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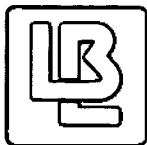
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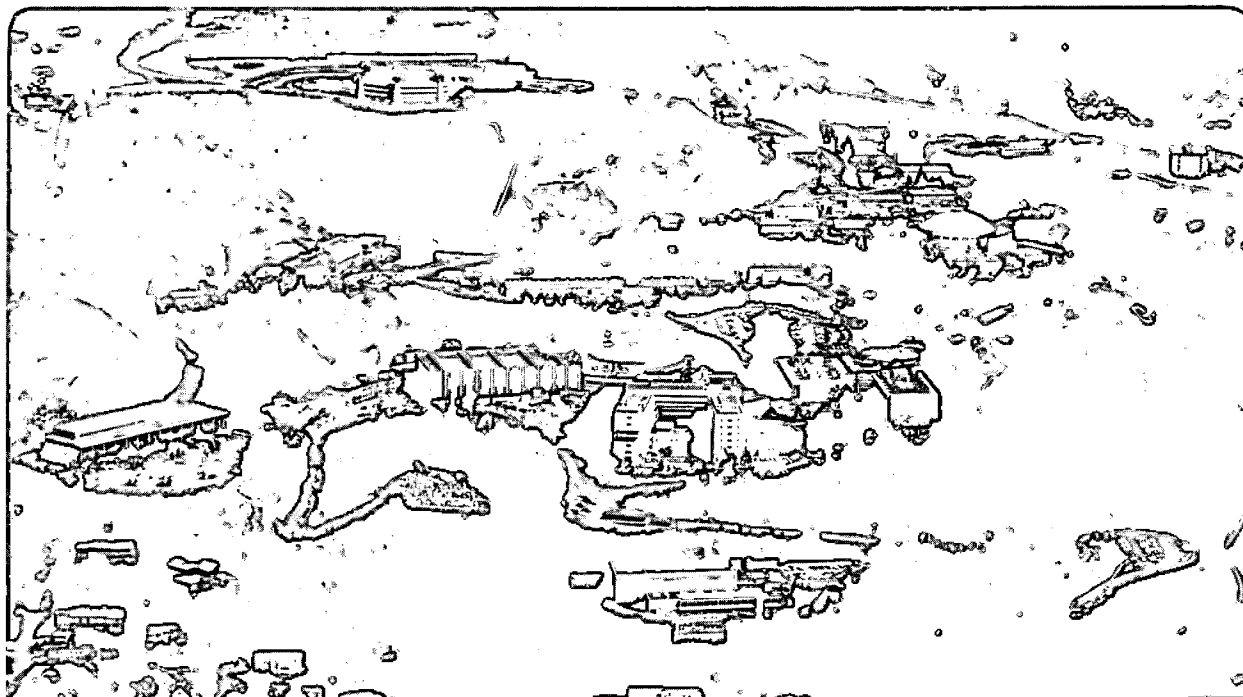
## Field Training Guide

B.E. Bauer and K.W. Moody

June 1987

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**Field Training Guide**

Prepared by Sergeants  
Kenneth W. Moody and Bruce E. Bauer

University of California Police Department  
Lawrence Berkeley Laboratory  
University of California  
Berkeley, California 94720

June 1987

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FIELD TRAINING GUIDE

Prepared by Sergeants  
Kenneth W. Moody and Bruce E. Bauer  
University of California Police Department  
Lawrence Berkeley Laboratory  
June 9, 1987

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Officer Issued To

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Date Issued

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Issued By

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Date Completed

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## LAW ENFORCEMENT CODE OF ETHICS

AS A LAW ENFORCEMENT OFFICER, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession...law enforcement.

## INSTRUCTIONS FOR THE TRAINEE OFFICER

Welcome to the Field Training Program of the University of California Police Department at Lawrence Berkeley Laboratory. By successfully completing the basic academy, you have proven to us that you now possess the academic knowledge necessary to function as a police officer. If you are a lateral transfer officer from another police department, rest assured that we have the greatest confidence in your professional abilities. Whether lateral or new academy graduate, you must now demonstrate your ability to take your knowledge and previous experience and put it to work at the Laboratory. For the next fourteen (14) weeks, you will be expected to perform the duties of a police officer with increasing degrees of responsibility and independence. The Field Training Program is designed to challenge as well as to inform.

