

MARIN COUNTY SHERIFF'S DEPARTMENT

FIELD TRAINING PROGRAM



MISSION STATEMENT

Our mission is to teach and impart upon each trainee the concepts of serving our communities as law enforcement leaders so they obtain the necessary knowledge and skill to competently do the work of a professional proactive solo Marin County Deputy Sheriff.

Role/Expectation Of Trainees

Role of the Trainee

The role of the field training program trainee is to demonstrate the ability to perform at a solo patrol officer level by the end of the field-training program. This is the standard by which the trainee will be measured throughout the training program.

The trainee's primary responsibility while assigned to the field-training program is to devote his/her full attention and efforts toward successfully completing that program. This may be a very intense and stressful time in the trainee's life. The field training program staff will make every effort to provide the tools necessary for the trainee to succeed in this task. Trainees must simply give their best effort each and every moment they are assigned to the program.

Expectations of Trainees

Trainees are to be respectful to the Field Training Officers and other program staff. The FTO's direction is to be accepted and followed at all times. If the trainee believes that a specific order is improper, or an evaluation is not fair, he/she should discuss it with the FTO. If the trainee is still unable to resolve the issue, the trainee should ask to meet with the FTO Sergeant. The FTO Sergeant shall notify the Lieutenant and a meeting shall be scheduled.

Trainees will complete all assignments in a prompt, timely manner. They will follow all policy and procedures, as outlined in the agency manuals.

Trainees should ask questions when they arise. FTOs are an information resource and trainees should not wait for the FTO to cover an area of concern they may have. Trainees are expected to make mistakes. They should not be overly concerned with errors when they are made. Instead they must channel their efforts into recognizing and correcting the error(s).

While off duty, trainees should not respond to police calls, nor should they conduct police investigations unless the situation is life threatening. Trainees should discuss these types of situations with their FTO and follow department policy when dealing with off-duty situations.

Trainees will receive Daily Observation Reports, Supervisor Weekly Reports, and End of Phase Reports. Trainees should use these forms to track their progress and to help identify any areas requiring additional effort on their part. Trainees should be open and honest during these reviews. Should any problems arise that cause concern, they should be discussed during these times.

Trainees shall be receptive to constructive criticism given by FTOs and field training program staff. They may verbalize an explanation for their action; however, repeated rationalization, excessive verbal contradictions and hostility are not acceptable and are counter productive to the field-training program itself.

Trainee's relationships with field training program staff (including other trainees, FTOs, and FTO Sergeants) shall be respectful and strictly professional, both on and off duty, while they are going through the training program. Dating and socializing should be prohibited unless the relationship began before the trainee was hired or assigned and the agency head or filed training program commanding officer is aware of the relationship. Agency policy, regarding these issues and when appropriate, should be fully explained and adhered to by all involved.

FTO/Officer Relationship

The relationship between the FTO and the new deputies will be a teacher/student and/or supervisor/subordinate relationship. As part of this relationship, the following is expected:

The hallmark of this relationship will be one of mutual respect. New deputies will not be harassed, intimidated, intentionally embarrassed or treated in a demeaning manner. Name-calling or use of derogatory terms by the FTO is not acceptable. FTOs will try not to show their anger or frustration while they are working with the new deputy.

While new deputies are going through the Field Training Program, FTOs are prohibited from socializing with recruits when they are off duty. Any relationship with the new deputy shall be strictly professional.

FTO personnel are prohibited from dating new deputies while they are in the FTO program. If a Sergeant or FTO is related to a new deputy, or if they have a special relationship with the new deputy that began before the County of Marin hired the new deputy, the FTO Manager shall be advised.

Training Rules

The FTO's direction is to be accepted and followed at all times. If a new deputy believes that a specific instruction or order is improper, or an evaluation is not fair, they shall discuss it with the FTO. If the new deputy is still unable to resolve the issue, they shall ask for a meeting with a Sergeant or Field Supervisor.

The Sergeant or Field Supervisor's decision is final. At a later time, if the new deputy still has a concern or problem, they can ask the Sergeant or Field Supervisor to set up a meeting with the FTO Manager. The Sergeant or Field Supervisor shall notify the FTO manager and a meeting shall be scheduled.

New deputies shall complete all assignments in a timely manner. They shall follow all policies and procedures, as outlined in the Department's policy and procedures manuals.

While off duty, new deputies shall not respond to police calls or conduct police investigations unless the situation is life threatening and being "a good witness" would not suffice.

New deputies shall be receptive to criticism given by their FTO. They may verbalize an explanation for their action; however, repeated rationalization, excessive verbal contradictions and hostility are not acceptable.

New deputies are reminded that participation in hazardous extracurricular sports, i.e., organized baseball, football, etc., is discouraged. Any injury a new deputy might receive that causes a disability may have an adverse effect on their employment.

PHASE 1 TRAINING CHECKLIST

Description of Subject Covered	Date Instructed or Document Received	Field Test	Role Play	Written Test	Verbal Test	FTO Initials	Recruit Initials
Recruit Workbook							
Recruit Map book							
Leadership tied into Sheriff's Department Mission, Values, and Employee Empowerment.							
Community Relations/Professional Demeanor:							
Community Relations & Service							
Professional Demeanor/ Communication							
Cultural Diversity							
Racial Profiling							
Crime Prevention							
Community Policing/POP							
General Orders:							
Employee Use of Alcohol (GO-02-07)							
Equal Opportunity Policy – Harassment Complaint Procedure:							
Official department Policy							
Verbal/Physical							
Visual							
Sexual							
Mentally Ill Persons/ Persons with Disabilities							

PI POLICE SEI TRAINEE CHECKLIST Continued

Description of Subject Covered	Date Instructed or Document Received	Field Test	Role Play	Written Test	Verbal Test	FTO Initials	Recruit Initials
Mentally Ill persons							
STAR program and CIT officers							
Partner with Community Programs							
Persons with disabilities							
 <u>Report Writing:</u>							
Automated Report Writing System /Copperfire							
 <u>Vehicle Equipment and Operation:</u>							
Lighting							
Wrap							
Spike strip							
 <u>Law Enforcement Ethics:</u>							
Learn and discuss ethics as applied to law enforcement and patrol specific scenarios							

PHASE 1 TRAINEE CHECKLIST

Description of Subject Covered	Date Instructed or Document Received	Field Test	Role Play	Written Test	Verbal Test	FTO Initials	Recruit Initials
MANDATORY POLICIES TO COMPLETE ORIENTATION WEEK.							
General Use of Force (GO-04-06)							
Emergency Vehicle Operation (PAT-02-04)							
Use of Firearm: Shooting (GO-04-03, GO-04-04, GO-04-05, GO-04-07, GO-04-08, Chapter VII Department Rules & Regulations 760.00-760.06)							
Oleoresin Capsicum (OC) Use (GO-04-01)							
Electronic Control Device X26 (GO-04-10)							
Field Training Program:							
Overview: Expectations, Evaluations, Manuals							
Equipment							
Gas Card							
Sub Key / Gate Code							
Map Book							
Helmet							
Gas mask							
Patrol Flash Light							
Rain Gear							

