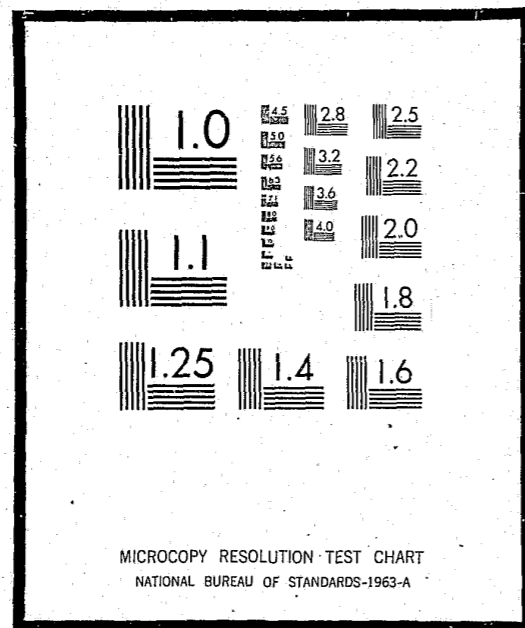


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U.S. DEPARTMENT OF JUSTICE  
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION  
NATIONAL CRIMINAL JUSTICE REFERENCE SERVICE  
WASHINGTON, D.C. 20531

Date filmed

2/11/76



WASHINGTON METROPOLITAN AREA  
TRANSIT AUTHORITY

*Data Base*  
*gr*

*District of Columbia*

## A Report On THE REQUIREMENTS FOR ESTABLISHING A METRO TRANSIT POLICE TRAINING PROGRAM

*See inside*

19056

JANUARY 1975



COURSE: THE WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY'S 700-HOUR TRANSIT OFFICER TRAINING COURSE

PURPOSE: THIS TRAINING PACKAGE HAS BEEN DESIGNED TO PROVIDE TRANSIT POLICE OFFICERS, SERVING AS THE NEWEST MEMBERS OF WASHINGTON METROPOLITAN AREA POLICE COMMUNITY, WITH THE KNOWLEDGE AND TECHNIQUES NECESSARY FOR EFFECTIVE AND WELL-DISCIPLINED POLICE SERVICE.

GOAL: TRAINED TRANSIT AUTHORITY POLICE OFFICERS CAPABLE OF PERFORMING PUBLIC SERVICE CONCEPTS DEDICATED TO PROTECTING METRO'S RIDERSHIP, LINE AND STAFF PERSONNEL, AND WHEN NECESSARY, THE PUBLIC AT LARGE FOR THE TRI-STATE TRANSIT ZONE.

PREREQUISITES: APPROVAL OF THE DIRECTOR, DEPARTMENT OF SECURITY, WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY, D.C. POLICE ACADEMY, AND STATE TRAINING STANDARDS COMMISSIONS.

LENGTH: 20 WEEKS, 700 HOURS.

DATE: MARCH THROUGH SEPTEMBER.

LOCATION: ANY POLICE ACADEMY THAT HAS BEEN CERTIFIED AS MEETING COMPULSORY MINIMUM TRAINING STANDARDS FOR PERMANENT FULL-TIME LAW ENFORCEMENT OFFICERS BY THE RESPECTIVE TRAINING DIRECTORS OF THE MARYLAND POLICE TRAINING COMMISSION AND/OR THE LAW ENFORCEMENT OFFICERS TRAINING STANDARDS COMMISSION OF THE COMMONWEALTH OF VIRGINIA.

STATUTORY AUTHORIZATIONS:

MARYLAND - SECTION 70A ARTICLE 41 ANNOTATED CODE OF MARYLAND 1960 REPLACEMENT VOLUME, 1970 SUPPLEMENT, REQUIRES 245 HOURS OF TRAINING PLUS CERTIFICATION WITHIN ONE YEAR OR LOSS OF APPOINTMENT AS A SWORN OFFICER IN THE STATE OF MARYLAND.

VIRGINIA - SECTION 9-109 (2) CODE OF VIRGINIA, (1950) REQUIRES 160 HOURS OF ACADEMIC CLASSROOM TRAINING AND 40 HOURS OF FIELD TRAINING. A TOTAL OF 200 HOURS ARE REQUIRED FOR CERTIFICATION. TRAINING IN VIRGINIA MUST BE COMPLETED WITHIN 12 MONTHS FROM THE DATE OF EMPLOYMENT FOR FULL-TIME SWORN POLICE OFFICERS.

DISTRICT OF COLUMBIA - NO STATUTORY LAW MINIMUM TRAINING REQUIREMENTS - D. C. USES MODULAR TRAINING FORMAT FOR BASIC RECRUIT OFFICER TRAINING - REQUIRES 420 - 595 TRAINING HOURS TO GRADUATE IN ORDER TO RECEIVE POLICE OFFICER CERTIFICATION.

NOTE:

POLICE TRAINING STANDARDS COMMISSIONS TEND TO CONVERGE ON REGULATORY REQUIREMENTS FOR:

- (1) ELIGIBILITY AND/OR SELECTION STANDARDS FOR "NEW HIRE" PRE-ENTRY POLICE OFFICER CANDIDATES
- (2) CURRICULUM DESIGN (REGULATED SUBJECT MATTER CONTENT REQUIREMENTS)
- (3) INSTRUCTOR CERTIFICATION STANDARDS
- (4) PHYSICAL CLASSROOM REQUIREMENTS (SIZE, SEATING CAPACITY, EQUIPMENT, ETC.)
- (5) EXAMINATIONS, MINIMUM PASSING GRADE, RECORD KEEPING FUNCTIONS
- (6) CERTIFICATION FOR RECRUIT OFFICERS UPON GRADUATION
- (7) ADMINISTRATIVE WAIVER PROCEDURE BASED ON APPROVAL OF DIRECTOR AND/OR POLICE TRAINING COMMISSION
- (8) PERIODIC EXAMINATIONS OF POLICE ACADEMIES WITHIN A POLICE COMMISSION JURISDICTION

No person, regardless of his individual qualifications, is prepared to perform police work on native ability alone. Aside from individual intelligence, prior education, judgment and emotional fitness, an Officer must receive extensive vocational training before he can understand the police task and learn how to fulfill it. (The President's Commission on Law Enforcement and Administration of Justice: Task Force Report: The Police).

THE WMATA'S TRANSIT OFFICER TRAINING PROPOSAL

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## Training Curriculum Draft

### Introduction

In an effort to identify realistic goals and objectives for the pending police law enforcement training package under development for (WMATA) Security Force personnel, staff officials of WMATA's Department of Security surveyed the subject matter content and legal requirements of training curricula used by all area police agencies working within WMATA's transit zone.

Perused also were current model-type recruit officer training curricula researched and developed by the International Association of Chiefs of Police, the Federal Consolidated Law Enforcement Training Center, and on-going training programs in use by other public rail transportation systems of New York City, Boston, Philadelphia, San Francisco, and the like.

From the conducted state of the art surveys, the consensus of agreements reached in the May 22, 1974, Training Requirements Meeting and selected materials obtained from the legal research report conducted by the Council of Governments (Impact of the Metro System on the Metropolitan Washington Area, United States Department of Transportation Grant, completed March, 1973), the concept of a four-phased training package emerged. Two basic questions were considered by the staff in planning this package:

- (1) What police duties will a Transit Officer really perform?
- (2) How much training is required to enable the Transit Officer to perform these duties effectively?

Objective answers to the above two questions will require continuous research as the WMATA Transit System becomes totally operational within the next six year-implementation schedule.

At this point in time, Security staff officials have also reached tentative agreement on a set of viable training objectives specifically designed to meet the required "Public Police" entry level Recruit Officer training standards, and the Metro Transit Zone work environment.



WMATA's Specific Training Objectives

1. To provide Metro Transit Officers with the ability to function efficiently and effectively.
2. To have Transit Officers understand their role function as Peace Officers.
3. To improve the ability of Transit Officers to communicate with the Washington Area Metropolitan Police Community.
4. To promote team work in law enforcement.
5. To conform to established police training standards of a tri-state jurisdiction.
6. To improve WMATA's Force by developing specialized Police Science Training Skills in Public Service Transit Concepts.
7. To obtain a rational basis for evaluating Security Department Personnel.
8. To develop in-house abilities for Metro Transit safety.
9. To evaluate the standards of performance.
10. To promote morale.
11. To instruct and train all new Transit Officers in the safe and efficient use of all police weapons.
12. To instill in Transit Officers the concept that Passenger Security and Service are the primary missions of the Metro Transit Police Department.

The above-listed objectives are the aims, goals, and mission of WMATA's training program. All that follows is directed towards their achievement. Submitted for your review is the tentative training proposal for the training and education of the Authority's Metro Transit Police Force.

Where We Are

The proposed "entry level" Transit Police Officer Training Package for Security's Transit Officer personnel offered in this draft represents a proto-type, hybrid training curriculum. It is a twenty (20) week, seven hundred (700) hour training project designed to obtain "sworn officer" police status while meeting WMATA's stipulated training objectives. The curriculum's Phase I training implementation strategy meets or exceeds a major portion of mandated police training standards required by the laws of Maryland and Virginia (See Exhibit 1).

Police Commission training standards tend to converge on regulatory requirements for:

- (1) Eligibility and/or Selection standards for "New Hire" Pre-entry Police Officer Candidates
- (2) Curriculum Design (Regulated Subject Matter Content Requirements)
- (3) Instructor Certification Standards
- (4) Physical Classroom Requirements (Size, Seating Capacities, Equipment, etc.)
- (5) Examinations, Minimum Passing Grade, Record Keeping Functions
- (6) Certification for Recruit Officers Upon Graduation
- (7) Administrative Waiver Procedure Based on Approval of Director and/or Police Training Commission
- (8) Periodic Examinations of Police Academics Within a Police Commission Jurisdiction

WMATA agrees to abide by the above-listed police training criteria regulated by the respective Police Training Commissions of Maryland and Virginia with two principle exceptions. The first exception deals with a request for an extension of the maximum entrance age for Transit Recruit Officer personnel. The second exception deals with the requirement of mandatory Basic Officer Training for senior command-level staff officials and other law enforcement officers entering the service of the Metro Transit Police Force. These two issues will be addressed in the Problem Area portion of this training proposal.

The reason why the content of the District of Columbia's police training curriculum is not listed on the comparison chart seen at Exhibit 1 is that the District of Columbia does not have mandated police training standards. The second reason is that the Metropolitan Police Training Academy currently uses a one-of-a-kind, learner-paced, modular training methodology for entry level Recruit Officer training that is different from the accepted "lock-step" traditional police training programs currently used by the Federal Government and the States of Maryland and Virginia. (See Exhibit 11 - The Metropolitan Police Academy Modular Training Format) The final reason is that the subject matter content of the District of Columbia's Recruit Officer Modular Training Projects is graded in a different manner.

WMATA's Transit Officer Training must adopt a regional approach meeting agreed upon curriculum content, grading, administrative record keeping, and the like, therefore, Security Staff Officials have opted to use an established and accepted traditional police Recruit Officer training format for its Basic Law, Police Science-Phase I training. WMATA intends to use the Metropolitan Police Academy's Recruit Officer training modules that are applicable to the "mini" course, District of Columbia, Phase II Training.

NOTE: The pyramid chart (listed as Exhibit 3) depicts WMATA's four-phased training methodology to accomplish the twelve training objectives previously mentioned.

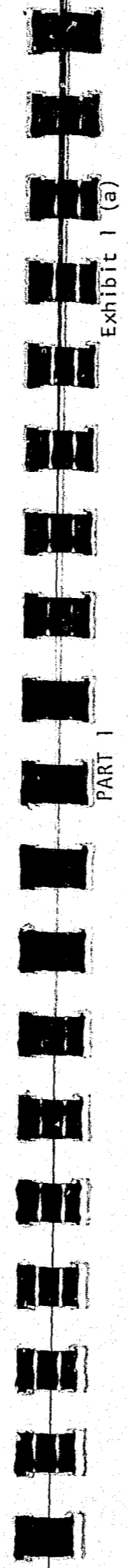


Exhibit 1 (a)

PART 1

COMPARISON OF WMATA TRANSIT OFFICER TRAINING  
IN RELATION TO  
COMPULSORY VIRGINIA AND MARYLAND POLICE TRAINING STANDARDS

LEGAL SECTION: Course Title	HOURS OF INSTRUCTION		Comments
	*CFLETC	Maryland Virginia	
101 Organized Crime	2	4	Fails to meet Va. -2 hours -- Fails to meet Md. -2 hours (See Course# 205 helps to make up this 2 hour training void
102 Organization & Function of Law Enforcement Agencies	2	2	Meets Va. (See Part III Va. Field Training Standards) Meets Md.
103 Constitutional Law and Civil Liberties	5	11	Exceeds Va. + 2 -- Fails to Meet Md. -6 hours (See Mini Course Part II Training)
104 Recognizing Criminal Violations (1) Federal Title 18 (2) Common Law	15	(12)	Fails to Meet Va. (See Mini Course Training) -- Fails to Meet Md. (See Mini Course Training)
105 Detention and Arrest	14	6	Exceeds Md. + 8. Meets Virginia
106 Search and Seizure	15	6	Exceeds Va. + 9 -- Exceeds Md. + 9
107 Evidence	15	4	Exceeds Va. + 11 -- Exceeds Md. +11
108 Federal Court System & Procedure	6	+	Va. (See Mini Course and Field Training)-- Md. (See Mini Course, Field Training)

COMPARISON OF WMATA TRANSIT OFFICER TRAINING  
IN RELATION TO  
COMPULSORY VIRGINIA AND MARYLAND POLICE TRAINING STANDARDS

## HOURS OF INSTRUCTION

Course Title	*CFLETC	Maryland	Virginia	Comments
<b>CRIMINALISTICS SECTION:</b>				
201 Preliminary Police Investigation	3	6	2	Exceeds Va. +1 -- Fails to meet Md. -3 -- See Course 202 helps to make up this training void
202 Introduction to Criminalistics	15	14	2	Exceeds Va. +13 -- Exceeds Md. +1
203 Fingerprinting	5	3	3	Exceeds Va. +2 -- Exceeds Md. +2
204 Police Photography	6	5	4	Exceeds Va. +2 -- Exceeds Md. +1 (See Investigation of Crime, Same I.D. Requirements)
205 Recognizing Narcotic Violations	8	3	3	Exceeds Va. +5 -- Exceeds Md. +5
206 Firearms Violations	5	2	1	Exceeds Va. +4 -- Exceeds Md. +3 (See Investigation of Serious Crimes)
207 Recognizing Bombs and Explosives	5	2	1	Exceeds Va. +4 (See Criminal Investigation) Meets Md. +3
208 Recognizing and Handling the Ill, Injured and Dead	15	3	+	Meets Va. (See Field Training Item #10) -- Exceeds Md. +12
<b>COMMUNICATIVE SKILLS SECTION:</b>				
301 Oral Communications	9	2	+	Meets Va. -- See Field Training (B) Item # 2, Exceeds Md. +7

\*Consolidated Federal Law Enforcement Training Center  
Field Training

6

PART 1

Exhibit 1 (c)

COMPARISON OF WMATA TRANSIT OFFICER TRAINING  
IN RELATION TO  
COMPULSORY VIRGINIA AND MARYLAND POLICE TRAINING STANDARDS

## HOURS OF INSTRUCTION

Course Title	*CFLETC	Maryland	Virginia	Comments
302 Note Taking	2	2	2	Meets Va. -- Meets Md.
303 Effective Writing	8	17	6	Meets Va. -- Fails to Meet Md. -9 hours
304 Radio Communications	3	2	+	Meets Va. -- See Field Training -- Exceeds Md. +1
305 Court Testimony	12	1	1	Meets Va. (See Field Training Also) -- Exceeds Md. +11
306 Description and Identification	3	3	2	Exceeds Va. +1 -- Meets Md.
307 Interviewing	15	6	5	Exceeds Va. +10 -- Exceeds Md. +9
308 Sources of Information	5	2	2	Meets Va. -- Meets Md. (See Police Record System)
309 News Media	2	2	See Va. +	Meets Va. -- (See Part III, Item #8 of field training) Meets Md.
310 Driver Training	24	3	+	Meets Va. (See Part III Field Training Item #5) -- Exceeds Md. +21
<b>HUMAN RELATIONS SECTION:</b>				
401 Ethics and Conduct	2	1	+	Meets Va. (See Field Training) -- Exceeds Md. +1
402 Human Relations	16	12	4	Exceeds Va. +12 -- Exceeds Md. +4

\*Consolidated Federal Law Enforcement Training Center  
+Field Training

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COMPARISON OF WMATA TRANSIT OFFICER TRAINING  
IN RELATION TO  
COMPULSORY VIRGINIA AND MARYLAND POLICE TRAINING STANDARDS

HOURS OF INSTRUCTION

Course Title	*CFLETC	Maryland	Virginia	Comments
403 Patrol Techniques	12	7	7	Exceeds Va. +5 -- Exceeds Md. +5
404 Appraising Crowds and Mobs and Use of Defensive Equipment	25	3	1	Exceeds Va. +24 -- Exceeds Md. +22
405 Physical Defense Tactics	50	11	10	Exceeds Va. +40 -- Exceeds Md. +39
406 Standard First Aid and Personal Safety	20	24	10	Exceeds Va. +10 -- Fails to meet Md. -4 hours (Made up in Metro specialized training)
407 Marksmanship	50	21	24	Exceeds Va. +26 -- Exceeds Md. +29

