

TRAINEE'S COPY mfl  
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# F T O TRAINING GUIDE



105774

NCJRS

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MANDATORY FTO CHECK-OFF LIST

It is the responsibility of the FTO to ensure that the items listed below have been received by the Trainee. Each of the items should be physically inspected by the FTO. The FTO should then sign and date this sheet verifying that the Trainee is familiar with these items and complies with Departmental policy and procedures relating to them.

	<u>Trainee Sign</u>	<u>FTO Sign</u>	<u>Date</u>
DEPARTMENTAL ORDERS			
TRAINING BULLETINS			
DIVISIONAL ORDERS			
PATROL OFFICERS HANDBOOK			
OFFICER'S INDEX			
CITY MAP			
MIRANDA CARD			
PHOTO ADMONISHMENT CARD			
O.C. RADIO CODE BOOK			
RULES & REGULATIONS			
FIRST AID CARD			
CPR CARD			

BATON

STRAIGHT STICK                  PR-24                  CERTIFICATE DATE

## FIREARMS

I \_\_\_\_\_ HAVE INSPECTED \_\_\_\_\_  
(FTO's Signature) (Trainee)

WEAPON \_\_\_\_\_ IN THE PRESENCE OF \_\_\_\_\_  
(Type) (Serial #)

\_\_\_\_\_  
(Rangemaster Sign) AND CONCLUDE THAT HE/SHE HAS

DEMONSTRATED PROFICIENCY IN FIRING AND THE CLEANING OF THE WEAPON. FURTHER, HE/SHE HAS DEMONSTRATED PROFICIENCY WITH THE DEPARTMENTAL SHOTGUN.

SIGNED \_\_\_\_\_ FTO      DATE: \_\_\_\_\_  
RANGEMASTER

SANTA ANA POLICE DEPARTMENT  
FTO ASSIGNMENT RECORD

Trainee: \_\_\_\_\_ Badge: \_\_\_\_\_

<u>Field Training Officers</u>	<u>From</u>	<u>(Dates)</u>	<u>To</u>
Phase I _____	_____		_____
Phase II _____	_____		_____
Phase III _____	_____		_____
Phase IV _____	_____		_____
Phase V _____	_____		_____

<u>Substitute Training Officers</u>	<u>From</u>	<u>(Dates)</u>	<u>To</u>
_____	_____		_____
_____	_____		_____
_____	_____		_____
_____	_____		_____
_____	_____		_____

## INTRODUCTION

Phase training is a process designed to achieve the following goals:

- 1.) A systematic, step-by-step approach to field training.
- 2.) A means of insuring trainee capability in performing basic tasks and skills required for competent operation in a single officer unit.
- 3.) The prevention of unnecessary duplication of training as trainees transfer from one FTO to another.
- 4.) Consistency in the method by which certain basic patrol skills are taught to new officers.
- 5.) The early detection of weaknesses in a trainee's performance, and specific documentation of training given to correct those noted.

Recognizing that the random occurrence of events in the field does not allow for systematic learning, phase training overcomes this obstacle by providing basic, objective-oriented training.

Basic skills considered necessary for the safe and effective operation in a single officer unit have been identified, and have been incorporated into training phases. Their inclusion by phase has been based on the following criteria; earlier training phases include situations that are identified as being high in frequency of occurrence, or low in frequency of occurrence and serious in consequence of error.

For example, one of the most common patrol activities is the issuance of traffic citations. Because of the frequency of exposure to this activity, errors can be corrected within a relatively short period of time. On the other hand, high-risk or "felony" vehicle stops occur more rarely and carry a consequence as serious as death for errors in procedure. Phase training has incorporated situations similar to these into the earliest phases of training, and more complex patrol activities into the later phases.