POLICE TRAINEE CHECKLIST Continued

Description of Subject Covered	Date Instructed or Document Received	Field Test	Role Play	Written Test	Verbal Test	FTO Initials	Recruit Initials
Glock/ handgun							
AR-15							
Less Lethal							

Range Qualifications: (Safety in operation, Removal from unit, Checking for obstructions, Security in unit, when to use/how to hold when not in use:

Glock/ handgun							
AR-15							
Less Lethal							

Arrest & Control:

Low profile handcuffing							
High profile handcuffing							

Asp Baton / Impact weapons:

Strike Zones							
Opening and Closing Baton							

Vehicle and Equipment Checkout:

Unit Inspection Procedure							
Tire wear / inflation / Spare Tire							
Flares / first aid kit							
Fire extinguisher							
Spotlights							
Vehicle lights							
Emergency Lights							
Fuel gage and fueling units							
Maintenance mileage sticker							
Vehicle cleanliness							
Radio							
Siren							
Maintenance Request Form							
Patrol Vehicle Operation Safety							

PFT-1 TRAINEE CHECKLIST Continued

Description of Subject Covered	Date Instructed or Document Received	Field Test	Role Play	Written Test	Verbal Test	FTO Initials	Recruit Initials
<u>Radio System & Practical Radio Operations:</u>							
Equipment Orientation- Car Radio, Portable Radio, Communications Center							
Language- Alphabet & Codes							
Structure- License/Warrant Check/Dispositions							
Beats (Call Signs)							
<u>Forms:</u>							
Overtime Slip							
Meal Check Reimbursement							
County FI							
Yellow Abatement sticker							
Parking Citation							
Voluntary Statement							
Consent / Waiver form							
Booking Form (Yellow)							
Probable Cause Form							
EPO							
Victim Info: P.C 293							
W&J 5L50							
Barking Dog Complaint							
Property List							
Coroner Worksheet							
<u>Moving Citation</u>							
Proper completion of citation/ information on back							
Avoiding citation							
Citation errors-before violator leaves & after							

PEI TRAINEE CHECKLIST Continued

Description of Subject Covered	Date Instructed or Document Received	Field Test	Role Play	Written Test	Verbal Test	FTO Initials	Recruit Initials
Court appearance dates							
Juvenile / to be notified							

Juveniles

Marin County Probation Juvenile Citation							
Marin County Sheriff's Office Juvenile Citation							
Juvenile Hall Booking Form							
Juvenile Hall Probable Cause Form							

The Map Book:

Index Use

Page numbering

North / South

Locating individual places

Gross Field Airport

Marin Ranch Airport

Sausalito Heliport/ Seaplane

Gateway Shopping Center

Strawberry-Village Town and Country

Shoreline Center

Marinwood Shopping Center

County Locations:

Patrol Main Office							
Documentary Services							
Communication Center							
Crime lab							
Evidence							
Fiscal Services							

PL 11 TRAINEE CHECKLIST Continued

Description of Subject Covered	Date Instructed or Document Received	Field Test	Role Play	Written Test	Verbal Test	FTO Initials	Recruit Initials
Garage							
Radio Shop							
Investigations Section							
Coroner							
Jail (If all transfers from S.O. -unnecessary)							
Jail Booking (Same as above)							
Jail Intoxilyzer Room (Same as above)							
Range							
Marin General Hospital							
MGH Emergency Room							
MGH Unit A							
MGH Unit B							
Sheriff Department Substations, Pt. Reyes, Kenfield, Ross Valley, Marin City							
Helen Vine Detox							
Novato Community Hospital							
Kaiser							
Jeanette Prandi Center							
Juvenile Hall							
DA's Office							
Public Defender's Office							
Court Rooms							

PHASE I TRAINING CHECKLIST

Description of Subject Covered	Date Instructed or Document Received	Field Test	Role Play	Written Test	Verbal Test	FTO Initials	Recruit Initials
<u>Laws of Arrest:</u>							
Penal Code Sections 834, 836, and 837							
Mandatory & Optional bookings							
• 40302							
• 40303							
• 853.6							
<u>How to Arrest:</u>							
Use of force							
Receiving prisoners from citizens (142 and 847 PC)							
Forcible entries - 844 PC							
Times of arrest							
Transportation and searching of prisoners							
Advising subjects of their rights							
<u>Search & Seizure; Stop and Frisk; Detention and Release:</u>							
Search Concepts							
Seizure Concepts							
Right and Duty to temporarily detain							
Reasons for stopping							
Hunch or suspicion							
Cursory Search							
Pat Down							
Pockets or packages							
PC 849 (b)							

PLATE I TRAINEE CHECKLIST Continued

Description of Subject Covered	Date Instructed or Document Received	Field Test	Role Play	Written Test	Verbal Test	FTO Initials	Recruit Initials
<u>Crimes in Progress Responses/Emergency Vehicle Operation:</u>							
Best route is the quickest and safest							
Arrival is the most important thing							
Response to burglary (residential-Commercial-Alarms)							
Response to Robbery (bank person-business alarms)							
Code-3 Responses							
<u>CODE-3 Response:</u>							
Communications assign most or self initiated							
Code-3 Red light and siren (respond immediately)							
Field officer observes suspects or refusal to stop.							
Self initiated							
Reasonable and prudent							
Vehicle Code restrictions (liabilities)							
<u>Interview & Interrogation Techniques/Note taking:</u>							
Interrogation							
Interview							
Approaches							
Who-What-Where-When-How-Why							
Documentation & in notebook: Discoverable							
<u>Report Writing:</u>							
Following the completion of a preliminary investigation of a cold crime, the trainee shall record all pertinent information in correct format on the proper report form.							

P SE I TRAINEE CHECKLIST Continued

Description of Subject Covered	Date Instructed or Document Received	Field Test	Role Play	Written Test	Verbal Test	FIO Initials	Recruit Initials
The trainee shall prepare a report that minimally includes: <ul style="list-style-type: none"> • Organizing facts in chronological order • Relating facts in proper sentence form • Correctly filing in all appropriate boxes • Properly establishing who, what, when, how, and how many 							
The trainee shall demonstrate the ability to satisfactorily complete all police reports involved when one or more persons are in custody.							
Given an incident in which an arrest is made, the trainee shall complete the appropriate report which shall include: <ul style="list-style-type: none"> • The elements constituting the offence • A complete documentation of reasonable cause to arrest • A complete description of all physical evidence, where it was found and its disposition • A complete listing of all suspects including whether or not they are in custody 							
The trainee shall use the proper report forms in each situation that requires a report							
<u>Patrol Activity / Procedures (General):</u>							
How to find odd and even numbers on streets							

PI PIE TRAINEE CHECKLIST Continued

Description of Subject Covered	Date Instructed or Document Received	Field Test	Role Play	Written Test	Verbal Test	FTO Initials	Recruit Initials
Banks / Savings and loans locations							
24 - Hour locations							
Hazardous streets / intersections alleys							
Tow companies							
Bar checks							
Recreation Centers							
Common meeting places (juveniles, gangs, etc.)							
High schools/elementary schools							
Humane Society (Enforcement vans)							
Patrol Tactics (double backs, etc)							
Fire Station Paramedics							
How to report needed street repairs, etc.							
How to recognize report hazards (traffic, etc)							
Citizen assists (lock-outs, medical, directions, etc)							
Car stops (traffic, felony, van, back-ups, 10-20's)							
Pedestrian Stops							
<u>Towing Procedures:</u>							
Requesting a tow							
From where and when to tow							
11-24's							
Resulting from an arrest							
Impounds-Evidence Holds							
Storage-Safekeeping							
Related Vehicle and Municipal Codes (Cheat Sheet)							
14601 VC - 30 Day							
<u>Private Persons Arrest/Misdemeanor Citation:</u>							
Valid arrest/lawful or unlawful							
Prior to arrest							

