



San Rafael

POLICE

**Field Training Program
Training Guide**

Police Officer



SECTION 1: PROGRAM INTRODUCTION

CONTENTS

- 1.1 Letter from the Chief
- 1.2 Goals & Objectives
- 1.3 Program Overview
- 1.4 Program Examples

1.1 - LETTER FROM THE CHIEF OF POLICE

To the Officer in Training (OIT):

Before you were hired, we concluded that you possess all the necessary basic skills and ability to become a San Rafael Police Officer. The purpose of our training program is to develop those skills and abilities to a level commensurate with responsibilities vested in you on the day you were sworn in. This field training guide has been prepared to assist our Field Training Officers (FTOs) in that task.

The members of our community expect the very best in police services from our department. The training and development of our personnel is of paramount importance in meeting that expectation. The Field Training Program is the foundation upon which your future in this department will be built. No reasonable effort will be spared in helping you achieve the standard set by our community.

You will have the opportunity to work with many different Field Training Officers, all with individual areas of expertise, skills, knowledge, and ability. We have developed methods of instruction to ensure that your training will be conducted in a supportive and comprehensive manner by explanation, demonstration, and performance. Your FTOs are evaluated on their ability to assist you in achieving success. They are expected to treat you with dignity and respect. Every member of this department is expected to support you. We want you to succeed.

The length of the program will be dependent upon your progress. The variables in learning ability and the speed with which adults comprehend information are varied. So, too, is the length of your training program. We will infer nothing about you solely on the basis of how quickly you learn. It is how well you learn and perform that we are interested in. So long as you continue to make progress, we will continue to invest our effort.

You are expected to maintain this guide throughout the probationary period and be familiar with its contents. This document is a tool that charts your progress and helps ensure that you and your Field Training Officers are working together towards the successful completion of your probation, and ultimately the accomplishment of the department's mission.

I hope you will find this training program challenging. I know you will find it rewarding.

Diana Bishop
Chief of Police

1.2 - GOALS & OBJECTIVES

The goal of the San Rafael Police Department Field Training Program is to develop the policing skills of probationary officers and improve performance by creating a positive training environment. The Field Training Program is designed to create a competent “solo beat officer” using personalized training and standards.

Our objectives in fulfilling these goals are:

1. Develop trainees to an acceptable performance level in a reasonable time frame.
2. Utilize personalized training to maximize the potential of each trainee.
3. Treat each trainee with dignity and respect throughout the training process.

The Field Training Program is primarily responsible for teaching the Officer in Training (OIT) the policing skills necessary to function as a solo beat officer.

The Field Training Officer (FTO) introduces the probationary officer to the actual working environment. The FTO offers a significant first impression and exemplifies the standards of the San Rafael Police Department, especially in the areas of appearance, attitude, work habits and adherence to the Department mission, policies and values.

Daily, Weekly and Monthly FTO evaluations form a training record that becomes part of the probationary officer’s permanent personnel records. Evaluations by the FTO and performance review by the FTO Sergeant are the basis on which remedial action is taken and the permanent employment status of the probationary officer is determined.

The FTO staff provides a variety of instructors that have consistently demonstrated acceptable performance and developed policing skills in specialty areas, including, report writing, investigations and tactical operations. The FTO supervisor is responsible for developing consistency in these basic policing practices and training Department personnel on new patrol and tactical procedures.

1.3 – PROGRAM OVERVIEW

The Field Training Officer Program is designed to provide the Officer in Training (OIT) an environment in which to apply the training received in the Academy to the practical needs of the beat officer. The program also prepares lateral police officers, using their previous police experience, to work in the City of San Rafael. The OIT shall have completed the POST Regular Basic Course prior to participating in the Field Training Program.

The Field Training Program is divided into three phases:

Orientation Phase: The Orientation Phase includes the New Officer Orientation Module and the Field Orientation Module. The OIT will be assigned to the Training Bureau during the New Officer Orientation Module and will be introduced to the various aspects of the San Rafael Police Department and will receive training in firearms, defensive tactics, computer orientation and department policies and procedures. The OIT will then be transferred to the Patrol Division for the Field Orientation Module, which exposes the OIT to basic patrol activities under the supervision of an FTO without formal evaluation. The Field Orientation Module will be a 2 week period.

Training Phase: The training phase of the Field Training Program consists of seven separate phases. Each phase is built on the prior phase and designed to teach recruits basic police officer skills and the “San Rafael Way.” The OIT will have the opportunity to work with several Field Training Officers (FTO), with a variety of expertise, skill, knowledge, and ability. During the first five modules (Field Orientation, Patrol Ready, Mechanical, Complex and Multi-Task) the FTO will document training and performance on a Weekly Training Report. After completing the training in these first five modules, the OIT will advance to the Evaluation Module. The OIT will then begin to be rated daily in areas of skill, knowledge, and performance related to basic police work. When the OIT has demonstrated consistent acceptable performance in all training areas, the OIT will advance to the Observation Module. During the Observation Module, the OIT is responsible for operating as a solo beat officer under the direct supervision of plainclothes FTO. The OIT should utilize fellow beat officers and the Patrol Sergeant for advice and assistance and should demonstrate independence from the FTO.

- Field Orientation

The Field Orientation Phase is the first phase of FTO after the trainee has completed a basic Orientation. The Field Orientation Phase is TWO weeks long. The trainee will learn about Department Operations, Orientation, Department Policies & Procedures, Community Orientation & Resources, Ethics, Leadership, Community Relations, Officer safety and other areas of potential liability to the organization and the trainee. The critical elements of this phase are the molding of the trainee’s attitude toward the experienced officers and making it clear that the program is not “just something else they have to get through.” The FTO’s function as a role model is particularly relevant

here. The trainee's ultimate success may hinge on his/her attitude toward the training program and the image projected by the FTO. This phase emphasizes learning through observation. The recruit should ride primarily in the passenger seat of the vehicle, and participation in police tasks should be minimal. The recruit should become orientated with radio procedures, report writing, and field orientation during this phase.

- Patrol Ready

In this three week phase, the recruit will start driving the vehicle and be introduced to multitasking. The recruit will become the primary on low-level reports, taking the lead on interviews, evidence collecting and other initial responsibilities associated with basic police work. Having functioned primarily as an observer in the Field Orientation Phase, the trainee will now be expected to contribute more actively and assume more responsibility.

- Mechanical

The Mechanical Phase is five weeks and somewhat more complex than the Patrol Ready Phase. It is the phase where trainees become more adept with their new role. This phase is broken down into three separate segments. The segments can be completed in any order and with different FTO's depending on the needs of the department.

In one of the segments, the recruit will be exposed to one week of Footbeat or Special Operations patrol. During this week, the recruit will learn about the fundamentals of search and seizure law, consent contacts, and overall pro-active policing.

Another segment of this phase will be one week dedicated to traffic enforcement. During this week, the recruit will begin to develop basic traffic stop skills and vehicle code knowledge.

The third segment is a three-week patrol phase in patrol where it is expected trainees will begin handling calls for service with less input required from their FTO. They should begin to master the skills at hand. The FTO must acknowledge the trainee's growing confidence and constantly remain aware of and monitor the workload, guarding against under or overloading, to ensure a proper learning environment. The trainee will cover Patrol Vehicle operations, Radio Communications, Report Writing, Criminal Law, Patrol Procedures and Traffic. The second phase is somewhat more complex than the first phase and is the phase where trainees become more adept with their new role. During this phase, it is expected trainees will begin handling calls for service with less input required from their FTO. They should start to master the skills at hand.

- Complex

During the Complex Phase, trainees will be expected to handle all patrol details, except those they have not yet been exposed to, without assistance. They should be initiating

all patrol activities on their own. During Complex Phase, training continues to a lesser extent in an environment where critical evaluation takes on ever-increasing importance. This is also an opportunity for the FTO to review those tasks previously accomplished and to be sure the trainee is prepared for the final phase. The trainee will cover Conflict Resolution, Control of Persons, Investigations, and Evidence.

- Multi-Task

The Multi-Task Phase is designed to start testing the trainee for Evaluation and Observation Phases. The trainee should be proficient at all calls they have already handled with little to no help from the FTO. During the Multi-Task Phase, trainees will cover Complex investigations and pro-activity.

- Evaluation

During the Evaluation Phase, the FTO is still in full uniform but takes more of a hands-off approach. The Trainee should now be relying on their beat partners, supervisors or at least be knowledgeable on where to get some help. During the Evaluation Phase, the trainee will receive Daily Observation Reports (DOR's).

- Observation

The Observation Phase is a test phase. It is predominantly an observation only phase. It generally consists of two weeks of observed patrol activity. The training guide (and all performance objectives) should have been completed before the trainee's entry into this phase. To ensure the trainee acts as the lead officer during this phase, the primary FTO should observe the actions of the trainee from a "ride-along" position while wearing plain clothes. The FTO will not take any action except in instances where his/her intervention is necessary. This FTO intervention should occur under the following circumstances:

- Officer Safety – If the actions of the trainee constitute a hazard or potentially dangerous situation to officers or citizens, the FTO must take whatever action is necessary to reduce the hazard and ensure proper safety practices are followed.
- Illegal and Unethical Activity – The FTO must ensure that the trainee's actions are legal and ethical at all times. Neither of these conditions shall be sacrificed for training purposes.
- Embarrassment to a Citizen, the Department, or the FTO – The FTO must not allow an incident to get to the point where the trainee embarrasses or brings discredit to a citizen, the Department, the FTO, or himself/herself at any time.

Probationary Phase: The OIT will advance to the Probationary Phase once the OIT has demonstrated an acceptable level of competence during the Observation Module. The OIT will be released from formal training and assigned to the Patrol Division as a solo beat officer. The OIT's will be monitored by the FTO supervisory staff and supervised and evaluated by a Patrol Sergeant. The performance of the probationer will be reported on a Monthly Training Report.

1.4 – FIELD TRAINING PROGRAM EXAMPLES

ENTRY LEVEL OFFICER

New Officer Orientation:

2 Weeks
Non-rated – No Training Report required

Field Orientation Module:

2 Weeks
Non-rated but document activities in a WTR (Weekly Training Report)

Patrol Ready Module:

3 Weeks
Fully Rated – WTR

Mechanical Skills Module:

5 Weeks
Fully Rated – WTR

Complex Skills Module:

3 Weeks
Fully Rated – WTR

Multi-Task Skills Module:

3 Weeks
Fully Rated – WTR

Evaluation Module:

3 Weeks
Fully Rated – DTR (Daily Training Report)

Observation Module:

2 Weeks
Fully Rated – DTR (Daily Training Report)

SAMPLE FTO PROGRAM

LATERAL OFFICER

New Officer Orientation:

2 Weeks
Non-rated – No Training Report required

Field Orientation Module:

~~2 Weeks~~
Non-rated but document activities in a WTR (Weekly Training Report)

Patrol Ready Module:

2 Weeks
Fully Rated – WTR

Mechanical Skills Module:

2 Weeks
Fully Rated – WTR

Complex Skills Module:

2 Weeks
Fully Rated – WTR

Multi-Task Skills Module:

2 Weeks
Fully Rated – WTR

Evaluation Module:

2 Weeks
Fully Rated – DTR (Daily Training Report)

Observation Module:

2 Weeks
Fully Rated – DTR (Daily Training Report)

SAMPLE FTO PROGRAM

RESERVE OFFICER – LEVEL 2

New Officer Orientation:

80 Hours

Non-rated – No Training Report required

Field Orientation Module:

80 Hours

Non rated – WTR (Weekly Training Report) & Weekly Training Log (WTL)

Mechanical Skills Module:

80 Hours

Partially rated – WTR & WTL

Complex Skills Module:

40 Hours

Partially rated – WTR & WTL

Multi-Task Skills Module:

20 Hours

Partially rated – WTR & WTL

Evaluation Module:

60 Hours

Fully Rated – DTR (Daily Training Report)

Observation Module:

Not Applicable

SECTION 2: PROGRAM MANAGEMENT

CONTENTS

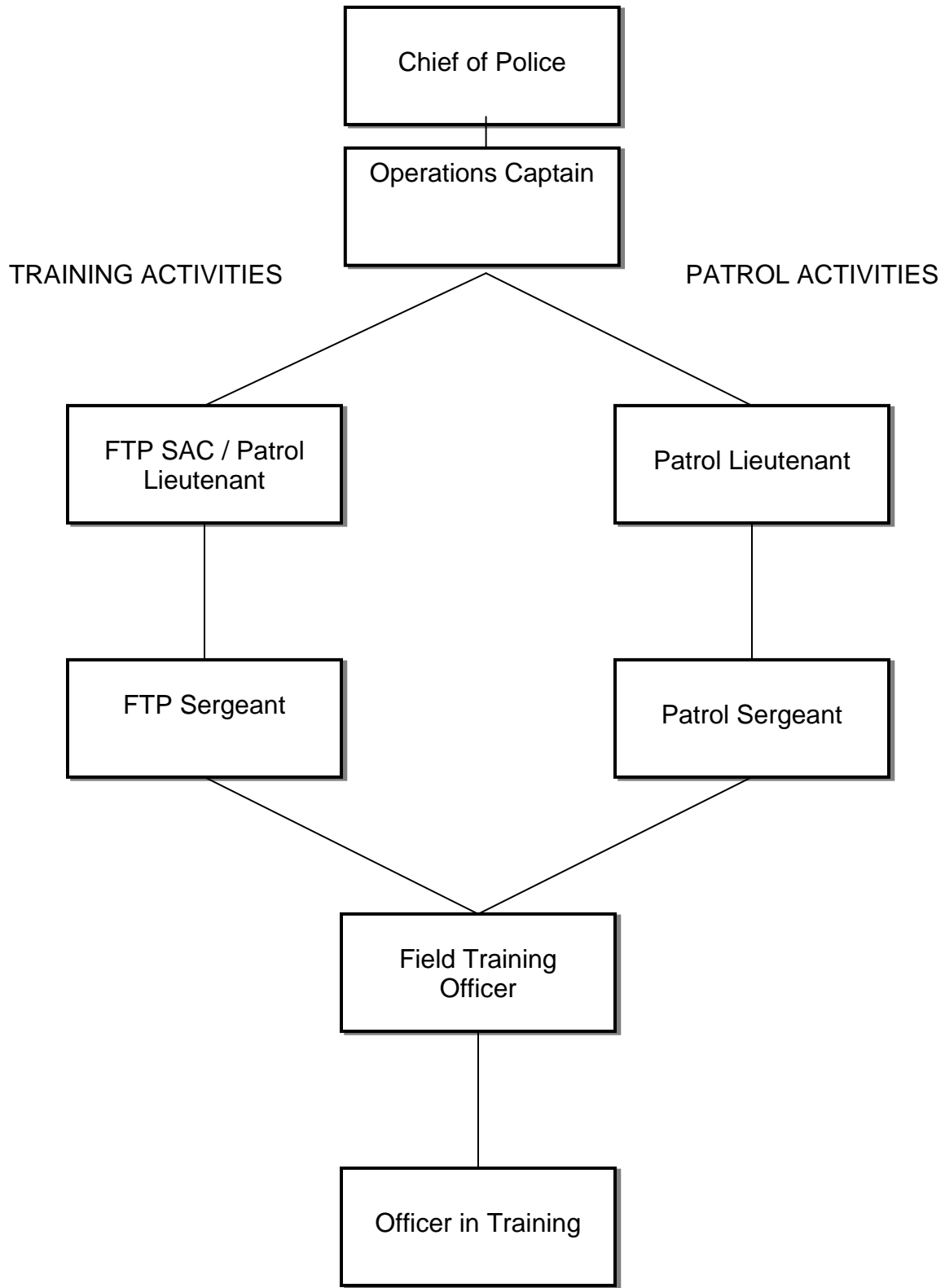
- 2.1 Chain of Command
- 2.2 FTP Roles & Expectations
- 2.3 FTO Selection & Training
- 2.4 FTP Evaluation & Critique

2.1 – FTP CHAIN OF COMMAND

The FTO Program is an operational function of the Patrol Bureau and under the direct supervision of Patrol Sergeants assigned to the FTP staff as a collateral duty. FTP Sergeant will also complete the evaluations of FTOs. The evaluation is based on the officer's performance as a FTO, rather than as a regular beat officer. The FTP Sergeant is expected to handle their normal patrol responsibilities as well as their collateral assignment to the Field Training Program.

A Patrol Lieutenant serves as the FTP Supervisor/Administrator/Coordinator (SAC) on a collateral basis. The FTP SAC shall oversee the operation of the Field Training Program and its function within the Patrol Bureau.

All normal authority, supervision, and chain of command at the regular watch level shall follow normal protocol. Although the FTO is primarily responsible for the training and evaluation of probationary officers, the FTO shall operate under the control and direction of the Patrol Sergeant during the normal shift of duty.



2.2 – FTP ROLES & EXPECTATIONS

Officer in Training (OIT):

The Officer in Training (OIT) is assigned to the Patrol Bureau and is committed to providing the best possible service to the public within the level of training attained. The OIT must make every effort to successfully complete the training program by mastering the skills necessary to serve as a solo beat officer.

The OIT is part of a training team assigned to the successful completion of the training program. As a member of a training team, the OIT serves as a partner to the FTO. The OIT is equal to the FTO in terms of being a full-time sworn officer, but is subordinate to the FTO due to limited experience in law enforcement. The FTO is the senior partner and teacher and will be treated with respect due such a position. The OIT is required to follow the lawful orders of the FTO. The FTO is responsible for the decision making process unless the OIT is required to take on this responsibility due to training needs or emergency circumstances.

The OIT must interact with the Department in accordance with the Field Training Program chain of command. All OIT questions and concerns regarding the training program must be directed first to the assigned FTO. If the FTO is unavailable, then questions should be directed to the FTP Sergeant and finally to the FTP SAC. In case of emergency, illegal activity, or violation of Department policies or procedures, the OIT should immediately direct questions to the Watch Commander.

The OIT must fully commit to the success of the training program. This commitment includes, but is not limited to, the following:

- Being prepared emotionally, academically and physically to perform
- Working to achieve the requirements of the current training phase
- Fully accepting responsibility for individual performance
- Addressing mistakes or setbacks without excuses or rationalization.

Two-way communication between the FTO and OIT is important to training team success. The OIT must ask questions and explore training topics as much as possible to master tasks and fully benefit from the training experience. In addition, the OIT should keep the FTO informed of problems affecting training performance. This allows situations to be addressed before they negatively affect progress.

The OIT is responsible for adhering to department policies and procedures. The OIT shall avoid fraternization with the FTO during their assignment to the training program. Fraternization includes dating relationships, financial or business agreements and other social relationships, which inherently cause a conflict of interest.

Field Training Officer (FTO):

The Field Training Officer (FTO) is assigned to the Patrol Bureau as a patrol officer, along with the additional task of training and evaluating an Officer in Training (OIT).

The FTO must demonstrate the highest principles of the law enforcement profession, support of the department's goals and objectives and adhere to the performance standards of a solo beat officer. The FTO must embrace a philosophy directed at providing the OIT with every opportunity to succeed.

The FTO is partnered with the OIT as a training team and should be committed to the success of the training program. This partnership requires the FTO to explore all practical training methods to ensure that the OIT has had an opportunity to succeed. The FTO should conduct training in a manner that controls the degree of stress on the trainee with the realization that any performance-based endeavor will include some level of stress. The OIT will be treated with the same respect afforded other department personnel. The FTO should avoid actions that demean or ridicule a trainee due to the potential for negative impact on training and employee retention.

The FTO should make every effort to allow the OIT to witness, assist and perform as many learning experiences as possible. The FTO utilize a variety of teaching methods and allow the OIT to conduct operations and make decisions that are within their capabilities. The FTO should explain to the OIT that experience is important and that mistakes are expected and should be used to facilitate additional learning.

The FTO should address training issues with a problem-solving approach and avoid undue stress, ridicule, and other demeaning influences which interfere with the learning process. The training environment should be conducive to learning. The FTO should be aware that people learn in different ways and remain patient to ensure that frustration does not prevent the OIT from being successful.

The FTO is responsible for recording the training progress of the OIT through the use of training reports. The training reports are critical to tracking progress, identifying additional training needs and determining the permanent employment status of the OIT. The training reports should be objective, straightforward and accurate. The training reports should document the training and performance of the OIT while remaining consistent with a success-oriented training program. The training reports should be fair, unbiased, based on observed performance and not inappropriately influenced by the prior performance of the OIT.

The FTO serves as a liaison to the FTO Sergeant on Field Training Program and OIT related issues. The FTO should utilize the FTO Sergeant as a resource for additional training ideas. The FTO should keep the FTO Sergeant current on OIT performance and specific training needs.

FTP Sergeant:

The FTP Sergeant is assigned to the Patrol Bureau as a Patrol Sergeant and serves as the administrative and supervisory liaison to the training teams. The FTP Sergeant duties include the following:

- ensure that the training and evaluation process is accomplished in a correct, timely, and consistent manner
- monitor field training activity and team performance; managing potential personality conflicts between the FTO and the OIT
- handle disciplinary issues in the training environment
- ensure that all training activities are properly documented and approved within the Field Training Program.

The FTP Sergeant is responsible for arranging any training required for the FTO. The FTP Sergeant will monitor any new and remedial training methods and assist in the coordination of resources to address additional training needs for the OIT.

The FTP Sergeant will meet regularly with the training teams to discuss training needs, address problems and review training progress. The FTP Sergeant will ensure that any training deficiencies or other training related problems are addressed in a timely manner. The FTP Sergeant will assist the FTO by developing, reviewing and authorizing appropriate training responses when special training needs arise.

The FTP Sergeant will be in frequent communication with the FTP SAC regarding program administration. The FTP Sergeant will assist the FTP SAC as needed to maintain support for the training program.

The FTP Sergeant will ensure that training reports are completed in a timely manner and sufficiently support the documented ratings, conclusions and recommendations. The FTP Sergeant will forward training reports and documentation on training related issues to the FTP SAC.

Patrol Sergeant:

The Patrol Sergeant has the responsibility of supervising, training and evaluating probationary officers. The duties include assigning and supervising patrol personnel, addressing police problems and accomplishing the Department's mission in the Patrol Bureau. In addition to patrol responsibilities, the Patrol Sergeant's duties also include the following:

- ensuring that the training and evaluation process is accomplished in a correct, timely, and consistent manner
- reviewing daily and weekly training reports on Officers in Training
- preparing monthly evaluations on probationary officers

- identifying deficiencies and recommending the need for remedial training.

The Patrol Sergeant is responsible for the weekly review of the OIT's Training Guide and insuring that it is up to date. The Patrol Sergeant must review all documentation in order to remain aware of OIT performance and respond to questions regarding the OIT progress in the Field Training Program. The Patrol Sergeant should attend various training sessions and remain aware of current instructional and evaluation techniques.

The Patrol Sergeant must monitor the overall training and evaluation of the OIT to insure that a personality conflict between the FTO and OIT does not arise or affect the objectivity of the FTO. If a personality conflict or loss of objectivity is observed the Patrol Sergeant should counsel the FTO and notify the FTP Sergeant. The Patrol Sergeant must maintain an active role in the Field Training Program and must be aware of the need for revision, reorganization and evaluation.

FTP SAC / Patrol Lieutenant:

The FTP SAC duties are normally assigned to a Patrol Lieutenant. The FTP SAC establishes the goals for the Field Training Program and assists the FTP Sergeant in achieving those goals by monitoring selection of FTO personnel, monitoring implementation of training procedures and developing new training procedures. The FTP SAC acts as the training program liaison with the Patrol Bureau Captain, Patrol Sergeants and other bureau of the department.

The FTP SAC will act as a mediator for conflicts regarding training program issues that are unresolved at the supervisory level and are appropriately handled at the watch commander level.

The FTP SAC should meet regularly with the FTP Sergeant regarding routine training activities and training related problems.

The FTP SAC should review training documentation and training activity in the field to ensure consistency with program.

2.3 – FTO SELECTION & TRAINING

SELECTION

FTOs shall be selected to the FTP staff according to the following guidelines. The FTO candidate must possess a POST Basic Certificate and have a minimum of one-year patrol experience. The FTO candidate shall submit a memorandum of interest, along with the recommendation of his/her immediate supervisor, to the FTP Sergeant.

The FTP Sergeant shall interview the FTO candidate and review his/her recent performance evaluations. The FTP Sergeant shall make a referral to the FTP SAC based on supervisory recommendation, interview and performance evaluations.

The FTP SAC shall select FTO candidates to the FTP staff based on FTP Sergeant referral and the needs of the Field Training Program.

TRAINING

FTOs shall be thoroughly trained in techniques and methods to train and evaluate the performance of OITs. FTOs are encouraged to research, identify and attend additional training to assist in the development of OITs.

The following minimum training will be required of all FTOs in order to provide the most current training techniques available:

FTOs shall successfully complete a POST-Certified Field Training Course (40 hours) as mandatory training. In addition, FTOs shall complete 24 hours of update training every three years following the completion of the Field Training Course. The training shall be satisfied by successful completion of a POST-Certified Field Training Officer Update Course or department-specific training in topics contained in the Field Training Officer Update Course.

The field training officer course relating to competencies of the field training program and police training program shall address how to interact with persons with mental illness or intellectual disability, and shall consist of at least four hours of classroom instruction and instructor-led active learning, such as scenario-based training, shall address issues related to stigma, and shall be culturally relevant and appropriate

The FTP SAC and FTP Sergeant shall successfully complete a POST-Certified Field Training Supervisor/Administrator/Coordinator (SAC) Course (24 hours) as mandatory training.

COMPENSATION

FTOs shall be paid according to the current SRPA Memorandum of Understanding.

2.4 – FTP EVALUATION & CRITIQUE

EVALUATION & CRITIQUE FORMS

The OIT shall complete the following FTP evaluation as defined:

FTP Critique Form:

The Field Training Program staff is determined to provide OITs with an effective training experience. The purpose of the form is to present objective feedback to program personnel to be used to improve and enhance the program's effectiveness. Please read each question carefully and respond honestly and directly. Your candidness and comments will be appreciated. Once completed, please return the form to the FTP SAC.

FTP CRITIQUE FORM

1. Did the orientation process help you prepare for the Field Training Program and did you understand the program's expectations of you?

YES NO

Comments: _____

2. Was the length of the program adequate?

YES NO

Comments: _____

3. Do you feel that the training you received in the program was meaningful in relation to the job you are now doing?

YES NO

Comments: _____

4. Were there any areas of training you felt were ignored which should have been included or extended, and if so, which areas?

YES NO

Comments: _____

5. Was the instruction and training provided by the FTOs generally consistent with one another?

YES NO

Comments: _____

6. Do you feel the evaluations in the Field Training Program (DORs, Supervisor Weekly Reports, etc.) were necessary for your development as a police officer?

YES NO

Comments: _____

7. Do you feel program personnel were objective in making evaluations, judgments, and decisions about you?

YES NO

Comments: _____

8. Do you feel there was sufficient time available for special activities such as COPS projects or other beat activities?

YES NO

Comments: _____

9. Upon completion of the Field Training Program, do you feel you were proficient in each of the following areas?

- | | | |
|---------------------------------------|-----|----|
| A. Department Policies and Procedures | YES | NO |
| B. Patrol Vehicle Operations | YES | NO |
| C. Officer Safety | YES | NO |
| D. Report Writing | YES | NO |
| E. Codes and Law | YES | NO |
| F. Patrol Procedures | YES | NO |
| G. Handcuffing & Searching Techniques | YES | NO |
| H. Use of Force | YES | NO |
| I. Traffic Enforcement | YES | NO |
| J. Search and Seizure | YES | NO |
| K. Radio Procedures | YES | NO |
| L. Investigations and Evidence | YES | NO |
| M. Conflict Resolution | YES | NO |
| N. COPS | YES | NO |
| O. Courtroom Procedures | YES | NO |

10. Are there any changes that need to be made to improve the program?

YES NO

Comments: _____

Use the space below to add anything that may not have been covered above.

Comments: _____

Officer in Training Date

SECTION 3: EVALUATION PROCEDURES

CONTENTS

- 3.1 Performance Ratings
- 3.2 Standardized Evaluation Guidelines
- 3.3 Training Reports
- 3.4 FTP Completion & Competency Form

3.1 – PERFORMANCE RATINGS

The OIT must demonstrate an acceptable level of proficiency in a total of thirteen performance areas in order to successfully complete the Field Training Program. The performance are listed below:

- Appearance
- Attitude
- Interpersonal Skills
- Work Habits
- Knowledge
- Driving Skill & Response to Calls
- Radio Procedures
- Information Systems & Computer Skills
- Officer Safety & Control of Conflict
- Decision Making & Command Presence
- Investigative Skills
- Report Writing
- Self-Initiated Activity & COPPS

STANDARDIZED EVALUATION GUIDELINES

A detailed set of definitive ratings has been developed in the Standard Evaluation Guidelines for the FTO to use in evaluating the OIT in each of the thirteen performance areas.

- The FTO must evaluate the OIT on the basis of the Standardized Evaluation Guidelines and the specific performance areas contained in the Field Training Program Guide.
- The OIT shall not be evaluated based on their length of time in training, the FTO's personal level of performance or the proficiency of any other individual officer.

The FTO should refer to the Standard Evaluation Guidelines frequently in order to become familiar with the defined levels of proficiency for each performance area. The ratings include Needs Training, Acceptable and Above Acceptable. The FTO should identify the appropriate rating for the OIT in each of the observed performance areas. There are additional rating components for performance areas Not Observed (N.O.) or in which the OIT is Not Responding to Training (NRT).

PERFORMANCE RATINGS

The rating components are described as follows:

Needs Training: The FTO should use this rating for each performance area in which the OIT remains below acceptable standards and requires additional training to improve proficiency. The FTO should identify the OIT's specific training needs in the narrative comments of the evaluation.

Acceptable: The FTO should use this rating for each performance area in which the OIT has demonstrated an acceptable level of proficiency.

Above Acceptable: The FTO should check use this rating for each performance area in which the OIT has demonstrated an above acceptable level of proficiency. The FTO should support this rating with specific observations in the narrative comments of the evaluation.

Not Observed: The FTO should use this rating box for each performance area in which the OIT did not have any exposure or experience during the rating period. The FTO should attempt to expose the OIT to as many performance areas as possible. The FTO should consider verbal tests, written tests or role-playing, when appropriate, to expose the OIT to performance areas that were not otherwise demonstrated.

Not Responding to Training: The FTO should mark the "NRT" box when an OIT has received repeated instruction in a performance area and remains unable to demonstrate an acceptable level of subject knowledge or ability to perform a specific task, which would exhibit this knowledge. The FTO must provide an explanation in the narrative comments of the evaluation of the training attempted and a description of the OIT's performance in each area in which the OIT is not responding to training.

All ratings must conform to the Standardized Evaluation Guidelines and should not be influenced by the FTO's personal abilities, experience or preferences.

3.2 - STANDARDIZED EVALUATION GUIDELINES

The following “Needs Training”, “Acceptable” and “Superior” scale value definitions shall be used by Field Training Officers (FTO) when rating the behavior of an Officer In Training (OIT) in each of the performance categories. It is through the use of these guidelines that program standardization and rating consistency are achieved.

APPEARANCE

Evaluates the officer’s physical appearance, uniform and equipment.

Needs Training / Needs Improvement:

- Dirty shoes;
- Uniform wrinkled, fits poorly or is improperly worn;
- Hair not groomed or in violation of department policy;
- Dirty weapon or equipment is missing or inoperative;
- Offensive body odor or breath or poor personal hygiene.

Acceptable:

- Polished shoes or boots;
- Uniform neat and clean, fits properly and is worn in accordance with policy;
- Weapon, leather/nylon gear, and equipment are clean and operative;
- Hair meets requirements in general orders and shoes are shined;

Above Acceptable / Exceeds Standards:

- Shoes or boots are shined;
- Uniform is neat, clean and tailored;
- Leather gear is shined;
- Nylon gear is clean and snaps are polished.

ATTITUDE

Evaluates the officer’s response to criticism and feedback. Evaluates the officer’s views of the police career in terms of personal motivation, goals, and acceptance of responsibilities.

Needs Training / Needs Improvement:

- Rationalizes mistakes or argumentative;
- Denies that errors were made;
- Refuses or fails to make corrections;
- Fails to follow directions;
- Considers criticism personal;
- Abuses authority or demonstrates excessive ego;
- Demonstrates little dedication to the profession;
- Appears disinterested or lacks motivation.

Acceptable:

- Accepts criticism and applies it to improve performance and further learning.
- Demonstrates interest in law enforcement and accepts responsibilities.

Above Acceptable / Exceeds Standards:

- Actively solicits criticism and feedback in order to improve performance;
- Does not argue, make excuses, or blame others for errors;
- Utilizes off-duty time to further professional knowledge;
- Demonstrates concern for the fair and equitable enforcement of the law;
- Maintains high ideals in terms of professional responsibilities.

INTERPERSONAL SKILLS

Evaluates the officer's ability to interact with city employees, peers, and supervisors in an appropriate and efficient manner. Evaluates the officer's ability to interact with citizens, suspects and all ethnic/cultural/social groups in an appropriate manner.

Needs Training / Needs Improvement:

- Abrupt, belligerent, overbearing, arrogant, uncommunicative;
- Introverted, insensitive and uncaring;
- Poor non-verbal skills;
- Engages in conduct that may create liability issues for the department;
- Patronizes or is antagonistic toward peers or supervisors;
- Insubordinate, argumentative, or sarcastic;
- Resists instruction or rationalizes mistakes;
- Considers self as superior;
- Belittles others or gossips;
- Is hostile, overly sympathetic, prejudicial, subjective or biased.

Acceptable:

- Courteous, friendly, respectful and empathetic;
- Communicates in a professional and unbiased manner;
- Good "non-verbal" skills;
- Good peer and supervisor relationships;
- Serves all ethnic/cultural/social groups needs and requests objectively.

Above Acceptable / Exceeds Standards:

- Excellent non-verbal skills;
- Peer group leader;
- Assists other department employees;
- Understands and maintains excellent peer and supervisor relationships;
- Understands the various ethnic/cultural/social groups in the community;
- Serves the needs and requests of ethnic/cultural/social groups with concern.

WORK HABITS

Evaluates the officer's attendance, punctuality and equipment maintenance.

Needs Training / Needs Improvement:

- Abuses sick leave or makes late notifications of illness
- Fails to appear for court appearances
- Does not follow protocol for changes in court appearances
- Arrives late to briefing, training or other assignments
- Fails to properly maintain assigned equipment
- Does not follow proper procedures for documenting equipment repair requests
- Does not properly inspect, maintain or clean assigned vehicle

Acceptable:

- Uses sick leave appropriately for legitimate illnesses
- Notifies watch commander of sick leave request in a timely manner
- Makes court appearances as scheduled
- Follows protocol for requesting changes to scheduled court appearances
- Arrives to briefing, training or other assignments on time
- Maintains assigned equipment
- Submits repair requests for damaged or malfunctioning equipment
- Properly inspects, maintains and cleans assigned vehicle

Above Acceptable / Exceeds Standards:

- Rarely uses sick leave or uses sick leave only during extreme illness
- Makes all court appearances or personally contacts court for exceptions
- Arrives to work early and actively prepares for shift or assignment
- Maintains and/or arranges for repair or replacement of assigned equipment
- Makes personal contact with other departments for equipment repair
- Thoroughly inspects, maintains and cleans assigned vehicle

KNOWLEDGE

Evaluates the officer's knowledge of department policies and procedures, criminal statutes, vehicle and city codes, case law and criminal procedures. Evaluates the officer's ability to apply knowledge in field situations.

Needs Training / Needs Improvement:

- Violates department policies and procedures;
- Does not know the elements of basic sections of the codes;
- Does not recognize criminal offenses;
- Violates procedural requirements;
- Attempts to conduct illegal searches;
- Fails to search subjects when appropriate;
- Attempts to make unlawful arrests or seizes evidence illegally.

Acceptable:

- Complies with department policies and procedures;
- Recognizes common offenses and applies appropriate code sections;
- Knows difference between criminal and non-criminal activity;
- Follows required procedure in commonly encountered situations;
- Conducts proper searches and seizes evidence legally.
- Arrests within guidelines.

Above Acceptable / Exceeds Standards:

- Has an excellent working knowledge of department policies and procedures;
- Has outstanding knowledge of the codes and applies them appropriately;
- Follows required procedures in all cases;
- Accurately applies law relative to searching and seizing evidence;
- Adheres to laws governing release of information and affecting arrests.

DRIVING SKILL & RESPONSE TO CALLS

Evaluates the officer's skill in the operation of department vehicles under normal and stress driving conditions. Evaluates the officer's awareness of surroundings, city orientation and ability to arrive to calls within an acceptable amount of time.

Needs Training / Needs Improvement:

- Frequently violates traffic laws or involved in "at-fault" accidents;
- Fails to maintain control of vehicle or displays poor driving skills;
- Drives too fast or too slowly for conditions;
- Uses lights and siren improperly;
- Unaware of location or unable to relate location;
- Does not properly use maps or lost while on patrol;
- Spends too much time getting to destination.

Acceptable:

- Obeys traffic laws and drives defensively;
- Maintains control of the vehicle while remaining alert to surrounding activity;
- Uses emergency lights and siren appropriately;
- Aware of location while on patrol;
- Properly uses maps;
- Arrives within reasonable amount of time.

Above Acceptable / Exceeds Standards:

- Sets an example for lawful and courteous driving;
- Displays superior defensive driving skills;
- Maintains control of the vehicle while operating other equipment;
- Demonstrates proper judgment while using emergency lights and siren;
- Remembers locations from previous calls and seldom needs map;
- High level of orientation to the beat and the community.

RADIO PROCEDURES

Evaluates the officer's use of the police radio in accordance with department policy and procedure.

Needs Training / Needs Improvement:

- Does not follow procedures;
- Does not understand or use proper codes and language;
- Repeatedly misses call sign or unaware of radio traffic in adjoining beats;
- Requires repeated radio transmissions or misunderstands radio broadcasts;
- Does not preplan radio broadcasts;
- Over modulates or improperly uses microphone;
- Speaks too rapidly or too slowly.

Acceptable:

- Follows proper policy and procedures for radio broadcasts;
- Good knowledge of common radio codes and language;
- Copies radio broadcasts and aware of other officer's activity;
- Uses proper voice tone with clear, concise, and complete broadcasts;
- Few complaints regarding articulation skills or radio broadcasts.

Above Acceptable / Exceeds Standards:

- Always follows proper radio policies procedures;
- Superior knowledge and application of all radio codes and language;
- Aware of all radio broadcasts and activity;
- Recalls and applies previous broadcasts;
- Transmits in a clear, calm and concisely manner during stressful situations.

INFORMATION SYSTEMS & COMPUTER SKILLS

Evaluates the officer's ability to effectively communicate, obtain information, and prepare reports using the department's information systems and computer network.

Needs Training / Needs Improvement:

- Does not know how to use the mobile computer hardware or software;
- Does not effectively use available information systems to obtain information;
- Does not properly use the mobile computer for report writing;
- Uses radio instead of mobile computer for simple communications;
- Does not adhere to city policies and procedures related to computer access.

Acceptable:

- Effectively to obtain information;
- Properly uses mobile or desktop computer for report writing;
- Uses the mobile computer for most communications;
- Adheres to city policies and procedures related to computer access.

Above Acceptable / Exceeds Standards:

- Uses available information systems to fullest capabilities;
- Always uses the mobile effectively for report writing

OFFICER SAFETY & CONTROL OF CONFLICT

Evaluates the officer's ability to perform police activity without injury self or others. Assesses ability to perform duties without exposing self or others to potential danger or unnecessary risk. Evaluates the officer's ability to gain and maintain control of situations through verbal command and appropriate use of force.

Needs Training / Needs Improvement:

- Fails to follow or apply acceptable officer safety procedures;
- Speaks too softly or too loudly;
- Confuses or angers listener;
- Fails to use voice commands or speaks when inappropriate;
- Uses too little or too much force for the given situation;
- Physically unable to perform the task or apply control techniques;
- Does not properly use handcuffs or physical restraints.

Acceptable:

- Understands, follows and applies acceptable officer safety procedures;
- Speaks with authority in a calm and clear voice;
- Displays knowledge of how and when to speak;
- Verbal commands usually result in compliance;
- Obtains and maintains control through the proper use of force;
- Proper and effective use of handcuffs and physical restraints.

Above Acceptable / Exceeds Standards:

- Always works safely and is not overconfident;
- Foresees or eliminates potential danger;
- Keeps partner informed and determines best position for self and partner;
- Maintains position of advantage in even the most difficult situations;
- Alert to changing situations and prevents opportunities for danger;
- Serves as an "officer safety" role model without conveying paranoia;
- Controls situations with voice tone, word selection and body language;
- Restores order through proper voice and language usage;
- Excellent knowledge and skill level in use of restraints and control holds;
- Extremely adept in the proper use of force for the given situation;
- Does not lose control regardless of conditions present.

