3 (property seized from a prisoner as evidence)	☐ N/A

12.3.04 Part B - Agency Training Details (field will expand automatically) The trainee will demonstrate an understanding of their obligation to provide a receipt for property being seized as evidence or held for safekeeping as required by Policy Manual sections 900.3 and 900.8. The trainee will demonstrate an understanding of their obligation to provide the owner or person responsible for a place with a receipt of all items seized pursuant to a search warrant, as required by Penal Code section 1535.

12.3.05 Local Policy/Legal Aspects of Prisoners' Rights and Privileges The trainee shall review and explain local policy and the legal aspects pertaining to the rights and privileges of prisoners, including the constitutional rights of prisoners while in custody.								
Reference(s):							Case # (If applicable)	Incident #
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

12.3.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) San Mateo PD Policy Manual section 900 (Temporary Holding Facility)	☐ N/A

12.3.05 Part B - Agency Training Details (field will expand automatically) The trainee will read, review, and demonstrate a working knowledge of San Mateo PD Policy Manual section 900 (Temporary Holding Facility Procedures).

12.3.06 Willful Inhumanity or Oppression toward Prisoners The trainee shall identify the provisions pertaining to willful inhumanity or oppression toward prisoners in the custody of an officer.								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments <i>(field will expand automatically)</i>								

Additional Information:

12.3.06	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> San Mateo PD Policy Manual section 300 (Conduct)	☐ N/A

12.3.06	Part B - Agency Training Details <i>(field will expand automatically)</i> The trainee will read and demonstrate that they understand California Penal Code section 147. The trainee will understand that conviction for any violation of Penal Code section 147 would also be deemed a violation of Department Policy Manual section 300 (Conduct), subjecting them to disciplinary action.

12.4 TRANSPORTING PRISONERS**12.4.01 Agency Policy**

The trainee shall review and explain the agency's policy regarding the transportation of prisoners. This explanation shall minimally include:

A. Prisoners restrained with specialty devices (e.g., hobble, expectorant shields, etc.) B. Sick, injured, mentally ill, physically challenged, or pregnant prisoners C. Juveniles with/without adults D. Females E. Use of seat belts	F. Search of area where prisoner is to be placed prior to transportation G. Search of area where prisoner has been following transportation H. Proper positioning of officer(s) and prisoner(s) within the vehicle I. Close and constant observation of prisoner(s)

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments (field will expand automatically)

Additional Information:**12.4.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☐ N/A

San Mateo PD Policy Manual sections 706.3.7 (Inspections of vehicles), 900.1.7 (Transportation of Prisoners) and 1022 (Seatbelt requirements)

12.4.01 Part B - Agency Training Details (field will expand automatically)

The FTO and trainee will discuss considerations relative to the transportation of prisoners pursuant to Departmental Policy and in compliance with sound officer safety practices. The discussion will, at a minimum, address the items listed (A-I) above.

The trainee will demonstrate compliance with Departmental Policy and sound officer safety practices at all times while transporting prisoners in their assigned vehicle.

12.4.02 Transport of Prisoner(s) in a Patrol Vehicle Given situations in which prisoners must be transported in a patrol vehicle, the trainee shall safely place the handcuffed (if according to agency policy) prisoners into the vehicle and safely transport the prisoners to the predetermined destination.								
Reference(s):							Case # (If applicable)	Incident #
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
Trainee:								
Comments:								

FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:								
Comments (field will expand automatically)								

Additional Information:

12.4.02	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

12.4.02	Part B - Agency Training Details (field will expand automatically)

12.4.03 Prior to Booking a Prisoner The trainee will review and explain the legal constraints, agency policy and procedure, and custody facility requirements relative to medical clearance/approval prior to booking.								
Reference(s):							Case # (If applicable)	Incident #
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

12.4.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

12.4.03 Part B - Agency Training Details (field will expand automatically) The FTO and trainee will discuss County policy and protocols for the handling of medical clearances prior to incarceration/booking, to include proper transport and advisement of the medical facility, following sound officer safety procedures, getting proper documentation and notification of the receiving jail facility. Given the opportunity, the trainee will properly process and handle a prisoner through the medical clearance process prior to booking them at the County Jail facility.

12.5 BOOKING PRISONERS								
12.5.01 Booking Juveniles The trainee shall explain how to properly book a juvenile prisoner in conformance with agency policy, legal codes, and minimum jail standards, including: A. Miranda advisement B. Right to phone calls C. What notifications are required D. Secure/non-secure detention of juveniles E. Strip search of juveniles F. Requirements pertaining to confinement of a child under 16 years of age with an adult accused or convicted of a crime G. Custody alternatives								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments (field will expand automatically)								

Additional Information:

12.5.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) San Mateo PD Policy Manual sections 324 (Temporary Custody of Juveniles) and 900.1.7 (Transporting Prisoners)	☐ N/A

12.5.01 Part B - Agency Training Details *(field will expand automatically)*

The trainee will demonstrate an understanding of the procedures required when handling juvenile arrestees, particularly relative to booking at Juvenile Hall, provision of the Miranda warning, placing them in secure or non-secure detention, and transporting juveniles (particularly with adults).

The trainee will demonstrate and understanding of their options relative to the disposition of juvenile offenders (book, cite and release, referral, return to parents, return to school officials, etc.) pursuant to Departmental policy and County protocols.

Given the opportunity, the trainee will properly handle an investigation involving the arrest of a juvenile(s) including making necessary notifications, giving Miranda warnings and determining the best alternative disposition.

12.5.02 Jail Facility

The trainee shall acquire (preferably through a tour) an understanding of the basic functions, layout, organization, and staffing of the jail facility his/her agency utilizes most often.

Reference(s):					Case # (If applicable)	Incident #		
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:**12.5.02 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*☐ N/A

San Mateo PD Policy Manual section 900 (Temporary Holding Facility)

12.5.02 Part B - Agency Training Details *(field will expand automatically)*

The trainee will understand how to drive to and access the primary booking facilities in San Mateo County, including the SMPD Temporary Holding Facility, San Mateo County Main Jail, San Mateo County Women's Jail, and Juvenile Hall in order to process and book prisoners in each.

If possible, the trainee will receive a tour of these facilities, at least to familiarize them with the intake areas and procedures.

12.5.03 Securing Weapons Prior to Entering Custody Facility

The trainee will review and explain reasons and procedures for securing his/her weapon prior to entering any custody facility.

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:**12.2.03 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*
☒ N/A
12.2.03 Part B - Agency Training Details *(field will expand automatically)*

The trainee will understand the reasons for securing their weapons prior to entry into any custody facility, including the SMPD Temporary Holding Facility.

The trainee will know where and how to secure their weapons prior to entry into any custody facility, including when they don't know where to secure their weapons.

12.5.04 Booking Documents/Procedures

The trainee shall demonstrate his/her ability to complete the proper procedure of booking an inmate into a facility, including:

A. Complete and accurate pre-booking form, receiving sheet, and/or probable cause declaration/statement to include charges and subsections B. Confirm arrestee is adult versus juvenile C. Valid court and/or warrant paperwork	D. Inmate is medically screened and has medical clearance and approval form E. Physical condition as to injuries and/or current medical problems (delirium tremens, heart problems, etc.)

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments (field will expand automatically)

Additional Information:**12.5.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☐ N/A

San Mateo PD Policy Manual section 900 (Temporary Holding Facility)

12.5.04 Part B - Agency Training Details (field will expand automatically)

12.5.05 Booking Adult Prisoners

The trainee shall explain how to properly book adult prisoners in conformance with agency policy, legal codes, and minimum jail standards, including:

A. Alcoholics	E. Escape Risks
B. Narcotic/Drug Users	F. Non-conformists
C. Mentally Ill	G. Civil Bookings
D. Sex Offenders	

Reference(s):					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:								
Comments (field will expand automatically)								

Additional Information:

12.5.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

☒ N/A

12.5.05 Part B - Agency Training Details (field will expand automatically)

12.5.06 Other Types of Prisoners

The trainee shall identify other prisoners who may warrant special consideration, including:

A. Injured or sick B. Females (including pregnant females) C. Elderly D. Gang members or police informants	E. Current or former peace officers, judges, etc. F. High-profile prisoners G. Any other prisoner(s) who may need specialized classification/housing needs

<i>Reference(s):</i>					<i>Case # (If applicable)</i>		<i>Incident #</i>	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
<i>Comments (field will expand automatically)</i>								

Additional Information:**12.5.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

San Mateo PD Policy Manual section 900 (Temporary Holding Facility Procedures)

12.5.06 Part B - Agency Training Details (field will expand automatically)

The trainee will demonstrate an understanding of the types of prisoners who may not be temporarily detained in the San Mateo PD Temporary Holding Facility pursuant to Policy Manual section 900.1.3, and the alternative transportation options for those detainees.

The FTO and trainee will discuss to whom and under what conditions special consideration should be provided to prisoners in their custody, including those listed in A-G above (to include health, safety and security considerations).

12.5.07 Inmate Classification

The trainee shall explain the concept of inmate classification, to include:

A. Sex	E. Assaultive behavior
B. Age	F. Medical disabilities
C. Criminal sophistication	G. Gang affiliation
D. Seriousness of offense	H. Overt sexual behavior

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments (field will expand automatically)

Additional Information:**12.5.07 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☐ N/A

San Mateo PD Policy Manual section 900.3.3 (Classification of Prisoners)

12.5.07 Part B - Agency Training Details (field will expand automatically)

The trainee will demonstrate an understanding of the classification requirements outlined in San Mateo PD Policy Manual section 900.3.3 and pursuant to Title 15 of the California Code of Regulations and the underlying purpose for classification and segregation of prisoners based on the criteria listed in Policy Manual section 900.3.3.

The trainee will demonstrate the ability to effectively determine classification of prisoners in their custody, using the proper Prisoner Classification and Screening Form to ensure that each prisoner's health, safety and security needs are best addressed.

12.5.08 Legalities of Prisoner/Inmate Searches

The trainee shall review and explain the legalities of prisoner/inmate searches, including:

- A. Search by same sex
- B. Clothed search
- C. Strip or skin search, including documentation

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments (field will expand automatically)

Additional Information:**12.5.08 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☐ N/A

San Mateo PD Policy Manual sections 900.4 (Temporary Holding Facility Searches), 902 (Custodial Searches) and 322 (Search and Seizure)

12.5.08 Part B - Agency Training Details (field will expand automatically)

The trainee will demonstrate an understanding of their responsibilities and requirements as provided in Policy Manual sections 900.4, 902 and 322 relative to searches of persons in custody and under their care, to include procedural requirements for conducting searches of prisoners of the opposite sex, body cavity searches and strip searches.

12.5.09 Prisoner Release The trainee will review and explain methods and procedures for releasing a prisoner.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

12.8.09 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☐ N/A
San Mateo PD Policy Manual sections 324 (Temporary Custody of Juveniles), 420 (Cite and Release Policy) and 900.1.4 (Detainable Prisoners)	

12.8.09 Part B - Agency Training Details (field will expand automatically)
The FTO and trainee will discuss the various options available to them for release of a prisoner (including Juveniles and booking prisoners at a county jail facility) and the procedure for each type of release pursuant to SMPD Policy Manual sections 324, 420 and 900.1.4.
The trainee will demonstrate the ability to process prisoners through the SMPD Temporary Holding Facility, at a county jail facility, at the juvenile hall and to a medical or hospital facility.
The trainee will demonstrate the ability to process a prisoner through the cite and release process.

12.5.10 Response to Jail Emergencies The trainee shall discuss his/her agency's response, if any, to a jail emergency, including: A. Fire B. Earthquake C. Civil disorder D. Escape								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments <i>(field will expand automatically)</i>								

Additional Information:

12.5.10	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> San Mateo PD Policy Manual section 900.5 (Temporary Holding Facility-Fire Safety) and 900.6 (Evacuation of the Temporary Holding Facility)	☐ N/A

12.5.10	Part B - Agency Training Details <i>(field will expand automatically)</i> The FTO and trainee will discuss the procedures for handling various emergencies in the SMPD Temporary Holding Facility as outlined in Policy Manual sections 900.5 and 900.6, including fire, medical emergencies and evacuation procedures. The FTO and trainee will discuss procedures for handling emergency situations at the various San Mateo County jail and detention facilities, including response protocols when outside assistance is requested and handling emergency situations while inside of the jail or detention facility. The trainee will demonstrate an understanding of the procedures for handling emergencies in the SMPD Temporary Holding facility as well as at San Mateo County facilities.

12.6 PEOPLE WITH DISABILITIES									
12.6.01 Americans with Disabilities Act (ADA) The trainee shall recognize that the ADA also covers people with developmental and mental impairments and impacts law enforcement as follows:									
A. Requires reasonable adjustments and modifications in policies and practices or procedures, on a case-by-case basis B. Prohibits the arrest of an individual for behavioral manifestations of a disability that is not criminal in nature C. Requires that the safety and civil rights of people with disabilities be protected during transport and while detained D. Requires officers to make accommodations for persons with disabilities, except where safety is compromised									
Reference(s):							Case # (If applicable)		Incident #
FTO: Trainee:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date		
					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	
Comments (field will expand automatically)									

Additional Information:

12.6.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) San Mateo PD Policy Manual section 900 (Temporary Holding Facility)	☐ N/A

12.6.01 Part B - Agency Training Details *(field will expand automatically)*

The trainee will demonstrate an understanding that detentions and arrests of persons with disabilities will most likely require them to be flexible in application of policies and procedures.

The trainee will understand that a supervisor should be advised whenever a person with a disability requiring special consideration is taken into custody.

The trainee will demonstrate an understanding of the limitations for bringing a prisoner with disabilities into the SMPD Temporary Holding Facility.

12.6.02 Behavior Due to Disabilities

The trainee shall acknowledge that some disabilities (including intellectual disabilities, 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.

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:**12.6.02 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*

☒ N/A

12.6.02 Part B - Agency Training Details *(field will expand automatically)*

The FTO and trainee will discuss the issues of behavioral control related to disability or mental illness as described above.

12.6.03 Dealing with Cognitive Impairment

The trainee shall recognize and demonstrate effective communications for person with cognitive impairments to minimally include:

- A. Give one direction or ask one question at a time
- B. Allow the person to process what you have said and respond (10-15 seconds, then repeat)
- C. Avoid questions that tell the person the answer you expect (avoid questions with yes/no answers)
- D. Repeat questions from a slightly different perspective, if necessary
- E. Avoid questions about time, complex sequences, or reasons for behavior
- F. Use concrete terms and ideas; avoid jargon or figures of speech

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments (field will expand automatically)

Additional Information:**12.6.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☐ N/A

San Mateo PD Policy Manual Section 370 (Communications with Persons with Disabilities)

12.6.03 Part B - Agency Training Details (field will expand automatically)

The FTO and trainee will discuss strategies for effective communication with persons who have cognitive and other disabilities.

12.6.04 Non-compliance as a Warning Sign 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.								
Reference(s):							Case # (If applicable)	Incident #
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments <i>(field will expand automatically)</i>								

Additional Information:

12.6.04	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	☒ N/A

12.6.04	Part B - Agency Training Details <i>(field will expand automatically)</i> The FTO and trainee will discuss non-compliance and how to assess whether it is a result of a cognitive disability/deficit or defiance.

12.6.05 Standard Tactical Assessments and Safeguards

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:

A. His/her own abilities to physically control the person B. Escape routes C. Use of cover D. Call for backup	E. The T.A.C.T. Model 1. Tone (Present a calm and firm demeanor/Maintain respect and dignity) 2. Atmosphere (Reduce distractions/Respect personal space) 3. Communication (Establish contact/Develop rapport) 4. Time (Slow down/Reassess)

<i>Reference(s):</i>					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments <i>(field will expand automatically)</i>								

Additional Information:**12.6.05 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*

☒ N/A

12.6.05 Part B - Agency Training Details *(field will expand automatically)*

The FTO and trainee will discuss officer safety and tactical considerations when dealing with persons with cognitive deficits, mental illness or other disabilities.

The trainee will demonstrate the ability to assess and employ appropriate officer safety tactics with persons with cognitive deficits, mental illness or other disabilities.

12.7 MENTAL ILLNESS CASES								
12.7.01 State Law and Agency Policy The trainee shall review and explain state law and agency policy regarding mental illness cases.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

12.7.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☐ N/A
	San Mateo PD Policy Manual section 418 (Mental Illness Commitments); 464 (Homeless Persons)	

12.7.01	Part B - Agency Training Details (field will expand automatically)
	The trainee will demonstrate an understanding of the provisions of SMPD Policy Manual section 418 (Mental Illness Commitments) and the provisions of Welfare and Institution Code sections 5150 and 5585.50 relative to civil commitments due to mental disorder.
	The trainee will demonstrate the ability to evaluate and process a person pursuant to 5150 W&I, including transportation to an appropriate treatment facility.

12.7.02 Considerations When Handling or Dealing with Mentally Ill/Emotionally Disturbed Persons

The trainee shall identify considerations to be made when handling and dealing with mentally ill or emotionally disturbed persons, to minimally include:

A. Ignoring verbal abuse B. Avoiding excitement C. Avoiding unnecessary deception D. Requesting backup to minimize resistance E. Requesting an ambulance prior to confronting subject, if necessary	F. Keeping the disturbed person in sight constantly G. Continual alertness H. Seizing firearms for safekeeping

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments (field will expand automatically)

Additional Information:**12.7.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☒ N/A

12.7.02 Part B - Agency Training Details (field will expand automatically)

The FTO and trainee will discuss tactics and strategies for effective communication and handling of with persons who are mentally ill or emotionally disturbed, including those items listed in A-H above.

The trainee will demonstrate the ability to effectively communicate with persons who are suffering from mental illness or who are emotionally disturbed.

12.7.03 Mental Health Facility or Regional Center The trainee shall identify the appropriate mental health facility or regional center within the agency's jurisdiction to be used for evaluation, treatment, counseling, or referral.								
Reference(s):							Case # (If applicable)	Incident #
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

12.7.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

12.7.03 Part B - Agency Training Details (field will expand automatically) The trainee will become familiar with the various mental health facilities that are normally used, including the procedure for admitting persons on mental health holds pursuant to 5150 and 5585.50 W&I.

12.7.04 72-Hour Hold The trainee shall identify and explain the criteria as set forth in the Welfare and Institutions Code which an individual may be committed for a 72-hour hold. This includes: A. Danger to himself/herself B. Danger to others C. Gravely disabled									
Reference(s):						Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date		
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	
Comments <i>(field will expand automatically)</i>									

Additional Information:

12.7.04	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> San Mateo PD Policy Manual section 418 (Mental Illness Commitments)	☐ N/A

12.7.04	Part B - Agency Training Details <i>(field will expand automatically)</i> The trainee will demonstrate an understanding of the criteria considered to determine whether or not a person meets the criteria for a civil commitment pursuant to 5150 W&I, danger to self, danger to others and gravely disabled (including what each of those means). Given the opportunity, the trainee will properly evaluate a person to determine whether or not they fit the criteria for a 5150 commitment and will take proper action based upon that evaluation.

12.7.05 Required Procedures for WIC 5150

The trainee shall explain procedures required of officers for safeguarding the rights of a person detained under the authority of Welfare & Institutions Code 5150, including:

- A. The circumstance under which the person's condition was called to their attention and the observation constituting probable cause for detention must be recorded on the Application for 72-Hour Detention for Evaluation and Treatment
- B. Advisement of Miranda rights, as appropriate, when criminal action is involved
- C. Reasonable precaution must be made to safeguard personal property in the possession of, or on the premises occupied by, the person
- D. The person must be informed of the officer's name and agency and the reason the person is being detained
- E. If taken into custody at a residence, inform the person of personal items that may be brought along (with approval), right to a telephone call, and right to leave a note to friends or family

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments (field will expand automatically)

Additional Information:**12.7.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☒ N/A

12.7.05 Part B - Agency Training Details (field will expand automatically)

The FTO and trainee will discuss proper procedures to follow to ensure that the rights of a person detained pursuant to 5150 W&I are properly safeguarded, to include the considerations listed in A-E above.

12.7.06 Alternative Methods

The trainee shall discuss appropriate alternative methods for handling the situation if involuntary detention for evaluation and treatment is NOT appropriate, including:

A. Urgent medical attention	D. Referral to local developmental disabilities agency
B. Arrest	E. No police action required
C. Referral for mental health services	

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments (field will expand automatically)

Additional Information:**12.7.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☒ N/A

12.7.06 Part B - Agency Training Details (field will expand automatically)

12.7.07 Required Documentation and/or Reports

The trainee shall explain the required documentation and/or reports for detaining and placing mentally ill persons. This discussion shall minimally include:

- A. Application for 72-Hour Detention for Evaluation and Treatment ([Form MH 302](#))
- B. Verbal admonishment and supplementary written documentation as specified in [WIC 5150](#)
- C. Any additional agency-specific or mental health facility specific documentation or reports as may be required by agency policy, procedure, or Memorandum of Understanding

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments (field will expand automatically)

Additional Information:**12.7.07 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☐ N/A

San Mateo PD Policy Manual section 418 (Mental Illness Commitments)

12.7.07 Part B - Agency Training Details (field will expand automatically)

The trainee will demonstrate the ability to locate and complete the appropriate forms and notifications for a civil commitment pursuant to 5150 W&I per Department policy.

12.7.08 Demonstrating Knowledge of Proper Procedure Given a scenario or an actual incident involving a mentally ill or emotionally disturbed person, the trainee shall take all necessary precautions in dealing with the person, safely take the person into custody (if necessary), assure safe transportation of the person, and properly complete all necessary forms and reports.								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments <i>(field will expand automatically)</i>								

Additional Information:

12.7.08	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> San Mateo PD Policy Manual section 418 (Mental Illness Commitments)	☐ N/A

12.7.08	Part B - Agency Training Details <i>(field will expand automatically)</i> Given the opportunity, the trainee will properly handle a civil commitment pursuant to 5150 W&I, to include: proper evaluation, officer safety and tactics, transportation and completion of reports.

See next page for Attestation

Part 5 – Section 12: Control of Persons/Prisoners/Mentally Ill

ATTESTATION FOR SECTION 12

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Click on the 'X' in the signature line to activate the signature field > Right click and select "Sign" from the menu.
- Click on "Select Image" > Locate your signature file > Click "Open" to place your signature (date appears automatically).
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and Trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the Trainee in accordance with the agency's training requirements for this portion of the Field Training Program.
2. The Trainee demonstrated all competencies required for this portion of the Field Training Program.
3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the Trainee.
4. The final evaluation of the Trainee's performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the Trainee.

Primary Field Training Officer: X Print Full Name: _____

Trainee: X Print Full Name: _____

IMPORTANT: After signing the Attestation, the file will be “locked” and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Right click on the signature line > Select “Remove” from the menu.

See the following pages for Instructions to Administrators and FTOs

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (<https://www.post.ca.gov/field-training--police-training.aspx>). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.
2. **Front cover (optional):** To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.
3. **For each section (1–18):**
 - a. Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
 - b. Below each table:
 - *Part A:* Enter applicable references from your agency's Policies & Procedure Manual.
 - *Part B:* Enter your agency's training details.
4. **After completing ALL sections (1–18),** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
 - 1) **Your completed FTP Guide**
 - 2) **FTP Approval Checklist** ([POST Form 2-230](#))
NOTE: Guides submitted without this form will NOT be reviewed.
 - 3) **Your Department's Policy & Procedure Manual**
5. MAIL YOUR ELECTRONIC MEDIA TO:
Commission on POST
860 Stillwater Road, Suite 100
West Sacramento, CA 95605
Attn: Phil Caporale – BTB
6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency's Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. **Tracking your training sessions:**
 - a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
 - b. Enter any note-worthy comments related to the trainee's performance.
3. **If trainee requires remedial training:**
 - c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
 - d. Enter any additional note-worthy comments related to the trainee's performance.
4. **Attestation:** After all competencies have been performed, including any remedial training, the primary FTO and Trainee **MUST** enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section

SECTION 13 Patrol Procedures

13.1 – 13.28 COMPETENCY REQUIREMENTS

Contents		
13.1	Police Patrol Techniques	13.12 Domestic Violence
13.2	Observation Skills	13.13 Victims of Violent Crime
13.3	Preventing and Detecting Crime	13.14 Hate Crimes
13.4	Additional Patrol Safety	13.15 Gang Awareness
13.5	Pedestrian Stops	13.16 Missing Persons
13.6	Searching Persons	13.17 Fires
13.7	Vehicle Stops	13.18 Hazardous Occurrences/Major Disasters
13.8	Felony/High-Risk Vehicle Stops	13.19 Bombs/Explosive Devices
13.9	Searching Vehicles	13.20 Aircraft Crashes
13.10	Searching Building Areas	13.21 First Aid
13.11	Handling Crimes in Progress	13.22 Sick, Injured, or Deceased Persons
		13.23 Lost, Found, and Recovered Property
		13.24 Crowd Control
		13.25 News Media Relations
		13.26 Hostage Situations and Barricaded Suspects
		13.27 Sniper Attack
		13.28 Animal Control
		List of Subtopics
		Attestation
		Instructions to Administrators
		Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

- 1) The POST FTP Approval Checklist ([Form 2-230](#))
- 2) Your department's *Policy & Procedure Manual*
- 3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS**13.1 POLICE PATROL TECHNIQUES**

- 13.1.01 Types of Police Patrol
- 13.1.02 Preventive Patrol Methods
- 13.1.03 Foot Patrol and Bicycle Patrol
- 13.1.04 Motorized Patrol
- 13.1.05 Positive Daily Contacts

13.2 OBSERVATION SKILLS

- 13.2.01 Perception Skills

13.3 PREVENTING AND DETECTING CRIME

- 13.3.01 Crime Prevention Techniques
- 13.3.02 Becoming Familiar with the Community
- 13.3.03 Preparing for a Patrol Shift
- 13.3.04 Frequent Checks
- 13.3.05 Night Patrol
- 13.3.06 Determining If a Parked Vehicle Has Been Recently Operated
- 13.3.07 Conducting Surveillance
- 13.3.08 Locating Vehicle Identification Numbers

13.4 ADDITIONAL PATROL SAFETY

- 13.4.01 Plain Clothes Officers
- 13.4.02 Plain-Clothes and Off-Duty Arrests
- 13.4.03 Hazards of Silhouetting
- 13.4.04 Telltale Noises
- 13.4.05 Keeping Subject's Hands in View
- 13.4.06 Initiating Foot Pursuits
- 13.4.07 Mutual Aid and Jurisdiction

13.5 BOOKING PRISONERS

- 13.5.01 Consensual Encounters and Reasonable Suspicion
- 13.5.02 Lawful Pedestrian Stop
- 13.5.03 Tactical Variables

- 13.5.04 Positions When Interviewing Suspicious Person(s)
- 13.5.05 Field Interview Form
- 13.5.06 Use of CLETS (California Law Enforcement Telecommunications System)
- 13.5.07 Approach and Disposition

13.6 SEARCHING PERSONS

- 13.6.01 Degrees of Searches of Persons
- 13.6.02 Principles of Searches of Persons
- 13.6.03 Weapons and Contraband Concealment
- 13.6.04 Legal Pat-Down Search
- 13.6.05 Field Search
- 13.6.06 Backup Officer Responsibilities
- 13.6.07 Serve as Backup Officer

13.7 VEHICLE STOPS

- 13.7.01 Types of Vehicle Stops
- 13.7.02 Vehicle Stop Locations
- 13.7.03 Vehicle Information Prior to Stop
- 13.7.04 Proper Distance and Position of Patrol Vehicle
- 13.7.05 Gaining Driver's Attention
- 13.7.06 Hazards of Vehicle Stops
- 13.7.07 Observing Vehicle Occupants
- 13.7.08 Directing Occupants During a Stop
- 13.7.09 Approaching Vehicles Other than Automobiles
- 13.7.10 Dealing with Violator Reactions
- 13.7.11 Do Not Argue with Violator
- 13.7.12 Discretion during Traffic Stops
- 13.7.13 Procedure Advantages
- 13.7.14 Signature Is a Promise to Appear
- 13.7.15 Promoting a Positive Image

continues

13.8 FELONY/HIGH-RISK VEHICLE STOPS

- 13.8.01 Important Considerations
- 13.8.02 Vehicle Positioning
- 13.8.03 Ordering Suspect(s) from the Vehicle
- 13.8.04 Use of Verbal Commands
- 13.8.05 Waiting for Backup
- 13.8.06 Roles of Primary and Backup Officer(s)
- 13.8.07 Demonstrating a Felony/High-risk Stop

13.9 SEARCHING VEHICLES

- 13.9.01 Safe and Effective Vehicle Search
- 13.9.02 Demonstrating Vehicle Search

13.10 SEARCHING BUILDINGS/AREAS

- 13.10.01 Principles of a Safe and Effective Building Search
- 13.10.02 Demonstrating Safe and Effective Building Searches

13.11 HANDLING CRIMES IN PROGRESS

- 13.11.01 Responding to Crimes in Progress
- 13.11.02 Responding to Prowler Calls

13.12 DOMESTIC VIOLENCE

- 13.12.01 Legal Issues and Officer Duties
- 13.12.02 Inherent Dangers
- 13.12.03 Separating Parties
- 13.12.04 Differences between Criminal Law and Civil Law
- 13.12.05 Mandatory Custody Arrest
- 13.12.06 Enforcement of Protective Orders
- 13.12.07 Handling Domestic Violence Incident

13.13 VICTIMS OF VIOLENT CRIME

- 13.13.01 Notification of Victim Assistance
- 13.13.02 Crimes Against Children
- 13.13.03 Crimes Against the Elderly
- 13.13.04 Confiscating Weapons

13.14 HATE CRIMES

- 13.14.01 Hate Crime Indicators
- 13.14.02 Consequences of Hate Crimes
- 13.14.03 Enforcement Requirements
- 13.14.04 Handling Hate Crimes

13.15 GANG AWARENESS

- 13.15.01 Characteristics and Recognizing Gangs
- 13.15.02 Types of Gangs
- 13.15.03 Reasons for Gang Membership
- 13.15.04 Common Characteristics of Gangs
- 13.15.05 Methods Gangs Use to Distinguish Themselves
- 13.15.06 Gang Graffiti
- 13.15.07 Criminal Activities by Gangs
- 13.15.08 Reducing Gang Activity

13.16 MISSING PERSONS

- 13.16.01 Requirements for Handling Missing Persons
- 13.16.02 Search Procedures
- 13.16.03 Thorough Search of a Missing Child's Home and Nearby Area
- 13.16.04 Amber Alert
- 13.16.05 Handling a Missing Person Incident

13.17 FIRES

- 13.17.01 Types of Fires
- 13.17.02 Initial Steps at a Building Fire
- 13.17.03 Search for Victims
- 13.17.04 Building Unsafe to Enter
- 13.17.05 Handling a Fire Incident

13.18 HAZARDOUS OCCURRENCES/MAJOR DISASTERS

- 13.18.01 Responsibilities and Actions Required
- 13.18.02 Hazardous Materials Policy and Procedures
- 13.18.03 First Responders Responsibilities
- 13.18.04 Major Accident/Disaster Scene
- 13.18.05 Unusual Occurrences
- 13.18.06 Handling of Hazardous Occurrence/Major Disaster

continues

13.19 BOMBS/EXPLOSIVE DEVICES

- 13.19.01 Agency Policy and Procedures
- 13.19.02 Tactical Considerations
- 13.19.03 Handling of Bomb Scene

13.20 AIRCRAFT CRASHES

- 13.20.01 Agency Policy
- 13.20.02 Tactical Considerations

13.21 FIRST AID

- 13.21.01 Knowledge and Skills
- 13.21.02 Agency Policy
- 13.21.03 Proficiency Requirements
- 13.21.04 Potential Consequences of Improper Application
- 13.21.05 Handling a First Aid Emergency
- 13.21.06 Occupational Exposure to Blood and Airborne Pathogens

13.22 FIRST AID

- 13.22.01 Providing Aid and Transportation
- 13.22.02 Death Investigations Handled by the Medical Examiner
- 13.22.03 Removing Human Body from Death Scene

13.23 LOST, FOUND, AND RECOVERED PROPERTY

- 13.23.01 Disposition of Property Other than Evidence

13.24 CROWD CONTROL

- 13.24.01 First Amendment Rights
- 13.24.02 Agency Philosophy and Law Enforcement Objective
- 13.24.03 Maintaining Objectivity
- 13.24.04 Restoring Order
- 13.24.05 Crowd Management Incidents
- 13.24.06 Agency Philosophy and Policies for CROWD MANAGEMENT Situations
- 13.24.07 Crowd Control Incidents
- 13.24.08 Agency Philosophy and Policies for CROWD CONTROL Situations
- 13.24.09 Crowd Dispersal
- 13.24.10 Clarity of Purpose, Objective, Mission, and Policy

- 13.24.11 Riot Control Incidents
- 13.24.12 Agency Philosophy and Policies for RIOT CONTROL Situations
- 13.24.13 Law Enforcement Conduct
- 13.24.14 Use of Force in Response to Incidents Involving Crowds
- 13.24.15 Agency-Issued Riot Equipment

13.25 NEWS MEDIA RELATIONS

- 13.25.01 Common Practices for Release of Information
- 13.25.02 Press Credentials
- 13.25.03 Media Access to Areas Closed to the Public
- 13.25.04 Sensitive Information

13.26 HOSTAGE SITUATIONS AND BARRICADED SUSPECTS

- 13.26.01 Tactical Considerations

13.27 SNIPER ATTACK

- 13.27.01 Initial Response to Attack
- 13.27.02 Tactical Actions by Driver under Attack
- 13.27.03 Firebombed Vehicle

13.28 ANIMAL CONTROL

- 13.28.01 Agency Policy and Procedures
- 13.28.02 Destroying of Vicious, Dangerous, or Injured Animal
- 13.28.03 Handling an Animal Control Situation

SECTION 13 PATROL PROCEDURESCHECK ONE ONLY: ☐ PHASE 1 ☐ PHASE 2 ☐ PHASE 3 ☐ PHASE 4 ☐ PHASE 5

Trainee

FTO

13.1 POLICE PATROL TECHNIQUES**13.1.01 Types of Police Patrol**

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

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments (field will expand automatically)

Additional Information:**13.1.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☒ N/A

13.1.01 Part B - Agency Training Details *(field will expand automatically)*

The trainee will understand the principles of the various types of patrol employed in policing, including:

Preventive Patrol: high visibility patrol within an assigned beat/sector with the goal of encouraging compliance and preventing crime.

