The following subjects will be covered during the pre-service orientation period. **Items in Bold are questions that must be answered and turned in for review.**

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<thead>
<tr>
<th>AGENCY ORIENTATION</th>
<th>Instructed Date</th>
<th>FTO Initials</th>
<th>Trainee Initials</th>
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<tbody>
<tr>
<td>The trainee will understand their duties and obligations and demonstrate a working knowledge of the agency’s organization, functions, chain of command, and Rules &amp; Regulations</td>
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<tr>
<td>The trainee will understand the Field Training program and sign the Field Training Letter of Agreement.</td>
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<tr>
<td>The trainee will be instructed on filling out time sheets, how to take vacation, comp. time off, and sick leave.</td>
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<td>The trainee will complete EOC, NIMS/SEMS training</td>
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<td>The trainee will be instructed in the use of E-mail and voice mail.</td>
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<tr>
<th>DEPARTMENT DIVISIONS</th>
<th>Instructed Date</th>
<th>FTO Initials</th>
<th>Trainee Initials</th>
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<tr>
<td>The trainee will meet with Division Administrator’s. The trainee needs to set up these appointments and meet with personnel.</td>
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<td>The Chief of Police is:</td>
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<td>The Deputy Police Chief is:</td>
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<td>The Deputy Director of Police Services is:</td>
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<td>The Investigations Lieutenant is:</td>
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<td>The Records/Communications Manager is:</td>
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<td>The Special Operations Lieutenant is:</td>
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<td>The Fiscal Analyst is:</td>
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**FIREARMS/RANGE INSTRUCTION**

The trainee will be instructed in firearms training pursuant to the “New Hire” course as outlined in the Firearms Instruction Manual.

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Range procedure/safety considerations

Qualifications with handgun

Use of Shotgun/ tactical considerations/ qualification.

Types of firearms/ammunition allowed

Storage and Control of Firearms Policy (PP 3.06-A)

**HANDCUFFING (PP 3.14-A)**

The trainee will receive instruction and must demonstrate proficiency or understand the following principals. In addition, the trainee is responsible knowing and understanding the Department Policy on Handcuffing (PP 3.14-A)

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The trainee shall identify the purposes for handcuffing. These purposes shall minimally include the temporary restraint of a person to prevent:

1. 
2. 
3. 

The trainee shall understand various handcuffing principles which should be met in order to reasonably guarantee the temporary restraint of a person. The principles shall minimally include:

1. Control of the person(s) and the handcuffs
2. Proper positioning of the suspect’s hands, key outlets, and double locking mechanisms
3. Reasonable degree of tightness
4. Observation of restrained suspects
5. Other approved restraint devices (i.e., flex cuffs, Safewrap, etc.)
6. Safe and controlled removal of handcuffs and other restraint
The trainee shall understand the basic degrees of searches of person(s). Pursuant to PP 3.15-A, the following types of searches are acceptable and described as:

1. 
2. 
3. 
4. 
5. 
6. 

The trainee shall understand those places on the person of both males and females where dangerous weapons or contraband may be concealed.

The trainee shall understand the common principles of the search of an individual (PP 3.15-A, Custody Searches). These principles shall minimally include:

1. Constant alertness
2. Maintain control and position of advantage (contact & cover)
3. Thoroughness of the search
4. Safeguarding weapons
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The trainee shall safely and effectively conduct a legal pat-down search of one or more role player(s).

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The trainee shall safely and effectively conduct a field search (standing, kneeling, or prone) of one or more role player(s).

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**DE-ESCALATION/ TACTICAL COMMUNICATION (PP 3.05-A)**

The trainee will receive instruction on the following principals

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The trainee shall understand how tactical communication involves both professional demeanor and words (verbal and non-verbal cues).

The trainee shall understand the benefits of **De-escalation** and tactical communication. Two benefits are:

1. 

2. 

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The trainee shall demonstrate an ability to perform in a calm, professional demeanor while deescalating hostilities or conflicts (i.e., without resorting to physical force).

Given a scenario or an actual incident involving an uncooperative person(s), the trainee shall be able to generate voluntary compliance using the 5-step process, which is:

1. 

2. 