PI : E1 TRAINEE CHECKLIST Continued

Description of Subject Covered	Date Instructed or Document Received	Field Test	Role Play	Written Test	Verbal Test	FTO Initials	Recruit Initials
Advising arrestee							
Crime-arrest-verification-complaints							
Misdemeanor citation-verification/how							
OR releases/procedures							
Warrants/Procedures:							
Warrant how obtained							
Misdemeanor/Felony							
Night service (misdemeanor)							
NCIC							
Verification							
Field Interrogations/Computerized Checks:							
Suspicious persons - 10-66							
Suspicious vehicle and occupants II-54							
FI card/when to use/processing FI photos							
Computers (crutch or tool) Field Check							
Drivers license history/Vehicle registration info							
Methods of verification before arrest							
Traffic Control/Flare Patterns:							
Mechanics							
• Hand signals							
• Use of flashlight							
• Officer Position							
Signalized intersection							
Portable Signals							
Flares and Cones							
CHP- traffic control							
When and how to take control of an intersection							

PILOT TRAINEE CHECKLIST Continued

Description of Subject Covered	Date Instructed or Document Received	Field Test	Role Play	Written Test	Verbal Test	FTO Initials	Recruit Initials
Recognition of Stolen & Abandoned Vehicles:							
Ignition (steering column condition)							
How and where parked							
Exterior and interior condition (dirty/debris/windows)							
Locating VIN							
10-28/10-29 vehicle							
Use of parking enforcement detail (72 hour violation)							
Tactical Communication/ Mtg. Resolution; Handling Family Disputes:							
Tactical Communication							
Officer Safety (potential officer danger)							
Separation of disputants/combatants							
Arbitration							
Referrals -Resources							
Recommendations - Counseling							
Domestic violence reporting responsibilities							
Restraining Orders							
Emergency Protective Orders							
Diabetic							
Drunk / Under the influence Arrests:							
PC 647f							
Arrest form							
Diabetic							

P. SE 1 TRAINEE CHECKLIST Continued

Description of Subject/Covered	Date Instructed or Document Received	Field Test	Role Play	Written Test	Verbal Test	FTO Initials	Recruit Initials
Alcohol / Drugs							
Detoxification (849b2)							
Injured persons considerations (documentation)							
11550 H & S							
• Symptoms							
• Handling Subjects							
• Safeguards							
Stolen Auto Reports:							
Recovery Reports							
Hold for Prints							
No hold							
CHP 180							
Notify CHP							
10851 VC Investigations							
In Custody's							
<u>Issuing Parking and Traffic Citations:</u>							
Violator contact							
Proper violations							
Procedure for handling a driver with suspended or revoked license							
Refusal to sign							
Court Procedures/Orientation (O.T.):							
Subpoena							
On-Call procedures							
Traffic court							
MCSO Juvenile hearings							
Probation Cases							

PL-EI TRAINEE CHECKLIST Continued

Description of Subject Covered	Date Instructed or Document Received	Field Test	Role Play	Written Test	Verbal Test	FTO Initials	Recruit Initials
Testifying							
• Criminal							
• Traffic (Adult & Juvenile)							
Appearance							
Demeanor							
Obtaining reports and evidence							
Overtime procedure							
Handling a Fire Call:							
Traffic/Crowd control responsibilities							
Assist when requested by FD							
Arson Investigation (Fire vs. SO)							
Paramedic Responses:							
Who requests							
What they will respond to							
Advising nature of injury							
Types of assistance							

PHASE 2 TRAINING CHECKLIST

Description of Subject Covered	Date Instructed or Document Received	Field Test	Role Play	Written Test	Verbal Test	FTO Initials	Recruit Initials
<u>How to Handle Prowler Calls:</u>							
Response and arrival							
First Unit at scene/direct back-up							
Contact with Reporting Party							
Apprehension of suspect							
<u>How to Handle Robberies in Progress:</u>							
Response and arrival (just occurred)							
Deployment (depends on time delay)							
Initial and supplemental broadcasts (vehicles, suspects, etc)							
Preserving scene (if relative)							
Investigation and report							
Field show-up							
<u>How to Handle Burglary Calls/Searches:</u>							
Silent and audible alarms							
Response and arrival							
In progress or time delay							
Additional units							
Securing building/scene, etc							
K-9 Unit/residential-commercial							
Building search (interior-exterior)							
Residence (interior-exterior)							
Roof access (FD assistance)							

PERFORMANCE SE 2 TRAINEE CHECKLIST Continued

Description of Subject Covered	Date Instructed or Document Received	Field Test	Role Play	Written Test	Verbal Test	FTO Initials	Recruit Initials
<u>Handling Juvenile Case:</u>							
Juvenile contact report							
Mandatory admonishment of rights							
Notification of parents							
Field Release/Juvenile contact report							
Juvenile drunk drivers							
Juvenile U/I							
601-602 WIC							
• Child abuse							
• Contributing to delinquency (272 PC)							
• Diversion							
Drawing blood from juveniles							
625 WIC							
261 PC Juvenile victim							
484 PC cases							
Citing							
627 WIC							
Secure detention							
Admission to Juvenile Hall							
Criminal Citations to Juvenile Traffic Court							
<u>Missing Persons Calls:</u>							
General information (mandatory reporting)							
Suspicious circumstances							
At Risk APB							
Found persons							
<u>Handling Assault Cases:</u>							
Response							

PI 2 TRAINEE CHECKLIST Continued

Description of Subject Covered	Date Instructed or Document Received	Field Test	Role Play	Written Test	Verbal Test	FIO Initials	Recruit Initials
Preserving crime scene							
Requesting medical aid/paramedics							
Locating suspect/witness							
Secure scene if necessary							
Evidence/Weapons							
Handling Rape Cases:							
Locate and secure crime scene							
Interviewing victim							
Treatment and examination of victim							
Preserving and booking of evidence							
Handling other Sex Crimes:							
Lewd conduct							
Lewd phone calls							
Obscene letters or material							
Child Molestation							
Vehicle Searches:							
Investigation prior to search							
Specific areas to check							
Search as result of arrest							
Inventory search							
Consent/waiver							
Traffic/Felony Stops:							
Traffic stops							
• Vehicle position							
• Officer position							
Felony Stops							