8

\*Consolidated Federal Law Enforcement Training Center  
+Field Training



Police Assistance

Exhibit 2(a)

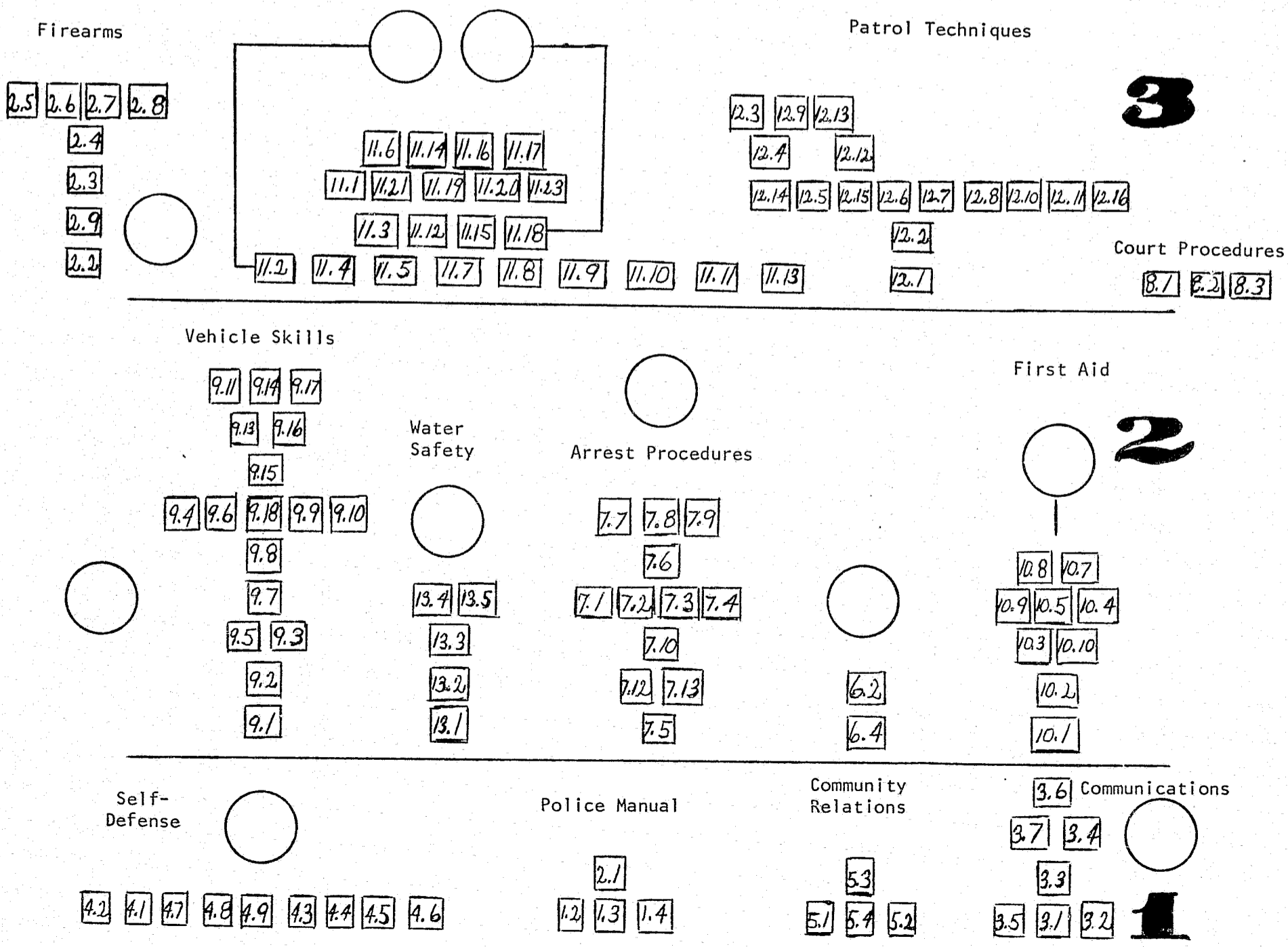


TABLE OF CONTENTS

Module Title	Module Number
1.0 Police Manual	
Identify Value of Notebook.....	1.1
Stand Roll Call Inspection.....	1.2
Identify Police Manual Violations and Disciplinary Procedures.....	1.3
Explain Sick/Injured Officer Policy.....	1.4
2.0 Firearm Safety and Care	
Observe Procedures Following Effective Revolver Discharge and Observe Safety Guidelines.....	2.1
Identify Nomenclature for Revolver and Ammunition, Identify Off-duty Gun and Holster, Observe Range and Fire Safety Rules.....	2.2
Load and Unload Revolver.....	2.3
Qualify PPC and in Basic Marksmanship Preliminary.....	2.4
Observe Repair Regulations and Clean Revolver.....	2.5
Unload Evidence Weapons.....	2.6
Identify Nomenclature and Fire Shotgun.....	2.7
Use Chemical Agents.....	2.8
3.0 Communications	
Identify Radio Codes.....	3.1
Demonstrate Use of Electronic Siren and Emergency Red Light and Proper Functioning of C & R Radio.....	3.2

Module Title	Module Number
Demonstrate Radio Transmission Procedure for Pursuit, Radio Transmitting and Receiving Technique (for 1 and 2 man cars).....	3.3
Demonstrate Use of Portable Radio.....	3.4
Demonstrate Use of Call Box.....	3.5
Demonstrate Checking Technique through WALES and NCIC.....	3.6
Broadcast Information from PD 106.....	3.7
Answer Police Phone.....	3.8
4.0 Defense Tactics	
Basic Physical Exercises.....	4.1
Demonstrate Self-Defense.....	4.2
Demonstrate Use of Gas Masks/Riot Helmet and Use of MACE.....	4.3
5.0 Community Relations	
Identify Community Make-up, Police Philosophy and Ethical Conduct.....	5.1
Notify Citizen, Identify Language Offensive to Public, and List Common Negative Attitudes Against Police.....	5.2
Identify Police-Public Community Relations and Press Relations.....	5.3
6.0 Interviews	
Demonstrate Use of Informants.....	6.1
Conduct Crime Victim/Witness Interview, Juvenile, and Suspect Interview.....	6.2
7.0 Arrest Procedures	
Demonstrate General Arrest Procedures (Stop and Frisk).....	7.1

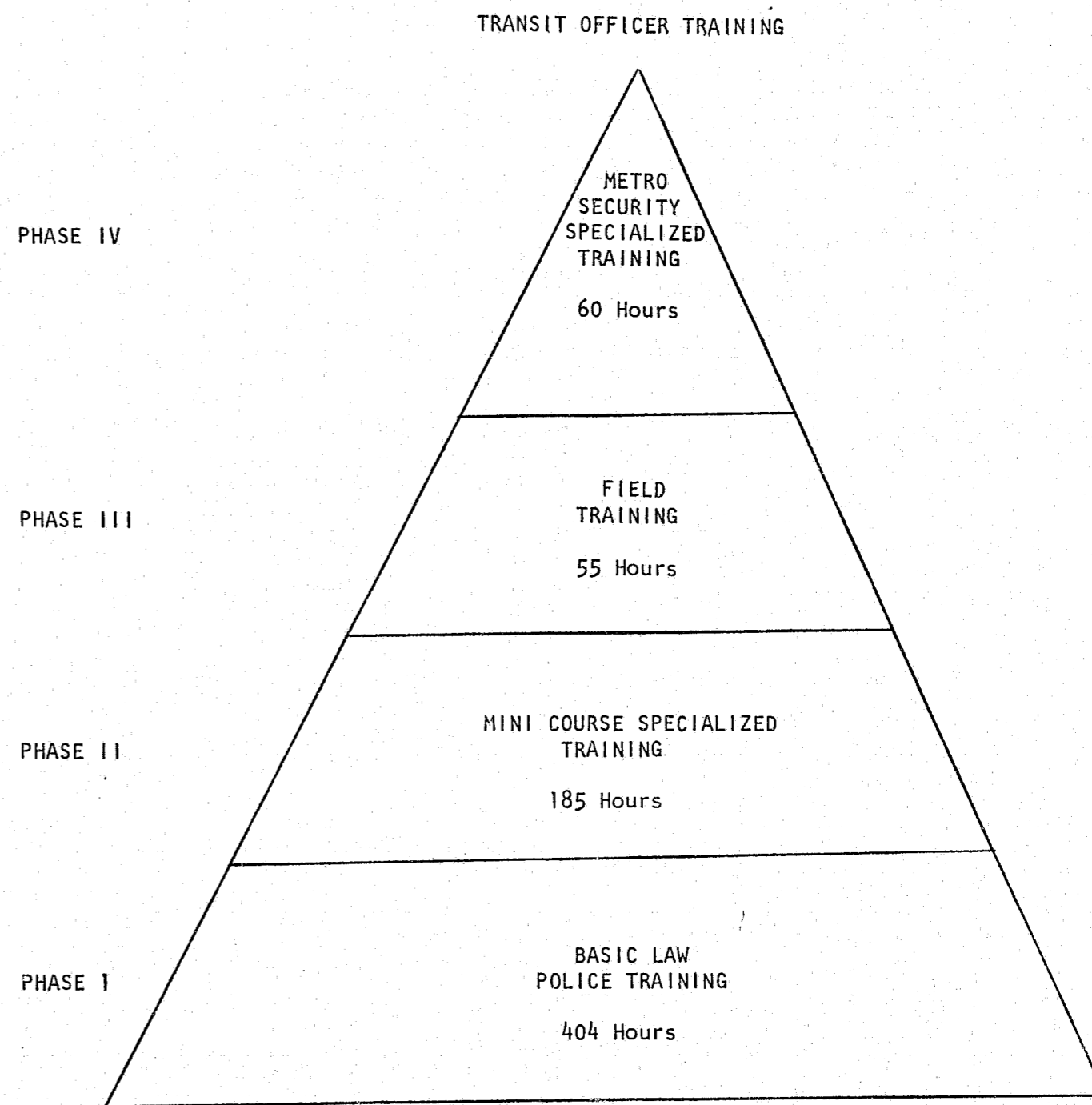
Module Title	Module Number
Demonstrate General Evidence Handling Procedures.....	7.2
Identify Property Release Procedures.....	7.3
Demonstrate General Search Procedures.....	7.4
Identify General Arrest Procedures.....	7.5
Demonstrate a Felony and Misdemeanor Arrest....	7.6
Demonstrate Hostile Suspect Arrest Procedures..	7.7
Demonstrate Juvenile, Sick or Injured Persons, Diplomat, Armed Forces Arrests.....	7.8
Demonstrate non-MPD, MPD, and Fugitive Arrest Procedures.....	7.9
Demonstrate Procedure for Disarming Female, Searching for Weapon, and Search Warrant Procedures.....	7.10
Identify Inside Stake-Out Procedures.....	7.11
<b>8.0 Judicial Procedures</b>	
Process Serious Misdemeanors and Felonies in Superior Court.....	8.1
Process Lesser Misdemeanors in Superior Court..	8.2
Process Traffic Offenses in Superior Court.....	8.3
Obtain Arrest and Search Warrants.....	8.4
<b>9.0 Operate Scout Car</b>	
Check Scout Car for Malfunctions and Missing Equipment and Fill Out PD 775.....	9.1
Demonstrate Use of Scout Car Equipment.....	9.2
Identify Conditions for Abandoning Pursuit.....	9.3
Indicate Conditions for Pushing Civilian Vehicles.....	9.4

Module Title	Module Number
Identify Conditions for Defensive Driving Tactics.....	9.5
Identify Conditions for Driving Civilian Vehicles.....	9.6
Identify Go-No-Go Criteria for "In Progress" Crime Call, Identify Code 1 Conditions, and Simulate an Emergency Run (Describe Use of Scout Car Equipment).....	9.7
Determine Shortest Routes Between Locations....	9.8
Describe Vehicle Repair in Vehicle Repair Shop; with Private Contractor.....	9.9
Demonstrate Use of Barricades and/or Lanterns..	9.10
Demonstrate Pull-Over Procedures and Control Over Hostile Suspects.....	9.11
Perform a Traffic Stop and Have Control of Emotions.....	9.12
Demonstrate Special Precautions for One-man Car	9.13
Demonstrate Approach to Suspect and Pursuit of Suspect on Foot.....	9.14
Demonstrate Procedures for Approach Scene.....	9.15
Demonstrate Procedures for Approaching and Protecting Crime/Accident Scene.....	9.16
Demonstrate Scout Car Accident Procedures.....	9.17
Demonstrate Giving Directions.....	9.18
<b>10.0 Sick or Injury Call</b>	
Identify Value of First Aid.....	10.1
Treat Shock.....	10.2
Stop Bleeding, Treat Fractures.....	10.3

Module Title	Module Number
Treat Burns.....	10.4
Give Artificial Respiration, Give Cardiac Massage.....	10.5
Treat Heart Attack.....	10.6
Treat Childbirth.....	10.7
Treat Common Emergencies.....	10.8
Transporting Victims to Hospital, Completing Reports and Disposing of Sick Person's Property.....	10.9
<b>11.0 Police Assistance Calls</b>	
Respond to Sick or Injured Call.....	11.1
Respond to Assault Call.....	11.2
Respond to Disorderly Conduct Call.....	11.3
Respond to Armed Persons Call.....	11.4
Respond to Auto Theft.....	11.5
Respond to Fire Call.....	11.6
Respond to Call for Lost or Found Property.....	11.7
Larceny/Burglary.....	11.8
Respond to Robbery.....	11.9
Respond to Property Destruction Call.....	11.10
Respond to Crime Assault Call (rape).....	11.11
Respond to Family Argument Call.....	11.12
Respond to Homicide.....	11.13
Respond to Emotionally Stressful Crowd Situation.....	11.14
Respond to Mentally Deranged Person.....	11.15

Module Title	Module Number
Respond to Barricaded Criminal Call.....	11.16
Respond to Bomb Threat Call.....	11.17
Respond to Signal 1033.....	11.18
Identify Missing Persons.....	11.19
Respond to Dog Bite.....	11.20
Respond to Unusual Occurrence.....	11.21
Conduct Preliminary Crime Investigation and Identify Incident Report Procedures.....	11.22
Respond to Unconscious Person (Death).....	11.23
Respond to Accident and Injury Call.....	11.24
<b>12.0 Patrol Techniques</b>	
Identify Impounding Process.....	12.1
General, Business, Suspicious Auto, Patrol and Driving Techniques.....	12.2
DWI Booking Procedures and Urine Test Procedures.....	12.3
TVN Violation Procedures and Preventive Techniques.....	12.4
Demonstrate Stolen Auto Recovery Procedure.....	12.5
Identify ABC Violations Procedure.....	12.6
Identify Gambling Procedures.....	12.7
Narcotics and Dangerous Drugs Procedures.....	12.8
Prostitution.....	12.9
Identify Recognition of Plain Clothesman.....	12.10
Demonstrate Traffic Post Procedures.....	12.11
Demonstrate and Identify Identification Procedures.....	12.12
Demonstrate Patrol Techniques.....	12.13

Module Title	Module Number
13.0 Water Safety	
Identify Value of Water Safety.....	13.1
Perform Warm-Up Exercise, Acclimate Self to Water.....	13.2
Demonstrate Swimming Abilities.....	13.3
Demonstrate Swimming Rescues, Identify Swimming Rescues, Perform Non-Swimming Rescues.....	13.4
Demonstrate Water Survival.....	13.5





What We Want To Do

The first phase of this four-part training process is Basic Police Law Enforcement Training tentatively scheduled to be taught at the Consolidated Federal Law Enforcement Training Center's (CFLETC) Police School. The CFLETC curriculum has a twelve-week, 400-hour, 33 separate course unit training curriculum (See Exhibits 3 and 4), Basic Police Science subject matter skills are taught. CFLETC trains all entry level Federal Agency Law Enforcement Officer candidates except FBI personnel. The Washington Metropolitan Area Transit Authority (WMATA) believes that Federal entry level officer training should be viewed as one of the four necessary foundation blocks of our training process due to the nature of WMATA's interstate multi-jurisdictional enforcement authority.

WMATA Phase I training has adopted a simplified approach to a complex training mission. Basic Police Science Training in Constitutional Law, Federal Judicial Process, Jurisdiction and Venue, Federal Criminal Law (Title 18), Search and Seizure, and like subjects will be taught and explained at the Federal Level of Government, then District and State Law, "Local Autonomy" rules, with Metropolitan Public Service Police Functions being taught in sequential steps by Phases 2 and 3 Training Courses. Phase IV Training is restricted to Metro Transit Officer Training.

Our intent is to offer each Transit Police Officer a balanced approach to understanding a multi-jurisdictional police environment containing overlapping Federal, District, State, or Municipal Police Agencies having original enforcement authority within the WMATA tri-State Transit Zone.