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*Pre-Service*
The trainee will receive instruction and must demonstrate proficiency or understand the following principals

The trainee shall know when and how to effectively use the police baton/impact weapon in an authorized manner.

The trainee shall identify common “target” areas. Some common target areas are;

1.
2.
3.
Instructed Date | FTO Initials | Trainee Initials
---|---|---

The trainee shall identify those body points that are potentially lethal when struck by a baton/impact weapon. These areas may include:

<table>
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<tr>
<th>The trainee 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.</th>
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<tbody>
<tr>
<td>The trainee shall define and describe basic crowd and riot control formations.</td>
</tr>
<tr>
<td>The trainee 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.</td>
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**LAWS OF ARREST/SEARCH/SEIZURE**

The trainee shall understand the following Amendments to the US Constitution:

1. First Amendment deals with;
2. Fourth Amendment deals with;

3. Fifth Amendment deals with

4. Sixth Amendment deals with;

5. Fourteenth Amendment deals with;

<table>
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<tr>
<th>Use of Force (PP 3.05-A)</th>
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<tr>
<td>The trainee shall review and discuss the legal and ethical considerations pertaining to the use of force, including “reasonable force.”</td>
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</table>

The trainee shall understand department policy, legal ramifications, and civil liabilities attached to both the officer and the agency through the use of physical force or deadly force.

**Deadly Force is authorized when;**

1.  

2. 
The trainee shall understand considerations to be made when determining whether or not to resort to the use of force. These considerations shall minimally include:

1. Type of crime and suspect(s) involved
2. Threat to the lives of innocent persons
3. Law and Department Policy
4. Officer’s present capabilities
5. Capabilities of officer’s weapon or alternatives

The trainee shall identify and evaluate situations that justify the use of deadly force and those situations that do not justify such use.

**The trainee shall understand what is meant by ‘force options’ and provide examples of each that would fall within legal and moral limits.**

Available force options may include;

The trainee shall understand the regulations governing the use of chemical agents, including the follow-up procedures for persons who have had it applied to them, and the reporting procedures in cases
where it is used.

Chemical agents may be used when;

Chemical agents should not be used when;

The proper procedure after use includes;

Contacts

The trainee shall review the legal considerations of a consensual encounter, including
1. purpose
2. limitations
3. searches
4. consent

Detention

The trainee shall review the legal considerations of a detention, including
1. **Reasonable Suspicion is satisfied when;**
2. Searches

3. pat-down for weapons can be made when;

4. Limitations

<table>
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<tr>
<th>Arrest</th>
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<tr>
<td>The trainee shall review the legal considerations of an arrest, including</td>
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<tr>
<td>1. probable cause is satisfied when;</td>
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</table>

2. receiving prisoners

3. Pursuant to 836 PC an officer can make an arrest when;

a.

b.
Some exceptions to the “in the presence” rule are:

4. 837 PC deals with;
   
5. forcible entries  
6. times of arrest  
7. formalities of making an arrest 
8. unlawful arrest or release 849b

**Searches**

The trainee shall review and explain the following terms relative to searches:  
1. Reasonable expectation of privacy 

2. **Exclusionary Rule and “Fruits of the poisonous tree”.** The exclusionary rule states;
3. Consent
4. Probable cause (distinguished from arrest)
5. Evidence
6. Instrumentalities of a crime
7. Contraband

The trainee shall recognize and explain the circumstances under which the following types of arrest/searches may be made. These circumstances shall minimally include:
- **Arrest in Homes**
  - The 3 steps to making an arrest are:
    1. 
    2. 
    3. 