This Guide contains pertinent information about the Field Training Program. Please review this material, as it should answer most of your questions. It also contains in the Table of Contents an outline that will show what information is going to be presented during each week. Please be prepared to actively participate in that week's instruction. It may require some off-duty preparation time but you will be expected to know the pertinent material for each week. Your Field Training Guide lists references throughout which will advise you as to what to study.

Upon completion of the Field Training Program, please return the Guide to the Field Training Coordinator. Your Field Training Guide should be completely signed off and the "acknowledgement" at the front signed and dated. Should you have any questions, please ask your Field Training Officer or the Field Training Coordinator. We hope this experience will be rewarding to you and that it will help you become the efficient and professional police officer with whom we all wish to serve.

FTO ASSIGNMENT LOG

WEEK 1 WATCH \_\_\_\_\_

DAY/DATE FTO

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WEEK 4 WATCH \_\_\_\_\_

DAY/DATE FTO

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WEEK 2 WATCH \_\_\_\_\_

DAY/DATE FTO

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WEEK 5 WATCH \_\_\_\_\_

DAY/DATE FTO

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WEEK 3 WATCH \_\_\_\_\_

DAY/DATE FTO

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WEEK 6 WATCH \_\_\_\_\_

DAY/DATE FTO

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FTO ASSIGNMENT LOG

WEEK 7 WATCH \_\_\_\_\_

DAY/DATE FTO

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WEEK 10 WATCH \_\_\_\_\_

DAY/DATE FTO

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WEEK 8 WATCH \_\_\_\_\_

DAY/DATE FTO

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WEEK 11 WATCH \_\_\_\_\_

DAY/DATE FTO

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WEEK 9 WATCH \_\_\_\_\_

DAY/DATE FTO

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WEEK 12 WATCH \_\_\_\_\_

DAY/DATE FTO

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REPORTS AND FORMS CHECKLIST

The following reports/forms should be completed by the trainee officer during the next twelve (12) weeks. If at all possible, the FTO should list the date and case number and initial when the trainee has performed all tasks required to complete the report/form in an accurate, concise, and professional manner. Extra space is allotted for forms or reports which the FTO feels are necessary but were not included.

<u>REPORTS:</u>	<u>DATE</u>	<u>CASE</u>	<u>FTO</u>
Assault	_____	_____	_____
Battery	_____	_____	_____
Bomb Threats	_____	_____	_____
Burglary	_____	_____	_____
Casualty Response	_____	_____	_____
Drunk--Hold for Court	_____	_____	_____
Drunk/Drugged Driving	_____	_____	_____
Disturbing the Peace	_____	_____	_____
Fire Alarm Response	_____	_____	_____
Found Property	_____	_____	_____
Grand Theft	_____	_____	_____
Hazardous Materials Incident	_____	_____	_____
Homicide or Death	_____	_____	_____
Juvenile/Runaway	_____	_____	_____
Mental Illness/5150 W&IC	_____	_____	_____
Missing Person	_____	_____	_____
Narcotics Influence/Possession	_____	_____	_____
Petty Theft	_____	_____	_____
Possession of Burglary Tools	_____	_____	_____
Purse Snatch	_____	_____	_____
Rape	_____	_____	_____

<u>REPORTS:</u>	<u>DATE</u>	<u>CASE</u>	<u>FTO</u>
Recovered Auto Report	_____	_____	_____
Robbery	_____	_____	_____
Security Alarm Response	_____	_____	_____
Stolen Auto Report	_____	_____	_____
Suspicious Circumstances	_____	_____	_____
Suspicious Person	_____	_____	_____
Supplemental Offense Follow-Up	_____	_____	_____
Theft From Auto/Related Thefts	_____	_____	_____
Traffic Collision--PDO	_____	_____	_____
Traffic Collision Investigation	_____	_____	_____
Trespassing	_____	_____	_____
Unsecured Premises	_____	_____	_____
U.S. Code Violations	_____	_____	_____
Vandalism	_____	_____	_____
Vehicle Code Misc. Violations	_____	_____	_____
Weapons Violations	_____	_____	_____