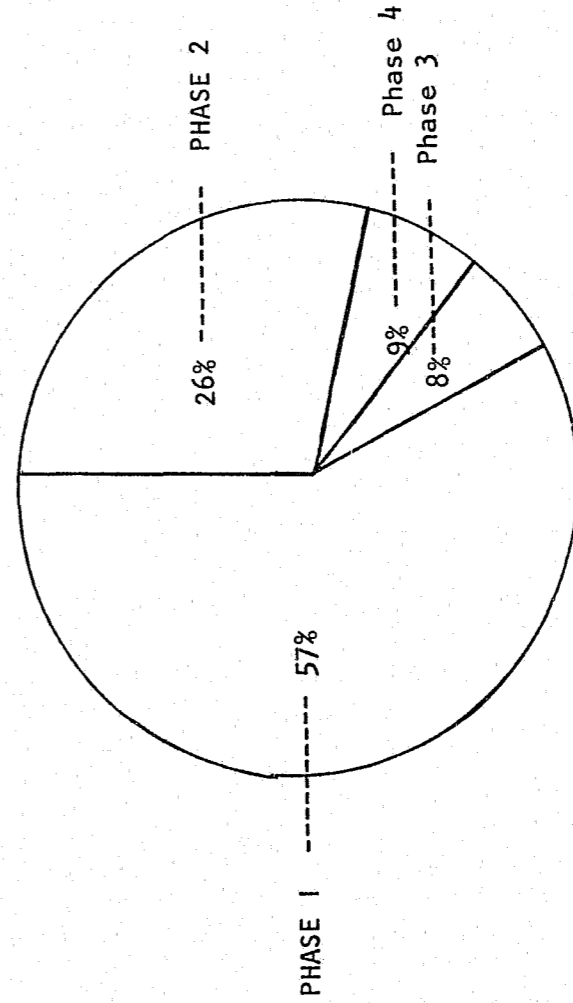
Exhibit I submitted with this training proposal compares entry level police training standards. The CFLETC curriculum was used as a base line measurement instrument. You should realize that the subject matter content of this Federal Police School does not represent a perfect line item, hour-for-hour, lesson plan training school comparison of entry level standards currently used in Public Police Academies of the Metropolitan Washington Area.

As you read this proposal, we ask that you record your comments, constructive criticism, or outright disapproval. WMATA's Security staff stands ready to amend, revise, or redirect the thrust of WMATA's training implementation design if your approval and support is withheld. (See Exhibit 4)

Exhibit 4

THE WMATA 700-HOUR TRANSIT OFFICER TRAINING COURSE DISTRIBUTION

700 HOURS = 100%



1. CFLETC's Police School Basic Officer Phase I Training 404 hours, 12 weeks, 57%.
2. "Mini" Course Specialized Law Enforcement, Phase II "Entry Level" Training 185 hours, 6 weeks, 26%.
3. Field Training "OJT" Field Training For Virginia and Metro Transit Officer Training 8%.
4. Metro Transit Officer Phase IV Training, 60 hours, 9%.

PHASE I BASIC OFFICER TRAINING

CONSOLIDATED FEDERAL LAW ENFORCEMENT TRAINING CENTER  
POLICE SCHOOL

A. Outline

LEGAL SECTION:

HOURS OF INSTRUCTION

101 Organized Crime	2
102 Organization & Function of Law Enforcement Agencies	2
103 Constitutional Law and Civil Liberties	5
104 Recognizing Criminal Violations	15
105 Detention and Arrest	14
106 Search and Seizure	15
107 Evidence	15
108 Federal Court System & Procedure	6

CRIMINALISTICS SECTION:

201 Preliminary Police Investigation	3
202 Introduction to Criminalistics	15
203 Fingerprinting	5
204 Police Photography	6
205 Recognizing Narcotic Violations	8
206 Firearms Violations	5
207 Recognizing Bombs and Explosives	5
208 Recognizing and Handling the Ill, Injured, and Dead	15

PART I Basic Officer Training Curriculum for  
Transit Police Officers

COMMUNICATIVE SKILLS SECTION:

HOURS OF INSTRUCTION

301 Oral Communications	9
302 Note Taking	2
303 Effective Writing	3
304 Radio Communications	3
305 Court Testimony	12
306 Description and Identification	3
307 Interviewing	15
308 Sources of Information	5
309 News Media	2
310 Driver Training	24
<u>HUMAN RELATIONS SECTION:</u>	
401 Ethics and Conduct	2
402 Human Relations	16
403 Patrol Techniques	12
404 Appraising Crowds and Mobs and Use of Defensive Equipment	25
405 Physical Defense Tactics	50
406 Standard First Aid and Personal Safety	20
407 Marksmanship	50

B. SCOPE OF INSTRUCTION

LEGAL SECTION:

COURSE 101 - Organized Crime - Analyzes the role law enforcement officers play in combating organized crime. Outlines the history and the local signs of organized crime and its structure and activities in the United States.

Describes the value of intelligence information and stresses the importance of the police officer's role in developing such information for use in prosecuting underworld figures. Discusses Federal Law enforcement efforts being waged against organized crime and current legislation enacted to curb these activities.

Method of Presentation: Lecture - two hours

COURSE 102 - Organization and Functions of Law Enforcement Agencies - Designed to acquaint the officer with the functions of Federal Law enforcement agencies and their particular spheres of responsibilities of Federal Law enforcement agencies. Includes orientation on agencies under the various executive departments (such as Treasury, Justice, Interior, etc.) and examines the jurisdictional limits of these agencies in their enforcement of the United States Criminal Code. United States Attorney's duties and relationship to Federal Law enforcement officers delineated.

Method of Presentation: Lecture - two hours

COURSE 103 - Constitutional Law and Civil Liberties - Historical background and development of the United States Constitution with emphasis on the Bill of Rights. Three branches of Federal Government defined and the responsibilities of each described. Identification of potential Civil Rights violations by police officers discussed in detail and examination of the remedies available to individuals whose rights have been violated under color of law by law enforcement officials.

Method of Presentation: Lecture - five hours

COURSE 104 - Recognizing Criminal Violations - Description and overview of the substantive law including the development of common law and Federal statutory law and the relationship between them.

Discussion of the parties to an offense and the general requirements of culpability in order for an act or omission to constitute a criminal offense. Identification of Title 18 U. S. Code offenses and the elements of each, with specific reference to the special maritime and territorial jurisdiction of the United States.

Method of Presentation - Lecture - three hours  
Discussion - fifteen hours

Lecture material is supplemented by case law situations and hypothetical discussion questions.

COURSE 105 - Detention and Arrest - Identifies the elements of a legal arrest and distinguishes situations involving mere suspicion, reasonable suspicion and probable cause. Studies the Miranda Rule and its application to arrest situation, stop and frisk procedure, degrees of force permissible in effecting arrests, handling juveniles and operational considerations in making arrests. The officer is required to demonstrate ability to effect approach, arrest, search, restraining and custody maintenance of suspects.

Method of Presentation: Lecture - 14 hours  
Practical Exercise - 34 hours

COURSE 106 - Search and Seizure - Fourth Amendment principles regarding the law of search and seizure. Discussion on probable cause, the exclusionary rule and other constitutional safeguards. Explanation of the Federal rules of criminal procedure and current case law regarding search with and without warrants, consent searches and searches incident to arrest. Emphasis placed on the legal procedures followed in "Stop and Frisk" situations, searches of vehicles, vessels and aircraft and searches conducted with state and local law enforcement officials.

Method of Presentation: Lecture - 15 hours - Practical  
Exercise - during Student Evaluation

COURSE 107 - Law of Evidence - Rules of evidence applicable to law enforcement officers. Includes the classifications of evidence, admissions, confessions and hearsay exceptions. Discussion on the Miranda advisement situations and manner of presentation of evidence in court. Lecture material supported by practical problem analysis.

Method of Presentation: Lecture - Practical Exercise

COURSE 108 - Federal Court Systems and Procedures - Analysis of the duties and functions of the U. S. Magistrate. Includes procedures relating to complaint, arrest warrant and subpoena, preliminary hearings, bail commitment, removal hearings and search warrants. Grand jury proceedings, pre-trial procedures and motions, discovery and inspection, venue and removal, trial, sentencing, extradition and the statute of limitations are examined in detail.

Method of Presentation: Lecture - 6 hours

CRIMINALISTICS SECTION:

COURSE 201 - Preliminary Police Investigation - The stages and tasks required to effectively conduct a preliminary investigation upon arrival on the scene of an apparent crime. The scope of the material identifies the thoroughness and the immediacy of the preliminary investigation and describes the three important responsibilities of the responding officer to obtain facts, locate witnesses, uncover and protect evidence.

Method of Presentation: Lecture - 2 hours

COURSE 202 - Introduction to Criminalistics - Collection, Preservation and Transportation of Physical Evidence - Accepted methods of conducting crime scene searches, identification, collection, preservation, packaging and shipping of evidence to insure its admissibility in court. Introduction to proper techniques of casting and molding, crime scene sketching and the capabilities and limitations of laboratory analysis. Sources of potential physical evidence and requirements for establishing a chain of custody. Recognition of any items at a crime scene as evidentially valuable.

Method of Presentation: Lecture - 8 hours  
Laboratory - 4 hours  
Practical Exercise - 4 hours

COURSE 203 - Fingerprinting - Emphasis is limited to the practical aspects relating to the use and recognition of fingerprint patterns along with the development of skills in taking rolled impressions and processing latent prints for identification and use as evidence. Each officer must demonstrate his skill in a practical exercise: Locate and lift latents; use ninhydrin spray and iodine fuming; roll prints with sufficient characteristics necessary for positive identification.

Method of Presentation: Lecture - 2 hours  
Practical Exercise - 3 hours

COURSE 204 - Photography - Presentation centers on the characteristics and essential elements necessary for developing good photographic techniques. Particular emphasis is placed upon crime scene, accident scene and identification photography. Legal requirements for court room use of photographic evidence is stressed. Each officer is provided with a camera and given assignments to demonstrate his ability to meet the stated requirements for acceptable police photography.

Method of Presentation: Lecture - 4 hours  
Practical Exercise - 2 hours

COURSE 205 - Recognizing Narcotic Violations - Course is designed to enable the officer to identify general dangerous drug classifications, symptoms of drug abuse, smuggling routes, methods of concealment, informants and clandestine manufacturing techniques. Instruction is conducted through the media of film, slides, lecture and practical exercises in dangerous drug testing and identification.

Method of Presentation: Lecture - 6 hours  
Laboratory - 2 hours

COURSE 206 - Firearms Violations - Brief description of the history of the Firearms Law in the U. S.; Titles I, II, and III of the Gun Control Act of 1968 with particular emphasis placed on what action the officers should take upon discovering a violation. Safeguarding techniques to be used in handling weapon violations are also presented.

Method of Presentation: Lecture and Demonstration - 3 hours

COURSE 207 - Recognizing Bombs and Explosives - Provides knowledge and skills useful to the law enforcement officer in the initial response phase of bomb threat calls and bomb incidents. Specifically covers recognition factors relating to categories of bombers, elementary mechanical and chemical detonation theory, and primary classification of explosives according to predictable blast effect. Upon completion of the course, the officer is able to demonstrate appropriate emergency evacuation procedures, bomb search techniques, measures to reduce potential devastation, and his knowledge of those units he is to alert for the specialized job of bomb disposal.

Method of Presentation: Lecture and Demonstration - 4 hours  
Practical Exercise - 2 hours

COURSE 208 - Recognizing and Handling the Ill, Injured, and Deceased - Definition and characteristics of mental disorders, their symptomatology and methods of handling persons believed to be mentally ill. Discussion of various physical illnesses frequently encountered by police personnel. Proper techniques to be utilized in the recognition and handling of deceased persons. Instruction is facilitated through use of classroom discussion, psychodrama programs, field trips and films utilized.

Method of Presentation: Lecture - 9 hours  
Observational Tours - 6 hours

COMMUNICATIVE SKILLS SECTION:

COURSE 301 - Oral Communications - Importance of effective communications to a law enforcement officer, and roadblocks to effective communication is explained. Methods of planning and preparing oral presentation are discussed.

Each officer is required to prepare and deliver two ten minute presentations before the class on law enforcement related subjects.

Method of Presentation: Lecture - 2 hours  
Workshop - 7 hours  
Performance Evaluation - 7 hours

COURSE 302 - Note Taking - Importance of effective note taking by law enforcement personnel in performance of their duties. Characteristics, content, format, necessity of note taking procedures, and careful transcription to final report. General recommended guidelines on note taking methods.

Method of Presentation: Lecture - 1 hour  
Practical Exercise - 1 hour

COURSE 303 - Effective Writing - Purpose of reports and acceptable standards for good police report writing are examined. Clear and concise wording and phrasing, planning the report, writing the report, elimination of wordiness, and use of effective English are discussed in detail. Each trainee must demonstrate his knowledge of the subject matter through preparation of reports based upon simulated police problems.

Method of Presentation: Lecture - 1 hour  
Performance Evaluation - 7 hours

COURSE 304 - Radio Communications - Emphasis is directed at the basic fundamentals of proper radio communication and those procedures required to effectively operate (transmit and receive) communications equipment used in law enforcement. Topics discussed include the care of radio equipment, types of radio systems, clarity and conciseness of transmissions/messages and a familiarity with the Ten Code.

Method of Presentation: Lecture - 3 hours

COURSE 305 - Testimony in Court - Preparation and duties of law enforcement personnel in assisting Federal judicial authorities for trial of criminal violations. Discussion centers on proper courtroom demeanor and testifying techniques on both direct and cross examination. Emphasis is placed on procedure in providing foundation for the introduction of evidence and the pitfalls encountered during defense examination. Includes student participation through role playing in mock trial situations.

Method of Presentation: Lecture - 3 hours  
Performance Evaluation - 9 hours

COURSE 306 - Description and Identification - Emphasizes the procedure and use of NCIC Treasury Law Enforcement Intelligence System (TLEICS) and related data systems in storing information on persons, guns, vehicles and other objects. Describes and explains the use of the thumbnail description as a fast and effective means in the identification of persons. Identifies the Fourth Amendment requirements regarding information needed in obtaining search warrants.

Method of Presentation: Lecture - 3 hours

COURSE 307 - Interviewing - Considers the concepts, legal guidelines and limitations, and rights of persons being interviewed. Examines the preparation and planning for interviews, effective questioning to elicit most information, emphasizing techniques, conducting an interview, recording by note, memorandums, statements and mechanical or stenographic transcripts.

Method of Presentation: Lecture - 4 hours  
Practical Exercise (ungraded)-4 hours  
Performance Evaluation - 7 hours

COURSE 308 - Sources of Information - Sources of information the police officer most frequently will be required to use. The officer is required to demonstrate his ability to identify various sources and the proper techniques of obtaining and preserving such information. Basic orientation on computer systems currently in operation, e.g., NCI (National Crime Information Center) WALES (Washington Area Law Enforcement System) for law enforcement personnel.

Method of Presentation: Lecture - 4 hours  
Practical Exercise (ungraded) - 1 hour

COURSE 309 - News Media - Lecture and discussion designed to provide the officer with a basic understanding of his relationship with members of the news media. Areas of consideration are: release of information, restrictions governed by agency policies, image, constitutional and legal safeguards.

Method of Presentation: Lecture - 2 hours

COURSE 310 - Driver Training - Physical and psychological proficiency in operating a police vehicle. Explanation and demonstration of preoperational vehicle checks, routine (defensive) driving operation, pursuit driving, emergency operation, skid control and pursuit operation. The officer is evaluated on his performance.

Method of Presentation: Lecture - 8 hours  
Practical Exercise - 8 hours  
Performance Evaluation - 8 hours

HUMAN RELATIONS SECTION:

COURSE 401 - Ethics and Conduct - Examines situations that law enforcement personnel are likely to encounter in the day-to-day performance of their duties which may reflect favorably or unfavorably on both the officer and his agency.

Familiarizes the trainee with proper conduct of an officer both on and off duty, and assists him in anticipating acts which might compromise his effectiveness in law enforcement activities. Includes familiarization with the Code of Ethics for Government Service, Federal Personnel Manual/Agency Regulations Governing Ethical and Other Conduct and Responsibility of Employees, the Presidential Policy on Ethics and Conduct, excerpts from statutes governing conduct of Federal employees, and prohibitions on conduct other than statutory.

Method of Presentation: Lecture - 2 hours

COURSE 402 - Human Relations - Provides the officer with an awareness of individual, group, social and cultural motivators and their effect on human behavior. Emphasis is placed on inter-personal contacts and the responsibility, moral obligation, and legal authority in various circumstances involving the public and of the law violators. The officer becomes conscious of the sources of potential human relations problems and examines alternative means of preventing and resolving conflict. The importance of a role perception for law enforcement officers is also stressed.

Method of Presentation: Lecture/Discussion - 16 hours  
Practical Exercise Interfaced with Lecture  
NOTE: THIS COURSE IS BEING REVISED

COURSE 403 - Patrol Techniques - Instruction and training is designed to familiarize the officer with basic patrol techniques. Skills are developed in preventive and selective enforcement, public relations, citizen education and field inquiries. Non-criminal patrol techniques which compliment the law enforcement mission are examined.

Cumulative practical exercises follow classroom instruction in which students are assigned as team members in patrol cars. Each team is confronted with a series of simulated police problems in which the officer must apply proper patrol and investigative procedures to include human relations, communications, interviewing, note taking, collection and preservation of evidence, and preparation of incident reports. The exercises terminate in a mock trial in which the officer presents his evidence and is subject to cross examination by staff members.