With the exception of your first week, you will be evaluated daily by your FTO. The Daily Evaluation Form (Appendix A) lists 31 specific behaviors to be evaluated. Each behavior is evaluated on a numerical scale ranging from unacceptable (1) to superior (7). Appendix B is a list of definitions explaining what each numerical value represents. Weekly or Phase evaluations will also be given at the end of each complete week and will summarize that weeks Dailys (Appendix D).

## INTRODUCTION (Cont'd)

To insure a standard evaluation by all F.T.O.'s, a guideline is provided (Appendix C), listing specific examples of unacceptable, acceptable, and superior behavior. You should thoroughly review the guidelines so that you will know exactly what is required to maintain an acceptable standard.

## GENERAL TRAINING OUTLINE

### Phase I

(Week 1)

The trainee is assigned to an F.T.O. for one week of orientation. The first week will not require written daily evaluations as it serves as the initial introduction to the Santa Ana Police Department.

### Phase II

(Weeks 2-5)

The trainee will remain with the first F.T.O. During this phase the trainee learns the techniques of proper back-up procedures, then begins training for eventual solo operations.

### Phase III

(Weeks 6-8)

The Trainee is assigned to a second F.T.O. Daily evaluations on performance continue, as the subject matter increasingly becomes more involved.

### Phase IV

(Weeks 9-11)

The trainee is assigned to a third F.T.O. The F.T.O. will provide advanced instruction in complex patrol skills not covered in the first three phases, while evaluating the trainee's ability to function independently.

### Phase V

(Week 12)

The trainee is reassigned to the first training officer, whose specific function is solely to monitor the trainee's performance. During this phase the F.T.O. will ride with the trainee and will not interfere with the trainee's police performance unless absolutely necessary. Daily evaluations on performance will continue, with emphasis being placed on the trainee's ability to make sound decisions. In the event a trainee has completed the first five phases of training without requiring remediation, the requirements of the phase training program will have been satisfied. The F.T.O. will complete a comprehensive narrative evaluation of the trainee's performance, including recommendations for outside schools which may be deemed appropriate.

### Phase VI

(Weeks 13-14) [as required]

This phase of training allows for the addition of a maximum of two weeks training time as needed for remediation. Each trainee will be afforded not more than one remediation period, the length of which will be established at the discretion of the F.T.O. If, in the opinion of the F.T.O., the trainee does not meet the requirements of the Field Training Program, the trainee's employment with the Santa Ana Police Department will be terminated.

## GENERAL TRAINING OUTLINE (Cont'd)

Throughout the duration of the Field Training Program, it shall be the responsibility of the trainee to insure the Officer's Training Guide is properly completed. The F.T.O. should review the Officer's Training Guide on a daily basis in order to document which items were covered during that shift, as well as formulate his training plan for the following day. The Officer's Training Guide will be forwarded to the Department Training Office for review and certification of compliance with the phase training program.

At the conclusion of phases 2-5 of the training, the trainee will critique the Field Training Officers whom he/she has trained under. (Appendix E) It is to the benefit of the F.T.O. to know the impression being made on those in training. It is the belief of the department that an F.T.O. who is interested in doing the best job possible would welcome this objective feedback. With this in mind, the trainee is requested to honestly appraise and evaluate the F.T.O. in the areas provided on the critique form. The form will then be forwarded to the affected Area Commander. F.T.O.'s will receive a summary of the critique forms at the end of the training cycle. The actual critique is reviewed by the Area Commander, and is not to be given to the F.T.O. After the Area Commander has reviewed the critique he shall forward it to the Training Section.