Directed Patrol: patrolling (high visibility or covert) a specific area with the purpose of addressing specific crime trends through enforcement, detection and prevention.

Motorized Patrol: patrolling in a marked, or unmarked, police vehicle to perform beat/sector coverage, preventive patrol and directed patrol, as assigned.

Foot Patrol: preventive patrol of an area on foot normally in uniform; typically employed for high visibility detection and enforcement of crime and/or enhanced visibility and community relations in high-density geographic areas; can be effective in commercial, retail or residential applications; effective for covert operations, as well.

Bicycle Patrol: similar to foot patrol but offers the ability to perform in a larger geographic area or in open space environments (e.g. park patrols, patrolling shopping mall parking lots, etc.).

Mounted Patrol: typically using horses; allows the ability to provide services in remote and open terrain; often used for search and rescue operations; can be effective for crowd control; San Mateo County Sheriff has a mounted unit which is available for mutual aid; also very effective as a public relations tool.

Motorcycle Patrol: typically used for traffic enforcement/investigation and to patrol large parks or other off-road locations with limited vehicle access.

Air Patrol: typically helicopter or fixed-wing aircraft; used to assist units on the ground; able to see the 2500' view and direct activities from an elevated position; very rapid response over a large area; CHP, East Bay Regional Parks, San Jose PD and Santa Clara County SO have air units available for mutual aid assistance.

13.1.02 Preventive Patrol Methods

The trainee shall review and explain basic preventive patrol methods utilized by an officer:

A. Frequent checks and contacts with business premises	D. Maintenance of visibility and personal contact
B. Frequent checks of suspicious persons	E. Daily individual patrol and community action plan
C. Fluctuating patrol patterns	

Reference(s):					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments (field will expand automatically)								

Additional Information:

13.1.02	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

13.1.02 Part B - Agency Training Details (field will expand automatically)

The trainee will understand the need to vary their preventive patrol activities to include a combination of modes (marked and unmarked vehicles, foot patrol, bicycle patrol, varying patrol routines, etc.)

The trainee shall discuss the advantage(s) of foot patrol and bicycle patrol, including:

- Reference(s):

Case # (If applicable)

Incident #	Category	Severity	Status	Assigned To	Created At	Updated At	Resolution Time (hrs)	Comments
INC-2023-001	Network	High	Resolved	John Doe	2023-01-15 10:30	2023-01-15 14:45	4.25	Initial report of network outage in the East wing. Investigation confirmed a misconfigured router. Patch applied, service restored.
INC-2023-002	Security	Medium	In Progress	Jane Smith	2023-01-16 09:15	2023-01-16 11:30	2.25	Unusual login attempts detected from IP 192.168.1.105. Security team investigating.
INC-2023-003	Hardware	Low	Pending	Mike Chen	2023-01-17 13:00	2023-01-17 13:00	0.00	Report of a faulty printer in the Marketing department. Awaiting replacement unit.
INC-2023-004	Software	High	Resolved	Alice Johnson	2023-01-18 08:45	2023-01-18 10:15	1.50	CRM system crash during data entry. Root cause: memory leak. Patch deployed.
INC-2023-005	Network	Medium	Open	David Lee	2023-01-19 15:20	2023-01-19 15:20	0.00	Intermittent connectivity issues in the South wing. Investigation ongoing.
INC-2023-006	Security	Low	Resolved	Emily White	2023-01-20 11:00	2023-01-20 12:30	1.50	Phishing email received by HR. Reported and blocked. No action required.
INC-2023-007	Hardware	Medium	In Progress	Frank Green	2023-01-21 09:30	2023-01-21 10:45	1.15	Server rack cooling fan failure in Room 201. Replacement fan ordered.
INC-2023-008	Software	Low	Resolved	Grace Black	2023-01-22 14:10	2023-01-22 15:00	0.90	Minor bug in employee portal login. Fixed in next update.
INC-2023-009	Network	High	Open	Henry Brown	2023-01-23 10:00	2023-01-23 10:00	0.00	Complete network outage across all floors. Emergency response initiated.
INC-2023-010	Security	Medium	Pending	Ivy Gold	2023-01-24 16:45	2023-01-24 16:45	0.00	Access log anomaly detected for user ID 1001. Reviewing logs.
INC-2023-011	Hardware	Low	Resolved	Jack Silver	2023-01-25 12:20	2023-01-25 13:15	0.95	Broken light fixture in Conference Room A. Replaced.
INC-2023-012	Software	Medium	In Progress	Karen Copper	2023-01-26 08:00	2023-01-26 09:30	1.50	Performance degradation in the new analytics tool. Investigating.
INC-2023-013	Network	High	Resolved	Leo Zinc	2023-01-27 11:45	2023-01-27 13:00	1.15	Router failure in the West wing. Replaced and configured.
INC-2023-014	Security	Low	Resolved	Mia Tin	2023-01-28 15:10	2023-01-28 16:00	0.90	Spam email campaign blocked by spam filter.
INC-2023-015	Hardware	Medium	Pending	Noah Lead	2023-01-29 09:00	2023-01-29 09:00	0.00	UPS unit for Server Room 100 showing warning. Replacement unit on order.
INC-2023-016	Software	Low	Resolved	Olivia Nickel	2023-01-30 13:30	2023-01-30 14:15	0.85	UI typo in the new HR system. Corrected.
INC-2023-017	Network	Medium	In Progress	Peter Platinum	2023-01-31 10:15	2023-01-31 11:00	0.85	Slow network speeds in the North wing. Investigation ongoing.
INC-2023-018	Security	High	Open	Quinn Silver	2023-02-01 14:00	2023-02-01 14:00	0.00	Possible data breach attempt. Security audit initiated.
INC-2023-019	Hardware	Low	Resolved	Rachel Gold	2023-02-02 11:30	2023-02-02 12:15	0.85	Broken chair in the Reception area. Replaced.
INC-2023-020	Software	Medium	Pending	Sam Copper	2023-02-03 09:45	2023-02-03 09:45	0.00	Integration issue between the new CRM and legacy system. Reviewing code.
INC-2023-021	Network	High	Resolved	Tina Zinc	2023-02-04 13:00	2023-02-04 14:30	1.50	Major network outage. Root cause: fiber cut. Repaired by vendor.
INC-2023-022	Security	Low	Resolved	Uma Tin	2023-02-05 10:45	2023-02-05 11:30	0.85	Malware scan detected on a workstation. Cleaned.
INC-2023-023	Hardware	Medium	In Progress	Victor Lead	2023-02-06 15:30	2023-02-06 16:15	0.85	Power supply unit failure in Server Room 200. Replacement ordered.
INC-2023-024	Software	Low	Resolved	Wendy Nickel	2023-02-07 12:00	2023-02-07 12:45	0.75	Minor bug in the new reporting tool. Fixed.
INC-2023-025	Network	Medium	Pending	Xavier Platinum	2023-02-08 09:15	2023-02-08 09:15	0.00	Network congestion in the East wing during peak hours. Investigating.
INC-2023-026	Security	High	Open	Yara Silver	2023-02-09 14:30	2023-02-09 14:30	0.00	Unusual activity on the database server. Investigation ongoing.
INC-2023-027	Hardware	Low	Resolved	Zoe Gold	2023-02-10 11:00	2023-02-10 11:45	0.75	Broken monitor in the Training room. Replaced.
INC-2023-028	Software	Medium	In Progress	Adam Copper	2023-02-11 13:45	2023-02-11 14:30	0.85	Performance issue with the new CRM. Investigating.
INC-2023-029	Network	High	Resolved	Bella Zinc	2023-02-12 10:30	2023-02-12 12:00	1.50	Network outage in the West wing. Reconfigured switch.
INC-2023-030	Security	Low	Resolved	Charlie Tin	2023-02-13 15:00	2023-02-13 15:45	0.75	Spam email received by Finance. Reported and blocked.
INC-2023-031	Hardware	Medium	Pending	Diana Lead	2023-02-14 09:30	2023-02-14 09:30	0.00	Server rack cooling fan failure in Room 202. Replacement fan ordered.
INC-2023-032	Software	Low	Resolved	Ethan Nickel	2023-02-15 12:15	2023-02-15 13:00	0.85	Minor bug in the new analytics tool. Fixed.
INC-2023-033	Network</							

Comments (field will expand automatically)

13.1.03 **Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*

☒ N/A

The FTO and trainee will discuss the advantages of foot or bicycle patrol over patrolling in a police car, including the opportunity for enhanced community contact and relations, ability to be covert in certain circumstances, reduce predictability, the ability to observe from a different perspective, and the opportunity develop additional sources of information.

13.1.04 Motorized Patrol

The trainee shall discuss the advantage(s) of motorized patrol, including:

A. Increased speed and mobility	D. Increased transportation capability
B. Increased visibility	E. Decreased response time
C. Availability of additional equipment	F. Communications

Reference(s):					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments (field will expand automatically)								

Additional Information:

13.1.04	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

13.1.04	Part B - Agency Training Details (field will expand automatically)

13.1.05 Positive Daily Contacts The trainee shall explain the importance of positive daily personal contact with citizens.								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

13.1.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

13.1.05 Part B - Agency Training Details (field will expand automatically) The FTO and trainee will discuss the importance of proactively making positive personal contacts with citizens on a daily basis, to include positive public relations, enhancing the Police Department's reputation in the community, information gathering, crime prevention and community engagement. The trainee will demonstrate the ability to make positive citizen contacts in their daily patrol activities.

13.2 OBSERVATION SKILLS								
13.2.01 Perception Skills The trainee shall identify methods by which perception skills may be improved and demonstrate the ability to describe scene activity, persons, and vehicles with acceptable accuracy.								
Reference(s):							Case # (If applicable)	Incident #
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
	FTO:				☐ Field Perform ☐ Role Play			☐ Field Perform ☐ Role Play
	Trainee:				☐ Written Test ☐ Verbal Test			☐ Written Test ☐ Verbal Test
Comments (field will expand automatically)								

Additional Information:

13.2.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) 	☒ N/A
13.2.01 Part B - Agency Training Details (field will expand automatically) The FTO and trainee will discuss the importance of sound observational and perception skills in performing their basic police officer functions, including: the detection and identification of abnormal or criminal activity, the ability to assess scene safety, the ability to observe and recall details along with the ability to translate those details to formal police documentation. The trainee will demonstrate sound observational and perception skills as described above.	

13.3 PREVENTING AND DETECTING CRIME								
13.3.01 Crime Prevention Techniques								
The trainee shall explain and demonstrate techniques and procedures that improve a patrol officer's capabilities in preventing and detecting crime.								
Reference(s):							Case # (If applicable)	Incident #
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

13.3.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

13.3.01	Part B - Agency Training Details (field will expand automatically) The FTO and recruit will discuss crime prevention and the officer's affirmative role in preventing crime. The discussion will include different crime prevention strategies including: high visibility patrol techniques, engaging community ownership and participation in crime prevention, communicating crime prevention strategies, understanding the tell-tale signs of criminal activity before it occurs, proactive enforcement strategies and being aware of current crime trends in your beat/sector/area. The recruit will demonstrate the ability to employ basic crime prevention strategies in their daily patrol activities.

13.3.02 Becoming Familiar with the Community

The trainee shall identify factors to consider in becoming familiar with the community, including:

- A. General population information
- B. Appropriate geographic information
- C. Recent criminal activity
- D. Specific factors that may influence patrol functions (e.g., location of emergency hospitals, high-activity areas, community activities and events, etc.

Reference(s):					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments (field will expand automatically)								

Additional Information:

13.3.02	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

13.3.02 Part B - Agency Training Details (field will expand automatically)

The FTO and trainee will discuss the importance of being familiar with the City of San Mateo and surrounding areas, particularly their assigned beat and adjacent beats or jurisdictions to help them to better serve the community. The FTO and trainee will discuss demographic, geographic, sociologic, and crime trend considerations and where specific information is available.

The trainee will demonstrate the ability to familiarize themselves with their assigned work area as described above.

13.3.03 Preparing for a Patrol Shift The trainee shall explain and demonstrate how to prepare for a patrol shift, including:								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

13.3.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) San Mateo PD Policy Manual Section 704 - Vehicle Maintenance & 704.3.1 Vehicle Maintenance.	☐ N/A

13.3.03 Part B - Agency Training Details (field will expand automatically) The FTO and trainee will discuss the importance of being prepared for their patrol shift, including: being punctual and fully prepared to start the shift. The discussion will include dressing in proper uniform attire, preparing assigned patrol car, gathering important crime/beat intelligence or information, being well-rested and ready to work, recording pertinent information from briefing, etc. The trainee will be properly prepared for their shift on a daily basis.

13.3.04 Frequent Checks The trainee shall identify those locations and/or situations that exist in a “patrol area” that warrant frequent checks.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

13.3.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

13.3.04 Part B - Agency Training Details (field will expand automatically) The FTO and trainee will discuss the need for frequent checks and high visibility specific areas/locations in their assigned patrol area AND how to determine where those areas/locations are, to include: high crime areas, gang areas, schools, places of worship, community centers, parks and open space areas, commercial and retail areas, vulnerable populations, dignitaries and prominent community members. The trainee will demonstrate the ability to determine locations in their assigned patrol areas that necessitate frequent checks or high visibility patrols.

13.3.05 Night Patrol

The trainee shall explain and demonstrate what an officer on nighttime patrol should be looking for, including:

A. Broken glass	E. Persons on foot
B. Open doors and windows	F. Differences in normal lighting (on or off)
C. Pry marks	G. Unusual sounds
D. Suspicious vehicles	H. Access to rooftop or upper floors

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments (field will expand automatically)

Additional Information:**13.3.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☒ N/A

13.3.05 Part B - Agency Training Details (field will expand automatically)

The FTO and trainee will discuss the subtle nuances of nighttime patrol and the telltale signs of criminal or suspicious activity that the trainee should be looking for, especially those items listed in A-H above.

The trainee will demonstrate the ability to identify circumstances that elevate suspicion of criminal or suspicious activity while working night shift on patrol and take proper investigative or enforcement actions as a result.

13.3.06 Determining If a Parked Vehicle Has Been Recently Operated The trainee shall identify ways to determine if a parked vehicle has been recently operated.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

13.3.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

13.3.06 Part B - Agency Training Details (field will expand automatically) The FTO and trainee will discuss telltale signs of recent operation of a parked vehicle, to include: their beat check observations/notes, warm engine compartment, wet/dry tires, steam rising from the engine compartment, etc. The trainee will demonstrate the ability to safely determine whether or not a parked vehicle has recently been operated.

The trainee shall describe and/or demonstrate how to conduct surveillance, including:

- A. Invisible deployment
- B. Radio security
- C. Use of surveillance/vision devices

Additional Information:	
13.3.07	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) ☒ N/A

13.3.07	Part B - Agency Training Details <i>(field will expand automatically)</i>
The FTO and trainee will discuss the tactics for conducting surveillance operations, particularly short-term surveillance that would typically be utilized by a patrol officer, including these considerations: marked/unmarked vehicles, positioning, observation and recording tools, covert presence (visibility and noise considerations), and considering the perspective of those being surveilled.	
The trainee will explain, or given the opportunity demonstrate, how to safely and effectively conduct surveillance in a marked police car while employing the considerations discussed above.	

13.3.08 Locating Vehicle Identification Numbers The trainee shall be able to locate the vehicle identification number (VIN) of various vehicles (i.e. autos, trucks, trailers, motorcycles, recreation vehicles, and motor homes).								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.3.08	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	☒ N/A

13.3.08	Part B - Agency Training Details <i>(field will expand automatically)</i> The FTO and trainee will discuss the role and importance of VIN numbers in general and where they can be located on various vehicles and vessels, including secondary locations. The trainee will locate the primary and at least one secondary VIN number on a police car, police motorcycle, and on their own personal vehicle. Given the opportunity, the trainee will locate and use a VIN number on a vehicle or vessel to determine ownership and whether or not that vehicle/vessel has been reported stolen.

13.4 ADDITIONAL PATROL SAFETY								
13.4.01 Plain Clothes Officers								
The trainee shall explain and/or demonstrate how to react when encountering plain-clothes officers in the field, including:								
A. Not displaying any recognition of the plain-clothes officer until he/she acknowledges his/her presence				B. In the absence of his/her self-acknowledgement, reaction to him/her should be identical to any other citizen				
Reference(s):						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments (field will expand automatically)								

Additional Information:

13.4.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☐ N/A
	San Mateo PD Policy Manual section 386.4.4 (Off-Duty Law Enforcement Actions-Other Considerations)	

13.4.01	Part B - Agency Training Details (field will expand automatically)
	The FTO and trainee will discuss contacts with plain clothes officers while in uniform, particularly the tactics to employ upon initial observation of the plain clothes officer so as not to compromise an undercover investigation or the safety of the plain clothes officer. The trainee will discuss strategies for engaging a plain clothes officer while in uniform and possibly having compromised an undercover investigation (high school classmate, neighborhood friend, prior arrestee, etc.).

13.4.02 Plain-Clothes and Off-Duty Arrests The trainee shall explain and/or demonstrate how to respond to uniformed officers if the trainee makes a plain-clothes or off-duty arrest.								
Reference(s):							Case # (If applicable)	Incident #
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

13.4.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) San Mateo PD Policy Manual section 386 (Off-Duty Law Enforcement Actions)	☐ N/A

13.4.02 Part B - Agency Training Details (field will expand automatically) The trainee will demonstrate an understanding of SMPD Policy Manual section 386 relative to any off-duty enforcement actions, including proper coordination with on-duty responders, SMPD notification protocols, and reporting requirements.

13.4.03 Hazards of Silhouetting The trainee shall explain and/or demonstrate ways to avoid the hazards of “silhouetting.”								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

13.4.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

13.4.03 Part B - Agency Training Details (field will expand automatically) The FTO and trainee will discuss "silhouetting" and how to minimize compromising officer safety as a result of silhouetting, particularly in doorways/windows, confined spaces, and open areas. The discussion will include poor light management, avoidable uniform and equipment noise, and controlling shadow silhouetting. The trainee will demonstrate the ability to minimize silhouetting to enhance their safety, including: at doorways and windows, back lighting, avoidable noises and shadows.

13.4.04 Telltale Noises The trainee shall explain and/or demonstrate how to avoid making telltale “police noises” such as: A. Vehicle noises B. Radio noises C. Keys and whistle noises								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.4.04	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	☒ N/A

13.4.04	Part B - Agency Training Details <i>(field will expand automatically)</i> The trainee will demonstrate the ability to minimize the telltale noises that they make, particularly in situations that require covert deployment, including vehicle engine and door noise, police radio traffic, squeaky boots/duty belts, keys jingling, cell phone ringers/alerts, loud verbal communications, etc. The FTO and trainee will discuss alternatives to verbal communication in situations requiring minimal noise generation, including basic hand signals and the use of lights (mini flashlights, red laser pointers, etc.).

13.4.05 Keeping Subject's Hands in View The trainee shall explain the importance of always keeping a subject's hands in view.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

13.4.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

13.4.05 Part B - Agency Training Details (field will expand automatically) The trainee will explain the importance of always being aware of the hands of persons whom they are contacting and keeping the hands in view, particularly in enforcement scenarios as the hands are typically an instrument for assaults. The trainee must be able to maintain effective and professional communications skills while still ensuring the subject's hands are kept in view.

13.4.06 Initiating Foot Pursuits The trainee shall explain and/or demonstrate safe and effective tactics for initiating a foot pursuit of a fleeing suspect.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

13.4.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) San Mateo PD Policy Manual section 458 (Foot Pursuit Policy)	☐ N/A

13.4.06 Part B - Agency Training Details (field will expand automatically) The trainee will demonstrate an understanding of SMPD Policy Manual section 458 related to the initiation and conduct of foot pursuits of criminal suspects. The trainee will explain the tactical hazards inherent in any foot pursuit as well as the justifications required for the initiation and continuation of any foot pursuit. The trainee will demonstrate an understanding of the Command & Control and reporting requirements relative to foot pursuits as provided in the foot pursuit policy. Given the opportunity, the trainee will make sound tactical decisions when determining whether or not to pursue a suspect on foot or to continue a foot pursuit if the circumstances surrounding the foot pursuit change.

13.4.07 Mutual Aid and Jurisdiction

The trainee shall review and explain department policies on mutual aid and jurisdiction, including:

- A. Use of official vehicles outside the agency's jurisdiction
 B. Responding to calls for assistance outside the agency's jurisdiction
 C. Assisting other agencies with arrests within agency jurisdiction

Reference(s):					Case # (If applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:**13.4.07 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

San Mateo PD Policy Manual section 352 (Mutual Aid and Outside Agency Assistance)

13.4.07 Part B - Agency Training Details (field will expand automatically)

The FTO and trainee will discuss and demonstrate and understanding of the policy related to mutual aid and outside agency assistance, including responsibilities for coordinating with outside agencies when responding to their jurisdiction and when outside agencies respond to San Mateo to provide assistance.

13.5 PEDESTRIAN STOPS								
13.5.01 Consensual Encounters and Reasonable Suspicion The trainee shall explain the concepts of a consensual encounter and reasonable suspicion to stop and detain. The trainee will also explain, demonstrate, or otherwise give examples of how a consensual encounter or reasonable suspicion can be elevated to probable cause, allowing for an arrest to be made.								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.5.01	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> San Mateo PD Policy Manual section 440 (Detentions and Photographing Detainees)	☐ N/A

13.5.01	Part B - Agency Training Details <i>(field will expand automatically)</i> The trainee will explain the differences between a consensual encounter and a detention based upon reasonable suspicion of criminal activity. The trainee will demonstrate the ability to properly conduct a consensual encounter without unnecessarily turning the encounter into a detention. The trainee will explain what types of circumstances can turn a consensual encounter into a justified detention (admissions, weapons, alcohol or drug influence, etc.).

- A. The existence of suspicious activity
- B. The time of day or night

Incident #	Date	Description	Status	Assigned To	Priority	Resolution Time	Customer Satisfaction
INC-001	2023-10-26	User unable to access system	Resolved	Jane Doe	High	2 hours	95%
INC-002	2023-10-27	Software bug reported	In Progress	John Smith	Medium	48 hours	88%
INC-003	2023-10-28	Hardware failure - server	Pending	Mike Johnson	Critical	1 week	72%
INC-004	2023-10-29	New feature request	On Hold	Sarah Lee	Low	N/A	90%
INC-005	2023-10-30	Security vulnerability found	Under Review	Alex Brown	Very High	3 days	80%

Comments (field will expand automatically)

☐ N/A

The trainee will explain the difference between their training and experience and acting upon a hunch and how they pertain to the lawfulness of a detention.

13.5.03 Tactical Variables

The trainee shall identify and discuss tactical variables to consider when encountering a person on foot. The discussion shall minimally include determining:

- A. Whether or not to stop the person
 B. When and where to stop the person
 C. Methods to utilize in stopping the person (approach on foot vs. in the vehicle)

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments (field will expand automatically)

Additional Information:**13.5.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☒ N/A

13.5.03 Part B - Agency Training Details (field will expand automatically)

The FTO and trainee will discuss the tactical considerations to be factored in to the decision to make a pedestrian stop, to include: the person's size and observed behavior, the location and surrounding area, availability of backup, need to act vs. ability to wait for tactical advantage, vehicle or foot approach, type of criminal activity that is suspected, etc.

The trainee will demonstrate the ability to apply these tactical considerations in making pedestrian stops in a tactical and safe manner.

13.5.04 Positions When Interviewing Suspicious Person(s) The trainee shall describe and demonstrate positions that one or two officers can take while interviewing one or more suspicious persons to minimize the possibility of attack.								
Reference(s):							Case # (If applicable)	Incident #
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
	☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test				
Trainee:								
Comments (field will expand automatically)								

Additional Information:

13.5.04	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

13.5.04	Part B - Agency Training Details (field will expand automatically)
The trainee will explain how to safely contact suspicious person(s) and the differences in considerations and tactics between a single officer and multiple officer contacts. The trainee will demonstrate the ability to position themselves or the person(s) being contacted to give them a tactical and safety advantage and the ability to coordinate with backup officer(s) to maximize their tactical advantage and safety.	

13.5.05 Field Interview Form The trainee shall properly and legibly complete the field interview (FI) report form.								
Reference(s):							Case # (If applicable)	Incident #
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

13.5.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) San Mateo PD Policy Manual section 440 (Detentions and Photographing Detainees)	☐ N/A

13.5.05 Part B - Agency Training Details (field will expand automatically)

13.5.06 Use of CLETS (California Law Enforcement Telecommunications System) The trainee shall explain the role and use of the CLETS in determining a person's wanted status.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

13.5.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) San Mateo PD Policy Manual section 802 (Communications Operations-CLETS Policy)	☐ N/A

13.5.06 Part B - Agency Training Details (field will expand automatically) The FTO and trainee will discuss CLETS and the information that can be accessed via CLETS, including wanted person status. (Note: the trainee should have received basic CLETS orientation during their familiarization in the dispatch center) The trainee will demonstrate the ability to query CLETS information via radio in field contacts by providing the proper identification information to the dispatcher.

13.5.07 Approach and Disposition

Given a situation involving one or more suspicious persons on foot, the trainee shall, having assessed sufficient cause, safely and effectively approach, contact, interview the person(s), and complete a field interview (FI) report or make any other proper disposition.

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training	How Remediated?	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name		Date
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

13.5.07	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

13.5.07 Part B - Agency Training Details (field will expand automatically)

The trainee will make contact with a suspicious person(s) on foot employing good safety tactics. The trainee will obtain identification information from the suspicious person, conduct a pat down search (if justified), run a criminal history/warrants check and complete an FI card or otherwise properly handle the final disposition of the contact.