Method of Presentation: Lecture - 4 hours  
Practical Exercise - 8 hours

COURSE 404 - Civil Disturbance and Riot Control - Effective means of controlling peaceful and disorderly demonstrations. Explanation and use of defensive methods and equipment including extensive close order drills, gas masks, helmet and riot baton procedures and appropriate use of gas equipment. The officer must demonstrate his proficiency through performance.

Method of Presentation: Lecture - 10 hours  
Practical Exercise - 8 hours

COURSE 405 - Physical Defense Tactics - Vigorous physical fitness program designed to meet a standard of conditioning and endurance required of law enforcement personnel. Basic techniques of physical defense used in effecting a proper arrest. Defense tactics used against armed or unarmed suspects and proper methods of control over arrestees. Demonstration, explanation and practical application of defensive equipment. Officer performance is evaluated at conclusion of practical exercises.

Method of Presentation: Lecture/Demonstration - 24 hours  
Practical Exercise - Interfaced with Lecture

COURSE 406 - First Aid and Personal Safety - Course is designed to teach orientation and some basic skills of first aid and personal safety. Emphasis is placed on procedures required of police personnel oriented toward emergency situations. Standard Red Cross procedures are used to develop a competence in dealing with emergency situations such as shock, cardio-pulmonary resuscitation, emergency childbirth certification in first aid by American Red Cross.

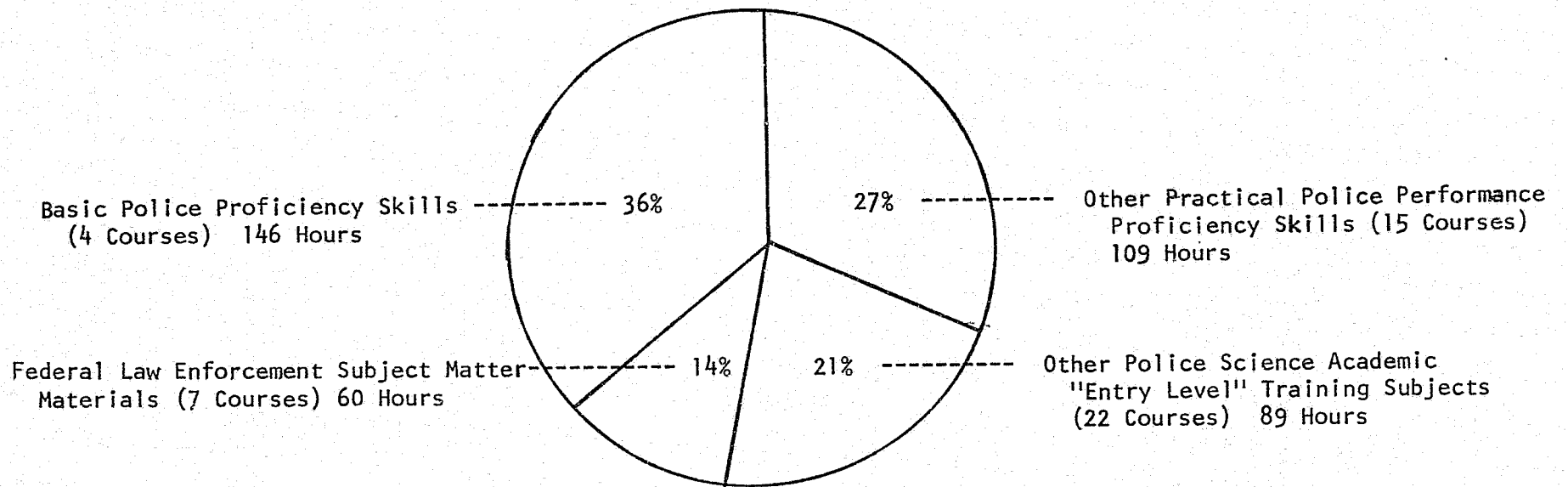
Method of Presentation: Lecture/Demonstration - 20 hours  
Practical Exercise Interfaced with Lecture  
Examination - 2 hours

COURSE 407 - Marksmanship/Judgment Pistol Shooting - This course emphasized safety, skill and judgment in the use of service revolvers. A classroom orientation covers circumstances when police firearms should and should not be used. The use of firearms is dependent upon individual agency police plus the circumstances involved in each situation for the protection of life. An individual sight/sound orientation is followed by actual performance by the student in judgment pistol shooting. The student is evaluated for accuracy and judgment as he uses or does not use a firearm against criminal suspects in a film with ten sequences.

Method of Presentation: Lecture - 1 hour  
Individual Orientation - 10 minutes  
Practice Exercise - 10 minutes per exercise

CFLETC'S POLICE SCHOOL TRAINING SUBJECT DISTRIBUTION

404 HOURS = 100%



+ Rounded Percentage Figures Used

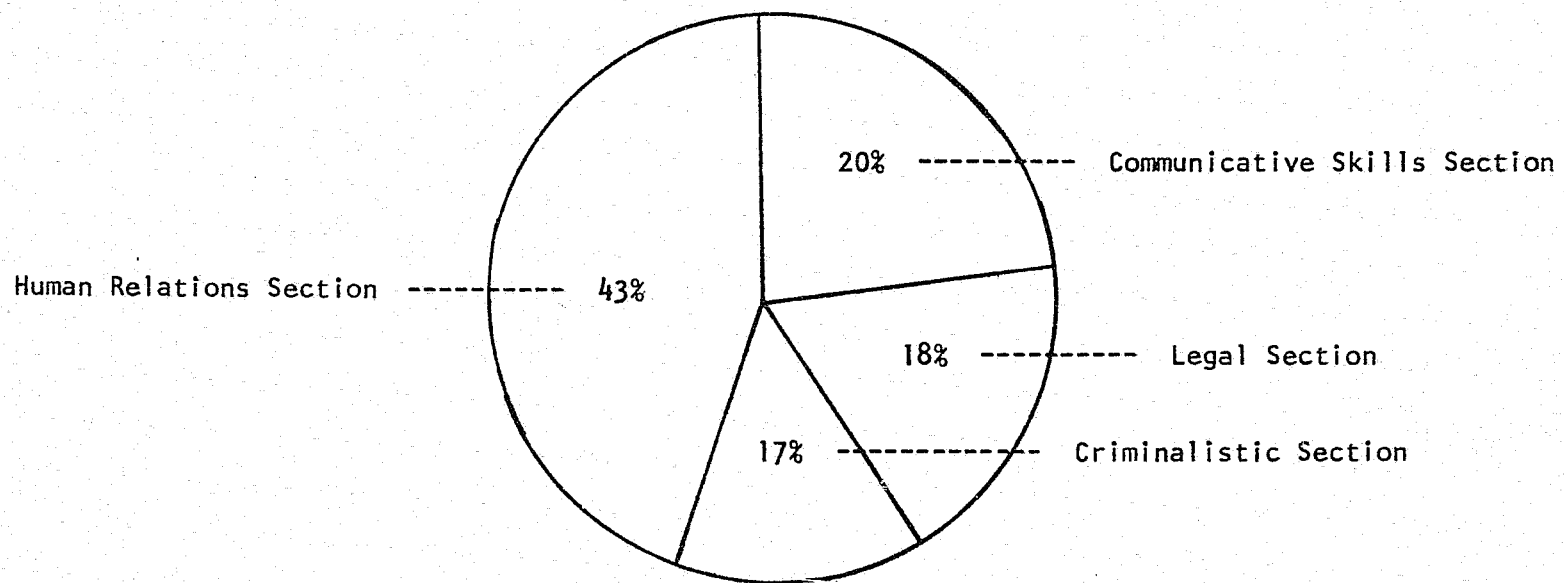
\* Administrative Record Keeping and Testing Included in Above Instructional Hour Distribution

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CFLETC'S SECTION COURSE UNIT SUBJECT DISTRIBUTION

404 HOURS = 100%



1. Legal Section - 8 Unit Courses - 74 hours - 18%
2. Criminalistic Section - 8 Unit Courses - 72 hours - 17%
3. Human Relations Section - 7 Unit Courses - 175 hours - 43%
4. Communicative Skills Section - 10 Unit Courses - 83 hours - 20%

\* Rounded Percentage Figures Submitted For Course Instructional Hours



1. BASIC POLICE PROFICIENCY SKILLS

<u>COURSE</u>	<u>HOURS</u>
310 Driver Training	24
405 Physical Defense	50
406 First Aid	22
407 Firearms	50

2. OTHER PRACTICAL POLICE PERFORMANCE  
PROFICIENCY SKILLS

<u>COURSE</u>	<u>HOURS</u>
105 Detention and Arrest	34
202 Criminalistics	8
203 Fingerprinting	3
204 Police Photography	2
205 Narcotic Lab and Test	2
207 Bombs and Explosives	2
301 Oral Communication	7
302 Note Taking	1
303 Effective Writing	7
305 Testimony in Court	9
307 Interviewing	11
308 Sources of Information	1
402 Human Relations	6
403 Patrol Techniques	8
404 Civil Defense and Riot Control	8

## Exhibit 5 (e)

## 3. FEDERAL LAW ENFORCEMENT "MUST KNOW" SUBJECTS

<u>COURSE</u>	<u>HOURS</u>
101 Organized Crime	2
102 Organization and Function of Federal Law Enforcement Agencies	2
103 Constitutional Law and Civil Liberties	5
104 Recognizing Federal Law Criminal Violations	15
106 Search and Seizure	15
107 Evidence	15
108 Federal Court System and Procedure	6

## 4. OTHER POLICE SCIENCE ACADEMIC "ENTRY LEVEL" TRAINING SUBJECTS

<u>COURSE</u>	<u>HOURS</u>
201 Preliminary Police Investigation	3
202 Criminalistics	8
203 Fingerprinting	2
204 Police Photography	4
205 Recognizing Narcotic Violations	6
206 Firearms Violations	3
207 Bomb and Explosives	4
208 Recognizing and Handling the Ill Injured and Dead	9
301 Oral Communication	2
302 Note Taking	1
303 Effective Writing	1
304 Radio Communication	3
305 Testimony in Court	3
306 Description and Identification	3
307 Interviewing	4
308 Sources of Information	4
309 News Media	2
401 Ethics and Conduct	2
402 Human Relations	10
403 Patrol Techniques	4
404 Civil Disturbance and Riot Control	10
407 Marksmanship/Judgment Pistol Shooting	1

Phase II "Mini" Course Training Concept

Police trainers have long recognized the viability of designing specialized training mini courses (as opposed to generalized training courses), to teach "must know/need to perform police tasks" by agreed upon legal stipulations and/or compulsory minimum police training standards mandated by Federal, State, and/or Municipal Laws. As such, the next sequential step of Metro's implementation strategy for training Transit Authority Officers to meet state certification training standards, called for the use of certified police instructors, researched lesson plans, audio-visual training aids, and job-related test examinations which are correlated to the subject matter content taught in approved entry level police training schools of Maryland and Virginia, or those entry level Police Officer Training Schools receiving approval from the previously mentioned Police Training Commissions.

The Authority's training proposal has allotted two-hundred and twenty-five hours for Maryland, Virginia, and District of Columbia specialized Recruit Officer entry level training to meet required police proficiency entrance standards. The subject matter content of the following curricula has been designed to teach District of Columbia and State criminal codes, court systems, "local autonomy" enforcement concepts, reporting writing systems as well as patrol procedures currently in use by the Metropolitan Washington Public Police Agencies found within our Transit Zone.

Phase II and Phase III  
"Mini" Course

SPECIALIZED TRAINING

- A. District of Columbia
- B. \*Virginia
- C. Maryland

\* In order to comply with Section 9-109(2) Code of Virginia LEOTSC requirements, Metro Transit Officers will be assigned to a 40-hour "OJT" field training exercise with "sworn" Officer personnel of the Public Police Agencies having original enforcement authority within the Virginia portion of the Metro Transit Zone.

A. District of Columbia - With reference to the District of Columbia's Metropolitan Police Academy Training Standards, WMATA presents the following proposal for your review and consideration.

1. That WMATA be granted authorization to teach a two-week, 75-hour District of Columbia Law Enforcement Training Program designed to meet the Metropolitan Police Academy Training Standards.
2. That WMATA be granted authority and permission to use the services of certified police instructors, training course modules or lesson plans, tests, and administrative training forms used by the Metropolitan Police Academy.
3. That Transit Officers upon successful completion of their Part I Basic Law Enforcement Training and the above 75-hour District of Columbia Specialized Law Enforcement Training receive graduation certificates certifying said Transit Officer(s) eligibility to Sworn Officer status within the District of Columbia's Transit Zone.
4. That CFLETC be granted Entry Level Police School Training status for a major portion of the academic and skills Police Science subjects.

#### Course Objectives

The thrust of the District of Columbia's Specialized Training is directed towards clarifying a Transit Officer's knowledge concerning the role, public service functions and "street" obligations of Metropolitan Police Officers. The subject matter taught in the course is restricted to the below-listed training areas.

1. History of the Metropolitan Police Department
2. Present Organizational Structure
3. Position and Function in Relation to the Other District of Columbia Public Service Agencies
4. Patrol Response Procedures
5. Report Writing Systems
6. City Geography
7. District of Columbia's Court Systems
8. Communications Systems
9. Recognizing Violations of District of Columbia's Laws, Criminal Police Rules and Regulations, Traffic Code and the Like

#### Mode of Instruction

1. Classroom Lecture
2. Films
3. Visual Aid Slides, Tapes
4. Field Trip to D. C. Codes
5. Test
6. Take Home Report Writing Project

COURSE OUTLINE

COURSE UNIT(S)	INSTRUCTIONAL HOUR(S)
1. History of the Metropolitan Police Department	1
A. Congressional Authorization	
B. Mission and Goals	
2. Functions, Duties, and Obligations of the Metropolitan Police Department's	1
A. Chief Administrator (the Chief)	
B. Command Level Management (Lieutenants, Captains, Inspectors, Deputy Chief, and Assistant Chief)	
C. Supervisory Personnel (Sergeants)	
D. Level of Execution (Uniformed Officers and Plainclothes Officers)	
3. Organizational Structure and Position of the Metropolitan Police Department in the District of Columbia's City Government	1
4. The Metropolitan Police Department's Patrol Methodology	2
A. Cruiser	
B. Scout Car	
C. Foot	
D. Helicopter	
E. Motor Scooter	
F. Motor Cycle	
G. Harbor	
H. Tactical, CDU and Special Operations Deployment Patrols	

COURSE OUTLINE

COURSE UNIT(S)	INSTRUCTIONAL HOUR(S)
5. The Metropolitan Police District Station House, Patrol Signal System, Arrest Book and Preliminary Detention Procedures	
6. The Metropolitan Police Reporting Writing Systems	18
7. Recognizing Violations of the District of Columbia's Criminal Code	5
8. Arrest, Search, and Transportation of	1
A. Adults/Juveniles	
B. Males/Females	
9. Recognizing Violations of the District of Columbia's Traffic Code	2
10. Recognizing Violations of the Public Service Commission's Regulations	1
11. D. C. DWI Enforcement Procedures	1
12. Communications Procedure	5
A. Radio (Patrol Car)	
B. Landline	
C. Footman's Radio	
D. Call Box	
E. Teletype	
F. Purpose of WALES, NCIC	
13. Judicial Process in Administration of Justice	8
A. Superior Court	
B. Juvenile Court	
C. U. S. Magistrate Court	

COURSE OUTLINE

COURSE UNIT(S)	INSTRUCTIONAL HOUR(S)
D. Field Trips	
E. Police Liaison Officer	
F. Warrant Clerk	
14. Recognizing Violations of the Police Regulations	2
15. Recognizing Violations of A. B. C. Regulations	1
16. Isolating and Removing Patrol Hazards	2
17. Diplomatic Immunity	1
18. Dignitary Protection	1
19. Police Tort Liability Claims and Safety	1
20. Traffic Direction	1
21. Juvenile Enforcement Procedures	3
22. Detoxification Procedure	1
23. Disorderly Conduct Enforcement	1
24. Fresh Pursuit, Mutual Aid, etc.	2
25. Removal and Extradition	1
26. City Geography	1
27. Issuing Traffic Summons, (Non Moving)	1
28. Metropolitan Police Jurisdiction (Police Districts, Substations, Beat Boundaries, and the Like)	1
29. Code One, Code 11 - Emergency Response Procedure	1
30. Preliminary Investigation Procedure for Patrol Officers	1
31. Procedures for Handling Property	2

COURSE OUTLINE

COURSE UNIT(S)	INSTRUCTIONAL HOUR(S)
A. Prisoner's Property	
B. Lost, Stolen or Abandoned Property	
C. Deceased Person's Property	
D. Evidence	
32. Review of Course Content	1
33. Tests and Critique	2
34. Administrative Support Services	2

Item 6 The Metropolitan Police Department Reporting/Writing Course

The concept supporting this portion of specialized training is best described as "Transit Officer learns best by doing the actual task." Therefore, this segment of training concentrates on the "must know," "must perform" field reporting tasks and departmental letter formats currently used by sworn officer personnel of the Metropolitan Police Department. Police grammar, police jargon, police vocabulary spelling words, police (short cut) abbreviations as well as accepted narrative sentence formulas for numbered P.D. report forms shall be explained and visually presented in the first ten (10) hours of Transit Officer instruction. Approximately 31 case examples of numbered P.D. reports in common usage will be visually illustrated to support the instructor's lectures. The next eight (8) hours of this 18-hour training course is spent by filling out skills lab report writing exercises to reinforce the effective writing skills taught in the first ten (10) hours of classroom instruction.

