

# *Davis Police Department*

Updated October 2019

## **PHASE II PROBATIONARY OFFICER CHECKLIST**

The following subjects will be covered during the second phase of the Probationary Officer's training. **Items in Bold are questions that must be answered and turned in for review.**

	<b>Instructed Date</b>	<b>FTO Initials</b>	<b>Trainee Initials</b>
<b>PATROL PROCEDURES REVIEW</b>			
<b>Emergency Vehicle Operations (PP 2.00-A)</b>			
The trainee will be instructed in the response codes 1, 2 and 3.			
<b>Notwithstanding 21055, the trainee shall explain when they may respond Code 3 pursuant to policy, including:</b>			
<b>Report Writing (PP 3.02-A)</b>			
Following the completion of an in depth investigation of a felony crime involving an arrest, the trainee shall record all pertinent information in correct format on the proper report form.			
The trainee shall prepare a report that minimally includes: 1. Organizing facts in chronological order 2. Relating facts in appropriate sentence form 3. Correctly filing in all appropriate boxes 4. Properly establishing who, what, when, where, why, how and how many 5. Properly establishing the elements of the crime(s), when appropriate			

	Instructed Date	FTO Initials	Trainee Initials
<b>Car Stops</b>			
The trainee shall demonstrate various types of vehicle stops to minimally include: <ul style="list-style-type: none"> <li>1. Traffic violations</li> <li>2. Investigative</li> <li>3. High risk</li> </ul>			
The trainee shall understand and discuss the following elements to be considered when selecting the proper location for a vehicle stop: <ul style="list-style-type: none"> <li>1. Traffic hazards</li> <li>2. Escape routes</li> <li>3. Number of people present</li> <li>4. Lighting conditions</li> <li>5. Proper position of primary and backup units</li> </ul>			
<b>The trainee shall demonstrate the proper distance from which the stop of another vehicle should be initiated. The distance should be:</b>			
The trainee shall identify techniques for gaining the attention of the driver when making a vehicle stop. Techniques shall minimally include: <ul style="list-style-type: none"> <li>1. Use of emergency lights</li> <li>2. Use of headlights</li> <li>3. Use of horn</li> <li>4. Use of siren</li> <li>5. Use of hand signals</li> <li>6. Use of public address system</li> <li>7. Proper use of spotlight to include: <ul style="list-style-type: none"> <li>a. Not blinding the driver while the vehicle is moving</li> <li>b. Illuminating the interior of the stopped vehicle</li> <li>c. Focusing on the rear and side mirrors to blind the occupants of the officer's approach</li> </ul> </li> </ul>			

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<p>The trainee shall identify the inherent hazards involved when an officer conducts a vehicle stop. These hazards shall minimally relate to the:</p> <ol style="list-style-type: none"> <li>1. Location of the stop</li> <li>2. Reason for the stop</li> <li>3. Officer's approach</li> <li>4. Position the officer takes</li> <li>5. Contact with the violator</li> <li>6. Visibility</li> </ol>			
<p>The trainee shall understand the consequences of failing to closely watch the movements of the occupants of a vehicle prior to, during, and after the stop. These minimally include:</p> <ol style="list-style-type: none"> <li>1. Attack from suspects</li> <li>2. Destruction or concealment of evidence</li> <li>3. Escape of occupants</li> </ol>			
<p>The trainee shall understand the advantages, disadvantages, and legal aspects of directing the occupants to remain in or to exit the vehicle during a stop.</p>			
<p>The trainee shall understand and/or safely demonstrate how to safely stop and approach vehicles other than automobiles:</p> <ol style="list-style-type: none"> <li>1. Motorcycles and bicycles</li> <li>2. Campers and vans</li> <li>3. Buses</li> <li>4. Trucks</li> </ol>			
<p>The trainee shall understand common violator reactions and shall discuss techniques for acceptably dealing with those reactions which may include:</p> <ol style="list-style-type: none"> <li>1. Embarrassment</li> <li>2. Anger</li> <li>3. Fear</li> <li>4. Rationalization or excuse for violation</li> <li>5. Refusal to sign citation</li> </ol>			
<p>The trainee shall understand why an officer should not argue with a violator.</p>			