PL-JE 2 TRAINEE CHECKLIST Continued

Description of Subject/Covered	Date Instructed or Document Received	Field Test	Role Play	Written Test	Verbal Test	FIO Initials	Recruit Initials
Van Stops							
Drunk Driving Arrests:							
Recognizing the drunk driver							
Initial stop-preliminary signs of intoxication							
DUI examination							
• Eye coordination							
• Rhomberg							
• Heel to toe walk							
• One leg stand							
• Finger to nose							
Blood-Breath Test							
• Implied consent							
• Trombetta							
• Refusals							
• DMV forms							
• "Forced" blood							
Disposition of vehicle							
When to OR							
• Hospitalization							
Drunks driving on private property							
Juveniles							
Handling Cases Involving Bicycles/Mopeds:							
Issuing citations							
Bicycles booked safekeeping/evidence (property report)							
Mopeds towed and stored (CHP 180)							
Stolen bicycles (Crime Report)							

PL 2E 2 TRAINEE CHECKLIST Continued

Description of Subject Covered	Date Instructed or Document Received	Field Test	Role Play	Written Test	Verbal Test	FTO Initials	Recruit Initials
How to transport bicycles							
What to advise person finding bicycle							
<u>Handling Calls Involving Noise/Animal Complaints:</u>							
415 parties-bands-workers, etc							
Agencies handling ill/injured/vicious animals							
Rabid dogs or other animals							
When and when not to shoot animals - alternatives in controlling animals							
Handling of large animals							
Humane Society-callouts							
<u>Handling Mentally Ill Persons:</u>							
5150 Welfare & Institutions Code							
Methods of detecting mentally ill person							
Officer Safety							
Transportation							
Transportation to Marin General Hospital							
72-hour holds-evaluations/documentations							
Conditions of acceptance							
Assistance							
Voluntary commitment							
Reports							
<u>Handling Hospitalized Suspects:</u>							
Felony	Treatment of injuries at MGH • Clothing and valuables • 849(b) 1 PC						

PLEXE 2 TRAINEE CHECKLIST Continued

Description of Subject Covered	Date Instructed or Document Received	Field Test	Role Play	Written Test	Verbal Test	FTO Initials	Recruit Initials
Misdemeanors • OR release contact jail • 849(b) 2 PC							
<u>Handling Attempt Suicides:</u>							
Look for evidence of ingested substance							
Check for notes							
Ambulance Requests							
5150 WIC holds							
<u>Death Reports & Dead Body Calls:</u>							
Who pronounces death							
Notification of Field Sergeant/Coroner/Mortuary/Next of kin							
Protection of scene							
Suicide							
Natural Causes							
Other than natural causes (accidental/homicide)							
• Obtain and broadcast suspect information as soon as possible							
• Locate witnesses							
• Detectives request							
Chaplains							
<u>Gang Activity:</u>							
Local gangs and problem areas							
Taggers							
Methods of control							
Report classification							

PH_E 2 TRAINEE CHECKLIST Continued

Description of Subject Covered	Date Instructed or Document Received	Field Test	Role Play	Written Test	Verbal Test	FTO Initials	Recruit Initials
Landlord/Tenant Disputes:							
Civil considerations							
Right of parties involved							
Referral agencies							
Keep the peace							
Injured Suspects:							
Injuries resulting from crime committed							
Injuries resulting from altercation with officers							
Injuries from prior to officer contact							
Transport to MGH for treatment							
Security							
Medical treatment slip/clearance							
Documentation of injuries							
Fraud Cases/Reports:							
Forgery and other check cases							
Credit card cases							
Bunco and con games							
Embezzlement							
How to Handle Traffic Collisions and Reports:							
CHP- private property							

PHASE 3 TRAINEE CHECKLIST

Description of Subject Covered	Date Instructed or Document Received	Field Test	Role Play	Written Test	Verbal Test	FTO Initials	Recruit Initials
Disaster Scenes- Overview							
Earthquake							
<ul style="list-style-type: none"> • Looting • Fire • Communicating with Comm Center • Individual Action • May be detailed to station for assistance 							
Airplane Crash							
<ul style="list-style-type: none"> • Protection of Scene • Injured • Reporting-traffic-military A/C-notifications • Coroner-Temporary Morgue 							
Major Call Responses:							
First Unit on Scene							
<ul style="list-style-type: none"> • Temporary Command Post • Request Field Sergeant • Officer in Charge • Ascertain type of problem <ul style="list-style-type: none"> ○ Hostage ○ Barricaded suspect ○ Sniper 							

PHASE 3 TRAINEE CHECKLIST Continued

Description of Subject Covered	Date Instructed or Document Received	Field Test	Role Play	Written Test	Verbal Test	FTO Initials	Recruit Initials
<ul style="list-style-type: none"> ○ Ambush <ul style="list-style-type: none"> ● Locate Problem ● Hazards ● Parties-witnesses involved ● Weapons ● Immediate Needs <ul style="list-style-type: none"> ○ Personnel (SWAT-callouts) ○ Paramedics-Standby ○ Ambulance-Standby ○ Fire Department ○ Special Equipment ● Communications ● Outside Agencies <ul style="list-style-type: none"> ○ Mutual Aid agreements ○ Initiated by Watch Commander ● Basic Concepts <ul style="list-style-type: none"> ○ Contain ○ Control ○ Communicate ○ Coordinate ○ 11-99's ○ Code 777 							

<ul style="list-style-type: none"> ○ Ambush <ul style="list-style-type: none"> ● Locate Problem ● Hazards ● Parties-witnesses involved ● Weapons ● Immediate Needs <ul style="list-style-type: none"> ○ Personnel (SWAT-callouts) ○ Paramedics-Standby ○ Ambulance-Standby ○ Fire Department ○ Special Equipment ● Communications ● Outside Agencies <ul style="list-style-type: none"> ○ Mutual Aid agreements ○ Initiated by Watch Commander ● Basic Concepts <ul style="list-style-type: none"> ○ Contain ○ Control ○ Communicate ○ Coordinate ○ 11-99's ○ Code 777 							
--	--	--	--	--	--	--	--

Major Incidents Involving Department Employees On/Off Duty:

Field Supervisor notified immediately			
Employee of the higher rank than involved employee respond			
O/D Contact Watch Commander			

PAGE 3 TRAINEE CHECKLIST Continued

Description of Subject Covered	Date Instructed or Document Received	Field Test	Role Play	Written Test	Verbal Test	FTO Initials	Recruit Initials
Soliciting Permits:							
When allowed							
Required permits and licenses							
Enforcement (Warnings-Citations)							
Soliciting or selling from roadway							
Bomb Threats/Explosives:							
Contact manager							
Contact person at scene taking call							
Check premises							
Evacuation-manager's decision							
Bomb Squad response							
Proper handling of suspicious devices							
Demonstrations and Labor Disputes:							
Official Department Contact							
Appropriate officer conduct (neutral)							
Riots-unlawful assemblies advisement							
Arrests/warnings/enforcement							
Deployment/traffic control							
Policy Review:							
Use of Force GO-04-06							
Use of Firearm: Shooting (GO-04-03, GO-04-04, GO-04-06, GO-04-07, GO-04-08)							
Oleoresin Capsicum (OC) Use (GO-04-01)							
Emergency Vehicle Operation (PAT-02-04)							
Electronic Control Device X26 (GO-04-10)							

PHASE 3 TRAINEE CHECKLIST Continued

Description of Subject Covered	Date Instructed or Document Received	Field Test	Role Play	Written Test	Verbal Test	FTO Initials	Recruit Initials

NOTE: Review check-offs for Phases 1-3. Instruct and test in all areas not previously signed off, and sign off.