DECISION MAKING & COMMAND PRESENCE

Evaluates the officer's ability to accurately perceive situations, form valid conclusions, and make proper decisions. Evaluates the officer's ability to perform duties under routine and stressful conditions.

Needs Training / Needs Improvement:

- Acts without thought or good reason;
- Unable to reason through a problem or reach a proper conclusion;
- Does not recall previous solutions or apply them under similar conditions;
- Becomes confused and disoriented when confronted with tasks;
- Does not properly complete tasks;
- Develops wrong course of action or avoids taking action;
- Becomes emotional, panic stricken, or unable to function;
- Loses temper or over reacts;
- Indecisive, naïve, or displays cowardice.

Acceptable:

- Reasons through a problem and develops an acceptable conclusion;
- Makes reasonable decisions based on information available;
- Perceives situations as they really are;
- Make decisions with proper assistance and determines proper course of action;
- Does not make hasty decisions;
- Maintains calm and self-control in most situations;
- Does not allow a situation to further deteriorate;
- Displays command bearing.

Above Acceptable / Exceeds Standards:

- Reasons through the most complex situations and has excellent perception;
- Anticipates problems and prepares resolutions in advance;
- Relates past solutions to current problems;
- Considers alternatives and takes appropriate action;
- Maintains calm and self-control in even the most extreme situations;
- Quickly establishes control of the situation and takes command.

INVESTIGATIVE SKILLS

Evaluates the officer's ability to conduct a proper investigation with an emphasis on crime scene investigation procedures. Evaluates the officer's ability to use proper questioning techniques in accordance with case law, and department policies and procedures.

Needs Training / Needs Improvement:

- Fails to conduct a proper investigation;
- Unable to accurately diagnose the offense committed;

- Makes frequent mistakes when identifying, collecting, or submitting evidence;
- Does not properly identify evidence or protect crime scene;
- Fails to solicit information or uses improper questioning techniques;
- Does not establish appropriate rapport with subject;
- Does not control interrogation of suspect;
- Fails to follow case law or department policies and procedures.

Acceptable:

- Follows proper investigative procedure in routine cases;
- Accurate in diagnosis of nature of offenses committed;
- Collects, tags, logs, and submits evidence properly;
- Connects evidence with suspect when apparent;
- Uses proper questioning techniques and solicits most available information;
- Establishes proper rapport with most victims and witnesses;
- Controls the interrogation of most suspects;
- Follows case law or department policies and procedures.

Above Acceptable / Exceeds Standards:

- Always follows proper investigative procedure;
- Always accurate in diagnosis of offense committed;
- Connects evidence with suspect even when not apparent;
- Displays FET skill level in the preservation of evidence;
- Always uses proper questioning techniques;
- Develops rapport with victims, witnesses, and suspects under difficult conditions;
- Controls the interrogation of suspects;
- Conducts successful and lawful interrogations.

REPORT WRITING

Evaluates the officer's ability to accurately complete routine forms and prepare reports in a detailed, organized and timely manner.

Needs Training / Needs Improvement:

- Unaware of report requirements or unable to complete the proper form;
- Reports are illegible, incomplete or inaccurate;
- Reports are disorganized or lacking proper detail;
- Reports contain excessive misspelled words or grammatical errors;
- Requires an excessive amount of time to complete reports.

Acceptable:

- Understands and uses common used forms;
- Completes forms with reasonable accuracy and thoroughness;
- Organizes information in a logical manner;
- Reports contain required information and details;
- Reports are chronological, clear and concise.

- Reports are legible and grammatically correct;
- Spelling is acceptable and errors are rare;
- Errors are minor in nature and do not distract from understanding the report;
- Completes reports within a reasonable amount of time.

Above Acceptable / Exceeds Standards:

- Consistently completes detailed forms without assistance;
- Displays high degree of accuracy in form completion;
- Reports are complete, detailed and well-organized;
- Reports are very neat and legible;
- Reports contain no spelling or grammatical errors;
- Completes reports in a timely and efficient manner.

SELF-INITIATED ACTIVITY & COMMUNITY POLICING

Evaluates the officer's ability to recognize and respond to suspicious activity in an appropriate manner. Evaluates the officer's ability to recognize neighborhood problems and implement effective solutions utilizing community-policing techniques.

Needs Training / Needs Improvement:

- Ignores or avoids suspicious activity;
- Fails to react or rationalizes indifference to suspicious circumstances;
- Does not understand or implement community-policing techniques;
- Avoids community-policing problems;
- Unable to develop alternative solutions;
- Does not properly respond or assess community problems.

Acceptable:

- Recognizes and identifies suspicious activity;
- Develops cases from observed activity;
- Demonstrates familiarity with community policing philosophy;
- Actively applies community-policing concepts to patrol duties;
- Utilizes other departmental resources in problem solving efforts;
- Uses uncommitted time to impact problem areas by working open beat projects.

Above Acceptable / Exceeds Standards:

- Seldom misses suspicious activity;
- Uses information provided at briefing to initiate activity;
- Makes quality contacts or arrests from observed activity;
- Uses S.A.R.A. (Scan-Analyze-Respond-Assess) problem-solving model;
- Identifies root causes of problems and develops workable solutions;
- Properly assesses response and plans for follow-up action.

3.3 - TRAINING REPORTS

TRAINING REPORTS

The following training report forms shall be used during the Field Training Program.

Daily Training Log:

The Daily Training Log (DTL) shall be used by the FTO to document the OIT's exposure to calls for service, significant training events and daily activity. Each entry should include the date, topic, location, FTO name and number, brief comments and either the case or incident number. The FTO should also check the appropriate box (i.e. Primary, Cover, Cite, Arrest) to explain the level of the OIT's involvement in the detail and check the appropriate box (i.e. Explain, Demo, Attempt, Perform) to identify the level of assistance the OIT required during the detail. The Daily Training Log shall be attached to the Weekly Training Report for review by the OIT and submitted to the FTP Sergeant.

Daily Training Report / Weekly Training Report:

The Daily Training Report (DTR) and Weekly Training Report (WTR) shall be used as the primary rating instruments to document the OITs daily or weekly training performance as detailed in Documentation Procedures. The DTR/WTR includes a face sheet and narrative.

The FTO shall complete the DTR/WTR Face Sheet header and ratings as appropriate and in a manner that follows the guidelines for each training module as described in the Documentation Procedures section. The DTR/WTR Narrative shall be used to summarize noteworthy events related to training on a daily basis. The FTO shall review the Daily Training Log and comment on significant or noteworthy events related to the OITs progress. The DTR/WTR Narrative should include entries made by each FTO assigned to the OIT and entries should be made on daily basis. In cases where an OIT is assigned to more than one FTO during the same rating period, the Daily Training Log shall be forwarded to the next FTO as the week progresses. At the end of the week the last FTO shall complete a WTR and attach each Daily Training Log completed during the week.

Training Module Checklists

The Training Module Checklists shall be used to document the OITs progress through the FTO Program. Each FTO assigned to an OIT shall be responsible for instruction of information contained in the appropriate training module, along with any items not previously covered by a preceding FTO. The FTO shall date and initial each instructed item and indicate the level to which the training topic was performed, i.e. Verbal Test, Written Test, Role Playing or Field Performance. The OIT shall then acknowledge having received such training by initialing the appropriate training topic on the checklist.

DOCUMENTATION PROCEDURES FOR WEEKLY REPORTS AND TRAINING LOGS

Orientation Module: WTR (Non-Rated) & DTL

The Orientation Module is non rated and should include the Weekly Training Report, along with attached Daily Training Logs. During the Orientation Module each FTO shall maintain a Daily Training Log for each assigned OIT. The FTO should not complete the rating section (do not check the boxes) on the Weekly Training Report.

Mechanical, Complex & Multi-Task Modules: WTR (Partially Rated) & DTL

The Mechanical, Complex and Multi-Task Skills Modules are partially rated and should include the Weekly Training Report for the appropriate module and Daily Training Log. During these modules the first FTO shall establish a file for the OIT on the computer system in the FTO folder. This area should only be accessible to Field Training Officers and Sergeants. The file shall be used to maintain the Weekly Training Report Narrative as each week progresses. In addition, each FTO shall be responsible for making daily entries to the Weekly Training Report Narrative in the computer file. At the end of the week the last FTO shall complete the appropriate Weekly Training Report and attach each Daily Training Log completed during the week.

The Weekly Training Report shall include ratings in each category as follows:

Mechanical Module:	Appearance – Interpersonal Skills
Complex Module:	Appearance – Radio Procedures
Multi-Task Module	Appearance – Officer Safety & Control of Conflict

Evaluation & Observation Modules: DTR (Fully Rated) & DTL

The Evaluation and Observation Modules are fully rated and should include a Weekly Training Report and Daily Training Log. The FTO shall complete all sections of the Weekly Training Report. The original reports shall be saved to the OIT's computer file and a printed copy should be submitted to the Patrol Sergeant and FTO Sergeant. In addition, each FTO shall be responsible for maintaining a Daily Training Log, which should be submitted accordingly at the end of the week.

ELECTRONIC TRAINING FILES

The FTP Sergeant will create a permanent electronic file folder for each OIT, which will be located on the web based software "Agency 360", located at <https://app.agency360.com>. Each FTO assigned to an OIT shall complete training reports, as outlined under Documentation Procedures, under their assigned profile in the Agency 360 software.

TRAINING FILE MAINTENANCE

The FTP Sergeant will create a training binder for each OIT. The binder shall contain a copy or original of all documentation related to the OITs performance, including all training logs and reports, training module checklists, tests and evaluations, and any other personnel documents not included in the Agency 360 software. All documentation in Agency360 will be archived on the systems server. Upon completion of the FTP the documentation will be considered as Personnel records and shall be treated as such.

SAN RAFAEL POLICE DEPARTMENT

Daily Training Log

Page of

WEEK OF:

OFFICER IN TRAINING:

ID#:

FTO:

Date	Topic	Location	FTO	Primary	Cover	Cite	Arrest
Comments			Case #	Explain	Demo	Attempt	Perform

Date	Topic	Location	FTO	Primary	Cover	Cite	Arrest
Comments			Case #	Explain	Demo	Attempt	Perform

Date	Topic	Location	FTO	Primary	Cover	Cite	Arrest
Comments			Case #	Explain	Demo	Attempt	Perform

Date	Topic	Location	FTO	Primary	Cover	Cite	Arrest
Comments			Case #	Explain	Demo	Attempt	Perform

Date	Topic	Location	FTO	Primary	Cover	Cite	Arrest
Comments			Case #	Explain	Demo	Attempt	Perform

Date	Topic	Location	FTO	Primary	Cover	Cite	Arrest
Comments			Case #	Explain	Demo	Attempt	Perform

Date	Topic	Location	FTO	Primary	Cover	Cite	Arrest
Comments			Case #	Explain	Demo	Attempt	Perform

Date	Topic	Location	FTO	Primary	Cover	Cite	Arrest
Comments			Case #	Explain	Demo	Attempt	Perform

San Rafael Police Department

Field Training Program Report

Date:

To: Alan Piombo, FTO Sergeant

From: Officer XXX #xxx

Re: Officer XXX, #xxx

TRAINING MODULE	
<input type="checkbox"/> Orientation	<input type="checkbox"/> Multi-Task
<input type="checkbox"/> Mechanical	<input type="checkbox"/> Evaluation
<input type="checkbox"/> Complex	<input type="checkbox"/> Observation

TYPE OF TRAINING REPORT	
<input type="checkbox"/> Daily Training Report	<input type="checkbox"/> End of Module
<input type="checkbox"/> Weekly Training Report	<input type="checkbox"/> FTP Completion

CATEGORIES	Not Observed	NRT	Needs Training	Acceptable	Above Acceptable
Appearance					
Attitude					
Interpersonal Skills					
Work Habits					
Knowledge					
Driving Skill & Response to Calls					
Radio Procedures					
Information Systems & Computer Skills					
Officer Safety & Control of Conflict					
Decision Making & Command Presence					
Investigative Skills					
Report Writing					
Self-Initiated Activity & COPPS					

NARRATIVE:

3.4 - FTP COMPLETION & COMPETENCY FORM

Officer in Training:

Training Dates:

I have been instructed in all items recorded in the Field Training Program Guide.

Officer in Training Date

I certify that the above listed officer has received the instruction outlined in the FTP Guide and that he/she has performed competently in all structured learning content areas. I also certify that all tests have been completed in a satisfactory manner. I further certify that he/she is now prepared to work as a solo patrol officer.

Field Training Officer Date

I certify that the above named officer has satisfactorily completed the prescribed Field Training Program and that all documentation related to the officer's training and performance have been submitted into the officer's training file, including all training logs and reports, training module checklists, tests and evaluations, and any other personnel documents for the officer created by the FTO staff.

FTP Supervisor Date

I attest that the above named officer has satisfactorily completed the prescribed Field Training Program and is competent to perform as a solo patrol officer.

Chief of Police Date

SECTION 4: TRAINING GUIDES

CONTENTS

- 4.1 Orientation
- 4.2 Mechanical Skills
- 4.3 Complex Skills
- 4.4 Multi-Task Skills
- 4.5 Misc.

TRAINING GUIDE 4.1.5

COMMUNITY ORIENTED POLICING

Community Policing is a guiding philosophy of the San Rafael Police Department. It is a philosophy that facilitates a working partnership between the Police Department and the community. Under this concept, all members of the community are active allies in the effort to enhance and improve the safety and quality of life in the City of San Rafael.

Community members and police officers are participants in the problem-solving process. Community policing values talking with residents, business owners, children, and anyone officers encounter in the course of their duties, just as much as it values traditional enforcement activities. The community policing concept did not emerge as an independent alternative to policing strategies. Instead, it is based on a solid foundation of research performed over the past two decades on police service delivery.

According to the Bureau of Justice Statistics, less than ten percent of a patrol officer's time is spent on crime-related activities such as answering crime calls, conducting investigations, writing reports, booking arrestees, and testifying in court. Ninety percent of an officer's time is spent on handling service calls, traffic enforcement, information gathering, and uncommitted patrol time. The implications of these statistics are that traditional patrol operations are inefficient and perhaps misdirected.

Community policing is an effort to provide to everyone in the community, not just special interest groups, the kind of people-oriented policing each person wants. At the heart of this effort lies the attitude that people deserve police who listen to their wants and needs, maintain daily face-to-face contact with those they serve, and involve the community in efforts to prevent and control crime.

Trust is the value that underlies the partnership between the police and the community. A foundation of trust allows law enforcement to form a working relationship with community members, which results in effective problem solving and the achievement of common goals.

Problem Oriented Poling (POP) or problem solving is the operational part of the community policing philosophy. Every employee in the Police Department is committed to reducing crime and solving community problems. The concept of POP recognizes and supports the use of innovative techniques to impact crime.

The underlying principle of POP is that recurring incidents must be thoughtfully analyzed to understand why they keep happening. The analysis of a problem is necessary so that specific strategies to combat the problem can be identified and implemented.

POP is not community policing, but it does reinforce the values of community policing because the community is considered not only a stakeholder, but also a resource that officers need to develop in order to create long-term strategies to solve problems.

TRAINING GUIDE 4.1.5

Officers are not social workers with a POP approach. POP focuses on problems that are defined as recurring incidents or matters of significant concern to the community. Every officer has responded to calls that don't fall within the traditional role of police officers. The public has come to expect officers to assist them with problems other than crime, and officers are taken out of service to handle those calls. However, officers are not asked to take on the responsibilities of other public and private agencies. With POP, officers are asked to find the people who are responsible and bring them into the problem-solving process. Police officers are moving away from being totally reactive, and learning how to use resources to facilitate problem solving and change.

The two basic models for Problem Oriented Policing (POP) are the generalist and specialist. The generalist concept requires that all department members routinely and actively participate in problem-solving activities within a beat or the city. The specialist model centralizes POP into a unit that actively engages in problem-solving in the community. The generalist handles routine patrol duties and does POP when time permits. The specialist does not handle routine patrol duties as a primary role, but tackles significant crime and quality of life issues that can only be solved in collaboration with other City departments and government organizations. Along with people in the community and other community groups, these problems are followed through to conclusion.

The following are key elements of Problem Oriented Policing:

- A problem is the basic unit of police work rather than a crime, a case, a call or an incident. A problem is a group or pattern of crimes, cases, calls or incidents.
- A problem is something that concerns or causes harm to citizens, not just the police. Things that concern only police officers are important, but they are not problems in this sense of the term.
- Addressing problems means more than quick fixes: it means dealing with conditions that create problems.
- Police officers must routinely and systematically investigate problems before trying to solve them, just as they routinely and systematically investigate crimes before making an arrest. Individual officers and the department as a whole must develop routines and systems for investigating problems.
- The investigation of problems must be thorough even though it may not need to be complicated. This principle is as true for problem investigations as it is for criminal investigations.
- Problems must be described precisely and accurately and broken down into specific aspects of the problem. Problems often aren't what they first appear to be.

TRAINING GUIDE 4.1.5

- Problems must be understood in terms of the various interests at stake. Individuals and groups of people are affected in different ways by a problem and have different ideas about what should be done about the problem.
- The way the problem is currently being handled must be understood and the limits effectiveness must be openly acknowledged in order to come up with a better response.
- Initially, any and all possible responses to a problem should be considered so as not to cut short potentially effective responses. Suggested responses should follow from what is learned during the investigation. They should not be limited to, nor rule out, the use of arrest.
- The police must proactively try to solve problems rather than just react to the harmful consequences of problems.
- The police department must increase police officers and detective's freedom to make or participate in important decisions. At the same time, officers must be accountable for their decision-making.
- The effectiveness of new responses must be evaluated so these results can be shared with other police officers and so the department can systematically learn what does and does not work.

Traditional Law Enforcement:

The use of the POP process does not mean giving up traditional law enforcement practices. If a crime is in progress, a tactical response and enforcing the law is the proper course of action. For recurrent problems, it may be more useful to check crime trends, conduct a survey, or brainstorm with others about possible causes and solutions. Officers are expanding the selection of tools that can be used to deal with problems that occur within their beat. After careful analysis of a problem or crime trend, an officer may choose between traditional or non-traditional techniques to solve it. Rather than handle a problem the way it has always been done in the past, it is important that decisions be based on information collected in the analysis.

MEASURING SUCCESS

The key to measuring the success of problem solving is effectiveness. Effectiveness is defined as solving community problems or reducing the number of calls for service. Not every police problem can be eliminated, but when calls for service are reduced, the Police Department and the community take notice.

TRAINING GUIDE 4.1.5

The problem solving process developed to implement problem-oriented policing consists of a four step, decision-making model SARA (Scanning, Analysis, Response, and Assessment).

Scanning:

Officers determine problems through personal experience with location, activity, or the behavior that has come to the police attention, and communication with residents, businesses, other public or private agencies, or other officers.

A problem is two or more incidents, which are similar in nature, are causing harm or have the potential to cause harm, and the public expects the police agency to handle the problem. Similarities include the person, location, behavior, and time.

Analysis:

Officers learn everything possible about the players, incidents, and actions already used to try to deal with the problem. Analysis should be as thorough, creative, and innovative as the response because the characteristics of each problem vary. Two basic questions that should be asked are “What do I want to know about this problem?” and “Who could provide an answer to the question?” If an officer understands all of the components of a problem, that officer can create a custom-made response to fit the problem.

Response:

Based on careful analysis; officers can then develop a goal, which can be reached using a custom-made response. Solutions can be designed to eliminate the problem, reduce the problem, reduce the harm caused by the problem, deal with a problem more effectively, or remove the problem from police consideration. By removing the problem from police consideration, the officer gives the problem to the individual or agency that can better handle the problem.

Assessment:

Officers evaluate effectiveness based upon reduced calls for service or reported crime, satisfied residents or businesses, a more manageable problem, or policy makers notice a difference in complaints.

Assessment allows the officers to determine what effect the response had on a problem. If the response had little or no effect, more analysis can be completed so that a more appropriate response can be applied. If the response resulted in a positive change, the officer can determine what, if anything is needed to maintain the change.

TRAINING GUIDE 4.1.8

PATROL ACTIVITY

The Patrol Bureau is the "eyes and ears" of the Police Department. Patrol is generally the initial contact between the police and the public and affords an excellent opportunity for good public relations.

Types of Patrol:

- Foot
- Auto
- Fixed or stationary
- Stakeouts
- Special (motorcycle, air, mounted, etc.)

Purposes of Patrol:

- Crime suppression/prevention
- Enforcement of laws and ordinances
- Preservation of the peace
- Apprehension of offenders
- Miscellaneous services - provide information, etc.

Patrol Activity:

Preparation for patrol begins at briefing with wanted bulletins, teletypes, department orders, special instructions and in-service training. Officers should first check out their entire beat immediately after going in service. Attention should be directed toward special problems and hazards, such as new road construction and potential trouble spots. A patrol car attracts attention and should be driven in a prudent manner at all times. Officers shall be available for radio calls at all times when in service. The portable radio should be on and monitored for emergency calls while out of the patrol vehicle on normal patrol duties.

Dayshift: Stay in the public view. This is the primary technique to suppress crime and create public confidence. Special attention should be given to potential robbery and burglary targets. Patrolling residential areas is important since many residential burglaries occur during daylight hours. School areas should be cruised for loiterers, especially when students are going to or from school.

Nightshift: This is also a visual suppression watch. Keep in the public view. There is a great robbery potential on night watches. Give special attention to markets, liquor stores, and gas stations. Vary your patrol pattern. Double back and recheck areas. Check alleys and the rear of business districts. Stop and observe traffic and pedestrians. Become familiar with your beat. Know regular vehicles, cleaning crews, and opening and closing time of businesses.

TRAINING GUIDE 4.1.6

OFFICER SURVIVAL

San Rafael Police Officers must remain aware of potential assaults against them. Many incidents and contacts have the potential for violence. Death and injuries to officers are most often caused by the officers' own errors. Recognized errors are a basis for officer survival.

Common officer safety mistakes include:

- Lack of planning
- Poor communication
- Unfamiliarity with equipment
- Partners splitting up
- Tactical errors
- Poor mental attitude
- Poor physical fitness

At least one of these errors is a factor in almost every police officer death. Continuous discussion and exchanges of ideas and information between partners and other officers are invaluable. Don't assume or take anything for granted. Nothing is routine. Remain vigilant with subjects, suspects, and other individuals. Mentally focus on what you are doing and what has to be done. Plan what you and your partner are going to do.

Officers should learn to control their emotions under stress; avoid sarcasm and profanity; develop verbal skills and use them effectively; learn assertive mannerisms and develop a command presence.; and remain physically fit.

Officers should routinely ask the following questions of themselves and their beat partners:

- What does your cover officer expect from you when a suspect is holding him at gun point? What is your cover officer going to do if you are held at gun point?
- What are you and your cover officer going to do when several suspects flee
- What are you going to do if either of you is shot? Should the survivor stay and assist his partner? What should you do if you stay? Should the suspects be chased?
- What code words are you going to use if a gun is discovered? If you or your partner are held at gun point?
- In a fire-fight, discuss who reloads their weapon, and who maintains several rounds until the other has reloaded.
- Find out if your field training officer carries a back-up weapon. Is there back-up ammunition? Do you carry the same caliber back-up weapon?

TRAINING GUIDE 4.1.6

These are areas where advance planning can save your life. More questions will arise in field situations. Remember, clear thoughts are hard to come by when staring into the barrel of a gun. Once decisions are made and a course of action agreed upon, put the plan into action without hesitation or indecision. You will react the way you were trained.

Officer Killed Information:

The highest percentage of line-of-duty officer deaths occur while handling disturbance calls. Most of the officers who were killed on disturbance calls failed to anticipate danger and failed to use available cover. Reviews show that officers err by not using available time to their advantage.

One out of five officers killed in shootings were shot with their own weapon. Officers are usually killed within a distance of 4 to 12 feet, in 2.5 seconds. These line-of-duty deaths involve one suspect most of the time, with the suspect only taking 3 rounds to kill the officer. Most officer deaths occur at night.

If conducting a search, once you find a weapon, advise your partner. If you search a suspect well enough for you to say he or she is clean, your safety and all the other officers' safety depends on you.

TRAINING GUIDE 4.1.7

USE OF FORCE

Any employee may be confronted with situations requiring control to carry out assigned duties. Most often, control is achieved through advice, warnings, and persuasion. However, in situations where resistance or threat to life is encountered and reasonable alternatives have been exhausted or clearly would be ineffective, physical force may be necessary. As used in this context, physical force does not include mere handcuffing where no resistance occurs.

Employees may use physical force in self-defense, the defense of others, to make an arrest, to prevent escape, or to overcome resistance. Only that type and degree of force necessary and reasonable is authorized, and all use of force is subject to administrative review. Except in actual self-defense or defense of another, deadly force or force likely to produce a mortal injury shall not be used.

The flashlight or any other piece of equipment provided or approved for officers' use is provided only for that specific purpose for which that equipment is designed. Such equipment should not be used as a weapon, except as self-defense in life threatening circumstances if the officer reasonably believes his or another life is in imminent danger.

ASP BATON POLICY:

Except when impractical, uniformed officers are required to carry an approved baton while on duty and as a part of the uniform equipment.

The police baton may be used when an officer is faced with a situation in which reasonable force becomes necessary to make an arrest or defend against aggression, when the officer believes empty hand methods will not be adequate, and the use of deadly force is not justified.

Any officer using the police baton shall immediately notify their supervisor of such use and incorporate such use in the officer's report; and immediately provide medical attention if such use caused injury or rendered the subject unconscious.

CAROTID RESTRAINT POLICY:

The San Rafael Police Department does not train officers in the application of the carotid restraint as a means of subduing subjects and therefore will not condone or approve of its use in situations other than those in which lethal force is justified. The carotid restraint technique and attempts to apply it or any techniques intended to render a subject unconscious, or to otherwise subdue the subject, by direct application of force to or around the neck or throat of a subject is prohibited.

This policy is not intended to restrict an officer from use of such techniques in situations where deadly force is justified.

TRAINING GUIDE 4.1.7

HANDCUFFING:

Handcuffing is predicated on a need to protect the officer, the public and the person handcuffed, as well as prevent the escape of the person handcuffed. No distinction is made between male, female, adult or juvenile. The primary purpose in handcuffing is to maintain control of the person handcuffed and to minimize possible escalation of the situation to a point that would necessitate additional force.

Felony arrestees shall normally be handcuffed; however, there may be circumstances which would make handcuffing inappropriate. Such circumstances should be articulated by the involved officer.

Misdemeanor arrestees may be handcuffed at the discretion of the involved officer. Therefore, any decision to handcuff an arrestee must be based on available facts. Factors involved in the decision include, but are not limited to, the possibility of escape; the possibility of the incident escalating; potential danger to the officers and others; or knowledge of the arrestee's past behavior.

If an arrestee is to be handcuffed, it should be accomplished with hands placed behind the back. The handcuffs shall be double locked unless impractical. Because handcuffing can result in pain, handcuffs should be checked and adjusted as necessary when the circumstances permit.

Mentally disturbed persons, should circumstances require it (i.e., combative or injurious to themselves), shall be restrained with soft restraints whenever possible. If handcuffs must be used, efforts must be taken to minimize the possibility of injury.

Persons may be detained and handcuffed under circumstances other than arrest, in accordance with current case law.

In addition to being detained, a person may also be handcuffed if the requirements for detention have been met and there is a need for control due to the probability that the person(s) may flee, or there is a perceived threat to officer safety, or a danger to others.

Persons detained and handcuffed under these circumstances shall be released in the field when the officer is satisfied no crime has been committed by the person(s) handcuffed or the officer safety issue and the need for control no longer exists.

Unless extenuating circumstances exist, arrestees shall not be handcuffed to any fixed object or vehicle unless they are under observation by an officer. Handcuffing of arrestees to the interior of vehicles shall not be accomplished unless for the arrestee's safety or prevention of injury to the arrestee or others.

Officers shall notify a supervisor when a subject is detained, handcuffed, and released without arrest.

TRAINING GUIDE 4.1.7

FLASHLIGHT USE POLICY:

The flashlight or any other piece of equipment provided or approved for officers' use is provided only for that specific purpose for which that equipment is designed. Such equipment should not be used as a weapon, except as self-defense in life threatening circumstances if the officer reasonably believes his or another life is in imminent danger.

KINETIC ENERGY IMPACT WEAPONS:

Kinetic energy impact weapons are less lethal devices that may be used to control violent or potentially violent subjects when deadly force does not appear to be justifiable or reasonable, and attempts to subdue the subject by conventional tactics would likely be ineffective, or there is a reasonable expectation that it would be unsafe for officers to get within contact range of the subject.

Field Units will be equipped with beanbag shotguns. Field Supervisor units and the SWAT team will be equipped with kinetic energy impact launchers for use in tactical situations.

Kinetic energy impact weapons shall be deployed only by personnel who have been certified in their use. Kinetic energy impact weapon deployment is defined as anytime the weapon is displayed or used and appears to have a psychological or physical effect on the subject or situation. Any time a kinetic energy impact weapon is deployed it shall be documented as follows:

- Kinetic energy impact weapon deployment shall be reported to the user's immediate supervisor as soon as possible.
- Supervisors shall document in their log whether the deployment had any effect (positive or negative) or influenced the outcome of the incident in any way.
- The Watch Commander shall review the use of force report and forward it to the Patrol Bureau Commander and Training Section.

Any time a kinetic energy impact weapon is deployed and a person is struck or injured, personnel shall provide medical attention as soon as possible and ensure that the subject is transported to an approved medical facility, prior to booking.

SHOOTING POLICY:

Police officers may discharge their firearm only in limited situations, and must decide this action in light of the circumstances confronting them, and within the limitations of their authority. These limitations are:

TRAINING GUIDE 4.1.7

- Police officers may use firearms only under certain restricted justifiable circumstances. Penal Code Section 196 and 197 delineate the California Law of justifiable homicide.
- Warning shots shall not be fired.
- An officer is entitled to use deadly force when it is necessary to save himself, a citizen, a fellow officer, or a prisoner from death or grave bodily harm.
- An officer may not use deadly force to effect the arrest or prevent the escape of a person who has committed a misdemeanor offense. This restriction does not interfere with an officer's right to self-defense.
- An officer shall not shoot at a person who is called upon to halt upon mere suspicion and who simply flees from arrest.
- The firearm shall not be discharged at a fleeing felon simply to prevent escape, unless the officer has probable cause to believe that the suspect poses a significant threat of death or serious physical injury to the officer or others. If feasible, some verbal warning should be given.
- Firing at, or from moving vehicles shall be avoided except under compelling circumstances and in accordance with current case law and Department policy.

The rules pertaining to self-defense are equally applicable to juveniles, as a suspect can never be considered less dangerous merely because he is a youth.

OLEORESIN CAPSICUM (OC) POLICY:

Oleoresin Capsicum (OC) is a chemical agent that is used for the temporary disabling of violent and otherwise resistive subjects. OC shall be carried on duty and as a part of the uniform equipment by personnel who have received Department approved training.

OC shall not be used when taking non-resistant or non-combative persons into custody, nor shall it be used as a warning device.

OC may be used as an alternative to more forceful means of controlling violent or potentially violent situations. OC may be used to incapacitate those who resist or attack members of the Department or others.

Only authorized OC carriers shall be worn, carried, or used. Members of the Department shall not be issued such devices until they have been trained in their use.

When OC is used, officers shall notify their immediate supervisor and provide medical aid as necessary. Persons subjected to exposure of OC shall be treated as follows:

TRAINING GUIDE 4.1.7

- As soon as possible after exposure, move the subject to an uncontaminated area exposed to fresh air.
- Exposed areas of the body contaminated by OC should be flushed with water as quickly as possible.
- If warranted by an indication of a possible medical condition, or when recovery from the application of OC lasts for an extended period of time after flushing with water, the subject shall be taken to a hospital for treatment. When any doubt exists as to a subject's condition, immediately contact a supervisor.
- Calm the subject by assuring the subject of the temporary nature of the discomfort.

HOBBLE RESTRAINT POLICY:

The Hobble is a flexible restraint designed for controlling suspects who give indications of violent resistance or of running. The Hobble restraint shall only be carried or used by authorized personnel who have received Department approved training.

Subjects restrained with a Hobble device shall be immediately moved from a face down position to their side or a seated.

Subjects shall be continuously monitored while restrained with a Hobble device.

Officers shall immediately notify a supervisor when a hobble restraint is used and shall document the details of its use in the arrest report.

TRAINING GUIDE 4.2.1

EVOC & PURSUITS

RESPONSE CODES:

Code 3 assignments are usually designated through Communications or a Field Supervisor, with the exception of pursuing or stopping a suspected or verified misdemeanor or felony suspect in a vehicle or self-initiated traffic stops. In making self-initiated traffic stops, an attempt should first be made to stop the vehicle by use of red lights and horn instead of the siren.

The purpose of the siren and the display of red lights are to gain the right of way. The right of way is never assumed. Do not pass another vehicle on the right while responding Code 3, unless all traffic has stopped and is blocking your way. Pass on the right only to avoid a hazard. Do not assume red lights and siren will gain you the right of way. Crossing intersections presents the greatest hazard. Slow down when approaching and crossing intersections.

Keep in mind that some drivers might not hear the siren or see the red lights. Vehicles with closed or fogged windows, loud radios or hearing-impaired drivers reduce the effectiveness of your red lights and siren. Be alert for other Code 3 vehicles that may be responding to the same call or another call in the same area. Be aware of the speed of the police vehicle, weather conditions, road conditions, and traffic flow. Remember, you are no help to the call if you are involved in a traffic collision. You can be held criminally and civilly liable for damage resulting from the negligent operation of an emergency vehicle even with red lights and siren activated.

VEHICLE CODES:

21055 VC: The driver of an authorized emergency vehicle is exempt under all of the following conditions:

(a) If the vehicle is being driven in response to an emergency call or while engaged in rescue operations or is being used in the immediate pursuit of an actual or suspected violator of the law or is responding to, but not returning from, a fire alarm, except that fire department vehicles are exempt whether directly responding to an emergency call or operated from one place to another as rendered desirable or necessary by reason of an emergency call and operated to the scene of the emergency or operated from one fire station to another or to some other location by reason of the emergency call.

(b) If the driver of the vehicle sounds a siren as may be reasonably necessary and the vehicle displays a lighted red lamp visible from the front as a warning to other drivers and pedestrians.

A siren shall not be sounded by an authorized emergency vehicle except when required under this section.

21056 VC: Section 21055 does not relieve the driver of a vehicle from the duty to drive with due regard for the safety of all persons using the highway, nor protect him from the consequences of an arbitrary exercise of the privileges granted in that section.

TRAINING GUIDE 4.2.1

PATROL RIFLE & SHOTGUN INSPECTION

COLT AR-15 RIFLE INSPECTION PROCEDURES:

- Remove the rifle from the locked mount
- Step from the vehicle and point the rifle at a 45-degree angle into the sky *
- Remove the magazine
- Check the safety and confirm it is in the “Fire” position **
- Open the bolt and lock it in the open position
- Physically and visually inspect the chamber to confirm it is empty
- Check for obstructions by looking down the barrel
- Check the front sight, flashlight and fore-end for any defects or malfunctions
- Hand tighten the Reflex sight and examine the sight for the triangle
- Visually check the receiver area for defects
- Confirm the adjustable stock locks in all positions, including opened and closed
- Place the safety in the “Safe” position and close the bolt
- Point the rifle up and test the safety by pulling the trigger
- Switch safety to the “Fire” position and release the hammer by pulling the trigger
- Visually and physically inspect the magazine for defects or damage
- Press down on the top round of the magazine to confirm it is full
- Insert the magazine into the rifle and strike the bottom with the heel of your hand
- Pull down on the magazine to confirm it is seated

DO NOT CHAMBER A ROUND INTO THE RIFLE

- Place the rifle properly seated into the vehicle mount and lock into place

* ***Maintain muzzle integrity (laser rule) at all times throughout the inspection.***

** ***If the safety is in the “Safe” position when removed from the vehicle then the rifle has been left in the charged position and may be loaded.***

*** ***If you feel the rifle is not functioning properly, place it into the rifle locker, complete an equipment repair form and attach it to the rifle. Advise your sergeant of the malfunction and obtain a functioning rifle.***

TRAINING GUIDE 4.2.1

REMINGTON 870 SHOTGUN INSPECTION PROCEDURES:

- Remove the shotgun from the locked mount
- Step from the vehicle and point the shotgun at a 45-degree angle into the sky *
- Clear the rounds from the magazine tube by moving the slide back until the spoon can be moved up and the shell catch can be manually released allowing the round to exit the tube. Repeat this step until all the rounds are removed and the orange follower is visible
- Move the slide to the fully locked back and open position
- Physically and visually inspect the chamber to confirm it is empty
- Check for obstructions by looking down the barrel
- Check the front sight for damage and hand tighten the barrel nut
- Visually check the barrel, fore-end, action bar, ejection port, trigger, safety, butt stock, sling and anchor points for damage or defects
- Check for two rounds in each side of the butt stock
- Close the action and confirm it locks into battery
- Press the action release and open the slide
- Close the action, switch the safety to the “Safe” position, point the muzzle into the air and pull the trigger
- Switch the safety to the “ Fire” position and pull the trigger to release the hammer
- Switch the safety back to the “ Safe” position
- Load the magazine tube with four rounds

DO NOT CHAMBER A ROUND INTO THE SHOTGUN

- Place the shotgun properly seated into the vehicle mount and lock into place

* ***Maintain muzzle integrity (laser rule) at all times throughout the inspection.***

** ***If you feel the shotgun is not functioning properly, place it into the shotgun locker, complete an equipment repair form and attach it to the shotgun. Advise your sergeant of the malfunction and obtain a functioning rifle.***

TRAINING GUIDE 4.2.2

RADIO COMMUNICATIONS

RADIO BROADCASTS:

When using the police radio, consider the fact that we are being monitored by many other departments as well as the public. Do not give information that would likely aid the criminal element. Unit-to-unit transmissions shall be kept to an absolute minimum.

Obtain clearance from the dispatcher before giving a long transmission. Use the telephone when a message is quite long or is of a sensitive nature. Request Channel 2 for warrants, license status, serial numbers, and VIN checks.

Give all transmissions in a clear, calm, slow and distinct voice. Keep all messages on an impersonal basis, speaking in the third person whenever possible. Avoid excitement or anger as emotions cause the voice to become distorted.

PORTABLE RADIOS:

The portable radios issued to field officers were designed to provide immediate communication with the station when away from the patrol unit. As valuable as this equipment is, it does have limitations, and each officer must know the radio's full capabilities. The following are important considerations when operating portable radios:

The portable radio is battery operated and, as such, operates on a decreasing flow of energy. Because of this, the radio in the police vehicle should be the first choice whenever possible.

The radio should be held in an upright position to allow for maximum radio efficiency.

Radio transmissions are affected by atmospheric conditions. At certain times radio reception will be poor throughout the entire city and on other occasions only certain areas will be affected. The typical reaction to poor reception is to assume that the battery is weak and in need of replacement. Batteries are expensive. Before changing the battery, consider whether atmospheric conditions may be causing poor radio reception. Using the radio in another part of the city or beat may confirm this condition. Radio feedback problems can be virtually eliminated if care is taken to turn off portables when the vehicle radio is being used. The same is true when broadcasting on the portable in the immediate proximity of the police vehicle with the radio on.

The portable radio is a piece of safety equipment. Like firearms, you hope for maximum efficiency when an emergency arises. The portable radio is an expensive piece of equipment, and although durability is a design feature, extra care in handling should be exercised to ensure maximum years of serviceable use. The radio should be taken out of service and submitted for any needed repairs.

TRAINING GUIDE 4.2.2

It is a good practice to turn the portable radio ON upon leaving the police vehicle. This ON condition allows for immediate use in times of emergency, and for the base station to contact you immediately when needed.

DESCRIPTIONS:

The description of any person should contain the following information if possible: Name, race, age, DOB, address, height, weight, color of hair, color of eyes, complexion, physical imperfections and a description of clothing from head down, also any noticeable peculiarities.

Stolen vehicles should be described as follows: Stolen from (place), time, date, color, year, make, body type, license number, I.D. number, and any other information, which will aid in the identification (damage, window stickers, etc.).

PHONETIC ALPHABET:

The phonetic alphabet should be used whenever there is a possibility that confusion may arise over spelling of words, or when describing the letters in a license number, example: GBS 055 - George-Boy-Sam-Zero-Five-Five.