<u>FORMS:</u>	<u>DATE</u>	<u>CASE</u>	<u>FTO</u>
Alcohol/Drug Influence Form	_____	_____	_____
Animal In Depository Report	_____	_____	_____
Certificate of Release 849(b) PC	_____	_____	_____
Consolidated Arrest Report	_____	_____	_____
Controlled Substances Evidence Rpt	_____	_____	_____
Correction to Notice to Appear	_____	_____	_____
Citizen's Arrest Report	_____	_____	_____
Evidence Envelope	_____	_____	_____

<u>FORMS:</u>	<u>DATE</u>	<u>CASE</u>	<u>FTO</u>
Field Interview Card			
Juvenile Intake Affidavit			
Juvenile Notice to Appear			
Latent Print Case Submission Form			
Notice to Appear			
Notice of Parking Violation			
Notice of Stored Vehicle			
Order to Show Cause			
Prisoner's Property Form			
Psychiatric Detention Application			
Request for Laboratory Analysis			
Request for Reexam. of Driver			
Resident Registration Viol. F/U			
Search Warrant Affidavit/Warrant			
Suspect Statement (Miranda)			
Show-Up Advise for Witness Form			
Towed Vehicle Impound Form			
Towed Vehicle Release Form			
Traffic Warning Citation			
Verbal Notice of License Susp.			
Witness Statement			
<u>ADDITIONAL REPORTS AND FORMS:</u>	<u>DATE</u>	<u>CASE</u>	<u>FTO</u>

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INSTRUCTIONS FOR THE FIELD TRAINING OFFICER

The Field Training Guide is designed to be used by the field training officer (FTO) and the trainee as a basis for instruction and study. The Guide contains statements of performance (i.e. "objectives") that begin with the easier patrol responsibilities and progress to the more complex duties of the police officer. The guide allows the trainee to apply techniques that were taught in the Basic Course, in a real-life environment with actual law enforcement incidents.

The Guide

This guide was developed to assist an FTO in providing orientation and training to a newly assigned officer who has just graduated from the basic academy or who has been employed through lateral entry, and other police officers on their initial assignment to patrol.

The guide is organized in a way that will allow the trainee newly assigned to patrol to be exposed to, and to master, the easier patrol tasks before moving on to the more complex aspects of patrol work. The following is intended to clarify the organization of this Guide:

FORMAT The Field Training Guide has thirteen "segments" each of which contains knowledge-based and performance-based objectives. Each segment is designed to be completed during one week. You should conduct the training as much as possible in the same order as the objectives are listed in the Guide. Each objective is numbered for reference. The number also indicates in which segment of the program it should be presented: for example, Objective 2.3 is the third objective in the second segment. This format allows some flexibility but is designed to hold the trainee responsible, to a maximum extent only for the objectives that have been covered.

PRESENTATION METHOD The trainee must be provided with, and allowed the opportunity to study written documents, policy directives, training bulletins, or general orders that he or she is responsible for knowing. You should proceed through the Field Training Guide and agree with the trainee on a schedule for testing his or her knowledge of the Department's policies. The Guide is designed so that very early in the training program, you will give the trainee instruction in his or her role as a back-up officer. As the training progresses through the Guide, you should demonstrate each performance objective by handling field incidents while the trainee observes. Then you should encourage the trainee to take increasing responsibility for field performance, based on the nature of the incident and the amount of experience he or she has in the program. You should then review the trainee's perfor-

mance and provide him or her with both positive and negative feedback.

Ideally, upon completion of each segment in the program, the

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trainee should have satisfactorily demonstrated each performance objective in the segment. As each objective is explained, demonstrated, and completed, you should write your initials in the column adjacent to the objective to indicate satisfactory or unsatisfactory performance.

If a trainee has not satisfactorily performed an objective by the time the segment is completed, the objective must be carried over to the next segment.