Recruit Report Log

MCSO FIELD TRAINING PROGRAM OVERVIEW

The Field Training Program is designed to provide the Deputy Sheriff Trainee an opportunity to apply the training received in the Academy to the practical environment of the beat Deputy. The program also prepares lateral Deputy Sheriff's, using their previous police experience, to work in the County of Marin. The Field Training Program Workbook and Reference Manual are provided to assist the trainee in this transition.

Deputy Sheriffs have a wide range of alternatives available for managing the incidents they are called upon to handle. The existence of this discretion, and the degree of power inherent in the job, have led many people to believe law enforcement officers are among the most important decision makers in society today. The actions they take seriously affect the lives of many citizens. It is reflective of this compelling responsibility.

The Marin County Sheriff's Department's Field Training Program is divided into four phases. During each phase, the trainee will complete a comprehensive checklist of tasks designed to assure the Training Officer of the trainee's ability to master a series of specific police skills.

Phase 1 consists of a one-week orientation course, followed by five weeks (week 2-6) of instruction and evaluation. During this, and each subsequent phase of instruction, the trainee will receive a Daily Observation Report, or "DOR". The trainee's daily performance will be documented on the DOR, along with any specific instruction provided, or any training regimens required. Successful completion of Phase 1 is required before the trainee can proceed onto Phase 2.

Phase 2 consists of five weeks (week 7-11) of instruction and evaluation. It is expected the trainee will begin handling calls for service with less input required from his or her Training Officer. The Trainee must successfully complete Phase 2 before proceeding onto Phase 3.

Phase 3 consists of four weeks (week 12-15) of instruction and evaluation. The trainee will be expected to handle all details, save those he or she has not yet been exposed to, without assistance. He or she should be initiating all patrol activities on his or her own. During Phase 3, less training is provided in an environment where critical evaluation takes on ever increasing importance.

The third week, #14, of Phase 3 is set aside to concentrate on areas needing expanded attention. Training scenarios are run throughout this particular week to assure the trainee's ability to perform to established standards in a wide range of situations.

Week four is used to familiarize the trainee with the major geography and landmarks of the other three patrol districts within the Bureau.

The trainee must successfully complete Phase 3 before proceeding onto Phase 4.

Phase 4 consists of one week (at least 3, 12-hour shifts) of observed patrol activity. The Training Officer may observe the actions of the trainee either from within the patrol vehicle while wearing plain clothes, or from a second patrol vehicle, allowing the trainee

MCSO FIELD TRAINING PROGRAM OVERVIEW

to ride without a car partner. Successful completion of Phase 4 is required for the trainee to graduate from the Training Program.

If at any time, it is determined the trainee has demonstrated a pattern of difficulty or inability to perform to established standards of achievement, he or she may either receive an extension of training, be placed on a written "performance contract", or terminated from the Training Program.

All evaluations and comments pertinent to each trainee will be routed through the chain of command to the Program Lieutenant. All reports on each probationer will be kept in an individual file, and these files will be centrally located in the Field Training Office. Those records will be made available to all Field Training Officer, FTO Program Supervisors, Program Lieutenant, and Patrol Bureau Commanders.

Scale Value Application

Performance Evaluations:

At the end of each shift worked, the Deputy Sheriff Trainee will receive a Daily Observation Report, or DOR. That form is used to record the recruit's performance, specific training or instruction presented, and any other information of importance related to the Training Program.

There are 31 specific performance tasks evaluated by the Daily Observation Report. Each must either be commented upon, or an indication made that the performance was not noted during the specific tour of duty covered by that particular DOR.

At the close of each workweek, the trainee will receive a Weekly Evaluation from his or her Training Sergeant. The evaluation will be administered by the Sergeant and will contain recommendations for the FTO to follow during the coming week.

The final sentence of the Sergeant's Weekly Evaluation describes whether or not the trainee's performance to date was acceptable or unacceptable. Each week, the trainee will be advised by the Training Sergeant as to the level of his or her overall performance for the week just completed.

At the end of each phase of training, the FTO will complete an End of Phase Evaluation, detailing the trainee's significant strengths and weaknesses, as well as a list of specific training provided during the phase, with recommendations for training needed by the trainee during the upcoming phase of instruction.

This evaluation will be discussed in committee with the FTO Sergeant, the trainee's current FTO, and the trainee's next FTO. Special training problems will be clarified and addressed, with a training regimen for the next phase of instruction developed.

Acceptable Levels of Performance:

The trainee's performance will be evaluated against the Standardized Performance Guidelines contained within the Field Training Manual. These guidelines were developed to provide a specific standard of evaluation, eliminating subjective reviews based on an individual FTO's bias or personal experiences.

Performance is rated on a numerical scale ranging from 1 through 7, with 1 reflecting an unacceptable performance and 7 reflecting a superior performance.

A rating of 4 is considered to reflect a minimally acceptable level of performance and must be obtained in all rated categories by the end of the 14th week of training in order for the recruit officer to graduate from the Training Program.

Not Responding to Training:

When a trainee has received repeated instruction in a particular area and fails to demonstrate an ability to perform to established standards, the FTO will mark the NRT box on the face of the DOR report form. In every case, when a probationer fails to respond to training, the FTO must explain in the narrative portion of the DOR the specific training provided to the trainee, the attempts made to overcome the identified deficiency, and the results of those attempts.

Marin County Sheriff's Office

Std. Evaluation Guidelines



DOR Style: Patrol

1. Appearance - General Appearance

Evaluates physical appearance, dress, demeanor, and equipment.

- | | | |
|---|---|--|
| (1) Unacceptable - Overweight (in comparison to hiring standard), dirty shoes, and wrinkled uniform. Uniform fits poorly or is improperly worn. Hair not groomed and/or in violation of Department regulation. Weapon or equipment is dirty. Equipment is missing or inoperative. Offensive body odor or breath. | (4) Acceptable - Uniform neat, clean. Uniform fits and is properly worn. Weapon, leather, and equipment is clean and operative. Hair is within regulations and shoes and brass are shined. | (7) Superior - Uniform is neat, clean, and tailored. Leather gear is shined, and shoes are spit-shined. Displays command bearing. |
|---|---|--|

2. Attitude - Acceptance of Feedback From FTO/FTO Program

Evaluates the way the trainee accepts criticism and how that feedback is used to further learning and improve performance.

- | | | |
|--|---|--|
| (1) Unacceptable - Rationalizes mistakes, denies that errors were made, is argumentative, refuses to or does not attempt to make corrections. Considers criticism personal. | (4) Acceptable - Accepts criticism in a positive way and applies it to improve performance and further learning. | (7) Superior - Actively solicits criticism/feedback in order to further learn and improve performance. Does not argue or blame other persons/things for errors. |
|--|---|--|

3. Attitude Toward the Job

Evaluates how the trainee views the new career in terms of personal motivation, goals and his/her acceptance of the job's responsibilities.