In addition to the above-described classroom-visual-aid-group performance report writing experience, each Transit Authority (TA) Officer must complete a take home Metropolitan Police Reporting Writing Project. The subject matter content of this individual, take home, learner paced, training exercise contains case history facts of Part 1 UCR felony report(s) or complaint incident report(s) with personal injury to complainant(s). Built into this project will be potential criminal or tort liability legal action(s) alleging governmental negligence by the reporting officer or the Department itself.

The take-home-training information facts will be presented in a scrambled fashion. Crime and Incident Complaint numbers, names, addresses, crime or incident code numbers, and the like, needed to complete a police report that is capable of passing a sergeant's inspection and subsequent reviews by other Police officials as well as the United States Attorney or Corporation Counsel Office are included in the training facts. Each officer must reassemble the facts, fill out the required PD numbered reports and submit a departmental letter summarizing the actions taken for review and approval of a commanding officer of the District. This training project will be graded as a quiz and will count towards the Transit Officers final grade in Report Writing.

Instructional Hours Breakdown

Hours

- 1 - 2 Effective Police Report Writing Skills
  - (a) Narrative Formats
  - (b) Sentence Organizations

Hours

- (c) Common Spelling Mistakes
- (d) Police Jargon
- (e) Police Abbreviations
- 3 Departmental Letter Writing
  - (a) Letters to Commanding Officers
  - (b) Case Summaries
  - (c) Administrative Letters
  - (d) Police Correspondence to Other Agencies
- 4 Precision Descriptive Field Report Writing as to
  - (a) Description of persons
  - (b) Description of property
  - (c) Case classification
  - (d) Inclusion of "must know" information in concise narrative form
  - (e) Crime elements spelled out
  - (f) Injury factors spelled out
- 5 hour and 6 hour The P.D. 253 - MPDC incident/Complaint Form

The PD 253 form is used to record incidents where an official record is needed. This completed form when filed constitutes a permanent record of police action taken for complaints, minor criminal infraction, non-criminal public service emergency calls, and the like

Types of PD 253 Reports

  - (1) Sick Person to the Hospital
  - (2) Sick Person to a Detoxification Center
  - (3) Sick Person - Mental Observation (MO) to the Hospital
  - (4) Animal Bites in Conjunction with Impounding Notice

Hours

for Animals PD 48 and the Municipal Violation Notice PD 61-D

(5) Natural Death Reports

The primary objective of these two-blocks of instruction is to make the Transit Officer aware of the range of possible courses of death, implications of prior medical treatment before death, as to doctor names, prescriptions, recent injuries, symptoms, signs of illness. This instruction block also covers the proper procedures for handling a deceased person's property.

(6) Found, Abandoned, or Lost property reports and the procedure for handling such property. The property book, field receipt form, and the like procedural requirements are also explained in conjunction with the above-mentioned reports.

(7) Alcohol Beverage Control Violations Reports

(8) Negligent Fire

(9) Certain Types of Disorderly Cases

The PD 251 - "Offense Report"

The PD 251 is used to record all criminal incidents committed within the confines of the District of Columbia. This one-hour training block will be used to familiarize the student Transit Officers with the PD 251 in relation to the PD 252, Witness statement, the PD 255 Arrest Report for persons incarcerated, and the PD 163, Combination Lineup, Prosecution Report. All of the above-mentioned reports will include the basic background information gathered in a robbery holdup (gun) case, a yoke robbery case, or a Pocket Book Snatching (PBS) Case.

The PD 252

The PD 252 is a simple concise police form with a three-way purpose. This instruction will point out the proper formats and techniques to be issued in, (a) witnesses' statements, (b) followup investigation reports, and (c) supplemental information reports.

Hours

The PD 255 - Arrest Report

The PD 255 is the standard form used by the MPDC whenever an arrest is made. This hour's training stresses single and multiple arrest charges and basic background as to a Metropolitan Police Station Clerk's responsibilities in handling (processing) the PD 255.

The PD 163 - Prosecution Report - Lineup Fact Sheet

The MPDC PD 163 report provides the evidentiary facts used by the Corporation Counsel and/or the Assistant U. S. Attorney in prosecuting offense crimes committed against persons, property, public morality, the public's space or the administration of justice in the District of Columbia.

Types of PD 251 Reports:

Robbery - Yoke - Strong Arm

Robbery - Pocket Book Snatching (PBS)

Robbery - Stealth - Pick Pocket

Robbery - Fear No Weapon

The PD 251 - Criminal Assault Reports

(1) Rape, Sexual Assault

(2) Simple Assault (SA)

(3) Aggravated Assault (ADW)

(4) Threats of Bodily Harm

The PD 251 - Property Crimes

Burglary II

Petty Larceny

Grand Larceny

The PD 106 - Flash Lookout Form

The PD 106 is the form used to record basic lookout information. Methods in obtaining police lookouts will be explained. The methods for describing people and property will be retaught to facilitate the completed form.



Hours

9

PD 10 - Traffic Accident Property

PD 10A - Traffic Accident Personal Injury

Non-Collision Accidents

PD 172

The PD 172 - Vehicle Reports

This hour of instruction is devoted to the handling of various vehicle situations that may occur on WMATA's Kiss and Ride Parking Lots and the proper format to be used for record keeping purposes.

10

PD 257 - Missing Person Report

Transit Officers will be made aware of the procedures and official notifications required of patrol officers in connection with:

- (1) Lost or abandoned children
- (2) Mentally ill children
- (3) Senile "senior" citizens

Skills Lab Report Writing

11th

Exercises

through

18th  
Hours

Transit Officers must fill out selected PD 251 felony offenses forms, PD 253 sick, injury, and natural death forms, vehicle 172 reports. PD 10 Traffic Accident Forms, compulsory mental observation commitment forms and juvenile referral forms currently in use in the MPDC.

B. Virginia - In accordance with Section 9-109 (2) Code of Virginia (1950) - LEOTSC Recruit Officer Training Standards, a total of 200 instructional hours are needed for certification as a "sworn" police officer in the Commonwealth of Virginia. This law also mandates that said "entry level" recruit officer training be completed within 12 months once Metro Transit Officer(s) are assigned to patrol function in the Virginia portion of the Metro Transit Zone. With reference to the above, WMATA presents the following proposals for your review and consideration:

1. That WMATA be granted authorization to teach a 75-hour Specialized Virginia Law Enforcement Training Program designed to meet all compulsory minimum training standards set forth and administered by the above-mentioned LEOTSC of Richmond, Virginia.
2. That WMATA be granted authority and permission to use the service of certified police instructors, training course lesson plans, tests, and administrative training forms currently used by the LEOTSC or those of the Northern Virginia Police Training Academy.
3. That Transit Officer(s) upon successful completion of their Part I, Basic Law Police Training and the above 75-hour Virginia Specialized Law Enforcement Training receive graduation certificates certifying said Transit Officer(s) eligibility to "Sworn" Police Officer status with the Commonwealth of Virginia's Metro Transit Zone.
4. That CFLETC be granted "Entry Level" Police School Training Status for a major portion of the academic and skills Police Science subjects.

COURSE OUTLINE

COURSE SECTIONS	INSTRUCTIONAL HOUR(S)
I. Administration	
A. Orientation	15 Minutes
B. Examination	2 Hours
(1) Test, Quizzes	
(2) Critique	
C. Evaluation	45 Minutes
D. Open Hours	<u>1</u> Hour
	TOTAL 4 Hours
II. Legal Matters	
A. State Constitution	3 Hours
(1) Jurisdiction and Function of State Law Enforcement Agencies	
B. Parties of Crime and Elements (Criminal Code of Virginia)	8 Hours
(1) Serious Types of Offenses Part I, Part II UCR Crimes	
C. Court Systems and Judicial Procedures for:	4 Hours
(1) Criminal	
(2) Juvenile	
(3) Civil	
(4) Traffic	
(5) Justice of the Peace	
D. Police Liability	<u>1</u> Hour
(1) Criminal	
(2) Tort	
	TOTAL 16 Hours

COURSE OUTLINE

COURSE SECTIONS	INSTRUCTIONAL HOUR(S)
III. Patrol	3 Hours
A. Patrol Division	
(1) What it is	
(2) What is patrolling	
B. Patrol Tour-of-Duty Preparation	
(1) Operation of Cruiser and Equipment	
(2) Emergency and Non-Emergency Calls	
(3) Equipment and Radio Procedure	
C. The Public	
(1) The New Resident	
(2) Informants	
(3) General	
D. Patrol Deployment Procedure	
(1) Day Shift	8 - 4
(2) Evening Shift	4 - 12
(3) Midnight	12 - 8
E. The Traffic Violator	
(1) Approach	
(2) Introduction	
(3) Leaving the Scene	
(4) Two Manned Patrol Cars	
(5) Felony Suspects	
	TOTAL 3 Hours

COURSE OUTLINE

COURSE SECTIONS	INSTRUCTIONAL HOUR(S)
IV. Traffic	
A. Motor Vehicle Code of Virginia	4 Hours
B. Direction and Point Control	1 Hour
C. Uniform Traffic Summons	1 Hour
*D. Accident Investigation (See Maryland Accident Investigation Comment)	<u>4 Hours</u>
	TOTAL 10 Hours
V. Criminal Investigations	3 Hours
A. Preliminary Investigation Responsibilities of Patrol Personnel	
B. Vice Investigations (Including ABC Laws, Prostitution and Gambling)	
C. Notifications and Report Writing Procedures	
	<u>3 Hours</u>
VI. Juvenile Matters	4 Hours
A. Code of Virginia - Juvenile Statutes (Specific Case Statutes)	
B. Appellant Ruling(s) Affecting Juveniles	
C. Police Procedure for Custody and Detention	
D. Motor Vehicle Laws as Applied to Juveniles	
	<u>4 Hours</u>
	=====
	GRAND TOTAL 40 Hours

COURSE OUTLINE

COURSE SECTIONS	INSTRUCTIONAL HOUR(S)
VII. Field Training	40 Hours
A. Field training will involve 40 hours of local training with experienced law enforcement officers. Local agencies and departments will follow the general format as set forth in Section B.	
B. Training -- Local	
(1) Departmental Policies, Rules and Regula- tions	
(2) Departmental Procedures	
(3) (a) Reports and Communications (b) Operations of Department	
(4) Liaison with Commonwealth's Attorney, Judge, Virginia State Police, Federal Bureau of Investigation, Secret Service, Alcohol, Tax and Firearms Division, Bureau of Narcotics and Dangerous Drugs, and Neighboring Departments	
(5) Local Ordinances	
(6) Operation of a Police Vehicle	
(7) Operations of Communications System	
(8) FCC Rules and Regulations	
(9) Familiarization and Execution of Legal Documents	
(10) Familiarization of Territory and Facilities	
(11) Duties and Responsibilities of Justices of the Peace, Magistrates and Courts	
(12) Administrative Handling of Mental Cases	
(13) Department Policy and Handling of Juveniles	

COURSE OUTLINE

COURSE SECTIONS

INSTRUCTIONAL HOUR(S)

- (14) Structure of Local Government
- (15) Applicable Law Enforcement Offices
  - (a) Detention Facilities
  - (b) Civil Processes

- C. Maryland - In accordance with Maryland's required 245-hour, .01 Minimum Standards Entrance Level Law Enforcement and Security Training, WMATA presents the following proposals for your review and consideration.
  - 1. That WMATA be granted authorization to teach a two-week, 75-hour Specialized Maryland Law Enforcement Training Program designed to meet existing Maryland Police Training Commission's Standards and the concomitant administrative process mandated by Maryland State Law.
  - 2. That WMATA be granted authority and permission to use the services of certified police instructors, training course lesson plans, tests, and administrative training forms currently used by the Maryland Police Training Commission's Schools or from those of the Prince Georges and/or Montgomery County Police Academies.
  - 3. That Transit Officer(s) upon successful completion of their Part I, Basic Law Police Training and the above-two-week 75-hour Maryland Specialized Law Enforcement Training receive graduation certificates certifying said Transit Officer(s) eligibility to "Sworn" Police Officer status within the State of Maryland's Metro Transit Zone.
  - 4. That CFLETC be granted Entry Level Police School Training status for a major portion of the academic and skills Police Science subjects.

1. The Law and Law Enforcement		
a. The State Constitution		2 hours
(1) Jurisdiction and Function of State Law Enforcement Agencies		1 hour
	Total hours	3 hours
2. Statutory Law		
a. State Criminal Code		12 hours
b. State Traffic Code		12 hours
c. Specialized State Laws		
(1) Safety Standards for Motor Vehicles		1 hour
(2) Intoxicated Persons		1 hour
	Total hours	26 hours
3. Administration of Justice		
a. Court Systems and Procedure		2 hours
(1) Criminal Court		1 hour
(2) Juvenile Court		1 hour
(3) Traffic Court		1 hour
	Total hours	5 hours
4. Community Relationships		
a. Officer - Violator Contacts		1 hour
b. Telephone Courtesy		1 hour
c. Crime Prevention and Delinquency Causation		3 hours
	Total hours	5 hours

5. Patrol Procedures and Traffic Enforcement

a. Patrol Procedures		
(1) Response to calls for Service		2 hours
(2) Use of Communications Equipment with Procedures		2 hours
	Total hours	4 hours
b. Traffic Enforcement		
(1) Traffic Direction		1 hour
(2) Summons Issuance Procedure		1 hour
(3) *Accident Investigation		4 hours
(4) Drunk Driving		1 hour
	Total hours	7 hours

\* See Virginia, the entry level transit officer will receive 4 hours from Maryland, 4 hours from Virginia and 4 hours from D. C., 12 hours in all. The undersigned training officer will see that the similarities and differences in metropolitan area accident investigation (law and techniques) are presented in a coordinated fashion with a minimum of duplication.

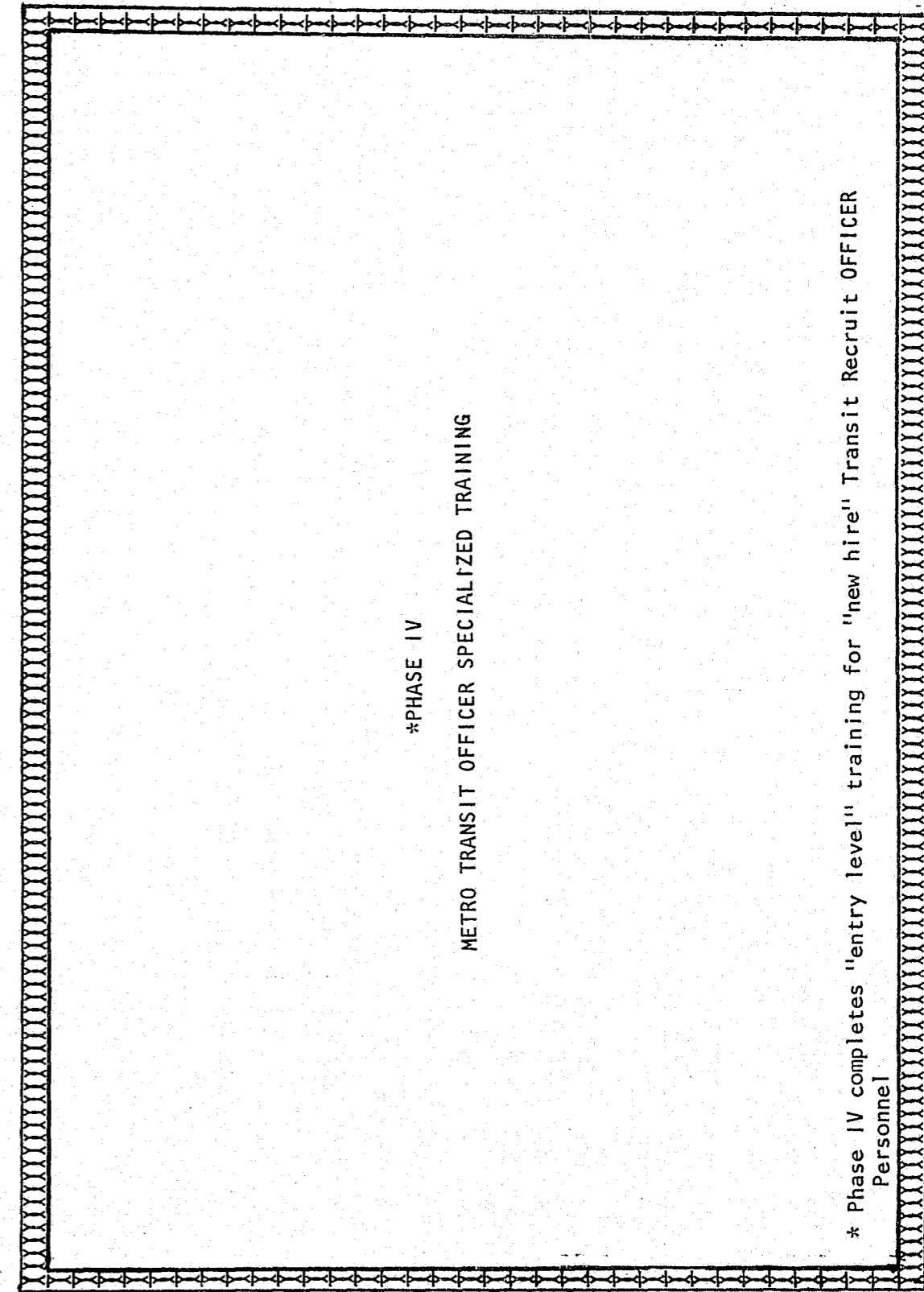
6. Investigation of Crime

a. Patrol Preliminary Investigation Responsibility and Procedure		2 hours
b. Relationships between Plainclothes Units and Uniform Personnel		2 hours
	Total hours	4 hours