A	Adam	H	Henry	O	Ocean	V	Victor
B	Boy	I	Ida	P	Paul	W	William
C	Charles	J	John	Q	Queen	X	X-ray
D	David	K	King	R	Robert	Y	Young
E	Edward	L	Lincoln	S	Sam	Z	Zebra
F	Frank	M	Mary	T	Tom		
G	George	N	Nora	U	Union		

RADIO CODES:

10-1	Receiving poorly	10-15	Prisoner in custody
10-2	Receiving clearly	10-19	Return to station
10-4	O.K.	10-20	Location
10-6	Busy	10-21	Telephone number
10-7	Out of service	10-27	License check
10-8	In service	10-28	Registration check
10-9	Repeat transmission	10-97	Arrived at location
10-10	At home	10-98	Finished assignment

Code 1	Acknowledge receipt of message
Code 3	Emergency
Code 4	No further assistance needed
Code 5	Stake out
Code 6	Warrant

TRAINING GUIDE 4.2.4

CONTACTS & DETENTIONS

CONTACTS:

A contact or "consensual encounter" is an interaction between an officer and an individual which is strictly voluntary. The key element is that the person remains totally free to leave or not cooperate. You must not restrain the person or exert any authority over him. Conversely, you do not need any objective reason or justification for initiating this type of contact.

Questions regarding identity and a request for identification are allowed during a consensual contact. A police officer is free to ask a person for identification without implicating the Fourth Amendment. Interrogation relating to one's identity or a request for identification by the police does not, by itself, constitute a Fourth Amendment seizure. Shining a spotlight on someone and asking him to remove his hands from his pockets does not convert a consensual encounter into a seizure into a detention. Neither does merely asking if the person will step to the side and talk to you.

In other words, a police officer may approach an individual in a public place, identify himself as a law enforcement officer, and, in a non-coercive manner, ask the individual a few questions, without reasonable suspicion. . As long as a reasonable person would feel free to disregard the police and go about his or her business, the encounter is consensual and no reasonable suspicion is required on the part of the officer.

The exact words you use, and even your tone of voice, are extremely important to a court that is trying to decide if the contact was voluntary or not. Obviously, if you want to work in the consensual encounter mode, you must avoid sending any message that compliance with your requests is mandatory or required. Therefore, it's always a good idea to ask for the person's cooperation, rather than to demand it.

DETENTIONS:

A temporary detention or stop is an exertion of authority that is something less than a full-blown arrest, but more substantial than a simple "contact" or "consensual encounter". A detention occurs whenever a reasonable and innocent person would believe he is not free to leave or otherwise disregard the police and go about his business. Such a belief may result from physical restraint, unequivocal verbal commands, or words or conduct by you that clearly relate to the investigation of specific criminal acts. For instance, patting someone down constitutes a detention.

In addition, before a "detention" exists in the law, it is also necessary that the person actually submits to your assertion of authority. If the person runs away, for example, there has been no detention, and none occurs until and unless you actually effect a stop. In other words, "a person is not 'seized' within the meaning of the Fourth Amendment unless he or she is somehow physically restrained or voluntarily submits to a peace officer's authority.

TRAINING GUIDE 4.2.4

The purpose of a detention is to resolve whether or not suspicious behavior is "innocent" or relates to crime. Therefore, the possibility of an innocent explanation does not deprive the officer of the capacity to entertain a reasonable suspicion of criminal activity.

Detention law accepts the risk that officers may stop innocent people. If during a detention the officer does not learn facts rising to the level of probable cause, the individual must be allowed to go on his way.

Stop & Frisk:

A police officer has a right and duty to temporarily detain a citizen under the following circumstances:

- Where it appears some activity on the part of the citizen is out of the ordinary; and
- There is some indication that the activity relates to crime; and
- Specific facts indicate that some criminal activity will take or has taken place.

Mere hunch or suspicion is not, in itself, sufficient cause to stop and question. The circumstances must be such that the activity of the detained person can be distinguished from the activity of the ordinary person. The officer has a right to make a cursory search for concealed weapons under certain circumstances.

Officers may conduct a pat-down or limited weapons search, but only of outer clothing and only if "specific facts" suggest that a danger exists. Standard procedure is not good enough. An officer must reasonably suspect that the person is armed or may be armed. The courts are supportive of officer safety, but officers must articulate a potentially dangerous situation to justify a pat-down search. The courts have ruled that dealing with a suspected dangerous felon is definition enough.

Officers must be careful not to exceed the permissible scope of the frisk. Officers are only permitted to look for weapons, so the search must be limited to that purpose. If a weapon is discovered, then it should be seized. If an officer is not sure and the item could be a weapon, then a further search is permitted. However, once an officer determines that an object is not a weapon, then the officer must not continue to handle the object. Any additional feeling, grabbing, or manipulating of an item is outside the scope of a Terry pat-down for weapons and will be considered an illegal search resulting in the suppression of evidence.

TRAINING GUIDE 4.2.4

LAWS OF ARREST

ARRESTS:

834 PC - An arrest is taking a person into custody, in a case and in the manner authorized by law. An arrest may be made by a peace officer or by a private person.

836 PC - A peace officer may arrest a person in obedience to a warrant or, without a warrant, may arrest a person whenever any of the following circumstances occur:

- The officer has probable cause to believe that the person to be arrested has committed a public offense in the officer's presence.
- The person arrested has committed a felony, although not in the officer's presence.
- The officer has probable cause to believe that the person to be arrested has committed a felony, whether or not a felony, in fact, has been committed

837 PC - A private person may arrest another:

- For a public offense committed or attempted in his presence.
- When the person arrested has committed a felony, although not in his presence.
- When a felony has been in fact committed, and he has reasonable cause for believing the person arrested to have committed it.

839 PC - Any person making an arrest may orally summon as many persons as he deems necessary to aid him therein.

840 PC - An arrest for the commission of a felony may be made on any day and at any time of the day or night. An arrest for the commission of a misdemeanor or an infraction cannot be made between the hours of 10 o'clock p.m. of any day and 6 o'clock a.m. of the succeeding day, unless:

- The arrest is made without a warrant pursuant to Section 836 or 837 .
- The arrest is made in a public place.
- The arrest is made when the person is in custody pursuant to another lawful arrest.
- The arrest is made pursuant to a warrant which, for good cause shown, directs that it may be served at any time of the day or night.

841 PC - The person making the arrest must inform the person to be arrested of the intention to arrest him, of the cause of the arrest, and the authority to make it, except when the person making the arrest has reasonable cause to believe that the person to be arrested is actually engaged in the commission of or an attempt to commit an offense, or the person to be arrested is pursued immediately after its commission, or after an escape. The person making the arrest must, on request of the person he is arresting, inform the latter of the offense for which he is being arrested.

TRAINING GUIDE 4.2.4

842 PC - An arrest by a peace officer acting under a warrant is lawful even though the officer does not have the warrant in his possession at the time of the arrest, but if the person arrested so requests it, the warrant shall be shown to him as soon as practicable.

843 PC - When the arrest is being made by an officer under the authority of a warrant, after information of the intention to make the arrest, if the person to be arrested either flees or forcibly resists, the officer may use all necessary means to effect the arrest.

844 PC - To make an arrest, a private person, if the offense is a felony, and in all cases a peace officer, may break open the door or window of the house in which the person to be arrested is, or in which they have reasonable grounds for believing the person to be, after having demanded admittance and explained the purpose for which admittance is desired.

Officers may disregard 844 PC under certain limited circumstances. 844 PC can be disregarded if there is reasonable belief that the suspect will:

- destroy the evidence
- frustrate the arrest
- escape
- cause injury to the officers

Belief that one of the above may occur must be based on specific facts, not broad unsupported presumptions. Entry without compliance to 844 PC will result in any evidence being deemed inadmissible. In all cases, officers must take a record which will either reflect full compliance with 844 and 1531, or reasons why compliance was excused, citing the above reasons.

MANDATORY APPEARANCES:

40302 VC - The arrested person shall be taken without delay before a magistrate in the following cases:

- The person arrested fails to present California Driver's License or other satisfactory evidence of his identity for examination.
- The person arrested refuses to give written promise to appear in court.
- The person arrested demands an immediate appearance before a magistrate.
- The person arrested is charged with violating Section 23152 or 23153 CVC.

TRAINING GUIDE 4.2.4

OPTIONAL APPEARANCES:

40303 VC - When person is arrested for any of the following offenses and is not required to be taken immediately before a magistrate, the arrested person shall, in the judgment of the officer, either be given notice to appear or be taken before a magistrate without delay:

- Section 10852 or 10853, injuring or tampering with a vehicle.
- Section 23103 or 23104, relating to reckless driving.
- Section 2800 failure to stop and submit to a vehicle inspection (misdemeanor).
- Section 20002 failure to stop in the event of an accident.
- Section 23109 speed contest.
- Section 14601 driver's license revoked or suspended.
- When person arrested has attempted to evade arrest.
- Section 21200.5 DUI on a bike

TRAINING GUIDE 4.2.4

WARRANTS

TRAFFIC WARRANTS:

An arrest on the strength of a traffic warrant presents problems which do not occur in the arrests of persons on criminal warrants.

The main problem is when a defendant named on the warrant claims prior payment but the records at the issuing agency or the computer indicates otherwise. The warrant must be confirmed prior to taking the person into custody.

Every effort must be made to determine that the person you have in custody is in fact the subject named on the warrant by comparing:

- Birth dates
- Physical descriptions
- Past or present addresses
- Past or present vehicle ownership

If there is any doubt, and at the discretion of the officer's field supervisor, the benefit shall be weighed in favor of the individual.

If the person claims prior payment, obtain pertinent information and forward same to the District Attorney's Office.

TRAINING GUIDE 4.2.5

CRIMES IN PROGRESS & BUILDING SEARCHES

NOTIFICATION:

- Silent alarm reported by alarm company.
- Audible alarm reported by neighbor or passer-by.
- Radio alarm broadcast directly to units.
- An eyewitness or victim notifies police.
- A patrol unit observes a crime in progress.

A crime in progress call represents a potential hazard to responding officers. There may be an armed suspect or other suspects are providing surveillance.

RESPONSE:

Acknowledge that you received the call and give your current location.

- Beware of becoming too excited.
- Remain alert.
- Plan of action.

APPROACH:

- Turn vehicle lights off during darkness.
- Look for any suspicious vehicles and persons.
- Park vehicle on out of view of location.
- Allow for a quick exit of vehicle and do not slam doors.

CRIME SCENE:

- Locate the crime scene and check for point of entry.
- Direct cover units to assist in establishing a perimeter if there is any merit to call.
- First officer on scene will designate building numbering system.
- Request assistance as needed to secure or access the building.
- Locate any witnesses and obtain description of suspect(s) and vehicles.

TRAINING GUIDE 4.2.5

BUILDING SEARCH:

- Organize a search team and enter the building from only one point.
- Search from the bottom up or the top down, depending on the perimeter security. Bring all elevators to the top or bottom floor and shut them off. Search all stairways simultaneously. Search all hiding places.
- Be cautious and safety conscious. Do not allow yourself or other officers to come into a cross-fire situation. If necessary to use flashlight, hold it away from your body - do not illuminate other officers. Do not get too far ahead of search team. If possible, search each room with two officers. One to search, the other to cover.

If assisted by a canine, then one officer will be assigned with the K-9 handler for cover during the search. Accept custody of prisoners from canine unit so that the search may continue for other suspects. Notify all units when canine unit has finished.

INVESTIGATION:

- Locate POE and secure for possible CSI follow-up.
- Locate tools/evidence.
- Prove corpus delicti - was it a 459, 594, etc.
- Determine the property loss.
- Locate owner.
- Determine all possible suspects.

TRAINING GUIDE 4.2.5

FIRES

Use caution while responding to a fire call, as the Fire Department will be responding Code-3, possibly from multiple stations and directions.

The first officer on the scene should immediately assess the situation and, if necessary, request additional resources for crowd and traffic control. A field supervisor should be advised and a Command Post should be established, if it is a major incident. If possible speak with Fire Department personnel to ascertain their Command Post location.

Officers should keep in mind fires may be arson or set to conceal another more serious crime. Officers should watch for suspicious persons or vehicles around the fire scene. Officers should also keep their eyes open for possible items of evidence, or witnesses.

Officers have a responsibility to assist the Fire Department and to protect the public, this means keeping foot and vehicle traffic out of the area and the streets open, accessible for additional Fire Department personnel. Officers should establish a perimeter, at a safe distance from the scene, and keep all non-emergency persons outside of the perimeter. If necessary, officers should handle the evacuation of nearby homes and/or businesses.

The news media should be directed to the Command Post, prior to entry into the fire scene, unless you are otherwise directed by supervision.

When the fire is controlled or out, the primary officer should contact Fire Department personnel and ascertain if the fire is of a suspicious or criminal nature. If the fire is of a criminal or suspicious nature, the primary officer should coordinate the investigation with the Fire Department Arson Investigator. The responsibility for writing a crime report rests with the Arson Investigator. If the primary officer is unable to do so, then he/she should contact a supervisor to request the assistance of a Field Evidence Technician to assist in evidence collection and to photograph the location. Consideration should be given to calling out Police Department Detective personnel.

In the event a body or bodies are found in the location, the fire scene should be handled as a homicide scene until facts establish the death(s) is/are not a homicide. A supervisor must be notified.

TRAINING GUIDE 4.2.5

MEDICAL AID

The primary objective in responding to any injury accident or rescue call is to provide care for the injured. A secondary purpose is to assure the community that such care will be provided rapidly and effectively whether by the Police Department, Fire Department, or other emergency units.

Paramedic Response:

The Fire Department Medical Emergency response consists of three units: the paramedic unit; the engine company; and a private ambulance service. Paramedic units are dispatched Code 3 as primary units. Ambulance service units follow at normal traffic speed without red lights and siren unless requested Code 3 after the arrival of the paramedic units.

The paramedics' objective is to stabilize the victim at the scene, then transport them to the hospital. The paramedics are best trained and equipped to handle medical emergencies. It is imperative that police officers be familiar with objective symptoms of certain injuries and be aware when to call for paramedic assistance.

The paramedics should be called for the following injuries or circumstances, including when victim initially refuses medical treatment:

- all head injuries
- abdominal or chest injuries
- loss of consciousness
- symptoms of shock are present
- all heart attacks
- broken legs and arms

The circumstances of the injury will often dictate whether or not the paramedics should be called. Presume an injury has occurred even if the victim states that he is not injured. The victim may be in a state of shock and seriously injured. If the police arrive at the scene of an injury before other dispatched units or the paramedics, the officer should advise of relevant injury information.

The police officer will direct all emergency equipment parking in order to reduce further congestion, keeping in mind it may be necessary to block roadways in order to have specialized equipment readily available to treat the victim.

There will be times when medical aid must be given to save a person's life, however, the crime scene should not be contaminated. In instances such as this, it is imperative that police officers and paramedics work closely together.

TRAINING GUIDE 4.2.5

The paramedics realize the importance of not contaminating the crime scene and will take advice from the police officer in charge as to the manner in which they should perform their emergency duties and still not destroy evidence.

When investigating a crime and the suspect to be hospitalized is in our custody, the suspect should be transported to the nearest Marin County medical facility. Obviously, if the injury is severe, the person should be transported to the closest medical facility but this determination should be made with yours or a supervisors input along with the paramedics.

INFORMED CONSENT:

Refer to the department's Interim Directives for additional guidelines related to Medical Aid and Informed Consent.

TRAINING GUIDE 4.2.6

TRAFFIC CONTROL

The primary functions of traffic control are to eliminate congestion, facilitate the movement of traffic, and enforce traffic laws. The point control may be at: intersections, pedestrian crossings, accidents, fires, road blocks, construction sites, etc.

The allocation of time to flow of traffic in any one direction is determined by the volume of traffic and how it may be coordinated with adjacent intersections. Anticipate congestion on roads leaving the intersection, due to cars turning into parking lots or buses loading or unloading. Never allow traffic to back up across an intersection.

An officer must position himself so that he can see and be seen by all approaching line of traffic and pedestrians, without interfering with the movement of traffic or his own safety. Keep eye contact with the drivers of vehicles.

Manual directions to motorists and pedestrians should be given clearly and distinctly. They must be directed towards the person for whom they are intended, and must be obeyed just like a traffic signal. An officer's erect, alert bearing will be transmitted to both motorist and pedestrian. Ample warning time must be allowed to afford an opportunity to comply, depending on the speed and weight of approaching vehicles as well as on the condition of the pavement. At nighttime, manual directions will be given with the flashlight in a manner more slowly than in the daytime, remembering that the flashlight head cannot be seen at an angle.

Stand straight with weight distributed evenly on each foot. Emphasis should be placed on use of clear motions of the hands that are more readily understood by the public. The following hand signals are to be utilized:

- *TO STOP TRAFFIC:* raise the hand so that the palm is toward the driver. Hold this until the driver stops. This same technique is used to stop traffic from two directions by holding both hands up simultaneously toward the directions to be stopped. Don't lower either arm until cars coming from both directions are halted.
- *TO START TRAFFIC:* point with your arm and finger toward the car you want to start. Hold it until you get attention. Then with your palm up, swing your hand up and over to your chin, bending the arm only at the elbow. Use this same signal to give the go-ahead to slow and timid drivers.
- *TO SIGNAL FOR TURNS:* point toward the driver with your arm, giving him time to see the gesture and then point your arm and forefinger in the direction the driver is to go. While one arm is pointing the direction of the turn, use the other arm in the "start traffic" motion to wave the driver into the turn. If it is necessary to hold another direction stopped, while attempting to signal a turning vehicle, raise and lower the pointing forearm repeatedly while continuing to point in the direction of the turn.

TRAINING GUIDE 4.2.6

While working a fixed traffic post, preference should be given to properly controlling traffic. Enforcement action may be taken in case of violations involving failure or refusal to follow the controlling officers' directions. However, this should only be done when it can be accomplished without jeopardizing the efficiency of the traffic control. Yelling at motorists should be avoided as there is always the possibility they did not understand the controlling officers' directions.

Information seekers should be discouraged from stopping in traffic and should only be talked to if the controlling officer can leave his post to meet them away from the traffic flow.

The following are instructions for special case traffic control:

- **EMERGENCY VEHICLES:** Provide for the safe movement of emergency vehicles through intersections or control points. Make certain that an exit is open in the direction the emergency vehicle will travel. Be alert for emergency vehicles approaching the intersection at right angles to each other because their sirens make it difficult for one to hear the other. If they are in danger of colliding, hold one back until it can safely proceed. After the emergency vehicle has passed the intersection, be certain to hold all movements until you know that no other emergency cars are following.
- **ACCIDENT SCENE:** At the scene of a traffic collision the primary function of the officer assigned to traffic control is to clear the immediate area of vehicular and pedestrian traffic. Also, consideration should be given to the preservation of evidence while diverting the flow of traffic.
- **DISASTER PERIOD:** Keep the sightseeing public away from the area, as they deter the efforts of a successful operation, create traffic hazards, place other persons as well as themselves in areas of danger, etc. Section 409.5 PC empowers peace officers to close areas during emergency (flood, storm, fire, earthquake, explosion, accident or other disaster). Anyone entering into or remaining in such an area is guilty of a misdemeanor, with the exception of authorized representatives of any news service, newspaper, radio or television station.
- **INTERSECTION CONTROL:** Where there are no signals or the signals are out of order, first observe the intersection and if possible, determine the natural traffic pattern. Regulate the change of traffic flow as needed. Traffic flow should be coordinated with adjacent intersections to keep it from backing up and blocking the intersection under point control.

Guard against needless regulation at any location which, if left alone, would adjust itself. Take charge when congestion appears, and remain on the job until danger of a traffic jam is past. Be alert for pedestrians as they are in need of control along with the vehicles. Never try to stop traffic which is approaching too closely at a reasonable speed, as it may cause rear-end collision.

TRAINING GUIDE 4.2.6

TRAFFIC ENFORCEMENT

TRAFFIC STOPS:

Be aware of the possibility that all vehicles you stop may contain a fleeing and armed felon. If possible pick a spot near a store or building in a well-lighted area which will block avenues of escape. Consideration should be given to making the stop out of heavy traffic flow. This reduces the chances of causing accidents and increases officer safety from a traffic collision standpoint.

Record the license number of the vehicle and notify Communications requesting "wants" on that license number before making that stop. Wait for the return on the license plate prior to making the stop and/or contacting the driver or occupants of the vehicle, if possible. Watch the actions of the driver and passengers while the vehicle is coming to a stop. Any furtive actions may indicate an attempt to hide contraband, obtain a weapon, or destroy evidence. Make sure Communications knows your location, and a description of the vehicle, if the vehicle does not have a plate.

Maintain a safe distance behind the vehicle when you use your red lights and/or siren, as they often panic a driver. Be alert for quick stops, and do not pull alongside the vehicle. Use loud speaker if necessary.

After the vehicle is stopped, the police unit should be at least 15-20 feet to the rear and offset to the left of the stopped vehicle. Use spotlights and headlight high beams to illuminate the interior of the vehicle. The driver's side spotlight should be directed to driver's side mirror. Passenger side spotlight should be directed to the rearview mirror.

The officer should approach the driver's side of the vehicle with caution, noting the actions of the occupants and giving special attention to the position of the occupants' hands. Observe the rear seat and floorboards for weapons and other objects.

If a cover officer is on scene, the cover officer should be positioned to the right rear of the vehicle and observe the occupants. Never cross between the vehicle and the police unit. Never stand directly behind the vehicle.

If the circumstances allow a search to be conducted, the occupants should be given a pat-down search for weapons by the unit officers immediately upon exiting in accordance with current case law.

The primary officer conducts the search of the vehicle. It should be systematic and thorough with special attention to small recesses and places that may be used to secrete contraband. Any evidence found should be placed in the police unit and out of the reach of suspects. Do not stop the search when an article of contraband or evidence is recovered as a complete search may reveal evidence of another crime, or the same crime.

TRAINING GUIDE 4.2.6

TRAFFIC & PARKING CITATIONS:

Law enforcement officers have a duty imposed by statute to arrest (or cite) persons who commit traffic violations in the officer's presence.

The following steps should be followed while completing a traffic citation:

- Fill in appropriate spaces on citation accurately and completely.
- Set "Date of Appearance" in accordance with the current court calendar. If you are unsure, contact dispatch and request the court date.
- Cite violators under the age of 18 years to Juvenile Traffic Court and obtain their telephone number as needed for the citation. Advise them to read the back of their citation for additional information.
- Show violations of Vehicle Code number with subsection, i.e., VC 21453-A with a brief explanation of violation. Example: "Failed to stop for red traffic signal."
- Show approximate actual speed and lawful speed of the zone on all speeding violations. Allow for speedometer correction.
- Sign the citation and write in your serial number.
- Keep information to a minimum, but give pertinent facts. No changes will be made on the citation unless such changes can be made on the violator's copy. Vehicle Code Section 40505 prohibits any additions or deletions on a citation delivered to a magistrate if the same information does not appear on the violator's copy.
- The violator's signature on the citation is required. If the violator refuses to sign the citation, request a cover unit. The violator must sign or be booked into jail. Explain that the signature is a promise to appear and not an admission of guilt; this will usually help people to comply.
- Place absentee parking citations under the windshield wiper of the vehicle.
- Persons driving on a suspended or revoked license should be cited. Officers should conduct an investigation, confiscate the driver's license, and complete the DMV form. If there is a good service, then impound the vehicle per 14602.6(a) VC.

TRAINING GUIDE 4.2.6

Citation Errors:

If citation errors are discovered after the citation has been issued and you are unable to contact the violator, use a TR-100 form indicating the correction that has to be made, and place into the traffic citation box in the front office. If an error such as issuing the wrong subsection is discovered and the citation has already been sent to the courts, write a letter to the court requesting the citation be amended to reflect the correct section.

The most common errors requiring return from the court:

- Illegible
- Date issued does not match date of violation
- AM or PM box not checked
- Officer's signature or ID or date issued not listed
- Violation code section wrong or does not exist
- Court date wrong or already passed
- Court date given to juvenile driver – these should always be “TO BE NOTIFIED.”

TRAFFIC COURT APPEARANCES:

The court will allow two appearance date changes – one at the defendant's request, and one at the issuing officer's request. Requests must be received 10 days prior to the scheduled appearance date to allow the court time to reschedule the appearance and notify all involved parties.

Follow current procedures for scheduling or canceling Traffic Court appearances.

TRAINING GUIDE 4.3.1

DEMONSTRATIONS & CROWD CONTROL

As a police officer our primary concern at any demonstration or labor dispute is to maintain the peace. This can be accomplished by the careful enforcement of laws. More specifically, the police are to maintain an impartial, non-personal position and to protect the rights of those individuals who are exercising their rights to free expression. While maintaining this idea, we must keep in mind that the laws enforced are designed to protect society from those who would express themselves irresponsibly and with no regard to the rights of others.

Officers should be aware of typical policing problems that occur during labor disputes, demonstrations and unlawful assemblies, including:

- Picketing should not interfere with persons passing in and out of building or on sidewalks. If it does, it is illegal. Persuasive picketing is not illegal, but the picketers are not allowed by law to interfere with the ingress and egress of the customers to the establishment.
- If picketers occasionally stray across an entrance or driveway, then they should be warned of their conduct. If the action continues, then it becomes obvious that the object is not persuasion, but interference. It is important, however, that proper warning via 726 PC be given so as to allow persons not involved to leave.
- At a demonstration, individual breaches of the peace are not necessarily a reflection of the entire group. Because one or more persons in a picket line engage in illegal activity it is not basis for the arrest or dispersal of the entire group. The action by officers must be confined to the responsible individual rather than extended to the group. It is also imperative to advise the individuals that their activity is illegal, and if it continues, that they will be arrested. If the acts are, however, malicious or violent then there is no need to warn prior to arrest.
- At certain times, an entire group can be in violation of the law, such as blocking building entrances, driveways, etc. If these circumstances occur, a warning should be given as prescribed in 726 PC. Other applicable sections such as 404 PC (Riot), 407 PC, 408 PC (Unlawful Assembly) are not uncommon violations.

Each officer at the scene of a demonstration must keep in mind that the news media is very concerned with what happens and may be taping your actions. There are several rules to follow:

- Act in unison and only on command by the officer in charge.
- Act with restraint and keep in mind that the cameras are on you.
- Once you have a person down and are restraining them, do not use unnecessary force, it's sure to make the news and then we become the focus of the story. Do not over-react.

TRAINING GUIDE 4.3.1

HARASSING CALLS & LETTERS

The following procedures apply to harassing calls and letters:

- You should realize that to many people the lewd phone call or letter is more than just an irritating incident. It can be extremely upsetting. You would do well to approach the victim with this in mind.
- Try to have the victim give you specific times and dates of the incidents. They should try to endure any subsequent incidents. It would help if they kept a running log of times, dates and quotes of incidents.
- If there is any possible physical evidence, such as letters or notes, then handle it with care to preserve any prints or other physical evidence. Advise the victim to preserve any further evidence that may arrive.
- If the victim has Caller ID, they should be able to give you the phone number(s) from which the calls originated.

If the calls are rare and occasional and not on a business phone line, the victim should be advised to consider changing phone numbers. The phone company also offers unlisted numbers and the ability to block all calls from specific numbers.

Another alternative that will assist in prosecution is the victim having a "trap" put into place by the phone company. After a crime report is taken, the victim can call their phone company and request that a "trap" be installed on their phone number to capture the offending calls. If the suspect calls the victim and does not hang up then the phone company can determine where the call was originated. This information may be used for follow-up and prosecution.

Penal Code Sections:

653(m) PC - Lewd Phone Calls

311.2 PC - Obscene Letters or Matter

422 PC - Terrorist Threats

TRAINING GUIDE 4.3.1

LANDLORD-TENANT DISPUTES

The police officer's role as a keeper of the peace requires that he deal with all areas of human conflict, including landlord-tenant disputes. Although the traditional practice of police departments has been to regard landlord-tenant conflicts as civil only, very often such disputes involve a criminal violation or result in some type of violence.

The police officer should try to avoid arrest and achieve a lasting solution to the dispute by explaining to the parties what conduct is unlawful and by suggesting alternative solutions that are lawful.

Unlawful Landlord Conduct:

The landlord may enter an apartment or rental dwelling without tenant's consent only in the following situations:

- If an emergency condition exists, at any time, i.e. smoke, gas or water leak
- To make necessary repairs or agreed on repairs, or to show apartment to prospective tenants, purchasers, workmen or contractors, or mortgage holders, during normal business hours with reasonable notice to tenant.
- When tenant has moved out.
- When a court order authorizing entry is in effect.

Any section in a lease which denies the tenant the right to possession or allows unreasonable entry by landlord is void.

Officers are usually notified or summoned to the scene based on a tenant's complaint that his landlord has acted unlawfully. Typical violation include:

- Tenant Lockout – 418 PC
- Seizure of Tenant's Property - 51816(a) Civil Code
- Removal of Door or Windows – 594 PC
- Termination of Services - 789.3 Civil Code
- Trespass – 602 PC

The officer can often successfully resolve the dispute by informing the landlord that he has probably committed a misdemeanor violation by his act, and briefly explaining to the landlord that if he has legal grounds for evicting his tenant, he should bring an unlawful detainer action against him.

TRAINING GUIDE 4.3.1

Evictions:

The process of legal eviction may result in the landlord filing an unlawful detainer action in court. This is a lengthy and potentially costly process that involves several steps.

If the tenant has violated any of the conditions of his lease or rental agreement, the landlord must give the tenant a three-day written notice to either correct the condition or move, prior to bringing an action in court to evict him. This means that if the tenant who is behind in his rent pays the total rent due within the three-day period, the landlord cannot have him evicted.

A landlord has the right to terminate a month-to-month tenancy for almost any reason, even if the tenant has not violated any provisions of the rental agreement. The landlord must first serve the tenant with a written notice instructing him to vacate in 30 days.

Notices may be served in one of the following manners:

- Personal service.
- Personal service to an adult on the premises and a copy sent to tenant by mail.
- Posted in a conspicuous place and a copy sent by mail.

Unlawful Detainer Action:

If the tenant has been properly served with a 3- or 30-day notice and does not voluntarily comply, the landlord can bring court action to evict him. The landlord initiates this action by filing an "unlawful detainer" complaint with either the Municipal or the Small Claims Court.

The landlord must fulfill the following refinements and must maintain:

- A structure that is weatherproof, waterproof, and rodent proof.
- A workable plumbing system.
- One working toilet, bathtub, and bathroom sink.
- One working kitchen sink.
- Adequate heating facilities.
- Safe electrical wiring.
- Adequate garbage and trash storage and removal facilities.

NOTE: The landlord cannot waive these requirements by placing the burden to repair these facilities on the tenant as part of the conditions of the lease.

TRAINING GUIDE 4.3.1

NOISE COMPLAINTS

On arrival at the scene, listen and determine if there is an actual noise violation. Keep in mind that specific violation must be determined for each individual arrested.

If court testimony must be provided, it must show that the person arrested was committing the noise violation and that the noise was a violation. Develop specifics which would show that the noise is a violation. Refer Penal Code Section 415(2) and Muni Code Section 8.13.040

- House construction is not a violation. San Rafael City Code has certain requirements for construction, with regards to hours of the day which is regulated by the building permit.
- A loud band or amplified music would be unreasonable in a residential area.
- Group activities would be more appropriately handled within confines of Penal Code Section 403 Disturbing public meetings, Section 404 - Riot, Section 406 - Rout, Section 407 - Unlawful assembly, etc. Section 416 PC assembly for purpose of disturbing the peace/refusal to disperse.

Develop an understanding of the sections relating to this area. San Rafael Municipal Code Section 8.13.040 sets general noise limits as measured by weighted sound level (dBA) with different levels for residential and commercial areas.

Investigation:

Contact the head of the house or actual tenant of apartment. Advise of the complaint and violation. The person responsible for the premises must be advised. He may be the one that will be arrested if he does not comply with the requests. Proof of advisement must be in your testimony. Get identification.

After leaving, stay in the vicinity to see if the disturbance continues. Determine distance noise can be heard, etc. If required, contact the complainant. Advise the complainant as to the future probabilities and requirements of the informant, i.e., specific violations being observed, unreasonableness of actions of suspects, officers' requirements, law requirements, future court testimony and back-up by the complainants, and possible citizens' arrests for violations not observed by the officer. Get the names of additional witnesses if prosecution seems likely.

Check back periodically and record information such as time, noise level and type.

No specific description of loud or unreasonable noise is enumerated by law. Specific noise must be determined and described, and specific evidence must be developed to prove the elements of the offense.

If an arrest is to be made, and the violation is not in your presence, follow the procedures outlined under private person's arrest.

TRAINING GUIDE 4.3.1

Residential Property Noise Limits:

No person shall produce, suffer or allow to be produced by any machine, animal or device, or by any other means, a noise level greater than the following, when measured on any residential property:

- Daytime – 60 dBA intermittent / 50 dBA constant
- Nighttime - 50 dBA intermittent / 40 dBA constant

No person shall produce, suffer or allow to be produced by any machine, animal, or device, or by any other means, a noise level greater than the following, when measured on any mixed use property:

- Daytime – 65 dBA intermittent / 55 dBA constant
- Nighttime - 55 dBA intermittent / 45 dBA constant

No person shall produce, suffer or allow to be produced by any machine, animal or device, or by any other means, within the interior of a multi-family residential structure, a noise level greater than the following, when measured through a common interior partition (wall, floor or ceiling) from any other interior location:

- Daytime – 40 dBA intermittent / 35 dBA constant
- Nighttime - 35 dBA intermittent / 30 dBA constant

Commercial Property Noise Limits:

No person shall produce, suffer or allow to be produced by any machine, animal, or device, or by any other means, a noise level greater than sixty-five (65) dBA intermittent or fifty-five (55) dBA constant, when measured on any commercial property.

Industrial Property Noise Limits:

No person shall produce, suffer or allow to be produced by any machine, animal or device, or by any other means, a noise level greater than seventy (70) dBA intermittent or sixty (60) dBA constant, when measured on any industrial property.

Public Property Noise Limits:

No person shall produce, suffer or allow to be produced by any machine, animal or device, or by any other means, a noise level, when measured on any public property, that is greater than the most restrictive noise standard applicable under this chapter to any private property adjoining the receiving public property.

TRAINING GUIDE 4.3.1

ANIMAL COMPLAINTS:

Complaints of too much noise from animals should be handled by contacting the owner and explaining the situation. Officers are encouraged to get the owners cooperation in handling these matters. If officers get no compliance, they should contact the complainant and advise him of the other alternatives. Muni Code section 8.13.040 prohibits animal noise (see above) and a citation can be issued to the animal owner.

If a vicious or rabid animal is contacted, notify Dispatch to have the Marin County Humane Society notified immediately. If the animal is a danger to the officer or others, steps should be taken to ensure the safety of everyone. Shooting the animal is one alternative, but should only be considered as a last resort and only after advising the patrol supervisor and communications.

TRAINING GUIDE 4.3.2

INJURED & HOSPITALIZED SUBJECTS

You will occasionally encounter a suspect who was previously injured or who sustained injuries during an arrest. You are required to arrange an appropriate medical check or obtain a medical clearance for the suspect prior to booking or release.

MINOR INJURIES:

Minor injuries, such as abrasions, may be treated by first aid or an in-field medical check by SRFD personnel. Other minor injuries may require additional treatment and require a medical clearance prior to booking. The suspect must be transported to Marin General Hospital or Kaiser Hospital for treatment. The suspect may be transported by patrol car, private ambulance or SRFD as appropriate. All suspects involved in traffic collisions require medical clearance prior to booking.

Officers should monitor suspects at all times during medical treatment in order to prevent or minimize the risk of escape, assault to officer or medical staff, or the destruction of evidence or narcotics.

Following a medical clearance the officer should obtain a release for booking of the suspect, which includes the name of the treating physician, the suspect's injuries and any required follow-up or treatment.

SERIOUS INJURIES:

If the suspect sustained more serious injuries and requires extended treatment or admittance to the hospital, then the following procedures should be followed. However, concern for officer safety and the safety of others should not be lessened. If it is at all possible, the suspect should be searched and kept under constant observation by uniformed SRPD personnel. If the suspect requires extended care, then the officer should notify the on-duty watch commander of the circumstances, which may require personnel other than on-duty field officers to guard the suspect on rotating shifts.

Any associated police reports require the following information:

- The injuries sustained by the suspect
- The doctor treating the suspect
- The treatment given
- The location of the suspect (what hospital, room number, etc.).

TRAINING GUIDE 4.3.2

JUVENILE ARRESTS

These guidelines have been put together to assist officers in dealing with juvenile offenders. Officers have discretion when dealing with juveniles. They can do anything from releasing the person with a warning to booking them at juvenile hall. Keep in mind that if a citation is issued, it is considered an arrest and the person can be searched incident to the arrest. This applies to both 601 and 602 WIC offenders. Juveniles can be cited to our Youth Service Bureau or to the County Probation Department. Guidelines for making that decision are set forth below.

STATUS OFFENSES:

These are offenses that only juveniles can commit. Offenses covered under 601 WIC are runaway, beyond parental control, truancy and curfew violation. Juveniles can be issued citations for these violations, but keep in mind that they cannot be booked because 601 WIC violators cannot be housed with 602 WIC violators. Juveniles cited for 601 WIC violations should be cited to our Youth Service Bureau unless they are on county probation. If a juvenile is on probation then the citation may be sent to Juvenile Probation Dept. To find out if someone is on probation call them at 499-6659. If you cannot determine if a juvenile is on probation because of the hour etc. send the tag to YSB and ask them to check for you. Our standard juvenile citation is used for 601 violators.

CRIMINAL OFFENSES:

Actual crimes committed by juveniles are covered under 602 WIC. These are all crimes other than those listed under status offenders. Juveniles who commit minor criminal offenses (shoplift, poss. drugs, simple assault) should be cited to our YSB if they are first time offenders. Any second 602 WIC offense should be sent to Juvenile Probation. Prior to citing, ask the juvenile if they have had any previous citations and check RIMS. Also, YSB checks all of the citations they receive through CJIS. If you have a juvenile who has committed a serious crime or restitution is needed, or you want the person sent to a program, such as a drug rehab program, then send the citation to Juvenile Probation. Our standard juvenile citation is used for 602 violations.

Alcohol Violations:

Juveniles can be cited for alcohol violations on our standard juvenile citation for offenses such as 25662 B&P and a traffic citation can be used for vehicle code violations such as 23224 CVC. If you have a juvenile who has alcohol in their system (but not 647f PC) and no product in their possession, they can be cited to our YSB only for 25662 B&P. It helps to get a statement as to where they were drinking. Juvenile Probation will not take such citations. Persons between 18 years and under 21 years are always cited on a traffic citation with a date to appear. Juveniles are always marked to be notified on the citation.

TRAINING GUIDE 4.3.2

Tobacco Violations:

If you have a juvenile in possession of tobacco, it is an arrest and that person can be searched incident to the arrest. This section is an infraction. If you issue a citation, use our moving traffic citation form. The front office will send it directly to traffic court. The only exception is if the juvenile is on probation. If this is the case, please have the office send the citation to the Probation Department, as the probation officer wants to know if one of their persons has been cited. They have the option of handling it themselves or forwarding it on to traffic court. All 308(b) P.C. citations require a report. We recommend that the seized contraband be photocopied on the copy machine using the photo mode. Attached the photo to your report and destroy the evidence.

Probation Violations (1203.2 PC):

There are two levels of probation for juveniles. Informal probation means that the probation officer has handled a juvenile's case informally without going to court. The juvenile is usually on probation for a period of 6 months. Juveniles on informal probation cannot be booked at juvenile hall for violation of probation under any circumstances. There is no Hall time associated with informal probation.

Juveniles who are on formal probation have gone to court and a judge has ordered them into this status. If juveniles violate the terms of their probation they can be booked at Juvenile Hall, however a probation officer must authorize the booking. The booking unit maintains an Authorized to Book (ATB) List, which is a list of juveniles who have been pre-authorized by their probation officer to be booked at Juvenile Hall. You can check to see if a juvenile is on the ATB list by calling the booking unit 24/7 at 499-6705.

Please keep in mind that 1203.2 PC bookings will only be accepted if there is room at the Hall. If the inn is full then you must wait for another time. If you have a juvenile who is in violation of probation and they are not on the ATB list and you cannot contact a probation officer, you can always write a report and send it to the P.O.

The Welfare and Institutions Code states that an officer should take the "Least restrictive" approach when dealing with juveniles. Therefore, a booking should only be considered if a juvenile is a danger to the community as a result of the crime that they have committed. A danger can also be crimes against property. If you have a juvenile who commits a fairly serious crime and they are already on probation then a booking should be considered. If a juvenile is booked, they will appear in court within 48 hours for a detention hearing and the judge will determine if the juvenile will be released from custody.