- | | | |
|--|--|---|
| (1) Unacceptable - Sees career only as a job, uses job to boost ego, abuses authority; demonstrates little dedication to the principles of the profession, and is disinterested and lacks motivation. | (4) Acceptable - Demonstrates an active interest in new career and in their responsibilities. | (7) Superior - Utilizes off-duty time to further knowledge, actively soliciting assistance from others to increase knowledge and improve skills. Demonstrates concern for the fair and equitable enforcement of the law and maintains high ideals in terms of professional responsibilities. |
|--|--|---|

4a Knowledge of Department Policies and Procedures - Reflected by Testing

Evaluates trainee's knowledge of department policies and procedures and ability to apply this knowledge under field conditions

- | | | |
|---|---|---|
| (1) Unacceptable - When tested verbally, or in written form, answers with less than 70%. | (4) Acceptable - When tested verbally, or in written form, answers with less than 70%. | (7) Superior - When tested verbally, or in written form, answers with 70% or more. |
|---|---|---|

written form, answers with 70% accuracy.

4b. Knowledge of Department Policies and Procedures - Reflected in Field Performance

Evaluates trainee's knowledge of department policies and procedures and ability to apply this knowledge under field conditions.

- (4) **Acceptable** - Familiar with most commonly applied Department policies, regulations, and procedures, and complies with same.
- (1) **Unacceptable** - Fails to display knowledge of Department policies, regulations, and/or procedures or violates same.

5a. Knowledge of Criminal Statutes - Reflected by Testing
Evaluates trainee's knowledge of the criminal statutes and his/her ability to apply them in field situations.

- (1) **Unacceptable** - When tested verbally, or in written form, answers with less than 70% accuracy.
- (4) **Acceptable** - When tested verbally, or in written form, answers with 70% accuracy.

- 5b. Knowledge of Criminal Statutes - Reflected in Field Performance**
Evaluates trainee's knowledge of the criminal statutes and his/her ability to apply them in field situations.

- (1) **Unacceptable** - Does not know the elements of basic sections of the codes. Does not recognize criminal offenses when encountered or makes mistakes relative to whether or not crimes have been committed and, if so, which crimes.
- (4) **Acceptable** - Recognizes commonly encountered criminal offenses and applies appropriate section of the code. Recognizes differences between criminal and non-criminal activity.

6a. Knowledge of City/County Ordinances - Reflected by Testing
Evaluates trainee's knowledge of local ordinances and ability to apply that knowledge to field situations.

- (1) **Unacceptable** - When tested verbally, or in written form, answers with less than 70% accuracy.
- (4) **Acceptable** - When tested verbally, or in written form, answers with 70% accuracy.

- 6b. Knowledge of City/County Ordinances - Reflected in Field Performance**
Evaluates trainee's knowledge of local ordinances and ability to apply that knowledge to field situations.

- (1) **Unacceptable** - Does not even know the most often used sections of the codes. Confuses criminal with non-criminal offenses. Does not recognize offenses when committed. Makes assignments to wrong court.
- (4) **Acceptable** - Knows and recognizes commonly encountered criminal and non-criminal violations. Applies appropriate sections. Makes assignments to the correct court.

7a. Knowledge of Traffic Codes - Reflected by Testing
Tests trainee's ability to apply Traffic related codes.

- (1) **Unacceptable** - When tested verbally, or in written form, answers with less than 70% accuracy.
- (4) **Acceptable** - When tested verbally, or in written form, answers with 70% accuracy.

7b. Knowledge of Traffic Codes - Reflected in Field Performance

Tests trainee's ability to apply Traffic related codes.

- (1) **Unacceptable** - Does not know even the most often used sections of the code. Does not recognize violations when committed and/or incorrectly identifies violation.

(4) **Acceptable** - Knows and recognizes commonly used sections of the code. Applies appropriate sections. Locates lesser-known sections in reference material.

(7) **Superior** - Displays outstanding knowledge of traffic codes including lesser-known sections. Quickly and effectively applies codes.

8a. Knowledge of Criminal Procedure including laws of arrest, search & seizure, warrants, juvenile law, etc. Evaluates ability to apply those procedures in field situations.

- (1) **Unacceptable** - When tested, verbally or in written form, answers with less than 70% accuracy.

(4) **Acceptable** - When tested, verbally or in written form, answers with 70% accuracy.

(7) **Superior** - When tested, verbally or in written form, answers with 100% accuracy.

8b. Knowledge of Codes of Criminal Procedure - Reflected in Field Performance

Evaluates trainee's knowledge of Criminal Procedures including laws of arrest, search & seizure, warrants, juvenile law, etc. Evaluates ability to apply those procedures in field situations.

- (1) **Unacceptable** - Violates procedural requirements. Attempts to conduct illegal searches, fails to search when appropriate, attempts to seize evidence illegally and arrest unlawfully.

(4) **Acceptable** - Follows required procedure in commonly encountered situations. Conducts proper searches and seizes evidence legally. Arrests within guidelines.

(7) **Superior** - Follows required procedure in all cases, accurately applying law relative to searching, seizing evidence, release of information and affecting arrests.

9. Performance - Driving Skill: Normal Conditions

Evaluates trainee's skill in the operation of department vehicles under normal and routine driving conditions.

- (1) **Unacceptable** - Frequently violates traffic laws. Involved in chargeable accidents. Fails to maintain control of vehicle or displays poor manipulative skills in vehicle operation. Drives too fast or too slowly for conditions.

(4) **Acceptable** - Obeys traffic laws when appropriate. Maintains control of the vehicle. Performs vehicle operation while maintaining alertness to surrounding activity. Drives defensively.

(7) **Superior** - Sets an example for lawful, courteous driving. Maintains complete control of the vehicle while operating radio, checking hot sheet, etc. Is a superior defensive driver.

10. Performance - Driving Skill: Moderate and High Stress Conditions

Evaluates trainee's skill in vehicle operation in emergency situations and under conditions calling for other than normal driving skill.

- (1) **Unacceptable** - Involved in chargeable accidents. Uses red lights and siren unnecessarily or improperly. Drives too fast or too slow for conditions/situation. Loses control of vehicle.

(4) **Acceptable** - Maintains control of vehicle and evaluates driving conditions/situation properly.

(7) **Superior** - Displays high degree of reflex ability and driving competence. Anticipates driving situation in advance and acts accordingly. Practices defensive driving techniques continually. Responds very well to the degree of stress present.

11. Performance - Orientation/Response Time to Calls

Evaluates trainee's awareness of surroundings, ability to find locations and arrive at destination within an acceptable amount of time.

- (1) **Unacceptable** - Unaware of location on patrol. Does not properly use beat map. Unable

(4) **Acceptable** - Is aware of location while on patrol. Properly uses beat map. Can relate

(7) **Superior** - Remembers locations from previous visits and seldom needs beat map. Is aware of shortcuts and utilizes them to save

to relate location to destination. Gets lost. Expend too much time getting to destination.

Location to destination. Arrives within reasonable amount of time.

12. Performance - Routine Forms: Accuracy & Completeness

Evaluates trainee's ability to properly utilize the forms that the agency uses to accomplish reporting obligations.

- (1) **Unacceptable** - Is unaware that a form must be completed and/or is unable to complete the proper form for the given situation. Forms are incomplete, inaccurate or improperly used.
- (4) **Acceptable** - Knows of the commonly used forms and understands their use. Completes them with reasonable accuracy and thoroughness.

time. High level of orientation to the beat and the community.