Trainee \_\_\_\_\_  
F.T.O. \_\_\_\_\_  
Date \_\_\_\_\_

Field Training and Evaluation

Phase I

Performance Record/Phase I

	Initial/Date Demonstrated	Comments/Case Number:
Orientation	_____	
Vehicle	_____	
Inspection	_____	
Radio	_____	
Familiarization	_____	
Driving	_____	
Familiarization	_____	
Gathering Basic	_____	
Information	_____	
Citizen Contacts	_____	
F.I., Cite, Etc.	_____	
"Routine"	_____	
Call Response	_____	
Low Risk	_____	
Vehicle Stops	_____	
Arrests	_____ _____	
Searches	_____ _____	
Transportation and Booking	_____ _____	
High Risk	_____ _____	
Vehicle Stops	_____	

Additional Comments:

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Phase I of Field Training spans your first week in the field. Since the primary objective is orientation, familiarization and to stress the importance of basic safety procedures, heavy emphasis has been placed on learning through observation.

Although Phase I is very heavily oriented toward observation, you should not "sit back" and passively watch. Observation means actively recording all of the actions of your Field Training Officer so that by the end of the phase you are capable of acting as a cover officer. The object of field training is not to get a good evaluation, but to become a competent Police Officer. Your participation, based on careful observation, will be encouraged at all times.

I. ORIENTATION:

A. Training Status

1. Daily Evaluations
2. Explain Phase Training

B. Tour of Police Facility

1. Location and Function of Investigations
2. Records Section (Off Limits) T.B. Vol. I-13
3. Location of Equipment and Supplies
  - a. Evidence
  - b. Unit Keys
  - c. Pack Sets D.O. 9.1.1
  - d. Report Forms
  - e. Mail Box
4. Private Vehicle Parking
5. Communications

C. Roll Call/Briefing Room

1. Thirty Minutes Prior to Shift
2. Notebook
3. Complete Uniform, Inspection Ready D.O. 2, 2a, b, c, d, g, f, h
4. Importance of Roll Call Information

D. Chain of Command

D.O. 2.0

E. Telephone System

F. Miscellaneous Policies

1. Residency Requirements D.O. 59
2. Subpoena & Cancellation Procedure D.O. 27.4
3. Preparation for Court " " "

4. Court Dress and Demeanor	D.O. 27.4
5. Responsibility for Taking Evidence to Court	" " "
6. Location of Courts	" " "
7. Testifying	" " "
8. On-Call Procedure	" " "
9. Court Time (pay)	M.O.U.
10. Vacations	" "
11. Holidays	" "
12. Sick Time (accumulation and use)	" "
13. Personal Necessity	" "
14. Bereavement Leave	" "
15. Industrial Injuries	" "
16. Overtime (paid/accumulated)	" "
17. Tardiness	
18. Required Range Qualification	T.B. Vol.II-9B, D.O.
19. Courtesy to Superior Officers	
20. Confidentiality of Criminal Records	
21. Relations with Outside Agencies (on and off duty)	
22. Outside Employment	D.O. 75
23. Municipal Code	
24. Press (media)	D.O. 7B, T.B. Vol. III-22
25. Bail Bondsman	
G. Introduction to Team Policing	
1. Area/Team Responsibility	
2. Concepts Involving Reporting Districts and Teams	
3. Introduction to Specific Areas and Team Boundaries, Problems, and Crime Trends	
4. Street Address Numbering System	
5. Use of Officer's Index and City Map	

## H. Departmental Programs

1. Civilianization (PSO;CSO,PCO,PSD,CAI) T.B. Vol. IV-8
2. C.O.P. (Community Oriented Policing) " "
3. F.I.P. (Field Investigator Program) T.B. Vol. III-32,34,35,  
T.B. Vol. V-7, D.O. 82
4. C.C.A.P.(Career Criminal Apprehension) T.B. Vol. III-35,D.O.84
5. IPSDS(Integrated Police Service Delivery  
(System) D.O. 85
6. Corporal (ATL) D.O. 6.0
7. Explorers

## I. Important Locations to be Visited and Familiar With

1. Orange County Sheriff's Department
  - a. Records T.B. Vol. I-13
  - b. Jail System
2. Juvenile Hall Officer's Index
3. City Hall/City Attorney's Office "
4. District Attorney's Office "
5. Public Defender's Office "
6. Hospitals "
- a. Western Medical Center
- b. Mercy General Hospital
- c. U.C.I. Medical Center
- d. Fountain Valley Hospital
- e. Children's Hospital (CHOC)
- f. Saint Joseph's Hospital