These deal with properly entering
- **Warrant**
  - Arrest v. search warrant
  - Good Faith Exception
    - Flawed Warrant
    - Mistake from LE
    - Mistake from non-LE
- **Consent**
  - Tricks or Misrepresentation problem
  - Undercover operation
    - Re-entry problems
  - PC arises after lawful entry
  - Getting suspect to come outside
- **Exigent Circumstances**
  - Hot pursuit
  - Fresh pursuit
  - Destruction of evidence
  - Prevention of escape
  - Protection of Property
- **Probation/Parole/PRCS**
- **Threshold/Doorway arrest**
- **3rd party residence problem**
• **Search (entry) of Homes**
  - Is there a reasonable expectation of privacy
    - Driveway
    - Front yard
    - Backyard
    - Windows
    - Fences/walls
    - Legal vantage point
    - Open fields
    - Surveillance
    - Binoculars
  - Warrant
  - Consent
  - Exigent Circumstances
    - Crime scenes
  - Community caretaking function
  - Plain View
  - Probation/Parole/PRCS
  - Protective sweep

• **Search of Persons**
  - Warrant
  - Consent
  - Pat downs for weapons
  - Incident to Arrest (Probable Cause)
  - Probation/Parole/PRCS
  - Booking inventory

• **Search of Vehicles**
  - Warrant
  - Probable Cause
  - Reasonable Suspicion for weapons
  - Inventory
  - Arrest of occupant or recent occupant
  - Plain View
  - Probation/Parole/PRCS

• **Other types of Searches**
  - Blood test or bodily intrusion (blood, DNA, swallowing evidence, fingerprints)
  - Administrative
  - Open fields
The trainee shall understand the laws and procedures for obtaining search or arrest warrants, to minimally include:

1. Probable cause necessity
2. Process for obtaining warrants during and after business hours.

The trainee shall understand the process for serving search and arrest warrants, including:

1. Hours of service for felony arrest warrants
2. Hours of service for misdemeanor arrest warrants
3. Hours of service for search warrants
4. Knock and notice for search warrants and exceptions to
5. “Signing off” warrants/return
6. Given an incident and necessary probable cause that calls for a search or arrest warrant, the trainee shall follow agency procedures for obtaining and serving the appropriate warrant(s).

The trainee shall define the term “burden of proof” and determine, in the following situations, whether the “burden of proof” falls upon the prosecution or defense during a criminal trial:

1. Criminal guilt (Evidence Code Section 520)
2. Corpus delicti (Evidence Code Section 550)
3. Jurisdiction (Evidence Code Section 666)
4. Double jeopardy as a defense (Evidence Code Section 500)
5. Self-defense as a defense (Evidence Code Section 500)

The trainee shall recognize the concepts of evidence as defined and used in California law, including:

1. Evidence
2. Direct evidence
3. Circumstantial evidence

The trainee shall understand the tests which an item of evidence must successfully pass before it may be admitted into any criminal court. Evidence Code Section 210 states;

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The trainee shall understand the privileged communication rule and provide examples. 4 examples are:

1.

2.

3.

4.

Reference: Evidence Code sections 970 & 980; 950; 1030; 990

Hearsay is;

4 exceptions to the rule along with definition are:

1.

2.

3.
4.

The trainee will understand the legal considerations for confessions and interrogations, including application of Miranda.

Miranda is generally needed when you have
________________ + ____________________

### JUVENILE PROCEDURES/ DETENTION OF JUVENILES/ POLICY (PP 3.04-B & 3.16-A)

The trainee will have an understanding of the role of Youth Services, including restorative justice and how cases are assigned and investigated.

The trainee shall have an understanding of mandatory child abuse reporting and the role of CPS (11166 and 11169 PC) (sign attestations)

The trainee shall understand applicable laws pertaining to the investigation of juvenile offenses and to the apprehension and detention of juvenile offenders. These shall minimally include:

1. Miranda advisement
2. 300 W&I; 305 W&I; 601 W&I; 602 W&I; 625 W&I; 627 W&I; 707 W&I
3. Laws pertaining to schools, including 626 PC sections and Ed. Code sections 48906, 48260-66, etc.
4. Secure/Non-secure detention of juveniles (206 W&I; 207 W&I; 207.1 W&I; and 207.2 W&I)

### INFECTIOUS DISEASE TRAINING (PP 1.21-A & PP 1.39-A)

The trainee shall review and explain the department’s procedure on administering first aid.
The trainee shall explain the agency’s plan for the management of occupational exposure to blood and airborne pathogens (i.e., AIDS, Hepatitis, TB, etc.)

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The trainee shall review and explain the department’s injury / illness protection program.