13.6 SEARCHING PERSONS													
13.6.01 Degrees of Searches of Persons The trainee shall identify and explain the basic degrees of searches of person(s). These shall minimally include: <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 50%;">A. Visual/cursory search</td> <td style="width: 50%;">D. Strip search</td> </tr> <tr> <td>B. Pat-down search</td> <td>E. Body cavity search</td> </tr> <tr> <td colspan="2">C. Field search (standing, kneeling, prone)</td> </tr> </table>								A. Visual/cursory search	D. Strip search	B. Pat-down search	E. Body cavity search	C. Field search (standing, kneeling, prone)	
A. Visual/cursory search	D. Strip search												
B. Pat-down search	E. Body cavity search												
C. Field search (standing, kneeling, prone)													
Reference(s):						Case # (If applicable)	Incident #						
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?					
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date						
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test					
Comments <i>(field will expand automatically)</i>													

Additional Information:

13.6.01	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> San Mateo PD Policy Manual sections 322 (Search and Seizure) and 902 (Custodial Searches)	☐ N/A
13.6.01	Part B - Agency Training Details <i>(field will expand automatically)</i>	

13.6.02 Principles of Searches of Persons

The trainee shall explain the common principles of the search of an individual. These principles shall minimally include:

A. Constant alertness	C. Thoroughness of the search
B. Maintain control and position of advantage (contact and cover)	D. Safeguarding weapons

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training	How Remediated?	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name		Date
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:**13.6.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☒ N/A

13.6.02 Part B - Agency Training Details (field will expand automatically)

The trainee will explain and demonstrate the tactics and principles for conducting a thorough search of an individual, including how to seize and secure any weapons located during the search.

13.6.03 Weapons and Contraband Concealment

The trainee shall identify those places on the person of both males and females where dangerous weapons or contraband may be concealed.

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training	How Remediated?	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name		Date
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:**13.6.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**
☒ N/A
13.6.03 Part B - Agency Training Details (field will expand automatically)

13.6.04 Legal Pat-Down Search The trainee shall safely and effectively conduct a legal pat-down search of one or more suspect(s).								
Reference(s):							Case # (If applicable)	Incident #
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

13.6.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

13.6.04 Part B - Agency Training Details (field will expand automatically)

13.6.05 Field Search The trainee shall safely and effectively conduct a field search (standing, kneeling, or prone) of one or more suspect(s).								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.6.05	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	☒ N/A

13.6.05	Part B - Agency Training Details <i>(field will expand automatically)</i> The trainee will demonstrate a thorough field search of a suspect(s) while employing sound safety tactics in the standing, kneeling and prone positions. If the trainee is not exposed to each of these search techniques in a field situation they will demonstrate proficiency in a role play scenario.

13.6.06 Backup Officer Responsibilities

The trainee shall explain the responsibilities of the backup officer during the search of one or more persons. The responsibilities should minimally include:

- A. Protecting the searching officer from outside interference and from those subjects being searched
- B. Assisting in control of the person(s) being searched, as needed
- C. Continuous observation of the person(s) being searched

Reference(s):					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:**13.6.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☒ N/A

13.6.06 Part B - Agency Training Details (field will expand automatically)

13.6.07 Serve as Backup Officer The trainee shall safely and effectively serve as a backup officer while another officer conducts a search of one or more subjects.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

13.6.07 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

13.6.07 Part B - Agency Training Details (field will expand automatically)

13.7.01 Types of Vehicle Stops

A. Traffic violations

B. Investigative

C. High-risk

Reference(s):						Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
						When completed, print full name	Date		
	When completed, print full name	Date	When completed, print full name	Date					
	When completed, print full name	Date	When completed, print full name	Date					
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	
Comments (field will expand automatically)									

13.7.01 **Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*

 N/A

13.7.01 Part B - Agency Training Details *(field will expand automatically)*

The trainee will explain the purpose of the three different types of vehicle stops listed above (enforcement, investigative, high risk)

13.7.02 Vehicle Stop Locations

The trainee shall identify and discuss the following elements to be considered when selecting the proper location for a vehicle stop.

A. Traffic hazards	D. Lighting conditions
B. Escape routes	E. Proper position of primary and backup units
C. Number of people present	

Reference(s):					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments (field will expand automatically)								

Additional Information:

13.7.02	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

13.7.02 Part B - Agency Training Details (field will expand automatically)

The FTO and trainee will discuss the tactical considerations to be evaluated when determining the safest, or best, location for making a vehicle stop, including the items listed in A-E above.

The trainee will demonstrate an understanding of the tactical and safety considerations relative to vehicle stop locations in the vehicle stops they make.

13.7.03 Vehicle Information Prior to Stop The trainee shall explain the advantages of recording the license number and description of the vehicle prior to the stop.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

13.7.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

13.7.03 Part B - Agency Training Details (field will expand automatically) The trainee will demonstrate an understanding of the information that they should broadcast to the dispatcher (location, license plate, brief vehicle description, occupants, etc.) before making a vehicle stop and that, absent some exigency, all vehicle stops should be communicated over the police radio before the stop is made. The trainee will understand that they, at a minimum, should write down the vehicle license plate in their notes prior to making a vehicle stop if the stop cannot be broadcasted over the police radio.

13.7.04 Proper Distance and Position of Patrol Vehicle

The trainee shall demonstrate the proper distance to initiate the stop of another vehicle. The distance should be:

- A. Not so great as to encourage an escape attempt
 B. Not so close as to present a hazard
 C. Enough to create a safety corridor (patrol vehicle offset left or right) for the safety of the officer(s) and vehicle occupant(s)

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments (field will expand automatically)

Additional Information:**13.7.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☒ N/A

13.7.04 Part B - Agency Training Details (field will expand automatically)

The trainee will explain, and demonstrate, the proper positioning of the patrol car for vehicle stops and the reasons for the positioning (e.g. offset vehicle to provide safety corridor, more distance for high risk stops, narrow roadway considerations, approach considerations, etc.)

13.7.05 Gaining Driver's Attention

The trainee shall identify techniques for gaining the attention of the driver when making a vehicle stop. Techniques shall minimally include:

A. Use of emergency lights B. Use of siren C. Use of horn D. Use of headlights E. Use of hand signal F. Use of public address (PA) system	G. Proper use of spotlight to include: 1. Not blinding the driver while vehicle is moving 2. Illuminating the interior of the stopped vehicle 3. Focusing on rear and side mirrors to blind the occupants of the officer's approach

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play			☐ Field Perform ☐ Role Play
Trainee:					☐ Written Test ☐ Verbal Test			☐ Written Test ☐ Verbal Test

Comments (field will expand automatically)

Additional Information:**13.7.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☒ N/A

13.7.05 Part B - Agency Training Details (field will expand automatically)

The trainee will explain the reasons for using the spotlight at nighttime to illuminate the stopped vehicle (distraction to occupants, masks officers' positions and movement, illuminate the violator's vehicle).

13.7.06 Hazards of Vehicle Stops

The trainee shall identify the inherent hazards involved when an officer conducts a vehicle stop. These hazards shall minimally include:

A. Location of the stop	D. Position the officer takes
B. Reason for the stop	E. Contact with the violator
C. Officer's approach	F. Visibility

Reference(s):					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments (field will expand automatically)								

Additional Information:

13.7.06	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

13.7.06 Part B - Agency Training Details (field will expand automatically)

The FTO and trainee will discuss the hazards inherent to vehicle stops including those listed in A-E above, and the consideration that other traffic on the roadway and threats from the surrounding area may potentially present as much of a hazard as the stopped vehicle and its occupants.

13.7.07 Observing Vehicle Occupants

The trainee shall identify the consequences of failing to closely watch the movements of the occupants of a vehicle prior to, during, and after the stop. These minimally include:

- A. Attack from suspects
 B. Destruction or concealment of evidence
 C. Escape of occupants

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:**13.7.07 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☒ N/A

13.7.07 Part B - Agency Training Details (field will expand automatically)

The trainee will demonstrate the understanding that stopping a vehicle with multiple occupants is generally more complicated than a single occupant vehicle stop because the occupants need to be watched as well to prevent attack, destruction of evidence, and escape.

The trainee will identify strategies and tactics that could be employed to minimize the risk in stopping a vehicle with multiple occupants (e.g. stop location, summoning backup before making the stop, keeping occupants' hands in sight, calling the driver back to you, etc.).

13.7.08 Directing Occupants During a Stop The trainee shall explain the advantages, disadvantages, and legal aspects of directing the occupants to remain in or to exit the vehicle during a stop.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

13.7.08 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

13.7.08 Part B - Agency Training Details (field will expand automatically) The FTO and trainee will discuss the advantages, disadvantages and current court decisions relating to occupants in a vehicle that has been stopped, including: limiting occupants' movement or freedom during a vehicle stop, ordering occupants to identify themselves and considerations relative to the reasons for the stop.

13.7.09 Approaching Vehicles Other than Automobiles

The trainee shall explain and/or safely demonstrate how to safely stop and approach vehicles other than automobiles such as:

A. Motorcycles and bicycles	D. Trucks
B. Campers and vans	E. Tractor/Trailers
C. Buses	

Reference(s):					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments (field will expand automatically)								

Additional Information:

13.7.09	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

13.7.09 Part B - Agency Training Details (field will expand automatically)

The trainee will demonstrate an understanding that these types of vehicles pose different tactical and safety concerns and describe how they would modify their tactics in vehicle stops involving these types of vehicles.

13.7.10 Dealing with Violator Reactions

The trainee shall identify common violator reactions and shall discuss techniques for appropriately dealing with those reactions, which may include:

A. Embarrassment	D. Rationalization or excuse for violation
B. Anger	E. Refusal to sign citation
C. Fear	

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments (field will expand automatically)

Additional Information:**13.7.10 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☒ N/A

13.7.10 Part B - Agency Training Details (field will expand automatically)

The FTO and trainee will discuss the common violator reactions listed above (A-D) and some techniques or strategies that have been effective in handling them.

The FTO and trainee will discuss departmental protocols for handling violators who refuse to sign a citation including supervisory notifications, attempting to persuade the violator to sign the citation in lieu of arrest or having another officer attempt to persuade the violator to sign the citation.

The trainee will demonstrate an understanding of departmental procedures and protocols for handling persons who refuse to sign a citation.

13.7.11 Do Not Argue with Violator The trainee shall explain why an officer should not argue with a violator.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

13.7.11 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

13.7.11 Part B - Agency Training Details (field will expand automatically) The trainee will demonstrate an understanding that arguing with a violator is unprofessional, tends to escalate the situation, is rarely productive and can result in avoidable misconduct complaints and, at the extreme level, avoidable use of force and arrests.

13.7.12 Discretion during Traffic Stops The trainee shall explain discretion during a car stop by giving examples of traffic situations where a warning may be more beneficial.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

13.7.12 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) San Mateo PD Policy Manual section 500.3.1 (Enforcement-Warnings)	☐ N/A

13.7.12 Part B - Agency Training Details (field will expand automatically) The trainee will demonstrate an understanding that the intent of traffic enforcement is to gain compliance with traffic laws and, as a result, giving a motorist a warning in lieu of a citation is appropriate when, in the officer's judgment, the warning will effect change in the violator's driving habits.

13.7.13 Procedure Advantages

The trainee shall explain the advantages of the following procedures:

A. Obtaining the violator's driver's license, registration, and proof of insurance as soon as possible after making the stop B. Not accepting the violator's wallet in response to a request for a driver's license	C. Checking the signature of the violator on the citation D. Issuing the proper copy of the citation to the violator

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:**13.7.13 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☒ N/A

13.7.13 Part B - Agency Training Details (field will expand automatically)

The FTO and trainee will discuss the standard process for gathering information from a violator upon initial contact with them and proper procedures for delivering a citation and confirming that the violator has properly signed the notice to appear and receives the proper copy of the notice.

13.7.14 Signature Is a Promise to Appear The trainee shall recognize that the required signature of the violator on a citation is not an admission of guilt, but a promise to appear (PTA).								
Reference(s):							Case # (If applicable)	Incident #
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

13.7.14 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

13.7.14 Part B - Agency Training Details (field will expand automatically)

13.7.15 Promoting a Positive Image

Given an incident involving a traffic violation, the trainee shall safely and effectively conduct a traffic stop and assess whether to issue a citation or warning in a manner that promotes a positive image of law enforcement.

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training	How Remediated?	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name		Date
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:**13.7.15 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☒ N/A

13.7.15 Part B - Agency Training Details (field will expand automatically)

13.8 FELONY/HIGH-RISK VEHICLE STOPS**13.8.01 Important Considerations**

The trainee shall identify and discuss the important considerations taken when about to make a felony/high-risk vehicle stop. These elements shall minimally include:

A. Seriousness of the crime(s) B. Availability of Backup C. Where to make the stop (location) D. Tactics to be used after making the stop E. Number of suspects involved F. Placement of subsequent units at the stop itself	G. Placement of additional units away from the stop to control traffic and/or to provide additional safety for the stop H. Use of public address (PA) system I. Use of additional resources (K-9 units, air support, etc.)

<i>Reference(s):</i>					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.8.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

☒ N/A

13.8.01 Part B - Agency Training Details *(field will expand automatically)*

The FTO and trainee will discuss the tactical and officer safety logistics that must be considered when deciding whether or not to initiate a high-risk vehicle stop and factors to consider in determining the location and arrest tactics to employ during the high-risk stop, including the items listed in A-I above.

The FTO and trainee will discuss tactical options for handling high-risk stops and arrests subsequent to the stop (e.g. arresting one person at a time vs. removing all passengers and arresting them together).

The FTO and trainee will discuss a situation wherein the trainee will have to initiate and coordinate a mock high-risk traffic stop for a hypothetical law violation. The trainee will explain their process of coordinating the stop with other officers, determining the location of the stop, pre-planning tactics and responsibilities, coordinating vehicle positions and perimeter units (if applicable), and communicating arrest tactics.

13.8.02 Vehicle Positioning

The trainee shall discuss the proper positioning of the police vehicle for a felony/high-risk vehicle stop.

<i>Reference(s):</i>					Case # (If applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:**13.8.02 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*
☒ N/A

13.8.02 Part B - Agency Training Details *(field will expand automatically)*

The trainee will demonstrate an understanding of the tactics relative to positioning vehicles to make a high-risk vehicle stop, including the fact that flexibility is paramount, as no two stops are the same. The trainee must understand that increased distance between the violator and patrol vehicles gives a tactical advantage if an assault was initiated by the occupants of the violator vehicle, however too much distance could create a tactical disadvantage.

13.8.03 Ordering Suspect(s) from the Vehicle

The trainee shall discuss the advantages of verbally ordering the suspect(s) from the vehicle prior to approaching on foot.

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								
y								

Additional Information:**13.8.03 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*
☒ N/A

13.8.03 Part B - Agency Training Details *(field will expand automatically)*

The FTO and trainee will discuss the safety considerations and tactical reasons for calling suspects out of the violator vehicle and back to them as opposed to approaching the violator vehicle.

The FTO and trainee will discuss different processes for calling suspects out of the violator vehicle and detaining them (one at a time vs. removing and arresting all at the same time).

13.8.04 Use of Verbal Commands

The trainee shall explain verbal commands that should be used when removing suspect(s) from a vehicle prior to approaching on foot. These commands minimally include having the suspect:

- A. Keep hands in sight at all times
- B. Exit the vehicle (in accordance with agency policy)
- C. Assume position of disadvantage outside of the vehicle

Reference(s):					Case # <i>(If applicable)</i>	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
	FTO:							
	Trainee:							
Comments <i>(field will expand automatically)</i> y								

Additional Information:**13.8.04 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*
☒ N/A

13.8.04 Part B - Agency Training Details *(field will expand automatically)*

The FTO and trainee will discuss the protocols for removing suspects from the violator vehicle by using verbal commands along with the safety considerations listed above (A-C). They will also discuss tactics for situations in which the occupants of the vehicle do not, for whatever reason, understand verbal commands (non-English speakers, deaf or hard of hearing, too much ambient noise, etc.).

The trainee will demonstrate an understanding that verbal commands need to be calmly and clearly communicated and loud enough for occupants of the stopped vehicle to hear and understand.

13.8.05 Waiting for Backup

The trainee shall discuss the advantages of waiting for additional backup before approaching the vehicle or the occupants.

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:**13.8.05 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*
☒ N/A

13.8.05 Part B - Agency Training Details *(field will expand automatically)*

The trainee will demonstrate an understanding that they should have backup readily available prior to initiating a high-risk vehicle stop, but if for some reason they have to make the stop before backup arrives, they should have a plan to deal with the occupants of the car while awaiting backup (in most cases keeping them in the car with their hands visible).

13.8.06 Roles of Primary and Backup Officer(s)

The trainee shall explain the roles of both the primary and backup officer(s) before, during, and after the stop. This discussion shall minimally include which officer:

A. Has radio responsibilities	C. Communicates to the occupants
B. Assumes shotgun responsibilities (if applicable)	D. Searches the occupants and/or vehicle

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)***Additional Information:****13.8.06 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*☒ N/A

13.8.06 Part B - Agency Training Details *(field will expand automatically)*

The FTO and trainee will discuss the various roles of the primary and backup officers during a high-risk vehicle stop (A-D above) and the importance of communicating those roles prior to and during the stop as additional assistance arrives or as the situation develops and changes.

The FTO and trainee will discuss high-risk vehicle stop scenarios to illustrate the various roles and responsibilities to assign/assume during a high risk traffic stop, to include: primary officer's role, backup officers' roles, perimeter considerations, potential need for crowd management, changes of tactics due to unforeseen/unplanned circumstances (language barrier, disabilities, hostile bystanders, cross-fire, etc.), weather, traffic and other variables that could impact the conduct of the stop.

13.8.07 Demonstrating a Felony/High-Risk Stop

Given an incident involving a felony/high-risk vehicle stop, the trainee shall safely stop the suspect vehicle, remove the occupant(s), and place the occupant(s) in a position of disadvantage without the officer(s) being placed in an inherently dangerous position.

<i>Reference(s):</i>					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:**13.8.07 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*

☒ N/A

13.8.07 Part B - Agency Training Details *(field will expand automatically)*

Given a circumstance wherein a high-risk vehicle stop is warranted, the trainee will employ sound safety tactics while performing their assigned role as the primary or backup officer. If the trainee is the primary officer, he/she will use sound judgment in determining the location of the stop and tactics to be employed during the stop/arrest, while coordinating with backup officers at the location of the stop.

13.9 SEARCHING VEHICLES**13.9.01 Safe and Effective Vehicle Search**

The trainee shall identify and explain principles of a safe and effective vehicle search. These principles shall minimally include:

A. Proper control and removal of occupants

B. A systematic method of conducting a search

Reference(s):					Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training	How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test		
Trainee:							
Comments <i>(field will expand automatically)</i>							

Additional Information:**13.9.01 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*
☐ N/A

San Mateo PD Policy Manual sections 322 (Search and Seizure Policy); 510.4 (Vehicle Inventory Searches); 510.5 (Vehicle Search Policy)

13.9.01 Part B - Agency Training Details *(field will expand automatically)*

The trainee will demonstrate an understanding of Departmental Policy relative to vehicle searches as outlined in Policy Manual sections 322, 510.4 and 510.5.

The FTO and trainee will discuss vehicle searches, particularly common (and not so common) areas where criminals can hide contraband, weapons and evidence inside the vehicle and in other parts of the vehicle. The FTO and trainee will also discuss searches of non-traditional vehicles (e.g. pickup trucks, motorcycles, motorhomes, commercial trucks, etc.)

The trainee will demonstrate an understanding of the safety factors to consider while searching a vehicle (whether occupied or not), including: removing occupants from the vehicle before searching AND the need to employ a cover officer(s) to watch occupants or the general area for potential threats.

13.9.02 Demonstrating Vehicle Search

Given an incident, the trainee shall safely and effectively conduct a vehicle search.

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:**13.9.02 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*
☒ N/A

13.9.02 Part B - Agency Training Details *(field will expand automatically)*

The trainee will demonstrate the ability to conduct a systematic and thorough search of a vehicle to minimize the possibility of overlooked evidence, weapons or contraband. The trainee will document the search and findings on the proper departmental reporting form.

13.10 SEARCHING BUILDINGS/AREAS**13.10.01 Principles of a Safe and Effective Building Search**

The trainee shall identify and explain the principles of a safe and effective search of a building that may contain a suspect. These principles shall minimally include:

A. Containment of the building	D. Safe searching techniques
B. Containment of area(s) already searched	E. Appropriate use of specialized assistance (K-9, air support, etc.)
C. Utilization of a systematic method	

<i>Reference(s):</i>					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
<i>Comments (field will expand automatically)</i>								

Additional Information:**13.10.01 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*

☒ N/A

13.10.01 Part B - Agency Training Details *(field will expand automatically)*

The FTO and trainee will discuss building searches wherein a suspect may be inside including the tactical and safety considerations listed in A-E.

Given the opportunity, the trainee will conduct a mock search of a safe location (this is NOT to be a role play situation without prior authorization from an FTO Sergeant and the use of a safety officer).

13.10.02 Demonstrating Safe and Effective Building Searches

Given an incident, the trainee shall safely and effectively conduct a building/area search.

<i>Reference(s):</i>						Case # (If applicable)		Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated? ☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	Remedial Training		How Remediated? ☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test		
	Signature	Date	Signature	Date		Signature	Date			
	FTO:									
	Trainee:									
Comments:										
	Received Instruction		Competency Demonstrated		How Demonstrated? ☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	Remedial Training		How Remediated? ☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test		
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date			
	FTO:									
	Trainee:									
Comments <i>(field will expand automatically)</i>										

Additional Information:**13.10.02 Part A - Reference Agency Policies/Procedures, if applicable** (600 characters maximum)☒ N/A**13.10.02 Part B - Agency Training Details** (field will expand automatically)

The trainee will demonstrate proper application of safety and tactical principles during the conduct of a building search in a field deployment.

13.11 HANDLING CRIMES IN PROGRESS**13.11.01 Responding to Crimes in Progress**

The trainee shall explain agency policy and factors to consider when responding to crimes in progress. These may include:

A. Proceeding directly to the scene as quickly and silently as possible	H. Traffic and environmental conditions
B. Proceeding directly to the scene utilizing emergency lights and/or siren	I. Concern for possible lookouts and/or accomplices
C. Proceeding to the location most likely to intercept fleeing suspects	J. Watching for fleeing suspects
D. Proceeding to the scene and coordinating arrival and/or deployment with other units	K. Parking and securing vehicle
E. Distance to location	L. Apprehension of suspect(s)
F. Availability of assisting units	M. Broadcasting additional information
G. Nature of crime	N. Securing the scene

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play			☐ Field Perform ☐ Role Play
Trainee:					☐ Written Test ☐ Verbal Test			☐ Written Test ☐ Verbal Test

Comments (field will expand automatically)

Additional Information:**13.11.01 Part A - Reference Agency Policies/Procedures, if applicable** (600 characters maximum)☐ N/A

San Mateo PD Policy Manual sections 316 (Response to Calls) and 406 (Crime and Disaster Scene Integrity)

13.11.01 Part B - Agency Training Details (field will expand automatically)

The FTO and trainee will discuss responses to calls in progress, particularly the factors listed above (A-N) which enhance safety, apprehension of suspects, protection of the crime scene and increases likelihood of a successful prosecution.

The trainee will demonstrate the ability to respond to a call in progress safely and tactically while considering the factors listed above.

13.11.02 Responding to Prowler Calls

The trainee shall explain agency policy and procedures to be followed when responding to a prowler call. These may include:

A. Coordination of responding units B. Using a quiet and/or “blacked-out” approach C. Containment of the area D. Parking and securing the vehicle E. Locating “warm” vehicles	F. Advantages and disadvantages of immediately contacting the reporting party (RP) G. Controlled search of the area or location H. Looking for telltale signs, footprints, barking dogs, etc.

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:**13.11.02 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*☒ N/A**13.11.02 Part B - Agency Training Details** *(field will expand automatically)*

The FTO and trainee will discuss responses to prowler calls and the factors listed above (A-H).

The trainee will demonstrate the ability to respond to a prowler call and properly employ sound safety and investigative tactics.

13.12 DOMESTIC VIOLENCE**13.12.01 Legal Issues and Officer Duties**

The trainee shall explain the legal issues and a law enforcement officer's duties in response to a domestic violence situation to minimally include:

A. Difference between domestic violence and domestic dispute B. Impact of domestic violence on victims, children, and suspects C. Essential elements of Penal Code Sections 13700 and 13519 D. Duty to provide maximum protection to the victim from abuse (emergency protective order) E. Provide safety to other persons and property F. Verification and enforcement of active restraining orders and stay-away orders	G. Responsibility and authority with tenancy issues related to domestic violence H. Determine if a crime has been committed and if arrest is mandatory I. Completion of appropriate documentation and required reports J. Making appropriate victim's assistance information referrals for medical aid, personal safety, community resources, legal options, and the District Attorney's Office K. Taking temporary custody of firearms

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments (field will expand automatically)

Additional Information:**13.12.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☐ N/A

San Mateo PD Policy Manual section 320 (Domestic Violence Policy); San Mateo County Police Chiefs and Sheriff Association Domestic Violence Protocol for Law Enforcement

13.12.01 Part B - Agency Training Details *(field will expand automatically)*

The FTO and trainee will discuss agency philosophy and policy relative to responses to domestic violence incidents.

The trainee will read Policy Manual section 320 (Domestic Violence Policy) and the San Mateo County Chiefs and Sheriff Association Domestic Violence Protocol for Law Enforcement.

The trainee will demonstrate knowledge of the common Penal Code sections that are applicable to domestic violence incidents, including sections relative to restraining orders and seizure of firearms.

13.12.02 Inherent Dangers

The trainee shall recognize the inherent dangers to officers who enter the residence of parties involved in a dispute.

<i>Reference(s):</i>					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:**13.12.02 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*

☒ N/A

13.12.02 Part B - Agency Training Details *(field will expand automatically)*

The trainee will demonstrate an understanding of the inherent dangers and officer safety considerations relative to domestic violence responses and investigations, including assaults by victims and other family members.

13.12.03 Separating Parties

The trainee shall discuss the advantages and disadvantages of separating parties in a domestic dispute and gathering information from them individually.

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:**13.12.03 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*
☒ N/A
13.12.03 Part B - Agency Training Details *(field will expand automatically)*

The FTO and trainee will discuss the advantages and disadvantages of separating parties in domestic disputes, including cooling off strategies and obtaining truthful statements and admissions.

13.12.04 Differences between Criminal Law and Civil Law

The trainee shall explain the differences between criminal and civil law that apply during domestic dispute situations.

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training	How Remediated?	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name		Date
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:**13.12.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**
☒ N/A
13.12.04 Part B - Agency Training Details (field will expand automatically)

The trainee will explain when a domestic dispute is a civil matter and when it becomes a criminal matter (physical assaults, threats of violence, restraining order violations, etc.).

13.12.05 Mandatory Custody Arrest The trainee shall discuss the mandatory custody arrest requirements related to domestic disputes and domestic violence situations.								
Reference(s):							Case # (If applicable)	Incident #
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments:								

FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

13.12.05	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☐ N/A
San Mateo PD Policy Manual section 320 (Domestic Violence); San Mateo County Chiefs and Sheriff Association Domestic Violence Protocol; California Penal Code section 13701		

13.12.05	Part B - Agency Training Details (field will expand automatically)
The trainee will demonstrate an understanding of California Penal Law, San Mateo PD Policy and San Mateo County Chiefs and Sheriff Assn. policy regarding the affirmative responsibility to make a custodial arrest if probable cause exists in any domestic violence incident, including certain misdemeanors not committed in the officer's presence.	

13.12.06 Enforcement of Protective Orders The trainee shall review and explain the law and procedures relating to enforcement of active restraining orders, stay-away orders, and emergency protective orders.								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.12.06	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> San Mateo PD Policy Manual section 320 (Domestic Violence); San Mateo County Chiefs and Sheriff Association Domestic Violence Protocol; California Penal Code sections 273.6 and 166.4.	☐ N/A

13.12.06	Part B - Agency Training Details <i>(field will expand automatically)</i> The trainee will explain Departmental policy, County policy and California laws relative to enforcement of active restraining orders, stay-away orders or EPO's, including any orders issued by courts outside of California (foreign court orders).

13.12.07 Handling Domestic Violence Incident								
Given a domestic dispute or domestic violence incident, the trainee shall be able to assess and handle the situation safely and effectively.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

13.12.07 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

13.12.07 Part B - Agency Training Details (field will expand automatically)

13.13 VICTIMS OF VIOLENT CRIME									
13.13.01 Notification of Victim Assistance The trainee shall examine and explain the California requirements upon law enforcement officers to notify victims of violent crimes and/or their families of the availability of state funds and other assistance (California Government Code). This description shall minimally include: A. Who is eligible for such aid (GC 13955-13956) B. The time limitations upon the victim in filing a claim (GC 13952) C. Whom to contact (GC 13953 and 13957.7)									
Reference(s):						Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date		
Trainee:									
Comments (field will expand automatically)									

Additional Information:

13.13.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) San Mateo PD Policy Manual section 336 (Victim and Witness Assistance)	☐ N/A

13.13.01	Part B - Agency Training Details (field will expand automatically) The trainee will demonstrate an understanding of their legal requirements to make certain notifications to crime victims and witnesses as outlined above (A-C). The trainee will demonstrate an understanding of San Mateo PD Policy Manual section 336 (Victim and Witness Assistance) and the resources available to victims of violent crimes, their families and witnesses, including the VINE Program, U-Visa's, T-Visa's and the mandatory completion of Victim Notification Request forms when booking a violent offender at the San Mateo County Jail. The FTO will ensure that the trainee has an adequate supply of the various victim/witness assistance materials for distribution to victims and witnesses and that the trainee knows where to get additional copies of those materials.

13.13.02 Crimes Against Children

The trainee shall explain the proper handling of cases of child abuse, neglect, or sexual exploitation of children, including:

A. Initial receipt and evaluation of information B. Preliminary investigation procedures C. Reporting laws	D. Follow-up investigative procedures E. Referral to additional support agencies (Child Protective Services, Social Services, etc.)