## J. Departmental Policy Regarding Use of Force

1. Firearms D.O. 64, T.B. Vol. V-4
2. Baton/PR-24
3. Mace
4. Reporting Requirements T.B. Vol. V-4

II. VEHICLE INSPECTION

T.B. Vol. I-17,D.O. 1

- A. Inspect Vehicle for New Damage
- B. Tire Damage and/or Wear
- C. Driving and Emergency Lights
- D. Flares
- E. Fire Extinguisher
- F. Spare Tire
- G. Fuel Level
- H. Water and Oil Levels
- I. Siren
- J. Rear Seat/Interior Search
- K. Shotgun
- L. Equipment Available in CSI Units
- M. First Aid Kit
- N. Soda Water Bottle for Mace subjects
- O. Equipment Available in Supervisor's Units
- P. Faulty Equipment Reports

D.O. 8-A

III. RADIO FAMILIARIZATION

T.B. Vol.III-6,7,9,  
9A, T.B. Vol. V-1

- A. Switches (Function and Position)
- B. Various Frequencies and Functions
- C. Squelch
- D. Outside Speaker
- E. Public Address System
- F. Use of Microphone (Angle and Tone)
- G. Operation of Pack-Sets
- H. Proper Radio Procedures

D.O. 9.1.1

IV. DRIVING FAMILIARIZATION

D.O. 53

A. Routine Patrol: Observation of businesses, pedestrians, parked cars, activity in alleys, etc.

B. Radio Call Response: Defensive Driving, Use of rear-view mirror, seat belts, noting information while driving, parking. D.O. 63

C. Pursuit: Pursuit policy, gravity of offense, radio coordination, traffic present. T.B. Vol. II-24 D.O. 53

D. Use of Radio While Driving

V. GATHERING OF BASIC INFORMATION

A. F.I. Cards (Completion and Use)

B. Abandoned Vehicle Cards

C. Parking Citations

VI. ROUTINE CITIZEN CONTACTS (F.I.'s, Cites, Etc.)

A. Approach (Stance and Control)

1. Pedestrian

2. Vehicle

B. Use of Notebook

C. Observation of Surroundings

D. Pat-Down Search (When Necessary)

E. Legal Basis for Contact

VII. ROUTINE RADIO - CALL RESPONSE

A. Observation of surroundings: parked cars, cover availability, obstacles, lighting, bystanders or suspects in the area, proximity to residences.

B. Indirect Approach (Unit) to Residence/Business

C. Necessary Equipment (Baton, Flashlight, Etc.)

D. Evaluation of Location: Placement of cover, doors, windows, screen door, roof access, etc.

E. Approach to/Position at Door

F. Use of Officer's Index to Locate Call

VIII. ROUTINE (LOW RISK) TRAFFIC STOPS

A. Choice of Location for Stop

B. Distance and Angle from Stopped Vehicle

C. Mechanics of Stop: Spotlight, high-beam lights, emergency lights, outside speaker, flashers, observation of driver and passenger(s), observing oncoming traffic, etc.

D. Approach to Vehicle: Baton and Flashlight, gun hand free, pause and observe, position during contact, position of back-up officer(s), method of contact, check physical appearance of vehicle.