Because of the very nature of patrol work, not every field incident that the trainee is required to perform may occur within the time frame of the Field Training Program. Therefore, you should improvise, when appropriate, by volunteering along with the trainee for assignments that will assist your trainee in meeting his or her training objectives. As a last resort, it may be necessary for you to work with the Field Training Coordinator to set up a simulation exercise, or rely upon the trainee's verbal explanation of handling the situation coupled with his or her performance in similar incidents.

REPORTS AND FORMS CHECKLIST The FTO shall list by date, case number (or citation number) and the FTO's initials each case where the trainee police officer has performed all the tasks necessary to complete a report/form in an accurate, concise, and professional manner.

DAILY TRAINING NOTES This method of documentation is invaluable to you in providing immediate feedback to a trainee on his or her performance. Notes should be made as soon as possible after incidents occur. You should allow the trainee to review your notes. Your written comments should be used as the primary basis for the Training Progress Evaluations (performance ratings) that you are required to prepare during the training program. Each important incident and response must be addressed and noted (even though it may occur too early in the program to be a valid subject for evaluation) in order to give the trainee direction to continue good performance or improve poor performance. You should note whatever steps you take to assist the trainee in improving his or her performance.

Note that all objectives are printed on the left side of the Guide booklet and that a blank page of lined paper is printed on the right side of the booklet. The design of the Guide facilitates writing notes in the Guide on the blank pages opposite the relevant objective. If needed, additional blank lined pages are placed in the Guide prior to each Training Progress Evaluation form.

TRAINING PROGRESS EVALUATION After each group of segments of the Field Training Guide, you must complete the Training Progress Evaluation. Evaluation forms have been placed in the Field Training Guide after the third, sixth, ninth, twelfth, and final seg-

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ments. The Evaluation form is printed with the intent that you may remove the pages for typing or photocopying. Each evaluation form is different, the evaluation forms are designed to match the objectives that have been covered in the preceding three segments (plus any earlier objectives that were not satisfactorily completed or observed within the prescribed time frame).

You must provide the instruction and demonstration, and the trainee must complete the application, of every objective that calls for the performance of a skill or task before it can be fairly evaluated. For example, if a trainee is assigned to a complex investigation early in the training program (before he or she has had any instruction or demonstration by an FTO) and he or she does poorly, his or her performance may be noted and commented on in the Evaluation but these observations should not be used in the evaluation as an example of poor performance. This type of incident should be placed in the section entitled: PERFORMANCE OBSERVED BUT NOT REQUIRED TO BE EVALUATED IN THIS RATING. You should, of course, discuss the incident thoroughly with the trainee, pointing out his or her deficiencies and giving direction to correct them.

Conversely, if a trainee performs acceptably, and you feel that this was a case where the trainee has demonstrated mastery of a required performance objective you may indicate in your notes that the trainee has demonstrated the knowledge, and the satisfactory performance can then be included in the Evaluation. After an objective in the Guide has been completed, and evaluated at a level of "acceptable" or better, future instances of regression should be appropriately noted in the evaluation form.

Each completed evaluation form should address the objectives covered in the segments previously presented, as well as the judgment displayed in performing them, the skills demonstrated in conducting preliminary investigations, preparing reports, and performing self-initiated activity, and the acceptability of personal characteristics such as personal relations and dependability. Objectives that are carried over from a previous evaluation period because they were not acceptably performed, or are not currently being performed at an acceptable level, should also be included. The Training Progress Evaluation should not contain any reference to an incident that is not part of the Daily Training Notes or has not been reviewed with the trainee.

Successful completion of the Field Training Program is based on acceptable performance in each performance objective.

Levels of Performance - The Training Progress Evaluation "Scale":

Performance in each evaluation category may be rated on the Training Progress Evaluation form at one of four "levels": "Better than Acceptable"; "Acceptable"; "Some Improvement Needed"; and "Unacceptable". The definition of these terms are shown below.

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1. BETTER THAN ACCEPTABLE performance that is significantly better than that which is required.
2. ACCEPTABLE is acceptable, satisfactory performance.
3. SOME IMPROVEMENT NEEDED where improvement is needed to reach the acceptable level.
4. UNACCEPTABLE where great improvement is needed.

Rating a Category "Better than Acceptable":

A trainee whose performance is significantly above that which is expected (i.e., "Acceptable" may be rated as "Better than Acceptable").