<i>Reference(s):</i>					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
<i>Comments (field will expand automatically)</i>								

Additional Information:**13.13.02 Part A - Reference Agency Policies/Procedures, if applicable** (600 characters maximum)☐ N/A

San Mateo PD Policy Manual sections 330 (Child Abuse) and 334 (Child Abduction and Amber Alerts); San Mateo County Chiefs and Sheriff Association Child Sexual Assault Protocol

13.13.02 Part B - Agency Training Details (field will expand automatically)

The trainee will demonstrate an understanding of the Departmental protocols for investigating child abuse and other crimes against children investigations as outlined in Policy Manual section 330.

The trainee will read and become familiar with the San Mateo County Chiefs and Sheriff Association Child Sexual Assault Protocol.

The trainee will understand how to make mandatory notifications pursuant to 11166PC, as outlined in Policy Manual section 330.3.

13.13.03 Crimes Against the Elderly

The trainee shall explain the proper handling of cases of elder abuse, neglect, or sexual or fiduciary exploitation, including:

A. Initial receipt and evaluation of information B. Preliminary investigation procedures C. Reporting laws	D. Follow-up investigative procedures E. Referral to additional support agencies (Adult Protective Services, Public Guardian, etc)

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments (field will expand automatically)

Additional Information:**13.13.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☐ N/A

San Mateo PD Policy Manual section 326 (Adult Abuse)

13.13.03 Part B - Agency Training Details (field will expand automatically)

The trainee will demonstrate an understanding of Department Policy section 326 (Adult Abuse) including mandatory reporting requirements and procedures.

13.13.04 Confiscating Weapons

The trainee shall identify and discuss the legal authorities and procedures for the confiscation and holding of firearms or other dangerous weapons, including:

- A. Recognizing prohibited weapons subject to confiscation
- B. Temporary custody of weapons at domestic violence incidents
- C. Temporary custody of weapons owned, possessed, or controlled by subjects detained for examination of mental condition ([WIC 5150 WIC](#))
- D. Issuance of receipt for confiscated weapons
- E. Holding time, and other laws related to confiscation of weapons

Reference(s):					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments (field will expand automatically)								

Additional Information:**13.13.04 Part A - Reference Agency Policies/Procedures, if applicable** (600 characters maximum)☐ N/A

San Mateo PD Policy Manual sections 320.4(h) (Domestic Violence firearms seizure); 418.9 (Mental Illness Commitments-weapons seizure); 804.4 (Packaging and booking firearms into the Property Room); 808 (Restoration of Firearm Serial Numbers)

13.13.04 Part B - Agency Training Details (field will expand automatically)

The trainee will review and demonstrate an understanding of the Policy Manual sections listed above as they relate to the seizure and storage of firearms and other weapons as evidence or as the result of a Domestic Violence investigation or mental health commitment pursuant to 5150WI.

The trainee will demonstrate how to properly clear and package a firearm prior to booking it into the property room.

The trainee will successfully complete a written test relative to prohibited weapons as outlined in various sections of the Penal Code with a score of 100%.

13.14 HATE CRIMES									
13.14.01 Hate Crime Indicators The trainee shall recognize indicators of hate-related crimes including: A. Anti-religious slurs and symbols B. Slurs regarding gender and/or biological sex C. Racist symbols D. Racial and ethnic slurs E. Hate-group symbols F. Slurs regarding lesbian/gay/bi-sexual/transgender (LGBT) community members									
Reference(s):							Case # (If applicable)		Incident #
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date		
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	
Comments (field will expand automatically)									

Additional Information:

13.14.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

13.14.01 Part B - Agency Training Details (field will expand automatically) The FTO and trainee will discuss hate crimes in general, the indicators of hate related crimes (A-F above) and Penal Code sections 422.55 et. seq and 594.3. The trainee will demonstrate an understanding of the indicators and motivations for hate crimes listed above (A-F).

13.14.02 Consequences of Hate Crimes

The trainee shall identify and discuss the possible consequences of hate crimes including:

A. Psychological effect on victim	C. Community divisiveness
B. Denial of basic constitutional rights	D. Potential escalation of violence

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:**13.14.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**
☒ N/A
13.14.02 Part B - Agency Training Details (field will expand automatically)

The FTO and trainee will discuss the consequences of hate crimes listed above (A-D) and the impacts they have on the victims and potentially on society in general.

13.14.03 Enforcement Requirements

The trainee shall identify and explain the legislative mandates and agency policy and procedures related to the enforcement of hate crimes.

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training	How Remediated?	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name		Date
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:**13.14.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

San Mateo PD Policy Manual section 338 (Hate Crimes)

13.14.03 Part B - Agency Training Details (field will expand automatically)

The trainee will demonstrate an understanding of Policy Manual section 338 as it relates to the investigation and reporting of hate crimes occurring within the City of San Mateo.

The trainee will explain the organizational philosophy on hate crimes (that they will not be tolerated, that they will be aggressively enforced and that officers are expected to proactively seek out opportunities to prevent hate crimes before they happen).

13.14.04 Handling Hate Crimes The trainee shall recognize and be able to effectively deal with hate crimes motivated by race, ethnicity, religion, biological sex, or sexual orientation.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

13.14.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

13.14.04 Part B - Agency Training Details (field will expand automatically) The trainee will proactively identify potential victims of hate crimes and develop affirmative relationships with them. Given the opportunity, the trainee will conduct a thorough and well documented investigation of a hate crime.

13.15 GANG AWARENESS								
13.15.01 Characteristics and Recognizing Gangs The trainee shall discuss the characteristics of gangs and the importance of recognizing gangs in terms of officer safety and the investigation of criminal activity.								
Reference(s):							Case # (If applicable)	Incident #
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:								
☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.15.01 Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	☒ N/A

13.15.01 Part B - Agency Training Details <i>(field will expand automatically)</i> The FTO and trainee will discuss common gangs and gang areas in the City of San Mateo. The trainee will spend at least one hour with a gang investigator to learn about gang files, known gang members, criminal activities, and other gang related intelligence. The trainee will demonstrate an awareness of the need for elevated officer safety practices when contacting known or suspected gang members.	

13.15.02 Types of Gangs

The trainee shall identify types of gangs which represent concerns for law enforcement, including:

A. Street gangs	C. Prison gangs
B. Motorcycle gangs	D. Cult/ritualistic gangs

Reference(s):					Case # (If applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

13.15.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

13.15.02 Part B - Agency Training Details (field will expand automatically)

13.15.03 Reasons for Gang Membership

The trainee shall discuss the various reasons for gang membership, including:

A. Peer pressure

B. Common interests

C. Protection/Safety

D. Familial and/or generational influence

Reference(s):					Case # (If applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:**13.15.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**
☒ N/A
13.15.03 Part B - Agency Training Details (field will expand automatically)

13.15.04 Common Characteristics of Gangs

The trainee shall discuss characteristics that are common to most gangs, including:

A. Cohesiveness	C. Rivalries
B. Code of silence	D. Revenge

Reference(s):					Case # (If applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

13.15.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

13.15.04 Part B - Agency Training Details (field will expand automatically)

13.15.05 Methods Gangs Use to Distinguish Themselves

The trainee shall identify methods that gangs use to distinguish their members from members of other gangs, including:

A. Tattoos	C. Use of monikers
B. Attire and accessories	D. Use of hand signs

Reference(s):					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

13.15.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

13.15.05 Part B - Agency Training Details (field will expand automatically)

13.15.06 Gang Graffiti

The trainee shall identify gang graffiti factors significant to law enforcement, including:

- A. Identifying individuals and/or a specific gang
 B. Identifying gang boundaries
 C. Indications of pending and/or past gang conflicts

Reference(s):					Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training	How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test		
Trainee:							
Comments (field will expand automatically)							

Additional Information:**13.15.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**
☒ N/A
13.15.06 Part B - Agency Training Details (field will expand automatically)

The trainee will identify gang-related graffiti and discuss the meaning of that graffiti with their FTO.

13.15.07 Criminal Activities by Gangs

The trainee shall discuss types of criminal activities commonly engaged in by gangs, including:

A. Sale and use of narcotics	C. Auto thefts and vehicle burglaries
B. Crimes involving physical violence	D. Other theft-related crimes

Reference(s):					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:**13.15.07 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**
☒ N/A
13.15.07 Part B - Agency Training Details (field will expand automatically)

The trainee will demonstrate an understanding that most street gangs are frequently involved in criminal activities or enterprises, including those listed above.

The trainee will demonstrate an understanding of basic tactics used to investigate gang related criminal activity.

13.15.08 Reducing Gang Activity

The trainee shall explain law enforcement methods used to reduce gang activity, including:

A. Identifying gang activity B. Coordination with allied agencies C. Reduction of the opportunity for criminal activities	D. When gang members are arrested, requesting the district attorney seek sentence enhancements under the Street Terrorism Enforcement and Prevention Act (PC 186.22)

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments (field will expand automatically)

Additional Information:**13.15.08 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☒ N/A

13.15.08 Part B - Agency Training Details (field will expand automatically)

The gang investigator or FTO will discuss tactics for reducing gang related crime and activity with the trainee.

13.16 MISSING PERSONS								
13.16.01 Requirements for Handling Missing Persons The trainee shall review and explain state law (including statutory reporting requirements) and the agency's policies and procedures for handling missing persons, adult and juvenile.								
Reference(s): Penal Codes 784.5 , 14205(a)–(c) , 14206 , and 14207(a)–(c)						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.16.01	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> San Mateo PD Policy Manual section 332 (Missing Persons); San Mateo County Chiefs and Sheriff Association Child Abduction Protocol	☐ N/A
13.16.01	Part B - Agency Training Details <i>(field will expand automatically)</i> The FTO and trainee will discuss agency protocols and procedures for responding to and investigating missing persons reports as mandated in Policy Manual section 332. The trainee will read and become familiar with the San Mateo County Chiefs and Sheriff Association Child Abduction Protocol. The trainee will review Penal Code sections 784.5, 14205, 14206 and 14207.	

13.16.02 Search Procedures								
The trainee shall explain the agency's policy regarding search procedures for missing persons.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

13.16.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

13.16.02 Part B - Agency Training Details (field will expand automatically) The FTO and trainee will discuss search strategies and procedures that could be utilized for missing persons investigations (depending on the type of missing person investigation- at risk, voluntary missing, suspected foul play, abduction, young child, etc.).

13.16.03 Thorough Search of a Missing Child's Home and Nearby Area The trainee shall explain the reasons for making a thorough search of a "missing" child's home and nearby area at the outset of the investigation.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

13.16.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

13.16.03 Part B - Agency Training Details (field will expand automatically) The FTO and trainee will discuss the need to conduct a search of the home and immediate surrounding area in missing persons investigations involving young children as early as possible in the investigation (whether or not the parents/reporting persons advise that they have already done so). Many times, young children will hide inside their home or very nearby.

13.16.04 Amber Alert The trainee shall review and explain the criteria and initiation process for an Amber Alert.								
Reference(s):							Case # (If applicable)	Incident #
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments:								

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

13.16.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☐ N/A
San Mateo PD Policy Manual section 334 (Public Alerts)	

13.16.04 Part B - Agency Training Details (field will expand automatically)	
The trainee will review Policy Manual section 334 and demonstrate an understanding of how to initiate an AMBER alert when qualifying criteria are met.	

13.16.05 Handling a Missing Person Incident

Given an incident involving a missing person, the trainee shall follow any statutory requirements and properly apply the agency's policies and procedures in reporting the situation and, if necessary, initiating search procedures.

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training	How Remediated?	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name		Date
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:**13.16.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☒ N/A

13.16.05 Part B - Agency Training Details (field will expand automatically)

Given the opportunity to investigate a missing person case the trainee will follow agency and statutory requirements, conduct a thorough investigation, initiate all necessary BOLO broadcasts and complete a well-written report documenting their investigation.

13.17 FIRES								
13.17.01 Types of Fires The trainee shall identify the following types of fires and the best methods to deal with each: A. Dry combustibles B. Flammable liquids C. Electrical D. Combustible metals								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments (field will expand automatically)								

Additional Information:

13.17.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

13.17.01 Part B - Agency Training Details (field will expand automatically) The trainee will demonstrate an understanding of how to use the fire extinguishers in the patrol cars and what types of fires they work best for. The trainee will understand in general what types of fires water can be used on and what water should not be used on. The trainee will understand that their primary responsibility at the scene of any fire is life safety and securing the scene for the fire department. Actively engaging in fire extinguishment or rescues should only be attempted in life threatening or very small fire situations.

13.17.02 Initial Steps at a Building Fire

The trainee shall identify and discuss the initial steps to be taken when confronted with a fire in a building. These steps shall minimally include:

A. Request for the fire department	D. Isolation of the immediate area
B. Request for additional law enforcement assistance if needed	E. Establishment of a perimeter for crowd control
C. Immediate evacuation of any occupants	

Reference(s):					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments (field will expand automatically)								

Additional Information:**13.17.02 Part A - Reference Agency Policies/Procedures, if applicable** (600 characters maximum)☐ N/A

San Mateo PD Policy Manual sections 339 (Fire and Arson Investigations) and 406 (Crime and Disaster Scene Integrity)

13.17.02 Part B - Agency Training Details (field will expand automatically)

The trainee will demonstrate an understanding of their responsibilities at the scene of a building fire as outlined above and in Policy Manual sections 339 and 406.

The trainee will understand that searches/rescues of victims from a fire scene should only be attempted if it is reasonably safe to perform.

The trainee will demonstrate an understanding of the various criminal statutes that could apply to fire situations, specifically Penal Code sections 450-457 (Arson and Unlawful Setting of Fires) and 548 (Insurance Fraud).

13.17.03 Search for Victims								
The trainee shall identify and discuss the best methods of conducting a safe and effective search for victims in a burning building.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.17.03 Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	☒ N/A

13.17.03 Part B - Agency Training Details <i>(field will expand automatically)</i>
The FTO and trainee will discuss methods for determining whether or not a burning building is safe to enter in order to search for possible victims. The discussion will also include methods for safely maneuvering through a burning building and avoiding injuries, burns or, smoke inhalation. If possible, the trainee will meet with a San Mateo Fire Department firefighter to discuss when entry into a burning building would be safe and under what circumstances that should be attempted.

13.17.04 Building Unsafe to Enter								
The trainee shall recognize signs that indicate a burning building is unsafe to enter.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

13.17.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

13.17.04 Part B - Agency Training Details (field will expand automatically) The FTO and trainee will discuss signs that would tend to indicate that a burning building is unsafe to enter including potential roof collapse, active fire near entries, low levels of smoke, no visibility through ground level windows, etc. If possible, the trainee will discuss signs that would indicate that a burning building is unsafe to enter with a San Mateo Fire Department firefighter.

13.17.05 Handling a Fire Incident Given a scenario or an actual incident involving fire, the trainee shall perform all the necessary steps to safely and effectively manage the incident.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

13.17.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) San Mateo PD Policy Manual sections 339 (Fire and Arson Investigations) and 406 (Crime and Disaster Scene Integrity)	☐ N/A

13.17.05 Part B - Agency Training Details (field will expand automatically) Given the opportunity, the trainee will respond to the scene of a building or vehicle fire and perform the necessary steps to safely and effectively manage the incident. If the fire is suspicious or determined to be criminal in nature, the trainee will additionally take the necessary steps to secure the scene and assist with the criminal investigation as specified in Policy Manual section 339.

13.18 HAZARDOUS OCCURRENCES/MAJOR DISASTERS								
13.18.01 Responsibilities and Actions Required The trainee shall review and explain the responsibilities and actions required of an agency whose jurisdiction is the scene of a hazardous material incident, disaster, potential disaster, or chemical spill – including the Incident Command System (ICS) and Office of Emergency Services (OES).								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.18.01	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> San Mateo PD Policy Manual sections 406 (Crime and Disaster Scene Integrity), 412 (Hazardous Materials Responses) and 434 (Aircraft Accidents)	☐ N/A

13.18.01	Part B - Agency Training Details <i>(field will expand automatically)</i> The FTO and trainee will discuss roles and responsibilities for various hazardous and disaster scenes including hazardous materials incidents, fire and disaster scenes, aircraft accidents and any other large-scale emergency or disaster events. The trainee will read Policy Manual sections 406, 412 and 434 and explain the contents of each, including their role and responsibilities in these various types of incidents. The FTO and trainee will discuss the theories of ICS (Incident Command System), unified command and the Office of Emergency Services (county, state and federal). If possible, the trainee will meet with a San Mateo Fire Department command officer to discuss ICS, OES, the Fire Department's role in disaster response and their expectations of the Police Department in disaster situations.

13.18.02 Hazardous Materials Policy and Procedures								
The trainee shall review and explain the agency's policy and procedures on hazardous materials, substances, or chemical spills/leaks (HAZMAT).								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

13.18.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) San Mateo PD Policy Manual section 412 (Hazardous Materials Response)	☐ N/A

13.18.02 Part B - Agency Training Details (field will expand automatically) The trainee will demonstrate an understanding of their role and responsibilities in hazardous materials events as outlined in Policy Manual section 412. The trainee will become familiar with the DOT Hazardous Materials Resource Guide and placarding of vehicles transporting hazardous materials, how to determine what materials a vehicle or tanker is carrying and safe stand-off distances (if this guide is not available the Fire Department will have them).

13.18.03 First Responders Responsibilities

The trainee shall explain the responsibilities and considerations of first responders to a hazardous materials incident, including:

A. Recognition	C. Notification of proper authorities
B. Safety/Isolation/Area containment	D. Basic first responder limitations

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:**13.18.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

San Mateo PD Policy Manual section 412 (Hazardous Materials Response)

13.18.03 Part B - Agency Training Details (field will expand automatically)

13.18.04 Major Accident/Disaster Scene

The trainee shall identify and explain the initial responsibilities of the first unit to arrive at a major vehicle accident or other disaster scene. These responsibilities shall minimally include:

A. Requesting needed assistance and equipment B. Providing for emergency medical aid C. Undertaking immediate coordination with appropriate outside agencies D. Establishing a secure perimeter E. Establishing safe ingress and egress corridors	F. Advising additional units of potential hazards (e.g., large roadway spills, wind direction of fumes/ gases, etc.) G. Identifying and admitting only authorized personnel H. Dealing with the media

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments (field will expand automatically)

Additional Information:**13.18.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

San Mateo PD Policy Manual section 406 (Crime and Disaster Scene Integrity)

13.18.04 Part B - Agency Training Details (field will expand automatically)

Given the opportunity, the trainee will respond to a major disaster scene and perform the responsibilities of the first responding officer.

13.18.05 Unusual Occurrences

The trainee shall discuss procedures to be used when confronted with other unusual or hazardous occurrences. These occurrences shall minimally include:

A. Downed electrical wires	F. Chemical spills
B. Malfunctioning traffic signals	G. Conditions caused by inclement weather such as fog, snow, ice, flooding, and mud slides
C. Roadway hazards	H. Military incidents requiring police intervention
D. Damaged fire hydrants	I. Wilderness-Urban Interface fires
E. Gas leaks	

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:**13.18.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**
☒ N/A
13.18.05 Part B - Agency Training Details (field will expand automatically)

13.18.06 Handling of Hazardous Occurrence/Major Disaster Given a simulated or actual hazardous occurrence, chemical spill, major disaster, or potential disaster, the trainee shall assess and perform all necessary responsibilities and actions in a safe and effective manner.								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.18.06	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> San Mateo PD Policy Manual sections 406 (Crime and Disaster Scene Integrity) and 412 (Hazardous Materials Response)	☐ N/A

13.18.06	Part B - Agency Training Details <i>(field will expand automatically)</i> Given the opportunity, the trainee will respond to a hazardous materials or disaster incident and safely perform their duties as outlined by Departmental policy. Absent the ability to respond to an actual incident, the FTO will evaluate the trainee's response to a simulated incident.

13.19 BOMBS/EXPLOSIVE DEVICES								
13.19.01 Agency Policy and Procedures The trainee shall review and explain the agency's policy and procedures for handling explosives.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

13.19.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☐ N/A
San Mateo PD Policy Manual sections 416 (Response to Bomb Calls) and 804.3.3 (Storage of Explosives)	

13.19.01 Part B - Agency Training Details (field will expand automatically)
The trainee will review the listed policy manual sections and demonstrate an understanding of the protocols for responding to incidents involving explosives (or potential explosive incidents), proper notifications, evacuation considerations, investigative responsibilities, and handling and storage of explosives or suspected explosive devices.

13.19.02 Tactical Considerations

The trainee shall explain tactical considerations upon arrival at the scene of a suspected or actual explosive device. These considerations shall minimally include:

A. Hazards of using the police radio and/or cellular phone	D. Evacuation of civilian personnel
B. Request for technician or Explosive Ordnance Disposal (E.O.D)	E. Possibility that more than one explosive device
C. Isolation of the device and the area	

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments (field will expand automatically)

Additional Information:**13.19.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

San Mateo PD Policy Manual section 416 (Response to Bomb Calls)

13.19.02 Part B - Agency Training Details (field will expand automatically)

The trainee will demonstrate an understanding of the tactical response considerations on calls that could involve an explosive device including: safe response and arrival, isolation of the immediate area, radio integrity, consideration of the possibility of multiple devices, observation of bystanders, vehicles and other suspicious circumstances in the area, and coordination with EOD team.

The trainee will explain when and how to activate an EOD team from the Sheriff's Department or some other jurisdiction.

13.19.03 Handling of Bomb Scene								
Given a simulated or actual bomb scene, the trainee shall assess and perform all necessary responsibilities and actions in a safe and effective manner.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

13.19.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

13.19.03 Part B - Agency Training Details (field will expand automatically) The trainee will respond to and handle an incident (actual or simulated) involving an explosive device or threatened explosive device employing the safety and investigative protocols which they have been trained to employ and in compliance with established SMPD and San Mateo County policy and procedures.

13.20 AIRCRAFT CRASHES								
13.20.01 Agency Policy The trainee shall review and explain the agency's policy on aircraft crashes.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

13.20.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☐ N/A
San Mateo PD Policy Manual sections 406 (Crime and Disaster Scene Integrity) and 434 (Aircraft Accidents)	

13.20.01 Part B - Agency Training Details (field will expand automatically)
The FTO and trainee will discuss aircraft crash incidents and agency policies and procedures relative to response to aircraft accidents, investigation of aircraft accidents and safety considerations on the scene of aircraft accidents. The FTO and trainee will discuss the various agencies responsible for investigating aircraft accidents, including the FAA and NTSB and the military whenever a military aircraft is involved. The trainee will demonstrate an understanding of the response and investigative expectations for incidents involving aircraft accidents.

13.20.02 Tactical Considerations

The trainee shall discuss factors associated with the handling of an aircraft crash, including:

A. Civil Aviation/Non-Military Aircraft

1. Federal Aviation Agency (FAA) and/or National Transportation Safety Board (NTSB) will investigate

B. Military Aircraft

1. Military authorities are in charge
2. There may be dangerous weapons issues
3. There may be classified materials present
4. Police cannot authorize news media to enter

Reference(s):					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments (field will expand automatically)								

Additional Information:**13.20.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

San Mateo PD Policy Manual section 434 (Aircraft Accidents)

13.20.02 Part B - Agency Training Details (field will expand automatically)

The trainee will demonstrate an understanding of the roles and responsibilities of the various investigative agencies listed above.

13.21 FIRST AID								
13.21.01 Knowledge and Skills								
The trainee shall possess the knowledge and skills needed to administer necessary first aid during emergency situations.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

13.21.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

13.21.01 Part B - Agency Training Details (field will expand automatically)
The trainee will maintain current First Aid and CPR certifications and will ensure that any card or certificate issued is copied for his/her personnel file.
The trainee will be familiar with the First Aid and CPR equipment storage areas in police headquarters and in the trunks of the patrol cars.

13.21.02 Agency Policy The trainee shall review and explain the agency's policy on administering first aid.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
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Comments (field will expand automatically)								

Additional Information:

13.21.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) San Mateo PD Manual Section 470 (Medical Aid and Response)	☐ N/A

13.21.02 Part B - Agency Training Details (field will expand automatically)

13.21.03 Proficiency Requirements

The trainee shall discuss why a law enforcement officer is morally, ethically, and legally required to maintain proficiency in first aid techniques.

Reference(s): Health & Safety Code 1797.183 and Penal Code 13518					Case # (If applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Comments (field will expand automatically)								

Additional Information:**13.21.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**
☒ N/A
13.21.03 Part B - Agency Training Details (field will expand automatically)

13.21.04 Potential Consequences of Improper Application

The trainee shall explain why the improper application of first aid techniques could conceivably result in civil action against the officer and the agency.

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training	How Remediated?	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name		Date
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Comments (field will expand automatically)								

Additional Information:**13.21.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☒ N/A

13.21.04 Part B - Agency Training Details (field will expand automatically)

The FTO and trainee will discuss the differences between the protections provided pursuant to the "Good Samaritan" rule of law and the improper application of First Aid/CPR techniques by a trained first responder.

13.21.05 Handling a First Aid Emergency

Given any emergency situation in which some form of first aid becomes necessary, the trainee shall properly administer the necessary first aid technique(s) following the summoning of professional emergency assistance.

Reference(s):					Case # (If applicable)		Incident #	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
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Comments (field will expand automatically)								

Additional Information:**13.21.05 Part A - Reference Agency Policies/Procedures, if applicable** (600 characters maximum)
☒ N/A
13.21.05 Part B - Agency Training Details (field will expand automatically)

13.21.06 Occupational Exposure to Blood and Airborne Pathogens The trainee shall explain the agency's plan for the management of occupational exposure to blood and airborne pathogens [e.g., Human Immunodeficiency Virus (HIV), Hepatitis, Tuberculosis (TB)].								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.21.06	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> San Mateo PD Policy Manual section 1016 (Communicable Diseases)	☐ N/A

13.21.06	Part B - Agency Training Details <i>(field will expand automatically)</i> The trainee will read and become familiar with Policy Manual section 1016 relative to communicable diseases. The trainee will understand the reporting and response protocols should they become exposed to blood or airborne pathogens, as outlined in Policy Manual section 1016. The trainee will always have a supply of protective equipment (latex gloves, protective nose/mouth mask, safety glasses, alcohol wipes and a one-way CPR mask) with them while on patrol AND will use them in any situation in which biological contamination could result.

13.22 SICK, INJURED, OR DECEASED PERSONS								
13.22.01 Providing Aid and Transportation The trainee shall review and explain agency policies concerning providing aid and transportation to sick or injured persons.								
<i>Reference(s):</i>						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.22.01	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> San Mateo PD Manual Section 470 (Medical Aid and Response); 470.4 (Transporting Ill or Injured Persons)	☐ N/A

13.22.01	Part B - Agency Training Details <i>(field will expand automatically)</i> The trainee will demonstrate an understanding that, generally, providing aid is expected, unless personal safety risk outweighs the potential benefit of intervention. The trainee will understand that the transportation of sick/injured persons should normally be done by ambulance. If transportation in a police car is required (e.g. arrestees or 5150 detentions) universal safety precautions should be employed (gloves, mask, eye protection, etc.) and the vehicle should be decontaminated as soon as possible following the transport. The FTO and trainee will discuss safe transportation tactics and the process for decontamination of police vehicles.

13.22.02 Death Investigations Handled by the Medical Examiner

The trainee shall review and explain California law and agency procedures concerning death investigations that must be handled by medical examiner, including:

A. Apparent homicide, suicide, or occurring under suspicious circumstances B. Resulting from the use of dangerous or narcotic drugs C. The death of any person who is incarcerated in any jail, correctional facility, or who is in police custody D. Apparently accidental or following an injury	E. By disease, injury, or toxic agent during or arising from employment F. While not under the care of a physician during the period immediately prior to death G. Death related to disease that might constitute a threat to public health

Reference(s):					Case # (If applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Comments (field will expand automatically)								

Additional Information:**13.22.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

San Mateo PD Policy Manual section 360 (Death Investigations) and 900.9.7 (Death of a Prisoner)

13.22.02 Part B - Agency Training Details *(field will expand automatically)*

The trainee will demonstrate an understanding of the response and investigative requirements in death investigations as explained in Policy Manual section 360.

The trainee will read and demonstrate an understanding of the investigative process of in-custody deaths as explained in Policy Manual section 900.9.7 and San Mateo County Sheriff and Chiefs' Association protocols.

The FTO and trainee will discuss procedures for investigating deaths under the circumstances listed above (A-G).

The FTO and trainee will discuss proper response, investigative and reporting protocols for Employment Related Deaths and Injuries, as outlined in Policy Manual section 360.2.7.

13.22.03 Removing Human Body from Death Scene

The trainee shall review and explain the legal requirements concerning removal of a human body from a death scene, including:

A. Limits to which an officer may search a dead person

B. Legalities involved in transporting an obviously dead person in an ambulance

<i>Reference(s):</i>						Case # (If applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date		
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	
Trainee:									
<i>Comments (field will expand automatically)</i>									

Additional Information:**13.22.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

San Mateo PD Policy Manual section 360.2.2 (Searching Dead Bodies)

13.22.03 Part B - Agency Training Details (field will expand automatically)

The FTO and trainee will discuss the limitations on searching and transporting of dead bodies.

The trainee will demonstrate an understanding that the only time that they are authorized to search a dead body is to locate a donor registration card or with prior authorization of the Coroner's Office.

13.23 LOST, FOUND, AND RECOVERED PROPERTY**13.23.01 Disposition of Property Other than Evidence**

The trainee shall review and explain California law and agency policies and procedures concerning the disposition of property other than evidence, including:

- A. Property recovered by officer
- B. Property found by citizen
- C. Property (real or personal) of injured, ill, or deceased persons
- D. How Law Enforcement Data Systems (LEDS) can assist in determining property status.

Reference(s):					Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training	How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	
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Additional Information:**13.23.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

San Mateo PD Policy Manual section 804 (Property and Evidence)

13.23.01 Part B - Agency Training Details (field will expand automatically)

The FTO and trainee will discuss Departmental policy and proper procedures for handling and processing found property or property held for safekeeping, including how various data systems can assist in determining the status of such property.

13.24 CROWD CONTROL**13.24.01 First Amendment Rights**

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

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Comments (field will expand automatically)								

Additional Information:**13.24.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☒ N/A

13.24.01 Part B - Agency Training Details *(field will expand automatically)*

The FTO and trainee will discuss the constitutional protections provided by the First Amendment relative to freedom of speech and freedom to peacefully gather.