E. Issuance of Citation: Procedure for refusal to sign citation, 148.9 P.C./31 V.C.

IX. ARRESTS

A. Evaluation of Available Cover, Surroundings, Companions or Multiple Suspects, Attitude/Past Record of Suspect(s).

B. Position, Stance, Probable Direction of Flight, possible Use of Nearby Objects as Weapons, Bulges in Clothing, Etc.

C. Handcuffing and Search Techniques

X. SEARCHES

A. Check Area for Potential Weapons

B. Reason(s) for Pat-Down or Search

C. Position: Distance from suspect, gun side, keeping hands free, positioning of suspect(s)/companions.

D. Checking any Bulge that could be a Weapon

E. Custodial Search: Thoroughly check all outer and inner garments, seams, lining, shoes/boots, etc.

F. Searching Females

XI. TRANSPORTATION AND BOOKING

A. Transportation

1. Male/Female

2. Position in Unit

3. Multiple Suspects



4. 5150 Subjects

5. Search of Unit After Removal of Suspect(s)

B. Booking

1. Protection and Welfare of Prisoner(s)

2. Weapons in Jail Area

3. Policy for 5150 W.I.C. Bookings T.B. Vol.I-30, D.O. 7

XII. HIGH RISK VEHICLE STOPS

A. Broadcasting Direction of Travel, Description of Vehicle, Number and Description of Occupants, License Number.

B. Choice of Location for Stop: Traffic flow, cover, lighting, innocent bystanders.

C. Distance and Angle from Stopped Vehicle

D. Mechanics of Stop: Spotlight, high beams, red light, flashers, observation of vehicle.

E. Commands to Occupant(s): Hand positions, keys, door, etc. (Use of P.A. System)

F. Position of Back-Up Officer(s)

G. Removal of Suspect(s) from vehicle: Searching and handcuffing, resumption of process for multiple suspects.

H. Interior Check of Suspect Vehicle

Trainee\_\_\_\_\_

F.T.O. \_\_\_\_\_

Date \_\_\_\_\_

Field Training and Evaluation

Phase II

Performance Record/Phase II

	Initial/Date Demonstrated	Initial/Date Performed	Case Number(s)
Gathering "Intermediate" Information			
Radio Communications			
Accident Investigations			
Searches			
Departmental Instructions			
Vehicle Impounds and Recoveries			

Comments:

## Phase II

Phase Two of field training covers the trainee's next four weeks in the field. It concentrates principally on participatory learning. Having functioned primarily as an observer in Phase One, the trainee will now be expected to contribute more actively and assume full responsibility as the junior officer in the car.

Basic skills initiated in Phase One will be reviewed and developed further at this time. The major categories to be covered during Phase Two are:

### I. INTERMEDIATE INFORMATION GATHERING

- A. Citations: Complete boxes, determine court date, disposition of copies, proper instructions to the person cited, notes on back of citation. D.O.28
- B. Basic Crime and Arrest Reports: Completion of all boxes, elements of crime, narrative construction, chronological order, suspect/witness information, documenting property lost/recovered/stolen/etc., accurate recording of statements.
- C. Property/Evidence Tags: Complete information, use of separate tags for different types of property, proper disposition. D.O. 67, 67B
- D. Pre-Booking Slip: Complete required information, proper listing of charges, indicating where the arrestee's vehicle is (if applicable), etc.

### II. RADIO COMMUNICATIONS

T.B. Vol. V-1

- A. Response: Hearing and acknowledging calls, use of proper status buttons, transmitting Code 4, etc., disposition and logging of call. Div. Order 6
- B. Requests: Code 7, 10-87, 10-19, etc. Div. Order 15
- C. Inquiries: Local and NCIC want/warrant checks (968's), 10-28's and 10-29's on parked and moving vehicles. Use of Purple Channel and Teleprinter. T.B. Vol.II-28A

### III. ACCIDENT INVESTIGATION

Div. Order 4, D.O. 10B

- A. Approach: Evaluate need for tow or additional unit to secure access or re-route traffic.
- B. Arrival: Evaluate need for Paramedics, Fire unit for wash-down, use of flares (lighting, pattern placement, extinguishing). T.B. Vol.IV-5