**BUILDING SEARCHES**

The trainee shall demonstrate the principles of a safe and effective search of a building that may contain a person. These principles shall minimally include:

1. Containment of the building
2. Containment of area(s) already searched
3. Utilization of a systematic method
4. Safe searching techniques
5. Appropriate use of canine or specialized assistance

The trainee shall demonstrate the knowledge, principles and considerations for the Patrol response to breaching residential and commercial buildings. These principles include the following:

1. **Legal Considerations**
   - When to make forcible entry
   - Exigency
   - Is forcible entry required?
2. **Common Barricades**
   - Inward/Outward opening residential doors
   - Inward/Outward opening commercial doors
   - Security screen doors
   - Locks and chains
   - Bike Locks
3. **Tools**
- Ram
- Halligan
- Sledge
- Bolt Cutters
- Tools of opportunity

4. Practical Exercise
   - Proper grip, handling, motion
   - Training Door

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## CAR STOPS

The trainee shall demonstrate various types of vehicle stops to minimally include:

1. Traffic violations
2. Investigative
3. High risk

The trainee shall understand and discuss the following elements to be considered when selecting the proper location for a vehicle stop:

1. Traffic hazards
2. Escape routes
3. Number of people present
4. Lighting conditions
5. Proper position of primary and backup units

The trainee shall demonstrate the proper distance from which the stop of another vehicle should be initiated. The distance should be:

1. Not so great as to encourage the driver to attempt to escape
2. Not so close as to present a hazard due to erratic actions of the driver
3. Enough to create a safety corridor (patrol car off-set left or right) for the safety of the officer(s) and vehicle occupant(s).

The trainee shall identify techniques for gaining the attention of the driver when making a vehicle stop. Techniques shall minimally include:

1. Use of emergency lights
2. Use of headlights
3. Use of horn
4. Use of siren
5. Use of hand signals
6. Use of public address system
7. Proper use of spotlight to include:
   a. Not blinding the driver while the vehicle is moving
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b. Illuminating the interior of the stopped vehicle  
c. Focusing on the rear and side mirrors to blind the occupants of the officer’s approach

The trainee shall identify the inherent hazards involved when an officer conducts a vehicle stop. These hazards shall minimally relate to the:

a. Location of the stop  
b. Reason for the stop  
c. Officer’s approach  
d. Position the officer takes  
e. Contact with the violator  
f. Visibility

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:

1. Attack from suspects  
2. Destruction or concealment of evidence  
3. Escape of occupants

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.

The trainee shall understand and/or safely demonstrate how to safely stop and approach vehicles other than automobiles:

1. Motorcycles and bicycles  
2. Campers and vans  
3. Buses  
4. Trucks

The trainee shall understand common violator reactions and shall discuss techniques for acceptably dealing with those reactions which may include:

1. Embarrassment  
2. Anger  
3. Fear  
4. Rationalization or excuse for violation  
5. Refusal to sign citation
The trainee shall understand why an officer should not argue with a violator.

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:
   1. Obtaining the violator’s driver’s license, vehicle registration, and proof of insurance as soon as possible after the stop is made
   2. Not accepting the violator’s wallet in response to a request for a driver’s license
   3. Checking the validity and authenticity of a driver’s license (including picture) and vehicle registration
   4. Checking the signature of the violator on the citation
   5. Issuing the proper copy of the citation to the violator

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.

### High Risk Stops

The trainee shall understand and discuss the important considerations when about to make a felony/high-risk vehicle stop. These elements shall minimally include:
   1. Seriousness of the crime(s)
   2. Availability of back-up
   3. Location at which to make the stop
   4. Tactics to be used after making the stop
   5. Number of suspects involved

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.

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:
   1. Keep hands in sight at all times
   2. Exit the vehicle
   3. Assume position of disadvantage outside the vehicle
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:
1. Has the radio responsibilities
2. Assumes the shotgun responsibilities, if applicable
3. Communicates to the occupants
4. Searches the occupants and/or the vehicle

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.

**Vehicle Searches**

The trainee shall identify and explain principles of a safe and effective search of a vehicle. These principles shall minimally include:
1. Proper removal and control of occupants
2. A systematic method of search

**PEDESTRIAN STOPS**

The trainee shall explain the circumstances of making a lawful pedestrian stop. This explanation shall minimally include:
- a. The existence of suspicious activity
- b. The time of day or night
- c. Reasonable suspicion to believe that the person being stopped may be involved in criminal activity.