13. Performance - Report Writing: Organization & Details

Evaluates the trainee's ability to prepare written/computerized reports accurately reflecting the situation and in a detailed, organized manner.

- (1) **Unacceptable** - Unable to organize information and reproduce it in the required format. Leaves out pertinent details. Report is inaccurate and/or incorrect.
- (4) **Acceptable** - Completes reports, organizing information in a logical manner. Reports contain the required and necessary information and details.

14. Performance - Report Writing: Grammar/Spelling/Neatness

Evaluates the trainee's ability to use proper grammar, to spell correctly, and to prepare reports that are neat and legible.

- (1) **Unacceptable** - Reports are illegible. Reports contain an excessive number of misspelled words. Sentence structure and/or word usage is incorrect or incomplete.
- (4) **Acceptable** - Reports are legible and grammar is at an acceptable level. Spelling is acceptable and errors are rare. Errors, if present, do not distract from understanding the report.

15. Performance - Report Writing: Appropriate Time Used

Evaluates the trainee's efficiency relative to the amount of time taken to accurately complete a report writing assignment.

- (1) **Unacceptable** - Requires an excessive amount of time to complete a report. Takes three or more times the amount of time the average tenured officer would take for a similar report.
- (4) **Acceptable** - Completes reports within a reasonable amount of time as compared to the amount of time the average tenured officer would take for a similar report.

16. Performance - Field Performance: Non-Stress Conditions

Evaluates the trainee's ability to perform routine, non-stress, police activity.

- (1) **Unacceptable** - Becomes confused and disoriented when confronted with routine, non-stress tasks. Does not or cannot complete task. Takes wrong course of action or avoids taking action.
- (4) **Acceptable** - Properly assesses aspects of routine situations, including the more unusual and/or complex ones. Quickly determines appropriate course of action and takes same.

17. Performance - Field Performance: Stress Conditions

Evaluates the trainee's ability to perform in high and moderately high stress conditions.

- (1) **Unacceptable** - Becomes emotional, panic
- (4) **Acceptable** - Maintains calm and self-control
- (7) **Superior** - Maintains calm and self-control.

Stricken, unable to function. Holds back, loses temper or displays cowardice: Over or under reacts.

control in most situations, determines proper course of action and takes it. Does not allow a situation to further deteriorate. Reaction is acceptable.

18. Performance - Investigative Skill

Evaluates trainee's ability to conduct a proper investigation with an emphasis on crime scene investigatory procedures.

(1) **Unacceptable** - Does not conduct a basic investigation or conducts investigations improperly. Unable to accurately diagnose offense committed. Fails to discern readily available evidence. Makes frequent mistakes when identifying, collecting or submitting evidence. Does not connect evidence with suspect when apparent. Lacks skill in collection and preservation of fingerprints. Does not protect scene.

(4) **Acceptable** - Follows proper investigatory procedure in routine cases. Is generally accurate in diagnosis of nature of offense committed. Collects, tags, logs, and submits evidence properly. Connects evidence with suspect when apparent. Collects "readable" fingerprints from most surfaces when available.

19. Performance - Interview/Interrogation Skill

Evaluates trainee's ability to use proper questioning techniques; to vary techniques to fit persons being interviewed/interrogated; to follow proper and lawful procedure.

(1) **Unacceptable** - Fails to use proper questioning techniques. Does not elicit and/or record available information. Does not establish appropriate rapport with subject and/or does not control interrogation of suspect. Fails to follow department and legal procedures.

(4) **Acceptable** - Generally uses proper questioning techniques. Elicits most available information and records same. Establishes proper rapport with most victims/witnesses. Controls the interrogation of most suspects. Follows procedure and issues a proper Miranda admonition.

20. Performance - Self-Initiated Field Activity

Evaluate trainee's interest and ability to initiate police-related activity. Recognizes activity and takes action.

(1) **Unacceptable** - Does not see or avoids activity. Fails to follow up. Rationalizes away suspicious circumstances. Does not have a broad orientation to the job.

(4) **Acceptable** - Recognizes and identifies police-related activities. Has a broad orientation to the job including activity with a low priority. Develops cases from observed activity. Displays inquisitiveness.

21. Performance - Officer Safety: General

Evaluates trainee's ability to perform police activity without injuring him/herself or others. Assesses their ability to perform without exposing self or others to potential danger and/or unnecessary risk.

(1) **Unacceptable** - Fails to follow acceptable safety procedures. Fails to exercise officer

in even the most extreme situations. Quickly restores control of the situation and takes command. Course of action taken is best possible.

(7) **Superior** - Always follows proper investigatory procedure and always accurate in diagnosis of offense committed. Connects evidence with suspect even when not apparent. Has "Evidence Technician" level skill in the collection and identification of evidence. Collects "readable" fingerprints from any possible surface when available.

(7) **Superior** - Always uses proper questioning techniques. Establishes rapport with victims/witnesses under the most difficult circumstances. Control the interrogation of suspects. Conducts stressful interrogations.

(7) **Superior** - Seldom misses observable, police-related activity. Maintains "Watch Bulletins" and information provided at roll call. Uses the information as "probable cause" to initiate activity. Makes quality contacts and/or arrests from observed activity. "Sees" beyond the obvious.

(7) **Superior** - Evaluates their ability to perform without exposing self or others to potential danger and/or unnecessary risk.

safety in the following, and other, situations: A) Exposes weapon to suspect (handgun, baton, mace, etc.), B) Fails to keep weapon hand free in enforcement situations, C) Stands in front of violator's vehicle door, D) Fails to control suspect's movements, E) Fails to use illumination when necessary or uses it improperly, F) Does not keep violator/suspect in sight, G) Fails to advise Communications when leaving vehicle, H) Fails to maintain good physical condition, I) Fails to properly maintain safety equipment and weapon, J) Does not anticipate potentially dangerous situations, K) Stands too close to passing vehicular traffic, L) Fails to position vehicle property on car stops, M) Stands in front of door when making contact with occupants, N) Fails to cover other officers or maintain awareness of their activity, and O) Fails to search police vehicle prior to duty and after transporting other than police personnel.

22. Performance - Officer Safety: Suspicious Persons, Suspects, and Prisoners

Evaluates the trainee's ability to perform police-related tasks safely while dealing with suspicious persons, suspects and prisoners.

(1) **Unacceptable** - Violates officer safety practices as outlined in SEG 21. Additionally, fails to "pat search," allows people to approach while seated in patrol vehicle, fails to handcuff when appropriate. Conducts poor searches and fails to maintain a position that would prevent attack or escape.

23. Performance - Control of Conflict: Voice Command

Evaluates the trainee's ability to gain and maintain control of situations through verbal command and instruction.

(1) **Unacceptable** - Speaks too softly or timidly, speaks too loudly, confuses or angers listener by what is said and/or how it is said. Fails to use "voice skills" when appropriate or speaks when inappropriate.

(7) **Superior** - Completely controls situations with voice tone, word selection, inflection and body language, which supports what is said. Restores order in even the most trying situation through voice and language usage.

24. Performance - Control of Conflict: Physical Control

Evaluates the trainee's ability to use the proper level of force for the given situation.