- C. Investigation: Control and interview of witnesses, location and measurement of P.O.I., determination of V-1, V-2, V-3, prepare accurate diagram and report, requesting C.S.I. when necessary.
- D. Disposition of Involved Vehicles: Citizen request for tow, storage or impound (C.H.P. Form 180).
- E. Probable Cause to Arrest Intoxicated Driver
  - 1. Misdemeanor
  - 2. Felony

#### IV. SEARCHES

- A. Advise suspect(s) of reason and authority for search (when present)
- B. Control movements of suspect(s) and bystanders
- C. Vehicle: Divide into sections
  - 1. Headliner, sunvisors, package trays, rear deck
  - 2. Dashboard, glove box, ash trays, arm rests, door panels
  - 3. Seats, floorboards, trunk, engine compartment, wheel wells
- D. Building/Residence: Divide area (working from room to room/top to bottom), record exact location of all evidence, one officer search, while one officer records findings (time and location).
- E. Open Area: Use of Police K-9's, grid search, circular pattern search, assignment of specific areas of responsibility.

#### V. LOCATING ITEMS IN DEPARTMENT POLICY

- A. Aware of why Department Orders, Division Orders, and Training Bulletins are issued, who issues them and where to find them.
- B. Departmental Policies: Many of our daily decisions will be based on information contained in the Department Orders and Training Bulletins. It is very important that you familiarize yourself with their contents. Some homework is necessary in this area.

#### VI. VEHICLE IMPOUNDS AND RECOVERIES

- A. Aware of all Applicable Laws/Vehicle Code/S.A.M.C.

B. Proper Completion and use of Impound Forms

C. Knowledge of Vehicle Identification Numbers, type and location(s).

Trainee\_\_\_\_\_

F.T.O.\_\_\_\_\_

Date\_\_\_\_\_

Field Training and Evaluation

Phase III

Performance Record/Phase III

	Initial/Date Demonstrated	Initial/Date Performed	Case Number(s)
Evidence			
Disposition			
Gathering			
"Advanced"			
Information			
Juvenile			
Contacts			
Mental			
Illnesses			
Disturbance			
Calls			
Warrants			
Searches			

Comments:



### Phase III

Phase Three of training can be characterized as a period of partnership learning. Prior to this phase, the trainee has functioned primarily as a junior officer in the car. The trainee is now ready to assume some responsibility as a partner. The trainee will be expected to respond to radio calls, initiate activities, and carry contacts through to their conclusion with minimal supervision.

Basic skills taught in Phase One and Phase Two will be reviewed and developed further. Several new areas will also be covered:

#### I. EVIDENCE DISPOSITION

- A. Marking, Preserving, and Packaging T.B. Vol. II-47A
  - 1. "Routine" Evidence
  - 2. Evidence Held for Fingerprinting
  - 3. Evidence for D.O.J.
  - 4. Firearms (Loaded and Unloaded)
- B. Evidence Disposition in Shoplift Cases
- C. Narcotics (Gathering and Packaging)
- D. Found Property T.B. Vol. III-23
- E. "Special Storage" Materials: Flammables, explosives, delicate combustibles, ammunition, etc.

#### II. ADVANCED INFORMATION GATHERING

- A. D.U.I. Reports: Misdemeanor arrest T.B. Vol. II-55  
report and supplemental. Includes cause for stop, placement of driver behind the wheel, field sobriety test(s), search and securing of suspect's vehicle, choice of three tests (13353/13353.5 V.C.)
- B. Robbery: Witness interview, suspect, weapon and suspect vehicle information, C.S.I.
- C. Rape: Elements of crime (force or fear, penetration[however slight]), T.B. Vol. I-39,  
interview of victim, physical evidence, T.B. Vol. II-34,  
physician's examination, C.S.I.
- D. Warrants: Include warrant number, T.B. Vol. I-37  
issuing Judge, date of issuance, charges, amount of bail, multiple warrants, warrant arrests with added charge(s).
  - 1. Outside Warrants
  - 2. Santa Ana P.D. Warrants: Supplemental required, Arrest Disposition required on P.C. warrants.