7. Agency Standards and Procedures

a. Principles of Police Department Organization		1 hour
b. Police Record Keeping Systems		2 hours
c. Police Discipline		2 hours
	Total hours	5 hours

8. Development English and Report Writing	6 hours
9. Administration	
a. Orientation	15 Minutes
b. Examination	2 hours
(1) Test, Quizzes	
(2) Critique	
c. Evaluation	45 Minutes
d. Open hour	1 hour
Total hours	4 Hours



COURSE TITLES

<u>TITLE OF COURSE UNIT(S)</u>	<u>INSTRUCTIONAL HOURS</u>
1. Overview of WMATA	1
2. General Rules of the Security Department	2
3. WMATA's Firearms Policy/Firearms Use	1
4. Security Department's Discipline/Disciplinary Procedure	2
5. OCCB Major Control Functions	2
6. Records, Reports and Informational Systems for the Security Department	2
7. Transit Zone Communication Systems	2
8. Police Inspection and Drill	4
9. Patrol Operations	10
10. Transit Police Report Writing Systems	2
11. Transit Police Emergency Vehicle Procedure	1
12. Transit Police Department Nomenclature	1
13. Standards and Specifications for Rank, Authority and Responsibilities of Transit "Sworn Officer" Personnel	1

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COURSE TITLES

<u>TITLE OF COURSE UNIT(S)</u>	<u>INSTRUCTIONAL HOURS</u>
14. Fire Training For Transit OFFICERS	4
15. Emergency Train Take Over Policy and Procedure	1
16. Transit Signals, Signs, Emergency Lights	1
17. Transit Zone Emergency Evacuation Procedure	1
18. Recognizing Law Violations Against Metro Ridership, Transit Facilities and Trains	2
19. Recognizing Narcotic Violations on Transit Zone Facilities	1
20. Recognizing Vice Violations on Transit Zone Facilities	2
21. Common Transit Zone Incidents, Procedure and Reports	1
22. Death Reports, Procedure and Reports	2
23. General Transit Police Regulations Prohibiting	1
24. Transit Police Traffic Controls	2
25. Transit Police Liability, Policy and Procedure	1
26. Family Argument/Crisis Management Intervention	1

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COURSE TITLES

<u>TITLE OF COURSE UNIT(S)</u>	<u>INSTRUCTIONAL HOURS</u>
27. Juveniles Policy and Procedure	3
28. Field Training	15
29. Administrative Tests, Critique, Grading and Record Keeping, Transit School Rules	5

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COURSE OUTLINE

<u>COURSE UNITS</u>	<u>INSTRUCTIONAL HOUR(S)</u>
1. Overview of WMATA	1
A. Authority	
B. Mission	
C. Functional Responsibilities of a Tri-State Public Service Transportation Authority	
D. Organizational Structure and Positions for the Security Department's Transit Police Force	
(1) Authority	
(2) Mission	
(3) Principle Responsibilities	
2. General Rules of the Security Department	2
A. Records, General Orders and Reports	
B. General Duties and Conduct of Personnel	
C. Roll Call Requirements	
D. Days Off, Absence, Overtime	
E. Leave (Annual, Sick, Military, Authorized, Unauthorized)	

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COURSE OUTLINE

COURSE UNIT

INSTRUCTIONAL HOUR(S)

- F. Uniforms and Equipment Care
- G. Note Book Requirements
- 3. Security Department Firearms Policy/Firearms Use 1
  - A. Administrative Guidelines
    - (1) Weapon's Use Restrictions
    - (2) Weapon's Use Justification
  - B. Weapon Use Review Board
  - C. Case Examples of Acceptable or Unacceptable Weapon's Use for Transit Officer Personnel
- 4. Security Department's Disciplinary Procedure 2
  - A. Identity of Conditions Leading to Disciplinary Action
  - B. Identity of Security Department Policy Violations
  - C. Identity to the Most Common Serious Violations Committed by Police Officers
  - D. Identity of Unit Level Discipline and Possible Dispositions

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COURSE OUTLINE

COURSE UNITS

INSTRUCTIONAL HOUR(S)

- (1) File with Prejudice
- (2) File without Action
- (3) File without Further Action at This Time
- (4) File without Prejudice
- (5) P.D. Numbered Dereliction Report
- (6) Extra Duty without Compensation
- E. Identity Department Level Discipline
  - (1) Trial Board Recommendation
  - (2) Charges be Deferred
  - (3) Official Reprimand
  - (4) Letter of Prejudice
  - (5) File for Future Reference
  - (6) Request for Summary Hearings
- F. Identity Summary Hearing Procedure
- G. Identity Limitations of Discipline for:
  - (1) Probationary Officers
  - (2) Permanent Sworn Officer Personnel

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COURSE OUTLINE

<u>COURSE UNITS</u>	<u>INSTRUCTIONAL HOUR(S)</u>
H. The Purpose of Discipline	
I. The Nature of Discipline	
5. OCCB Major Control Functions	2
A. Trouble Desk	
B. Communication Center	
C. Desk Sergeant's Administrative Control	
D. Headquarters and Office Facilities	
E. Revenue Protection	
F. Computer-Transit Control Center	
G. Personnel Records	
6. <u>Records, Reports, and Informational Systems for the Security Department</u>	2
A. Complaints Bureau	
B. Correspondence, Forms, and Orders	
C. Police Log Activity Books	
D. Evidence Locker, Weapon's Locker	
E. Item Record Book for Property	
F. Departmental Mail	

COURSE OUTLINE

<u>COURSE UNITS</u>	<u>INSTRUCTIONAL HOUR(S)</u>
G. General Order, Memorandum Order Clip Board	
7. Transit Zone Radio Communications, Land Line Telephones, Teletype, Computer Systems	2
8. Inspection and Drill	4
A. Police Drill Formations	
B. Police Courtesies and Salutes	
C. Squad Deployment Formation(s) for Crowd Control Disorder	
9. Patrol Operations	10
A. Patrol Functions	
B. Arrest, Transportation and Booking	
C. Preliminary Investigation and Record Keeping	
D. Arrest Policy	
E. Procedures Manual Requirements	
F. Transit Zone Patrol Geography	
G. Facility Locations District of Columbia	
H. Revenue Protection Procedure	
I. Selective Enforcement Procedure	

COURSE OUTLINE

<u>COURSE UNITS</u>	<u>INSTRUCTIONAL HOUR(S)</u>
10. Transit Police Report Writing Systems	2
A. T.A.P.D. Forms	
B. Departmental Letters	
C. Daily Activity Reports	
D. Data Compilations	
E. Manning Charts	
F. Notify Books	
G. Court Attendance Book	
11. Transit Police Emergency Response Vehicle Procedure	1
A. Marked Vehicles	
B. Unmarked Vehicles	
C. Ten Series Communications	
12. Transit Police Department Nomenclature	1

COURSE OUTLINE

<u>COURSE UNITS</u>	<u>INSTRUCTIONAL HOUR(S)</u>
A. Title of Organizational Units	
(1) Department	
(2) Bureau	
(3) Division	
(4) Section	
(5) Unit	
(6) Detail	
(7) Region	
(8) District	
(9) Watch, platoon or shift	
(10) Squad	
(11) Sector	
(12) Beat	
(13) Post	
(14) Reporting District	
(15) Transit Zone	
B. Titles of Administrative Postions (Sworn, Civilian)	
13. Standards and Specifications for Rank, Authority, and Responsibility of Transit "Sworn Officer" Personnel	1
14. Fire Training for Transit Officers	4
A. Detection Systems	
(1) Fire Protection Equipment	
(2) Emergency Communication Equipment	
a. Voice Alarm Boxes	
b. Public Address System	
c. Wayside Telephones (Blue light stations)	
(3) Third Rail Power Disconnect Procedures	
(4) Standpipes	
(5) Fire Equipment Cabinets	

COURSE OUTLINE

INSTRUCTIONAL HOUR(S)

COURSE UNITS

- (6) Fire Extinguishers
- (7) Sprinklers
- B. Use of First Aid Fire Fighting Equipment
  - (1) Fire Extinguishers
  - (2) Location of Fire Extinguishers
  - (3) The Fire Triangle - Principles of Fire Fighting
  - (4) Classes of Fires
- C. Procedures in Case of Fire, Noxious Fumes, Floods, Electrical Hazards, and the Like
  - (1) Emergency Procedures/Normal Reporting Procedures
  - (2) The Importance of a Prevention Methodology for Recognizing Transit Zone Hazards Related to the Above Emergencies
- D. Training Film 1
- 15. Emergency Train Take Over Policy Procedure 1
  - A. Computer Failure
  - B. Incapacitated Conductors
- 16. Transit Signals, Signs, Emergency Lights 1

COURSE OUTLINE

INSTRUCTIONAL HOUR(S)

COURSE UNITS

- 17. Transit Zone Emergency Evacuation Procedures 1
  - A. Stations
  - B. Trains
  - C. Yards & Facilities
  - D. Notification and Authorizations
- 18. Recognizing Law Violation Against Metro Ridership, Transit Facilities, and Trains 2
  - A. Fresh Pursuit Policy Review
  - B. Offenses Committed at or Near Boundary Lines
  - C. Continuing Crime Statutes
  - D. Extradition and Removal Procedures
  - E. In Transit Statutes
  - F. Throwing Missiles
  - G. Trespass
  - H. Destruction of Property
  - I. Arson
  - J. Pick Pocketing--Jostling (Disorderly)

COURSE OUTLINE

<u>COURSE UNITS</u>	<u>INSTRUCTIONAL HOUR(S)</u>
19. Recognizing Narcotic Violations on Transit Zone Facilities	1
20. Recognizing Vice Violations on Transit Zone Facilities	2
A. Numbers	
B. Three Card Monte	
C. Card Games	
D. Dice	
E. Prostitution, Soliciting, Pimping	
F. Fornication	
G. Indecent Exposure	
21. Common Transit Zone Incident Procedures and Reports	2
A. Accident	
B. Injury	
C. Property (Lost, Found, Abandon)	
D. Sickness	
E. Detoxification	

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COURSE OUTLINE

<u>COURSE UNITS</u>	<u>INSTRUCTIONAL HOUR(S)</u>
F. Missing Persons	
G. Lost Children	
22. Death Reports With the Transit Zone	2
A. Types of Deaths	
(1) Natural	
(2) Accidental	
(3) Suicide	
(4) Criminal Homicide	
(5) Justifiable Homicide	
B. Reports, Paper Notifications, Crime/Injury Scene Protection	
C. Procedures for Handling Deceased Property	
23. General WMATA Regulations Prohibiting	1
A. Eating on Trains	
B. Alcoholic Consumption	
C. Smoking	
D. Transportation of Flammable Liquids (Gasoline, Alcohol)	

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COURSE OUTLINE

<u>COURSE UNITS</u>	<u>INSTRUCTIONAL HOUR(S)</u>
E. Urination	
F. Defecation	
24. Transit Police Traffic Controls	2
A. Traffic Direction of Kiss and Ride Parking Lots, Station Entrances	
B. Parking Violations	
(1) Over Time Parking	
(2) Illegal-Improper Parking	
(3) Vehicle Repair	
(4) Vehicle Abandonment	
C. Stolen Motor Vehicle Reports	
(1) Recovery	
(2) Impounding	
(3) OK Teletype Notifications	
25. Transit Zone Tort Claims, Transit Police Liability Policy and Procedures	1
A. On Duty/Performance of Duty Incidents	
B. Off Duty/Performance of Duty Incidents	

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COURSE OUTLINE

<u>COURSE UNITS</u>	<u>INSTRUCTIONAL HOUR(S)</u>
26. Family Argument/Crisis Management Intervention	1
27. Juveniles	3
A. Types of Delinquent Behavior Expected to be Committed Against Metro Ridership or Property	
B. Use of MPDC, Juvenile Squad, Records, Administrative Forms	
C. Procedure for Sending Apprehended Juveniles to Juvenile Court	
D. Juvenile Court Appearances	
28. Field Training	15
A. Field Trips to Transit Stations	
B. Protective Alarm Systems Locations	
C. Physical Plant Security Procedures	
D. Maintenance Reports	
E. Patrol Sub-stations	
F. Automated Fare Collection Systems	
G. WMATA Court Liaison Procedure	
(1) Papering an Arrest Case	
(2) Reporting to the Proper Court	

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COURSE OUTLINE

COURSE UNITS

INSTRUCTIONAL HOUR(S)

- (3) Maintaining Court Records of Appearances
  - (4) Case Disposition
  - (5) Jurisdictional Central Criminal Arrest Report/Record Keeping Systems
29. Test and Critique
- Administrative Record Keeping
- Transit School Rules and Regulations

5

In-Service Training

It is anticipated that "sworn" Metro Transit Police personnel after FY 1978 will be required to return to a WMATA In-Service Training Program for a period of 37 1/2 to 75 hours, annually. As Training Officers, we know of the benefits that can accrue from an in-service training program. Essentially, this type of training methodology provides transit officers with an opportunity to update their "entry level" Police Science academic knowledge and acquired police proficiency skills. In-service training is also used to correct deficiencies in current operational practices. It can also serve as a forum to discuss regional law enforcement problems with experienced police officers having original jurisdiction in Metro's transit zone who are brought in as guest lecturers or as students.

Roll Call Training

WMATA's Transit Police Force will incorporate the traditional fifteen (15) minute roll call training format prior to the respective tour-of-duty, transit patrol assignments.

Specialized Training

A Specialized Training format will be utilized to teach transit officers and public police patrol officers (operational in the transit zone) Mass Transit Technology, Third Rail Safety Procedure, Metro Geography and like subjects as the need presents itself. Furthermore, specialized training will precede new duty assignments such as transfers to selective enforcement plainclothes duty, computer-communication, station hours administrative duties, fiscal management or other types of administrative police work. WMATA's Training Division intends to utilize the specialized training courses offered by the Maryland and Virginia Police Training Commissions as well as applicable courses offered by the Metropolitan Police Academy, the FBI, IACP, COG, area colleges, and the police academies of nearby Maryland and Virginia.

\*NOTE: In addition to the programmed "mini" Course Specialized Training, the police academy training directors for Prince Georges, Montgomery and Northern Virginia Police Departments will be asked to teach, or to provide certified police training instructors to teach, a current report writing procedures course similar to Item #6 of the District of Columbia's report writing course. This training request will not occur until the Metrorail Transit System extends into their respective jurisdictions. The second part of this one-week specialized training course would be training in the current methodology for processing adult defendants and juvenile respondents through the respective court systems of Maryland and Virginia having criminal and civil jurisdiction in the Metro Transit Zone.

\*NOTE: WMATA's Metro Transit Police staff officials intend to comply with the entrance level educational standards recommended for "sworn" police personnel by the National Advisory Committee on Criminal Justice Standards and Goals. Our staff officials will seek to appoint "new hire" recruit applicants or experienced police officers with some college or Associate Police Science Degrees. Senior Transit Police staff officials brought into the Transit Force under a lateral entry concept will be required to meet a predetermined educational standard as well as having prior law enforcement professional police service in command-level staff positions.

#### Career Development

WMATA's Personnel Department has funding to establish a career development program for transit officer personnel who wish to continue their education. After completing their one-year probationary period, transit officers may receive 50% or 100% funding for attending area colleges offering Police or Fire Science Academic Courses, Public Administration, Social Research, Transit Technology and like courses. However, they must attend approved educational institutions, seminars, etc., and maintain a grade average of 75%.

#### Middle and Top Management Needs

Advanced management courses will be necessary to train selected Metro Transit Police Officers (established through a promotional eligibility process) in first-line supervisory command and administrative skills. To train only officer personnel and not transit police official(s) (Sergeants rank and above) would constitute a serious error in administrative judgment. As previously mentioned, WMATA's senior staff police officials will use the police management training services offered by the various Police Training Commission Schools, IACP, FBI, DOT or area colleges as our Force enlarges to the full complement of 225 members through FY 1980. Two training spaces for LE 4 - Police Supervisory Training (offered by the Maryland Police Training Commission school in Frederick, Maryland) have been reserved for March 1975 for our Transit Force Personnel. Top management courses offered by the U. S. Civil Service Commission, Department of Agriculture, the IACP, the FBI or Police Science Seminars will be utilized as the training opportunity presents itself.

#### Field Evaluation Procedure For Probationary Transit Officer Personnel

Security staff officials realize that one of the most important aspects of this training draft proposal is the formal administrative procedure devised to evaluate WMATA's 700-hour training program and the performance of transit recruit officer personnel so trained. Four pertinent questions requiring objective answers for the WMATA training evaluation process are:

- \*Does the Metro Recruit Officer Training Program prepare each probationary officer to be capable performers of actual police work?
- \*Is the training correctly correlated with WMATA's Tri-State Public Service Mission?
- \*Can WMATA measure the effectiveness of the Transit Officer's work product?
- \*Did WMATA reach it's stipulated training objectives?