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The trainee shall explain discretion in a car stop situation by giving examples of traffic situations in which an officer feels that a warning would be more beneficial.			
The trainee shall understand the advantages of the following procedures: <ol style="list-style-type: none"> <li>1. Obtaining the violator's driver's license, vehicle registration, and proof of insurance as soon as possible after the stop is made</li> <li>2. Not accepting the violator's wallet in response to a request for a driver's license</li> <li>3. Checking the validity and authenticity of a driver's license (including picture) and vehicle registration</li> <li>4. Checking the signature of the violator on the citation</li> <li>5. Issuing the proper copy of the citation to the violator</li> </ol>			
Given an incident involving a traffic violation, the trainee shall safely and effectively conduct a traffic stop and assess whether to issue a citation or warning in a manner that promotes a positive police image.			
The trainee shall understand and discuss the important considerations taken when about to make a felony/high-risk vehicle stop. These elements shall minimally include: <ol style="list-style-type: none"> <li>1. Seriousness of the crime(s)</li> <li>2. Availability of back-up</li> <li>3. Location at which to make the stop</li> <li>4. Tactics to be used after making the stop</li> <li>5. Number of suspects involved</li> </ol>			
The trainee shall discuss the proper positioning of the police vehicle for a felony/high-risk vehicle stop.			
The trainee shall discuss the advantages of verbally ordering the removal of the suspect(s) from the vehicle prior to approaching on foot.			

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The trainee shall understand verbal commands that should be used when removing suspect(s) from a vehicle prior to approaching on foot. These commands shall minimally include having the suspect: <ol style="list-style-type: none"> <li>1. Keep hands in sight at all times</li> <li>2. Exit the vehicle (according to agency policy)</li> <li>3. Assume position of disadvantage outside the vehicle</li> </ol>			
The trainee shall understand the roles of both the primary and back-up officer(s) before, during, and after the stop. This discussion shall minimally include which officer: <ol style="list-style-type: none"> <li>1. Has the radio responsibilities</li> <li>2. Assumes the shotgun responsibilities, if applicable</li> <li>3. Communicates to the occupants</li> <li>4. Searches the occupants and/or the vehicle</li> </ol>			
Given an incident involving a felony/high-risk vehicle stop, the trainee shall safely stop the vehicle, remove the occupant(s), and place the occupant(s) in a position of disadvantage without the officer(s) being placed in an inherently dangerous position.			
The trainee shall identify and explain principles of a safe and effective search of a vehicle. These principles shall minimally include: <ol style="list-style-type: none"> <li>1. Proper removal and control of occupants</li> <li>2. A systematic method of search</li> </ol>			
<b>INTERVIEWING (PP 2.44-A, Investigation Procedures)</b>			
The trainee shall explain the systematic steps they should take in preparing for an interview.			

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<p>The trainee shall discuss basic rules in statement taking and interviewing. These rules shall minimally include:</p> <ol style="list-style-type: none"> <li>1. Asking direct and brief questions. Let the person being interviewed do the majority of the talking.</li> <li>2. Controlling the interview. Avoid rambling by the person being interviewed.</li> <li>3. Avoiding leading questions except when absolutely necessary.</li> <li>4. Putting the person being interviewed at ease.</li> <li>5. Writing statements verbatim (when appropriate) from the person being interviewed, not improvising or making assumptions.</li> </ol>			
<p>The trainee shall describe the contents of a good statement. These contents shall minimally include:</p> <ol style="list-style-type: none"> <li>1. What happened</li> <li>2. When it happened</li> <li>3. Where it happened</li> <li>4. Who it happened to</li> <li>5. How it happened</li> <li>6. Why it happened</li> <li>7. How many are involved</li> </ol>			
<p>The trainee shall explain the ramifications of the Miranda warning and shall describe when, where, and why it should/should not be used during interviews.</p>			
<p>Given a situation in which a statement should be taken, the trainee shall properly conduct an interview and satisfactorily summarize the information on the appropriate form.</p>			
<b>3. INVESTIGATIONS</b>			
<b>Crimes Against Property</b>			