### III. JUVENILE CONTACTS

T.B. Vol.II-23

- A. Conditions for Placement in Juvenile Hall (D.D.O.)
- B. Notification of Parents
- C. Release Policy: Parents, older family members, responsible adult, etc. (D.D.O.)
- D. Truancy Cases/F.I. Cards
- E. Curfew Violations
- F. Placement of 5150 Cases, Child Abuse or Neglect, Abandoned Children, Dependent Children (A.S.H.)

### IV. MENTAL ILLNESS

D.O. 70, T.B. Vol.I-30,  
T.B. Vol.II-57

- A. County Mental Health Locations (U.C.I.M.C./T.R.C.), physical layout, placement requirements and 72 hour commitment policy.
- B. Physical Handling for Transport: Use of ambulance and restraints if violent, language and actions to avoid.
- C. Reports Required if Committed

### V. DISTURBANCE CALLS

T.B. Vol.II-14

- A. Family and Neighborhood Disputes: Arbitration, referrals, arrest(s) if necessary.
- B. Requirements for Citizen's Arrest
- C. Noise Complaints: Party, stereo, barking dog, etc., noise abatement procedures.
- D. Public Disturbances: 415's in bars, restaurants, parks, etc.

T.B. Vol. II-14

### VI. WARRANTS

T.B. Vol. I-37

- A. Radio Procedure for Running 968's
- B. Physical Process: Obtaining warrants/abstracts, endorsing.
- C. Requirements for Day/Night Service (Public place)

### VII. SEARCHES

- A. Show a working knowledge of the laws that apply to searches incidental to a lawful arrest.
- B. Be aware of personal dangers inherent in a poorly conducted search.
- C. Vehicle and large area searches: Looking for people as well as contraband.
- D. Show a method of control for a large area search.
- E. Use of Police K-9 Teams.

T.B. Vol. V-18

Trainee \_\_\_\_\_

F.T.O. \_\_\_\_\_

Date \_\_\_\_\_

Field Training and Evaluation

Phase IV

Performance Record/Phase IV

	Initial/Date Demonstrated	Initial/Date Performed	Case Number(s)
Hazardous Call Response			
Advanced Investigations			
Ambush Response			
Court Preparation and Testimony			
Subpoenas			
Weapon Control			
Laws/Improvised Weapons			
Child Abuse and Neglect			
Sources of Information			
Policy on Enforcement			

Comments:

## Phase IV

This phase will cover advanced instruction in complex patrol skills not covered in the first three phases. The Field Training Officer will act as an advisor, covering the trainee when necessary. The F.T.O. will evaluate the trainee's ability to function independently.

The more complex skills to be covered in this phase include:

### I. HAZARDOUS CALL RESPONSE

- A. Pre-planning: Access and escape routes from business complexes/residential areas, known trouble spots. Pre-planning directions for back-up units (White Channel coordination), Code 5 positions.
- B. Approach: Indirect/silent approach to location, lights out, radio low, observe for suspects and/or lookouts.
- C. Evaluation of Surroundings: Available cover, delay approach if conditions indicate.
- D. Exiting Vehicle: Don't use flashlight immediately, walk slowly (taking in sights and sounds around you), be ready to use any weapons if surprised.
- E. Responsibilities: Vary with situation, controlling evidence, broadcasting suspect information, foot search of area, etc.

### II. ADVANCED INVESTIGATIONS

- A. Requesting Paramedics as needed
- B. Rendering First Aid if Warranted
- C. Interviewing Victim(s)/Witness(es)
- D. Requesting C.S.I.
- E. Extensive Area Search for Additional Witness(es)
- F. Advise Supervisor Immediately if Wounds Possibly Fatal, handle as 187 P.C.
- G. Assign Positions to Protect Crime Scene: Do not allow unneeded officers into the scene!
- H. Do Not Discuss with the News Media--Await the arrival of a Field Supervisor!