The District Attorney's Office does not directly accept police reports concerning juveniles. All such reports should be sent to the Probation Department and they will screen it and then forward it on to the D.A. This also includes bookings. This is done because many times the probation department will elect to handle a citation or booking on an informal basis rather than sending the case to the D.A.

TRAINING GUIDE 4.3.2

Arrest Records:

Any juvenile who is issued a citation for 601 WIC or 602 WIC or who is booked at Juvenile Hall has an arrest record. Juvenile records are confidential and only other police departments and the Probation Department, D.A., Public Defender etc. can have access to them. When a juvenile turns 18 years old they can file a petition with the District Attorney's Office to have their record expunged. If a juvenile has been wrongly cited or booked and they were found to be not guilty then they can petition have their record expunged right away.

JUVENILE CITATIONS:

The Welfare and Institutions Code (WIC) permits the use of a regular traffic citation for all persons under 18 years of age to Juvenile Traffic Court for the following violations:

- Every violation of the Vehicle Code not a felony (except 23152)
- All infractions regardless of which code or statute.
- All violations of local ordinances relating to curfew, loitering and traffic.

Instructions for Citations:

- Cite Juveniles for all applicable offenses
- Complete reports if required
- In R/O section of citation: List parent's name, phone number, school name, city and grade
- Theft Offenses: Theft offenses can be cited at the officer's discretion for first time offense
- It is not necessary to book alcohol or tobacco into evidence. On the citation list the brand name and quantity, i.e., one 24 oz. Bottle of Coors beer or one pack of Camel cigarettes
- Cite minor in San Rafael Juvenile Traffic Court any week day (except holidays), 60 days from date of issuance

Violations cited to the Juvenile Traffic Court may lead to fines and/or suspension or delay of driving privileges for up to one year.

TRAINING GUIDE 4.3.2

Notice to Appear Citations:

Under the new program, law enforcement will be responsible for issuing citations to non-detained minors that are released from custody after their arrest. The Probation Department will be responsible for issuing citations to detained minors if and when they are released. All minors receiving a citation(s) shall be cited to Informal Court for violations listed under 256 WIC (exceptions apply) or Delinquency Court for all other violations. When law enforcement or probation issues a citation to Delinquency Court, the juvenile's parent or legal guardian must also sign the citation promising to appear in court. All juveniles receiving a citation(s) either to Informal Court or Delinquency Court shall have a court date 60 days after the issuance of the citation. If the 60th day falls on a weekend or holiday, the minor shall be cited to the next available court date.

Common Violations:

Penal Code:

- 303a – Loitering to beg or solicit alcoholic beverage
- *308(b) – Minor in possession of tobacco/paraphernalia
- * 374.4 – Littering
- 415 – Disturbing the peace
- 485 – Keeping lost property
- 490.1 – Petty Theft under \$50
- 499b – Operating a vehicle without permission
- 502(c) (6), (7), or (8) – Computer access
- 555.2 – Loitering in vicinity of posted property
- 594(a)(1) – Vandalism with liquid or paint
- 594.2(a) – Possession of vandalism tools
- 640 – Bus fare evasion, disturbance
- 647(f) – Public drunkenness
- 647(h) – Loiter, prowl, or wander upon private driveway
- 647(l) – Peeping, prowling
- 653g – Loitering at schools/other places attended by children

TRAINING GUIDE 4.3.2

Business and Professional Code:

25658 – Minor consuming alcohol

25658.5 – Minor attempt to purchase

25661 – Use or possess false I.D.

25662 – Minor possessing alcohol

Health and Safety Code:

11357(b) – Marijuana, less than one ounce

11532(a) – Loiter as lookout or sell narcotics, etc.

San Rafael Municipal Code:

*45.2.3 - Daytime Loitering

*45.2.1 – Curfew (Nighttime)

*63.4.030 – Skateboarding on school grounds (must be posted)

* *Cite only- All others require reports and DR in addition to citation*

TRAINING GUIDE 4.3.2

JUVENILE CASES

The casual encounter of an officer and a juvenile may be of tremendous importance to the juvenile and his family. What an officer says and how it was said will be remembered and repeated.

A juvenile's first contact with a police officer may well color their attitude toward law enforcement for the rest of their life. Young people are interested in police officers and think and talk a great deal about any contact they may have had with an officer. If the first contact is with an officer who is overbearing and who is arrogant, brow-beating or calls the juvenile names, the youth will pass on unfavorable reactions and feelings to many other people, including the next officer he or she happens to meet. The uniform, the badge, and the gun symbolize the law to most juveniles and the officer carrying this equipment must always be sure that their conduct, attitude and conversation do nothing to lessen respect of the law that is represented.

The approach of a police officer to a juvenile offender must be fitted to the individual case. It is recognized that officers cannot be expected to take any greater risk of injury at the hands of an offender because they may be a juvenile.

What is being stressed is that the first contact between the youth and the police officer is very critical. If the first contact is with an officer who is firm, fair, courteous, truthful, impartial, unprejudiced and interested in the youth as a person, with or without a problem, a good foundation has been laid, not only for that officer's interview or interrogation, if that is the purpose of the meeting with, but for any future contacts with other officers. The manner in which these contacts are handled most often form opinions and attitudes that remain with the juvenile throughout adulthood.

Juvenile Justice Philosophy:

The Juvenile Justice System is a very complex system, and the system is presently searching for ways to effectively meet social and societal demands. The basic philosophy of the Juvenile Law is the protection of the child, and to effectively work out a program for his adjustment in society without dealing out punishment. In spite of the coming changes that will affect the handling of minors, this philosophy will probably remain the foundation of the Juvenile Justice System.

Section 625 Welfare and Institutions Code states a peace officer may, without a warrant, take into temporary custody a minor under 18 years of age, when such officer has reasonable cause for believing that such minor is a person described in Sections 300, 601, or 602 WIC. In all cases, a minor in custody for 601 and 602 WIC shall be advised of his constitutional rights when taken into custody.

300 WIC - Dependent Children:

300 WIC: This section describes the jurisdiction of the court when handling dependent children under 18 years of age.

TRAINING GUIDE 4.3.2

Law enforcement agencies are the only governmental agencies that can take immediate steps to protect children without court orders. In the area of dependent children, we work very closely with CPS (Child Protective Services). CPS is the agency that houses dependent children and represents them through custody hearings.

Children who are taken into protective custody should never be detained in a jail cell. In most cases, they have committed no crime. It is suggested that an interview room be utilized while making arrangements to place a dependent child.

- **300a:** Minor has suffered, or there is substantial risk that the minor will suffer serious physical harm inflicted non accidentally upon the minor by the minor's parent or guardian.
- **300b:** Minor has suffered, or there is a substantial risk that the minor will suffer, serious physical harm or illness, as a result of the failure or inability of his or her parent or guardian to adequately supervise or protect the minor. Failure to provide adequate clothes, shelter or medical treatment.
- **300c:** Minor suffering severe emotional damage as a result of parental conduct or no parent available to provide care.
- **300d:** Minor has or there is a substantial risk that minor will be victim of sexual abuse.
- **300e:** Minor under the age of five and has suffered severe physical abuse by a parent or any person known by the parent.

A police report should be completed to accompany the Juvenile Contact if the juvenile is taken into custody. The section on the crime report would be the proper child abuse section or child neglect section of the Penal Code, and the 300 WIC section. The child would be the victim, and the person causing the abuse would be suspect. The report would describe the injury or illness suffered by the child.

The report would document the taking of the child into custody, investigative facts and the final disposition of the juvenile.

Once a child is taken into protective custody, a placement must be made for that child to stay in a foster home. This is where CPS comes into play. While the Police Department investigates any criminality involved with the dependent child, CPS investigates the area of custody. An officer taking a child into protective custody for 300 WIC should contact CPS.

The officer should explain the situation to CPS. The worker will then call the officer back and advise where the child should be taken. The law enforcement agency will usually transport.

TRAINING GUIDE 4.3.2

601 WIC - Incurrigible Juveniles:

In 1977, the laws changed in how the police in California deal with juveniles who fall under 601 WIC, commonly known as incurrigible juveniles. Juveniles who are runaways fall under 601 WIC. Law enforcement agencies could no longer keep runaways or 601s detained in jail facilities except for very short periods of time. Our Department policy is to keep runaways and other 601s no longer than six hours. 601 juveniles cannot be detained in secure detentions or jail.

- **601 WIC:** This section deals with the persistent and habitual disobedience of a person under 18 years of age.
- **601.1 WIC:** This section describes a person under 18 years of age who disobeys school authority and is a habitual truant.
- **601.2 WIC:** This section deals with the failure of parents or guardian to cooperate with school authorities.

Runaway 601s: If an officer becomes involved with a reported San Rafael runaway, every effort should be made to return that juvenile to his/her parents. In cases where the parents refuse to pick up the juvenile, out-of-area runaways, or you are unable to locate the parents; we may turn the runaway over to Nine Grove Lane. Contact this facility prior to transport to make sure they have room and the juvenile qualifies. A release to a family member or family friend is acceptable with the permission of the parent.

The paperwork involved with a runaway 601 is the following:

- If a San Rafael-reported runaway, a Return Person supplemental report.
- If an out-of-area runaway, a police report documenting the contact with the juvenile and where the person was taken.

The key to dealing with a 601 is that we cannot detain them in a locked facility.

Incurrigible 601s: Prior to 1977, if a parent had a child who was out of control and a major discipline problem, it was possible to have the child arrested for 601 WIC. As discussed above, this is no longer so, however a citation issued to our YSB is acceptable.

It is very rare today that an incurrigible is detained, and the current law should be explained to any parent requesting this. Incurrigibles now must be handled by others than the police. The San Rafael Police Department's Diversion Program and the Probation Department can deal with these situations.

602 WIC - Law Violations:

602 WIC: This section concerns the violation of law (all laws) by a minor.

TRAINING GUIDE 4.3.2

602 WIC is the Welfare and Institution Code, which permits police officers to take into custody juveniles who have committed crimes. 602 WIC must appear on all arrest reports and juvenile contacts involving juveniles.

Juveniles who are arrested for any crime (or 601 WIC) must be advised of their Miranda Rights. Obtaining the waiver for questioning purposes is up to the discretion of the officer.

Juveniles who are arrested for serious crimes and who are going to be transported to Juvenile Hall shall (see additional details under 601 WIC Incurable) contact Lmarin County Juvenile Hall directly prior to transportation taking place.

After Miranda advisement, a juvenile under 14 years of age, establish that they know the difference between right and wrong as required by 26 P. C. The District Attorney will not file the case without the form. Some extra care may have to be taken to ensure that terms are understood (especially with juveniles under 14). This is accomplished by determining if they understand the meaning of lawyer, judge, court and words such as silent, appointed, etc. Indicate their explanation in your report.

A police officer can have a significant impact on a child's life. The majority of juveniles arrested for 602 WIC are arrested only once and the impact of the one incident is enough to alter the juvenile's behavior. Your professional handling of the first time arrest of a juvenile can make a learning experience that much more significant.

Medical Treatment:

When minors are in need of medical treatment and their parents cannot be located to give counsel, the following shall apply:

Officers have the authority to arrest under Section 625(c) Welfare and Institution Code – "a peace officer may, without a warrant, take into temporary custody a minor who is under 18 years of age, and who is found in any street or public place, suffering from any sickness or injury which requires care, medical treatment, hospitalization, or other remedial care."

Officers of the San Rafael Police Department shall not sign any treatment authorization for medical care – this will be accomplished through CPS. The taking of a minor into custody, making him a prisoner does not, by itself, authorize medical treatment – this is also accomplished through CPS.

Officers having juveniles in custody who are in need of medical attention and parental consent is not available, the juvenile should be taken to the nearest contract hospital. Advise the examining doctor there is no medical consent available, and the reason. In cases of life or death dependent on treatment, the doctor may give treatment as necessary, to save the life). If emergency medical care is determined necessary by examining doctor, the hospital shall immediately notify CPS. The hospital may request your assistance in contacting CPS.

TRAINING GUIDE 4.3.2

A police officer taking a juvenile for medical treatment, absent consent, should not the following information:

- Minor's name, age, birth date, parents name, home address, and phone number.
- Minor's condition as diagnosed by doctor.
- Treatment recommended by doctor.
- Reason as to why no medical consent was signed.

The investigating officer shall make every effort to locate the parents or legal guardian, and secure permission for any emergency that arises (627 WIC). Respond to hospital requests to locate and notify a parent or guardian, even though not involved in the initial referral of the minor to the hospital.

When a juvenile is taken into temporary custody as per 625(c) WIC, the investigating officer shall complete, as much as possible, a report indicating the charges of 300 WIC. If placement is necessary, arrangements for same shall be made through the CPS.

Juvenile Diversion:

San Rafael Youth Services Bureau (YSB) Diversion is a city-funded program that works closely with first offenders and their families. In addition to working with troubled families, they have also developed a crisis referral system for uniform personnel who come in contact with domestic problem situations that occur in the field.

YSB has one full-time supervisor and several non-sworn employees who work out of the juvenile unit. Diversion contracts with many specialists located in the community who deal with drug and alcohol problems, behavior problems, or any psychological problem that might be encountered in a pre-delinquent or delinquent juvenile.

YSB can be contacted at 415-485-3025, Monday through Friday, from 0800 to 1600 hours. All Department personnel are encouraged to use this Department resource, and officers dealing with incorrigible situations in the field should use this as a referral.

Child Abuse:

The initial interview of abuse victims can be as traumatic for the victim as the act itself. If the interview is not handled properly, barriers can develop which are difficult to overcome at a later time. Because of these facts, the following procedures should be adhered to when contacting and interviewing a child abuse victim:

- When the victim is age 7 or under, a juvenile investigator shall be called.
- When the victim is over 7 years of age, a decision should be made based on the initial contact as to whether a Juvenile Officer is needed for the interview. A decision will also be made if a Jeanette Prandi Center interview is necessary.

TRAINING GUIDE 4.3.2

In most cases, there will be medical evidence to support the abuse allegations. In sexual abuse, all doctors and hospitals do not have the expertise necessary for finding this medical evidence. If the officer dealing with the incident has contact with the victim before the medical examination is done, the victim should be taken to a SART Center with supervisory approval. If a medical examination has already been completed and the results are negative, the officer should still take a report. Juvenile investigators will follow-up in these cases.

Sexual abuse cases are extremely sensitive cases and improper handling may result in psychological damage to the victim. If this occurs, the criminal case may be lost.

TRAINING GUIDE 4.3.2

MENTAL ILLNESS

As a police officer you must be able to recognize the danger signals of the mentally ill person so you can provide medical attention if required. Severe mental illness is defined as psychosis, which usually can be detected by a sudden behavioral change or gradual deterioration of the personality and an alteration in the behavioral pattern of a person.

The OIT must be able to recognize the following:

Issues related to stigma, culturally relevant and appropriate, and

- How to Identify indicators of mental illness, intellectual disability, substance use disorders, neurological disorder, traumatic brain injury, post-traumatic stress disorder and dementia
- Autism spectrum disorder
- Genetic disorders, including but not limited to, Down syndrome
- Conflict resolution and de-escalation techniques for potentially dangerous situations
- Alternatives to the use of force when interacting with potentially dangerous persons with mental illness or intellectual disabilities
- The perspective of individuals or families who have experiences with persons with mental illness, intellectual disability, and substance use disorders
- Involuntary hold
- Community and state resources available to serve persons with mental illness or intellectual disability, and how these resources can be best utilized by law enforcement.

The following are typical symptoms of severe mental illness:

- Change of attitude towards friends and relatives.
- Unusual or bizarre mannerisms.
- An increase or decrease in efficiency.
- Argumentative or uncooperative.

TRAINING GUIDE 4.3.2

- Development of hostility to suggestions, growing hostility, or distrust.
- Disorganized thinking, morbid interest in such potential tools of destruction as guns and knives.
- Subjected to hallucinations and delusions.

The following procedures should be followed while handling a subject with a mental illness:

- Obtain information related to medications, hospital visits and continuing treatment.
- Request additional assistance. The time delay will allow you to calm the subject and develop a plan of action.
- Use as little force as possible. Force or harsh words may only make matters worse. Attempt to assure person you will not harm them.
- Ignore verbal abuse and remember that the person is sick, confused and frightened.
- Avoid excitement and calm the person down.

While the form of assistance may differ, always bear in mind that the help you give to a mentally ill person is just as vital as administering first aid to an injured person.

TRAINING GUIDE 4.3.2

5150 WIC:

Reasonable cause for a 5150 WIC detention requires one or more of the following:

- Danger to self
- Danger to other
- Gravely disabled as a result of a mental disorder

Gravely disabled is when, as a result of a mental disorder, they are unable to provide for their basic personal needs of food, clothing and shelter.

If the officer determines that the person meets the criteria of a 5150 WIC detention then the subject should be transported to Marin General Hospital Crisis Unit for 72-hour hold. Alcohol or drug use may be an issue with the staff and require a medical clearance prior to admission. Call the Crisis Unit prior to transport 415-499-6666

Officers will assist designated professional persons with transportation of subject if that person is unruly or violent. If need arises, the subject will be transported in police unit or in ambulance with restraints. An officer shall accompany subject in ambulance if needed.

Officers are required to complete a SRPD Psychiatric Evaluation form. The incident report should include the circumstances of incident. The subject should be listed as "Mentioned", rather than "Suspect Arrested". The report should indicate if the subject is an officer safety risk.

Arrests:

The following procedures apply if the subject was arrested in conjunction with the 5150 WIC detention:

Misdemeanors: Issue citation and leave at hospital

Felonies: The subject may be booked at the Marin County Jail or taken to the crisis unit. The officer should indicate that there are criminal charges pending on the hold form if taken to Unit B.

Voluntary Commitments:

If a subject requests assistance, but there is no immediate need for police action under 5150 WIC, then the subject may be advised to contact nearest mental health clinic for assistance. The officer may provide transportation and indicate that the commitment was voluntary.

Officers may refer subjects to Community Mental Health, #(415) 499-6666, for additional information or assistance.

TRAINING GUIDE 4.3.3

EVIDENCE COLLECTION & STORAGE

One of the most important duties in any investigation is the protection of the crime scene and is a primary responsibility of the first officer on scene. Failure of the first officer to secure the scene could result in the disturbance or loss of valuable evidence leading possibly to the dismissal of a case in court.

In order to effectively secure a crime scene all unnecessary persons including unnecessary police officers must be prevented access. Members of the press are not allowed access to crime scenes. Be sure all entrances and exits are secured. It is the responsibility of the first on scene officer to begin a *Major Crime Scene Entry Log* or direct another officer to maintain the log. The log should include the names, entry and exit times of all those with official business in the crime scene. A log should be maintained throughout the activities at the crime scene.

There are four basic sources of physical evidence:

- The Crime Scene
- The Arrest Scene
- The Victim
- The Suspect

Preliminary investigation at a crime scene is an important element in solving a crime. Physical evidence helps to corroborate victim or witness statements. Evidence that proves or disproves a crime and / or identifies or eliminates suspect(s) should be collected.

EVIDENCE COLLECTION:

DNA Evidence:

DNA evidence is contained in bodily fluid and materials which can be used to identify suspects or their physical characteristics. Only small amounts of DNA material are necessary for analysis in many cases therefore, the material can be in trace amounts. DNA is also capable of being degraded by contact with the elements and other contact. Officers should avoid being close to or in contact with potential DNA evidence unless they use proper protective clothing (masks, gloves and clothing) to prevent evidence cross-contamination and potential biohazard effects. If potential DNA evidence must be collected the personnel collecting or handling the items should wear gloves that they dispose of after one item is handled to prevent cross-contamination.

Wet or Damp Evidence:

Wet evidence should be air dried, if the evidence is clothing, package in paper bags after drying. If the item was contaminated by blood, mark the outside of the packing material with the message "CAUTION: BLOOD" or use a biohazard label.

TRAINING GUIDE 4.3.3

Paper:

Use a sheet or check protector and place into an evidence envelope or paper bag.

Footprints:

If there are footprints at the scene, cover or mark them so the print will not be disturbed until it can be photographed and collected.

Money:

When money is booked into the evidence, it must be packaged separately from other property. The reason for this is that when money is placed into evidence, it is placed into a safe in the property room. If money is packaged with other property, the evidence technician must open the container to take the money out, which causes a chain of custody issue.

Guns:

Call CSI if there is a need to process a weapon. If CSI is not available, carefully unload it in a way that does not disturb possible evidence. Package the ammunition and / or magazine / clip prints in a separate bag and book for later CSI processing. If the gun cannot be unloaded without disturbing evidence, place same in a secure location at the station and clearly tag as "LOADED." The gun should then to be transported to CSI as soon as possible.

Gunshot Residue (GSR):

If GSR testing is needed, **do not** bag the suspect's hands with paper bags until testing can be conducted by a CSI Officer or other trained officer. The Crime Lab has changed its requirements of bagging the suspect's hands. The results of GSR testing are not immediate. They have to be examined under laboratory conditions using special equipment. Closely monitor the suspect so actions are not taken to dispose of or remove the GSR trace evidence. Officers should consider cuffing the suspect to the front of his body to prevent unwanted rubbing of hands against the back. Officers should closely monitor the suspect's actions if cuffed in this manner.

Phencyclidine (PCP):

If CSI is unavailable, request a Field Supervisor with a KAPAK Heat Sealer and KAPAK Bags. Using the chemical gloves kept with the equipment, carefully place the item into a KAPAK Bag and use the heat sealer to close. Then place that bag into a second KAPAK Bag along with your Evidence Tag and seal with the heat sealer. PCP is never brought into the police facility. It is stored in the hazardous materials locker located on the ramp outside the Property Room. The key is located in the key cabinet in the Watch Commander Interview Room.

TRAINING GUIDE 4.3.3

Other Narcotics:

No need for a CSI, preserve the narcotics in a paper bag, depending on how the narcotics are packaged when you obtain them. Normally they will be in some type of plastic bag, if so, just place them into a paper bag separate from other property. Clearly write on the bag that it is some type of narcotics and secure in the trunk of your car until you are able to transport it to the office for testing. Once tested, place into a heat sealed KAPAK bag.

Knives & Syringes:

When booking a knife into evidence, it can be placed into a normal evidence envelope. Before placing it into the envelope, it must be taped shut so that it cannot open and poke through the bag. If you have a large knife (Machete, Etc.) with or without a sheath, that will not fit into an evidence envelope, place an evidence tag on it and put it into one of the large lockers.

When booking a syringe into evidence, make sure it is empty and capped (if a cap is available). Either way, they are to be placed into Syringe tubes prior to being placed into an evidence envelope.

Cell Phones & Pagers:

When booking Cell phones, pagers or any kind of electronics, make sure they are turned off prior to being placed into an evidence envelope.

Flammables and Explosives:

Contact San Rafael Fire Department for assistance.

EVIDENCE SUBMITTAL:

In an effort to try and re-standardize the evidence submittal process, we are going to implement a similar procedure as we did with the implementation of RIMS. Effective today, the evidence room will no longer accept any evidence that is not properly packaged and/or the paperwork is not correct.

We have made up a return for correction form (gold in color), which will be used to return evidence back to the officer for correction.

For dayshift, the need for correction will be given to the officers supervisor, who will then have the officer return and either fix the error immediately, or if more time is needed, the items will be signed out to the officer for re-submittal at a later time. The night shift procedure is still being workout.

All evidence/property that is submitted into evidence must be marked. No item should be submitted in a package smaller than the white 8 1/2 x 11 inch evidence envelope, or an 8 1/2 x 13 inch paper bag.

TRAINING GUIDE 4.3.3

All items must be marked on the outside by either a computer generated label or by hand writing the information. Taping, paper clipping, or gluing a copy of the evidence sheet onto the container will not be acceptable.

All items entered into evidence must be accompanied by one evidence sheet per officer. This means if two or more officers submit items under the same case number, each officer should have their own evidence sheet. This also means that property should be combined if taken under the same case number - like evidence and safekeeping, etc. If you are submitting additional items on a different date and/or time, make sure your evidence sheet reflects only the additions and not all of the original items again.

If using a DOJ narcotics envelope, you need to fill out all of the information on the front of the envelope. Do not just attach the evidence tag on the outside of the envelope. The tag should be on the items inside the envelope. If you are submitting an item that will probably be used in the future (like interview audio and video tapes); make sure you have marked them individually so that if they are removed from the bag, they can be identified by you on the stand.

EVIDENCE ENVELOPES:

When you seal an original evidence envelope, you should seal the flap shut, place your initials across the flap so the flap lip bisects your initials, and then cover the length of the flap and your initials with clear tape.

When you open a sealed envelope, you should neatly slit the top or the bottom of the envelope. When you are done with your work and need to reseal the envelope, you should place your initials, date, and time as near to the slit as possible. Then place clear plastic tape over your initials, date, and time, and fold the tape over the opening so the opening is sealed with equal amounts of tape on each side of the opening.

If someone reopens the envelope after you, they should follow the same procedure by neatly slitting the tape you have placed on the envelope. They will then place their initials, date, and time on the tape, not covering your initials, and cover it with another length of tape over your original tape and their initials. This should provide us with a clear chain of custody.

RELEASING EVIDENCE:

The Property/Evidence Unit employees have been told to secure certain information and signatures on all items that are removed from evidence for any reason and/or reviewed for investigative or court purposes. They are responsible for getting you to comply with these requests. Do not brush off their concerns or requests. If you do not do it their way, they have been instructed to contact a supervisor immediately. This is a must to maintain chain of custody.

TRAINING GUIDE 4.3.3

Whenever you submit a tape of a confidential informant working for us, make sure that you write on the evidence sheet that the tape involves a CI and that the tape should not be released without approval of the submitting officer, investigating officer, or a supervisor. This will prevent the inadvertent exposure of a CI via a tape that need not be submitted to the courts or defense council on discovery.

TRAINING GUIDE 4.3.3

INTERVIEW & INTERROGATION

The Crime Report is the source of information and permanent record of incidents the Department has handled. It is also essential that the report be accurate and understandable. To accomplish this, you must discover what took place and be able to relate that information to others, in writing. Those objectives should dictate your technique in observing, interviewing, and note taking for reports.

FIELD INTERVIEWS:

If you have been given an assignment with a specific code from Communications, you may already have a direction to proceed with your interview. Do not assume that the information you have been given is completely accurate. After all, the dispatcher is receiving the information from a third party and may not have the whole idea as to what has happened. Therefore, you should keep an open and inquisitive attitude toward all assignments. Your preliminary interview should include the following questions:

WHO: Who are the victims, witnesses, and suspects?

WHAT: What took place? Is there a crime? What crime?

WHEN: When did this take place?

WHERE: Where did the incident take place? Where are the involved parties?

WHY: Why did this incident take place?

HOW: How did this take place?

Seek all of this information during your interviews. The progression probably won't follow this sequence exactly, and you may not get every question answered to your full satisfaction, but you certainly should attempt to obtain what is available.

Each person will experience and interpret an incident differently. Their personality will determine how you will deal with them, how they react to police officers, and what they tell you.

The following are approaches that must be avoided:

Talking constantly - You must be curious and ask questions, but you will never learn anything if you don't stop talking. Ask questions and listen. Don't just hear the words and wait for your turn to talk, but actively listen and try to learn what your victim, witness or suspect is really saying.

Talking too little or without sufficient self-confidence - If you don't assert yourself, as the police officer that you are, and control the conversation, some people will control it for you and talk about anything and everything. This situation has to be avoided if you are to complete your report.

TRAINING GUIDE 4.3.3

Being overly aggressive - Remember that you are speaking to human beings. Your effectiveness as a report taker, and as a Police Officer and Department representative, is measured by your contacts with the public.

Being meek - If you aren't confident and positive, your effectiveness will be completely lost. You must give an impression that will give the person to whom you are speaking confidence in your ability.

Note-Taking:

This is the next step in preparing your Incident Report and relies on your ability to take notes in such a manner that you can fill out the report accurately and in an understandable manner. Your notebook should be used to give you a record of what you have done. It should be organized in such a manner that you can find what you are looking for, and in such a manner that when you look at it, you recognize what you see.

If you can assemble your notes properly, you will have what you need to complete a report and to help you recall incidents at a later date. The best of memories can use a little help. If you have taken proper notes, your memory will be much better served than someone who takes haphazard notes or none at all.

Note taking will also include recording things other than conversations, including diagrams and personal observations. You should put whatever you deem important down in your notebook.

INTERVIEW & INTERROGATION:

Separate subjects being interviewed or interrogated as soon as possible. In order to obtain an admissible statement, Miranda advisements must be given only if the person about to be questioned is in custody. Custody exists for Miranda purposes when two requirements are met:

- The suspect must in fact have been formally arrested, or had his freedom restrained to a degree associated with a formal arrest and
- The suspect must personally be aware of this lack of freedom or reasonably believe that it exists.

Thus, the fact that the person may be the “focus” of the investigation makes absolutely no difference. You do not have to give Miranda. The following factors related to Miranda rights should be considered prior to an interview or interrogation.

- Is the field officer conducting a field investigation to determine if a detained person is a suspect of a known or suspect crime?
- Is the field officer or investigator conducting an interrogation following a suspect's arrest, seeking a confession, an admission, or any other information to establish the suspect(s) involvement.

TRAINING GUIDE 4.3.3

Interrogation is a basic part of most police work. It is most important to know the difference between an admission and a confession, as well as what conversation may be used as admissible evidence.

CONFESSION - an acknowledgment by the defendant of his guilt of the crime for which he is being tried.

ADMISSION - a statement of the accused in which he admits acts pertinent to the crime and which tend, in connection with other facts, to prove his guilt.

Questions should always be kept on a practical basis and related to the point at issue. In most instances, courtesy will bring forth more than a rough attitude.

Do not make use of the notebook until the basic part of the interrogation is completed, as it tends to create a psychological deterrent possibly resulting in the lack of cooperation on the part of the person being interrogated. When the interrogation is complete, then record all pertinent information. In major felony cases, a written and taped statement should be obtained.

Be alert for the suspect who tells a perfect (rehearsed) story. Be suspicious of all suspects, never taking anyone's word for anything. Seek specifics, not generalities. The interrogator should not roam, but should stick to the case being investigated.

Do not jump to conclusions. An honest person may give some inaccurate statement, which could later be cleared up by additional interrogation or evidence.

The technique of playing on a suspect's ego and allowing him to play the role or boast will often break through his defense. Remember that a lie is soon forgotten and may be used to cross-up a suspect in later questioning. Allow the suspect to include in his written statement a known lie. When confronted with the fact that the lie was detected, the suspect's interrogation defense may falter, thus giving the interrogator the edge to achieve his goal of the interrogation.

Confessions obtained by threat, duress or promise are of no value and definitely will not be tolerated. The suspect should be subjected to only such inconveniences as are reasonable. Consider the hours of questioning, smoking, eating and making use of the restroom. Do not forget to note times during the interview to avoid a claim of duress.

The psychological effect of carrying on an interrogation at the Police Department is a point of advantage. The interrogation room should be private with no distracting objects present. The suspect should be seated in a straight-backed chair, away from desks and tables.

The tone of voice and the actions of the interrogator are most important. The interrogator must be thoroughly acquainted with the particular offense, and must be familiar with appropriate language for the suspect's age group or class.

TRAINING GUIDE 4.3.3

Do not divulge too much information to the suspect as he may build up answers to additional questions. Do not, under any circumstances, bluff in the interrogation. If the suspect calls the bluff and can refute it with his own knowledge, then the interrogation would be useless. It is better to use an inference than give a direct statement or attempt to bluff. If not certain of a point at issue, do not question.

The interrogator should be on the lookout for various signs of emotions, such as physical nervousness, changes in breathing, difficulty in swallowing, facial color changes, etc. These symptoms are not proof of guilt but are indications, which can be used as a guide to break down the suspect's defense.

The interrogator should allow the suspect to do the talking except under questioning in which a direct answer is desired. He should allow the suspect to ramble on, but should not allow the suspect to go too far off topic. Each suspect should be studied, catalogued and the appropriate interrogating technique employed that best suits his personality.

Patience and practice are essential in becoming a good interrogator. Remember, you have an idea of what has occurred but the suspect knows exactly what has occurred. Through the suspect, you can attain the goal desired, but only when you apply the techniques of interrogation, and keeping in mind the laws governing interrogations and the admissibility of the confessions or admissions received.

If a suspect who has been advised of his rights says he does not want to discuss the matter further, the questioning must stop. If he wants an attorney present, any further questioning must be done in the presence of an attorney.

TRAINING GUIDE 4.3.4

BOMB THREATS & EXPLOSIVE DEVICES

BOMB THREATS:

The following general guidelines should be applied to responding emergency personnel to ensure their safety and the public's safety.

Upon receiving a bomb threat call, the dispatcher shall forward the incident to the beat officer. The primary officer shall respond to the scene and park in a safe location similar to arriving on an alarm call or a domestic violence call.

The shift supervisor must be advised of the call. The supervisor shall then notify the San Rafael Fire Department of the threat and the supervisor shall respond to the location.

The primary officer at the scene will contact the owner/manager of the business or residence and obtain details regarding the threat and obtain information about the structure. Contact the person in charge of the building/location and advise the person of the bomb threat to the premises.

Advise the person in charge of the possibility of an actual bomb being present and ascertain from the person whether they wish to evacuate the premises and conduct a search. ***The decision to evacuate shall remain with the person in charge of the premises and the name of the person shall be noted in the report.***

If the person in charge desires a search, the supervisor shall request that additional officers be assigned to assist in the search of the premises. The officers shall attempt to locate and identify unusual objects or conditions on the premises. The supervisor will direct officers to conduct a proper and expedient search. The supervisor shall coordinate the search.

If a suspicious article, package or bomb is found, the Supervisor and the Primary Officer shall work together and:

- Establish a Command Post in a safe location near the scene.
- Evacuate the immediate area of all unnecessary personnel.
- Contact an available Bay Area Bomb Squad. A bomb squad should only be requested if a suspicious package or actual bomb has been located.
- Contact the City Yard and advise them sandbags may be needed. The bomb squad will usually request sandbags.
- Notify PG&E of the situation and request that they standby near the location.
- Contact the San Rafael Fire Department and request they standby near the Command Post.

TRAINING GUIDE 4.3.4

EXPLOSIVE DEVICES:

After an explosion, the Fire Department shall have the responsibility of the initial investigation until the cause of the explosion can be determined and will continue to assist the Police Department in the investigation.

The fire department shall be responsible for the collection and preservation of all evidence in regard to explosions, or incendiary fires or devices.

Any evidence identified at the scene of an explosion shall be forwarded to fire department's arson investigator for safekeeping.

No evidence shall be moved or disturbed by any personnel other than the investigating officer or personnel directed to do so by the investigating officer.

The Police Department shall have the responsibility for final investigation of any explosion caused by a detonated device such as dynamite, pipe bomb, etc. The Police Department shall notify the available bay area bomb squad that device has detonated.

The Police Department will assist the Fire Department in protecting the scene, directing traffic and coordinating activity at the scene.

The primary officer shall complete a crime report. A copy of this report shall be forwarded to SRPD investigations and the fire department.

TRAINING GUIDE 4.3.4

DEATH INVESTIGATIONS

ARRIVAL:

Determination of death

- Obviously dead, i.e. decomposition, rigor mortis, decapitation etc.
- Continue medical response if there is any question of viability.

Scene Protection

- Once death has been verified notify supervisor and secure the scene.
- Direct/keep unauthorized or unnecessary personnel (including officers) out of scene.
- **DO NOT STEP ON OR TOUCH ANYTHING** until the Coroner directs you to do so, or a search warrant authorizes you to do so.
- Scene entry log if homicide or suspicious death.
- Look to see if you can identify any potential witnesses from your location and notify the next unit to identify them.

Investigation

- Homicide/Suicide/Accidental/Natural

* Cause of death of will only be determined Coroner. No assumptions should be submitted in writing unless suggested by the Coroner's Office.

NOTIFICATIONS AND PROCEDURES:

Homicide/Suicide

- Broadcast any officer safety and suspect information
- Patrol Sergeant initiates detective call-out
- CSI handles evidence processing
- Coroner is responsible for deceased, property and removal location
- Next of Kin – State law places responsibility of notification of next of kin with the Coroner's Office. Detectives or officer on scene with family may be asked to notify the next of kin by the Coroner. Primary officer may be asked to accompany Detectives or Coroner to family members home.

TRAINING GUIDE 4.3.4

Accidental

- Patrol Sergeant – Initiates detective/traffic personnel call-out
- Coroner
- Next of kin

Apparent “Natural” Death

- If any doubt, treat as homicide and follow homicide procedures
- Factors determining police involvement include: location and circumstances of death; result of neglect; or health care professional in attendance.
- Obtain the following information: family doctor information; when last seen; expected death; hospice care; DNR
- Advise Coroner if next of kin notified, prior morgue arrangements and obtain Coroner’s report number.
- Contact mortuary for body removal from scene. If family has prior arrangements, make contact, once body has been cleared by the Coroner’s office. If family has no prior arrangements, have them choose one and make contact. Obtain an ETA from the mortuary.

CORONER:

- Deceased personal property to include his/her vehicle and home are exclusive responsibility of coroner. Do not touch or remove anything from the body or personal property without the coroner’s permission. If property is authorized for removal, write a receipt for it and leave it with the next of kin or at the home in a conspicuous place. The only exception to this government code law is if an item of personal property was used in the commission of a crime that lead to the death of the decedent.
- The Coroner makes final decision on disposition of deceased, property and location. The Coroner will issue a receipt to the family. The Coroner notifies county morgue if homicide, suicide, accidental and in natural deaths with no prior arrangements. The Coroner will make notification to next of kin as prescribed by law.
- Obtain the probable autopsy location and time for detectives.
- Ask Coroner to notify SRPD of autopsy location and time if not available at the scene. Ask for an hour notice.
- Coroner related laws (Government Code 27431)

TRAINING GUIDE 4.3.4

EVIDENCE:

- Photographs and videotape of crime scene
- CSI or officer will recover evidence working in conjunction with coroner
- Weapons – Coroner will seize weapons on all non-criminal cases.
- Clothing – Police will seize clothing on all criminal investigations.
- Coroner will conduct a homicide kit in which they will obtain samples from the body. Kit will be released to officer or detective at the conclusion of his investigation. Place homicide kit in SRPD evidence refrigerator immediately. Drive from autopsy directly to SRPD and place into evidence.

TRAINING GUIDE 4.3.4

MISSING PERSONS

Missing person reports, including reports of runaway adults or juveniles, shall be taken without delay at the station, in the field, or by telephone.

Critical Missing Persons:

Missing persons shall be considered Critical Missing if:

- The missing person is fifteen years of age, or younger,
- There are suspicious circumstances, or foul play is reasonably suspected; or
- The missing person is endangered by being out of touch with a responsible party due to a mental or medical conditions; or
- The missing person may be the victim of a parental abduction; or
- The missing person has no prior pattern of running away or disappearing; or
- The missing person is in danger due to the circumstances of the case, or in the opinion of an officer and a concurring supervisor.

If circumstances indicate the need for an immediate, organized search for a missing person, the Patrol Watch Commander shall be notified, and a local broadcast of the missing person's description shall be made. The Watch Commander shall call-out all on duty personnel for all critical missing incidents involving juveniles without delay. If it appears that a missing person has been the victim of a kidnapping or homicide, the Watch Commander shall call the Detective Lieutenant or Sergeant.

Out of Area Report:

If the person is not missing from our local area, the officer will still write a complete report and then determine which police agencies have jurisdiction over the residence of the missing person and/or runaway. The officer shall then request Records Division to immediately notify and forward a copy of the report to those departments. Investigations should also be forwarded a copy of the officer's report. If possible obtain a photograph from the reporting party of the missing person or access Cal Photo to obtain a photograph.

Missing Juveniles:

When juveniles are under 16 years of age and are missing (not runaway), a search for them must begin immediately and continue until they are found or until all leads are exhausted. A field supervisor shall be notified and will coordinate the search. All on duty personnel should be directed to assist in the search.

TRAINING GUIDE 4.3.4

The reporting officer or assigned unit must check the residence (closets, under beds, under house, rear yard and garage or adjacent structure) for the juvenile before taking the report and notifying the field sergeant in preparation for a field search.

A photograph of the missing person should be obtained or accessed via Cal Photo. The missing person's information and photograph should be sent to all local agencies through the TRAK – Critical Reach computer.

Suspicious Circumstances:

When there are suspicious circumstances, or when the missing person is 15 years of age or younger, Detectives shall be notified. The information on the Missing Person Report shall be entered by the investigator into the NCIC Missing Persons System within four (4) hours. A copy of the Missing Person Report shall be transmitted to DOJ Bureau of Identification without delay.