	Instructed Date	FTO Initials	Trainee Initials
The trainee shall review and explain an officer's responsibilities associated with the preliminary investigation and reporting of in-progress or fresh crimes against property. These responsibilities should minimally include: <ol style="list-style-type: none"> <li>1. Identity or description of suspect(s)</li> <li>2. Description of loss</li> <li>3. Direction of flight of suspect(s)</li> <li>4. Possibility of weapons being involved</li> <li>5. Radio broadcasts of all known and important information</li> <li>6. Pursuit and/or apprehension of suspects, if possible.</li> </ol>			
Given an in-progress or fresh incident involving a crime against property, the trainee shall properly assess and perform all the objectives necessary to satisfactorily complete the criminal investigation, including the satisfactory completion of the proper report(s).			
<b>Crimes Against Persons</b>			
The trainee shall review and explain an officer's responsibilities associated with the investigation and reporting of in-progress or fresh crimes against persons.			
The trainee shall explain the steps to take while investigating the following crimes: <ol style="list-style-type: none"> <li>1. Rape/Sexual assault</li> <li>2. Felonious assault</li> <li>3. Robbery</li> <li>4. Kidnapping</li> </ol>			

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<p>The trainee shall discuss the steps to take initially at a scene where a serious injury or death has occurred. These steps shall minimally include:</p> <ol style="list-style-type: none"> <li>1. Preserving the scene, including the restriction of unauthorized police personnel</li> <li>2. Determining the need for first aid and summoning medical assistance</li> <li>3. Identifying and apprehending suspect(s), if possible</li> <li>4. Making proper notifications</li> <li>5. Locating visible physical evidence</li> <li>6. Locating and interviewing witnesses or possible witnesses as appropriate</li> </ol>			
<p>Given an in-progress or fresh incident involving a crime against a person, the trainee shall properly assess and perform all the objectives necessary to satisfactorily complete the investigation, including the satisfactory completion of the proper report(s).</p>			
<b>UNUSUAL OCCURANCES</b>			
<p>The trainee shall identify the following types of fires and the best methods to deal with each:</p> <ol style="list-style-type: none"> <li>1. Dry combustibles</li> <li>2. Flammable liquids</li> <li>3. Electrical</li> <li>4. Combustible metals</li> </ol>			
<p>The trainee shall identify and discuss the initial steps to be taken when confronted with a fire in a building. These steps shall minimally include:</p> <ol style="list-style-type: none"> <li>1. Request for fire department</li> <li>2. Request for further law enforcement assistance, if necessary</li> <li>3. Immediate evacuation of any occupants</li> <li>4. Isolation of the immediate area</li> <li>5. Establishment of a perimeter for crowd control</li> </ol>			
<p>The trainee shall identify and discuss the best methods of conducting a safe and effective search for victims in a burning building.</p>			



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The trainee shall recognize signs that indicate a burning building is unsafe to enter.			
Given a scenario or an actual incident involving fire, the trainee shall perform all the necessary steps to safely and effectively manage the situation.			
<b>Disasters</b>			
The trainee shall review and explain the responsibilities and actions required of an agency whose jurisdiction is the scene of a hazardous material incident, disaster, potential disaster, or chemical spill (including ICS – Incident Command System and OES – Office of Emergency Services).			
The trainee shall review and explain the department procedure on hazardous substances or chemical spills (HAZMAT).			
The trainee shall explain responsibilities and considerations of a first responder to a hazardous materials incident, including: <ol style="list-style-type: none"> <li>1. Recognition</li> <li>2. Safety/Isolation/Area containment</li> <li>3. Notification to proper agencies</li> <li>4. Basic first responder limitations</li> </ol>			
<b>The trainee shall identify and explain the initial responsibilities of the first unit to arrive at a major vehicle accident or other disaster scene. These responsibilities shall minimally include:</b>			