The FTO and trainee will discuss the law enforcement role in protecting these rights while protecting the rights, lives and property of all persons.

13.24.02 Agency Philosophy and Law Enforcement Objective

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

Reference(s):					Case # (If applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:**13.24.02 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*
☒ N/A
13.24.02 Part B - Agency Training Details *(field will expand automatically)*

The FTO and trainee will discuss Departmental philosophy and the law enforcement objectives for controlling a crowd when there is a potential or imminent threat of violence, including supervisory notification and officer safety considerations.

13.24.03 Maintaining Objectivity

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

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training	How Remediated?	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name		Date
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Additional Information:

13.24.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

13.24.03 Part B - Agency Training Details (field will expand automatically)

The trainee will demonstrate an understanding of their requirement to remain objective and impartial, even when an individual or group is expressing an opinion that is not congruent with their own personal, religious or political beliefs.

13.24.04 Restoring Order The trainee will explain the concept of restoring order, with an understanding that if the actions of a group turn from lawful to unlawful activities, law enforcement officers (following the law and agency policy) have a responsibility to control those actions efficiently and with minimal impact to the community.								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.24.04 Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	☒ N/A

13.24.04 Part B - Agency Training Details <i>(field will expand automatically)</i> The FTO and trainee will discuss the philosophy and general tactical procedures employed to respond to lawful assemblies, particularly the protocols and responsibilities for monitoring and taking action when a lawful assembly becomes unlawful for whatever reason. The trainee will understand the need to advise their supervisor as early as possible when any assembly could become unlawful or otherwise impact general access to any public area.

13.24.05 Crowd Management Incidents

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

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training	How Remediated?	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name		Date
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Additional Information:**13.24.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☒ N/A

13.24.05 Part B - Agency Training Details (field will expand automatically)

The FTO and trainee will discuss crowd management and planning, in general, for known or anticipated gatherings or events.

13.24.06 Agency Philosophy and Policies for CROWD MANAGEMENT Situations

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

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

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Additional Information:

13.24.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

☒ N/A

13.24.06 Part B - Agency Training Details *(field will expand automatically)*

The FTO and trainee will discuss Departmental protocols for identifying, planning for and responding to known or anticipated crowd management events, as listed above (A-C).

The FTO and trainee will discuss the typical planning process for these events, including roles, supervision, management and other considerations (e.g. Mutual Aid, Public Works assistance, public transit resources, crowd management tactics, rules of engagement, etc.)

13.24.07 Crowd Control Incidents

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

Reference(s):					Case # <i>(If applicable)</i>	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Comments <i>(field will expand automatically)</i>								

Additional Information:**13.24.07 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*
☒ N/A
13.24.07 Part B - Agency Training Details *(field will expand automatically)*

The trainee will demonstrate an understanding of the difference between crowd management (monitoring) and crowd control (intervention) situations, as explained above.

13.24.08 Agency Philosophy and Policies for CROWD CONTROL Situations

The trainee will identify and explain the agency's philosophy and policies for response to crowd control situations.

A discussion of agency philosophy and policies will minimally include the following:

A. Isolation and containment

1. Establishment of a perimeter around the crowd
2. Consideration of barricades and placement of additional personnel to maintain the perimeter
3. Maintaining the integrity of squads and platoons and avoiding becoming isolated in the crowd

B. Law enforcement presence

1. Coordination of resources
2. Communication
3. Deploying sufficient personnel with proper equipment
4. The announcement of dispersal orders (prepared announcement/amplified sound, multiple announcements in appropriate language)
5. Use of force options
6. Law enforcement documentation of its own response (video/audio)
7. Making selective arrests (arrest teams/ communication)
8. Establishing a unified chain of command
9. Preparing to handle multiple arrests
10. Planning and coordinating the response of medical personnel or additional resources, if needed
11. Authorized/designated law enforcement personnel interacting with media

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
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Trainee:								

Comments (field will expand automatically)

Additional Information:**13.24.08 Part A - Reference Agency Policies/Procedures, if applicable** (600 characters maximum)☒ N/A**13.24.08 Part B - Agency Training Details** (field will expand automatically)

The FTO and trainee will discuss Departmental philosophy relative to crowd control situations, as outlined above.

13.24.09 Crowd Dispersal

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

Reference(s):					Case # (If applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
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Additional Information:**13.24.09 Part A - Reference Agency Policies/Procedures, if applicable** (600 characters maximum)☒ N/A

13.24.09 Part B - Agency Training Details *(field will expand automatically)*

The FTO and trainee will discuss actions and tactics for dispersing crowds after the determination of an unlawful assembly has been made, including giving the opportunity for dispersal prior to making any arrests for an unlawful assembly without other criminal activity.

The trainee will demonstrate an understanding that a supervisor or commander is responsible for: determining when an assembly or gathering has become an unlawful assembly; for developing the plan and tactics for dispersing the crowd; developing and communicating the rules of engagement for the dispersal operation.

13.24.10 Clarity of Purpose, Objective, Mission, and Policy

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

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
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Comments <i>(field will expand automatically)</i>								

Additional Information:**13.24.10 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*

☒ N/A

13.24.10 Part B - Agency Training Details *(field will expand automatically)*

The FTO and trainee will discuss situations in which the individual officer is unclear of the mission, tactics or rules of engagement for any crowd control situation, including the need to seek supervisory direction and guidance before taking any action.

13.24.11 Riot Control Incidents

The trainee will understand and be able to discuss the term “riot control” as it refers to the techniques used by peace officers in response to an escalation of crowd violence where reasonable force may be necessary to prevent additional violence, injuries, death, or the destruction of property.

Although law enforcement does not necessarily plan on riots erupting in all crowd situations, riot control is generally a contingency of a well-prepared crowd management plan. A discussion of riot control techniques will minimally include the following:

A. Specific operational tactics and basic formations	E. Dispersal orders
B. Additional resources, equipment, and personnel that may be required for a response	F. Clarity on agency policies and guidelines for the use of less-lethal force (i.e. chemical agents, baton, beanbag rounds, taser, etc.)
C. Assignment of specific tasks	G. Clarity on the agency policy for the use of deadly force
D. Agency policies and procedures for mounting a quick, effective response to violence or violations of the law	

Reference(s):					Case # (If applicable)	Incident #		
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
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Additional Information:

13.24.11 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

☒ N/A

13.24.11 Part B - Agency Training Details (field will expand automatically)

The FTO and trainee will discuss "Riot Control" as opposed to "Crowd Control" situations. The discussion will cover the tactical and operational considerations listed above (A-G).

The FTO and trainee will discuss basic crowd control formations and tactics, which were covered in the Basic Police Academy.

13.24.12 Agency Philosophy and Policies for RIOT CONTROL Situations

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

A. Containment 1. Flexible outer perimeter controlling ingress and egress of the crowd 2. Denying access and preventing others from joining the existing crowd B. Isolation 1. Developing an inner perimeter so officers can focus on gaining control and rioters may be more likely to disperse C. Dispersal 1. Dispersal can commence once the inner and outer perimeters have been established and control forces are in place to help support crowd movement, ingress, and egress	D. Restoration of order 1. Medical aid 2. Detention, arrest, cite and release, transportation of arrestees 3. Criminal investigation 4. Authorized/designated law enforcement personnel interacting with the media

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
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Comments (field will expand automatically)								

Additional Information:**13.24.12 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☒ N/A

13.24.12 Part B - Agency Training Details (field will expand automatically)

The FTO and trainee will discuss Departmental "Riot Control" philosophies and strategies as outlined above (A-D).

13.24.13 Law Enforcement Conduct

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

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
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Trainee:								
Comments (field will expand automatically)								

Additional Information:**13.24.13 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☒ N/A

13.24.13 Part B - Agency Training Details (field will expand automatically)

The FTO and trainee will discuss proper and professional responses during crowd control and riot responses, including:

- awareness that some agitators will try to bait officers into unnecessary use of force
- most organized crowd control situations are video recorded from various vantage points (in addition to media and bystander videos)
- a field force that appears professional, prepared and well-disciplined is more effective in resolving incidents without force (or with lower levels of force)
- Departmental expectations require professionalism at all times in any situation

13.24.14 Use of Force in Response to Incidents Involving Crowds

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

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:**13.24.14 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

San Mateo PD Policy Manual sections 300 (Use of Force), 308 (Control Devices and Techniques) and 309 (Conducted Energy Devices)

13.24.14 Part B - Agency Training Details (field will expand automatically)

The FTO and trainee will discuss the reasonable and lawful use of force, per Departmental policy, as they apply to crowd control and riot situations, as outlined above.

The trainee will demonstrate an understanding of the various force options available for use in crowd control situations.

The trainee will demonstrate an understanding that the rules of engagement for a crowd control situation may limit their ability to employ force options, even if the force would otherwise be deemed to be reasonable and lawful.

13.24.15 Agency-Issued Riot Equipment The trainee will explain the appropriate use and maintenance of all agency-issued/approved riot equipment (e.g., helmets, shields, flex cuffs, and other equipment).								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

13.24.15 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

13.24.15 Part B - Agency Training Details (field will expand automatically)
The FTO will ensure that the trainee has been issued proper equipment for use in crowd control situations per Departmental policy, which will include a protective helmet, baton, chemical agents, flex cuffs, and any other regularly issued equipment. The FTO and trainee will discuss equipment that is available for deployment in crowd control situations, including plexiglass shields, stand-off chemical agent launchers and devices, and any other readily deployable equipment. The FTO and trainee will discuss the proper maintenance and deployment of any issued gear.

13.25 NEWS MEDIA RELATIONS								
13.25.01 Common Practices for Release of Information The trainee shall discuss the most common law enforcement practices as to who may release information to the news media and the notification procedures utilized.								
<i>Reference(s):</i>							Case # (If applicable)	Incident #
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.25.01	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> San Mateo PD Policy Manual section 346 (News Media Relations)	☐ N/A

13.25.01	Part B - Agency Training Details <i>(field will expand automatically)</i> The trainee will read and demonstrate understanding of Policy Manual section 346 (News Media Relations) relative to: - the official dissemination or provision of information to the media (generally supervisors and above or PIO) - media access to disaster and crime scenes (including limitations on media access) - information that can and cannot be released to the media. The FTO and trainee will discuss the importance of media relations and developing strong media relationships along with tactful ways to decline media requests for information that the trainee is not authorized to provide.

13.25.02 Press Credentials The trainee shall recognize press credentials most commonly honored by law enforcement agencies.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

13.25.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) San Mateo PD Policy Manual section 346 (News Media Relations)	☐ N/A

13.25.02 Part B - Agency Training Details (field will expand automatically) The FTO and trainee will discuss the need for any press official to have and display proper credentials at all times while inside of a qualifying event. The trainee will demonstrate an understanding of how to identify proper press credentials and how to determine whether or not they are currently valid.

13.25.03 Media Access to Areas Closed to the Public The trainee shall identify the provisions of California law pertaining to the authorization of news media representatives to enter areas otherwise closed to the public.								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.25.03	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> San Mateo PD Policy Manual section 346 (News Media Relations)	☐ N/A

13.25.03	Part B - Agency Training Details <i>(field will expand automatically)</i> The FTO and trainee will discuss when news media representatives may enter scenes otherwise closed off to the general public, including at their own risk of peril AND when news media representatives may be precluded from entering a disaster or crime scene (private property without permission, destruction of evidence, etc.). The trainee will demonstrate an understanding of the access privileges afforded to news media representatives and how to tactfully preclude access when appropriate (including supervisory notification).

13.25.04 Sensitive Information

The trainee shall discuss types of information that could negatively affect the rights of an individual and/or place the investigation at risk if furnished to the news media, including:

A. Statements as to the character or reputation of a victim, an accused person, or prospective witness B. Admissions, confessions, or alibis attributed to an accused person C. Performance or results of a test taken by a victim, suspect, or witness D. Refusal of a victim, suspect, or witness to take any test(s) E. The presumed credibility of an accused person or witness	F. The probability of an accused person entering a guilty plea G. The opinioned value of evidence against an accused person H. Information prohibited by agency policy I. Information that would be detrimental to the investigation of the case J. Information that may jeopardize the rights of the individual

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments (field will expand automatically)

Additional Information:**13.25.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☒ N/A

13.25.04 Part B - Agency Training Details (field will expand automatically)

The FTO and trainee will discuss various types of information that should not be released to the media, particularly information that is derogatory or defames an individual and any information that could compromise or hinder an ongoing investigation, as listed above (A-J)

13.26 HOSTAGE SITUATIONS AND BARRICADED SUSPECTS**13.26.01 Tactical Considerations**

The trainee shall explain and/or demonstrate tactical considerations in dealing with hostage situations and/or barricaded suspects, including:

A. Safe approach	D. Evacuation
B. Containment of the scene	E. Communication/negotiation with the suspect
C. Requesting appropriate assistance [e.g., hostage negotiator, specialized unit(s), etc.]	

<i>Reference(s):</i>					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
<i>Comments (field will expand automatically)</i>								

Additional Information:**13.26.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

San Mateo PD Policy Manual sections 408 (SWAT and TNT Units) and 424 (Immediate Deployment Team Policy)

13.26.01 Part B - Agency Training Details (field will expand automatically)

The FTO and trainee will discuss initial response to hostage and barricaded subject incidents, including: response tactics, immediate deployment vs. containment, supervisory control, special teams and their roles/capabilities (SWAT/TNT), evacuation considerations (evacuate vs. sheltering), and identification/protection of crime scenes.

The trainee will read Policy Manual sections 408 (SWAT and Tactical Negotiations Team) and 424 (Immediate Deployment Policy-including SM County Sheriff and Chiefs' Assn. Protocol) to gain a basic understanding of the roles and expectations for specialized units and the protocols for immediate deployment to active and ongoing events involving violence.

The FTO and trainee will discuss responses to tactical events in commercial, educational and residential settings, to include the items listed above (A-E).

13.27 SNIPER ATTACK															
13.27.01 Initial Response to Attack The trainee shall explain the steps which should be immediately taken when confronted with a “set-up”, ambush, or sniper attack, including: A. Seeking cover and/or concealment B. Calling for assistance C. Isolating and clearing the area(s) D. Determining possible location(s) of assailant(s)															
Reference(s):						Case # (If applicable)	Incident #								
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?							
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date								
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Trainee: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 20%; height: 30px;"></td> <td style="width: 15%; height: 30px;"></td> <td style="width: 20%; height: 30px;"></td> <td style="width: 15%; height: 30px;"></td> <td style="width: 20%; height: 30px;"></td> <td style="width: 10%; height: 30px;"></td> <td style="width: 10%; height: 30px;"></td> </tr> </table>															
Comments <i>(field will expand automatically)</i>															

Additional Information:

13.27.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

13.27.01 Part B - Agency Training Details <i>(field will expand automatically)</i> The FTO and trainee will discuss the appropriate response to an ambush, including the considerations listed above. While on patrol, the FTO will periodically (without advance notice) give the trainee an ambush scenario. The trainee will verbally describe their initial and secondary responses (primarily exiting the kill zone as quickly as possible) then determining their own injuries, where the assailant is located, communicating with dispatch and coordinating other responding units until relieved by a supervisor. The FTO will instruct the trainee that periodically running through ambush scenario responses while they are on patrol better prepares them when an ambush actually occurs.	

13.27.02 Tactical Actions by Driver under Attack

The trainee shall discuss tactical actions that may be taken by the driver of a vehicle that comes under sniper attack, including:

A. Accelerating/reversing out of the “kill zone”	C. Abandoning the target vehicle
B. Turning into nearest available cover	D. Awareness of possible secondary attack/ambush

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments (field will expand automatically)

Additional Information:**13.27.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☒ N/A

13.27.02 Part B - Agency Training Details (field will expand automatically)

The FTO and trainee will discuss considerations and options for responding to ambush events when they are driving a vehicle, including the tactical options listed above (A-D).

13.27.03 Firebombed Vehicle

The trainee shall discuss tactics that should be used when an occupied police vehicle has been hit with a firebomb, including:

- A. Accelerating out of the danger zone if vehicle is still operable
- B. Abandon the vehicle
1. After initial flame burst
 2. If bomb enters vehicle
 3. If vehicle is incapacitated

<i>Reference(s):</i>					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.27.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

☒ N/A

13.27.03 Part B - Agency Training Details *(field will expand automatically)*

The FTO and trainee will discuss actions to take when a vehicle that they are driving comes under attack with a firebomb or other explosive/incendiary device, as listed above (A & B).

While on patrol, the FTO will periodically (without warning) have the trainee explain how they would respond to an attack on them with a firebomb while driving a patrol vehicle. The trainee will explain their best response options and the actions they would take once they have gotten to a place of safety.

13.28 ANIMAL CONTROL**13.28.01 Agency Policy and Procedures**

The trainee shall explain the agency's policy and procedures when confronted with different types of animal control situations. These types of situations shall minimally include:

A. Animals that are: 1. Dead 2. Injured 3. Noisy 4. Rabid 5. Strays 6. Wild/feral	B. Nuisances created by unsanitary keeping of animals C. Protective custody of animals D. Animal bites

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments (field will expand automatically)

Additional Information:**13.28.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☐ N/A

San Mateo PD Policy Manual section 382 (Service Animals)

13.28.01 Part B - Agency Training Details *(field will expand automatically)*

The FTO and trainee will discuss animal control situations, including responses to and investigatory responsibilities for the various situations listed above (A-D).

The trainee will read and become familiar with animal cruelty statutes contained in the Penal Code (primarily sections 596 and 597) and the San Mateo Municipal Code (animal noise, vicious animals).

The trainee will understand the role of the Animal Services Agency in assisting with or conducting various investigations involving animals (particularly animal cruelty violations and animal bites).

The trainee will read and demonstrate an understanding of Departmental policy relative to Service Animals (Policy Manual section 382).

13.28.02 Destroying of Vicious, Dangerous, or Injured Animal

The trainee shall explain the agency's policy and procedures when it is determined that a vicious, dangerous, or injured animal must be killed/destroyed. The explanation shall minimally include:

A. Whom to notify prior to shooting the animal B. Who may shoot the animal C. Proper and most humane method for shooting the animal	D. What report(s) must be completed following the shooting of the animal E. Proper disposal of the dead animal

<i>Reference(s):</i>					Case # (If applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:**13.28.02 Part A - Reference Agency Policies/Procedures, if applicable** (600 characters maximum)☐ N/A

San Mateo PD Policy Manual sections 312.6 (Destruction of Animals) and 312.6.1 (Destruction of Injured Animals)

13.28.02 Part B - Agency Training Details (field will expand automatically)

The trainee will demonstrate an understanding of the requirements, contingencies and limitations that must be considered prior to dispatching (killing) an animal by the use of a firearm as provided in Policy Manual sections 312.6 and 312.6.1 (Destruction of Animals).

The FTO and trainee will discuss alternatives to the use of firearms to destroy an injured or vicious animal (OC spray, baton, Conducted Energy Device, tethering, isolation or quarantine, etc.) as addressed in Policy Manual section 312.6.

The FTO and trainee will discuss scenarios in which the trainee must make a decision of whether or not use of a firearm is prudent and reasonable to destroy a vicious or injured animal.

13.28.03 Handling an Animal Control Situation

Given an incident, the trainee shall effectively assess and handle an animal control situation.

Reference(s):					Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training	How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test		
Trainee:							
Comments (field will expand automatically)							

Additional Information:**13.28.03 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*☒ N/A**13.28.03 Part B - Agency Training Details** *(field will expand automatically)*

Given the opportunity, the trainee will properly and effectively assess and handle an animal control situation, per Departmental policy and procedure.

See next page for Attestation

Part 5 – Section 13: Patrol Procedures

ATTESTATION FOR SECTION 13

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Click on the 'X' in the signature line to activate the signature field > Right click and select "Sign" from the menu.
- Click on "Select Image" > Locate your signature file > Click "Open" to place your signature (date appears automatically).
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and Trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the Trainee in accordance with the agency's training requirements for this portion of the Field Training Program.
 2. The Trainee demonstrated all competencies required for this portion of the Field Training Program.
 3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the Trainee.
 4. The final evaluation of the Trainee's performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the Trainee.
-

Primary Field Training Officer: X Print Full Name: _____

Trainee: X Print Full Name: _____

IMPORTANT: After signing the Attestation, the file will be "locked" and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Right click on the signature line > Select "Remove" from the menu.

See the following pages for Instructions to Administrators and FTOs

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (<https://www.post.ca.gov/field-training--police-training.aspx>). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.
2. **Front cover (optional):** To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.
3. **For each section (1–18):**
 - Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
 - Below each table:
 - *Part A:* Enter applicable references from your agency's Policies & Procedure Manual.
 - *Part B:* Enter your agency's training details.
4. **After completing ALL sections (1–18),** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
 - 1) **Your completed FTP Guide**
 - 2) **FTP Approval Checklist** ([POST Form 2-230](#))
NOTE: Guides submitted without this form will NOT be reviewed.
 - 3) **Your Department's Policy & Procedure Manual**
5. MAIL YOUR ELECTRONIC MEDIA TO:
Commission on POST
860 Stillwater Road, Suite 100
West Sacramento, CA 95605
Attn: Phil Caporale – BTB
6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency's Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. **Tracking your training sessions:**
 - Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
 - Enter any note-worthy comments related to the trainee's performance.
3. **If trainee requires remedial training:**
 - Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
 - Enter any additional note-worthy comments related to the trainee's performance.
4. **Attestation:** After all competencies have been performed, including any remedial training, the primary FTO and Trainee **MUST** enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section

SECTION 14 Investigations/Evidence

14.1 – 14.10 COMPETENCY REQUIREMENTS

Contents	
14.1 Interviewing and Interrogation	14.8 Sources of Information
14.2 Preliminary Investigation	14.9 Subpoenas
14.3 Burden of Proof	14.10 Courtroom Testimony and Demeanor
14.4 Concepts of Evidence	Attestation
14.5 Rules of Evidence	Instructions to Administrators
14.6 Evidence Collection and Preservation	Instructions to FTOs
14.7 Lineups	

Note to Administrators

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

- 1) The POST FTP Approval Checklist ([Form 2-230](#))
- 2) Your department's *Policy & Procedure Manual*
- 3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS**14.1 INTERVIEWING AND INTERROGATION**

- 14.1.01 Preparing for an Interview
- 14.1.02 Taking Statements
- 14.1.03 Contents of a Good Statement
- 14.1.04 Miranda Warning
- 14.1.05 Conducting an Interview

14.2 PRELIMINARY INVESTIGATION

- 14.2.01 Investigating Cold Crimes
- 14.2.02 Crimes Against Property
- 14.2.03 Handling Crimes Against Property
- 14.2.04 Crimes Against Persons
- 14.2.05 Handling Crimes Against Persons
- 14.2.06 Investigating Specific Crimes
- 14.2.07 Serious Injury or Death Scenes
- 14.2.08 Evidence Technicians/Criminalists
- 14.2.09 Preliminary Investigations

14.3 BURDEN OF PROOF

- 14.3.01 Understanding the Burden of Proof

14.4 CONCEPTS OF EVIDENCE

- 14.4.01 Evidence Definition and Types
- 14.4.02 Evidence and Related Materials
- 14.4.03 Purpose of Evidence
- 14.4.04 Tests of Admissibility
- 14.4.05 Witness Qualifications
- 14.4.06 Privileged Communication

14.5 RULES OF EVIDENCE

- 14.5.01 Exclusionary Rule
- 14.5.02 Hearsay Rule

14.6 EVIDENCE COLLECTION AND PRESERVATION

- 14.6.01 Locating Physical Evidence
- 14.6.02 Weather Conditions
- 14.6.03 Preserving Evidence
- 14.6.04 Agency Policy
- 14.6.05 Storage of Evidence
- 14.6.06 Taking Evidence to Laboratories and Court
- 14.6.07 Chain of Custody/Evidence
- 14.6.08 Demonstrate Handling of Evidence

14.7 LINEUPS

- 14.7.01 Methods for Identifying Suspects
- 14.7.02 Agency Policy and Procedures
- 14.7.03 Photographic Identifications

14.8 SOURCES OF INFORMATION

- 14.8.01 Networking with the Community
- 14.8.02 Informants
- 14.8.03 Public and Private Records

14.9 SUBPOENAS

- 14.9.01 Definition, Authority, and Immunities
- 14.9.02 Agency Practices

14.10 COURTROOM TESTIMONY AND Demeanor

- 14.10.01 Professional Demeanor and Appearance
- 14.10.02 Pre-Trial Conference
- 14.10.03 Principles of Effective Testimony
- 14.10.04 Dealing with Attorney Personalities
- 14.10.05 Courtroom Security Policies and Procedures
- 14.10.06 Perjury and Falsifying Police Reports
- 14.10.07 Courtroom Testimony Preparation and Demonstration

SECTION 14 INVESTIGATIONS/EVIDENCE

CHECK ONE ONLY: ☐ PHASE 1 ☐ PHASE 2 ☐ PHASE 3 ☐ PHASE 4 ☐ PHASE 5

Trainee

FTO

14.1 INTERVIEWING AND INTERROGATION

14.1.01 Preparing for an Interview

The trainee shall explain the systematic steps he/she should take in preparing for an interview or interrogation.

Reference(s):					Case # (If applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments:								

Additional Information:

14.1.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

☐ N/A

San Mateo PD Policy Manual section 600.3 (Custodial Interrogation Requirements)

14.1.01 Part B - Agency Training Details *(field will expand automatically)*

The FTO and trainee will discuss interviewing and interrogations, in general, and the best methods for preparing for interviews and interrogations.

The trainee will demonstrate an understanding that a good interrogation includes asking questions that the interrogator already knows the answer to.

The trainee will demonstrate an understanding of Departmental policy relative to recording interrogations of persons in custody pursuant to Policy Manual section 600.3 (Custodial Interrogation Requirements).

If possible, the trainee will observe a detective during an interrogation of a felony suspect.

14.1.02 Taking Statements

The trainee shall discuss basic rules in statement taking and interviewing. These rules shall minimally include:

A. Asking direct and brief questions; Let the person being interviewed do the majority of the talking B. Controlling the interview; Minimize rambling by the person being interviewed C. Avoiding leading questions except when absolutely necessary	D. Putting the person being interviewed at ease E. Writing statements verbatim (when appropriate) from person being interviewed F. Not improvising or making assumptions

Reference(s):						Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date		
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	
Comments:									

Additional Information:

14.1.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

☒ N/A

14.1.02 Part B - Agency Training Details (field will expand automatically)

The trainee will conduct an interview of the FTO about his/her motivation for becoming a police officer and his/her career aspirations.
 The trainee will effectively interview victims and witnesses in field assignments (crime, traffic collision and other contacts).

14.1.03 Contents of a Good Statement

The trainee shall describe the contents of a good statement. These contents shall minimally include:

A. What happened	E. How it happened
B. When it happened	F. Why it happened
C. Where it happened	G. How many people were involved
D. Who it happened to	H. Who else was involved

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform			☐ Field Perform
Trainee:					☐ Role Play			☐ Role Play
					☐ Written Test			☐ Written Test
					☐ Verbal Test			☐ Verbal Test

Comments:

Additional Information:

14.1.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

☒ N/A

14.1.03 Part B - Agency Training Details (field will expand automatically)

The FTO and trainee will discuss the contents of a good statement (interview or interrogation), to include the items listed above (A-H).

The trainee will gather complete information from victims, witnesses and/or suspects and include that information in his/her written police reports.

14.1.04 Miranda Warning The trainee shall explain the ramifications of issuing the Miranda warning and describe when and why it should or should not be used during interrogations.								
Reference(s):						Case # (If applicable)	Incident #	
FTO: Trainee:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments:								

Additional Information:

14.1.04	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) SB 395 / Welfare and Institutions Code 625.6 - Custodial Interrogation of Juveniles 15 years and Younger. Welfare & Institutions Code 625.6 (c) - PUBLIC SAFETY EXCEPTION (to above).	☐ N/A

14.1.04	Part B - Agency Training Details (field will expand automatically) The trainee will demonstrate an understanding of their responsibility to provide Miranda warnings prior to interrogations, including when the warnings are required for adults and juvenile suspects (Adult-custody & interrogation; Juveniles-whenver an arrest has been made regardless of intent to interrogate) and how to properly memorialize a suspect's waiver of Miranda rights.

14.1.05 Conducting an Interview

Given a situation in which a statement should be taken, the trainee shall properly conduct an interview and satisfactorily summarize the information on the appropriate form.

Reference(s):						Case # (If applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date		
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	
Trainee:									
Comments:									

Additional Information:

14.1.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

☒ N/A

14.1.05 Part B - Agency Training Details (field will expand automatically)

14.2 PRELIMINARY INVESTIGATION								
14.2.01 Investigating Cold Crimes								
The trainee shall properly obtain all information necessary for the completion of a thorough preliminary investigation of a “cold” crime.								
Reference(s):							Case # (If applicable)	Incident #
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments:								

Additional Information:

14.2.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

14.2.01	Part B - Agency Training Details (field will expand automatically)	
The FTO and trainee will discuss the patrol officer's role in conducting preliminary investigations, particularly of "cold" crimes, wherein the crime was committed at some past time and the offender(s) are no longer in the area. This discussion will include, at a minimum, proper response to the scene, identification and interviews of victim(s) and witness(es), preservation of the crime scene, identification and gathering of physical evidence, area/neighborhood checks, processing of physical evidence and thorough documentation of the investigation in a crime report. The trainee will properly conduct preliminary investigation of a reported "cold" crime, taking all necessary investigative steps, and will properly and thoroughly document their investigation in an official crime report.		

14.2.02 Crimes Against Property

The trainee shall review and explain an officer's responsibilities associated with the preliminary investigation and reporting of in-progress or fresh crimes against property. These responsibilities should minimally include:

A. Identity or description of suspect(s) B. Description of loss C. Direction of flight of suspect(s) D. Possibility of weapons being involved	E. Radio broadcasts of all known and important information F. Conducting a witness check G. Pursuit and/or apprehension of suspects, if possible

<i>Reference(s):</i>					<i>Case # (If applicable)</i>		<i>Incident #</i>	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments:								

Additional Information:**14.2.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☒ N/A

14.2.02 Part B - Agency Training Details (field will expand automatically)

The FTO and trainee will discuss the difference between "Property Crimes" and "Crimes Against Persons."