IDENTIFICATION:

Dental Records and DNA:

Dental records and DNA will be sought by detectives and forwarded to DOJ Bureau of Identification as soon as possible. Patrol Officers should try to determine if the reporting party has information on the missing person's dentist to expedite obtaining the records.

BULLETINS & ALERTS:

APB and Teletype:

An APB should be issued immediately once it is determined that the missing person or child is an at risk candidate and the incident just occurred. A teletype should be issued in conjunction with the APB to the bay area, state-wide or specific police agency based upon information the officer may have at the time of his/her report.

Critical Reach:

As soon as possible, prior to the end of the officer's shift, a TRAK flier or Critical Reach flier should be created with a photograph of the missing person and should be issued locally or statewide, depending on the information available to the patrol officer at the time of the report. All efforts should be made to obtain a resent photograph of the missing person.

Amber Alert:

The field sergeant or detectives on scene should consider immediately issuing an Amber Alert for any suspicious – just occurred missing persons cases.

TRAINING GUIDE 4.3.4

FOUND PERONS:

When persons are found in the City of San Rafael under circumstances that would reasonably imply that they may be missing, the investigating officer shall request that Communications check local, DOJ and NCIC Missing Person Systems to determine if the subject has been reported missing.

Individuals observed exhibiting mental disorientation should be given special attention and evaluated for 5150W&I.

Children who were runaway should be referred to their parent. If the person was an adult and missing locally, a supplement to the original case should be created and the subject should be removed from the missing person's system. Notification of the detective assigned to this case should also be made via a phone message or email. A call out is not necessary.

Records shall notify DOJ, NCIC, Detective Division, and the jurisdiction originating the missing person report, when the found person is listed in DOJ or NCIC missing person systems.

State law is very clear that a missing person can be reported to any police agency in the state. Detectives will determine who has proper jurisdiction. Never refuse to take a missing report because it is not a San Rafael case.

TRAINING GUIDE 4.3.4

PERSONS CRIMES

Your response to a persons crime differs depending upon whether the assault is occurring now, has just occurred or had occurred some time ago. Upon receiving the call, you should ask Dispatch when the assault occurred.

An "in-progress" situation demands information on your way to the incident, if it is available. Information such as description of suspect(s), weapons, etc., is crucial in effecting an arrest at the scene. If the incident has just occurred, not only do you need the above information but also a direction and means of escape.

Upon arrival, your first concern is the welfare of the victim. If medical attention is needed, request paramedics. Render any assistance you can until the arrival of paramedics and/or ambulance. If your victim is comfortable, you will be more able to get necessary information for your report and/or subsequent apprehension of the suspect.

Preserve the scene as much as possible. Frequently this will also entail preserving the peace. You must be the stabilizing influence in an unstable condition. If there is physical evidence present, secure it – especially weapons!

Obtain all the information of the incident as quickly and as thoroughly as possible from as many sources as possible. Often officers will take too shallow of an interest in an assault case. However, more than one assault case was escalated to the seriousness of a homicide. If the victim is hospitalized, include the victim's condition and treatment rendered by the hospital in your report.

Request CSI to take photographs of the victim's injuries. Don't hesitate to ask for other units in the field to aid in your search for the suspect(s).

Many victims of assaults delay reporting them to the police out of fear. These cases are as serious as a crime in progress. A crime has been committed and your job is to make your report as thorough and concise as possible. This may in turn result in the apprehension of the suspect.

TRAINING GUIDE 4.3.4

PUBLIC INTOXICATION

Penal Code Section 647(f) dealing with drunkenness and drug impairment is applicable only in public places: referring to places open to the public. This would include various stores, other business establishments, parking lots, parks, streets, public buildings, etc. If a person is found to be intoxicated on private property, it will be necessary for the offended party to sign a complaint for some other offense. Three of the more common offenses of a minor nature that can be utilized when applicable are:

- 415 PC - Disturbing the peace.
- 647(h) PC - Loitering, wandering, or prowling on the property of another without consent during the nighttime.
- 602.5 - Entering or remaining in any non-commercial dwelling house, apartment, or other such place without the consent of the person legally in possession or control of said property. When other offenses are charged on private property and the arrested party is also intoxicated, make sure the elements of the offenses are covered in the report, with a statement regarding the intoxicated condition.

Request paramedics if there is evidence of injury or need of medical attention. If hospitalization is required, attempt to have the subject transported to Marin General Hospital or Kaiser Hospital. Once clearance is obtained for booking, obtain a written release from the doctor (required for booking). If the person is not going to be cleared for a lengthy amount of time, the subject can be released per 849(b)(2) PC, or picked up by Helen Vine Detox.

Remember that persons suffering from insulin shock may appear intoxicated. Check for odor of alcohol, a medical bracelet, or any signs of medication taken by the subject.

- If party is not in need of medical attention, nor unconscious, proceed as follows:
- Look for objective signs and symptoms of intoxication: red and watery eyes, slurred speech, dilated pupils, strong odor of alcohol on their breath, unsteady gait, soiled clothing.
- If you have not already done so, and if circumstances warrant it, before proceeding with a sobriety test, give subject a preliminary pat-down for weapons.
- Administer Field Sobriety Tests, articulating performance requirements to the subject. Have the subject demonstrate that they can walk on their own unassisted, and are able to care for themselves. If subject fails to pass Field Sobriety Test, place under arrest. Elements of 647(f) include intoxication to the point where subject cannot care for his or other person's safety.

TRAINING GUIDE 4.3.4

- Handcuff subject and complete thorough search of arrestee and place in police unit for transportation to Marin County Jail.
- Use every safety precaution keeping in mind an intoxicated person is a danger to himself and to those attempting to assist him. The subject may be feigning intoxication to cover a more serious crime.
- Give consideration to the fact that an intoxicated person cannot be expected to react normally. Be patient when dealing with impaired persons.
- Ascertain what kind of liquor the suspect has consumed, where it was obtained, and where it was consumed. This is important for future action against the business by the Alcohol Beverage Control
- Prisoner's property, including a vehicle, should be cared for in the prescribed manner. The vehicle may be stored for safekeeping, VC 22651(h), impounded for evidence if involved in a hit and run (VC 22655), released at the scene, or left at the scene at the arrestee's request if vehicle is legally parked and not a hazard. Remember all property in the suspect's custody, either on his person or in his vehicle, is the responsibility of the arresting officer. Even though unopened bottled liquor may be held as evidence, it is still the property of the prisoner and should be handled as such. Open alcohol containers will not be placed into evidence for storage. Open alcohol containers should be photographed and destroyed.
- Always enter the description of the suspect's vehicle on the booking data report even if not impounded, and even if not directly related to the offense. This will enable the description of the vehicle to remain a part of the arrestee's package for information in further investigations and F.I. records.
- Unless otherwise specified by arresting officer, or the Watch Commander, the subject will be detained for a minimum of 4-hours detoxification period. He will be released without charges at that time.
- Criteria you should consider when deciding between booking and 849(b)2 should include the arrestee's prior 647(f) PC arrests and over what period of time these prior arrests took place. Have dispatch complete a RiMS check for any prior history and a probation check.

Helen Vine Detox Center:

If the subject is suitable for detox, call Helen Vine and provide subjects name, date of birth and medical history. If the subject is cooperative and acceptable, transport to Helen Vine Detox Center.

TRAINING GUIDE 4.3.4

SUICIDE ATTEMPTS

ARRIVAL:

Scene Safety – Officers & medical personnel may become a target for hostilities

- Officer Safety
- Medical Personnel & Citizens

Aid to the Victim – Assess injuries and provide appropriate treatment

- Medical Personnel
- Transportation Issues

Crime Scene – May develop into a death case

- Restrict Access
- Follow proper evidence procedures

SUICIDE – MOTIVES:

Mental Health

- SRPD records check for prior contacts. Contact any witnesses, neighbors, family members and obtain statements regarding subject's history or recent behavior.

Emotional Difficulties

- Family difficulties
- Financial difficulties
- Death of family/friend
- Involvement in crime
- Other crisis

PHYSICAL EVIDENCE:

Weapons

- CSI - Physical evidence & Fingerprints
- Drugs - Medicine cabinets

Suicide Notes

- Check for presence - Obvious locations & Trash containers
- CSI – Fingerprints & Handwriting
- Custody of note – Original (Evidence) & Coroner (Copy)

TRAINING GUIDE 4.3.4

DISPOSITION OF PERSON:

Medical Treatment

- Evaluate and determine what medical attention is needed, if subject needs to be transported to the hospital for injuries, overdose, or ingested substance(s).

5150 WIC Hold

- If the subject meets the following criteria: danger to self, danger to others, or gravely disabled, place them on a 72-hour hold and transport them to the Crisis Unit. Fill out the appropriate paperwork and attach to your report.

Kaiser Hospital

- It is the policy of the San Rafael Police Department to assist Kaiser Hospital Staff if they request a patient be evaluated for committal under Section 5150 WI. Officers will consider all circumstances and reports from designated Kaiser medical staff to determine if the person should be transported, and committed, to the designated county mental health facility, due to the person being gravely disabled, a danger to himself, or a danger to others. If responding to Kaiser ER, you will need to evaluate the subject and if placed on a 72-hour hold, they will need to call the on-call Kaiser psychiatrist to respond and make arrangements for transportation.

REPORTS:

- 5150 WIC Hold - If a hold is placed, you will need to fill out the appropriate form for the 72-hour hold and attach a copy to your report.

TRAINING GUIDE 4.3.5

DUI INVESTIGATION

PRIOR TO CONTACT:

Officers usually encounter DUI drivers when they are involved in a traffic collision, stopped for another violation, or observed driving erratically. Absent a collision or chargeable violation, it is good practice to observe indications of impaired driving, including, but not limited to the following:

- Moving or equipment violations
- Drifting within a lane
- Stopping over the limit line or way behind it (impaired depth perception)
- Driving unusually slow or varying speed repeatedly
- Difficulty negotiating turns
- Braking for no apparent reason (especially approaching green light intersections)
- Slow reaction time to signals, traffic conditions, etc.

Additional cues reinforcing the suspicion of DUI:

- Attempt to flee
- No response to emergency lights and siren
- Slow response and/or abrupt swerve
- Sudden stop
- Striking curb or hitting object while attempting to yield or flee

INITIAL CONTACT OBSERVATIONS:

Use all your senses when observing the driver's behavior, attitude, and physical condition. Look for evidence of drug and/or alcohol use. Record signs and symptoms of impairment in your arrest report including, but not limited to the following:

- Odor of an alcoholic beverage on the driver's breath/person or from the vehicle
- Difficulty exiting the vehicle
- Slurred speech
- Blood shot and/or watery eyes, droopy eyelids
- Slow responses or fumbling movements

TRAINING GUIDE 4.3.5

- Rapid speech and movements (possible stimulant drugs)
- Mood swings or sudden emotional changes
- Open containers of an alcoholic beverage or evidence of drugs
- Non-responsive, blank stare, and/or muscle rigidity (possible PCP)
- Bizarre behavior or statement that do not make sense
- Swaying, unsteady on feet or balance problems.
- Leaning on / against vehicle or a object
- Fumbling with Drivers license, registration or insurance paperwork.
- Driver slow to respond to questions or driver changes answers.

QUESTIONING:

Ask the driver questions to determine if there are personal or medical causes for symptoms of impairment you observed and to establish the driver's abilities and condition so you can fairly evaluate their performance of the Standardized Field Sobriety Tests. (FST's). If an opinion has not been formed as to whether a crime has been committed or if the driver was involved in a criminal act, these questions should not conflict with their Constitutional Rights. Include all the questions from the San Rafael Police DUI Arrest Report Investigation Interview Form (SRPD F# 202A).

STANDARDIZED FIELD SOBRIETY TESTS (SFST):

Physical impairment is not the greatest danger of driving under the influence. The mental acuity, essential to processing the multiple tasks of driving is affected at much lower levels of intoxication. For this reason, the following tests focus more heavily on divided attention impairment, than on coordination and balance. Other tests may not accurately and fairly determine a subject's impairment, or may only reveal a "drunk" driver and not an impaired driver. Conduct the tests in a well-illuminated area, on a smooth and level surface. Explain and demonstrate each test clearly. It is important the person understands, so you can properly and fairly evaluate their performance. Use the first three tests in the order listed or explain the reason for any deviation.

- **Horizontal Gaze Nystagmus:** Check for lack of smooth pursuit in horizontal eye travel, horizontal and vertical gaze nystagmus and lack of convergence.
- **Walk and Turn (Heel to Toe):** Starting position: Driver stands with the right foot in front of the left foot, in a straight line, the heel touching the toe, arms down at sides, and maintain this position during the rest of the test instructions. Driver then walks in a straight line, taking eleven steps forward, touching heel to toe and counting each step aloud. Turn 180 degrees by pivoting on the lead foot, and

TRAINING GUIDE 4.3.5

taking small steps with the other foot. Take nine steps back in the same manner and stop.

- **One Leg Stand:** Driver stands on most comfortable foot, hands down at sides, knees locked straight and raises opposite foot to front, 6 to 8 inches above the ground. Driver to look at the raised toe, and count aloud backwards from thirty to twenty. The driver is instructed to stop at twenty.
- **Rhomberg:** Driver stands with feet together (heels and toes touching), hands down at sides, head tilted back, eyes closed and mentally estimates 30 seconds.
- **Finger to Nose:** Driver stands with feet together, head tilted back, eyes closed, hands in front, palms up, fist closed and index fingers extended. At command, touch tip of finger to tip of nose in the following order: left, right, left, right, right, and left.
- **Finger Count:** Using the thumb as the counter, touch the tips of the remaining four fingers counting out loud from one to four. Once you reach the number four, count backwards from four to one touching the same fingertips. This is one series. Have the driver complete three series.
- **Written Alphabet:** Have the driver print out on a piece of paper the English alphabet starting with the letter A and ending at Z. Once this task is completed, have the driver sign his name, date the document and put the time that they think it is when they complete this test.
- **PAS (Preliminary Alcohol Screening):** Although not required, officers do have the option of using the PAS device as a tool during a DUI investigation. This is the last test given. *If given, read the PAS admonition to the driver before giving the driver this test. (SRPD F# 202A).

OFFICER OPINION:

Form your opinion **based on the *totality*** of your observations:

- Driving observations
- Objective signs of alcohol or drug intoxication
- Responses to questions during the face to face observations and interview
- SFST(s)
- PAS Test

If you feel the driver is impaired and cannot operate a vehicle safely, arrest for driving under the influence of alcohol and/or drugs, per 23152(a) CVC. Influence is presumed at a .08% or higher blood alcohol content (BAC), per 23152(b) CVC. Charge with both sections if a breath test is selected and the result is .08% or higher BAC.

TRAINING GUIDE 4.3.5

TOXICOLOGY:

After arresting the driver, advise them per 23157 CVC, which gives them a choice of a blood or breath test for determining their blood alcohol content (BAC).

- **Blood:** Sample at hospital, County Jail or San Rafael Police Department. Contact San Rafael Police Dispatch and they will contact the on call blood tech and have them respond to the officer's location for the blood draw. For serious felony's, blood can be forcibly drawn. (Refer to San Rafael Police G.O. 82.9)
- **Breath:** Use the Dragger Alco 7410 test (E-PAS). Observe the driver for fifteen minutes before beginning this test. If you suspect the arrestee is under the influence of drugs, or a combination of drugs and alcohol, obtain a blood or urine sample in addition to the breath test. If the arrestee requests a breath test, you are obligated to give it to him, pursuant to 23157(a)(2)(B) CVC. The arrestee is obligated to provide one of them, per 23157(a)(2)(C) CVC. After completing the breath test, advise the driver of Trombetta and if possible have them sign in the box at the bottom of the form. (SRPD F 202 A).

TRAFFIC COLLISIONS:

A misdemeanor DUI suspect (no injuries to anyone else, or the suspected driver did not cause the collision), being treated at a hospital, may be arrested for 23152(A) CVC and/or for 23152(B) CVC. A blood or breath sample can be taken. The arrestee is "in custody" only for purposes of evidence collection and is financially responsible for medical treatment of collision related injuries.

If the DUI violation is a felony (the driver caused the collision and some *other* person suffered minor, moderate or fatal injuries), and the suspect is going to be in the hospital for an extended period, collect a blood or breath sample as *evidence*. Charges can be filed later by way of complaint. The Watch Commander must approve this.

Note: If the felony DUI violation involved great bodily injury or death, the suspect can be arrested and booked in abstencia or San Rafael Police Department will place a uniformed officer at the driver's bedside awaiting the driver's release. Again, the Watch Commander must approve this.

REPORTS:

- **Arrest Report**
- **Officer's Statement 13353.2 CVC (DMV #DS367):** Complete under any of the following circumstances: the breath test results are .08% or higher; you expect the results of blood or urine test will be .08% or higher; the arrestee refuses to submit to any chemical test. Confiscate the driver's California license and attach it to this form or explain if the license is not in possession. Do not confiscate an out of state license, but still complete the form.

TRAINING GUIDE 4.3.5

- **Chemical Test Refusal and Drug Admonition (DMV #DS367, Page 2):** Complete this form if the arrestee refuses or fails to complete a blood alcohol test. For suspected drug influence, it is a refusal if the arrestee does not provide a blood or urine sample, even if they completed a breath test. You must articulate your reasons for suspecting drug influence. After refusal, but within three hours of the violation, if the arrestee requests a test, and you become aware of the request, you must administer a test.
- **Administrative Per Se / Order of Suspension/Revocation:** In all cases, give the arrestee the pink copy and advise it is their temporary license and they should read the instructions. Record breath test results next to the breath test paragraph. For unlicensed or suspended license drivers, record the applicable code section, on the top of the form, before removing the arrestee's copy. Follow the same procedure for drivers licensed out of state.
- **SRPD DUI Investigation Interview (SRPD #202A)**
- **Supplement to Officer's Statement Blood / Urine Test Results (DS367A)**
- **Copy of Probable Cause Statement form (SRPD F-18)**
- **Booking or Juvenile Contact**
- **Affidavit of Costs**
- **CHP 180**
- **Property / Evidence Report**

ASSOCIATED VIOLATIONS:

- 23136(A) CVC – Driver under 21 operating a vehicle with BAC of .01%-.049%. This is an administrative suspension only, not an arrest. Use DMV form 360A and you may impound the vehicle under 22651 (h)(2) VC.
- 23140(A) CVC – It is illegal for any person under 18 years, with a BAC of .05% or more, to drive a vehicle.
- 23152(a) CVC – It is unlawful for any person who is under the influence of an alcoholic beverage or any drug, or under the combined influence of an alcoholic beverage and any drug, to drive a vehicle.
- 23152(b) CVC – It is unlawful for any person who has a BAC of .08% or more to drive a vehicle.
- 23152(c) CVC – It is unlawful for any person who is addicted to the use of any drug to drive a vehicle. (This does not apply to a person participating in an approved methadone maintenance program).

TRAINING GUIDE 4.3.5

- 23152(d) CVC – It is unlawful for any person who has a .04% BAC to drive a commercial vehicle, as defined in Section 15210.
- 23153(a) CVC – (Felony) A violation of 23152(a), in which the person driving does any act forbidden by law or neglects any duty imposed by law in the driving of the vehicle, which act or neglect proximately causes bodily injury to any *other* person.
- 23153(b) CVC – (Felony) A violation of 23152(b), in which the person driving does any act forbidden by law or neglects any duty imposed by law in the driving of the vehicle, which act or neglect proximately causes bodily injury to any *other* person.
- 23153(d) CVC – (Felony) A violation of 23152(d), in which the person driving does any act forbidden by law or neglects any duty imposed by law in the driving of the vehicle, which act or neglect proximately causes bodily injury to any *other* person.
- 23175(a) CVC – This is a felony enhancement for a misdemeanor DUI arrest (23152 CVC). If a person has three or more prior convictions, within 7 years for violations of 23103 (wet reckless), 23152, or 23153 CVC, or any combination thereof, (making this at least the fourth arrest), the person is booked as a felon and the bail is enhanced.
- 23208(a) CVC – Any person who drives a vehicle 30 miles per hour over the maximum, prima facie, or posted speed limit on a freeway, or 20 or more miles per hour over the maximum, prima facie, or posted speed limit on any other street or highway, and in a manner prohibited by Section 23013 (reckless driving), during the commission of a violation of Section 23152 or 23153, shall be punished by an additional and consecutive term of 60 days in the county jail, upon conviction.
Note: Add this charge to the booking.
- 21200.5 CVC – DUI on a bicycle.

TRAINING GUIDE 4.3.5

HIGH-RISK VEHICLE STOPS

HIGH-RISK STOPS:

When conducting a high-risk stop, the officers of the primary unit shall determine certain factors before making the stop:

- The location of the nearest back-up (secondary unit).
- Surrounding areas/objects available for additional cover.
- The density of vehicular/pedestrian traffic, all of which will have an effect on the outcome of the stop. The action taken by the officers involved and variations of that action will depend on these factors prior to making a high-risk stop.

When conducting a high-risk stop, the following procedures shall apply as necessary.

- Use time to your advantage.
- Determine the nearest cover unit.
- Coordinate a plan with the cover unit.

After stopping the suspect vehicle, the position of the primary unit should be 15 to 25 feet to the rear and directly in line with the suspect vehicle. This allows the officer to illuminate the interior and areas surrounding the suspect vehicle obtaining the maximum effect from the high beams, the take down light, and the spotlights of the unit. If the suspect vehicle is a van, your spotlights should be directed down the sides of the van, while the take down lights should be directed to back doors.

The second unit is positioned to the left of the primary unit and at an angle. This vehicle positioning will block traffic approaching from the rear and allow officers to have a better view into the stopped vehicle. The distance between the two units must allow the ability to exit the units. The second unit should be positioned to obtain maximum cover as previously stated.

A two-officer arrest team shall be comprised of the additional responding units. This arrest team will remain positioned to the rear of the primary unit and will operate in conjunction with commands given by the handling officer (driver of the primary unit).

When conducting a high-risk stop at night use the high beams and spotlights to flood the interior and areas immediately surrounding the suspect vehicle. This "blinds" the suspects and allows for visual control of their movements. The left spotlight of the primary unit is directed at the driver's side view mirror. The right spotlight is directed to the area of the passenger's side view mirror. The secondary unit uses high beams for general illumination, with the left and right spotlights directed toward the suspect vehicle in order to blind all occupants as they are removed from the suspect vehicle.

TRAINING GUIDE 4.3.5

The primary officer has the responsibility of giving all the commands to the occupants of the suspect vehicle. Cover officers say nothing unless they observe firearms, contraband or the suspects making furtive movements. Whether using the PA System (preferred pre-set volume control) or issuing verbal commands, they must be clear, and simple to understand. Do not allow the situation to deteriorate by attempting to bring the incident to a quick conclusion, when its not necessary.

Procedures for ordering suspects from vehicles will vary depending on the situation, i.e., the availability of secondary units, and the location the primary unit has selected to make the stop.

When primary and secondary units are used: The driver officer of the primary unit should initially instruct all occupants of the suspect vehicle to either raise their hands above their heads, or place them out the window.

All occupants of the suspect vehicle are ordered to exit from the driver's side beginning with the driver. As you instruct the driver in exiting the vehicle, order him/her to bring the keys or throw keys out widow prior to exiting. Instruct the driver to open the door with his left hand if the window is down. If not, then have the driver roll it down as he exits. Once outside, have him raise his hands above his head, spreading the fingers, followed by closing the door with his left foot. EACH suspect is ordered from the vehicle in the same manner.

The primary officer will direct each suspect as they exit the vehicle to place his hands over his head and make a full turn. If you observe a weapon, tell him to remain in this position, and that you are aware that he is armed. Direct the suspect to back up towards the units or your voice. The arrest team will take him into custody when he passes behind the headlight area of the units.

If you do not see a weapon on the suspect, order him to slowly turn in a full circle. This allows you to check further for visible weapons. Stop the suspect in a position with his back towards you. Instruct him to begin moving backwards towards you, your voice, or the units. Again be clear and concise with your commands.

When the suspect reaches the area of the front of the patrol unit, but behind the headlights, the arrest team will take control by handcuffing, searching, and removing all weapons. The suspect will be taken to an area to the rear and between the units and placed in the rear of the police unit. The officer will remain with the suspect using the rear of the secondary unit for protection.

All remaining suspect(s) will be ordered out in the same manner, one at a time. As each one reaches the area behind the headlights, they will be handcuffed by the arrest team, who will search and control them.

The primary officer should coordinate a search of the vehicle after all visible suspects have been removed from the suspect vehicle.

TRAINING GUIDE 4.3.5

STOLEN & ABANDONED VEHICLES

IDENTIFICATION:

Mobile Vehicles:

- Broken windows
- Open windows - cold night
- Suspicious driver
- Broken steering column/no key in position
- Suspicious plates

Parked Vehicles:

- Parked for several days in same place
- Vehicle out of place for the area
- Illegally parked
- Broken steering column/no key in position
- Vehicle has collected dirt/dust
- Dirt-Debris under vehicle
- Window open or broken
- Vehicle stripped
- No license plates

Check vehicle license plate out with Communications. If there are no license plates then obtain VIN and check with Communications.

If vehicle is determined to be stolen or abandoned, complete a CHP 180 and request tow service. If the vehicle owner is available locally, they may be contacted for release of the vehicle in the field vs. impound, unless CSI is not available and the vehicle must be held for fingerprints.

TRAINING GUIDE 4.3.5

REPORTS:

Upon responding to a call of a stolen auto, there are a few procedures that you should consider other than just taking down the information contained on the report form CHP 180. The following will hopefully help you do the job easier and do it completely.

As you are responding, find out the license number and description of the stolen vehicle. Frequently, this information will be given to you along with the assignment. This gives you an opportunity to look for the vehicle on your way to the location. More than once, a "victim" has thought his vehicle was stolen, only to discover that he had parked it one or two blocks away from where he thought it was. Also, this information helps you to begin to fill out the report.

When taking the information from the victim, make sure you get all the facts that the form requires, keeping the following in mind:

- Has the victim failed to keep the payments current on the vehicle? Is it possible that the vehicle has been repossessed?
- If the victim knows who took the vehicle, be sure that the vehicle was actually stolen and not "loaned" to someone the victim now wants to embarrass or "get even" with.
- Be sure the vehicle has not been embezzled, rather than stolen. If it is an embezzled vehicle, make sure to explain to the victim about the difference between a stolen and embezzled vehicle.

As with any complaint that you are assigned, develop some sort of rapport with the victim. Remember, you are not some kind of report-taking machine, but rather you are a police officer who has been summoned by someone who needs your help. If you do a good job in taking these types of reports, you will improve your ability to do other more complicated ones. Upon clearing the call, Communications will usually request information verifying the registered owner and details of stolen vehicle, i.e., color, number of doors, etc.

Turn the stolen report into a Field Supervisor or Records as soon as possible. The sooner the information is entered into the computer, the greater likelihood of the vehicle being recovered.

TRAINING GUIDE 4.4.1

DOMESTIC VIOLENCE

Domestic violence is to be considered criminal conduct. San Rafael Police personnel will respond to domestic violence related calls for assistance in the same manner as any other request for assistance where violence has occurred or is likely to occur. San Rafael Police Department personnel shall document any request for this type of assistance in a crime report.

DEFINITIONS:

Domestic Violence: Domestic violence is abuse committed against an adult or a fully emancipated minor who is a spouse, former spouse, cohabitant, former cohabitant, or a person with whom the suspect has had a child, or is having, or has had a dating or engagement relationship. Also included are boyfriend-girlfriend, as well as gay and lesbian relationships.

Cohabitant: Cohabitants are two unrelated persons living together for a substantial period resulting in some permanency of relationship. Factors to consider in determining cohabitation include (among others):

- Sexual relations by persons who live together.
- Sharing of expenses or income.
- Joint use/ownership of property.
- Whether parties hold themselves out as husband and wife.
- Continuity of the relationship.
- Length of the relationship.

Abuse: Intentionally or recklessly causing or attempting to cause bodily injury, or placing another person in reasonable apprehension of imminent serious bodily injury to himself or herself or another. Abuse also includes threats of violence, as well as criminal activity.

Dating Relationship: “Dating Relationship” means frequent, intimate associations primarily characterized by the expectation of affection or sexual involvement independent of financial considerations. (6210 F.C.).

Domestic Related Incident: Domestic related incidents are defined as domestic disputes that do not violate existing law, and involve a spouse, former spouse, cohabitant, former cohabitant, or person with whom suspect has had a child, or is having, or has had a dating or engagement relationship.

TRAINING GUIDE 4.4.1

PRELIMINARY INVESTIGATION:

When there is evidence or the elements that a crime has occurred, the officer responding to a domestic violence call shall perform a preliminary investigation. A preliminary investigation shall consist of the following:

- Observe and document the demeanor of victim and suspect.
- Observe and document signs of any alcohol or drug use by victim, suspect and witnesses.
- Interview all persons present at the scene.
- Obtain written statements from victim, suspect, children and all others before leaving the scene.
- Attempt to interview the suspect.
- Never ask the suspect to interpret for non-English speaking victim.
- Tape-record statements, if possible, of all persons being interviewed.
- Contact neighbors or other potential witnesses before leaving the scene.
- Obtain contact information for all involved parties and where they can be reached, both day and night.
- Observe and note the condition of the crime scene in your report.

Officers at the scene shall provide the following victim advisements and referrals:

- Immediately provide victim with "Victims of Domestic Violence" card and assist with referral to victim services agencies.
- Refer the suspect to batterer's intervention program.
- Advise the victim regarding an EPO.
- If children are present and not safe, call Children and Family Services (CFS) at 499-7153.
- Complete a suspected child abuse report form (per 11166 p.c.) and forward to Children and Family Services in all circumstances where children are present in the home during a domestic violence incident, even if they did not witness the incident.

TRAINING GUIDE 4.4.1

- Advise the victim of right to confidentiality as appropriate.

TRAINING GUIDE 4.4.1

Evidence:

- Always take photographs of the crime scene and victim.
- Seize all physical evidence (broken phone, damaged property, etc).
- Memorialize statements by recording with a digital recorder or Body Worn Camera
- Preserve all related 911 dispatch tapes.
- Download all digital photos.
- Ask victim to come to the police department to have injuries photographed within a few days of the incident to document bruising after it has developed.
- Note any interpreter's name, address, phone number and ID # if applicable.

Medical Treatment:

- Have victim transported to hospital for medical treatment if necessary.
- Note the names of treating fire department personnel or medical personnel.
- Obtain a medical release signed by the victim.

ARRESTS:

Officers shall enforce the laws according to the following guidelines:

Felony Arrests:

San Rafael Police Department Officers shall make an arrest pursuant to Penal Code Section 836(a)(2) in all domestic violence situations whenever the Officer has probable cause to believe that the person to be arrested has committed a felony, whether or not in the Officer's presence. Officers shall evaluate the factors to establish probable cause in light of the legislative intent to protect victims of domestic violence. Officers shall evaluate the applicability of all statutes relating to domestic violence, including Penal Code Section 273.5.

Misdemeanor Arrests:

San Rafael Police Department Officers shall make an arrest pursuant to Penal Code Section 836(a)(1) whenever the Officer has probable cause to believe that the person to be arrested has committed a public offense in the Officer's presence.

Penal Code Section 836(c)(1) establishes that when a peace officer responds to a call alleging a violation of a protective order, and the peace officer has probable cause to

TRAINING GUIDE 4.4.1

believe that the person against whom the order is issued has notice of the order and has committed an act in violation of the order, the Officer shall arrest the person without a warrant and take that person into custody whether or not the violation occurred in the presence of the arresting Officer. The Officer shall, as soon as possible after the arrest, confirm that a copy of the protective order has been filed, unless the victim provides the Officer with a copy of the protective order.

Pursuant to Section 853.6 of the Penal Code, a person arrested for a misdemeanor protective order violation, shall not be cited and released when one or more of the following factors are present:

- Arrestee has used a weapon in an assault upon the victim.
- Arrestee has committed a battery upon the victim.
- Arrestee has threatened the victim with bodily harm, whether or not the arrestee has the present ability to carry out the threat.
- There is a history consisting of two or more previous violations of a restraining order.
- Arrestee has a history of prior assaultive behavior toward the victim.
- Arrestee is in violation of 12021(g)(1) P.C. when the arrestee was apprehended.
- In all other situations the Officer may elect, after arresting the person, to cite the person to appear if after considering all the facts and circumstances, the Officer believes the victim would not be in immediate risk of physical harm if the arrestee were not incarcerated.

Private Person's Arrest:

Officers shall inform the victim of the right to make a private person's arrest pursuant to Penal Code 837, whenever a crime has been committed outside the officer's presence that does not meet the requirements for a felony arrest or misdemeanor arrest described in Penal Code Section 836(c)(1).

Penal Code Section 836(b) states that any time a peace officer is called out on a domestic call it shall be mandatory that the peace officer make a good faith effort to inform the victim of his or her right to make a private person's arrest. This information shall include advising the victim how to safely execute the arrest.

Officers shall not dissuade victims from making a lawful private person's arrest.

TRAINING GUIDE 4.4.1

RESTRAINING ORDERS:

There are different types of restraining orders issued by a court in domestic violence situations. The Penal Code requires law enforcement agencies to maintain a complete systematic record of all protection orders with respect to Domestic Violence incidents, restraining orders, and proof of service in effect. This section also requires that the systematic record shall be used to inform officers responding to Domestic Violence calls of the existence, terms, and effective dates of protection orders in effect.

Whenever a complainant advises of the existence of a restraining order, the officer shall ascertain:

- Whether a restraining order is on file with any police department or court or whether complainant has copy of restraining order on his person.
- Whether the restraining order is still valid as to duration/ time.
- Whether a proof of service or prior notice exists or that the suspect was in court when the order was made.
- The terms of the restraining order.

Emergency Protective Orders:

Emergency Protective Orders (EPO) are a type of Court Protective Order that Officers may secure at any time of day or night, either on business days or weekends in order to protect victims of domestic violence and child abuse. They are in effect for five (5) court days, and up to seven (7) calendar days. An EPO can only be issued by an on-call Marin County Court Judge or designee when:

Reasonable grounds have been asserted that an immediate and present danger of domestic violence or child abuse exists; and an EPO is necessary to prevent the occurrence or recurrence of domestic violence or child abuse. If you believe an adult or child is in immediate danger of domestic violence or child abuse, attempt to secure an EPO by doing the following:

Complete an Application for Emergency Protective Order (EPO Form) as follows:

- Fill out the top of the form, writing in the names of the protected party and the restrained subject, including a description of the restrained subject. Briefly describe the circumstances and include facts; e.g., the suspect is being arrested for a charge related to domestic violence and has threatened to harm the victim upon his/her release, the suspect has a history of domestic violence and is threatening the victim or her/his family.
- Contact the Marin County Sheriff's Officer (MCSO) Com Center at 499-7238, who in turn will connect the Officer with an on-call judge, or have the judge

TRAINING GUIDE 4.4.1

telephone the Officer. If an EPO is authorized by the Judge, the Officer will complete the Protective Order, including the specific orders of the Judge. It is essential that the written order reflect the exact orders orally authorized by the Judge. Com Center will record all conversation between the Officer and the Judge, including the Judge's order. Immediately notify Dispatch and provide them with a copy of the EPO for entry into the CLETS Restraining Order System. Both served and unserved orders will be entered.

- An EPO requires notification and service to the subject before enforcement of a violation can occur. Therefore, after securing an EPO, attempt to serve the suspect.
- Complete the proof of service section and give the protected party the yellow copy, the restrained party the pink copy, the white copy with the report is for the court, and the golden copy to the Records Section. Describe the notification and service in your supplemental report and attach a photocopy of the EPO. When issuing an EPO, always obtain a second case number, separate from the original report.
- If the subject is gone from a domestic violence incident still proceed to obtain an EPO. Even though you are unable to locate and serve the subject, give the protected party a copy of the order. Advise the victim regarding security issues and refer her/him to a shelter if necessary. After the EPO is obtained, attach an *EPO Attempt Service Log Sheet (SRPD F#57)* to the EPO. The Officer is to make a reasonable effort to serve the person to be restrained until the end of their shift. If still not served, the EPO is to be given to the following shift Field Supervisor. That Supervisor will issue the EPO to the Officer that is working the beat where the person to be served resides. This procedure is to be followed until the EPO is served or is expired.

Field Supervisors must maintain a file of all unserved EPOs and notify the oncoming Supervisor of any unserved orders. The Supervisor on each shift is responsible for attempting to have EPOs served.

Before arresting a suspect for violating an EPO, verify the order, expiration date, and proof of notification by checking with the protected party or by checking the office copy of the order. Arrest the suspect under Penal Code Section 166.4 P.C. Include in your incident report the specific terms of the emergency protective order that were violated, identify the court, the date the order was issued, and the date the order expires. When possible, attach a photocopy of the EPO to your incident report.

Stay-Away Orders:

Issued by a judge in a criminal case where probable victim intimidation exists, a stay away order does not require proof of service. The order is valid for the duration of the court's jurisdiction over the suspect, including probation.

TRAINING GUIDE 4.4.1

After making an arrest for violation of a stay away order, charge the suspect with Penal Code Section 166(a). Include in your incident report: the specific terms of the order that were violated, identify the court, the date the order was issued, the date the order expires, and attach a copy of the order to the report. If the victim does not have a copy of the stay away order, or you are unable to confirm it with Dispatch, tell the victim that he/she may make a private person's arrest if grounds exist.

In those cases in which a complaint, information, or indictment charging a crime of domestic violence, as defined in Section 13700, has been issued, a restraining order or protective order against the defendant issued by the criminal court in that case has precedence in enforcement over any civil court order against the defendant (Penal Code Section 136.2(h)(2)).

Within one business day of service, any law enforcement officer who served a protective order shall submit the proof of service directly into the Department of Justice Domestic Violence Restraining Order System, including his or her name and law enforcement agency, and shall transmit the original proof of service form to the issuing court. (Family Code Section 6380(d)(1)).

REPORTING:

A Directory of Resource Information for Victims of Domestic Violence and Sexual Assault, with a crime report number shall be provided to the victim(s) of domestic violence related incidents and sexual assaults. Indicate in the narrative that the victim was given the pamphlet and was advised on follow-up procedures.

Law enforcement agencies are required to provide, at no cost, one copy of all domestic violence face sheets and incidents reports, to a domestic violence victim (as defined in Family Code Section 6211), or to his or her representative if the victim is deceased (as defined in Family Code Section 6228(g)), upon request.

The Officer shall inform the victim that the victim's name will become a matter of public record unless the victim requests that it not become a matter of public record pursuant to Section 6254 of the Government Code and 293 PC. The Officer shall document that the victim was properly informed and the victim's response by completing the "Victim Advisement" section of Form SRPD F-15.

VICTIM ASSISTANCE:

Officers shall assist in obtaining appropriate medical attention if a complainant claims injury whether visible or not.

Officers shall assist in making arrangements to transport the victim to an alternate shelter if the victim expresses concern for safety or the officer determines a need exists.

TRAINING GUIDE 4.4.1

Officers shall stand by for a reasonable amount of time when a complainant requests police assistance while removing essential items of personal property.

Officers shall explain legal options available to the victim including the Private Person's Arrest Process, Temporary Restraining Orders, Emergency Protective Order, and Stay-Away Orders, and the follow-up procedures and ensuing criminal proceedings.

Officers shall advise the victim of the available community resources and the State Victim Assistance Program.

TRAINING GUIDE 4.4.1

DRUG ABUSE RECOGNITION

A drug is defined as any substance used in the composition or preparation of medicine. Of the many thousands of drugs available, relatively few will produce an appreciable effect on the central nervous system. The central nervous system consists of the brain, brain stem and spinal cord and is responsible for control of all of the body's systems. The drugs that affect the central nervous system are the drugs of choice for abusers, as these drugs can, at least initially, provide what the user perceives as a highly pleasurable effect.

The drugs that affect the central nervous system generally fall into one of the following categories.

The following information is provided as a brief overview of these drugs and their observable effects. Drug identification, and especially drug influence recognition, is an expertise that is obtained primarily through repeated exposure to drugs and those who use them.

STIMULANTS:

Central nervous system (CNS) stimulants are among the most commonly abused drugs. CNS stimulants include Cocaine, Amphetamine, and Methamphetamine.

Cocaine:

Cocaine is medically used as an anesthetic in eye surgery. It is rarely encountered by the patrol officer in this form. Cocaine is mostly commonly encountered in its illicitly manufactured forms of cocaine powder or cocaine base. Cocaine powder is usually white in appearance and can be ingested by inhaling the powder through the nose or mixing the powder with water and injecting it.

To smoke cocaine it must be converted to a base. The conversion process is simple enough that most anyone can do it. Cocaine base, commonly referred to as "rock," "crack," or "freebase," appears as a white or off-white rock and is smoked.