### III. AMBUSH RESPONSE

T.B. Vol. I-6

- A. Locate and Maintain Cover/Concealment
- B. Consider Possible Avenue(s) of Escape
- C. Notify Dispatch

T.B. Vol. V-22

- 1. Route for back-up units to safely approach
- 2. Number of suspect(s) involved

IV. COURT PREPARATION AND TESTIMONY

A. Preparation

1. Review all reports relating to the incident.
2. Revisit the crime scene (if applicable).
3. Review C.S.I. Photographs.
4. Physical evidence/chain of custody.

B. Testimony

1. Is the trainee prepared?
2. Avoid appearing anxious.
3. As a witness, only testify to those facts known.

V. SUBPOENAS

D.O. 27-4

- A. On-Call Procedures (Court Liaison)
- B. "Blanket" Subpoena Policy

VI. WEAPONS CONTROL LAWS/IMPROVISED WEAPONS

- A. Knowledge of Applicable Laws (P.C./V.C./S.A.M.C.)
- B. Improvised Weapons: Wallet guns, pen guns, etc.
- C. Show an awareness of the seriousness and frequency of times you might encounter this type of weapon.

VII. CHILD ABUSE AND NEGLECT

T.B. Vol. II-2, D.O. 70

- A. Recognizing the difference between the abused and the neglected child.
- B. Have a working knowledge of the applicable laws, P.C., W.I.C.

VIII. INFORMATION SOURCES

D.O. 82, 84, 85

- A. Records Division
- B. Communications Division
- C. Career Criminal Apprehension Program (C.-C.A.P.) D.O. 84
- D. Investigations Division
- E. Field Investigator's Manual (F.I.M.)
- F. Orange County Communications
- G. Orange County Sheriff's Department (O.C.S.D.)

IX. ENFORCEMENT POLICY

- A. Can the trainee display a working knowledge of those department guidelines on arrests, citations, citizen contacts, and personal behavior?
- B. Serving Warrants
  1. Warrant verification
  2. Night Service
  3. Supplemental reports (S.A.P.D. warrants)

Trainee \_\_\_\_\_

F.T.O. \_\_\_\_\_

Date \_\_\_\_\_

Field Training and Evaluation

Phase V

### Phase V

The Fifth Phase of field training will be the trainee's last week with a Field Training Officer. This period should be spent with the trainee's first F.T.O. The goal will be to demonstrate that the trainee can now work as an independent police officer in a single-officer unit. The F.T.O. will ride with the trainee and not interfere with the trainee's police performance, unless absolutely necessary. During this phase, the trainee's decision making will be monitored and evaluated. The overall goal is independence.

Phase five requires the performance records from all phases to be completed, to insure that the trainee has complied with the Phase Training Program. Daily observation reports continue to be submitted, and a final comprehensive narrative report is submitted.

Following review by the Training Section, a recommendation to the respective Area Commander on placement or remediation is initiated by the F.T.O.



Final Evaluation  
Field Training Program

Trainee's Name: \_\_\_\_\_ Badge: \_\_\_\_\_  
F.T.O.'s Name: \_\_\_\_\_ Badge: \_\_\_\_\_

Having met all requirements set forth in each of the Phases of the Field Training Program, this Probationary Officer is now able to function as a solo Police Officer in a safe, professional, and competent manner.

Comments: (Review in detail the trainee's activity during this phase and fully support your recommendation. Attach additional sheet(s) if necessary.) After reviewing the trainee's package, the Area Commander shall turn it in to the Training Section where it will become a permanent part of the officer's file.

Trainee Sign: \_\_\_\_\_ Date: \_\_\_\_\_  
F.T.O. Sign: \_\_\_\_\_ Date: \_\_\_\_\_  
Field Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
Area Commander: \_\_\_\_\_ Date: \_\_\_\_\_