14.2.03 Handling Crimes Against Property

Given an in-progress or fresh incident involving a crime against property, the trainee shall properly assess and perform all the objectives necessary to satisfactorily complete the preliminary investigation, including the satisfactory completion of the proper report(s).

Reference(s):						Case # (If applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date		
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	
Trainee:									
Comments:									

Additional Information:**14.2.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☒ N/A

14.2.03 Part B - Agency Training Details (field will expand automatically)

The trainee will properly conduct preliminary investigation of a reported in-progress property crime, taking all necessary investigative steps, gathering all pertinent suspect information, making proper BOLO requests, then will properly and thoroughly document their investigation in an official crime report.

14.2.04 Crimes Against Persons

The trainee shall review and explain an officer's responsibilities associated with the preliminary investigation and reporting of in-progress or fresh crimes against persons. These responsibilities should minimally include:

A. Identity or description of suspect(s) B. Description of injury and/or loss C. Direction of flight of suspect(s) D. Possibility of weapons being involved	E. Radio broadcasts of all known and important information F. Conducting a witness check G. Pursuit and/or apprehension of suspects, if possible

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:**14.2.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☒ N/A**14.2.04 Part B - Agency Training Details (field will expand automatically)**

The FTO and trainee will discuss the investigation of "Crimes Against Persons" and the steps that should be taken to properly complete a preliminary investigation of these crimes. The discussion will include the similarities between these investigations and the investigation of "Property Crimes."

14.2.05 Handling Crimes Against Persons

Given an in-progress or fresh incident involving a crime against a person, the trainee shall properly assess and perform all the objectives necessary to satisfactorily complete the preliminary investigation, including the satisfactory completion of the proper report(s).

Reference(s):						Case # (If applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date		
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	
Trainee:									
Comments:									

Additional Information:**14.2.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☒ N/A

14.2.05 Part B - Agency Training Details (field will expand automatically)

14.2.06 Investigating Specific Crimes

The trainee shall explain the steps to take while investigating various crimes against persons, including:

A. Rape/Sexual assault	D. Child Abuse
B. Robbery	E. Elder Abuse
C. Kidnapping	F. Felonious assault

Reference(s):					Case # (If applicable)	Incident #		
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								
Comments:								

Additional Information:

14.2.06	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☐ N/A
San Mateo PD Policy Manual sections 326 (Adult Abuse), 330 (Child Abuse), 334 (Child Abductions/AMBER Alerts), 338 (Hate Crimes) and 602 (Sexual Assault Victim DNA Rights)		

14.2.06	Part B - Agency Training Details (field will expand automatically)
The FTO and trainee will discuss the investigative steps to take during the preliminary investigation of specified crimes against persons, listed above (A-F).	
The trainee will read and demonstrate understanding of the Policy Manual sections listed above (Sections 326, 330, 334, 338 and 602).	
Given the opportunity, the trainee will conduct a preliminary investigation involving a crime against persons, to include taking statements from victims and witnesses, preservation and collection of physical evidence, making proper notifications and completing the required reports and notification documentation.	

14.2.07 Serious Injury or Death Scenes

The trainee shall discuss the steps to take initially at a scene where a serious injury or death has occurred. These steps shall minimally include:

A. Preserving the scene, including the restriction of unauthorized police personnel B. Determining the need for first aid and summoning medical assistance C. Identifying and apprehending suspect(s), if possible	D. Making proper notifications E. Locating visible physical evidence F. Locating and interviewing witnesses or possible witnesses as appropriate

<i>Reference(s):</i>					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments:								

Additional Information:

14.2.07 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

☐ N/A

San Mateo PD Policy Manual section 360 (Death Investigation)

14.2.07 Part B - Agency Training Details *(field will expand automatically)*

The trainee will read Policy Manual section 360 (Death Investigation) and demonstrate an understanding of their responsibility in conducting death investigations.

The trainee will read and become familiar with the San Mateo County Sheriff and Chiefs' Association Homicide Investigation protocol.

The trainee will read and become familiar with the San Mateo County Sheriff and Chief's Association Workplace Fatality Serious Injury Protocol.

The FTO and trainee will discuss the responsibilities of the initial responding officer in conducting preliminary death investigations, to include:

- The difference between an attended death and an unattended death
- Providing immediate medical attention and First Aid if needed
- If homicide or other suspicious circumstances are involved: identification and securing of the entire crime scene, conducting initial interviews to gather basic information relative to the incident (suspect information, weapons, direction of flight, etc.) and making proper notifications internally and outside of the Department (coroner, OSHA, DA, etc.)
- The understanding that erring on the side of caution is always the best course in death investigations (unless obvious factors indicate that there is no doubt about the cause of death); making assumptions based upon what appears to be the case should be avoided
- Understanding the necessity to preserve physical evidence, even during a sweep of the scene for suspects, victims and witnesses
- ensuring that a supervisor is made aware of the circumstances

Given the opportunity, the trainee will conduct a preliminary death investigation (preferably an unattended death) to include those items listed above and required by Policy Manual section 360 and the Sheriff and Chiefs' protocol.

14.2.08 Evidence Technicians/Criminalists The trainee shall recognize what types of situations require the skills of an evidence technician or criminalist.								
Reference(s):						Case # (if applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								
Comments:								

Additional Information:

14.2.08 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) San Mateo PD Policy Manual section 804 (Property and Evidence)	☐ N/A

14.2.08 Part B - Agency Training Details (field will expand automatically) The FTO and trainee will discuss basic evidence collection, to include: dusting for latent fingerprint evidence, identification and collection of potential DNA evidence, locating any video evidence, performing basic crime scene photography, presumptive testing of controlled substances, crime scene diagramming. The FTO and trainee will discuss situations in which a more highly trained and skilled criminalist or investigator should be requested to process a crime or incident scene and handle any evidence collection, including: homicides, sexual assaults, large scale crime scenes, major traffic collisions or whenever any complicated or highly technical processing or equipment are required. The trainee will demonstrate the ability to conduct basic evidence collection at a crime scene, to include properly packaging and processing any collected evidence.

14.2.09 Preliminary Investigations The trainee shall demonstrate the ability to conduct thorough and complete preliminary investigations.								
Reference(s):						Case # (If applicable)	Incident #	
FTO: Trainee:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments:								

Additional Information:

14.2.09	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

14.2.09	Part B - Agency Training Details (field will expand automatically) The trainee will demonstrate the ability to conduct a thorough preliminary investigation of a felony crime or unattended death, including: - Victim, witness and suspect interviews - Processing of crime scene, collecting and booking any physical evidence - Broadcasting appropriate suspect/vehicle information - Making appropriate supervisory, investigative and other agency notifications - Writing a complete and thorough report, documenting the crime and the investigative steps taken	

14.3 BURDEN OF PROOF**14.3.01 Understanding the Burden of Proof**

The trainee shall define the term “burden of proof” and determine whether the burden of proof falls upon the prosecution or defense during a criminal trial in the following situations:

A. Criminal Guilt	D. Double jeopardy as a defense
B. <i>Corpus delicti</i>	E. Self-defense as a defense
C. Jurisdiction	F. Insanity as a defense

Reference(s):					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments:								

Additional Information:

14.3.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

☒ N/A

14.3.01 Part B - Agency Training Details *(field will expand automatically)*

The trainee will demonstrate an understanding of the concept of burden of proof, including:

- Establishing the burden of proof in criminal cases is solely upon the prosecution and requires "proof beyond a reasonable doubt"
- The difference between "a preponderance of the evidence" required in civil actions and "proof beyond a reasonable doubt"

The trainee will demonstrate an understanding of the term "corpus delicti" or body of the crime (elements required to establish that a crime has actually occurred).

The trainee will understand the concept of jurisdiction in the investigation and prosecution of crimes, including: crimes occurring in a different City, County and State, and the investigation of Federal crimes vs. State crimes.

The FTO and trainee will discuss the various defenses to crimes, including double jeopardy, self-defense, insanity or reduced capacity and duress. After discussion, the trainee will demonstrate an understanding of each of these defenses.

14.4 CONCEPTS OF EVIDENCE**14.4.01 Evidence Definition and Types**

The trainee shall review the term "evidence" as defined by California law, and recognize the various concepts of evidence, including:

A. Direct evidence

B. Indirect/Circumstantial evidence

Reference(s): Evidence Codes [140](#) and [410](#)

Case # (if applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:**14.4.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☒ N/A**14.4.01 Part B - Agency Training Details (field will expand automatically)**

The FTO and trainee will discuss, in general, the legal concept of evidence that would be introduced to prove a fact or support an inference, to include: testimonial, physical, scientific, expert and other types of evidence.

The FTO and trainee will discuss the legal concepts of direct evidence (evidence that stands on its own to prove a fact) and indirect evidence (evidence that requires some level of inference to prove or support a fact)

14.4.02 Evidence and Related Materials

The trainee shall discuss and give examples of the following evidence and related materials:

A. Fruits of a crime

C. Contraband

B. Instrumentalities of a crime

Reference(s):					Case # (If applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments:								

14.4.02	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

14.4.02 Part B - Agency Training Details *(field will expand automatically)*

Additional Information:	
14.4.03	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) ☒ N/A

14.4.03 Part B - Agency Training Details *(field will expand automatically)*

14.4.04 Tests of Admissibility

The trainee shall explain the tests which an item of evidence must successfully pass before it may be admitted into any criminal court, including that the evidence must:

- A. Be relevant to the matter in issue
 B. Be competently presented in court
 C. Have been legally obtained

Reference(s) : Evidence Code 210						Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date		
					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test				
Trainee:									
Comments:									

Additional Information:

14.4.04	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

14.4.04	Part B - Agency Training Details (field will expand automatically)

14.4.05 Witness Qualifications

The trainee shall identify at least three of the following as qualifications that a witness must meet before testifying in a criminal trial in the State of California:

- A. Know the difference between right and wrong
- B. Understand his/her duty to tell the truth
- C. Possess the ability to express himself/herself concerning the matter to be understood
- D. Testify only to those facts that are personal knowledge (with the exception of those areas covered by the Hearsay Rule)

Reference(s): Evidence Code [701](#)

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:**14.4.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☒ N/A

14.4.05 Part B - Agency Training Details (field will expand automatically)

The FTO and trainee will discuss the factors that qualify a witness to testify in any criminal proceeding in California, as listed above (A-D)

The trainee will demonstrate an understanding of at least three of the four requirements that qualify a witness to testify as part of a written test covering penal law and evidence.

14.4.06 Privileged Communication

The trainee shall explain the privileged communication rule and provide examples to include:

A. Husband and wife	C. Clergyperson and confessor
B. Attorney and client	D. Physician and patient

Reference(s): Evidence Codes 950 , 970 , 980 , 990 , and 1030						Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated? ☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	Remedial Training		How Remediated? ☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date		
Trainee:									
Comments:									

Additional Information:

14.4.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

14.4.06 Part B - Agency Training Details (field will expand automatically)

The FTO and trainee will discuss the four circumstances wherein communications are deemed to be privileged and confidential.

The trainee will demonstrate an understanding of what persons cannot be required to testify pursuant to the protections of the privileged communications rule.

14.5 RULES OF EVIDENCE								
14.5.01 Exclusionary Rule The trainee shall describe the effects of the “Exclusionary Rule” upon police actions and procedures in the following areas: A. Civil rights B. Inadmissible evidence C. Possibility of false arrest								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments:								

Additional Information:

14.5.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

14.5.01	Part B - Agency Training Details (field will expand automatically)
The FTO and trainee will discuss the exclusionary rule (which excludes certain evidence from being offered in a criminal proceeding) in general and the potential negative impacts when the exclusionary rule is applied, to include Civil Rights actions, exclusion of evidence and potential inability to pursue prosecution, and the potential exposure to false arrest allegations and proceedings.	

14.5.02 Hearsay Rule

The trainee shall define the Hearsay Rule and give examples of exceptions to the rule, including:

A. Spontaneous statements	C. Confessions
B. Admissions	D. Dying declarations

Reference(s): Evidence Codes [1200](#) and [1220](#)

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:**14.5.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**
☒ N/A
14.5.02 Part B - Agency Training Details (field will expand automatically)

The FTO and trainee will discuss the concept of hearsay evidence, and the four exceptions to the hearsay rule, listed above (A-D).

The trainee will demonstrate an understanding of the legal requirements and procedures for obtaining a dying declaration which would be admissible pursuant to the Hearsay Rule.

14.6 EVIDENCE COLLECTION AND PRESERVATION**14.6.01 Locating Physical Evidence**

The trainee shall search a crime scene and locate physical evidence through the use of an organized method which may include:

- A. Strip
B. Quadrant
C. Spiral

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:**14.6.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☒ N/A

14.6.01 Part B - Agency Training Details (field will expand automatically)

The trainee will demonstrate an understanding of the various search techniques and will utilize one of these search techniques to search a crime scene and locate physical evidence.

14.6.02 Weather Conditions The trainee shall explain and/or demonstrate the methods for preserving evidence at a crime scene in fair and inclement weather.								
Reference(s):						Case # (If applicable)	Incident #	
FTO: Trainee:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments:								

Additional Information:

14.6.02	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

14.6.02	Part B - Agency Training Details (field will expand automatically) The FTO and trainee will discuss the special considerations that should be taken during inclement weather to ensure the preservation of physical evidence until it can be documented and collected. The FTO and trainee will discuss specific ways to protect a crime scene or physical evidence from rain, wind and other weather-related conditions that would potentially destroy physical evidence or hinder the documentation and collection process.

14.6.03 Preserving Evidence

The trainee shall demonstrate the ability to properly preserve evidence in a way that ensures it is received by the examining authority or court in as nearly as possible to the same condition as it was found.

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments:								

Additional Information:**14.6.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☒ N/A

14.6.03 Part B - Agency Training Details (field will expand automatically)

14.6.04 Agency Policy

The trainee shall review and explain the agency's policies and procedures regarding the following:

A. Handling controlled substances B. Depositing property, evidence, and money C. Calling out Crime Scene Investigators and/or detectives to process a crime scene	D. Depositing firearms, miscellaneous weapons, and explosives E. Withdrawing and returning property

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:**14.6.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☐ N/A

San Mateo PD Policy Manual section 804 (Property and Evidence)

14.6.04 Part B - Agency Training Details (field will expand automatically)

The trainee will read and become familiar with Policy Manual section 804 as it relates to the collection, packaging, booking and release of evidence and other non-evidentiary property.

The trainee will explain and demonstrate the process for packaging and booking controlled substances, firearms, and explosives pursuant to Departmental policy.

The FTO and trainee will discuss the capabilities of and the process for calling out Departmental, County, State and/or Federal crime scene investigators.

The trainee will explain the process for returning property or evidence held by the Department, per Departmental policy.

4.6.05 Storage of Evidence								
The trainee shall explain the provisions of the agency's rules, policies, and procedures regarding the storage of evidence.								
Reference(s):							Case # (If applicable)	Incident #
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments:								

Additional Information:

14.6.05	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☐ N/A
San Mateo PD Policy Manual section 804 (Property and Evidence)		

14.6.05	Part B - Agency Training Details (field will expand automatically)
The trainee will explain Departmental policy and procedures for storage of evidence, particularly evidence that requires special handling (firearms, controlled substances, explosives and fireworks, etc.)	

14.6.06 Taking Evidence to Laboratories and Court The trainee shall review and explain the agency's policies and procedures regarding taking evidence to laboratory examination facilities and court.								
Reference(s):							Case # (If applicable)	Incident #
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments:								

Additional Information:

14.6.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) San Mateo PD Policy Manual section 804 (Property and Evidence)	☐ N/A

14.6.06 Part B - Agency Training Details (field will expand automatically) The FTO and trainee will discuss Departmental policy and procedures for transporting evidence for laboratory examination and the procedures for obtaining evidence which must be presented in court as part of a legal proceeding. The trainee will demonstrate an understanding of how to notify the Property Room that evidence will be needed for an upcoming criminal matter, how to check out evidence, and the process for checking evidence back into the Property Room once it has been released by the court.

14.6.07 Chain of Custody/Evidence The trainee shall explain the meaning of “chain of custody” or “chain of evidence.”								
Reference(s):							Case # (If applicable)	Incident #
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments:								

Additional Information:

14.6.07 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

14.6.07 Part B - Agency Training Details (field will expand automatically)

14.6.08 Demonstrate Handling of Evidence

Given a crime situation in which any form of evidence is recovered, the trainee shall collect, preserve, and deliver the evidence, and properly complete all necessary forms (property reports, evidence tags, etc.) in order to document the chain of custody.

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training	How Remediated?	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name		Date
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments:								

Additional Information:

14.6.08 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

☒ N/A

14.6.08 Part B - Agency Training Details (field will expand automatically)

14.7 LINEUPS								
14.7.01 Methods for Identifying Suspects The trainee shall explain technical methods for identifying suspects, including: A. Field show-up B. Photo identification C. Identification kit D. Artist's conception								
Reference(s):							Case # (If applicable)	Incident #
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments:								

Additional Information:

14.7.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) San Mateo PD Policy Manual section 610 (Eyewitness Identification)	☐ N/A

14.7.01	Part B - Agency Training Details (field will expand automatically) The FTO and trainee will discuss the various types of eyewitness identifications that are done in conducting criminal investigations, including: photo-lineups, field show-ups, live lineups. The FTO and trainee will also discuss the value of victims and witnesses working with police artists or investigators to develop suspect sketches and the process for doing them. The trainee will read and demonstrate an understanding of Departmental policy (Policy Manual 610) and any County protocols for conducting eyewitness identifications that are lawful, fair and will ultimately be admissible in a criminal prosecution. The trainee will demonstrate an understanding of how to conduct a field show-up and photograph line-up, including any admonitions that are required and appropriate documentation of the identification (or inability to make an identification).

14.7.02 Agency Policy and Procedures

The trainee shall review and explain the agency policy and procedure(s), including admonitions, for conducting the following types of line-ups:

- A. In custody
 B. In the field
 C. Photographic

Reference(s):						Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date		
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	
Comments:									

Additional Information:

14.7.02	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☐ N/A
San Mateo PD Policy Manual section 610 (Eyewitness Identification)		

14.7.02	Part B - Agency Training Details (field will expand automatically)
The trainee will demonstrate that he/she understands the process and proper procedures for conducting suspect identifications, including the proper admonishments and documentation of the identification process, for in-custody, field and photographic identifications. Given the opportunity, the trainee will prepare and administer a photographic lineup or field show up as part of a criminal investigation in compliance with Departmental policy and procedure.	

14.7.03 Photographic Identifications

The trainee shall explain and/or demonstrate the following procedures for a photographic identification:

A. Use of multiple photos	C. Control of the situation
B. Witness instructions	D. Similar appearances

Reference(s):						Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date		
Trainee:									
Comments (field will expand automatically)									

Additional Information:**14.7.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

San Mateo PD Policy Manual section 610 (Eyewitness Identification)

14.7.03 Part B - Agency Training Details (field will expand automatically)

14.8 SOURCES OF INFORMATION								
14.8.01 Networking with the Community								
The trainee shall discuss the importance of identifying and developing sources of information through networking with persons in the community.								
Reference(s):							Case # (If applicable)	Incident #
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

14.8.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☐ N/A
	San Mateo PD Policy Manual section 608 (Confidential Informants)	

14.8.01	Part B - Agency Training Details (field will expand automatically)
	The FTO and trainee will discuss the importance of developing various sources of intelligence and information within the community to further the law enforcement mission relative to the investigation and prevention of criminal activity. The FTO and trainee will discuss networking within various communities and sectors within the City, successful tactics for networking and developing information within specific cultures or ethnic groups and how to develop informants. The trainee will read and become familiar with Departmental policy relative to developing and using Confidential Informants and paid informants (Policy Manual section 608).

14.8.02 Informants

The trainee shall describe techniques for identifying and developing “informants,” including:

A. The hazards of divulging too much information to informants

B. The danger of breaking confidentiality

Reference(s):					Case # (If applicable)	Incident #		
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments (field will expand automatically)								

Additional Information:**14.8.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**
☒ N/A
14.8.02 Part B - Agency Training Details (field will expand automatically)

14.8.03 Public and Private Records								
The trainee shall explain the types of public and private records that may be of assistance when collecting investigative information.								
Reference(s):							Case # (If applicable)	Incident #
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments (field will expand automatically)								

Additional Information:

14.8.03	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) San Mateo PD Policy Manual section 812 (Protected Information)	☐ N/A

14.8.03	Part B - Agency Training Details (field will expand automatically) The FTO and trainee will discuss the various law enforcement data sources available to assist in the investigation of criminal activity, to include local, County, State and national law enforcement access data (DMV, CLETS, NLETS, NCIC, CJIS, etc.) and what information could potentially be located by searching these systems. The trainee will read and understand the authority, procedures and limits to accessing confidential data as mandated in Policy Manual section 812 (Protected Information). The trainee will understand the criminal and disciplinary actions that he/she could face for unauthorized access to any of these systems or dissemination of confidential information for anything other than legitimate law enforcement endeavors, as proscribed in Policy Manual section 812. The trainee will complete and sign all required documents relative to accessing criminal history and other data stored on the various law enforcement data systems. If possible, the trainee will complete internal training in the various databases and systems available as coordinated by the Departmental staff member responsible for such training.

14.9 SUBPOENAS**14.9.01 Definition, Authority, and Immunities**

The trainee shall define the term “subpoena” and describe the authority and immunities associated with the subpoena, including:

A. Who may exercise the power of a subpoena B. Who may serve a subpoena C. How a subpoena is served D. Who is subject to the power of a subpoena	E. What immunities from arrest are granted to a person traveling in answer to a subpoena F. How a subpoena is enforced

<i>Reference(s):</i>						Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date		
					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	
Trainee:									
Comments <i>(field will expand automatically)</i>									

Additional Information:**14.9.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☒ N/A

14.9.01 Part B - Agency Training Details *(field will expand automatically)*

The FTO and trainee will discuss the subpoena process as it relates to compelling a person to appear before a court or judicial officer, including the items listed above (A-E).

The FTO and trainee will discuss Departmental and County procedures for compelling witnesses to appear pursuant to the subpoena process.

The trainee will understand the difference between a Subpoena, Subpoena Duces Tecum and court notice.

14.9.02 Agency Practices								
The trainee shall review and explain the agency's practices and policies concerning the subpoena process.								
Reference(s):							Case # (If applicable)	Incident #
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments (field will expand automatically)								

Additional Information:

14.9.02	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) San Mateo PD Policy Manual section 348 (Court Appearance and Subpoenas)	☐ N/A

14.9.02	Part B - Agency Training Details (field will expand automatically) The trainee will read Policy Manual section 348 relating to court appearances and subpoenas. The trainee will demonstrate an understanding of their responsibilities and duties after having been subpoenaed to appear in court, including proper supervisory notifications. The trainee will explain the potential civil, criminal, and disciplinary actions that he/she might face for failing to appear or respond pursuant to a valid subpoena. The trainee will explain the Departmental policy and process for responding to subpoenas in civil cases, to include the necessity for the attorney in the civil matter to pay the City for the officer's appearance.

14.10 COURTROOM TESTIMONY AND Demeanor								
14.10.01 Professional Demeanor and Appearance								
The trainee shall explain the value of impressive and professional courtroom demeanor and appearance.								
<i>Reference(s):</i>							Case # (If applicable)	Incident #
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
	Trainee:							
Comments <i>(field will expand automatically)</i>								

Additional Information:

14.10.01	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> San Mateo PD Policy Manual section 348.5 (Courtroom Protocol)	☐ N/A

14.10.01	Part B - Agency Training Details <i>(field will expand automatically)</i> The trainee will read Policy Manual section 348.5 and explain Departmental expectations for courtroom demeanor and appearance.

14.10.02 Pre-Trial Conference

The trainee shall explain the value of a pre-trial conference with the prosecuting attorney. This shall minimally include:

A. Refreshing the officer's memory

B. Coordination of efforts

Reference(s):					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								
Comments (field will expand automatically)								

Additional Information:**14.10.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**
☒ N/A
14.10.02 Part B - Agency Training Details (field will expand automatically)

14.10.03 Principles of Effective Testimony

The trainee shall identify and explain principles of effective testimony. These principles shall minimally include:

A. Honesty	D. Objectivity
B. Clarity	E. Poise
C. Brevity	

Reference(s):					Case # (If applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
	FTO:				☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
	Trainee:							
Comments (field will expand automatically)								

Additional Information:**14.10.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**
☒ N/A
14.10.03 Part B - Agency Training Details (field will expand automatically)

If possible, the trainee will prepare to give testimony in an enforcement action in which they were involved, and will present testimony in a mock setting with their FTO and one of the FTO supervisors, or with someone with prosecution or criminal defense experience.

14.10.04 Dealing with Attorney Personalities

The trainee shall explain the value of furnishing testimony in a professional manner, even when confronted with attorneys that are:

A. Irate	D. Argumentative
B. Offensive	E. Overly friendly
C. Threatening	

Reference(s):					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								
Comments (field will expand automatically)								

Additional Information:**14.10.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**
☒ N/A
14.10.04 Part B - Agency Training Details (field will expand automatically)

The FTO and trainee will discuss tactics used by defense attorneys that may seem to be adversarial, accusatory, offensive, or argumentative AND strategies that can be used to respond professionally (maintaining the high road).

14.10.05 Courtroom Security Policies and Procedures

The trainee shall become familiar with local courtroom security policies and procedures such as:

A. Prisoner Escort	C. Screening of Courtroom Audience
B. Prisoner Restraint	D. Disturbance Procedures

Reference(s):						Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date		
					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	
Comments (field will expand automatically)									

Additional Information:**14.10.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**
☒ N/A
14.10.05 Part B - Agency Training Details (field will expand automatically)

The FTO and trainee will discuss courtroom safety protocols and expected responses by the Sheriff's Department should a safety or other hazardous situation occur while court is in session. The discussion will include the policies and procedures relative to the above listed items (A-D).

If possible, the trainee will go to a criminal proceeding and speak with a bailiff or other deputy assigned to courts regarding courtroom safety procedures, policies and protocols.

14.10.06 Perjury and Falsifying Police Reports

The trainee shall recognize that perjury and the falsification of police reports are crimes, and may result in the following consequences:

A. Criminal and civil action against the officer	C. Irreparable damage to the prosecution of a case
B. Irreparable damage to the officer's credibility (Brady List)	D. May result in civil actions against the agency

<i>Reference(s):</i>					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
<i>Comments (field will expand automatically)</i>								

Additional Information:**14.10.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**
☒ N/A
14.10.06 Part B - Agency Training Details (field will expand automatically)

The FTO and trainee will discuss the ramifications that commission of perjury or falsification of police reports could have, to include: criminal and civil actions, disciplinary actions, loss of professional credibility and trust, being placed on the Brady List, loss of ability to pursue prosecution in a criminal matter, civil exposure to the agency.

The trainee will demonstrate an understanding that the San Mateo Police Department will not tolerate, or retain, employees who are proven to have committed perjury in any circumstance or who falsifies any police report with the intent to enhance, or hinder, any administrative, civil or criminal proceeding.

14.10.07 Courtroom Testimony Preparation and Demonstration The trainee shall demonstrate the ability to prepare and furnish courtroom testimony in such a manner as to promote professionalism and the administration of justice.								
Reference(s):							Case # (If applicable)	Incident #
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments (field will expand automatically)								

Additional Information:

14.10.07	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

14.10.07	Part B - Agency Training Details (field will expand automatically)
The trainee will demonstrate the ability to properly prepare for a court appearance in a criminal matter (including review of reports and gathering/presenting any pertinent evidence) and to furnish professional and accurate testimony in a criminal proceeding. This can be accomplished in a live or mock proceeding.	

See next page for Attestation

Part 5 – Section 14: Investigation/Evidence

ATTESTATION FOR SECTION 14

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Click on the 'X' in the signature line to activate the signature field > Right click and select "Sign" from the menu.
- Click on "Select Image" > Locate your signature file > Click "Open" to place your signature (date appears automatically).
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and Trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the Trainee in accordance with the agency's training requirements for this portion of the Field Training Program.
 2. The Trainee demonstrated all competencies required for this portion of the Field Training Program.
 3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the Trainee.
 4. The final evaluation of the Trainee's performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the Trainee.
-

Primary Field Training Officer: X Print Full Name: _____

Trainee: X Print Full Name: _____

IMPORTANT: After signing the Attestation, the file will be "locked" and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Right click on the signature line > Select "Remove" from the menu.