Possession of cocaine in any form is a violation of 11350(a) H&S, a misdemeanor. Being under the influence of cocaine is a violation of 11550(a) H&S, a misdemeanor.

Amphetamine:

Amphetamine is medically used for diet control and weight loss. It is obtained by prescription in a pill or tablet form from a doctor and primarily taken orally. Because of the availability of Methamphetamine, illicitly manufactured amphetamine is rarely encountered anymore.

Possession of amphetamine without a prescription is a violation of 11377(a) H&S, a misdemeanor. Being under the influence of amphetamine is a violation of 11550(a) H &S, a misdemeanor.

TRAINING GUIDE 4.4.1

Methamphetamine:

Methamphetamine is medically used for diet control and weight loss. It can be obtained by prescription in pill or tablet form from a doctor or manufactured illicitly. It is most commonly encountered in its illicitly manufactured form which can appear as a white, tan or brown powder; or as a rock very similar in appearance to rock cocaine. Methamphetamine can be taken orally, inhaled through the nose, injected or smoked. The most common forms of ingestion are smoking it or inhaling it through the nose. Possession of methamphetamine without a prescription is a violation of 11377(a) H&S, a misdemeanor. Being under the influence of methamphetamine is a violation of 11550(a) H &S. In many cases, it is difficult to distinguish between the three substances without lab analysis.

Symptoms of stimulant use may include hyperactivity, body tremors, pupil dilation, euphoria, emaciated body, paranoia, hallucinations, violence, burnt fingers and injection marks.

Officers dealing with individuals under the influence of CNS stimulants or individuals who are known to use these drugs should use extreme caution. These individuals may exhibit symptoms very similar to those associated with PCP and are prone to violence and will frequently arm themselves because of their extreme paranoia.

HALLUCINOGENS:

Hallucinogens are those drugs that cause a perception of something that does not exist outside the human mind. Hallucinogens have no medical use and include: LSD, MDMA, Psilocybin, and Peyote.

LSD:

LSD is the most commonly encountered and strongest hallucinogen. It is a colorless, odorless, tasteless liquid that is placed on or in items that are ingested orally. It can be placed on or in almost anything and is undetectable except by laboratory analysis. The most common items it is found on are sugar cubes, small decorative stickers, postage stamps, and in Visine bottles. Possession of LSD is a violation of 11377(a) H&S, a misdemeanor. Being under the influence of LSD is a violation of 647(f) PC.

MDMA:

MDMA commonly referred to as Ecstasy, is one of a number of designer drugs that are chemically and in appearance very similar to amphetamine and Methamphetamine. These drugs may be found in powder form but are also found in tablets or capsules. They are primarily ingested orally by dissolving them in a liquid, such as fruit punch, soda pop or coffee. Possession of these designer drugs is a violation of 11377(a) H&S, a misdemeanor. Being under the influence of these designer drugs is a violation of 11550(a) H&S.

TRAINING GUIDE 4.4.1

Psilocybin:

Psilocybin (mushrooms) is a specific species of a small mushroom. The spores can be obtained through the mail and grown at home. The cap of the mushroom is from 1/2" to 2" wide and dark gold in the center of the cap to light gold on the outer portion of the cap, or vice versa. There may be a black ring on the stem. Psilocybin mushrooms are ingested orally whole or in part, or may be brewed in a soup or tea. Possession of Psilocybin mushrooms is a violation of 11377(a) H&S, a misdemeanor. Being under the influence of Psilocybin mushrooms is a violation of 647(f) PC.

Peyote:

Peyote is a small spineless cactus that grows wild in the southwest United States. The cactus consists of numerous small "buttons" which are to be picked and dried, then ingested orally. The hallucinogenic compound in peyote is mescaline. Possession of peyote/mescaline is a violation of 11377(a) H&S, a misdemeanor. Being under the influence of peyote/mescaline is a violation of 647(f) PC.

Symptoms of hallucinogen use may include hyperactivity, passivity, body tremors, hallucinations, paranoia, and pupil dilation.

Officers dealing with individuals under the influence of hallucinogens or individuals who are known to use these drugs should use extreme caution. These individuals may exhibit symptoms very similar to those associated with PCP except they will feel pain. The sensory perceptions of these individuals are extremely sensitive and anything that affects their senses may cause them to become violent.

Extreme caution should be used in handling any drug in liquid form, especially liquid LSD. Drugs in liquid form can easily be absorbed into the body through the skin.

OPIATES:

Opiates are those drugs that are obtained from, or are made to simulate those drugs obtained from, the opium poppy. Medically, all of the opiates are used for pain relief, diarrhea control, and as cough suppressants. Opiates are found in pill form, capsule form, as syrup, or injectable. Opiates include Codeine, Percodan, Dilaudid, Hycodan, Darvon, Methadone, Vicodin, Morphine and Demerol.

The most commonly abused opiate is heroin. Unlike the other opiates, heroin has no medical use. Heroin is illicitly manufactured in several different forms, all of which have an odor similar to vinegar. The most common forms found in the Los Angeles area are "tar" heroin and "brown" heroin. Tar heroin is black in color and gains its name from its similarity in appearance to roofing tar. Brown heroin is a brown powder. Heroin is commonly packaged in small balloons or clear cellophane. All forms of heroin can be injected or smoked.

Possession of opiates in any form is a violation of 11350 H&S, a misdemeanor. Being under the influence of any opiate is a violation of 11550(a) H&S, a misdemeanor.

TRAINING GUIDE 4.4.1

Symptoms of opiate use may include sleepy appearance, slow or slurred speech, droopy eyelids, pain relief, cold skin, pupil constriction and injection marks.

MARIJUANA (CANNABIS):

Cannabis is any drug that is derived from the various species of the marijuana plant. These drugs include Marijuana, Hashish, Hash Oil and Marinol.

Marijuana:

Marijuana is one of the most common drugs you will encounter. The most common form of marijuana is a highbred known as sinsemilla. As most people have already seen marijuana, no further description is necessary. Possession of less than an ounce of marijuana is a violation of 11357(b) H&S, an infraction. Possession of over an ounce of marijuana is a violation of 11357(c) H&S, a misdemeanor. Being under the influence of marijuana is only a violation if they qualify for 647(f) PC.

Hashish:

Hashish is basically a compressed version of marijuana and has no medical use. It appears brown to black in color and looks just like what it is, compressed dried leafy material. Hashish is commonly packaged in tin foil. Possession of hashish is a violation of 11357(a) H&S, a misdemeanor. Being under the influence of hashish is only a violation if they qualify for 647(f) PC.

Hash Oil:

Hash oil is a highly concentrated form of marijuana obtained by removing the active ingredient of marijuana (THC) from the marijuana leaf and concentrating it. Hash oil is black in color, a thick gummy substance and commonly packaged in dark amber vials. Possession of hash oil is a violation of 11357(a) H&S, a misdemeanor. Being under the influence of hash oil is only a violation if they qualify for 647(f) PC.

Marinol:

Marinol is a synthetically produced THC in liquid form that is used in the treatment of glaucoma. It has yet to be encountered in the field.

Symptoms of cannabis influence may include watery eyes, green tongue, droopy eyelids, bloodshot eyes, marijuana odor, dilated pupils, dry mouth and poor depth perception.

DEPRESSANTS:

Central nervous system (CNS) depressants are some of the most commonly prescribed drugs. They are medically used to treat seizures, epilepsy, and depression and to provide sedation or calming effects. There are more than 250 types of depressants on the market. Many can be identified by use of a Physician's Desk Reference. They are

TRAINING GUIDE 4.4.1

available in tablet or capsule and are usually taken orally but may be injected. Some depressants are a violation of 11377(a) H&S, some are not. CNS Depressants that are controlled are listed in the schedules of the Health & Safety Code. Being under the influence of a depressant is only a violation if they qualify for 647(f) PC, with the exception of methaqualone (Quaaludes), which would be a violation of 11550(a) H&S, a misdemeanor.

If a person takes a depressant within a prescribed dose, it is not uncommon that there will be no observable effects. Observable symptoms are usually observed with the stronger depressants, non-prescribed doses, or when the depressants are taken together with other depressants or any other drug, particularly alcohol.

Symptoms of depressant influence are very similar to the effects of alcohol and may include slow or slurred speech, droopy eyelids, sleepy, poor coordination, disoriented, bloodshot or watery eyes.

Several depressants can produce effects very similar to those produced by CNS stimulants and hallucinogens.

INHALANTS:

Inhalants include a wide variety of chemicals that can be easily purchased from retail stores and include volatile solvents, aerosols, compressed air cleaners and anesthetic gases.

Volatile Solvents:

Volatile solvents include paints, thinners, lacquers, fingernail polish remover and model glue. These substances are commonly inhaled using a rag/cloth treated with the substance and placed against the mouth and nose. Possession of toluene, a chemical in model glue, with the intent to inhale, or being under the influence of toluene, is a violation of 381 PC, a misdemeanor. None of the other substances are controlled. Being under the influence of a volatile solvent, other than toluene, is a violation of 647(f) PC.

Aerosols:

Aerosols are chemicals discharged from a pressurized container by the propellant force of a compressed gas. Intoxicating effects are most often caused by the compressed gas and not the primary contents of the container. Aerosols include hair spray, insecticides, deodorants, frying pan lubricants, canned whipping cream, (Whippits), camera lens cleaners and compressed air cleaners (Dust Off) used for computers. These substances are inhaled by discharging the contents into the lungs or by filling a balloon with the aerosol then inhaling the contents of the balloon. Many of these aerosols contain nitrous oxide. Possession of nitrous oxide with the intent to inhale, or being under the influence of nitrous oxide, is a violation of 381(b) PC, a misdemeanor. None of the other aerosols are controlled. Being under the influence of an aerosol other than nitrous oxide is a violation of 647(f) PC.

TRAINING GUIDE 4.4.1

Anesthetic Gases:

Anesthetic gases are drugs in gas form. These include chloroform, amyl nitrate, butyl nitrate, and nitrous oxide. The anesthetic gases are ingested in the same manner as the aerosols. Only nitrous oxide is controlled. Being under the influence of the other anesthetic gases is a violation of 647(f) PC.

Symptoms of inhalant influence may include chemical odor, chemical debris, dizziness, watery eyes, nasal secretions, disorientation, confusion, slurred speech and sleepiness.

PCP:

PCP (phencyclidine) is in a class by itself as the effects it produces are unlike any of the other drug categories. PCP has no medical use. It can be found in a crystalline form that emits no odor, but more commonly in the Los Angeles area it is in a liquid form that is yellow in color and emits a strong chemical odor. Marijuana or cigarettes are dipped in the liquid and then smoked. Typically, the cigarettes that are used have a dark paper wrapper to assist in hiding the discoloration from being dipped in the liquid. Possession of PCP is a violation of 11377(a) H&S, a misdemeanor. Being under the influence of PCP is a violation of 11550(a) H&S, a misdemeanor.

In the past, PCP users have been known to exhibit extremely violent behavior. Many of the users have learned to limit their dosage by smoking only a small part of a cigarette vs. the entire cigarette. As a result, the number of violent encounters with these individuals has decreased dramatically. The PCP user today commonly appears to be under the influence of alcohol, but with an odor of PCP.

Symptoms of PCP influence may include blank stare, chemical odor, sweating, slow and slurred speech, droopy eyelids, retracted eyelids, disorientation and slow reactions.

Officers dealing with individuals under the influence of PCP or individuals who are known to use these drugs should use extreme caution. These individuals have a reduced sensitivity to pain. The sensory perceptions of these individuals are extremely sensitive and anything that affects their senses may cause them to become violent. Anyone suspected of using PCP who is in a catatonic state (high dose) will very likely become violent at some point and should be restrained using multiple handcuffs/flex cuffs.

Extreme caution should be used in handling any drug in liquid form, especially liquid PCP. Drugs in liquid form can easily be absorbed into the body through the skin. (See Safety section below)

DRUG COMBINATIONS:

A majority of drug users will frequently use more than one drug at a time producing a variety of observable symptoms. These may include any and all of the above signs and symptoms depending on the type of drugs and quantity ingested.

TRAINING GUIDE 4.4.1

SAFETY CONSIDERATIONS:

Individuals who abuse drugs typically are not in the best of health. They carry and transmit a variety of infectious diseases. These diseases include HIV and hepatitis. Care should be exercised in touching these people and anything they come in contact with, particularly hypodermic syringes. When dealing with a drug user wearing gloves is highly recommended. When searching their person, vehicle and/or residence use extreme caution. *The injury that could be received from a single needle is not worth the misdemeanor charge for possession of a hypodermic syringe.* If you should receive an injury from a needle or come in physical contact with blood from an intravenous drug user, immediately notify a supervisor and seek medical treatment.

It is highly recommended that after handling these individuals you thoroughly wash your hands. You might also consider obtaining the hepatitis B vaccination series that is available at the expense of your employer.

Caution should be used in handling drugs that are in a liquid form (i.e., PCP, LSD) or the items, which contain them. These drugs can be absorbed through the skin. To properly package these items, it is suggested you carry several plastic KAPAK bags (available in Valtox Room) with your gear and avoid physically touching these drugs/containers.

If you or your partner should become dosed with either PCP or LSD, get help immediately. Notify other officers that are present of what has occurred and contact a supervisor. Get medical attention as soon as possible. Medical personnel have drugs that can counteract the effects of PCP and LSD. Try to handle the situation as low keyed and calmly as possible. Exposure to stimulation (i.e., red lights, siren, yelling) can aggravate the situation. Explain to the dosed officer that you will have to take their weapons and do so. Keep a fellow officer that has a familiar face with the officer at all times. This will help to comfort the officer.

Individuals under the influence of certain drugs may have a high propensity towards violence and a decreased or non-existent sensitivity to pain. Use of cocaine, Methamphetamine, hallucinogens, certain inhalants, certain depressants and PCP all produce paranoia. In higher doses each of these drugs can produce violence we previously thought was possible only with PCP.

OC, your baton, and the less lethal shotgun are options that are available in dealing with these individuals but frequently the most successful method of taking control of them is with cumulative body weight and heavy restraints.

Certain drug users (i.e., Methamphetamine) also have a propensity for owning guns. These individuals have been known to kill officers during bouts of drug-induced paranoia or rage.

TRAINING GUIDE 4.4.1

GANG AWARENESS

Hispanic Gangs

History During 1956 and 1957, Luis “Huero Buff” Flores and other East Los Angeles gang members were doing hard time at Duel Vocational Institute, California. Together, they formed what they called the gang of gangs or La Eme, California’s first prison gang. Surprisingly, some of the original members were Mexican, mixed-race Mexicans and one was Korean.

La Eme originally formed in part for protection; protection from the other prison populations. Having it’s membership based on race, it was logical to start recruiting new members from the Los Angeles based Hispanic street gangs. As the Mexican Mafia prison gang grew in membership a rivalry started to develop between the Mexicans from the northern part of California and those from the southern part of the state.

Mexicans from the northern part of California were considered unsophisticated because they still spoke Spanish and worked in the rural and farming areas. As the internal rivalry developed, the northern gang members considered Mexicans from the south as hamburger eating Mexicans (Valdemar, 1996). Because many of northern California Hispanic gang members only spoke Spanish, almost all were agricultural workers and still deeply entrenched in the Mexican culture. The southern California gang members made fun of them because of this. The northern California gang members were considered the Juan Gumps of Mexican street gangs.

This attitude resulted in some northern California gang members being taken advantage of while in prison. Some northern gang members were being taxed, robbed and victimized by Eme prison gang members.

By 1967, hierarchy in La Eme was trying to unite all the Mexicans within the state prison system. There was a concerted effort to put down the minor rivalries and unite the northern and southern California gang members under the Mexican Mafia to form the strongest and largest prison gang in the state.

In 1968 at San Quentin, a state prison in Northern California, something happened that would change prison and street gangs forever. An Eme gang member named Pieface, was the San Quentin cellmate of, Hector “Mad Dog” Padilla, a Mexican gang member from northern California. Mad Dog had a pair of black leather shoes that were his prized possession. In fact, Padilla would shine and care for the shoes everyday. One day while he was out of the cell, Pieface stole the shoes.

TRAINING GUIDE 4.4.1

GANG AWARENESS cont..

Pieface quickly discovered the shoes were too small for him and in an effort to win some points with La Eme, he decided to give the shoes as a gift to another member of the Mexican Mafia. Pieface gave the stolen shoes to an Eme gang member named Robert "Robot" Salas.

The shoes fit Robot and he walked back into the cell area only to find Mad Dog frantically looking for his shoes. Mad Dog immediately recognized that Robot was wearing his shoes. An argument ensued because the real owner of the shoes accused Robot of stealing them. This of course was an insult to the Eme gang member and the fight started. Sometime during the argument and fight, Mad Dog got stabbed several times and died. Word of Mad Dog's demise quickly spread throughout the prison system, especially among all the Mexican inmates.

A second version of the incident indicates that Robot Salas was the cellmate of Mad Dog Padilla rather than Pieface. Pieface still steals Mad Dog's shoes. Robot still gets the shoes as a gift and returns to his cell, which of course is shared by Mad Dog and that is where the fight starts.

North-South Division

Mad Dog's murder sparked the solidification of the rivalry between northern and southern Mexicans, both in the prisons and on the streets. The Mexicans from the north responded to Mad Dog's murder by forming Nuestra Familia (NF), a second Mexican prison gang. It formed to protect the northern Mexicans from members of La Eme, the southern California based Mexican prison gang.

Nuestra Familia prison gang members started to identify with the number 14. It represented the 14th letter of the alphabet, the letter N. The letter stood as an abbreviation for the word Norteno, the Spanish word for northerner. The Spanish word for the letter N is 'ene." The word norte was also used to show that a person was from northern California. Anybody from southern California was automatically considered a rival, in or out of prison.

Southern California gang members started to identify with the number 13. The 13th letter of the alphabet is the letter M. The word for this letter in Spanish is Eme. Southern California gang members in and out of prison started using words like Sureno, meaning southerner to identify their allegiance, much like the participants of the U.S. civil war did. Sometimes sureno, was abbreviated as sur, meaning the south. Gang members also

TRAINING GUIDE 4.4.1

GANG AWARENESS cont..

started to tattoo themselves with the number 13 and with the words Sureno or sur to signify their allegiance.

Mexican street and prison gangs from Northern California also claimed the color red, based on the fact that most of the Southern California Mexicans in state prison had chosen the blue colored railroad handkerchief when the Nuestra Familia gang was formed. The only color left was red. The Crips and Bloods were not the first to choose colors, it was the California Mexican prison gangs that did.

Even though this polarization started in prison, it quickly spread to the street. It helped establish a gang style that was particular to northern and southern California street and prison gang members. California was essentially split in two. The Sureno-ism style of gangstership has also spread to many other states and other countries.

Rival southern California Hispanic street gangs now had one thing in common, they were enemies with any gang members from northern California and vice versa. This rivalry united southern and northern California rival Hispanic gang members while they were incarcerated. Somewhere, while the dust was settling between these groups, an imaginary geographical line was made. It was suppose to mark the boundary between northern and southern California. But this geographical boundary really turned out to be a gray area in central California. It was usually agreed that the division was located somewhere between the cities of Bakersfield and Delano. North of the boundary rival Hispanic street gangs would affiliate with the northern California prison gang Nuestra Familia. Hispanic street gang members from southern California would aligned themselves with the Mexican Mafia

Characteristics

If tattoos are present you could find Sur, Sur-13, Sureno or Sureno-13 anywhere on the body. There may also be the name of another Hispanic gang, especially if the person was a member in a Los Angeles based gang who has joined an non-California street gang. You will also see 18, BEST, XVIII and CSG (Canal Street Gangster)

MARA SALVATRUCHA

History We all are painfully aware of the 1980's violent and deadly civil war which lasted 12 years in El Salvador. Over 70,000 people were killed in this conflict (Washington

TRAINING GUIDE 4.4.1

GANG AWARENESS cont..

Times, 2003). The constant, elevated levels of violence and lack of employment opportunities forced the mass migration of over one million El Salvadorian nationals. Most of the refugees and immigrants settle in the Los Angeles and Washington, D.C. in 1984 and 1992. Some of these refugees and immigrants had ties with La Mara, a street gang in El Salvador. However, not all newcomers had criminal ties. As with every immigrant population, most just want to start a new life free of oppression and violence (Valdez, 2003).

As the immigrants arrived it was recognized that some also had ties to and were exmembers of the Farabundo Marti National Liberation (FMNL), a paramilitary group made up of peasants trained in guerilla warfare. This association in El Salvador provided these immigrants with some special training and organizational skills. To date, there are approximately 1 million El Salvadorian immigrants who have resettled in the country (Americas.org, 2003).

Nationally, it is estimated that there are 8000 Mara Salvatrucha (MS or MS-13) gang members in 137 cliques and they have been reported to have a presence in 33 states (NDIC, 2003). MS-13 is not only a nationally recognized street gang, it has gained international status. MS –13 gangs have been operating in Canada, Mexico, El Salvador, Honduras, Guatemala and Nicaragua. There are an estimated 17,000 MS-13 gang members in El Salvador alone (Homieunidos.org, 2003). A 2004 report estimated that there are between 70,000 and 100,000 gang members across Central America and Mexico (New York Times, 2004). Gangs are often referred to as maras in Central America.

West Coast

In Los Angeles, most of the newly arrived immigrants settled in the Rampart area. One of the largest and most active street gangs present in this area was 18th Street. As a result of this influence, initially those El Salvadorians who got involved in street gangs, joined 18th Street. Unfortunately, many El Salvadorians suffered from a type of culture shock. Even though they were of Latino ethnicity, they were not fully accepted into the existing Los Angeles Hispanic culture. Yet, another subtle form of class distinction and bias focused on a new immigrant group. This status allowed the local gangs to view the immigrants as prey. As a result, El Salvadorian immigrants were victimized by street gangs and unscrupulous business owners. These groups took advantage of the undocumented resident status of the immigrants and refugees.

TRAINING GUIDE 4.4.1

GANG AWARENESS cont..

Because of this resident status much of this victimization and crime went unreported to the police. This dynamic becomes the vehicle that allows the first El Salvadorian based street gangs to form in the Los Angeles area and for El Salvadorians who had joined the 18th street to leave. The first Mara Salvatrucha (MS) cliques formed in Los Angeles between 1988 and 1989. It has been reported that the actual founding members of the gang were first members of a L.A. based heavy metal stoner group. Stoner groups were popular during this time period in Los Angeles (Nguyen, Long, 2004).

When MS was first formed, membership started to increase rapidly because membership provided a haven for newly arriving immigrants and for those immigrants who are having problems. Initially, the gang provided a source of protection, assistance, associations and a vehicle for connections for the immigrants. By the early 1990's the Mara Salvatrucha gang has grown enough in size to influence street gang activity in the Los Angeles area.

The main rival of MS became 18th Street. The two gangs battled for control of the Rampart area of Los Angeles and this only increased the tension between these two gangs. Violence between the gangs escalated and drew other Hispanic gangs into the conflict. By 1992, there was no clear winner, but the Mara Salvatrucha gang gained control of some the Rampart area.

In 1992 the California based Hispanic prison gang, the Mexican Mafia, sent an edict to the local southern California Hispanic street gangs. They were to pay a tribute, a percentage of money based on the illegal activities the street gang was involved in. Because of their well-known reputation for violence and their gang status, many gangs paid the tribute. However, some Hispanic gangs did not, including many MS cliques. This caused further conflict between MS, the Mexican Mafia and the Hispanic gangs that were paying the tribute.

By 1993, MS becomes formally involved in the trafficking of illegal drugs, extortion, robbery and murder. The Mara Salvatrucha gang also aligned itself with other southern California street gangs and the Mexican Mafia after settling the tribute issue. MS cliques started using the number "13" along with their gang name to signify this alliance. MS or MS-13 tattoos and graffiti were encountered by probation and law enforcement a short time after. Because of the southern California alignment, MS-13 like other Hispanic street gangs may also use the common "sur" or "sureno" tattoo or graffiti to further emphasize the alignment. If these terms are used they are referencing a general alliance to the Mexican Mafia and the sureno style of gangsterism encountered in southern California.

TRAINING GUIDE 4.4.1

GANG AWARENESS cont..

Migration

By 1996, Mara Salvatrucha gang members had been contacted in 14 states and by 2002 the gang's presence was noted in 28 states. Along the west coast, Oregon, Washington, Alaska, Hawaii, Mexico. Central America and Canada also reported the presence of Mara Salvatrucha gangs. Don't forget, a large population of El Salvadorian refugees and immigrants also settled in Washington, D.C., and some relocated to New York.

What makes the MS gangs unique, is that unlike traditional U.S. street gangs, some members maintains active ties with MS factions in Central America. Like 18th Street, Mara Salvatrucha has also become an internationally known street gang. Some east coast MS members also have family ties to west coast MS members.

There is some law enforcement anecdotal evidence to suggest that MS gang members who maintain contact between each other within the United States and El Salvador, do so for one reason. It is suspected that MS members have a business type relationship with some members of the El Salvadorian army and other MS cliques. The El Salvadorian army can become a source of automatic weapons, hand grenades and explosives. At one time, a hand grenade sold for \$1.00-\$2.00 (U.S. currency) in El Salvador. An M-16 rifle will sell for approximately \$200-\$220 U.S. dollars. This communication and alliance provides a mechanism for MS gang members to have access to military surplus and munitions and also establishes a network to traffic illegal firearms into the United States.

The Name What exactly does the name mean? No one knows for sure, however there are four popular translations. The first one translates to "Long Live El Slavador". It is based from the La Mara street and the Salvatrucha guerilla fighters in El Salvador. The second translation, "Watch out Maravilla, El Salvador is here." This is not the most common, but apparently derived from a reference to the Maravilla (Mara) street gangs of Los Angeles, Salva for El Salvador and the Hispanic gang slang term "trucha" for watch out. The third translation encountered is "Watch out the El Salvador gang is here." In El Salvador, "mara" is a word used to describe a group of juveniles or gang. Trucha is the gang slang for watch out and salva is used to represent El Salvador.

TRAINING GUIDE 4.4.1
GANG AWARENESS cont..

There is a fourth translation. Mara is the Central American word for gang. Salvatrucha is a Central American derogatory term for El Salvadorians. Mara Salvatrucha then translates to the El Salvadorian gang (Arriaga, 2004).

Indicia

Typically Hispanic gangs share many of the same types of indicia. This is true for the MS-13. Of course the indicia maybe regionalized or take on certain meaning depending on what part of the country the gang is from. In general, the MS-13 gang shares graffiti, hand signs, color identification, name, moniker use, tattoo, riva ls, similar crime involvement, use of photographs, slang, drawings, writings, Internet use and clothing style.

MS-13 gang members may display some, all or none of the traditional gang indicia. Commonly, MS graffiti will display the gang name in an abbreviated form or spelled out. The number 13 may be present as "13" or "XIII" or " Trece (Spanish word for 13)" or "X3." Sometimes the members will shave part of their eye brows off or scare themselves with lines to display the number 13 on their face.

SAN RAFAEL POLICE DEPARTMENT

ORIENTATION MODULE CHECKLIST

TOPICS	INSTRUCTED			PERFORMED			
	DATE	FTO	OIT	VT	WT	RP	FP
5.1.1 - DEPARTMENT ORIENTATION							
Orientation & Equipment							
SDAT & Firearms							
Computer Systems							
Presentations & POST Videos							
Patrol Readiness							
5.1.2 - FIELD ORIENTATION							
FTO Program Overview							
Department Operations & Station Orientation							
Department Policies & Procedures							
Community Orientation							
Community Resources							
5.1.3 - ETHICS							
Ethics							
Decision Making							
5.1.4 - LEADERSHIP							
Leadership							
5.1.5 - COMMUNITY RELATIONS							
Community Service							
Professional Demeanor							
Cultural Diversity							
Racial Profiling							
Crime Prevention							
Community Oriented Policing							
5.1.6 - OFFICER SAFETY							
Officer Safety							
Officer Survival							
Sniper Attack							
5.1.7 - USE OF FORCE							
Legal & Ethical Issues							
Force Options							
Weapons Inspections							
5.1.8 – PATROL PROCEDURES (PART 1)							
Patrol Activity							
Crime Detection							

VT – Verbal Test

WT – Written Test

RP – Role Playing

FP – Field Performance

SAN RAFAEL POLICE DEPARTMENT

ORIENTATION MODULE CHECKLIST

TOPICS	INSTRUCTED			PERFORMED			
	DATE	FTO	OIT	VT	WT	RP	FP
5.1.1 - DEPARTMENT ORIENTATION							
Orientation & Equipment							
SDAT & Firearms							
Computer Systems							
Presentations & POST Videos							
Patrol Readiness							
5.1.2 - FIELD ORIENTATION							
FTO Program Overview							
Department Operations & Station Orientation							
Department Policies & Procedures							
Community Orientation							
Community Resources							
5.1.3 - ETHICS							
Ethics							
Decision Making							
5.1.4 - LEADERSHIP							
Leadership							
5.1.5 - COMMUNITY RELATIONS							
Community Service							
Professional Demeanor							
Cultural Diversity							
Racial Profiling							
Crime Prevention							
Community Oriented Policing							
5.1.6 - OFFICER SAFETY							
Officer Safety							
Officer Survival							
Sniper Attack							
5.1.7 - USE OF FORCE							
Legal & Ethical Issues							
Force Options							
Weapons Inspections							
5.1.8 – PATROL PROCEDURES (PART 1)							
Patrol Activity							
Crime Detection							

VT – Verbal Test

WT – Written Test

RP – Role Playing

FP – Field Performance

5.1.1 - DEPARTMENT ORIENTATION

ORIENTATION & EQUIPMENT

- The OIT shall attend an Oath of Office Ceremony with the City Clerk.
- The OIT shall participate in a department tour guided by the training bureau staff.
- The OIT shall attend the following meetings regarding employee benefits:
 - A. Human Resources
 - B. San Rafael Police Association
- The OIT shall be issued the following items by the department training bureau and business office:
 - A. Identification cards
 - B. Uniforms
 - C. Equipment
 - D. Operations manual
 - E. Locker assignment

SDAT & FIREARMS

- The OIT shall successfully complete the department's firearms and defensive tactics training, including:
 - A. Basic Firearms
 - B. Self Defense and Tactics (SDAT)
 - C. Use of force decision-making scenarios (Hitman)
 - D. Active Shooter protocol
 - E. Emergency Vehicle Operations Course (EVOC)
 - F. Traffic stops and High-Risk stops

COMPUTER SYSTEMS

- The OIT shall successfully complete the department's information technology training, including:
 - A. RiMs
 - B. Internet
 - C. Email
 - D. CLETS/CJIS
 - E. TRAK

DEPARTMENT PRESENTATIONS & POST VIDEOS

- The OIT shall attend department specific presentations, including:
 - A. Racial profiling and cultural awareness
 - B. Coping with stress
 - C. Domestic violence and EPO protocol
 - D. Traffic collision investigation (SWITRS)

- The OIT shall successfully complete the required POST training videos, including:
 - A. Blood born pathogens
 - B. SEMS
 - C. Elder Abuse

PATROL READINESS

- The OIT shall have the necessary equipment for patrol, including:
 - A. Handgun, magazines & ammunition
 - B. ASP Baton
 - C. O.C. spray
 - D. Handcuffs
 - E. Flashlight
 - F. Spit mask & hobble
 - G. Gloves
 - H. First aid mask
 - I. Bloodborne pathogen suit
 - J. Riot helmet & gas mask
 - K. Traffic vest
 - L. Portable radio
 - M. Cellular phone
 - N. Pen, pencil & notepad
 - O. Business cards
 - P. Miranda card
 - Q. Report writing binder & forms

5.1.2 - FIELD ORIENTATION

FTO PROGRAM OVERVIEW

- The OIT shall review the following components of the Field Training Program:
 - A. Program Overview
 - B. Program Management
 - C. Training Reports
 - D. Performance Standards
 - E. Training Modules
 - F. Instructional Guides

DEPARTMENT OPERATIONS & STATION ORIENTATION

- The OIT will demonstrate a working knowledge of the department's organization, functions, work schedule, chain of command, and rules and regulations.
- The OIT shall be oriented to the following work units and areas:
 - A. Communications
 - B. Records & Support Services
 - C. Business Office
 - D. Command Staff
 - E. Watch Commander
 - F. Interview Room
 - G. Report Writing
 - H. Briefing Room
 - I. Property & Evidence Processing
 - J. Equipment Storage
 - K. Locker Rooms
 - L. Holding Cells
 - M. Investigations
 - N. Training & Personnel
 - O. Youth Services

DEPARTMENT POLICIES & PROCEDURES

- The OIT shall review and explain the following department rules and regulations:
 - A. Standard of conduct on and off duty
 - B. Rules governing outside employment
 - C. Regulations on carrying weapons off duty
 - D. Hours of all shifts and absence reporting requirements
 - E. Security of department facilities

- The OIT shall know the operation of and department policy regarding authorized personal equipment, safety equipment, and department equipment.
- The OIT shall review and explain what constitutes unauthorized equipment.
- The OIT shall review and explain department policy on uniforms and equipment damage.

COMMUNITY ORIENTATION

- The OIT shall know the jurisdictional boundaries and beat assignments utilized by the department.
- The OIT shall demonstrate the proper use of the following navigational tools:
 - A. City Map
 - B. Thomas Guide
 - C. Street Index
 - D. Beat Run Guide
 - E. Block Numbering System
- The OIT shall know the names and locations of important types of roadways in the community or assigned area, including:
 - A. Major arteries
 - B. Through streets
 - C. Dead-end streets
 - D. Freeways
 - E. Fire trails or other special access routes
- The OIT shall know the following locations within the department's jurisdiction:
 - A. Hospitals
 - B. Fire Stations
 - C. Bars and "Hot Spots"
 - D. Schools
 - E. Community Service Organizations
 - F. Park and Recreation Areas
 - G. City Facilities
 - H. County Facilities
 - I. Tow Companies
 - J. Banks
 - K. Shopping Centers

COMMUNITY RESOURCES

- The OIT shall identify the location and general function of each of the following:
 - A. City Hall
 - B. Municipal, Superior, and Juvenile Courts
 - C. District Attorney's Office
 - D. Probation Department
 - E. Coroner's Office
 - F. County Administration Building
 - G. Health and Human Services
 - H. County Jail
 - I. Juvenile Hall
 - J. Emergency Hospitals
 - K. Detox Facility
 - L. State and Federal law enforcement agencies

- The OIT shall explain the proper utilization of department special teams and outside department units, including:
 - A. SWAT/HNT
 - B. K-9
 - C. Search and Rescue
 - D. Mental Health Liaisons
 - E. Bomb Squad
 - F. Additional outside agencies

5.1.3 – ETHICS

ETHICS

- The OIT shall identify law enforcement ethical standards and explain or demonstrate how they apply to ethical decision-making.

Reference: Code of Ethics

- The OIT shall demonstrate the ability to accept responsibility for his/her actions.
- The OIT shall explain or demonstrate the following aspects of ethical conduct:
 - A. An officer shall not engage in any conduct or activities on or off duty that discredit the officer, bring the department into disrepute, or impair its efficient and effective operation.
 - B. Officers shall conduct themselves in a manner that will foster cooperation among members of the department, showing respect, courtesy, and professionalism in their dealings with one another.
 - C. Officers shall not use language or engage in acts that demean, harass, or intimidate another.
 - D. Officers shall conduct themselves toward the public in a civil and professional manner that implies a service orientation and that will foster public respect and cooperation.
 - E. Officers shall treat violators with respect and courtesy, guard against employing an officious or overbearing attitude or language that may belittle, ridicule, or intimidate the individual, or act in a manner that unnecessarily delays the performance of duty.
 - F. Officers shall adhere to the department's use-of-force policy and shall observe the civil rights and protect the well being of those in their charge.
- The OIT shall recognize his/her responsibility to prevent or stop unlawful or unethical acts by other officers in order to maintain or restore professional control over a given situation or to improve the professional quality of future interactions.
- The OIT shall identify and evaluate methods for handling unethical or criminal conduct on the part of a fellow officer.
- The OIT shall identify and discuss problems associated with some common ethical decisions, including:
 - A. Non-enforcement of specific laws by personal choice
 - B. Acceptance of gratuities
 - C. Misuse of sick time, etc.

DECISION MAKING

- The OIT shall explain the most common limitations of their discretionary authority, including:
 - A. Law
 - B. Departmental policy and procedure
 - C. Departmental goals and objectives
 - D. Community expectations
 - E. Officer safety

- The OIT shall identify the potential consequences of inappropriate discretionary decision making, including:
 - A. Death or injury
 - B. Additional crime
 - C. Civil and vicarious liability
 - D. Discipline
 - E. Embarrassment to department
 - F. Relationship with the community

- The OIT shall identify the proper dispositions of various scenarios, simulated incidents, or calls for service, including:
 - A. Arrest
 - B. Cite and Release
 - C. Referral
 - D. Verbal warning
 - E. No action

5.1.4 - LEADERSHIP

LEADERSHIP

- The OIT shall identify and develop effective leadership strategies that provide purpose, direction, and motivation to co-workers and community members.
- The OIT shall illustrate through explanation or example how each of the following leadership competencies can affect his/her skills and abilities as an officer, including:
 - A. Integrity
 - B. Credibility
 - C. Trust
 - D. Discretion
 - E. Duty
 - F. Loyalty
 - G. Honesty
- The OIT shall assess and explain his/her leadership role within the department with clear consideration of the organization's vision, mission, and values statement.
- The OIT shall assess the department's goals and objectives and explain how he/she can contribute toward meeting or exceeding expectations.

5.1.5 - COMMUNITY RELATIONS

COMMUNITY SERVICE

- The OIT shall explain the department's responsibilities to provide community service, including:
 - A. Protect life and property
 - B. Maintain order
 - C. Crime prevention
 - D. Public education
 - E. Delivery of service
 - F. Enforcement of law(s)

- The OIT shall be aware of the department's community programs and partnerships, including:
 - A. COPS
 - B. School Resource Officer
 - C. Downtown Foot Beat Officer
 - D. Mental Health Liaison
 - E. Other programs

PROFESSIONAL DEMEANOR

- The OIT shall explain the basic principles of professionalism in law enforcement, including:
 - A. Appearance
 - B. Attitude
 - C. Interpersonal skills

- The OIT shall be aware of citizen's perception of the department and its officers.

- The OIT shall explain the verbal factors that affect public response, including:
 - A. Profanity
 - B. Derogatory language
 - C. Ethnically offensive terminology

- The OIT shall explain the non-verbal that affect public response, including:
 - A. Officious and disrespectful attitude
 - B. Improper use of body language
 - C. Improper cultural response

- The OIT shall explain the benefits to explaining the reasons for actions taken to inquiring citizens.
- The OIT shall demonstrate the ability to communicate with any segment of the public in such way as to enhance police service and community attitudes toward the police, including:
 - A. Community contacts
 - B. Business contacts
 - C. Community involvement
 - D. Positive role modeling
 - E. Mentoring
- The OIT shall review and explain the policy and procedures associated with conduct both on and off duty, including.
 - A. Driving habits
 - B. Concealed weapons
 - C. Police action
 - D. Court appearances

Reference:

CULTURAL DIVERSITY

- The OIT shall explain how the culture of the community can have an affect on the community's relationship with the department.
- The OIT shall identify cultural motivations and biases that may affect professional ethics and the law.
- The OIT shall assess and explain ways in which he/she can increase the trust of the community he/she serves.

RACIAL PROFILING

- The OIT shall distinguish that effective law enforcement profiles behavior rather than race.
- The OIT shall recognize that 13519.4 PC states, "a law enforcement officer shall not engage in racial profiling," and that it applies to all protected classes, including gender and religion.
- The OIT shall explain the 4th and 14th amendments of the US Constitution and how they define law enforcement activities that pertain to racial profiling.

- The OIT shall discuss how the history of the community can have an affect on the community's relationship with his/her department.
- The OIT shall be able to summarize and apply the department's policy regarding racial profiling.

CRIME PREVENTION

- The OIT shall demonstrate the knowledge and skills necessary to gain citizen support and participation in the prevention of crime.
- The OIT shall give examples of general forms of crime prevention, including:
 - A. Advice concerning mechanical devices (alarms, locks, and target hardening)
 - B. Control of conditions (lighting, access, and architecture)
 - C. Public awareness
 - D. Property identification
 - E. Neighborhood watch programs

COMMUNITY ORIENTED POLICING

- The OIT shall review and explain the department's concept of community oriented policing as it relates to community priorities and needs, focusing on specific violations, crimes, or circumstances.
- The OIT shall explain the crime triangle, including
 - A. Offender
 - B. Victim
 - C. Location
- The OIT shall describe the advantages of working with the community to find solutions to problems related to community safety and quality of life issues.
- The OIT shall demonstrate leadership by becoming a facilitator who assists and motivates the community to develop solutions to their problems.
- The OIT shall explain the department's problem-solving model, including:
 - A. Service needs and demands in their patrol area.
 - B. Information gleaned from various community sources.
 - C. Identify crime and disorder problems and distinguish them from incidents.
 - D. Develop plans with citizens to address crime and disorder problems.
 - E. Work with citizens to assess the results of their efforts.