The trainee shall identify and discuss those tactical variables to consider when encountering a person on foot. The discussion shall minimally include determining:
1. Whether or not to stop the person
2. When and where to stop the person
3. Methods to utilize in stopping the person (approach on foot vs. in the vehicle)

**COMMUNITY RELATIONS**

The trainee shall explain the agency’s responsibilities to community service.

The trainee shall identify roles encompassed in the agency’s responsibilities to provide community service. Those roles may include:
1. Protect life and property/Maintain order
2. Crime prevention
3. Public education
4. Delivery of service
5. Enforcement of law(s)/Discretion
6. Community partnerships, such as:
   a. Volunteer program (VIPS)
   b. Cadet Program
   c. Reserve Program
   d. Crime Free Multi-Housing Program
   e. Neighborhood watch

The trainee shall understand how the culture of the community can have an affect on the community’s relationship with the Department.

The trainee shall review and explain the agency’s concept of community/problem-oriented policing as it relates to community priorities and needs, focusing on specific violations, crimes, or circumstances.

The trainee shall describe the advantages of working with the community to find solutions to problems related to community safety and quality of life issues.

**ETHICS/LEADERSHIP**

The trainee shall identify law enforcement ethical standards (Law Enforcement Code of Ethics, Oath of Honor) and explain or demonstrate how they apply to ethical decision-making.

The trainee shall demonstrate the ability to accept responsibility for their actions.

The trainee shall discuss the following aspects of ethical conduct:
1. An officer shall not engage in any conduct or activities on or off duty that reflect discredit on the officer, bring the department into disrepute, or impair its efficient and effective operation.
2. 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.
3. Officers shall not use language or engage in acts that demean, harass, or intimidate another.
4. 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.

5. 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.

6. While recognizing the need to demonstrate authority and control over criminal suspects and prisoners, 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.

*Reference: International Association of Chiefs of Police Model Policy for Standards of Conduct*

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The trainee shall recognize their responsibility to intervene to stop offenses (unlawful/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 trainee shall identify and evaluate methods for handling unethical or criminal conduct on the part of a fellow officer.

The trainee shall identify and discuss problems associated with some common ethical decisions, including:
1. Non-enforcement of specific laws by personal choice
2. Acceptance of gratuities
3. Misuse of sick time, etc.
4. Bias or racial profiling

The trainee shall identify the potential consequences of inappropriate discretionary decision making, including:
1. Death or injury
2. Additional crime
3. Civil and vicarious liability
4. Discipline
5. Embarrassment to department
6. Relationship with the community

The trainee shall identify and develop effective leadership strategies that provide purpose, direction, and motivation to co-workers and community members.
The trainee shall illustrate through explanation or example how each of the following leadership competencies can affect his/her skills and abilities as an officer:

1. Integrity
2. Credibility
3. Trust
4. Discretion
5. Duty
6. Loyalty
7. Honesty

14. POLICY REVIEW  The trainee shall have read the following Policies and Procedures

PP 1.02-A, Use of Department Computer.

PP 1.03-C, Personnel Records

PP 1.04-C, Off Duty Benefits.

PP 1.05-A, Extra Duty and Off Duty Employment

PP 1.06-C, Care and Control of Department Equipment.

PP 1.07-A, AA Personnel Complaints, ACR Program

PP 1.11-B, Timecards.

PP 1.21-C, Infectious Disease Exposure

PP 1.25-C, Personal Communication Devices

PP 1.26-A, Court Appearances and Subpoenas.

PP 1.27-C, Destruction of Records.

PP 1.29-A, CORI- Sign confidentiality forms and turn into Admin Secretary

PP 1.30-A, Police Media Relations.

PP 1.34-A, Language Services/ Service Animals/ Communications with Persons with Disabilities

PP 1.39-A, Illness and Injury Protection Program/ Heat Protection Program

PP 1.42- A, Employee Speech/Expression and Social Networking

PP 1.44- A, Trauma and Grief Support
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