Washington's metropolitan area police departments use a variety of feedback-evaluation systems to collect data to measure a probationary officer's performance. The procedures used are:

1. Escort Officers - selected experienced patrol officers serve as role models of professional policemen, colleagues, trainers and evaluators helping the recruit officer make the transition from the Police Academy to the "street."
2. Evaluation Checklist - In essence, such lists serve to assess the effectiveness of the recruit officer training program.
3. Sergeant Review Board - Probationary officers, prior to finishing their probationary period, must appear before a Patrol Sergeant's Review Board. Said officers' work product and potential for permanent sworn officer status are reviewed. The officers are then certified and recommended for permanent appointment to the force or removal from the force.
4. Field Training "OJT" - Probationers are given patrol work assignments at various intervals during the training process at the police academy.
5. Personal Interviews - Probationers are evaluated by their section sergeant according to a formalized procedure. A summary of the interview with recommendations is submitted to the Administrative Personnel Department.



The Metro Force intends to incorporate a probationary officer evaluation procedure as outlined in the Police Training and Performance Study (Chapter V, Report PR 70-4, (9-70)-National Institute of Law Enforcement and Criminal Justice). Submitted for your perusal are samples of the measurement key and performance categories that will be co-opted and modified for transit probationary officers.

A. Criteria For Evaluating Performance

1      2      3      4      5

1. Performance excellent. --Probationer appears to have learned the subject matter and shows ability to apply learning to practical job situation. No additional training needed.
2. Performance good. --Probationer has learned subject matter but has some trouble relating it to practice. No additional academic training needed. Additional field training is indicated.
3. Performance fair. --Probationer shows some weakness in subject matter. Academic training may have been under-emphasized.
4. Performance poor. --Probationer demonstrates little knowledge of subject matter. His capacity and/or attitude may be at fault, but this area in program should be reexamined.
5. Performance inadequate. --Recruit is relatively ignorant of subject matter but has the capacity and attitude to have learned the material if it were properly presented. Training program may require some revision.

B. Performance Categories

1. Appearance and Equipment:

Neatness and cleanliness of person (beard, hair, and so forth); of equipment.

Behavior (expectorating, shouting, profanity, and so forth).

Posture (slouching, unmilitary, and so forth).

Revolver--safety consciousness

Appearance and Equipment

1      2      3      4      5

**CONTINUED**

**1 OF 2**

2. Discipline:

Appears sufficiently self-disciplined.

Knows and conforms to department regulations on personal conduct.

Appreciate need for discipline in police department.

Ethical (no gratuities; importance of not accepting free coffee, and so forth).

Punctual.

Discipline

1 2 3 4 5

3. Courtesy:

Military (salutes, proper address to superiors, and so forth).

Public:

Respects people's dignity.

Answers questions properly.

Avoids anger, sarcasm, and so forth.

Telephone manners.

Courteous driver.

Handles a complainant well.

Courtesy

1 2 3 4 5

4. Sitting room activity:

Proper knowledge of activities.

Proper performance (alarms, post information, and so forth).

Able to read duty chart correctly.

Sitting room activity

1 2 3 4 5

5. Department buildings and equipment:

Demonstrates knowledge of equipment.

Properly uses equipment (lockers, precinct library, and so forth).

Knows and obeys rules and procedures on buildings and equipment (who is allowed in station house, female cells, and so forth).

Keeps rules and procedures up to date.

Uses rules and procedures to look up procedure:

Department buildings & equipment

1 2 3 4 5

6. Knowledge of police department in general:

Knows duties of department.

Knows order of ranks.

Knows organization of department.

Knows procedures for disciplinary charges and civilian complaints.

Knows reports.

Knows orders.

Knowledge of police department

1 2 3 4 5

7. Knowledge of law:

a. Definitions:

- (1) Offenses, crime, misdemeanor, felony, possession.
- (2) Assault.
- (3) Deadly weapon and dangerous instrument.
- (4) Menacing.
- (5) Aiding and abetting suicide attempt.
- (6) Miscellaneous offenses.
- (7) Unlawful gratuities.
- (8) Obstructing government officer.
- (9) Refusing to aid police officer.
- (10) Obstructing firefighter.
- (11) Criminal impersonations.
- (12) Resisting arrest.
- (13) Bribery and bribe receiving.
- (14) Disorderly conduct.
- (15) Disorderly house.
- (16) Public intoxication.
- (17) False report of police incident.

Knowledge of law definitions

1 2 3 4 5

b. Law of arrest:

- (1) Miranda warnings.
- (2) Use of force in making arrest.
- (3) Authority for making arrest (misdemeanor, felony)

- (4) Authority under warrant, order of protection, certificate of warrant.
- (5) Authority of private person to make arrest.
- (6) Diplomatic immunity.
- (7) Y.D. 1 referral card.
- (8) Justifiable use of force.
- (9) Use of ordinary force; deadly force by peace officer, by private person.
- (10) Search and seizure, warrants.
- (11) Stop and frisk, U.F. 250.
- (12) Department policy re arrests for petty crimes.

Law of arrest

1 2 3 4 5

c. Traffic control:

- (1) Preliminary knowledge of vehicle traffic law and traffic regulations.
- (2) General understanding of the objectives of traffic control (prevent accidents, relieve congestion, and so forth).
- (3) Responsibility of members of force.
- (4) Selective enforcement.
- (5) Intoxicated drivers, procedures, arrests.
- (6) Preservation of evidence at accident cases, safety precautions, and so forth.

Traffic control

1 2 3 4 5

8. Aided cases

a. Definition

- b. Response (speed, care, and so forth).
- c. Reporting and recording (U. F. 6).
- d. Handling sick persons, dead bodies, psychos, neglected children, accident cases.
- e. Other reports connected with aided cases, accident cases (U. F. 18, M. T. 6, M. V. 104, and so forth).

Aided cases

1 2 3 4 5

9. Summons procedures:

- a. Definition of summons and purpose.
- b. Which violations are summonsable.
- c. Persons eligible and ineligible to receive a summons.
- d. Safeguarding the summons book.
- e. Preparing the summons.

Summons procedures

1 2 3 4 5

10. Interpersonal human skills:

- a. Appreciates effects of diverse subcultures on behavior.
- b. Appreciates importance of public cooperation in witness testimony, jury duty, assisting patrolmen, and so forth.
- c. Follows accepted principles of good public relations; politeness, sympathy, helpfulness, and so forth.
- d. Does not display prejudicial attitude toward minority groups or ethnic groups other than his own.
- e. Cooperates with representatives of the press.

- f. Avoids abrasive contacts with minority group members and other members of the public.

Interpersonal human skills

1 2 3 4 5

11. Miscellaneous

- a. Knows proper procedure for reporting sick.  
 b. Knows proper procedure regarding injury to member of the force (U.F. 6A, witness, and so forth).  
 c. Knows who are permitted in department automobiles.  
 d. Knows procedure for reporting lamp outages damage to traffic equipment, damage to department vehicles, and so forth.

Miscellaneous department practices

1 2 3 4 5

12. Patrol techniques:

- a. Proper observation of persons, places, traffic violations, post conditions, and so forth (see memo book insert).  
 b. Proper notifications to desk officer, telephone switchboard operator, superior on patrol.  
 c. Proper memo book entries.  
 d. Obeys regulations regarding leaving post.  
 e. Properly investigates suspicious persons.  
 f. Checks stores and business properly.

Patrol techniques

1 2 3 4 5

The evaluation instrument proposed must, itself, be subject to continuous reevaluation. Course content will change over a period of time and the areas of field evaluation must be altered to suit the new situation.

Problem Areas Identified by "Cog"

The reader must bear in mind that the Metro Rapid Rail Transit Zone is unique. It has no model. Metro will be an inter-urban interstate government agency with (1) one state a Federal jurisdiction, (2) a land boundary between two states, and (3) the other boundary a river totally within one state. These factors all have legal implications which could limit the usefulness of solutions found in other parts of the country in establishing venue over crimes on interstate borders.

The Council of Governments' legal study mentioned early in this report identified the areas of major concern needing administrative policy solutions, or new law because of the portability of crime. They are:

- (1) Establishing venue for offenses committed on boundaries between states - (interstate problems)
- (2) Establishing venue for offenses committed on boundaries within the Commonwealth of Virginia - (intrastate problems)
- (3) Extradition (for adults/juveniles/felönies/misdemeanors)
- (4) Physical jurisdiction of Metro police and local police agencies - extra territorial arrest authority problems
- (5) Conformity of Fresh Pursuit Statutes and extension of Fresh Pursuit to Misdemeanors or crimes for adults and juveniles
- (6) The authority of other law enforcement personnel to arrest on WMATA property
- (7) The adequacy of existing offenses and the possible need to create special offenses for Metro's protection

## Problem Area

### FIVE CRITICAL TRAINING ISSUES

In order to get training feedback, the below-listed issues were identified. They are offered for your perusal and comments.

1. Maintaining "local autonomy"
2. Concurrent arrest authority
3. The use of physical or deadly force
4. The Transit Authority's primary police mission
5. Emergency response procedures

#### Maintaining Local Autonomy

As trainers, we are cognizant of the fact that most urban police working environments are usually restricted to one geographical jurisdiction because of the political concept of "Local Autonomy." The WMATA Transit Zone presents a totally different type of patrol environment. Our Transit Officers, must, by necessity, be taught to respect the primacy of State Law, local ordinances, selective enforcement policy and the various rules and regulations of the individual police departments having original jurisdiction within the transit zone. Transit officers must be introduced to the local ways in order to make a correlation of mission and prevent operational friction and latent conflict.

#### Exercising Concurrent Arrest Authority

When the District of Columbia's enabling legislation is passed, Metro Transit Force sworn officer personnel will have concurrent authority to arrest for on-view (transit zone) criminal acts committed in their presence and probable cause arrest powers for crimes committed within and/or against the Metro Transit Zone's facilities. WMATA's Security Department's administrative guidelines will state that "sworn" transit officer personnel will invoke their summary arrest authority to only those criminal case situations where the public, passengers or transit facilities are endangered. We view our Transit Force as an order maintenance peace keeping police function with limited application of transit police concurrent arrest authority.

#### The Application of Physical or Deadly Force

The use of physical and/or deadly force by sworn transit officer personnel is an issue of critical importance to the Metro Force. The question for trainers has been and will continue to be, "How to teach professional discretionary responsibility and judgment to recruit officer personnel in arrest situations involving actual or threatened

attack on the lives of passengers, citizens, transit officers, or WMATA employees so endangered?" Patrol experience has taught us that present day police officers will not submit themselves to becoming occupational targets for twenty years of extended public service, nor will today's citizens subject themselves to possible victimization of irresponsible firearm acts of sworn police personnel. Therefore, the Security Department has developed strict administrative guidelines controlling the use of force, physical or deadly in "on" or "off" duty enforcement situations.

Metro Transit Police enabling legislation further restricts the off-duty possession and use of issued service weapons (See HR 14-836 page 4, lines 4-14). Our guidelines state in clear and concise terms, that issued service weapons shall be carried to and from work by the most direct geographical route similar in nature to Special Police weapon's restrictions.

The Metro Transit Police Firearms policy declares that transit officer force, physical or deadly, shall be a measured response commensurate with the resistance offered in dangerous situations where life as opposed to property is endangered.

#### Primary Police Mission

The Authority's view of a transit officer's primary mission narrows down to the visible patrol of trains and station platform areas to create an aura of passenger safety through "Police Omnipresence" for Metro ridership. Our research indicates that area police departments deploy their manpower resource to fixed geographical districts, sectors, beats, etc., using a perimeter, street patrol, crime prevention methodology or a selective enforcement methodology for specific transit crimes or hazardous situations.

Few police departments enjoy the luxury of a manpower resource sufficient enough to practice vertical patrol of public buildings or beneath-the-surface subway patrol operations to prevent crime on trains or in elevated and/or subsurface transit stations.

#### Emergency Response Procedures

Our present operational capabilities to respond to emergency situations is severely limited. Initially, we will have only one authorized emergency vehicle. Transit emergency vehicle response procedure has not been resolved. Furthermore, Metro has neither central booking nor detention facilities. We also lack the competence of an experienced patrol force personnel in handling specialized areas such as preliminary investigation and crime scene search capabilities for homicides, suicides, robberies, sex crimes, juveniles vandalism, crowd control, or the actual experience necessary to competently handle the range of non-criminal aspects of police service to a mobile passenger public. For the above-stated reasons, we ask that trainers stress the

fact that all Part I I.U.C.R. felonies, drug enforcement cases, weapons offenses, and acts amounting to serious misdemeanors be processed and booked with the assistance of the line patrol officers having original jurisdiction over such cases if their help is available. We also believe that transit officers must serve as a public police force backup, reserve force or act as their complainants in the above-mentioned arrest situations for field arrests made on transit facilities for radio run emergency service calls.

Under the concept of Local Jurisdictional Responsibility, primary emergency response police service for crime and/or fire emergencies within the Transit Zone rests with the area police and/or fire department having original patrol jurisdiction in the geographical area where such an emergency situation occurs. Teamwork and cooperation can accomplish both our agency's goals. We need your support to accomplish the objective of a safe crime-free regional transit system.

#### Problem Area

On the Question of a Mandated Maximum Entrance Age for Sworn Transit Officer "Entry Level" Personnel Appointed to the Metro Transit Police Force

Redirecting your attention to page three's "Where We Are" portion of this training draft proposal, WMATA Security Department's staff officials present a justification for asking that a waiver be granted on the entry age limitation of Sworn Transit Officer Personnel.

When the U. S. Congress passes the District of Columbia's enabling legislation (HR 14-836), the Metro Transit Police Force will become an operational reality. As such, the Metro Force must recruit, select, appoint and train the best qualified applicants applying for the various job classification positions. To accomplish this mission, senior staff officials have identified a need for recruiting an experienced officer patrol base as well as obtaining the young "new hire" career development recruit officer training candidates.

Staff officials are cognizant of the fact that an inexperienced recruit officer transit patrol force working in a multi-jurisdictional enforcement environment would face an extremely difficult task without the stabilizing presence of experienced law enforcement personnel. These officers are obtainable from the military services or other public police agencies having early retirement systems.

WMATA realizes that the general median "entrance age" for police officer applicants is the 23 year old. But, we are an embryonic transit police force. Therefore, we ask that the entrance age of qualified eligible Transit Officer applicants be raised up to include the 45 year old applicants at the time of appointment. Provided, of course, that such applicants, so recruited, meet all other "entry level" training standards. If we are to achieve an organizational balance representative of the types of field officer personnel found in the other public police departments having original jurisdiction in Metro's tri-state transit zone, we should have this type of recruiting option through Fiscal Year 1978.

Let's face facts. Experienced patrol officers have had prior crisis management "street" experience. They understand a police "Peace Keeping" function. Mature patrol officers better understand the nature of their discretionary enforcement authority, and they tend to exercise restraint in confrontation--crisis-management--situations. Such senior patrol officers would be carefully selected, and, in essence, they would tend to serve as "escort" patrol officers for the younger aggressive transit recruit officers appointed to the Metro Force.

Staff officials feel that the asked-for-over-age recruitment option is in the best interest of a tri-state transit community. It would enable the Metro Force to obtain an experienced officer base to meet a present tense need. Senior patrol officers so recruited have an advantage, also, because under the present WMATA retirement system,

such officers would have a vested interest in a second retirement system. The suggested procedure offers gainful employment to experienced law enforcement resources who would normally leave the enforcement field upon retirement. It also would provide filler personnel for the Metro Force that would not be in competition with the recruiting efforts of other Washington Metropolitan Area Public Police Agencies.

On the other hand, if in the ensuing three-year time frame (FY 1978), a sufficient number of "new hire" transit officer recruit applicants are appointed, trained, and then become the nucleus of an experienced transit patrol force, the entrance age standard would be changed to conform to the established norm of "new hires" entering police service. These ages range between 21 and 36 for public police recruit officer applicants.

TRANSIT POLICE OFFICIALS

Employing the same justification for recruiting senior Metro Transit Force Police Officials, the following entrance age exceptions are asked for the first three years (FY 1978) of our initial operation.

<u>Rank</u>	<u>Entrance Age Waiver</u>
Sergeants	30 - 45 years of age
Lieutenants	40 - 50 years of age
Captains	40 - 55 years of age
Inspectors	No Age Limitation
Deputy Director	No Age Limitation
Director	No Age Limitation

Problem Area

On the Question of Virginia's LEOTC Mandated Recruit Officer Training for Senior Ranking Metro Transit Police Staff Officials

As the starting point of WMATA's justification seeking a waiver from compelling Metro's senior ranking Police Officials from attending Basic Recruit Officer Training, can we first agree that the intent of Virginia's Law Enforcement Training Standards Law (Section 9-109(2), Code of Virginia, 1950) is directed primarily at the "new hire" full-time recruit officer applicants and those experienced Virginia police officers needing "Basic Training" certification. WMATA believes that the above-mentioned law was not meant to subject experienced command level police officials to retaking Recruit Officer Training.

Point number two pivots on the difficult position that WMATA's Security Department staff officials face when they explain a five-week compulsory "Basic Officer" Training requirement to competent senior ranking police eligibles recruited for employment in the future Metro Transit Police Force.