(1) **Unacceptable** - Uses too little or too much force for the given situation. Is physically unable to perform the task. Does not use

(4) **Acceptable** - Obtains and maintains control through use of the proper degree of force application in routine situations. Uses restraints

(7) **Superior** - Excellent knowledge and skill level in use of restraints. Extremely adept in the proper use of force for the given situation.

(7) **Superior** - Always works safely. Foresees dangerous situations and prepares for them. Keeps partner informed and determines best position for self and partner. Is not overconfident. Serves as an "officer safety" model for others without conveying a message of paranoia.

(4) **Acceptable** - Follows acceptable safety procedures. Understands and applies them.

(7) **Superior** - Foresees potential danger and eliminates or controls it. Maintains position of advantage in even the most difficult situations. Is alert to changing situations and prevents opportunities for danger from developing. Serves as an "officer safety" role model without conveying a message of paranoia.

proper restraints or is unable to properly use restraints. Effectively. Unlikely to lose control.

Does not lose control regardless of conditions present.

25. **Performance - Problem Solving/Decision Making**

Evaluates the trainee's performance in terms of ability to perceive accurately, form valid conclusions, arrive at sound judgments, and make proper decisions.

(1) **Unacceptable** - Acts without thought or good reason. Is indecisive, naïve. Is unable to reason through a problem and come to a conclusion. Cannot recall previous solutions and apply them in like situations.

(4) **Acceptable** - Able to reason through a problem and come to an acceptable conclusion in routine situations. Makes reasonable decisions based on information available. Perceives situations as they really are. Makes decisions without assistance.

(7) **Superior** - Able to reason through even the most complex situations. Has excellent perception. Anticipates problems and prepares resolutions in advance. Relates past solutions to current problems.

26. **Performance - Communications: Appropriate Use of Codes/Procedure**

Evaluates the trainee's use of communications equipment in accordance with Department policy and procedure.

(1) **Unacceptable** - Violates policy concerning use of communications equipment. Does not follow procedures or follows wrong procedures. Does not understand or use proper codes/language.

(4) **Acceptable** - Follows policy and accepted procedures. Has good working knowledge of most-often-used sections of the codes/language.

(7) **Superior** - Always follows proper procedure. Adheres to policy in every instance. Has superior working knowledge of all codes/language and applies that knowledge.

27. **Performance - Radio: Listens and Comprehends**

Evaluates the trainee's ability to pay attention to radio/MDT traffic and to understand the information transmitted.

(1) **Unacceptable** - Repeatedly misses own call sign and is unaware of traffic in adjoining beats. Requires dispatcher to repeat radio transmissions or does not accurately comprehend transmission.

(4) **Acceptable** - Copies own radio transmissions and is normally aware of radio traffic directed to adjoining beats.

(7) **Superior** - Is aware of own traffic and what is occurring throughout the service area. Recalls previous transmissions and uses that information to advantage.

28. **Performance - Radio: Articulation of Transmissions**

Evaluates the trainee's ability to communicate with others via the telecommunications network.

(1) **Unacceptable** - Does not preplan transmissions. Over or under-modulates. Improperly uses microphone. Speaks too rapidly or too slowly.

(4) **Acceptable** - Uses proper procedure with clear, concise and complete transmissions. Few complaints from communication center re: articulation skill.

(7) **Superior** - Transmits clearly, calmly, concisely and completely in even the most stressful situations. Transmissions are well thought out and do not have to be repeated.

29. **Relationships - Relationship with Citizens: General**

Evaluates the trainee's ability to interact with citizens (including suspects) in an appropriate, efficient manner.

(1) **Unacceptable** - Abrupt, belligerent, overbearing, arrogant, uncommunicative. Overlooks or avoids "service" aspects of the job. Introverted, insensitive and uncaring. Poor "non-verbal" skills.

(4) **Acceptable** - Courteous, friendly and empathetic. Communicates in a professional, unbiased manner. Is service oriented. Good "non-verbal" skills.

(7) **Superior** - Is very much at ease with citizen and suspect contacts. Quickly establishes rapport and leaves people with the feeling that the officer was interested in providing service to them. Is objective in all contacts. Excellent "non-verbal" skills.

30. Relationships - Relationship with Ethnic, Cultural, Social Groups (other than his/her own)

Evaluates the trainee's ability to interact effectively and appropriately with members of ethnic/cultural/social groups other than their own.

(1) Unacceptable - Is hostile or overly

sympathetic. Is prejudicial, subjective and biased. Violates policies re: treatment of said groups. Creates problems for the organization as a result of his/her treatment of group members. Is ineffective when dealing with member(s) of a group.

(4) Acceptable - Is at ease with members of other ethnic/cultural/social groups. Serves their needs and requests objectively and with concern. Does not feel threatened or intimidated when in their presence.

(7) Superior - Understands the various ethnic/cultural/social differences and uses this understanding to competently resolve problems and issues. Is totally objective and communicates in a manner that furthers mutual understanding and respect. Represents the agency and the agency's position well.

31. Relationships - Relationship with Department Members (Specify)

Evaluates the trainee's ability to effectively interact with other Department members of various ranks and in various capacities.

(1) Unacceptable - Patronizes FTO/Supervisors/Peers or is antagonistic to them. Gossips. Is insubordinate, argumentative, sarcastic, and resists instruction. Considers self superior, belittles others, and is not a "team player." Fawns on others.

(4) Acceptable - Adheres to the Chain of Command and accepts his/her role in the organization. Good FTO, Peer, Superior relationship and is accepted as a member of the group.

(7) Superior - Is at ease in contact with all members of the organization while displaying proper consideration for their position. Understands superiors' responsibilities, respects and supports their position. Peer group leader. Actively assists others. Loyal to the agency.

32. Observations - Most Acceptable Observation of the Day

This item is unrated.

(1) Unacceptable - None

(4) Acceptable - None**(7) Superior** - None**33. Observations - Least Acceptable Observation of the Day**

This item is unrated.

(1) Unacceptable - None

(4) Acceptable - None

(7) Superior - None

Termination of Trainee

In the event a trainee is experiencing difficulty in the training program, and is not responding to training nor progressing to reach an "Acceptable" level of performance, it may become necessary to place the trainee on "Formal Notice". The Lieutenant on the recommendation of the FTO and FTO Sergeant will initiate this process. An FTO and FTO Sergeant will review all the trainee's evaluation documentation, and then complete a document justifying the reason why the trainee should be put on formal notice. This document may be in the form of a weekly evaluation or end of phase report. The FTO Sergeant will meet with the Lieutenant and advise him/her of the situation. The Trainee will meet with the FTO and FTO Sergeant where the trainee will be advised that he/she must bring his/her performance up to an "Acceptable" level within the next deployment period, or a recommendation of termination will be made. The formal notice process may be initiated at any time during training. It is important to note that this phase of training may be extended at the discretion of the Lieutenant.

If a trainee fails to bring his/her performance up to an "Acceptable" level within the time period given and it becomes necessary to terminate the trainee from the FTO program, the FTO and FTO Sergeant will document the trainee's failure to respond to training. The FTO Sergeant will advise and confer with the Lieutenant and a decision will be made. The Trainee will meet with the FTO and FTO Sergeant where the trainee will be advised that he/she has been recommended for termination and the trainee will be advised of reassignment.