See the following pages for Instructions to Administrators and FTOs

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (<https://www.post.ca.gov/field-training--police-training.aspx>). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.
2. **Front cover (optional):** To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.
3. **For each section (1–18):**
 - Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
 - Below each table:
 - Part A:* Enter applicable references from your agency's Policies & Procedure Manual.
 - Part B:* Enter your agency's training details.
4. **After completing ALL sections (1–18),** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
 - 1) **Your completed FTP Guide**
 - 2) **FTP Approval Checklist** ([POST Form 2-230](#))
NOTE: Guides submitted without this form will NOT be reviewed.
 - 3) **Your Department's Policy & Procedure Manual**
5. MAIL YOUR ELECTRONIC MEDIA TO:
Commission on POST
860 Stillwater Road, Suite 100
West Sacramento, CA 95605
Attn: Phil Caporale – BTB
6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency's Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. **Tracking your training sessions:**
 - Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
 - Enter any note-worthy comments related to the trainee's performance.
3. **If trainee requires remedial training:**
 - Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
 - Enter any additional note-worthy comments related to the trainee's performance.
4. **Attestation:** After all competencies have been performed, including any remedial training, the primary FTO and Trainee **MUST** enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section

SECTION **15**

Tactical Communication/Conflict Resolution

15.1 – 15.4 COMPETENCY REQUIREMENTS

Contents
15.1 Tactical Communications
15.2 Handling Disputes (General)
15.3 Civil Disputes
15.4 Repossessions
List of Subtopics
Attestation
Instructions to Administrators
Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

- 1) The POST FTP Approval Checklist ([Form 2-230](#))
- 2) Your department's *Policy & Procedure Manual*
- 3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS**15.1 TACTICAL COMMUNICATION**

- 15.1.01 Verbal and Nonverbal Cues
- 15.1.02 Benefits of Tactical Communication
- 15.1.03 Demonstration of Tactical Communication
- 15.1.04 Deflection Techniques
- 15.1.05 Five-Step Process for Generating Voluntary Compliance

15.2 HANDLING DISPUTES (GENERAL)

- 15.2.01 Basic Responsibilities at the Scene of a Dispute
- 15.2.02 Social Service Organizations
- 15.2.03 Inherent Dangers to Officers
- 15.2.04 Separating Parties in a Dispute
- 15.2.05 Private Person Arrest Procedures
- 15.2.06 Use of Different Techniques
- 15.2.07 Handling a Dispute Situation

15.3 CIVIL DISPUTES

- 15.3.01 Agency Policy on Landlord-Tenant Disputes
- 15.3.02 California Law and Agency Procedures Regarding Landlord-Tenant Disputes
- 15.3.03 Agency Policy on Labor-Management Disputes
- 15.3.04 Policing Problems During Labor-Management Disputes
- 15.3.05 Small Claims Court
- 15.3.06 Handling a Civil Dispute

15.4 REPOSSESSIONS

- 15.4.01 Rules and Agency Policy Regarding Repossessions

SECTION 15 TACTICAL COMMUNICATION/CONFLICT RESOLUTIONCHECK ONE ONLY: ☐ PHASE 1 ☐ PHASE 2 ☐ PHASE 3 ☐ PHASE 4 ☐ PHASE 5

Trainee

FTO

15.1 TACTICAL COMMUNICATION**15.1.01 Verbal and Nonverbal Cues**

The trainee shall discuss how tactical communication involves both professional demeanor and words (verbal and nonverbal cues).

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments:								

Additional Information:

15.1.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

15.1.01 Part B - Agency Training Details (field will expand automatically) The FTO and trainee will discuss tactical communication, which includes both professional demeanor (presence) and effective verbal and non-verbal communication strategies, along with active listening and awareness of cues and indicators being given by the person being communicated with.

15.1.02 Benefits of Tactical Communication

The trainee shall identify and explain the benefits of tactical communication, including:

- A. Enhanced safety (reduced likelihood of physical confrontation and injury)
- B. Enhanced professionalism (decreased citizen complaints, personal and professional stress, and civil liability)

Reference(s):					Case # (If applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments:								

Additional Information:

15.1.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

☒ N/A

15.1.02 Part B - Agency Training Details (field will expand automatically)

15.1.03 Demonstration of Tactical Communication The trainee shall demonstrate an ability to perform in a calm, professional demeanor while de-escalating hostilities or conflicts (i.e., without resorting to physical violence).								
Reference(s):							Case # (If applicable)	Incident #
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments:								

Additional Information:

15.1.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

15.1.03 Part B - Agency Training Details (field will expand automatically)

15.1.04 Deflection Techniques

The trainee shall explain and demonstrate the ability to use deflection techniques in response to verbal abuse. Every word that follows “but” should be professional language that is goal directed. Examples might include:

A. “I appreciate that, but I need to see your driver’s license, vehicle registration, and proof of insurance.”

B. “I understand that, but I need you to move your vehicle.”

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:**15.1.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☒ N/A

15.1.04 Part B - Agency Training Details (field will expand automatically)

The FTO and trainee will discuss various deflection techniques and strategies, including those listed above (A & B).

The trainee will develop basic skills in tactical communication so that it becomes more instinctive and less of a fragmented process.

The trainee will employ tactical communication strategies to de-escalate violence or conflict, whenever appropriate.

15.1.05 Five-Step Process for Generating Voluntary Compliance

Given a scenario or an actual incident involving an uncooperative subject(s), the trainee shall be able to generate voluntary compliance using the five-step process:

- A. **Ask** (Ethical Appeal) – The subject is given an opportunity to voluntarily comply by simply being asked to comply
- B. **Set Context** (Reasonable Appeal) – The “why” questions are answered by the identification or explanation of the law, policy, or rationale that applies to the situation.
- C. **Present Options** (Personal Appeal) – Explain possible options
- D. **Confirm** (Practice Appeal) – Provides one last opportunity for voluntary compliance. For example, “Is there anything I can say to gain your cooperation at this time?”
- E. **Act** (Take appropriate action)

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

15.1.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

☒ N/A

15.1.05 Part B - Agency Training Details (field will expand automatically)

The FTO and trainee will discuss the 5-step process listed above (A-E).

The trainee will demonstrate an understanding of, and apply, the 5-step process and will attempt to incorporate that process into their contacts.

15.2 HANDLING DISPUTES (GENERAL)**15.2.01 Basic Responsibilities at the Scene of a Dispute**

The trainee shall explain an officer's basic responsibilities at the scene of a dispute. These responsibilities shall minimally include:

A. Remaining impartial B. Preserving the peace C. Determining whether or not a crime has been committed D. Conducting an investigation if a crime has been committed. E. Providing safety to individuals and property	F. Suggesting solutions to the problem G. Offering appropriate referrals H. Considering arrest as a reasonable alternative if a crime has been committed

Reference(s):					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments:								

Additional Information:

15.2.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

☒ N/A

15.2.01 Part B - Agency Training Details (field will expand automatically)

The FTO and trainee will discuss the response to disputes and the role of the police in handling disputes between two or more persons, to include the responsibilities and tactics listed above (A-H). The discussion will include some strategies that have worked for the FTO in the past and referral resources that may be available to help in resolving the conflict/dispute.

The trainee will demonstrate the understanding that his/her role in responding to a dispute is to keep the peace and attempt to provide some resolution without resorting to force or arrest, unless a crime has occurred and an arrest is appropriate.

15.2.02 Social Service Organizations

The trainee shall identify various social service organizations that are available within the city or county to render assistance in dispute situations. These organizations shall minimally include those dealing with:

A. Public health B. Alcohol problems C. Family counseling and child guidance D. Drug problems	E. Humane Society/Society for the Prevention of Cruelty to Animals (SPCA) F. Any additional city/county agencies or organizations

<i>Reference(s):</i>					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
	Trainee:							
Comments:								

Additional Information:**15.2.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☒ N/A

15.2.02 Part B - Agency Training Details (field will expand automatically)

The FTO and trainee will discuss the social service agencies available locally that might provide assistance in resolving various disputes, including those agencies listed above.

The trainee will maintain a list of local resources and contact numbers for use in providing referrals.

15.2.03 Inherent Dangers to Officers The trainee shall explain the inherent dangers to officers who enter the home of a family (or other occupants) involved in a dispute.								
Reference(s):							Case # (If applicable)	Incident #
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments:								

Additional Information:

15.2.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

15.2.03 Part B - Agency Training Details (field will expand automatically) The FTO and trainee will discuss the elevated level of danger in responding to family disputes, situations involving persons with mental disorders, or an altered state of mind, and tactics for best responding to these events safely. The trainee will never respond to a dispute or situation that is anticipated to involve conflict or potential violence without adequate support and cover officer(s).

15.2.04 Separating Parties in a Dispute The trainee shall explain the advantages and disadvantages of separating parties in a dispute and gathering information from them individually.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments:								

Additional Information:

15.2.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A
15.2.04 Part B - Agency Training Details (field will expand automatically) The FTO and trainee will discuss the reasons for separating parties involved in disputes, to include: de-escalation, preventing intimidation, obtaining truthful statements and forming strategies for further action. The FTO and trainee will discuss reasons for not separating parties involved in disputes, to include: officer safety considerations and the opportunity to collaborate in developing a resolution.	

15.2.05 Private Person Arrest Procedures								
The trainee shall explain private person arrest procedures at disputes.								
Reference(s):							Case # (If applicable)	Incident #
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments:								

Additional Information:

15.2.05	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☐ N/A
San Mateo PD Policy Manual section 364 (Private Persons Arrests)		

15.2.05	Part B - Agency Training Details (field will expand automatically)
The FTO and trainee will discuss procedures for making arrests during the investigation of disputes, including considerations relative to private party arrests for misdemeanor offenses that weren't committed in the officers' presence and are not one of the offenses that waive the misdemeanor presence requirement. The trainee will demonstrate an understanding of Department policy relative to private party arrests (Policy Manual section 364) and the procedures for private party arrests, including any notification requirements and reports. Given the opportunity, the trainee will explain a person's right to make a private party arrest in qualifying situations and will properly process and document the arrest, if one is made.	

15.2.06 Use of Different Techniques

The trainee shall assess and explain different techniques to use in given dispute situations. These situations shall minimally include:

A. Family disputes	C. Juvenile dispute
B. Neighbor disputes	D. Loud parties/loud noise

Reference(s):					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments:								

Additional Information:**15.2.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☒ N/A

15.2.06 Part B - Agency Training Details (field will expand automatically)

15.2.07 Handling a Dispute Situation Given a scenario or an actual incident involving a dispute, the trainee shall assess and handle the dispute in a safe, efficient, reasonable, and discretionary manner.								
Reference(s):							Case # (If applicable)	Incident #
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated? ☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	Remedial Training		How Remediated? ☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
	Signature	Date	Signature	Date		Signature	Date	
Trainee:								
Comments:								

Additional Information:

15.2.07 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

15.2.07 Part B - Agency Training Details (field will expand automatically) The trainee will effectively assess and handle at least one dispute situation either through effective negotiation, making appropriate referrals, or the arrest of one or more parties to the dispute, to include proper notifications and documentation per Departmental policy and procedure.

15.3 CIVIL DISPUTES								
15.3.01 Agency Policy on Landlord-Tenant Disputes The trainee shall review and explain the agency's policy on handling landlord-tenant disputes.								
Reference(s):							Case # (If applicable)	Incident #
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated? ☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	Remedial Training		How Remediated? ☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
	Signature	Date	Signature	Date		Signature	Date	
Trainee:								
Comments:								

Additional Information:

15.3.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

15.3.01	Part B - Agency Training Details (field will expand automatically) The FTO and trainee will discuss landlord-tenant disputes, including the rights of landlords and tenants, as provided in the Civil Code. The FTO will ensure that the trainee has received and reviewed any resource materials for handling landlord-tenant situations that are provided by the Department or any other authorized source.

15.3.02 California Law and Agency Procedures Regarding Landlord-Tenant Disputes

The trainee shall identify and explain California law (civil and criminal) and agency procedures applicable to situations that arise from landlord-tenant disputes. These situations shall minimally include:

A. Evictions	C. Trespasses
B. Lockouts	D. Confiscation of property

Reference(s):					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
					☐ Field Perform			☐ Field Perform
					☐ Role Play			☐ Role Play
Trainee:					☐ Written Test			☐ Written Test
					☐ Verbal Test			☐ Verbal Test
Comments:								

Additional Information:

15.3.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

15.3.02 Part B - Agency Training Details (field will expand automatically)

The FTO and trainee will discuss landlord and tenant protections and rights relating to evictions, lockouts, trespassing and confiscation of property.

The trainee will demonstrate an understanding of basic landlord-tenant protections and rights for the circumstances listed above (A-D) and Departmental policy for response and involvement in landlord-tenant disputes relative to these circumstances.

15.3.03 Agency Policy on Labor-Management Disputes The trainee shall review and explain the agency's policy on labor-management disputes.								
Reference(s):							Case # (If applicable)	Incident #
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments:								

Additional Information:

15.3.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

15.3.03 Part B - Agency Training Details (field will expand automatically) The trainee will demonstrate an understanding of Departmental policy for response to labor-management disputes, which primarily consists of keeping the peace and ensuring safe traffic flow on public roadways.

15.3.04 Policing Problems During Labor-Management Disputes

The trainee shall explain agency policy and procedures relative to typical policing problems that occur during labor-management disputes. These problems shall minimally include:

A. Obstruction of ingress or egress	D. Violence and vandalism
B. Blocking of sidewalks and roadways	E. Trespasses
C. Outside agitators	

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:**15.3.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☒ N/A**15.3.04 Part B - Agency Training Details (field will expand automatically)**

The FTO and trainee will discuss the most common problems that occur during labor-management disputes listed above (A-E) and Departmental policy relative to each.

15.3.05 Small Claims Court The trainee shall explain the role of the small claims court relative to civil disputes.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments:								

Additional Information:

15.3.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

15.3.05 Part B - Agency Training Details (field will expand automatically) The FTO and trainee will discuss the small claims procedure for San Mateo County, where a person can go for assistance with small claims actions and what the current limit for small claims cases. Some of the best resources for small claims actions are County court clerks' offices and internet searches.

15.3.06 Handling a Civil Dispute Given any situation involving a civil dispute, the trainee shall assess and handle the situation in a safe and effective manner, consistent with agency policy and state law.								
Reference(s):							Case # (If applicable)	Incident #
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
	Trainee:							
Comments:								

Additional Information:

15.3.06	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

15.3.06	Part B - Agency Training Details (field will expand automatically)

15.4 REPOSSESSIONS								
15.4.01 Rules and Agency Policy Regarding Repossessions The trainee shall explain and discuss the general rules and agency policies regarding property repossessions. These shall minimally include: A. What property is subject to repossession B. Who may make a repossession C. To what lengths a repossessioner may go D. When a repossession is complete								
Reference(s):							Case # (If applicable)	Incident #
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments:								

Additional Information:

15.4.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

15.4.01	Part B - Agency Training Details (field will expand automatically) The FTO and trainee will discuss repossession of property, in general, and particularly as it applies to motor vehicles (typically defaults on leases or loans). The discussion will include the considerations listed above (A-D), reporting requirements outlined in Vehicle Code section 28, and Departmental policy when called to investigate or assist in a repossession situation. The trainee will demonstrate the understanding that repossession of property is an approved civil process, however those repossessing property have certain limitations and notification requirements.

See next page for Attestation

Part 5 – Section 15: Tactical Communication/Conflict Resolution

ATTESTATION FOR SECTION 15

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Click on the 'X' in the signature line to activate the signature field > Right click and select "Sign" from the menu.
- Click on "Select Image" > Locate your signature file > Click "Open" to place your signature (date appears automatically).
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and Trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the Trainee in accordance with the agency's training requirements for this portion of the Field Training Program.
 2. The Trainee demonstrated all competencies required for this portion of the Field Training Program.
 3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the Trainee.
 4. The final evaluation of the Trainee's performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the Trainee.
-

X _____

Primary Field Training Officer:

Print Full Name: _____

X _____

Trainee:

Print Full Name: _____

IMPORTANT: After signing the Attestation, the file will be "locked" and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Right click on the signature line > Select "Remove" from the menu.

See the following pages for Instructions to Administrators and FTOs

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (<https://www.post.ca.gov/field-training--police-training.aspx>). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.
2. **Front cover (optional):** To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.
3. **For each section (1–18):**
 - a. Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
 - b. Below each table:
 - *Part A:* Enter applicable references from your agency’s Policies & Procedure Manual.
 - *Part B:* Enter your agency’s training details.
4. **After completing ALL sections (1–18),** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
 - 1) **Your completed FTP Guide**
 - 2) **FTP Approval Checklist** ([POST Form 2-230](#))
NOTE: Guides submitted without this form will NOT be reviewed.
 - 3) **Your Department’s Policy & Procedure Manual**
5. MAIL YOUR ELECTRONIC MEDIA TO:
Commission on POST
860 Stillwater Road, Suite 100
West Sacramento, CA 95605
Attn: Phil Caporale – BTB
6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

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1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. **Tracking your training sessions:**
 - a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
 - b. Enter any note-worthy comments related to the trainee's performance.
3. **If trainee requires remedial training:**
 - c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
 - d. Enter any additional note-worthy comments related to the trainee's performance.
4. **Attestation:** After all competencies have been performed, including any remedial training, the primary FTO and Trainee **MUST** enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section

SECTION **16**
Traffic

16.1 – 16.5 **COMPETENCY REQUIREMENTS**

Contents
16.1 Vehicle Codes
16.2 Impounding/Storing Vehicles
16.3 Vehicle Collisions
16.4 Traffic Control/Direction
16.5 Driving Under the Influence (DUI)
List of Subtopics
Attestation
Instructions to Administrators
Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

- 1) The POST FTP Approval Checklist ([Form 2-230](#))
- 2) Your department's *Policy & Procedure Manual*
- 3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS**6.1 VEHICLE CODES**

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- 16.1.05 Enforcement Options
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SECTION 16 TRAFFICCHECK ONE ONLY: ☐ PHASE 1 ☐ PHASE 2 ☐ PHASE 3 ☐ PHASE 4 ☐ PHASE 5

Trainee

FTO

16.1 VEHICLE CODES**16.1.01 Vehicle Code Laws**

The trainee shall discuss the California Vehicle Code laws that pertain to the operation of motor vehicles and shall be able to recognize violations.

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments:								

Additional Information:**16.1.01 Part A - Reference Agency Policies/Procedures, if applicable** (600 characters maximum)☐ N/A

16.1.01 Part B - Agency Training Details *(field will expand automatically)*

The trainee will demonstrate a basic understanding of the California vehicle code relative to the operation of motor vehicles and shall be able to recognize vehicle code violations. The trainee will also demonstrate how to navigate the vehicle code to find various sections and definitions.

The trainee will be able to discern the difference between Authorative vs. Punitive sections of the vehicle code. Shall vs. May, CVC general provision 15.

The trainee will familiarize him or herself with SMPD Manual section 500 - Traffic. The ultimate goal of traffic law enforcement is to reduce traffic collisions. This may be achieved through the application of such techniques as geographic/temporal assignment of personnel and equipment and the establishment of preventive patrols to deal with specific categories of unlawful driving behavior. Traffic enforcement techniques are based on accident data, enforcement activity records, traffic volume, and traffic conditions. This department provides enforcement efforts toward violations, not only in proportion to the frequency of their occurrence in accident situations, but also in terms of traffic-related needs

16.1.02 Vehicle Code Terminology

The trainee shall define the following terms as used in the California Vehicle Code:

A. Crosswalk	G. Motor vehicle
B. Darkness	H. Roadway
C. Driver	I. School bus
D. Highway	J. Sidewalk
E. Intersection	K. Vehicle
F. Limit line	L. Pedestrian

Reference(s):					Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training	How Remediated?
	Signature	Date	Signature	Date		Signature	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test		
Trainee:							
Comments:							

Additional Information:

16.1.02	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

16.1.02	Part B - Agency Training Details (field will expand automatically) CVC sections 275,280,305,360,365,377,415,530,545,555,670,467

16.1.03 Vehicle Code Authority to Arrest								
The trainee shall review and explain the elements of vehicle code sections giving authority to arrest.								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments:								

Additional Information:

16.1.03	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

16.1.03	Part B - Agency Training Details (field will expand automatically) The trainee will demonstrate a clear understanding of when a peace officer can arrest without a warrant (CVC 40300.5) and when an offense requires a mandatory appearance before a magistrate (CVC 40302) or optional appearance before a magistrate (CVC 40303).

16.1.04 Common Vehicle Code Violations

The trainee shall identify common California Vehicle Code violations by code number and classification. These violations shall minimally include those dealing with:

A. Vehicle registration and insurance requirements	J. U-turns
B. Theft of and tampering with vehicles	K. Stopping, standing, and parking
C. Driver's license and identification cards including suspensions	L. Driving under the influence
D. Hit and run	M. Equipment violations
E. Traffic control signals	N. Fleeing/evading an officer
F. Other traffic control devices	O. Reckless driving
G. Driving, overtaking, and passing	P. Seatbelt violations
H. Right of way	Q. Other public offenses
I. Pedestrians	

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.1.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

☒ N/A

16.1.04 Part B - Agency Training Details (field will expand automatically)

16.1.05 Enforcement Options

The trainee shall discuss enforcement options after observing a traffic violation, including:

- A. Verbal warning
 B. Issuing a citation
 C. Physical Arrest

Reference(s):					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated? ☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	Remedial Training		How Remediated? ☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
	Signature	Date	Signature	Date		Signature	Date	
Trainee:								
Comments:								

Additional Information:

16.1.05	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☐ N/A

16.1.05 Part B - Agency Training Details *(field will expand automatically)*

The trainee shall discuss enforcement options listed above for different violations (to include all three). At a minimum these explanations should include:

1. Public safety
2. Education
3. Community policing

16.1.06 Completing a Citation The trainee shall properly and legibly complete a citation for an observed traffic offense within a reasonable amount of time.								
Reference(s):							Case # (If applicable)	Incident #
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated? ☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	Remedial Training		How Remediated? ☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
	Signature	Date	Signature	Date		Signature	Date	
Trainee:								
Comments:								

Additional Information:

16.1.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) San Mateo policy sections 516.3 Dismissal of Traffic Citations, 516.4 Voiding of Traffic Citations, 516.5 Corrections of traffic Citations	☐ N/A

16.1.06 Part B - Agency Training Details *(field will expand automatically)*

The trainee will demonstrate how to complete and submit the following types of citations and forms:

A. Traffic Citation

- 1.) Moving violation
- 2.) Owner's responsibility

B. Traffic citation - parking, registration, and equipment

C. traffic citation continuation form.

D. Warning notice - 72-hour public property

E. Vehicle abatement - private property

F. Correction letter (errors on completed citation)

G. Request for re-examination of a driver's license (DMV form DS-427)

H. Verbal notification of driver's license suspension (DMV form 310)

I. Trial by declaration

The trainee will know the proper procedure on how to void an unissued citation and correct an issued citation.

The trainee shall demonstrate a clear understanding of the differences between a quality citation vs. a "numbers" type citation. The explanation shall minimally include:

A. High collision location

B. Complaint areas

C. High crime areas

16.1.07 Promise to Appear The trainee shall explain that the required signature of a violator on a citation is not an admission of guilt, but a promise to appear.								
Reference(s):							Case # (If applicable)	Incident #
FTO: Trainee:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments:								

Additional Information:

16.1.07	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☐ N/A

16.1.07	Part B - Agency Training Details (field will expand automatically) The FTO and trainee will discuss how to use communication skills to effectively "sell" a ticket and explain to a citizen that signing a citation is a promise to appear at traffic court on or before the listed court date on the citation. The FTO and trainee will discuss the proper procedure for handling a situation where a person refuses to sign the citation. The trainee will show a clear understanding of CVC 40302 (a) through (d).

16.2 IMPOUNDING/STORING VEHICLES								
16.2.01 Agency Policy Regarding Tows The trainee shall review and explain the agency's policy regarding towing procedures.								
Reference(s):							Case # (If applicable)	Incident #
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated? ☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	Remedial Training		How Remediated? ☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
	Signature	Date	Signature	Date		Signature	Date	
Trainee:								
Comments:								

Additional Information:

16.2.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☐ N/A
San Mateo policy section 510 - Vehicle Towing and Release, California Vehicle Code		

16.2.01 Part B - Agency Training Details *(field will expand automatically)*

The trainee shall demonstrate a clear understanding of the responsibilities related to towing a vehicle. This will minimally include the following:

1. Properly completing a storage report (CHP form 180). In addition to the listed information needed to properly fill out a CHP 180, the trainee will include a comprehensive inventory of the vehicle.
2. Proper removal from a collision scene (owners request v rotational tow with CHP 180)
3. Storage at arrests scenes (exceptions to tow, evidence, and community caretaker doctrine)
4. Impounds at sobriety checkpoints. Whenever a driver is stopped at a sobriety checkpoint and the only violation is that the operator is driving without a valid driver's license, the officer shall make a reasonable attempt to identify the registered owner of the vehicle (Vehicle Code § 2814.2). The officer shall release the vehicle to the registered owner if the person is a licensed driver, or to another licensed driver authorized by the registered owner, provided the vehicle is claimed prior to the conclusion of the checkpoint operation.
5. Ensuring the tow is entered into SVS as soon as practical
6. Explaining the requirements and procedure on how to obtain a SMPD tow release to the registered owner or their designee.

16.2.02 Towing Authorities

The trainee shall identify and explain situations where he or she may have the authority to remove, store, and/or impound vehicles, including:

A. Abandoned vehicles – VEH 22669(a) B. Traffic hazards– VEH 22651(b) C. Incident to an arrest– VEH 22651(h) D. Stored for safekeeping – VEH 22651(g) E. Stolen, recovered, and not released in the field – VEH 22651(c) and VEH 22653(a)	F. Held for investigation –VEH 22655.5 G. Involved in hit and run – VEH 22655 or VEH 22653(b) H. VIN removed – VEH 10751 I. Held for operation by unlicensed driver – VEH 22651(p)

Reference(s):					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments:								

Additional Information:**16.2.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**
☐ N/A

San Mateo policy sections 510.2+

16.2.02 Part B - Agency Training Details (field will expand automatically)

In addition to being able to identify and explain instances where the above authorities could be used to remove, store, and/or impound a vehicle, the FTO and trainee will discuss legal and practical exceptions to towing (sobriety check points, higher priority/emergency calls for service, legally parked and not used in a crime, etc.)

16.2.03 Impounds from Public or Private Property The trainee shall discuss the legal authorities and instances, which permit an officer to remove, impound, and/or store a vehicle from public and/or private property.								
Reference(s):							Case # (If applicable)	Incident #
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments:								

Additional Information:

16.2.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

16.2.03 Part B - Agency Training Details (field will expand automatically) The trainee shall explain, in detail, the circumstances that would allow a vehicle to be towed from private property. This explanation shall include the following:
1. Evidence 2. Used in the commission of a crime, driver arrested 3. Stolen recovery 4. When a property owner has met the requirements in CVC 22658

16.2.04 Handling a Vehicle Impound/Storage

Given an incident in which a vehicle is to be impounded or stored, the trainee shall impound or store the vehicle in an authorized manner. This shall minimally include:

- A. Compliance with state law
- B. Compliance with agency policy
- C. Completion of all required reports in a satisfactory manner

Reference(s):						Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated? ☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	Remedial Training		How Remediated? ☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	
	Signature	Date	Signature	Date		Signature	Date		
Trainee:									
Comments:									

Additional Information:

16.2.04	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☐ N/A
	San Mateo policy section 510 - Vehicle Towing and Release, California Vehicle Code	

16.2.04	Part B - Agency Training Details (field will expand automatically)
The trainee will demonstrate how to properly tow or impound. At a minimum, this will include the following:	
- Proper inventory of property - Complete property report (CHP 180), free from errors, legible, and with accurate information (Authority sections, PC section if applicable, prior damage notated, etc.) - Owner provided with a copy of CHP 180 when applicable - Tow agent signed and provided a copy of CHP 180 - Vehicle entered into SVS	

16.3 VEHICLE COLLISIONS									
16.3.01 Preventing Accidents The trainee shall discuss an officer's responsibilities in preventing accidents in the community, including: A. Education B. Enforcement C. Proactive engineering recommendations D. Patrol awareness (including assisting stranded motorists) E. Environmental factors that detract from traffic safety F. Development of positive inter-agency relationships with road/street department, public works, planning, and traffic safety commission.									
Reference(s):							Case # (If applicable)		Incident #
FTO: Trainee:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	Signature	Date	Signature	Date		Signature	Date		
					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	
Comments:									

Additional Information:

16.3.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

16.3.01	Part B - Agency Training Details (field will expand automatically)
The FTO and trainee will discuss A - F from above. The FTO will provide instruction to the trainee on how to contact other city departments or Caltrans to assist in making the roadways a safer environment. The FTO and trainee will discuss tools and resources available to the department to assist in preventing vehicle collisions (decoy cars, radar trailers, TAP, STEP, etc.	

16.3.02 Primary Duties at Traffic Accident Scene

The trainee shall explain the primary duties of an officer at any traffic accident scene, including:

A. Determining injuries and need for emergency first aid treatment	D. Ascertaining the need for medics/ambulance service
B. Protecting the scene, including persons and property involved	E. Considering the need for tow services
C. Appropriate use of flares (away from flammable materials, spilled fuel, etc.)	F. Determining the need for further assistance

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments:								

Additional Information:**16.3.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☐ N/A

San Mateo policy section 502, CHP Collision Investigation Manual (CIM)

16.3.02 Part B - Agency Training Details (field will expand automatically)

The trainee will demonstrate a clear understanding of the need to quickly and accurately determine the scope of a collision scene and take appropriate action, which includes A-F from above.

16.3.03 Agency Policy Regarding Collision Investigations The trainee shall review and explain the agency's policy regarding traffic collision investigation and reporting.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments:								

Additional Information:

16.3.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) San Mateo policy section 502 Traffic Collision Reporting	☐ N/A

16.3.03 Part B - Agency Training Details (field will expand automatically) The trainee shall define the term vehicle collision. The trainee shall be familiar with department policy regarding traffic collision investigation and reporting: A. Criteria for reports taken by: 1. Patrol officers 2. Traffic officers 3. Traffic Specialists 4. MAIT team callout (Major Accident Investigation Team) B. Types of Reports: 1. Collision Investigation 2. Collision – Summary Cause report 3. SMPD Traffic Collision Information Exchange card.