At first blush, the negative arguments against compulsory "Basic Officer" school attendance are:

1. It is a potential arbitrary training standard that is subject for adjudication. Administrative Training Laws are not judged as to whether they are right or wrong but as to whether they are reasonable and capable of implementation. We submit that compulsory Basic Officer Training for senior ranking transit staff officials appears to be unreasonable and arbitrary.
2. It represents a type of organizational rigidity. By this, we mean no provisions have been made to provide for exceptional circumstances or unforeseen events. The concept "That every law must have a remedy" appears to be absent. A regional transit police force was never envisioned.
3. It is a potential misuse of fiscal resources. Five weeks of Basic Officer Re-training for Senior Command Level Transit Officials is an expensive wasteful proposition.
4. It creates a logistical training space problem.
5. It presents a morale problem for the certified police instructor and the senior ranking police official compelled to attend.
6. This entry level training standard restricts an out-of state lateral entry recruitment of competent professionally



commissioned police officials for the Metro Force and all other Public Police Agencies in the Commonwealth of Virginia with the exception of the Chief of Police rank.

7. It is not in "step" with the current concept of Police Professionalism which calls for a lateral transfer of police officials possessing special competence. Police Professionalism also supports the portability of retirement pension funds to facilitate such lateral transfers.
8. Other Police Training Standard Commissions have discretionary authority to grant waivers to officials below the rank of Chief of Police if said individuals, so recruited, have had prior supervisory and administrative law enforcement service concomitant with Police Science educational accreditation.

As training officers who believe that "Training" should be a universal standard for all police departments, we can agree and disagree with the above-mentioned arguments. To have a statewide entry level training standard for all Virginia police officer personnel has utility for the citizens of Virginia. But then we should ask ourselves these questions:

- \* Should compulsory Basic Officer Training screen out competent, professionally trained police officials who resist the reattendance of a 5-week basic police training program?
- \* What are the benefits gained from this type of training for experienced police personnel above a Lieutenant rank? Are we mixing apples with oranges?
- \* Are there viable training alternatives?
- \* Does Virginia's LEOTC need discretionary authority to grant Recruit Officer training waivers to professionally trained police officials? Provided, of course, that said officials so recruited must obtain the "must know," "must perform" entry level skills required by Virginia's law enforcement at an in-service police officials training seminar above the level of "rookie" school.

At this point, WMATA would suggest the below-listed alternatives:

1. Mini Course Training

It is intended for Metro's Transit Force Officials to receive the "must know" "must perform" portions of Virginia Law Enforcement skills from the proposed WMATA specialized Virginia mini course training for their LEOTC certification.

2. LEOTC In-Service Training Seminars

As another alternative to the retaking of a five-week Basic Officer training course, could Metro's Senior Police Officials attend supervisory and administrative LEOTC training seminars for certification?

3. Virginia's State Police In-Service Training

Would it be possible for Metro's Senior Police Officials to attend In-Service Training Courses sponsored by Virginia's State Police, thereby, making them eligible to receive LEOTC certification.

4. Comprehensive Test

If Metro's senior ranking police officials could pass an "entry level" recruit officer test(s), could they receive LEOTC certification?

5. Discretionary Waiver

At the present time, has the LEOTC discretionary authority to grant an outright waiver to Metro senior officials who will command a unique, one-of-a-kind, tri-state transit zone police department?

WMATA's security staff officials would like to resolve this critical administrative recruiting issue. We stand ready to submit individual professional profiles on each ranking official appointed to the Metro Transit Force. This profile will contain empirical data as to WMATA's senior police official's commissioned officer rank, command level field experience, Police Science College accreditation, Recruit, In-service, Supervisory and Administrative training course records. They can be submitted for LEOTC inspection.

We feel that the credentials of our future Metro Transit Police Staff Officials are on par with or similar to the qualifications possessed by their counterpart Virginia police officials working in urban police departments. We are prepared to continue to pursue this Basic Recruit Officer Training Waiver issue.

Problem Area

Metro Transit Police Training Needs For Fiscal Year 1975 in Relation To Allocated Training Funds

<u>FY 1975</u>	<u>POSITION CLASSIFICATION</u>	<u># of Trainees</u>
1975	*Metrorail Transit Patrol Officers	70
1975	+Metrorail Police Officials (Sergeant and above)	26
	Sergeants	10
	Lieutenants	5
	Captains	7
	Inspectors	3
	Director/Chief	1
1975	#Personnel Training Funds Available for In-House Career Development. This funding is open to Metrorail Officers and Officials for job-related training in Police-related <u>Skills</u> or <u>Academic</u> subject matter areas.	

- 
- \* Metrorail Patrol Officers
  - + Metrorail Officials
  - # Personnel Training Funds
  - { Other

\*The present Security Department's budget has allowed \$800 per Officer (exclusive of salary, uniforms or equipment) for "new-hire" Recruit Officer Training. This \$800 Transit Officer training allotment must cover the entire 20-week training process.

+Metrorail Transit Police Officials (lateral entry professionals) will be trained via the training resources offered by the Maryland and Virginia Police Training Commissions Schools, the FBI, WMATA's Mini Course, the IACP or area colleges when a training need is identified.

#Partial or full funding is available through WMATA's Personnel Department for Officers and Officials for job-related training or academic career development on an individual basis.

{At the present time the Phase I, 12-week, (CFLETC) Police School's Basic Officer training is provided at no cost to WMATA's Security Department but this training arrangement is subject to change in the latter part of FY 1975.

{WMATA is prepared to compensate the area Police Academies of the District of Columbia, Maryland, and Virginia for the use of their instructors, training facilities, and tests for teaching WMATA's Mini Courses if it becomes necessary.

{Another alternative would be for the involved area Police Academies or respective Police Training Commissions to submit budget funding request for the training services rendered to WMATA's Transit Police Force personnel. Administrative training projection for Transit Officer personnel would be submitted each year to the concerned Police Agencies having original jurisdiction in the Transit Zone.

{The WMATA Recruit Officer training issues as to methods for funding are negotiable. We solicit your suggestions in this manner.

COMPARATIVE POLICE TRAINING CURRICULUMS IN THE WASHINGTON METROPOLITAN AREA

VA	MD	IACP	FPS	U.S. TREASURY CONSOLIDATED FEDERAL LAW ENFORCEMENT TRAINING CENTER POLICE TRAINING CURRICULUM	PG.CO.	MONT. CO.	DC	DC	VA	MD	METRO
MINIMUM STANDARDS 200 HOURS	MINIMUM STANDARDS 245 HOURS	360 HOURS	BASIC TRAINING PROGRAM 200 HOURS	404 HOURS	BASIC TRAINING 480 HOURS	RECRUIT TRAINING 750 HOURS	POLICE TRAINING 400-700 HOURS	MINI-COURSE TRAINING 75 HOURS	MINI-COURSE TRAINING 75 HOURS	MINI-COURSE TRAINING 75 HOURS	TRANSIT OFFICER SPECIALIZED TRAINING 75 HOURS
<b>ADMINISTRATION</b>		Administrative Proc	Administration					History of the MPDC	Administration (4)	Administration	OVERVIEW OF WMATA
A. ORIENTATION	Class of Orientation	Local Orientation (State Laws)	General Infr., Rules & Reg. of the School		Orientation 1/2			Functions, Duties & Obligations of MPDC Personnel	Orientation 15 min		GENERAL RULES OF SECURITY DEPT.
B. EXAMINATIONS	Classroom Note-taking Examinations	Defensive Tactics	Examinations		Orientation 1	Rules & Regulations 2-1/2	Police Manual Reg 4 mod	Police Dept Methodology	Examination 2		FIREARMS POLICY
C. EVALUATIONS	Critiques	First Aid	Graduation Exercises		Review & Final Exam 3	Exam & Critiques 10		Adm Support Services	Evolution 45 min		DISCIPLINARY PROCEDURE
D. GRADUATION					Critique 2	Graduation 5		Tests & Critique	Open Hours 1		TESTS, CRITIQUES, RULES
<b>SKILLS</b>					Graduation 5	Graduation 6		Review of Course Content			OCOB MAJOR CONTROL FUNCTIONS
A. Physical Training	Physical Training & Skills	Police Proficiency Areas	Proficiency Areas				Physical Fitness 9 mod	City Geography			RECORDS, REPORTS & INFORMATION SYSTEMS
B. Firearms	Proper Use of Firearms	Firearm Training	Firearms Training	Marksmanship 45	Firearms Orientation	Firearms Training	Firearms Training 61				COMMUNICATION SYSTEMS
C. Mechanics of Arrest	Mechanics of Arrest, Approach	Defensive Tactics	Defensive Tactics	Physical Defense Tactics	Physical Ed. & Defense	Mechanics of Arrest	Mechanics of Arrest 2				POLICE INSPECTION
D. Defensive Tactics	Defensive Tactics	First Aid	First Aid	Fingerprinting	Tactics	Defensive Tactics & Physical	Defensive Tactics & Physical 81				POLICE DEPT. NOMENCLATURE
E. Fingerprinting	Fingerprinting	Basic & Advanced First Aid	Basic & Advanced First Aid	First Aid	First Aid	Physical Training	Physical Training 28				STANDARDS & SPECS FOR TRANSIT OFFICERS
F. First Aid	Basic & Advanced First Aid	Basic Law	Basic Law	First Aid	First Aid	Basic & Advanced First Aid	Basic & Advanced First Aid 28				FIRE TRAINING
<b>LEGAL MATTERS</b>									Legal Matters (16)	Law & Law Enforcement (3)	TRAIN TAKE-OVER PROC.
A. Constitutional Law	Const Law & Civil Rights	Constitutional Law	Constitutional Law	Const Law & Civil Liberties	Constitutional Law	Const Law & Civil Liberties	Judicial Procedures 3 mod		State Constitution 3	State Constitution 2	TRANSIT SIGNALS & SIGNS
B. Probable Cause	Arrest Law	Arrest Law	Arrest Law	Arrest Law	Arrest Law	Arrest Law	Laws of Arrest 13 mod				TRANSIT ZONE EMERGENCY EVACUATION
C. Laws of Arrest	Rules of Evidence	Rules of Evidence	Rules of Evidence	Rules of Evidence	Rules of Evidence	Rules of Evidence	Laws of Arrest 7				
D. Rules of Evidence	Search & Seizure	Search & Seizure	Search & Seizure	Search & Seizure	Search & Seizure	Search & Seizure	Laws of Arrest 7				
E. Search & Seizure	Laws of Search & Seizure	Laws of Search & Seizure	Laws of Search & Seizure	Laws of Search & Seizure	Laws of Search & Seizure	Laws of Search & Seizure	Laws of Search & Seizure 14				
F. Parties to Crime & Elements	Laws of Interrogation & Confessions	Laws of Interrogation & Confessions	Laws of Interrogation & Confessions	Laws of Interrogation & Confessions	Laws of Interrogation & Confessions	Laws of Interrogation & Confessions	Laws of Interrogation & Confessions 3				
G. Due Process in Interrogation	Court Organization & Procedure	Court Organization & Procedure	Court Organization & Procedure	Court Organization & Procedure	Court Organization & Procedure	Court Organization & Procedure	Interrogation, Interview Process				
H. Court Organization & Procedure	Use of Force & Liability	Use of Force & Liability	Use of Force & Liability	Use of Force & Liability	Use of Force & Liability	Use of Force & Liability	Interrogation, Interview Process				
I. Civil Liability of Law Enforcement Officer	Police Patrol Procedures	Police Patrol Procedures	Police Patrol Procedures	Police Patrol Procedures	Police Patrol Procedures	Police Patrol Procedures	Interrogation, Interview Process				
<b>PATROL</b>											
A. Patrol Techniques	Patrol Procedures	Patrol Procedures	Patrol Procedures	Patrol Procedures	Patrol Procedures	Patrol Procedures	Patrol Procedures & Case Studies 17				
B. Mob & Crowd Control	Crowd & Riot Control	Crowd & Riot Control	Crowd & Riot Control	Crowd & Riot Control	Crowd & Riot Control	Crowd & Riot Control	Crowd & Riot Control 13				
<b>TRAFFIC</b>											
A. Motor Vehicle Code of VA	State & Traffic Code	Motor Vehicle Law	Traffic Control & Enforcement of Parking	Traffic Law	Traffic Law	Traffic Law	MD Traffic Laws 24				
B. Direction & Point Control	Traffic Direction	Traffic Direction	Traffic Direction	Traffic Direction	Traffic Direction	Traffic Direction	Traffic Direction & Control 2				
C. Uniform Traffic Summons	Summons Issuance Procedures	Summons Issuance Procedures	Summons Issuance Procedures	Summons Issuance Procedures	Summons Issuance Procedures	Summons Issuance Procedures	Summons Issuance 1				
D. Accident Investigation	Accident Investigation	Accident Investigation	Accident Investigation	Accident Investigation	Accident Investigation	Accident Investigation	Accident Investigation 33				
<b>CRIMINAL INVESTIGATIONS</b>											
A. Serious Types of Offenses	Injury & Death Cases, Sex Crimes, Assaults, etc	Injury & Death Cases, Sex Crimes, Assaults, etc	Injury & Death Cases, Sex Crimes, Assaults, etc	Injury & Death Cases, Sex Crimes, Assaults, etc	Injury & Death Cases, Sex Crimes, Assaults, etc	Injury & Death Cases, Sex Crimes, Assaults, etc	Injury & Death Cases, Sex Crimes, Assaults, etc 14				
B. Narcotics & Dangerous Drugs	Narcotics & Dangerous Drugs	Narcotics & Dangerous Drugs	Narcotics & Dangerous Drugs	Narcotics & Dangerous Drugs	Narcotics & Dangerous Drugs	Narcotics & Dangerous Drugs	Narcotics & Dangerous Drugs 14				
C. Vice	Vice & Organized Crime	Vice & Organized Crime	Vice & Organized Crime	Vice & Organized Crime	Vice & Organized Crime	Vice & Organized Crime	Vice & Organized Crime 5				
D. Interviews	Interviews & Interrogation	Interviews & Interrogation	Interviews & Interrogation	Interviews & Interrogation	Interviews & Interrogation	Interviews & Interrogation	Interviews & Interrogation 6				
E. Field Note Taking	Field Note Taking	Field Note Taking	Field Note Taking	Field Note Taking	Field Note Taking	Field Note Taking	Field Note Taking 1				
F. Scientific Aids	Scientific Aids to Investigation	Scientific Aids to Investigation	Scientific Aids to Investigation	Scientific Aids to Investigation	Scientific Aids to Investigation	Scientific Aids to Investigation	Scientific Aids to Investigation 20				
G. Crime Scene Procedures	Crime Scene Search	Crime Scene Search	Crime Scene Search	Crime Scene Search	Crime Scene Search	Crime Scene Search	Crime Scene Search 3				
H. Practical Problem	Collection, Identification & Preservation of Evidence	Collection, Identification & Preservation of Evidence	Collection, Identification & Preservation of Evidence	Collection, Identification & Preservation of Evidence	Collection, Identification & Preservation of Evidence	Collection, Identification & Preservation of Evidence	Collection, Identification & Preservation of Evidence 7				
I. Report Writing	Police Reports Systems	Police Reports Systems	Police Reports Systems	Police Reports Systems	Police Reports Systems	Police Reports Systems	Police Reports Systems 10				
J. Testifying & Courtroom demeanor	Testifying in Court	Testifying in Court	Testifying in Court	Testifying in Court	Testifying in Court	Testifying in Court	Testifying in Court 8				
K. Most Court	Practical Problems & Most Court	Practical Problems & Most Court	Practical Problems & Most Court	Practical Problems & Most Court	Practical Problems & Most Court	Practical Problems & Most Court	Practical Problems & Most Court 15				
<b>JUVENILE MATTERS</b>											
A. Juvenile Court Procedures	Juvenile Court Procedures	Juvenile Court Procedures	Juvenile Court Procedures	Juvenile Court Procedures	Juvenile Court Procedures	Juvenile Court Procedures	Juvenile Court Procedures 3				
<b>COMMUNITY RELATIONS</b>											
A. Community Relationships	Community Relationships	Community Relationships	Community Relationships	Community Relationships	Community Relationships	Community Relationships	Community Relationships 6 mod				
<b>FIELD TRAINING</b>											
A. Communications Skills	Communications	Communications	Communications	Communications	Communications	Communications	Communications Skills 7 mod				
B. Emergency Driving Techn.	Defensive Driving	Defensive Driving	Defensive Driving	Defensive Driving	Defensive Driving	Defensive Driving	Defensive Driving Tech 10 mod				
							Water Safety 4 mod				

CONCLUSION

This WMATA 700-hour training draft represents a hybrid mixture of the basic tenets involved in entry level recruit officer training thought to be job-related with the responsibilities and public service functions of the pending Metro Transit Police Force. WMATA intent is a balanced training program for transit officer personnel meeting all minimum tri-state law enforcement training standards.

To accomplish this mission, special training emphasis has been given to the Federal, State, County and Municipal Levels of Government as to their statutory law, judicial process, local autonomy rule as well as the Metro Transit Force police/academic skills.

Security staff officials firmly believe that this training draft proposal meets or exceeds the entry level skill training needs of mandated law. We stand ready to amend this training package. If any necessary entry-level, recruit officer training skill was left unanswered, please call our attention to it, and this void will be corrected. Your comments, constructive criticism and assistance are requested in order that WMATA may develop a viable training instrument.

**END**