	Instructed Date	FTO Initials	Trainee Initials
<p>The trainee shall discuss procedures to be used when confronted with other unusual or hazardous occurrences. These occurrences shall minimally include:</p> <ol style="list-style-type: none"> <li>1. Electrical wires down</li> <li>2. Malfunctioning traffic signals</li> <li>3. Hazards on the roadway</li> <li>4. Damage to fire hydrants</li> <li>5. Gas leaks</li> <li>6. Chemical spills</li> <li>7. Conditions caused by inclement weather such as fog, snow, ice, flooding, and mud slides</li> <li>8. Military incidents requiring police intervention</li> </ol>			
<b>Bombs/Explosive Devices (PP 2.28-A)</b>			
The trainee shall review and explain the department's policy and procedure for handling explosives.			
<b>The trainee shall explain tactical considerations upon arrival at the scene of a suspected or actual explosive device. These considerations shall minimally include:</b>			
Given a simulated or actual disaster, potential disaster, chemical spill, or bomb scene, the trainee shall assess and perform all necessary responsibilities and actions in a safe and effective manner.			

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<b>PRESS / MEDIA RELATIONS (PP 1.30-A)</b>			
The trainee shall discuss the most common law enforcement practices as to who may release information to the news media and the notification procedures utilized.			
<b>The trainee shall identify the provisions of California law pertaining to the authorization of news media representatives to enter areas otherwise closed to the public. Law states that;</b>			
<b><i>Reference: Penal Code Section 409.5</i></b>			
The trainee shall discuss types of information that could prejudice the rights of an individual if furnished to the news media, including: <ol style="list-style-type: none"> <li>1. Statements as to the character or reputation of an accused person or prospective witness</li> <li>2. Admissions, confessions, or alibis attributed to an accused person</li> <li>3. Results, performance, or refusal of a suspect or witness to take any test(s)</li> <li>4. The believed credibility of an accused person or witness</li> <li>5. Information prohibited by policy</li> <li>6. Information that would be detrimental to the investigation of the case</li> <li>7. Information that may jeopardize the rights of the individual</li> </ol>			

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<b>DOMESTIC VIOLENCE (PP 2.14-A)</b>			
<b>The trainee shall explain the legal issues and a law enforcement officer's duties in response to a domestic violence situation to minimally include:</b>			
The trainee shall recognize the inherent dangers to an officer who enters the home of a family involved in a dispute.			
The trainee shall discuss the advantages and disadvantages of separating parties in a domestic dispute and gathering information from them individually.			
The trainee shall explain the differences between criminal and civil law that apply during domestic dispute situations.			
<b>The trainee shall discuss the pro arrest policy which states:</b>			
The trainee shall review and explain the law and procedures relating to enforcement of active restraining orders, stay-away orders, and emergency protective orders.			
<b>Given a domestic dispute or domestic violence incident, the trainee shall be able to assess and handle the situation in a safe and effective manner.</b> <b>Some things to consider when handing a DVI are;</b>			

	Instructed Date	FTO Initials	Trainee Initials
<b>Victims of Violent Crime</b>			
<p><b>The trainee shall examine and explain the California requirements upon law enforcement officers to notify victims of violent crimes and/or their families of the availability of state funds and other assistance (California Government Code Sections 13959-13969). This description shall minimally include:</b></p> <ol style="list-style-type: none"> <li><b>1. Who is eligible for such aid</b></li> <li><b>2. The time limitations upon the victim in filing a claim</b></li> <li><b>3. Whom to contact</b></li> </ol> <p><b>The applicable Dept Policy is; _____</b></p>			
<b>MISSING PERSONS/AMBER ALERT (PP 2.23-A)</b>			
<p>The trainee shall review and explain state law (including statutory reporting requirements) and the policy and procedure for handling missing persons, both adult and juvenile.</p> <p><i>Reference: 784.5 PC; 14205(a) PC; 14205(b) PC; 14206(a)(1) PC; 14207 (a)-(c) PC</i></p>			
The trainee shall explain the policy regarding search procedures for missing persons and Amber Alert.			
The trainee shall explain the reasons for making a thorough search of a “missing” child’s home and nearby area at the outset of the investigation.			
Given an incident involving a missing person, the trainee shall properly apply the agency’s policies and procedures in reporting the situation and, if necessary, initiating search procedures.			