5.1.6 - OFFICER SAFETY

OFFICER SAFETY

- The OIT shall explain and demonstrate contact officer tactics and responsibilities, including:
 - A. Primary responsibility dealing with suspects, victims and witnesses
 - B. Records incident information
 - C. Performs pat down and custody search of suspect(s)
 - D. Issues all citations
 - E. Recovers evidence and contraband
 - F. Handles routine radio communications
 - G. Relays pertinent information to cover officer and medical personnel
 - H. Watches hand movement

- The OIT shall explain and demonstrate cover officer tactics and responsibilities, including:
 - A. Approach
 - B. Cover positions with vehicle(s) and person(s)
 - C. Position of advantage
 - D. Monitor suspects actions
 - E. Communications with contact officer and danger signals
 - F. Position of assistance during arrest
 - G. Assistance as directed by contact officer

- The OIT shall discuss the roles of the contact and cover officers during and after a pursuit, felony car stop, or foot chase, including:
 - A. Radio responsibilities
 - B. Firearms/Weapons systems
 - C. Position to assume after the vehicle or person is stopped
 - D. Officer-to-officer communication

- The OIT shall safely and effectively demonstrate the responsibilities of both the contact and cover officer positions during:
 - A. Calls for service
 - B. "In-progress" calls
 - C. Pedestrian stops
 - D. Traffic stops
 - E. High-speed pursuit, felony stop, and/or foot chase

- The OIT shall explain how to react when encountering a plain-clothes officer in the field, including:
 - A. No acknowledgement until presence acknowledged by plain-clothes officer
 - B. In the absence of acknowledgement, reaction identical to any other citizen
- The OIT shall explain how to react to uniformed officers if the OIT makes a plain-clothes or off-duty arrest.
- The OIT shall explain ways to avoid the hazards of “silhouetting.”
- The OIT shall explain how to avoid making telltale “police noises,” such as:
 - A. Vehicle(s)
 - B. Radio noises
 - C. Key and whistle noises
- The OIT shall explain the importance of always keeping a subject’s hands in view.
- The OIT shall explain safe and effective tactics for initiating a foot pursuit of a fleeing suspect.
- The OIT shall explain department policies on mutual aid and jurisdiction, including:
 - A. Use of official vehicles outside the department’s jurisdiction
 - B. Responding to calls for assistance outside the department’s jurisdiction
 - C. Assisting other agencies with arrests within department jurisdiction

OFFICER SURVIVAL

- The OIT shall discuss the benefits, limitations and characteristics of protective body armor, including:
 - A. Benefits for wearing
 - B. Types of body armor
 - C. Level of protection against firearms
 - D. Level of protection against knives and other penetrating weapons
- The OIT shall identify and explain the importance of physical, mental, and emotional conditioning in officer survival, including:
 - A. Concept of tactical retreat
 - B. Mental conditioning
 - C. Physical conditioning
 - D. Weapon retention

SNIPER ATTACK

The OIT shall explain those steps which should be immediately taken when confronted with a “set-up”, ambush, or sniper situation including: of assailants

- A. Cover/Concealment
- B. Calling for assistance
- C. Isolating and clearing
- D. Determining possible location

The OIT shall discuss tactical actions that can be taken by the driver of a vehicle that comes under sniper attack:

- A. Acceleration/Reversal out of “kill zone”
- B. Turning into nearest available cover
- C. Abandonment of target vehicle
- D. Awareness of possible secondary ambush

The OIT shall discuss tactics that should be used when the police vehicle has been hit with a firebomb:

- A. Acceleration
- B. Roll-up windows
- C. Abandon vehicle

5.1.7 - USE OF FORCE

LEGAL ISSUES

- The OIT shall review and discuss the legal and ethical considerations relating to the use of force, including “reasonable force.”

Reference: 835 PC; 835a PC; 843 PC; 198 PC

- The OIT shall explain department policy, legal ramifications, and civil liabilities attached to both the officer and the department through the use of physical force or deadly force.
- The OIT shall identify and evaluate situations that justify the use of deadly force and those situations that do not justify such use.

Reference: 196 PC; 198 PC; 835a PC; 843 PC

FORCE OPTIONS

- The OIT shall explain the department general policy on use of force.
- The OIT shall explain what is meant by “force options” and provide examples of each that would fall within legal and moral limits, including:
 - A. Non-verbal
 - B. Verbal (Tactical communication)
 - C. Physical (Personal weapons)
 - D. Less lethal options
 - E. Deadly force
- The OIT shall explain and demonstrate the concept “command presence”.
- The OIT shall explain and demonstrate the effective use of tactical communication.
- The OIT shall explain the policies and procedures relating to the use of personal weapons, including:
 - A. Control holds
 - B. Nerve stimulation
 - C. Arrest techniques
 - D. Weaponless defense
 - E. Strike areas
 - F. Carotid restraint

- The OIT shall explain the policies and procedures relating to the use of the hobble restraint device and spit mask, including:
 - A. Maximum restraint
 - B. Medical considerations
 - C. Transportation
 - D. Spit mask

- The OIT shall explain the policies and procedures relating to the use of chemical agents, including:
 - A. Deployment
 - B. First aid
 - C. Medical clearance
 - D. Hobble restraint

Reference: G.O. 80-39

- The OIT shall explain the policies and procedures relating to the use of the ASP baton, including:
 - A. Strike modes
 - B. Baton strikes
 - C. Strike areas
 - D. Identification of “potentially lethal” areas
 - E. First aid
 - F. Medical clearance

- The OIT shall explain the policies and procedures relating to the use of the other authorized impact weapons, including:
 - A. Identification of recognized baton and impact weapon “target” areas
 - B. Identification of “potentially lethal” areas
 - C. First aid
 - D. Medical clearance

- The OIT shall explain the policies and procedures relating to the deployment of the police canine, including:
 - A. Deployment considerations
 - B. Officer conduct
 - C. Injured handler
 - D. Suspect searches

Reference: G.O. 85-01

- The OIT shall explain considerations relating to the use deadly force, including:
 - A. Type of crime and suspect(s) involved
 - B. Threat to the lives of innocent persons
 - C. Law and department policy
 - D. Officer's present capabilities
 - E. Capabilities of officer's weapon
- The OIT shall explain the policies and procedures relating to the discharge of firearms.

Reference: G.O. 80-30

WEAPONS INSPECTIONS

- The OIT shall properly demonstrate the ability to unload and load his/her handgun.
- The OIT shall properly demonstrate the patrol rifle inspection procedure.

Reference: G.O. 95-02

- The OIT shall properly demonstrate the patrol shotgun inspection procedure

Reference: G.O. 83-05

- The OIT shall explain the procedure for documenting weapon damage and malfunctions.
- The OIT shall explain and demonstrate the procedures for patrol deployment of the rifle and shotgun, including:
 - A. Carry and sling techniques
 - B. Clear and secure procedures

5.1.8 - PATROL PROCEDURES (PART 1)

PATROL ACTIVITY

The OIT shall explain the beat assignments and minimum service levels for each shift.

The OIT shall explain the policies and procedures related to coffee and meal breaks.

The OIT shall explain the principle types of police patrol and their respective impacts on community relations.

The OIT shall review and explain basic preventative patrol methods utilized by an officer, including:

- A. Frequent checks and contacts with business premises
- B. Frequent checks of suspicious persons
- C. Fluctuating patrol patterns
- D. Maintenance of visibility and personal contact
- E. Daily individual patrol and community action plan

The OIT shall discuss the advantages of foot patrol and bicycle patrol, including:

- A. Increased personal contact between police and citizens
- B. Increased observation ability
- C. Increased ability to gather information

The OIT shall discuss the advantages of motorized patrol, including:

- A. Increased speed and mobility
- B. Increased conspicuousness
- C. Availability of additional equipment
- D. Increased transportation capability
- E. Decreased response time
- F. Communications

The OIT shall explain and demonstrate how to prepare for a normal patrol shift:

- A. Gathering information through crime reports and briefings
- B. Gathering needed materials (i.e., report forms, citation books, etc.)
- C. Obtaining and checking equipment
- D. Planning work around identified priorities
- E. Preparing daily patrol and community action plan

The OIT shall explain the importance of positive daily personal contact with citizens.

CRIME DETECTION

- The OIT shall explain and demonstrate techniques and procedures that improve a patrol officer's capabilities in preventing and detecting crime.
- The OIT shall identify factors to be considered in becoming familiar with the community, including:
 - A. General population and demographics
 - B. Geographic information
 - C. Recent criminal activity
- The OIT shall explain and demonstrate what an officer on nighttime patrol should be looking for:
 - A. Broken glass
 - B. Open doors and windows
 - C. Pry marks
 - D. Suspicious vehicles
 - E. Persons on foot
 - F. Differences in normal lighting (on or off)
 - G. Unusual sounds
 - H. Access to rooftop or upper floors
- The OIT shall identify ways to determine if a parked vehicle has been recently operated.
- The OIT shall describe or demonstrate how to conduct surveillance, including:
 - A. Invisible deployment
 - B. Radio security
 - C. Use of surveillance and vision devices

SAN RAFAEL POLICE DEPARTMENT

MECHANICAL MODULE CHECKLIST

TOPICS	INSTRUCTED			PERFORMED			
	DATE	FTO	OIT	VT	WT	RP	FP
5.2.1 - PATROL VEHICLE OPERATIONS							
Patrol Vehicle Inspection							
Operational Safety							
Operational Liability							
EVOC & Pursuits							
5.2.2 - RADIO COMMUNICATIONS							
Radio Communications							
Information Systems & Telecommunications							
Dispatch Operations							
5.2.3 – REPORT WRITING							
Field Notes							
Report Writing							
5.2.4 - CRIMINAL LAW, SEARCH & SEIZURE							
Criminal Law							
Laws of Arrest							
Contacts & Detentions							
Arrests							
Search & Seizure							
Warrants							
5.2.5 - PATROL PROCEDURES (PART 2)							
Crimes in Progress							
Building Searches							
Medical Aid							
Fires							
Lost & Found Property							
Animal Control							
5.2.6 – TRAFFIC (PART 1)							
Traffic Control							
Traffic Enforcement							
Vehicle Storage & Impounds							
Vehicle Searches							

VT – Verbal Test WT – Written Test RP – Role Playing FP – Field Performance

5.2.1 – PATROL VEHICLE OPERATIONS

PATROL VEHICLE INSPECTION

- The OIT shall explain the purposes of a vehicle inspection prior to driving, including:
 - A. Prevention of accidents
 - B. Promotion of operational efficiency
 - C. Reduction of maintenance and repair costs
 - D. Location of contraband, evidence, or property

- The OIT shall conduct a patrol vehicle pre-shift inspection, including:
 - A. Visual check of exterior for damage and the tires for wear and proper inflation
 - B. Inspection of the trunk for the spare tire and required equipment
 - C. Operations check of the emergency equipment
 - D. Inspection of the firearms/weapons and release systems
 - E. Inspection of vehicle interior for contraband, evidence or property

Reference: G.O. 704.3.1

- The OIT shall explain department policy regarding requests for vehicle service.

- The OIT shall explain department policy regarding proper maintenance of the police vehicle, including:
 - A. Regular maintenance procedure and service of patrol vehicles
 - B. Documentation of damaged or mechanically deficient vehicles for repair
 - C. Vehicle service requests

OPERATIONAL SAFETY

- The OIT shall explain and demonstrate approved driving techniques, including:
 - A. Backing
 - B. Parking
 - C. Passing

- The OIT shall identify the components of “defensive driving”, including:
 - A. Driver attitude
 - B. Driver skill
 - C. Vehicle capability

- The OIT shall discuss the factors which influence the stopping distance of a vehicle, including:
 - A. Driver condition
 - B. Vehicle condition
 - C. Environmental conditions, including road surfaces
 - D. Vehicle speed
 - E. Reaction time and distance
 - F. Braking distance
 - G. Knowledge of anti-lock braking systems

- The OIT shall identify driver attitudes that can contribute to the occurrence of traffic accidents, including:
 - A. Over-confidence
 - B. Impatience (including “road rage”)
 - C. Self-righteousness

- The OIT shall discuss the effects of driver fatigue, including:
 - A. Lower visual efficiency
 - B. Slower reaction time

- The OIT shall drive the vehicle in a safe and alert manner complying with all laws, regulations, and policies.

- The OIT shall explain the policies related to seatbelt use.

Reference: G.O. 384.5.1

- The OIT shall explain the county roadblock procedure.

Reference: G.O. 352.1.1

OPERATIONAL LIABILITY

- The OIT shall discuss how an officer operating a law enforcement vehicle under non-emergency conditions is subject to the same laws as any other driver.

Reference: 21052 VC

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

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

- The OIT shall explain the exemption requirements of the Vehicle Code regarding the use of red lights and siren.

Reference: 21055(b) VC and 21807 VC.

- The OIT shall explain the conditions under which he/she or their department may be held liable for deaths, injury, or property damage which occur while an emergency vehicle is being operated with red lights and siren, including:
 - A. A negligent or wrongful act or omission
 - B. When not in immediate pursuit or responding to an emergency
 - C. Failure to drive with due regard for the safety of all persons

Reference: 17001 VC, 17004 VC and 21056 VC

EVOC & PURSUITS

- The OIT shall review and explain the department's policy regarding emergency driving, including:
 - A. Response codes
 - B. Hi-Lo siren

Reference: G.O. 316.2

- The OIT shall identify the tactics that should be utilized by the driver of an emergency vehicle while in a pursuit or any other emergency response, including:
 - A. Slowing for intersections
 - B. Careful observation at cross streets
 - C. Caution when passing other vehicles
 - D. Constant alertness for any unforeseen hazard
 - E. Using a well-planned route of travel in emergency response situations
- The OIT shall review and discuss the department pursuit policy.

Reference: G.O. 314.1

5.2.2 - RADIO COMMUNICATIONS

RADIO COMMUNICATIONS

- The OIT shall review and briefly summarize department policy on communications control and coordination and radio call numbers.
- The OIT shall memorize and recite the phonetic alphabet.
- The OIT shall memorize and recite commonly used “ten codes”.
- The OIT shall be familiar with commonly used code numbers used for dispatching call for service.
- The OIT shall demonstrate knowledge of department radio procedures and proficient use of the radio, including:
 - A. Waiting until the air is clear before pressing the transmit button
 - B. Pressing the transmit button firmly
 - C. Speaking calmly and clearly into the microphone
 - D. Avoiding over-modulation by speaking moderately into the microphone
 - E. Knowing the meaning of “emergency traffic only”
 - F. Saving non-emergency transmissions until after “emergency traffic only”
 - G. Knowing the call signs, assignments, and locations of other officers
- The OIT shall properly utilize the radio to complete a crime broadcast, including:
 - A. Type of incident and number of suspects
 - B. Complete known description of suspect(s)
 - C. Loss (if any) or property description
 - D. Weapon(s) used
 - E. Vehicle(s) used
 - F. Direction(s) of flight
- The OIT shall explain the proper use of the police radio and transmissions to maintain control of a vehicle pursuit, including:
 - A. Identification of the suspect vehicle, including license plate number
 - B. Violation or other “wanted” information on vehicle or suspect(s)
 - C. Number of occupants and weapons information
 - D. Speed and direction of travel
 - E. Traffic conditions
 - F. Necessity for cover and number of units needed
 - G. Location of vehicle stop

- The OIT shall use the police radio to maintain control of an emergency situation, including:
 - A. Voice control to stabilize the situation
 - B. Control of possible escape routes and establishment of perimeter
 - C. Control of response of other police units

INFORMATION SYSTEMS & TELECOMMUNICATIONS

- The OIT shall give examples where inquiries into a law enforcement information system would be necessary to obtain the following:
 - A. Locate information on lost, stolen, or recovered property or vehicles
 - B. Establish probable cause for a search or an arrest
 - C. Verify the validity of a warrant
 - D. Verify the validity of a driver's license or vehicle registration
 - E. Verify wanted persons information
 - F. Determine the status of a person on parole or probation
 - G. Report or locate a missing person
- The OIT shall identify the law enforcement information systems used by the department, including:
 - A. Automated Property System (APS)
 - B. Stolen Vehicle System (SVS)
 - C. Wanted Persons System (WPS)
 - D. Automated Firearms System (AFS)
 - E. Domestic Violence Restraining Order System (DVROS)
 - F. Missing Unidentified Person System (MUPS)
- The OIT shall demonstrate knowledge of the minimum information requirements for generating a system inquiry related to the following categories:
 - A. Wanted persons
 - B. Property, vehicles, and firearms
 - C. Criminal histories
 - D. DMV information
 - E. Miscellaneous information
- The OIT shall review and explain department policy regarding the proper use or misuse of Mobile Data Terminals (MDT's) and on-board laptop computers.
- The OIT shall identify inappropriate use of law enforcement information systems according to department policy and law.

DISPATCH OPERATIONS

- The OIT shall complete a Dispatch orientation and understand the responsibilities of Communications personnel, including:
 - A. Overview of Dispatch Center
 - B. Dispatcher assignments and responsibilities

- The OIT shall demonstrate an understanding of the department's phone system, including:
 - A. 911 call routing and emergency calls
 - B. Ring-down lines and non-emergency lines
 - C. Translator services
 - D. TDD service
 - E. Instant playback and taped calls
 - F. Nextel phone usage

- The OIT shall demonstrate an understanding of the department's radio system, including:
 - A. MERA radio system overview
 - B. Radio functions
 - C. Emergency button activation
 - D. PD Mac vs. Control 2

- The OIT shall demonstrate an understanding of the department's dispatch computer system, including:
 - A. Rims overview
 - B. Mobile RiMS vs. Desktop RiMS
 - C. Incident entries
 - D. Officer initiated incidents
 - E. Call priorities
 - F. Information requests
 - G. Tow requests

5.2.3 - REPORT WRITING

FIELD NOTES

- The OIT shall identify the types of information that should be entered into his/her field notes, including:
 - A. Date, day, time, vehicle number
 - B. Name of partner or supervisor
 - C. Type of incident
 - D. Pertinent information
 - E. Names of suspects, victims, witnesses, and reporting persons
- The OIT shall explain the necessity for field notes, including:
 - A. Reference for future investigation
 - B. Reference for future court appearance
 - C. Beat or area information
- The OIT shall properly use field notes or a notebook to record pertinent information.
- The OIT shall understand that the contents of field notes and notebooks are discoverable in a court proceeding.

REPORT WRITING

- The OIT shall discuss the importance of police reports, including
 - A. Recording facts to a permanent record
 - B. Providing coordination of follow-up activities
 - C. Providing investigative leads
 - D. Providing statistical data
 - E. Providing a source for OIT evaluation
 - F. Providing reference material
- The OIT shall explain the qualities of a good police report, including:
 - A. Accuracy
 - B. Completeness
 - C. Clarity
 - D. Legibility
 - E. Objectivity
 - F. Grammatical and structural correctness
 - G. Timely
 - H. First person, active voice and past tense

- The OIT shall explain flow of completed reports and the information that they contain.
- The OIT shall explain the proper use of common report forms.
- The OIT shall record all pertinent information in the proper report form after handling a “cold report” call for service.
- The OIT shall prepare a report that minimally includes:
 - A. Organizing facts in chronological order
 - B. Relating facts in appropriate sentence form
 - C. Correctly filing in all appropriate boxes
 - D. Properly establishing who, what, when, where, why, how and how many
 - E. Properly establishing the elements of the crime(s), when appropriate
- The OIT shall demonstrate the ability to satisfactorily include all the appropriate information in police reports, including:
 - A. Elements constituting the offense
 - B. Documentation of reasonable/probable cause to arrest
 - C. Description of all physical evidence, where it was found, and its disposition
 - D. Description of all suspects and whether or not they are in custody

5.2.4 – CRIMINAL LAW, SEARCH & SEIZURE

CRIMINAL LAW

- The OIT shall identify the elements of a crime, including:
 - A. Any act or omission
 - B. By a person
 - C. In violation of statutory law
 - D. For which there is punishment

- The OIT shall define “crimes” and punishments” as recognized in California criminal law, including:
 - A. Act
 - B. Omission
 - C. Felony
 - D. Misdemeanor
 - E. Infraction

- The OIT shall define “parties to a crime” as recognized in California criminal law, including:
 - A. Accessory
 - B. Accomplice
 - C. Principal

- The OIT shall define other common terms as recognized in California criminal law, including:
 - A. Corpus delicti
 - B. Criminal negligence
 - C. Implied intent
 - D. Specific intent
 - E. Transferred intent

- The OIT shall describe those persons who are legally incapable of committing a crime in the state of California (26 PC).

- The OIT shall identify common crimes by name, code number, and crime classification.

- The OIT shall review and explain any new or revised state legislative mandates.

LAWS OF ARREST

- The OIT shall explain a peace officer's authority to make an arrest.

Reference: 836 PC, 40300.5 VC, 40301 VC and 40302 VC

- The OIT shall explain the various requirements related to arrests, including:

- A. Time of day or night that an arrest may be made
- B. The information to be provided to the arrestee
- C. Disposition of the arrestee

Reference: 825 PC, 840-841 PC, 848-849 PC, 851.5 PC, 853.5-853.6 PC

- The OIT shall explain the procedures for handling a citizen's arrest, including:

- A. Acceptance of arrest
- B. Release without charges
- C. Misdemeanor citation
- D. Criminal complaint

Reference: G.O. 91-03, 837 PC and 847 PC

- The OIT shall explain the requirements for advising a person of Miranda rights.
- The OIT shall explain the requirements regarding gaining admittance into a location to make an arrest.

Reference: 844 PC

- The OIT shall explain the amount of force that may be used when affecting an arrest.

Reference: 835 PC and 843 PC

- The OIT shall explain instances where he/she is not civilly liable for false imprisonment arising out of an arrest.

Reference: 142(c) PC, 836.5 PC and 847 PC

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

- A. Diplomatic immunity (22 U.S. Const. 252)
- B. Stale misdemeanor rule (Hill v. Levy) (Roynin v. Battin)
- C. Congressional exceptions (Art. 1, Sec. 6, US) (Art. 4, Sec. 2, Cal)

CONTACTS & DETENTIONS

- The OIT shall explain the concepts of consensual encounter and reasonable cause to stop and detain.
- The OIT shall explain the elements of a consensual contact, including:
 - A. Voluntary (request-choice)
 - B. Identification & information requests
- The OIT shall explain the elements of reasonable suspicion required for a lawful detention, including:
 - A. Crime related activity that has occurred, is occurring, or is about to occur
 - B. Specific facts (i.e. time of day, high crime area, etc.)
 - C. Involvement by the person to be detained in the crime-related activity
- The OIT shall identify and discuss those tactical variables to consider when encountering a person on foot, including:
 - A. Whether or not to stop the person
 - B. When and where to stop the person
 - C. Methods to utilize in stopping the person (approach on foot vs. in the vehicle)
- The OIT shall demonstrate positions that one or two officers can take while interviewing one or more suspicious persons to minimize the possibility of attack.
- The OIT shall explain the case law related to detentions, including:
 - A. Searches
 - B. Duration
 - C. Location or movement during detentions
 - D. Restrained detentions
 - E. Multiple officers
 - F. Weapons deployed

The OIT shall properly and legibly complete the field interview (FI) report form.

The OIT shall explain use of CLETS in determining a person's wanted status.

The OIT shall safely and effectively conduct a lawful contact or detention and complete a field interview (FI) report or make any other proper disposition.

ARRESTS

- The OIT shall recognize the presence or absence of probable cause to arrest and explain the reasons behind that decision given various scenarios.
- The OIT shall safely and effectively control one or more suspects, applying all officer safety tactics.
- The OIT shall demonstrate effective search techniques for both male and female suspects, including:
 - A. Constant alertness, including keeping hands in view
 - B. Maintaining control and position of advantage
 - C. Standing, kneeling, and prone position searches
 - D. Safeguarding of weapons
- The OIT shall review and explain department policy regarding searching individuals of the opposite sex.

Reference: G.O. 90-02, appendix F

- The OIT shall identify the purposes for handcuffing, including the prevention of the following:
 - A. Attack
 - B. Escape
 - C. Destruction or concealment of evidence or contraband
- The OIT shall discuss various handcuffing principles, including:
 - A. Control of the suspect(s) and the handcuffs
 - B. Positioning of the suspect's hands, key holes, and double locking mechanisms
 - C. Reasonable degree of tightness
 - D. Observation of restrained suspects
 - E. Other approved restraint devices (i.e., flex cuffs, hobbles, etc.)
 - F. Safe and controlled removal of handcuffs and other restraint devices
- The OIT shall review and explain the department policy regarding the handcuffing of prisoners, including males, females, juveniles, mentally ill, pregnant females, and all other types of detainees or prisoners.
- The OIT shall be able to safely and effectively handcuff single or multiple suspects and transport single or multiple suspects away from an arrest scene.

SEARCH & SEIZURE

- The OIT shall review and explain the following terms relating to searches:
 - A. Consent
 - B. Scope
 - C. Instrumentalities
 - D. Contraband
 - E. Contemporaneous
 - F. Knock and notice

- The OIT shall explain the circumstances under which legal authorized searches may be made, including:
 - A. Pat searches
 - B. Consent searches
 - C. Probable cause searches
 - D. Search warrant
 - E. Plain view
 - F. Incident to arrest
 - G. Exigent circumstances
 - H. Probation or parole search

- The OIT shall identify those items for which an officer may legally search, including:
 - A. Dangerous weapons
 - B. Fruits of the crime
 - C. Instruments of the crime
 - D. Contraband
 - E. Evidence
 - F. Suspects
 - G. Victims

- The OIT shall explain the basic types of searches, including:
 - A. Visual/cursory search
 - B. Pat-down search
 - C. Field search (standing, kneeling, prone)
 - D. Strip search
 - E. Body cavity search

- The OIT shall recognize and explain the police officer's right to search a person where probable cause to arrest exists.

- The OIT shall review and explain the laws regarding parole and probation violations, searches and holds.

- The OIT shall explain the common principles of a search, including:
 - A. Constant alertness
 - B. Physical control
 - C. Cover officer
 - D. Thorough search
 - E. Securing weapons

- The OIT shall identify those places on the person of both males and females where dangerous weapons or contraband may be concealed.

- The OIT shall safely and effectively conduct a legal pat-down search.

- The OIT shall safely and effectively conduct a field search.

- The OIT shall explain the responsibilities of the cover officer during a search, including:
 - A. Protecting the searching officer from bystanders
 - B. Protecting the searching officer from those being searched
 - C. Assisting in control of the person(s) being searched
 - D. Continuous observation of the person(s) being searched

- The OIT shall safely and effectively serve as a cover officer while another officer conducts a search of one or more suspect(s).

- The OIT shall discuss the limits of searches related to the following:
 - A. Protective sweeps
 - B. Closed containers
 - C. “Bright line” searches
 - D. Inventory searches

- The OIT shall explain the “exclusionary rule” and “fruits of the poisonous tree”.

- The OIT shall review and explain the concept of lawful evidence seizure and instances where force may be justified, including:
 - A. Preventing a suspect from swallowing evidence
 - B. Inducing a suspect to vomit
 - C. Extracting blood evidence from a suspect
 - D. Extracting fingerprint evidence from a suspect

WARRANTS

- The OIT shall explain the laws and procedures for obtaining search or arrest warrants, including:
 - A. Probable cause necessity
 - B. Allowable exclusions (including hot pursuit and emergency situations)
 - C. Process for obtaining warrants during and after business hours

- The OIT shall describe the process and restrictions related to serving search and arrest warrants, including:
 - A. Hours of service for felony arrest warrants
 - B. Hours of service for misdemeanor arrest warrants
 - C. Hours of service for search warrants
 - D. Knock and notice for search warrants and exceptions to
 - E. "Signing off" warrants/return

5.2.5 - PATROL PROCEDURES (PART 2)

CRIMES IN PROGRESS

- The OIT shall explain department policy and factors to consider when responding to a crime in progress, including:
 - A. Proceeding directly to scene as quickly and silently as possible
 - B. Proceeding directly to scene utilizing emergency lights and/or siren
 - C. Proceeding to the location most likely to intercept fleeing suspects
 - D. Proceeding to scene and coordinating arrival and/or deployment with other units
 - E. Distance to location
 - F. Availability of assisting units
 - G. Nature of crime
 - H. Traffic and environmental conditions
 - I. Concern for possible lookouts
 - J. Watch for fleeing suspects
 - K. Parking and securing vehicle
 - L. Apprehension of suspect(s)
 - M. Broadcasting additional information
 - N. Securing the scene

- The OIT shall explain department policy and procedures for responding to a prowler call, including:
 - A. Coordination of responding units
 - B. Utilization of a quiet and possibly “blacked-out” approach
 - C. Containment of the area
 - D. Parking and securing the vehicle
 - E. Immediate contact of the informant or RP (advantages and disadvantages)
 - F. Controlled search of area or location
 - G. Inspection for telltale signs, footprints, barking of dogs, etc.
 - H. Locate “warm” vehicles

- The OIT shall explain department policy and procedures for responding to an alarm call, including:
 - A. Secure perimeter
 - B. Diagonal deployment
 - C. Signs of forced entry
 - D. Contact with owner or alarm company
 - E. Building search techniques
 - F. Proper disposition of call

BUILDING SEARCHES

- The OIT shall identify and explain the principles of a safe and effective search of a building that may contain a suspect, including:
 - A. Containment of the building
 - B. Containment of area(s) already searched
 - C. Utilization of a systematic method
 - D. Safe searching techniques
 - E. Appropriate use of canine or specialized assistance
- The OIT shall safely and effectively conduct a building or area search.

MEDICAL AID

- The OIT shall possess the knowledge and skills needed to administer necessary first aid during emergency situations.
- The OIT shall review and explain the department's policy on administering first aid.
- The OIT shall discuss why a law enforcement officer is morally, ethically, and legally required to maintain proficiency in first aid techniques.

Reference: 217 H&S

- The OIT shall explain why the improper application of first aid techniques could result in civil action against the officer and the department.
- The OIT shall properly administer the necessary first aid following the summoning of professional emergency assistance.
- The OIT shall explain the department's plan for the management of occupational exposure to blood and airborne pathogens.
- The OIT shall explain department policies concerning providing aid and transportation to sick or injured persons.
- The OIT shall explain the proper procedures for requesting a paramedic response, including:
 - A. Nature of injury
 - B. Level of consciousness
 - C. Medical conditions
- The OIT shall explain the difference between Basic Life Support (BLS) and Advanced Life Support (ALS).

FIRES

- The OIT shall identify various types of fires and the best response to each of the following:
 - A. Dry combustibles
 - B. Flammable liquids
 - C. Electrical
 - D. Combustible metals
- The OIT shall identify and discuss the initial steps to be taken when confronted with a fire in a building, including:
 - A. Request for fire department
 - B. Request for further law enforcement assistance, if necessary
 - C. Immediate evacuation of any occupants
 - D. Isolation of the immediate area
 - E. Establishment of a perimeter for crowd control
 - F. Vehicle removal
- The OIT shall explain the procedure for locating hydrants and deploying hoses.
- The OIT shall identify and discuss the best methods of conducting a safe and effective search for victims in a burning building.
- The OIT shall recognize signs that indicate a burning building is unsafe to enter.
- The OIT shall perform all the necessary steps to safely and effectively manage a fire scene.
- The OIT shall explain the department policies and procedures for investigating a suspected arson.

LOST AND FOUND PROPERTY

- The OIT shall explain the department policies and procedures relating to the disposition of property other than evidence including:
 - A. Found property
 - B. Safekeeping property for injured, ill, or deceased persons
 - C. Safekeeping weapons for mentally ill persons or restrained persons
- The OIT shall explain the policies and procedures for storing property at the department's off-site storage facility.

ANIMAL CONTROL

- The OIT shall explain the department's policy and procedures when confronted with different types of animal control situations, including:
 - A. Injured animals
 - B. Dead animals
 - C. Rabid animals
 - D. Noisy animals
 - E. Stray animals
 - F. Wild animals
 - G. Nuisances created by unsanitary keeping of animals
 - H. Protective custody of animals
 - I. Animal bites

- The OIT shall explain the department's policy and procedures when it is determined that a vicious, dangerous, or injured animal must be killed/destroyed. This explanation shall minimally include:
 - A. Whom to notify prior to killing the animal
 - B. Who may shoot the animal
 - C. What report should be completed following the shooting of the animal
 - D. How disposal of the dead animal is handled

The OIT shall effectively assess and handle an animal control situation.

5.2.6 – TRAFFIC (PART 1)

TRAFFIC CONTROL

- ❑ The OIT shall demonstrate recognized traffic control hand signals.
- ❑ The OIT shall demonstrate a method for using the flashlight to direct traffic in the hours of darkness.
- ❑ The OIT shall explain and safely demonstrate the use of flare patterns and cones to control traffic.
- ❑ The OIT shall explain the policies and procedures related to traffic control at signalized and uncontrolled intersections.
- ❑ The OIT shall explain the use of temporary signs and barricades to control traffic.
- ❑ The OIT shall explain the callout procedures for public works.

TRAFFIC ENFORCEMENT

- ❑ The OIT shall be familiar with common terms as used in the California Vehicle Code.
- ❑ The OIT shall explain the authority to arrest provided in the California Vehicle Code.

Reference: 40300.5 - 40303 VC and 40305 VC

- ❑ The OIT shall discuss the California Vehicle Code laws that pertain to the operation of motor vehicles and shall be able to recognize “good” violations.
- ❑ The OIT shall identify common California Vehicle Code violations by code number and classification, including:
 - A. Registration
 - B. Theft
 - C. Licenses
 - D. Accidents
 - E. Traffic signs & signals
 - F. Passing
 - G. Right-of-way
 - H. Pedestrians
 - I. Turning
 - J. Speed
 - K. Stopping & parking
 - L. Equipment

- The OIT shall explain various types of vehicle stops to minimally include:
 - A. Traffic violations
 - B. Investigative
 - C. High risk

- The OIT shall discuss the elements to consider when selecting the proper location for a vehicle stop, including:
 - A. Traffic hazards
 - B. Escape routes
 - C. Number of people present
 - D. Lighting conditions
 - E. Proper position of primary and backup units

- The OIT shall explain the advantages of recording the license number and vehicle description prior to the stop.

- The OIT shall explain the proper radio procedure for making a traffic enforcement stop, including:
 - A. Location
 - B. License plate
 - C. Cover status

- The OIT shall identify techniques for gaining the attention of the driver when making a vehicle stop, including:
 - A. Use of emergency lights
 - B. Use of headlights
 - C. Use of horn
 - D. Use of siren
 - E. Use of hand signals
 - F. Use of public address system
 - G. Use of spotlight

- The OIT shall explain potential safety considerations during a traffic enforcement stop, including
 - A. Location
 - B. Vehicle position
 - C. Lighting
 - D. Approach
 - E. Officer position

- The OIT shall explain the proper vehicle position during a traffic stop, including:
 - A. Discourage the driver from attempting to escape
 - B. Minimize hazards due to erratic actions of the driver
 - C. Create a safety corridor for the officer(s) and vehicle occupant(s)
- The OIT shall discuss the importance of maintaining a professional demeanor during a traffic enforcement stop and informing the driver of the reason for the stop.
- The OIT shall discuss techniques for acceptably dealing potential driver reactions, including:
 - A. Embarrassment
 - B. Anger
 - C. Fear
 - D. Rationalization or excuse for violation
- The OIT shall explain why an officer should not argue with a violator.
- The OIT shall identify the consequences of failing to closely watch the movements of the occupants of a vehicle prior to, during, and after the stop, including:
 - A. Attack from suspects
 - B. Destruction or concealment of evidence
 - C. Escape of occupants
- The OIT shall explain the advantages, disadvantages, and legal aspects of directing the occupants to remain in or to exit the vehicle during a stop.
- The OIT shall discuss enforcement options after a traffic stop, including:
 - A. Verbal warning
 - B. Citation
 - C. Physical arrest
- The OIT shall explain the advantages of the following procedures:
 - A. Obtaining the driver's license, registration, and insurance as soon as possible
 - B. Not accepting the violator's wallet
 - C. Checking the validity a driver's license and vehicle registration
 - D. Checking the signature of the violator on the citation
 - E. Issuing the proper copy of the citation to the violator
- The OIT shall properly complete a citation for an observed traffic offense within a reasonable time frame.

- ❑ The OIT shall explain that the required signature of a violator on a citation is not an admission of guilt but a promise to appear.
- ❑ The OIT shall demonstrate the ability to record proper notes on a citation.
- ❑ The OIT shall explain the proper citation procedures for juvenile and adult traffic offenders.
- ❑ The OIT shall explain the policies and procedures relating to the following:
 - A. Unlicensed & suspended drivers
 - B. Refusal to sign citation
 - C. Citation errors and corrections
 - D. Voiding citations
 - E. Correctable violations
- ❑ The OIT shall explain the policy related to assisting disabled motorists.

Reference: G.O. 88-02

VEHICLE STORAGE & IMPOUNDS

- ❑ The OIT shall review and explain the department's policy regarding towing procedures.

Reference: G.O. 99-03
- ❑ The OIT shall identify and explain situations which would result in the storage or impound of a vehicle, including:
 - A. Incident to arrest
 - B. Evidence impound
 - C. Stolen vehicle recovery
 - D. Abandoned vehicle
- ❑ The OIT shall review and explain commonly used storage and impound authority code sections.
- ❑ The OIT shall demonstrate the ability impound or store a vehicle in an authorized manner, including:
 - A. Complete CHP180
 - B. Inventory search
 - C. Tow signature
 - D. Report attachments

VEHICLE SEARCHES

- The OIT shall explain the principles of a safe and effective search of a vehicle, including:
 - A. Proper removal and control of occupants
 - B. Systematic method of search
- The OIT shall explain the roles of both the primary and cover officer(s) during a vehicle search.
- The OIT shall safely and effectively conduct a vehicle search.

SAN RAFAEL POLICE DEPARTMENT

COMPLEX MODULE CHECKLIST

TOPICS	INSTRUCTED			PERFORMED			
	DATE	FTO	OIT	VT	WT	RP	FP
5.3.1 – CONFLICT RESOLUTION							
Tactical Communication							
Civil Disputes							
Landlord-Tenant Disputes							
Demonstrations & Crowd Control							
Repossessions							
Court Orders							
Noise Complaints, Barking Dogs & Solicitors							
Harassing Calls & Letters							
5.3.2 – CONTROL OF PERSONS							
Prisoner Handling							
Injured & Hospitalized Subjects							
Juveniles							
Disabilities & Mental Illness							
5.3.3 – INVESTIGATIONS & EVIDENCE							
Interview & Interrogation							
Investigations							
Subpoenas							
Rules of Evidence							
Evidence Collection & Storage							
Lineups							
Courtroom Testimony							
5.3.4 – PATROL PROCEDURES (PART 3)							
Public Intoxication							
Property Crimes							
Person Crimes							
Missing Persons							
Suicide Attempts							
Death Investigations							
Bomb Threat & Explosive Devices							
New Media Relations							
5.3.5 – TRAFFIC (PART 2)							
Traffic Collisions							
DUI Investigation							
High-Risk Vehicle Stops							
Stolen & Abandoned Vehicles							

VT – Verbal Test

WT – Written Test

RP – Role Playing

FP – Field Performance

5.3.1 - CONFLICT RESOLUTION

TACTICAL COMMUNICATION

- The OIT shall discuss how tactical communication involves both professional demeanor and words (verbal and non-verbal cues).
- The OIT shall identify the benefits of tactical communication, including:
 - A. Enhanced safety (reduces physical confrontation and injury)
 - B. Enhanced professionalism (citizen complaints, civil liability, and stress)
- The OIT shall demonstrate an ability to perform in a calm, professional demeanor while de-escalating hostilities or conflicts.
- The OIT shall demonstrate the ability to use deflection techniques in response to verbal abuse, similar to the following examples:
 - A. I appreciate that, but I need to see your driver's license.
 - B. I understand that, but I need you to sign the citation.
- The OIT shall gain voluntary compliance using the following 5-step process given a scenario or an actual incident involving an uncooperative subject:
 - A. Ask – The subject is given an opportunity to voluntarily comply
 - B. Set Context – The “why” questions are answered by an explanation
 - C. Present Options – Explain possible options
 - D. Confirm – Provides one last opportunity for voluntary compliance
 - E. ACT – Take appropriate action

CIVIL DISPUTES

- The OIT shall explain an officer's responsibilities at the scene of a dispute, including:
 - A. Remaining impartial
 - B. Preserving the peace
 - C. Determining whether or not a crime has been committed
 - D. Conducting an investigation if a crime has been committed
 - E. Providing safety to individuals and property
 - F. Suggesting solutions to the problem
 - G. Offering names of referral agencies
 - H. Considering arrest as a viable alternative if a crime has been committed

- The OIT shall explain the inherent dangers to an officer who enters the home of a family involved in a dispute.
- The OIT shall explain the advantages and disadvantages of separating parties in a dispute and gathering information from them individually.
- The OIT shall explain different techniques to use in given dispute situations, including:
 - A. Family disputes
 - B. Neighbor disputes
 - C. Juvenile disputes
 - D. Loud parties
- The OIT shall identify various social service organizations that are available within the city or county to render assistance in dispute situations, including:
 - A. Public health
 - B. Alcohol problems
 - C. Family counseling and child guidance
 - D. Drug problems
 - E. Humane Society/SPCA
 - F. Any additional city/county agencies or organizations
- The OIT shall assess and handle a civil dispute in a safe, efficient, reasonable, and discretionary manner.