16.3.04 Removing Vehicles from the Highway The trainee shall discuss advantages and disadvantages of immediately removing (or having removed) from the highway all vehicles involved in a traffic accident.								
Reference(s):							Case # (If applicable)	Incident #
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
	Trainee:							
Comments:								

Additional Information:

16.3.04	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) San Mateo policy section 510 (Vehicle Towing and Release)	☐ N/A

16.3.04	Part B - Agency Training Details (field will expand automatically)

16.3.05 Mandatory Investigations

The trainee shall discuss the instances when a traffic accident must be investigated by law and agency policy. These instances shall minimally include any:

A. Injury accidents	C. Accidents involving suspected drunk drivers
B. Hit and run accidents	D. Accident involving city, county, or state property

<i>Reference(s):</i>					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments:								

Additional Information:

16.3.05	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) San Mateo policy section 502 (Traffic Collision Reporting)	☐ N/A

16.3.05	Part B - Agency Training Details (field will expand automatically)

16.3.06 Collision Investigation Terminology

The trainee shall review and discuss the terms relevant to traffic collision investigations, to include:

- A. **Accident or Collision** – An unintentional event that causes damage, injury, or death
- B. **Area of Impact** – The geographical location at which the involved parties came into contact, as a result of the vehicle collision, with one another, another object, or a surface
- C. **Classification of Injuries** – Complaint of pain, fatal injury, severe injury, and other visible injuries
- D. **Coefficient of Friction** – Measure of adhesion between two surfaces (e.g., a tire and the roadway); the lower the coefficient of friction, the more slippery the road surface
- E. **Deliberate Intent** – An intentional act that directly or indirectly involves a motor vehicle in transport that purposely causes damage to property or injury to any person
- F. **In Transport** – The state or condition of a vehicle when it is in use primarily for moving persons or property (including the vehicle itself) from one to place to another
- G. **Other Parties** – A person other than the operator of the motor vehicle (includes driverless vehicle, a vehicle being towed by other than a rigid tow bar or tow truck, animal drawn conveyances, injured equestrians, injured parties in a train, airplane or cable car, or in highway construction equipment not in transport, injured parties in or upon a structure)
- H. **Primary Collision Factor** – The one element or driving action, which in the officer's opinion best describes the primary or main cause of the collision
- I. **Witness** – A person other than an involved party or a passenger who can provide information relevant to the accident

Reference(s):					Case # (If applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments:								

Additional Information:

16.3.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

☒ N/A

16.3.06 Part B - Agency Training Details (field will expand automatically)

16.3.07 Factual Diagram

The trainee shall identify the basic elements necessary to complete a factual diagram and/or sketch when investigating the scene of a traffic collision. The elements are:

A. Indications of compass direction	C. Use of appropriate illustrations
B. Measurement of the scene in proportion, but not necessarily to scale	D. Determining the area of impact and the point of rest

Reference(s):					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated? ☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	Remedial Training		How Remediated? ☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
	Signature	Date	Signature	Date		Signature	Date	
Trainee:								
Comments:								

Additional Information:

16.3.07	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

16.3.07	Part B - Agency Training Details (field will expand automatically)

16.3.08 Types of Physical Evidence

The trainee shall identify types of physical evidence used to determine the cause of a collision, including:

- A. Locked wheel skid, critical speed scuff, impending skid, side skids, and acceleration scuff
- B. Debris, glass, vehicle parts, fluids, and other related property damage
- C. Photographs of the scene

Reference(s):						Case # (If applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	Signature	Date	Signature	Date		Signature	Date		
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	
Trainee:									
Comments:									

Additional Information:

16.3.08 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☐ N/A

16.3.08 Part B - Agency Training Details (field will expand automatically) The trainee shall also demonstrate how to properly mark, collect, and record evidence.

16.3.09 Collision Investigation Information

The trainee shall identify information to be obtained during a collision investigation interview, including:

A. Identity of the involved parties and vehicle information	C. Chronology of collision events
B. Time and location of collision events	D. Elements unique to hit and run collisions, if applicable

Reference(s):					Case # (If applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments:								

Additional Information:

16.3.09 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A

16.3.09 Part B - Agency Training Details (field will expand automatically)

The trainee will become familiar with the appropriate traffic investigation forms (CHP 555, SMPD info exchange etc) and demonstrate the ability to consistently obtain all of the needed information at the scene of a collision to properly complete his/her report.

16.3.10 Handling a Traffic Collision Given a traffic accident, the trainee shall respond in a safe, efficient, and effective manner, and shall properly and accurately report the accident according to agency policy, including identification of the primary collision factor, along with any associated collision factors.										
Reference(s):							Case # (If applicable)	Incident #		
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?		
	Signature	Date	Signature	Date		Signature	Date			
Trainee:										
Comments:										

Additional Information:

16.3.10	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) San Mateo policy section 502 (Traffic Collision Reporting)	☐ N/A

16.3.10	Part B - Agency Training Details (field will expand automatically) Given appropriate incidents, the trainee shall respond pursuant to department policy, and shall accurately document the following types of collisions in compliance with the CHP Collision Investigation Manual (CIM): A. Investigated "Injury" collision B. Non-injury collision C. Hit & Run collision

16.4 TRAFFIC CONTROL/DIRECTION**16.4.01 Traffic Hand Signals**

The trainee shall demonstrate recognized traffic hand signals used to direct a driver to include:

A. Stop	D. Turn right
B. Start	E. Turn left
C. Keep moving	F. Make a U-turn

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.4.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

☒ N/A

16.4.01 Part B - Agency Training Details *(field will expand automatically)*

The trainee shall discuss the safety considerations involved when directing traffic. This discussion should include the following points:

- A. Make eye contact. Never assume someone see's or understands you.
- B. Make yourself visible. Flare, flashlight, reflective vest.
- C. Keep it simple. Drivers are easily confused.
- D. Place signals on flash prior to attempting to direct traffic at a controlled intersection.
- E. Always extinguish your flare pattern prior to clearing your post.

The trainee shall understand the components of a safe flare or cone pattern.

- A. Gradually close a lane down. Never abruptly close off a lane.
- B. Use your vehicle amber lights to assist in directing the traffic into the desired lane.
Revolving lights give motorists no direction.

16.4.02 Directing Traffic Using a Flashlight

The trainee shall demonstrate a method for using the flashlight to direct traffic in the hours of darkness.

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments:								

Additional Information:**16.4.02 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*
☒ N/A

16.4.02 Part B - Agency Training Details *(field will expand automatically)***16.4.03 Use of Flares**

The trainee shall explain flare patterns, and be able to safely light and extinguish a flare.

Reference(s):					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated? ☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	Remedial Training		How Remediated? ☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
	Signature	Date	Signature	Date		Signature	Date	
Trainee:								
Comments:								

Additional Information:**16.4.03 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*☒ N/A**16.4.03 Part B - Agency Training Details** *(field will expand automatically)*

16.4.04 Demonstrating Appropriate Traffic Control

Given a handout or exercise depicting an accident scene, the trainee shall mark where to place particular types of traffic control devices that will best protect persons and property with regard to the presences of flammable materials and traffic flow.

Reference(s):					Case # (If applicable)	Incident #		
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments:								

Additional Information:

16.4.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

☒ N/A

16.4.04 Part B - Agency Training Details (field will expand automatically)

16.5 DRIVING UNDER THE INFLUENCE (DUI)								
16.5.01 Recognizing Suspected DUI Drivers								
The trainee shall recognize and explain the common behaviors and driving patterns of a person suspected of driving under the influence.								
Reference(s):							Case # (If applicable)	Incident #
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments:								

Additional Information:

16.5.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☐ N/A
	San Mateo policy section 514 (Impaired Driving)	

16.5.01 Part B - Agency Training Details *(field will expand automatically)*

The trainee shall explain common driving observations that indicate a driver is driving under the influence of alcohol/drugs:

- A. Lane straddling
- B. Inconsistent speeds
- C. Driving with high beams lights on
- D. Failing to stop at the limit line
- E. Improper parking
- F. Lane weaving

The trainee shall discuss different ways a driver suspected of driving under the influence comes to the attention of the police:

- A. Direct observation of driving actions by the officer
- B. Citizen's observation of a suspected DUI driver
- C. Officer called to the scene of a collision
- D. As a result of a traffic violation
- E. Driver "passed out" behind the wheel of a running vehicle

16.5.02 Sobriety Tests

The trainee shall explain and demonstrate the sobriety tests used by the agency.

Reference(s):					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated? ☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	Remedial Training		How Remediated? ☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
	Signature	Date	Signature	Date		Signature	Date	
Trainee:								
Comments:								

Additional Information:**16.5.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

San Mateo policy section 514.4 (Field Tests)

16.5.02 Part B - Agency Training Details (field will expand automatically)

The trainee shall explain and demonstrate how to conduct a DUI Investigation using the Standardized Field Sobriety Tests (SFST). The trainee will explain the best practice of requesting a DRE certified officer perform an evaluation of the driver if drugs (other than alcohol) are suspected to be the primary toxicant causing impairment.

16.5.03 Chemical Tests

The trainee shall explain the law and agency policy regarding chemical tests, including how, when, where, and by whom these tests may be given, and the acceptable level of force which may be used to obtain samples.

Reference(s):					Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training	How Remediated?
	Signature	Date	Signature	Date		Signature	Date
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test		
Trainee:							
Comments:							

Additional Information:**16.5.03 Part A - Reference Agency Policies/Procedures, if applicable** (600 characters maximum)☐ N/A

San Mateo policy section 514.5 (Chemical Tests)

16.5.03 Part B - Agency Training Details (field will expand automatically)

The trainee shall explain the implied consent law and the legal requirement to respect the driver's viable choice of chemical test. The trainee will explain when and how much force can be used to obtain a chemical sample. This explanation should minimally include the following:

1. A search warrant has been obtained
2. Exigent circumstances (natural dissipation of alcohol or controlled/prohibited substances from the bloodstream is not an exigency).

CVC 23152, 23140, 23136, 23153, 23612.

16.5.04 Chemical Test Refusals

The trainee shall explain the law and agency policy regarding processing persons who refuse chemical testing.

Reference(s):					Case # (If applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments:								

Additional Information:**16.5.04 Part A - Reference Agency Policies/Procedures, if applicable** (600 characters maximum)☐ N/A

San Mateo policy section 514.6 (Refusals)

16.5.04 Part B - Agency Training Details (field will expand automatically)

When an arrestee refuses to provide a viable chemical sample, officers should:

- Advise the person of the requirement to provide a sample (Vehicle Code § 23612).
- Audio- and/or video-record the admonishment when it is practicable.
- Document the refusal in the appropriate report.

Upon refusal to submit to a chemical test as required by law, officers shall personally serve the notice of order of suspension upon the person and take possession of any state-issued license to operate a motor vehicle that is held by that person (Vehicle Code § 23612(e); Vehicle Code § 23612(f)).

16.5.05 DUI Report Forms

The trainee shall identify the report forms to be used for driving under the influence cases.

Reference(s):					Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training	How Remediated?
	Signature	Date	Signature	Date		Signature	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test		
Trainee:							
Comments:							

Additional Information:**16.5.05 Part A - Reference Agency Policies/Procedures, if applicable** (600 characters maximum)☐ N/A

San Mateo policy section 514 (Impaired Driving)

16.5.05 Part B - Agency Training Details (field will expand automatically)

The trainee will have the required forms to complete a DUI investigation (including the DMV DS 367). The Trainee will be able to explain the legal requirement or purpose of each form.

16.5.06 Handling a Driving Under the Influence Case

Given a situation where a vehicle operator may be driving under the influence, the trainee shall demonstrate the ability to conduct the field and chemical test(s) in a safe and effective manner and shall properly and accurately report the incident.

Reference(s):					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
Trainee:								
☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test								
☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test								
Comments:								

Additional Information:**16.5.06 Part A - Reference Agency Policies/Procedures, if applicable** (600 characters maximum)☐ N/A

San Mateo policy section 514 (Impaired Driving)

16.5.06 Part B - Agency Training Details (field will expand automatically)**See next page for Attestation**

Part 5 – Section 16: Traffic

ATTESTATION FOR SECTION 16

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Click on the 'X' in the signature line to activate the signature field > Right click and select "Sign" from the menu.
- Click on "Select Image" > Locate your signature file > Click "Open" to place your signature (date appears automatically).
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and Trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the Trainee in accordance with the agency's training requirements for this portion of the Field Training Program.
 2. The Trainee demonstrated all competencies required for this portion of the Field Training Program.
 3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the Trainee.
 4. The final evaluation of the Trainee's performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the Trainee.
-

Primary Field Training Officer: X Print Full Name: _____

Trainee: X Print Full Name: _____

IMPORTANT: After signing the Attestation, the file will be "locked" and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Right click on the signature line > Select "Remove" from the menu.

See the following pages for Instructions to Administrators and FTOs

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (<https://www.post.ca.gov/field-training--police-training.aspx>). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.
2. **Front cover (optional):** To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.
3. **For each section (1–18):**
 - Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
 - Below each table:
 - Part A:* Enter applicable references from your agency's Policies & Procedure Manual.
 - Part B:* Enter your agency's training details.
4. **After completing ALL sections (1–18),** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
 - 1) **Your completed FTP Guide**
 - 2) **FTP Approval Checklist** ([POST Form 2-230](#))
NOTE: Guides submitted without this form will NOT be reviewed.
 - 3) **Your Department's Policy & Procedure Manual**
5. MAIL YOUR ELECTRONIC MEDIA TO:
Commission on POST
860 Stillwater Road, Suite 100
West Sacramento, CA 95605
Attn: Phil Caporale – BTB
6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency's Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. ***Set up:*** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. ***Tracking your training sessions:***
 - Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
 - Enter any note-worthy comments related to the trainee's performance.
3. ***If trainee requires remedial training:***
 - Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
 - Enter any additional note-worthy comments related to the trainee's performance.
4. ***Attestation:*** After all competencies have been performed, including any remedial training, the primary FTO and Trainee **MUST** enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section

SECTION 17

Self-Initiated Activity

17.1 COMPETENCY REQUIREMENTS

Contents
17.1 Types of Activities
List of Subtopics
Attestation
Instructions to Administrators
Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

- 1) The POST FTP Approval Checklist ([Form 2-230](#))
- 2) Your department's *Policy & Procedure Manual*
- 3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS

17.1 TYPES OF ACTIVITIES

- 17.1.01 Vehicle Stops
- 17.1.02 Pedestrian Stops
- 17.1.03 Directed Patrol
- 17.1.04 Arrests
- 17.1.05 Other Activities

SECTION 17 SELF-INITIATED ACTIVITYCHECK ONE ONLY: ☐ PHASE 1 ☐ PHASE 2 ☐ PHASE 3 ☐ PHASE 4 ☐ PHASE 5

Trainee

FTO

17.1 TYPES OF ACTIVITIES**17.1.01 Vehicle Stops**

The trainee shall explain the necessity of and demonstrate proficiency in the performance of self-initiated vehicle stops to minimally include:

A. Investigative stops

B. Traffic enforcement

Reference(s):					Case # (If applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments:								

Additional Information:**17.1.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☒ N/A

San Mateo PD Policy Manual section 500 (Traffic Function and Responsibility)

17.1.01 Part B - Agency Training Details *(field will expand automatically)*

The trainee shall demonstrate a clear understanding of how to conduct investigative stops and traffic enforcement stops within the law. This will minimally include the following:

1. Enforcement (Probable cause/reasonable Suspicion)
 - A. Vehicle code violations
 - B. Penal Code Violations
2. Investigative
 - A. Pretext (Whren vs. U.S.)
 - B. Reasonable suspicion

17.1.02 Pedestrian Stops

The trainee shall explain the necessity of and demonstrate proficiency in the performance of self-initiated pedestrian stops to minimally include:

- A. Suspicious persons
- B. Consensual encounters
- C. Enforcement of pedestrian related violations

Reference(s):						Case # (If applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	Signature	Date	Signature	Date		Signature	Date		
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	
Trainee:									
Comments:									

Additional Information:**17.1.02 Part A - Reference Agency Policies/Procedures, if applicable** (600 characters maximum)☐ N/A

San Mateo PD Manual sections 300 Use of Force, 402 Biased-based policing, 458 Foot Pursuits

17.1.02 Part B - Agency Training Details (field will expand automatically)

The trainee shall demonstrate a clear understanding of how to conduct pedestrian contacts within the law/policy. This will minimally include the following:

1. Enforcement stops
2. Investigative Stops
3. Consensual/Casual encounter

The trainee will be able to explain what information or actions they can request / perform for each stop. The trainee will be able to articulate how a consensual encounter can turn into a detainment.

The trainee will explain Terry V Ohio and how it relates to these types of contacts.

17.1.03 Directed Patrol

The trainee shall explain the necessity of and demonstrate proficiency in the performance of self-initiated directed patrol to minimally include:

A. Gang area / Gang activities	D. Pattern crimes
B. DUI enforcement	E. COPS/POP projects, School programs
C. Illegal vendors	

Reference(s):					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments:								

Additional Information:**17.1.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☒ N/A

17.1.03 Part B - Agency Training Details (field will expand automatically)

The FTO and trainee will discuss the term "Directed Patrol" and the purposes for concentrating resources and time to a specific crime trend, high crime area or intelligence relative to future criminal activity. The discussion will include directed patrol activities and strategies relative to the items listed above (A-E), procedures for conducting directed patrol activities (informal vs. formal plans, daily patrol activities vs. large scale operations, etc.) and the necessity for supervisory involvement.

The trainee will demonstrate the ability to identify patterns or behaviors that necessitate the employment of directed patrol tactics in order to prevent or detect criminal activities or arrest persons in the commission of crimes and the process for developing directed patrol activities, including supervisory input, development of a plan (with desired outcomes), gathering resources and implementing the plan.

The trainee will explain how proactive policing affects the community as a whole. The trainee will explain what federal, state, county, city, and department resources are available to assist with directed patrols.

17.1.04 Arrests

The trainee shall explain the necessity of and demonstrate proficiency in the performance of self-initiated arrests to minimally include:

- A. Misdemeanors
- B. Felonies

- C. Others (e.g. Municipal codes, local ordinances)

Reference(s):						Case # (If applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	Signature	Date	Signature	Date		Signature	Date		
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	
Trainee:									
Comments:									

Additional Information:**17.1.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**
☒ N/A
17.1.04 Part B - Agency Training Details (field will expand automatically)

The trainee will demonstrate an understanding of Departmental philosophy and policy relative to proactive, self-initiated enforcement of law violations for felony and misdemeanor statutes, including violations of the San Mateo municipal code.

The trainee will demonstrate the ability to identify criminal violations, self-initiate contacts and arrests (as appropriate), conduct thorough investigations and write complete reports documenting their investigations in these self-initiated scenarios.

The trainee will demonstrate proficiency in proactively contacting persons on their beat. They will take appropriate steps in identifying probable cause, searching, and arresting subjects found to be in violation. The trainee will demonstrate complete situational awareness and officer safety throughout the contract.

17.1.05 Other Activities

The trainee shall explain the need and demonstrate proficiency in additional self-initiated activities to minimally include:

A. Field interview (FI) cards	D. Suspicious circumstances
B. Bar checks	E. Additional agency-specific activities (listed below if applicable)
C. Curfew violators	

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:**17.1.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☒ N/A

17.1.05 Part B - Agency Training Details (field will expand automatically)

The trainee will demonstrate proficiency in conducting the self-initiated activities listed above (A-D).

The trainee will demonstrate proficiency in proactively monitoring schools, parks and other areas where children tend to congregate.

Attonally, the trainee will explain the need to be proactive with the community (C.O.P.S). They will explain how being involved with PAL, local schools and business, as well as residents of the community can help them police the city at large.

See next page for Attestation

Part 5 – Section 17: Self-Initiated Activity

ATTESTATION FOR SECTION 17

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Click on the 'X' in the signature line to activate the signature field > Right click and select "Sign" from the menu.
- Click on "Select Image" > Locate your signature file > Click "Open" to place your signature (date appears automatically).
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and Trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the Trainee in accordance with the agency's training requirements for this portion of the Field Training Program.
 2. The Trainee demonstrated all competencies required for this portion of the Field Training Program.
 3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the Trainee.
 4. The final evaluation of the Trainee's performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the Trainee.
-

Primary Field Training Officer: X Print Full Name: _____

Trainee: X Print Full Name: _____

IMPORTANT: After signing the Attestation, the file will be "locked" and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Right click on the signature line > Select "Remove" from the menu.

See the following pages for Instructions to Administrators and FTOs

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

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2. **Front cover (optional):** To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.
3. **For each section (1–18):**
 - a. Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
 - b. Below each table:
 - *Part A:* Enter applicable references from your agency’s Policies & Procedure Manual.
 - *Part B:* Enter your agency’s training details.
4. **After completing ALL sections (1–18),** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
 - 1) **Your completed FTP Guide**
 - 2) **FTP Approval Checklist** ([POST Form 2-230](#))
NOTE: Guides submitted without this form will NOT be reviewed.
 - 3) **Your Department’s Policy & Procedure Manual**
5. MAIL YOUR ELECTRONIC MEDIA TO:
Commission on POST
860 Stillwater Road, Suite 100
West Sacramento, CA 95605
Attn: Basic Training Bureau (BTB)
6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency's Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. **Tracking your training sessions:**
 - a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
 - b. Enter any note-worthy comments related to the trainee's performance.
3. **If trainee requires remedial training:**
 - c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
 - d. Enter any additional note-worthy comments related to the trainee's performance.
4. **Attestation:** After all competencies have been performed, including any remedial training, the primary FTO and Trainee **MUST** enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section

SECTION 18 Agency-Specific Activities

18.1 COMPETENCY REQUIREMENTS

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18.1 Types of Activities
List of Subtopics
Attestation
Instructions for Section 18 only
Instructions to Administrators
Instructions to FTOs
Add-on Table

Note to Administrators

In order for POST to review and approve your agency's *Field Training Guide*, you **MUST** submit the following electronic files:

- 1) The POST FTP Approval Checklist ([Form 2-230](#))
- 2) Your department's *Policy & Procedure Manual*
- 3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS

18.1 TYPES OF ACTIVITIES

- 18.1.01 Activity: Employee Safety, Support and Injury Prevention Programs
- 18.1.02 Activity: San Mateo County Protocols
- 18.1.03 Activity: Volunteer Programs
- 18.1.04 Activity: Employment/Police Officers' Association

INSTRUCTIONS FOR SECTION 18 ONLY

(See additional instructions for Administrators and FTOs at end of file)

**PORTIONS OF THIS FILE ARE NOT PROTECTED.
USE CAUTION WHEN EDITING TO PREVENT ALTERING THE LAYOUT.**

Section 18 contains four “blank” tables. Fill in the agency-specific activities and descriptions for each subtopic entered. The space provided for descriptions will expand automatically.

To add new table(s):

The last page of this file contains an add-on table for additional activities.

1. Create blank space for the new table after the last activity entered (press RETURN at least twice).
2. Select the entire add-on table, *including* the blank line below the “Additional Information” boxes and choose copy.
3. Go to the desired location and paste the table within the blank space created.

To remove table(s):

Select the entire table, *including* the blank line below the “Additional Information” boxes, and press delete.

Useful links: The following links access California legislative codes and U.S.

SECTION 18 AGENCY-SPECIFIC ACTIVITIESCHECK ONE ONLY: ☐ PHASE 1 ☐ PHASE 2 ☐ PHASE 3 ☐ PHASE 4 ☐ PHASE 5

Trainee

FTO

18.1 TYPES OF ACTIVITIES

The trainee shall explain the necessity of, and demonstrate proficiency in, the performance of agency-specific activities to minimally include the following.

18.1.01 Activity: Employee Safety, Support and Injury Prevention Programs

[Replace this text with description]

Reference(s):					Case # (If applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments:								

Additional Information:**18.1.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

San Mateo PD Policy Manual sections 376 (Chaplains), 377 (Critical Incident Response Team), 379 (Peer Support Program), 707 (Respiratory Protection Program) and 1043 (Police Safety Committee)

18.1.01 Part B - Agency Training Details *(field will expand automatically)*

The FTO and trainee will discuss the various programs in place to enhance and ensure the highest level of support and safety for Police Department employees, how to access Chaplains, Peer Support, and Critical Incident Response Teams for support.

The trainee will read Policy Manual sections 376 (Chaplains), 377 (Critical Incident Response Team), 379 (Peer Support Program), 388 (Injury and Illness Prevention Program), 707 (Respiratory Protection Program) and 1043 (Police Safety Committee).

The trainee will meet with a member of the Peer Support Program and Police Safety Committee to discuss the role of each.

The trainee will comply with the safety and reporting requirements outlined in the Department's Injury and Illness Prevention Program.

18.1.02 Activity: County-wide Protocols

[Replace this text with description]

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments:								

Additional Information:**18.1.02 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*
☐ N/A

San Mateo County Sheriff and Police Chiefs' Association Protocols and Policy Manual section 407 (Mutual Aid Roadblock Plan/Code 666)

18.1.02 Part B - Agency Training Details *(field will expand automatically)*

The FTO and trainee will discuss, in general, the various San Mateo County Sheriff and Police Chiefs' Association protocols and how to access the protocols via the Departmental intranet. (Note: most of the protocols are addressed specifically in earlier sections of this manual.)

The trainee will become familiar with Policy Manual section 407 (Code 666) relative to the established mutual aid roadblock protocol for major crimes and incidents. The FTO and trainee will discuss the policy and specific response protocols.

Given a training scenario, the trainee will explain how he/she would respond to a Code 666.

18.1.03 Activity: Volunteer Programs

[Replace this text with description]

Reference(s):					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
Trainee:								
☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test								
Comments:								

Additional Information:**18.1.03 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*
☐ N/A

San Mateo PD Policy Manual sections 350 (Reserve Officers) and 384 (Volunteer Program)

18.1.03 Part B - Agency Training Details *(field will expand automatically)*

The FTO and trainee will discuss the various volunteer programs within the Department and their role in supporting the mission of the Police Department.

18.1.04 Activity: Employment and Personnel Related Information [Replace this text with description]									
Reference(s):						Case # (If applicable)		Incident #	
FTO: Trainee:	Received Instruction		Competency Demonstrated		How Demonstrated? ☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	Remedial Training		How Remediated? ☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	
	Signature	Date	Signature	Date		Signature	Date		
Comments:									

Additional Information:

18.1.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☐ N/A
San Mateo PD Policy Manual sections 1053 (Use of Police Facilities), 1057 (Work Trades), 1058 (Speech, Expression and Social Networking), 216 (Employee Association Business) and 1055 (Police Association Time Bank)	

18.1.04 Part B - Agency Training Details (field will expand automatically)
The FTO and trainee will discuss the Police Officers' Association, the Peace Officer's Bill of Rights Act, and the Memorandum of Understanding between the POA and the City of San Mateo. The trainee will meet with a representative of the POA to discuss the role of the POA and will receive a copy of the current MOU. The FTO and trainee will discuss City Employee Rules and Regulations and how the trainee can access them. The trainee will read Policy Manual sections 1053 (Use of Police Facilities), 1057 (Work Trades) and 1058 (Speech, Expression and Social Networking) and discuss any questions they have with the FTO.

See next page for Attestation

Part 5 – Section 18: Agency-Specific Activities

ATTESTATION FOR SECTION 18

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Click on the 'X' in the signature line to activate the signature field > Right click and select "Sign" from the menu.
- Click on "Select Image" > Locate your signature file > Click "Open" to place your signature (date appears automatically).
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and Trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the Trainee in accordance with the agency's training requirements for this portion of the Field Training Program.
 2. The Trainee demonstrated all competencies required for this portion of the Field Training Program.
 3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the Trainee.
 4. The final evaluation of the Trainee's performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the Trainee.
-

X _____

Primary Field Training Officer:

Print Full Name: _____

X _____

Trainee:

Print Full Name: _____

IMPORTANT: After signing the Attestation, the file will be "locked" and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Right click on the signature line > Select "Remove" from the menu.

See the following pages for Instructions to Administrators and FTOs

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (<https://www.post.ca.gov/field-training--police-training.aspx>). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.
2. **Front cover (optional):** To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.
3. **For each section (1–18):**
 - a. Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
 - b. Below each table:
 - *Part A:* Enter applicable references from your agency’s Policies & Procedure Manual.
 - *Part B:* Enter your agency’s training details.
4. **After completing ALL sections (1–18),** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
 - 1) **Your completed FTP Guide**
 - 2) **FTP Approval Checklist** ([POST Form 2-230](#))
NOTE: Guides submitted without this form will NOT be reviewed.
 - 3) **Your Department’s Policy & Procedure Manual**
5. MAIL YOUR ELECTRONIC MEDIA TO:
Commission on POST
860 Stillwater Road, Suite 100
West Sacramento, CA 95605
Attn: Phil Caporale – BTB
6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency's Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. **Tracking your training sessions:**
 - a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
 - b. Enter any note-worthy comments related to the trainee's performance.
3. **If trainee requires remedial training:**
 - c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
 - d. Enter any additional note-worthy comments related to the trainee's performance.
4. **Attestation:** After all competencies have been performed, including any remedial training, the primary FTO and Trainee **MUST** enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section

Add-on Table

18.1. ## Activity: [Replace this text with description]								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated? ☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	Remedial Training		How Remediated? ☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
	Signature	Date	Signature	Date		Signature	Date	
Trainee:								
Comments:								

Additional Information:

18.1. ## Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☐ N/A

18.1. ## Part B - Agency Training Details (field will expand automatically)

Add-on Table

18.1. ## Activity: [Replace this text with description]								
Reference(s):						Case # (If applicable)	Incident #	
FTO: Trainee:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments:								

Additional Information:

18.1. ## Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☐ N/A
18.1. ## Part B - Agency Training Details (field will expand automatically)	

Add-on Table

18.1. ## Activity: [Replace this text with description]								
Reference(s):						Case # (If applicable)	Incident #	
FTO: Trainee:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments:								

Additional Information:

18.1. ## Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☐ N/A

18.1. ## Part B - Agency Training Details (field will expand automatically)

18.1. ## Activity: [Replace this text with description]								
Reference(s):						Case # (If applicable)	Incident #	
FTO: Trainee:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments:								

Additional Information:

18.1. ##	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☐ N/A

18.1. ##	Part B - Agency Training Details (field will expand automatically)

18.1. ## Activity: [Replace this text with description]								
Reference(s):						Case # (If applicable)	Incident #	
FTO: Trainee:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments:								

Additional Information:

18.1. ##	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☐ N/A

18.1. ##	Part B - Agency Training Details (field will expand automatically)

18.1. ## Activity: [Replace this text with description]									
Reference(s):						Case # (If applicable)		Incident #	
FTO: Trainee:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	Signature	Date	Signature	Date		Signature	Date		
					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	
Comments:									

Additional Information:

18.1. ##	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☐ N/A

18.1. ##	Part B - Agency Training Details (field will expand automatically)

18.1. ## Activity: [Replace this text with description]									
Reference(s):						Case # (If applicable)		Incident #	
FTO: Trainee:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	Signature	Date	Signature	Date		Signature	Date		
					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	
Comments:									

Additional Information:

18.1. ##	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☐ N/A

18.1. ##	Part B - Agency Training Details (field will expand automatically)

18.1. ## Activity: [Replace this text with description]								
Reference(s):						Case # (If applicable)	Incident #	
FTO: Trainee:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments:								

Additional Information:

18.1. ##	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☐ N/A

18.1. ##	Part B - Agency Training Details (field will expand automatically)