	Instructed Date	FTO Initials	Trainee Initials
<p><b>DRIVING UNDER THE INFLUENCE</b></p> <p>The trainee shall recognize and explain the common driving conditions of a suspected DUI of alcohol and/or drugs. Some of the common driving indicators are</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> <li>7.</li> </ol>			
<p>The trainee shall explain and demonstrate the sobriety tests for alcohol and drug impairment. The 5 tests are;</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4,</li> <li>5.</li> </ol>			

	Instructed Date	FTO Initials	Trainee Initials
The trainee shall explain the law and agency policy regarding chemical tests, including how, when, where, and by whom these tests are given as well as the acceptable level of force which may be used to obtain the samples.			
<b>The trainee shall explain the law department policy regarding processing persons who refuse chemical testing. The applicable policy and steps are;</b>			
The trainee shall identify the report forms to be used for driving under the influence cases.			
Given a situation where a vehicle operator may be DUI, the trainee shall demonstrate the ability to conduct the field and chemical test(s) in a safe and effective manner and shall properly and accurately report the incident.			
<b>9. PENAL CODE TEST Fill in the short title and explanation if asked for</b>			
1. 148 PC=  Elements are;			
2. 148.9 PC=			
3. 203 PC=			
4. 243 PC=			

	Instructed Date	FTO Initials	Trainee Initials
5. 288a PC=			
6. 288a(a) PC=			
7. 470 PC=			
8. 496a PC= elements are;			
9. 166.4 PC=			
10. 273.6 PC=			
11. 594's PC=			
12. 647's PC=			
13. 664 PC=			
14. 12020 PC=			
15. 12025 PC=			
16. 12031 PC=			
17. 459 PC=  elements are;			



	Instructed Date	FTO Initials	Trainee Initials
18. 273.5 PC=  elements are;			
19. 207 PC=			
20. 261 PC=			
21. 148.1 PC=			
22. 182.1 PC=			
23. 244 PC=			
24. 246 PC=			
25. 286 PC=			
26. 314.1 PC=			
27. 417's PC=			
28. 466 PC=			
29. 602's PC=			
30. 666 PC=			
31. 209.5 PC=			
<b>10. VEHICLE CODE TEST</b>			
1. 27465b VC =			
2. 27360 a-c VC=			
3. 2800.1 VC=			
4. 4454a VC=			
5. 5200 VC=			

		Instructed Date	FTO Initials	Trainee Initials
6.	5204 VC=			
7.	10851 VC=			
8.	10852 VC=			
9.	14601 VC=			
10.	21461 VC=			
11.	22348 VC=			
12.	23103 VC=			
13.	23109 VC=			
14.	23110 VC=			
15.	24252 VC=			
16.	27153 VC=			
17.	14603 VC=			
18.	21650 VC=			
19.	21703 VC=			
20.	21706 VC=			
21.	21755 VC=			
22.	24250 VC=			
23.	27400 VC=			
24.	24600 VC=			
25.	24603 VC=			
<b>POLICY REVIEW</b> The trainee shall have read the following Policies and Procedures				
PP 1.30-A, Press Media Relations				
PP 2.14-A, Domestic Violence				
PP 2.15-A, Victim Confidentiality				
PP 2.21-C, Blood Tests				

	Instructed Date	FTO Initials	Trainee Initials
PP 2.26-A, Disasters			
PP 2.27-C, ID Theft			
PP 1.21-C, Infectious Disease Exposure			
PP 1.25-C, Use of Wireless Phones			
PP 1.34-A, Language Services			
PP 1.39-A, Injury / Illness Protection			
PP 1.42-A, Social Networking			
PP 1.49-A, Social Media			
PP 2.57-A, Foot Pursuits			
PP 2.58-A, Sexual Assault Investigations			
PP 2.59-A, First Amendment Assemblies			
PP 2.60-A, Eyewitness Identification			