LANDLORD-TENANT DISPUTES

- The OIT shall explain the department's policy on handling landlord-tenant disputes.
- The OIT shall identify and explain California civil and criminal law and department procedures applicable to situations that arise from landlord-tenant disputes, including:
 - A. Evictions
 - B. Lockouts
 - C. Trespasses
 - D. Confiscation of property

Reference: 1161, 1161a, and 1162; 1861a, 1946 Civil Code

- The OIT shall assess and handle a landlord-tenant dispute in a safe, efficient, reasonable, and discretionary manner.

DEMONSTRATIONS & CROWD CONTROL

- ❑ The OIT shall explain the department's policy on labor-management disputes.
- ❑ The OIT shall explain department policy and procedures relative to typical policing problems that occur during labor-management disputes, including:
 - A. Obstruction of ingress or egress
 - B. Blocking of sidewalks and roadways
 - C. Outside agitators
 - D. Violence and vandalism
- ❑ The OIT shall explain the role of the small claims court.
- ❑ The OIT shall explain the department's policies and procedures for handling demonstrations and unlawful assemblies.
- ❑ The OIT shall explain the difference between a riot and a rout.
- ❑ The OIT shall explain the procedure for giving a lawful dispersal advisement.
- ❑ The OIT shall explain the basic principles of crowd and riot control tactics and shall be able to participate effectively as a team member in crowd control situations.
- ❑ The OIT shall explain the use of the authorized baton/impact weapon when an officer is involved in any of the basic crowd control formations and explain the use and maintenance of the remaining riot gear.

REPOSSESSIONS

- ❑ The OIT shall explain the general rules that pertain to the repossession of items, including:
 - A. What property is subject to repossession
 - B. Who may make a repossession
 - C. To what lengths a repossessioner may go
 - D. When a repossession is complete

TRO VIOLATIONS

- ❑ The OIT shall explain the difference between an Emergency Protective Order (EPO) and a Temporary Restraining Order (TRO).
- ❑ The OIT shall explain the difference between a protected party (plaintiff) and a restrained party (respondent).

- The OIT shall explain the department's policy and procedures for handling restraining order violations, including:
 - A. Confirmation, notification & service
 - B. Documentation requirements
 - C. Mutual restraining orders
 - D. Court orders
 - E. Child custody orders

NOISE COMPLAINTS, BARKING DOGS & SOLICITORS

- The OIT shall explain the department's policy and procedures on handling noise complaints, including:
 - A. Noise limits and hours
 - B. Operation of decibel meter
 - C. Citation procedure
- The OIT shall explain the department's policy and procedures on handling barking dog complaints, including:
 - A. Warning notices
 - B. Citation procedure
 - C. Referral to Humane Society
- The OIT shall explain the department's policy and procedures for handling solicitor complaints, including:
 - A. Required licenses & permits
 - B. Time restrictions
 - C. Warnings & citations

HARASSING CALLS & LETTERS

- The OIT shall explain the department's policy and procedures on handling harassing calls and letters, including:
 - A. Lewd phone calls
 - B. Obscene letters
 - C. Terrorist threats

5.3.2 - CONTROL OF PERSONS

PRISONER HANDLING

- The OIT shall explain the department policies and procedures related to prisoner handling.

Reference: G.O. 90-02

- The OIT shall explain 147 PC regarding willful inhumanity or oppression toward prisoners in the custody of an officer.
- The OIT shall explain 149 PC regarding assault "under color of authority."
- The OIT shall explain the department's policies regarding the transportation of prisoners, including:
 - A. Prisoners restrained with specialty devices
 - B. Sick, injured, mentally ill, physically challenged, or pregnant prisoners
 - C. Juveniles with and without adults
 - D. Females
 - E. Violent or combative prisoners
- The OIT shall explain the department's procedures regarding the transportation of prisoners, including:
 - A. Use of seat belts
 - B. Search of the area the prisoner is about to be placed prior to transportation
 - C. Search of the area where the prisoner has been following transportation
 - D. The proper positioning of the officer(s) and the prisoner(s) within the vehicle
 - E. Close and constant observation of the prisoner(s)
- The OIT shall explain of the function, layout and staffing of the jail facility.
- The OIT shall review and explain reasons and procedures for securing his/her weapon prior to entering any custody facility.
- The OIT shall explain his/her responsibilities to provide proper documentation to book an inmate into a facility, including:
 - A. Completion of Pre-booking form and Probable Cause Statement
 - B. Confirm arrestee is adult versus juvenile
 - C. Valid court and/or warrant paperwork
 - D. Inmate is medically screened and has medical clearance/approval form
 - E. Physical condition as to injuries and/or current medical

- The OIT shall explain the policies and procedures regarding the booking of adult prisoners, including:
 - A. Alcoholics
 - B. Narcotic offenders
 - C. Mentally ill
 - D. Sex offenders
 - E. Escape risks

- The OIT shall identify other prisoners who may warrant special considerations, including:
 - A. Injured or sick
 - B. Females (including pregnant females)
 - C. Elderly
 - D. Gang members or police informants
 - E. Current or former police officers, judges, etc.
 - F. High-profile prisoners

- The OIT shall explain the concept of inmate classification, to include:
 - A. Sex
 - B. Age
 - C. Criminal sophistication
 - D. Seriousness of offense
 - E. Violent behavior & sexual behavior
 - F. Medical disabilities
 - G. Gang affiliation

- The OIT shall explain the policies and procedures regarding prisoner or inmate searches, including:
 - A. Search by same sex
 - B. Clothed search
 - C. Strip or skin search

- The OIT shall review and explain methods and procedures for releasing a prisoner.

Reference: 849(b) PC

- The OIT shall discuss the department's response to a jail emergency, including:
 - A. Fire
 - B. Civil disorder
 - C. Escape

INJURED & HOSPITALIZED SUBJECTS

- The OIT shall explain the difference between an infield medical check and a hospital medical clearance.
- The OIT shall explain the department policies and procedures related to the transportation of injured or ill subjects for medical clearance, including
 - A. Transport in a patrol vehicle
 - B. Ambulance
- The OIT shall explain the department policies and procedures, and custody facility requirements related to medical clearance and approval prior to booking, including
 - A. Injuries from criminal activity
 - B. Injuries from altercation with officers
 - C. Documentation
- The OIT shall explain the department policies and procedures related to the supervision of subjects hospitalized for medical clearance, including:
 - A. Officer responsibilities
 - B. Hospital security
 - C. Extended hospitalization
- The OIT shall explain the department policies and procedures related to the handling of property and evidence recovered from hospitalized subjects.
- The OIT shall explain the difference between issuing a citation and booking a hospitalized subject.

JUVENILES

- The OIT shall explain the department policies and procedures for handling juvenile crimes, including:
 - A. Criminal violations
 - B. Traffic violations, including DUI
 - C. Curfew and truancy violations

Reference: 300 W&I; 305 W&I; 601 W&I; 602 W&I; 625 W&I; 627 W&I; 707 W&I

- The OIT shall explain the department policies and procedures for citation and arrest of juveniles.

- The OIT shall explain the department policies and procedures related to the temporary custody of juveniles, including:
 - A. Secure and non-secure detention of juveniles
 - B. Miranda advisement
 - C. Parental notification

Reference: G.O. 90-02, Appendix D and 206 W&I; 207-207.2 W&I

- The OIT shall explain the department policies and procedures for referring juveniles to Youth Services Diversion and Juvenile Probation.
- The OIT shall explain the department policies and procedures for bookings at Juvenile Hall, including:
 - A. Searches
 - B. Pre-booking forms
 - C. Property and evidence
- The OIT shall explain the department policies and procedures for seizing blood samples from juveniles.
- The OIT shall explain the department policies and procedures for handling juvenile sexual assault victims.
- The OIT shall explain the department policies and procedures related to the maintenance, use and confidentiality of juvenile arrest records.

DISABILITIES & MENTAL ILLNESS

- The OIT shall recognize that the Americans with Disabilities Act covers people with developmental and mental impairments and impacts law enforcement as follows:
 - A. Requires reasonable adjustments and modifications on a case-by-case basis.
 - B. Prohibits the arrest of an individual for behavioral manifestations of a disability that is not criminal in nature
 - C. Requires that the safety and civil rights of people with disabilities be protected
 - D. Requires officers to make accommodations for persons with disabilities, except where safety is compromised
- The OIT shall acknowledge that some disabilities (including mental retardation, cerebral palsy, epilepsy, autism, and other neurological conditions) are not readily apparent and that people with developmental or cognitive disabilities may have little or no conscious ability to control their behavior.

- The OIT shall demonstrate effective communications for persons with cognitive impairments, including:
 - A. Give one direction or ask one question at a time
 - B. Allow the person to process what you have said and respond
 - C. Avoid questions that tell the person the answer you expect
 - D. Repeat questions from a slightly different perspective, if necessary
 - E. Avoid questions about time, complex sequences, or reasons for behavior
 - F. Use concrete terms and ideas. Avoid jargon or figures of speech

- The OIT shall explain how non-compliance is a warning sign that indicates a person may need more time to understand and respond to direction or commands and that such reactions may be due to fear, confusion, and auditory hallucinations, rather than defiance.

- The OIT shall identify considerations to be made when handling and dealing with mentally ill or emotionally disturbed persons, including:
 - A. Ignoring verbal abuse
 - B. Avoiding excitement
 - C. Avoiding unnecessary deception
 - D. Requesting backup to minimize resistance
 - E. Requesting ambulance prior to confronting subject, if necessary
 - F. Keeping the disturbed person in sight constantly
 - G. Continual alertness
 - H. Seizing firearms for safekeeping

- The OIT shall explain and demonstrate standard tactical assessments and safeguards when dealing with impaired people, including:
 - B. Ability to physically control the person
 - C. Escape routes
 - D. Use of cover
 - E. Call for backup

- The OIT shall review and explain state law and department policy regarding mental illness cases.

- The OIT shall identify and explain the criteria as set forth in the Welfare and Institutions Code by which an individual may be committed for a 72-hour hold:
 - A. Danger to himself/herself
 - B. Danger to others
 - C. Gravely disabled

- The OIT shall identify the appropriate mental health facility within the department's jurisdiction for evaluation, treatment, counseling, or referral.
- The OIT shall explain procedures required of officers for safeguarding the rights of a person detained under the authority of 5150 WI, including:
 - A. Completion of Application for 72-Hour Detention For Evaluation
 - B. Informed of officer's name, department and the reason for detention
 - C. Advised of Miranda rights, as appropriate, when criminal action is involved
 - D. Safeguarding personal property in the possession of the person
 - E. Informed person of right to personal items and right to leave a note
- The OIT shall discuss appropriate alternative methods for handling the situation if involuntary detention for evaluation and treatment is NOT appropriate, including:
 - A. Urgent medical attention
 - B. Arrest
 - C. Referral for mental health services
 - D. Referral to local developmental disabilities department
 - E. No police action required
- The OIT shall identify the department and mental health (if required) reports involved in a mental illness arrest both with and without a warrant.
- The OIT shall take all necessary precautions in dealing with the person, safely take the person into custody (if necessary), assure safe transportation of the person, and properly complete all necessary forms and reports upon handling a person with a mental illness.

5.3.3 - INVESTIGATIONS & EVIDENCE

INTERVIEWS

- The OIT shall explain the systematic steps to take in preparing for an interview.
- The OIT shall discuss basic rules in statement taking and interviewing, including:
 - A. Asking direct and brief questions
 - B. Let the person being interviewed do the majority of the talking
 - C. Controlling the interview. Avoid rambling by the person being interviewed
 - D. Avoiding leading questions except when absolutely necessary
 - E. Putting the person being interviewed at ease
 - F. Writing statements verbatim from the person being interviewed
- The OIT shall describe the contents of a good statement, including:
 - A. Who
 - B. What
 - C. When
 - D. Where
 - E. Why
 - F. Which
 - G. How
- The OIT shall explain the requirements for providing a Miranda warning, including:
 - A. Custody
 - B. Questioning
- The OIT shall explain when, where, and why a Miranda warning should or should not be used during interviews.
- The OIT shall explain the department's policy and procedures for providing a Miranda warning, including:
 - A. Verbal vs. written
 - B. Implied vs. express
 - C. Recorded vs. signed
- The OIT shall properly conduct an interview with a proper Miranda warning and satisfactorily summarize the information using the appropriate forms and formats.

INVESTIGATIONS

- ❑ The OIT shall demonstrate the ability to conduct thorough and complete preliminary investigations.
- ❑ The OIT shall discuss factors which must be considered when interviewing complainants, reporting persons, and witnesses.
- ❑ The OIT shall describe situations where the skills of an evidence technician or criminalist might be required.
- ❑ The OIT shall properly obtain all information necessary for the completion of a thorough preliminary investigation of a “cold” crime.
- ❑ The OIT shall discuss the importance of identifying and developing sources of information through networking with persons in the community.
- ❑ The OIT shall describe techniques for identifying and developing “informants”.
- ❑ The OIT shall explain the types of public and private records that may be of assistance when collecting investigative information.

SUBPOENAS

- ❑ The OIT shall review and explain the department’s practices and policies concerning the subpoena process.
- ❑ The OIT shall define the term “subpoena”.
- ❑ The OIT shall describe the authority and immunities associated with the subpoena, including:
 - A. Who may exercise the power of a subpoena
 - B. Who may serve a subpoena
 - C. How a subpoena is served
 - D. Who is subject to the power of a subpoena
 - E. What immunities are granted to a person traveling in answer to a subpoena
 - F. How a subpoena is enforced
- ❑ The OIT shall properly serve a subpoena following department procedures, including:
 - A. Identification of named person
 - B. Officer signature
 - C. Return service notification

RULES OF EVIDENCE

- The OIT shall define the term “burden of proof” and determine whether the “burden of proof” falls upon the prosecution or defense during a criminal trial in the following:
 - A. Criminal guilt (Evidence Code Section 520)
 - B. Corpus delicti (Evidence Code Section 550)
 - C. Jurisdiction (Evidence Code Section 666)
 - D. Double jeopardy as a defense (Evidence Code Section 500)
 - E. Self-defense as a defense (Evidence Code Section 500)

Reference: Evidence Code sections 520; 550; 666; 500; 500

- The OIT shall explain the concepts of evidence as defined, including:
 - A. Evidence
 - B. Direct evidence
 - C. Circumstantial evidence
- The OIT shall provide an example of each of the following types of evidence:
 - A. Fruits of a crime
 - B. Instrumentalities of a crime
 - C. Contraband
- The OIT shall explain the purposes for offering evidence in court, including:
 - A. As an item of proof
 - B. To impeach a witness
 - C. To rehabilitate a witness
 - D. To assist in determining sentence
- The OIT shall explain the tests which an item of evidence must successfully pass before it may be admitted into any criminal court.
 - A. The evidence must be relevant to the matter in issue
 - B. The evidence must be competently presented in court
 - C. The evidence must have been legally obtained
- The OIT shall identify each of the following as qualifications that a witness must meet before testifying in a criminal trial in the State of California.
 - A. The witness must know the difference between right and wrong
 - B. The witness must possess the ability to understand
 - C. The witness must possess the ability to express himself/herself
 - D. The witness must testify to personal knowledge (unless hearsay exception)

- The OIT shall provide examples of privileged communication relationships, including:
 - A. Husband and wife
 - B. Attorney and client
 - C. Clergyman and confessor
 - D. Physician and patient

Reference: Evidence Code sections 970 & 980; 950; 1030; 990

- The OIT shall describe the effects of the "exclusionary rule" upon police actions and procedures in the following areas:
 - A. Civil rights
 - B. Inadmissible evidence
 - C. Possibility of false arrest
- The OIT shall define the Hearsay Rule and give examples of exceptions, including:
 - A. Spontaneous statements
 - B. Admissions
 - C. Confessions
 - D. Dying declarations

Reference: Evidence Code sections 1200, 1220

EVIDENCE COLLECTION & STORAGE

- The OIT shall search a crime scene and locate physical evidence through the use of an organized method, including:
 - A. Strip
 - B. Spiral
 - C. Quadrant
- The OIT shall explain the methods for preserving evidence at a crime scene in fair and inclement weather.
- The OIT shall package evidence in such a manner as to preserve its original condition.
- The OIT shall explain the procedure for marking evidence.
- The OIT shall explain the differences between common evidence forms, including
 - A. Latent print submission
 - B. BFS envelopes

- The OIT shall explain the department's policies and procedures for the following evidence items:
 - A. Handling controlled substances
 - B. Depositing property, evidence, and money
 - C. Withdrawing and returning property
 - D. Depositing firearms, miscellaneous weapons, and explosives

- The OIT shall explain the department's policies and procedures regarding the labeling and storage of evidence, including:
 - A. Biological evidence
 - B. Offsite storage
 - C. Safekeeping items
 - D. Location of items not entered into evidence locker

- The OIT explain the procedure for submitting evidence items to various labs, including:
 - A. Latent prints
 - B. ALPS
 - C. CAFIS
 - D. Questioned documents
 - E. Forensics

- The OIT shall explain the department's policies and procedures regarding the taking of evidence to laboratory examination facilities and court, including:
 - A. Advance notice to Evidence personnel
 - B. Chain of custody / Chain of evidence

- The OIT shall collect, preserve, and deliver evidence in an appropriate manner and properly complete all necessary forms in order to maintain the chain of custody.

- The OIT shall explain the procedure for properly completing and returning a "Property Release Authorization Request" form.

- The OIT shall explain the procedure for a citizen to follow in order to retrieve personal items seized as evidence or held for safekeeping.

- The OIT shall complete an Evidence orientation and understand the responsibilities of Evidence personnel.

LINE UPS

- The OIT shall explain technical methods for identifying suspects, including:
 - A. Field show-up
 - B. Photo identification
 - C. Identification kit
 - D. Artist's conception

- The OIT shall explain the department policy and procedures for conducting the following types of “line ups”:
 - A. In custody
 - B. In the field
 - C. Photographic

- The OIT shall explain the following procedures for a photographic identification:
 - A. Use of multiple photos
 - B. B. Instructions to witnesses
 - C. Control of the situation
 - D. Similar appearances

COURTROOM TESTIMONY

- The OIT shall explain the value of impressive and professional courtroom demeanor and appearance.

- The OIT shall explain the value of a pre-trial conference with the prosecuting attorney, including:
 - A. Refreshing the officer's memory
 - B. Coordination of efforts

- The OIT shall identify and explain principles of effective testimony. These principles shall minimally include:
 - A. Honesty
 - B. Clarity
 - C. Brevity
 - D. Objectivity
 - E. Poise

- The OIT shall explain the value of furnishing testimony in a professional manner, even when confronted with a variety of attorney personalities including:

- A. Irate
- B. Offensive
- C. Threatening
- D. Argumentative
- E. Overly friendly

- The OIT shall become familiar with courtroom security policies and procedures, including:
 - A. Prisoner escort
 - B. Prisoner restraint
 - C. Screening of courtroom audience
 - D. Disturbance procedures
- The OIT shall demonstrate the ability to prepare and furnish courtroom testimony in such a manner as to promote professionalism and the administration of justice.

5.3.4 - PATROL PROCEDURES (PART 3)

PUBLIC INTOXICATION

- The OIT shall explain the department's policies and procedures for handling public intoxication, including:
 - A. Objective symptoms
 - B. Diabetics
 - C. Habitual drunks and prior arrests
- The OIT shall explain the requirements for prosecution of public intoxication violations, including:
 - A. 647(f) PC
 - B. 647(f) PC/849(b)(2) PC
- The OIT shall explain the department's policies and procedures for medical clearance and detoxification facility detentions for public intoxication.
- The OIT shall explain the jail booking procedures for public intoxication.

PROPERTY CRIMES

- The OIT shall explain an officer's responsibilities associated with the preliminary investigation and reporting of in-progress or fresh property crimes, including:
 - A. Identity or description of suspect(s)
 - B. Description of loss
 - C. Direction of flight of suspect(s)
 - D. Possibility of weapons being involved
 - E. Radio broadcasts of all known and important information
 - F. Pursuit or apprehension of suspect(s)
- The OIT shall explain the steps to take while investigating the following theft and fraud related crimes:
 - A. Stolen property
 - B. Forged checks and credit cards
 - C. Embezzlement
 - D. Confidence schemes
 - E. Computer crimes
- The OIT shall properly assess and perform a complete preliminary investigation of a property crime.

PERSONS CRIMES

- The OIT shall explain an officer's responsibilities associated with the preliminary investigation and reporting of in-progress or fresh crimes against persons.
- The OIT shall explain the steps to take while investigating the following crimes:
 - A. Battery
 - B. Assault with deadly weapon
 - C. Robbery
 - D. Kidnapping
- The OIT shall discuss the steps to take initially at a scene where a serious injury or death has occurred, including:
 - A. Preserving the scene and restriction of unauthorized police personnel
 - B. Determining the need for first aid and summoning medical assistance
 - C. Identifying and apprehending suspect(s), if possible
 - D. Making proper notifications
 - E. Locating visible physical evidence
 - F. Locating and interviewing witnesses or possible witnesses as appropriate
- The OIT shall properly assess and perform all the objectives necessary to satisfactorily complete the preliminary investigation of a crime against persons.

MISSING PERSONS

- The OIT shall explain the department's policies and procedures for handling and reporting missing persons, including
 - A. Adults
 - B. Juveniles
 - C. Priority & At-risk subjects

Reference: G.O. 80-37

- The OIT shall explain the department's policy regarding search procedures for missing persons.
- The OIT shall explain the reasons for making a thorough search of a missing child's home and nearby area at the outset of the investigation.
- The OIT shall properly apply the department's policies and procedures in reporting and initiating search for a missing person.
- The OIT shall explain the procedures for entering and removing a person from MPS.

SUICIDE ATTEMPTS

- The OIT shall explain responsibilities and considerations of a first responder to a suicide attempt, including
 - A. Physical symptoms and observations
 - B. Weapons and ingested substances
 - C. Suicide notes and letters
 - D. Prior medical conditions or mental illness
- The OIT shall explain the department's policies and procedures for mental health commitments or referrals for suicidal subjects, including:
 - A. Medical clearance
 - B. 5150 W&I hold

DEATH INVESTIGATIONS

- The OIT shall explain responsibilities and considerations of a first responder to a death investigation, including:
 - A. Paramedic response
 - B. Death confirmation
 - C. Supervisor notification
 - D. Scene protection
 - E. Photographs and evidence
 - F. Request for additional personnel
 - G. Coroner response
- The OIT shall explain the department's policies and procedures relating to death investigations that must be handled by the medical examiner:
 - A. Homicide, suicide, or occurring under suspicious circumstances
 - B. In-custody death
 - C. Accidental
 - D. Disease, injury, or toxic agent during or arising from employment
 - E. Death related to disease that might constitute a threat to public health.
- The OIT shall explain legal requirements concerning the removal of property and a human body from the death scene.
- The OIT shall explain the department's chaplain program.

Reference: G.O. 97-01

BOMB THREATS & EXPLOSIVE DEVICES

- The OIT shall review and explain the department's policy and procedures for handling bomb threats and explosives.

Reference: G.O. 80-14

- The OIT shall explain tactical considerations upon arrival at the scene of a suspected or actual explosive device, including:
 - A. Hazards of using the police radio or cellular phone
 - B. Request for a technician or E.O.D.
 - C. Isolation of the device and the area
 - D. Evacuation of civilian personnel
 - E. Possibility that more than one explosive device exists

NEWS MEDIA RELATIONS

The OIT shall explain the department's press release policy.

Reference: 85-10

The OIT shall identify the provisions of California law relating to the authorization of news media representatives to enter areas otherwise closed to the public.

Reference: 409.5 PC

The OIT shall discuss types of information that could prejudice the rights of an individual if furnished to the news media, including:

- A. Statements relating to the character of an accused person
- B. Admissions, confessions, or alibis attributed to an accused person
- C. Results, performance, or refusal of a suspect or witness to take any test(s)
- D. Credibility of an accused person or witness person entering a guilty plea
- E. Value of evidence against an accused person
- F. Information prohibited by department policy
- G. Information that would be detrimental to the investigation of the case
- H. Information that may jeopardize the rights of the individual

5.3.5 - TRAFFIC (PART 2)

TRAFFIC COLLISIONS

- The OIT shall discuss an officer's responsibilities in preventing accidents in the community, including:
 - A. Education
 - B. Enforcement
 - C. Proactive engineering recommendations
 - D. Environmental factors that detract from traffic safety

- The OIT shall explain the primary duties of an officer at any traffic collision scene, including:
 - A. Determining injuries and need for emergency first aid treatment
 - B. Protecting the scene, including persons and property involved
 - C. Appropriate use of flares (spilled fuel)
 - D. Considering the need for tow services
 - E. Determining the need for further assistance

- The OIT shall review and explain the department's policy regarding traffic collision investigation and reporting, including the following formats:
 - A. Collision investigation
 - B. Collision report
 - C. Counter report

Reference :G.O. 88-05

- The OIT shall define terms relevant to traffic collision reports.

Reference: SWITRS

- The OIT shall discuss advantages and disadvantages of immediately removing all vehicles involved in a traffic accident from the highway.

- The OIT shall discuss the instances when a traffic accident must be investigated by law and department policy, including:
 - A. Injury accident
 - B. Hit and run accident
 - C. Accident involving suspected drunk driving
 - D. Accident involving city, county, or state property

- The OIT shall identify the basic elements necessary to complete a factual diagram or sketch when investigating the scene of a traffic collision, including:
 - A. Indications of compass direction
 - B. Measurements of the scene in proportion but not necessarily to scale
 - C. Use of appropriate illustrations
 - D. Determine the area of impact (A.O.I.) and the point of rest (P.O.R.)

- The OIT shall identify types of physical evidence which are used to determine the cause of a collision, including:
 - A. Tire friction marks
 - B. Debris, glass, vehicle parts and fluids
 - C. Related property damage
 - D. Photographs of the scene

- The OIT shall identify information to be obtained during a collision investigation interview, including:
 - A. Identity of the involved parties and vehicle information
 - B. Time and location of collision events
 - C. Chronology of collision events
 - D. Elements unique to hit and run collisions, if applicable

- The OIT shall review and explain the policies and procedures relating to the following:
 - A. Hit and run investigation
 - B. School bus collisions
 - C. DUI collisions
 - D. Emergency vehicle collisions

- The OIT shall respond to a traffic collision in a safe, efficient, and effective manner, and shall properly and accurately report the accident according to department policy, including identification of the primary collision factor, along with any associated collision factors.

DUI INVESTIGATION

- The OIT shall explain the common driving observations of a suspected DUI.
- The OIT shall explain the common physical symptoms of a suspected DUI.
- The OIT shall explain and demonstrate the sobriety tests used by the department.

- The OIT shall explain the law and department policy regarding chemical tests, including:

- A. Implied consent & refusal
- B. Trombetta advisement
- C. DMV forms

Reference: G.O. 90-02, Appendix C

- The OIT shall review and explain the department policies and procedures related to blood tests.

Reference: G.O. 82-09

- The OIT shall identify the report forms to be used for DUI cases.
- The OIT shall explain the procedures for handling juveniles and hospitalized subjects suspected of DUI.
- The OIT shall demonstrate the ability to conduct the field sobriety and chemical tests in a safe and effective manner and shall properly and accurately report the incident.
- The OIT shall explain the proper dispositions of vehicles involved in DUI investigations.

HIGH-RISK VEHICLE STOPS

- The OIT shall explain the important considerations involved in making a high-risk stop, including:
 - A. Seriousness of the crime(s)
 - B. Availability of cover officers
 - C. Location of the stop
 - D. Tactics used during the stop
 - E. Number of suspects involved
- The OIT shall explain the proper vehicle positioning for a high-risk vehicle stop.
- The OIT shall explain the roles of both the primary and cover officer(s) before, during, and after the stop, including:
 - A. Radio responsibilities
 - B. Weapon deployment
 - C. Communication with the occupant(s)
 - D. Arrest and search of occupant(s) and vehicle.

- The OIT shall discuss the advantages of verbally ordering the removal of the suspect(s) from the vehicle prior to approaching on foot.
- The OIT shall explain verbal commands that should be used when removing suspect(s) from a vehicle prior to approaching on foot.
- The OIT shall safely conduct a high-risk stop, given the opportunity, without the officer(s) being placed in an inherently dangerous position.

STOLEN & ABANDONED VEHICLES

- The OIT shall explain the department's policies and procedures for taking a stolen or embezzled vehicle report, including:

- A. Victim identification & signature
- B. Registration documents
- C. Radio broadcasts
- D. Rental vehicles

Reference: G.O. 80-54

- The OIT shall explain the department's policies and procedures for recovering a stolen or embezzled vehicle, including:

- A. Location & condition
- B. VIN verification
- C. Owner notification
- D. Storage authority & tow procedures

- The OIT shall explain the department's abandoned vehicle program, including:

- A. Warning & marking
- B. Report forms
- C. Parking citations
- D. Storage authority & tow procedures

5.4.1 - PATROL PROCEDURES (PART 4)

DOMESTIC VIOLENCE

- The OIT shall explain the legal issues and a law enforcement officer's duties in response to a domestic violence incident, including:
 - A. Difference between domestic violence and a domestic dispute
 - B. Impact of domestic violence on victims, children, and the batterers
 - C. Essential elements of Penal Code Sections 13700 and 13519
 - D. Duty to provide maximum protection to the victim from abuse
 - E. Provide safety to other persons and property
 - F. Verification and enforcement of court orders (restraining and stay-away orders)
 - G. Responsibility and authority with tenancy issues related to domestic violence
 - H. Determine if a crime has been committed and if arrest is mandatory
 - I. Completion of appropriate documentation and required reports
 - J. Making appropriate victim's assistance information referrals
 - K. The safekeeping of firearms
- The OIT shall recognize the inherent dangers to an officer who enters the home of a family involved in a dispute.
- The OIT shall discuss the advantages and disadvantages of separating parties in a domestic dispute and gathering information from them individually.
- The OIT shall explain the differences between criminal and civil law that apply during domestic dispute situations.
- The OIT shall discuss mandatory arrest requirements.
- The OIT shall explain the department's policies and procedures relating to enforcement of active restraining orders and emergency protective orders.

Reference: G.O. 97-05

- The OIT shall assess and handle a domestic violence incident in a safe and effective manner.

VICTIMS OF VIOLENT CRIME

- The OIT shall examine and explain the California requirements upon law enforcement officers to notify victims of violent crimes and their families of the availability of state funds and other assistance, including:
 - A. Eligibility

- B. Time limitations
- C. Local contact

Reference: 13959-13969 GC

- The OIT shall explain the proper handling of cases of child abuse, neglect, or sexual exploitation of children, including:
 - A. Initial receipt and evaluation of information
 - B. Preliminary investigative procedures
 - C. Reporting laws
 - D. Follow-up investigative procedures
 - E. Referral to CPS or Social Services

- The OIT shall explain the proper handling of cases of elder abuse, neglect, or sexual or fiduciary exploitation, including:
 - A. Initial receipt and evaluation of information
 - B. Preliminary investigative procedures
 - C. Reporting laws
 - D. Follow-up investigative procedures
 - E. Referral to Adult Protective Services or Public Guardian

- The OIT shall identify the authorities and procedures for the confiscation and holding of firearms or other dangerous weapons, including:
 - A. 12028.5 PC
 - B. 12028.7 PC
 - C. 12029 PC
 - D. 8102 W & I

HATE CRIMES

- The OIT shall identify and explain the legislative mandates and department policies and procedures related to the enforcement of hate crimes.

Reference: G.O. 98-02 and 422.6 PC

- The OIT shall recognize indicators of hate crimes including:
 - A. Anti-religious symbols/slurs
 - B. Racial/sexual/ethnic slurs
 - C. Racist symbols
 - D. Hate group symbols
 - E. Anti-gay/lesbian slurs

- The OIT shall identify and discuss the possible consequences of hate crimes, including:
 - A. Psychological effect on victim
 - B. Denial of basic constitutional rights
 - C. Divisiveness in the community
 - D. Potential escalation of violence

- The OIT shall recognize and be able to effectively deal with hate crimes motivated by race, ethnicity, religion, or sexual orientation.

GANG AWARENESS

- The OIT shall discuss the characteristics of gangs and the importance of recognizing gangs in terms of officer safety and the investigation of criminal activity.

- The OIT shall identify types of gangs that represent law enforcement concerns, including:
 - A. Street gangs
 - B. Motorcycle gangs
 - C. Prison gangs
 - D. Cult/Ritualistic gangs

- The OIT shall discuss primary reasons for gang membership, including:
 - A. Peer pressure
 - B. Common interest
 - C. Protection/Safety

- The OIT shall discuss characteristics that are common to most gangs, including:
 - A. Cohesiveness
 - B. Code of silence
 - C. Rivalries
 - D. Revenge

- The OIT shall identify methods that gangs use to distinguish their members from members of other gangs, including:
 - A. Tattoos
 - B. Attire and accessories
 - C. Use of monikers
 - D. Use of hand signs

- The OIT shall identify gang graffiti factors significant to law enforcement, including:
 - A. Identifying individuals and/or a specific gang
 - B. Identifying gang boundaries
 - C. Indications of pending and/or past gang conflicts
- The OIT shall discuss types of criminal activities commonly engaged in by gangs, including:
 - A. Sale and use of narcotics
 - B. Physical violence
 - C. Auto theft and burglary
- The OIT shall explain law enforcement methods used to reduce gang activity, including:
 - A. Identification of gang activity
 - B. Coordination with allied agencies
 - C. Reduction of the opportunity for criminal activities
- The OIT shall explain the department's policies and procedures regarding criminal street gang information and classification.

Reference: G.O. 96-01

DRUG ABUSE RECOGNITION

- The OIT shall discuss identify and discuss the types of commonly encountered drugs, including:
 - A. Stimulants
 - B. Hallucinogens
 - C. Opiates
 - D. Marijuana
 - E. Depressants
 - F. Inhalants
 - G. PCP
 - H. Combinations
- The OIT shall identify commonly encountered stimulants, including:
 - A. Cocaine
 - B. Amphetamine
 - C. Methamphetamine

- The OIT shall identify commonly encountered hallucinogens, including:
 - A. LSD
 - B. MDMA
 - C. Psilocybin
 - D. Peyote

- The OIT shall identify commonly encountered opiates, including:
 - A. Codeine
 - B. Percodan
 - C. Dilaudid
 - D. Darvon
 - E. Methadone
 - F. Vicodin
 - G. Morphine
 - H. Demerol

- The OIT shall identify commonly encountered cannabis derivatives, including:
 - A. Marijuana
 - B. Hashish
 - C. Hash oil
 - D. Marinol

- The OIT shall identify commonly encountered depressants.

- The OIT shall identify commonly encountered inhalants, including:
 - A. Volatile solvents
 - B. Aerosols
 - C. Anesthetic gases

- The OIT shall discuss the safety considerations associated with subjects under the influence of drugs.

HAZ-MAT & MAJOR DISASTERS

- The OIT shall review and explain the responsibilities and actions required of a department whose jurisdiction is the scene of a hazardous material incident, disaster, potential disaster, or chemical spill.

- The OIT shall review and explain the department's policy on emergency disaster scene coordination.

- The OIT shall explain responsibilities and considerations of a first responder to a hazardous materials incident, including:
 - A. Recognition
 - B. Safety/Isolation/Area containment
 - C. Notification to proper agencies
 - D. Basic first responder limitations

- The OIT shall identify and explain the initial responsibilities of the first unit to arrive at a major vehicle accident or other disaster scene, including:
 - A. Requesting needed assistance and equipment
 - B. Providing for emergency medical aid
 - C. Undertaking immediate coordination with appropriate outside agencies
 - D. Establishing a security perimeter
 - E. Establishing ingress and egress corridors
 - F. Identifying and admitting only authorized personnel
 - G. Dealing with the media

- The OIT shall discuss procedures to be used when confronted with other unusual or hazardous occurrences, including:
 - A. Electrical wires down
 - B. Malfunctioning traffic signals
 - C. Hazards on the roadway
 - D. Damage to fire hydrants
 - E. Gas leaks
 - F. Chemical spills
 - G. Conditions caused by inclement weather
 - H. Military incidents requiring police intervention

- The OIT shall discuss factors associated with the handling of a civilian aircraft crash, including:
 - A. Federal Aviation Department (FAA)
 - B. National Transportation Safety Board (NTSB).

- The OIT shall discuss factors associated with the handling of a military aircraft crash, including:
 - A. Military authorities are in charge
 - B. There may be dangerous weapons issues
 - C. There may be classified materials present
 - D. Police cannot authorize news media to enter

5.4.2 - SELF-INITIATED ACTIVITY

- The OIT shall demonstrate proficiency in the performance of vehicle stops, including:
 - A. Investigative
 - B. Traffic enforcement
- The OIT shall demonstrate proficiency in the performance of pedestrian stops, including:
 - A. Suspicious persons
 - B. Consensual encounters
 - C. Traffic enforcement
- The OIT shall demonstrate proficiency in the performance of directed patrol, including:
 - A. Gang activities
 - B. DUI enforcement
 - C. Illegal vendors
 - D. COPS
- The OIT shall demonstrate proficiency in the performance of arrests, including:
 - A. Felony
 - B. Misdemeanor
 - C. Infractions and municipal codes
 - D. Warrants
- The OIT shall demonstrate proficiency in the performance of other activities, including:
 - A. Field contacts
 - B. Bar checks
 - C. Curfew violators
 - D. Suspicious circumstances
- The OIT shall demonstrate proficiency in the performance and maintenance of other patrol duties, including:
 - A. Beat projects and email
 - B. Neighborhood meetings
 - C. Patrol active cases
 - D. DA follow-up requests

5.4.3 – MCDA OFFICER ORIENTATION

- The OIT shall discuss the main components of the MCDA Office, including:
 - A. Misdemeanor/Felony Filing DDAs
 - B. DA Inspectors
 - C. Victim/Witness Program

- The OIT shall discuss the various specialties of the MCDA Inspectors, including:
 - A. Narcotics
 - B. Child Abduction
 - C. Gangs
 - D. San Quentin Prison Investigations
 - E. Sexual Assault
 - F. Domestic Violence
 - G. Consumer Fraud & Political Corruption

- The OIT shall discuss the various duties of the various filing deputies, including:
 - A. Misdemeanor
 - B. Felony
 - C. Domestic Violence
 - D. Expediter

- The OIT shall discuss the duties of the Victim/Witness Program Coordinator.

SAN RAFAEL POLICE DEPARTMENT
 FTO Program
 Report Writing Checklist

Each of the following reports is to be signed off by the FTO when proficiency has been demonstrated.

REPORT WRITING	1st Case Attempt Case#	Total Cases Attempted	Case Performed Proficiently Case#	OIT Initials
PROPERTY				
484 PC				
487 PC				
459 PC – Vehicle				
459 PC – Residential				
10851 CVC				
10851 CVC – Recovery				
490.5 PC Shoplift				
459.5 PC Shoplift Burglary				
Other Thefts				
Supplements				
ARREST				
1203.2 PC				
Warrant				
647(g)PC Detox				
647(f)PC/849(b)(2)PC				
647(f)PC Booking				
23152 CVC				
11550 H&S				
Drugs Possession				
Weapons Possession				
Probable Cause Form				
Juvenile Hall Booking Forms				
DMV Admin Per Se DS367				
Cite Denial				
Cite and Release				
849 PC Release				
148 PC				
ASSAULT/ROBBERY/BATTERY				
211 PC				
245 PC				
246 PC				
242/243 PC				
243(e)(1)PC				
273.5 PC				
261 PC				
288 PC				
422 PC				
Domestic Violence Documentations				
Emergency Protective Order				
Attended Death				