Rating a Category "Acceptable":

A category rating of "Acceptable" is given when the performance satisfies the required standard.

Note: The rating of "Acceptable" should not be thought of in the sense of "Average". In this regard, the principle of judging a person's work against work objectives--not in comparison with other employees--is basic. The Field Training Officer should not compare one trainee to another; instead, he or she should compare each trainee's performance to the performance standards that have been established for each objective.

"Acceptable" is the description for good and substantial work performance. A rating of "Acceptable" should say to the trainee: "Your training progress is satisfactory and it is appreciated. Naturally, you should at least maintain this level of performance."

Every effort should be made to encourage the trainee to strive for improved performance that will be recognized in future Training Progress Evaluation Reports, and to guide him or her to the fullest development in his or her capacities.

Rating a Category "Some Improvement Needed":

When the performance of a trainee is less than standard, an "X" must be placed in Column One of the Training Progress Evaluation to indicate that improvement is required by the trainee in order to reach the established standard of acceptability. "Some Improvement Needed" is the appraisal that officially notifies the trainee that his or her performance is deficient. The appraisal "Some Improvement Needed" is intended to stimulate the trainee to improve and maintain a higher level of work performance. Usually, it also means that the Field Training Officer must devote addi-

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tional attention to assisting the trainee in making the needed improvement. The special attention may take the form of greatly increased effort, special training, or, in very limited or special circumstances, reassignment to another Field Training Officer.

Rating a Category "Unacceptable":

An overall Training Progress Evaluation of "Unacceptable" indicates that performance is significantly below the expectation of standard work performance. A final overall Training Progress Evaluation of "Unacceptable" notifies the trainee that the need for improvement is so great that the trainee's continued employment is in jeopardy. Such notification is required to support a recommendation for termination of a trainee who does not correct his or her performance deficiencies. An appeals authority will review the FTO's efforts to improve the competence of a trainee who has been given an overall rating of "Unacceptable", prior to reaching a decision to sustain termination.

During the course of the Field Training Program, you are encouraged to let the newly assigned officer review the Training Guide as often as necessary to give him or her direction as to what is expected next. The Guide is designed to be used to document the trainee's performance by each Field Training Officer until the program is complete, after which the agency will retain a copy in the recruit's personnel file until his or her next annual performance appraisal. The original Guide will be given to the trainee as a reference.

It is extremely important that you view your FTO assignment positively, and that you give that extra effort needed when appropriate to get the trainee assigned with you successfully through the program.



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COMPLETING THE TRAINING PROGRESS EVALUATION

The following generally summarizes the rating methodology for trainees participating in the Field Training Program.

OBJECTIVES: Each of the objectives in the Field Training Guide calls for the trainee to demonstrate knowledge or performance of a task to the extent that mastery of the objective has been shown. The unsuccessful attempts or less than acceptable performance that is observed before the trainee reaches mastery of an objective may be important to show progress, but does not preclude him or her from receiving an acceptable rating. For example, if a newly assigned officer has difficulty finding street locations, buildings, and the main routes to calls during the first two weeks of the program, but later demonstrates proficiency during the third week, he or she should be rated "acceptable" for that objective. If proficiency in the objective is not shown throughout the evaluation period, then a less than acceptable rating is appropriate. If the less than acceptable performance continues throughout the next evaluation period, the rating should be "unacceptable".

Objectives that call for a certain level of proficiency should not be rated lower because the trainee fails to perform well in a related but different incident that calls for a higher level of performance. For example, if the trainee drives too slowly, waits too long at stop signs, or does not use the emergency lights and siren correctly on a code three call, this alone should not cause a "some improvement needed" rating in the objective that calls for routine driving.

PRELIMINARY INVESTIGATION AND REPORT WRITING: These performance areas need the experience that time and exposure to field incidents will bring. The initial objectives require the trainee to perform less complex "cold" investigations and reports and progress to more complex "fresh" or "in custody" incidents. After the investigation and report writing objectives have been completed, the area is evaluated in subsequent Training Performance Evaluations with respect to the trainee's continuing progress.

Investigations that are not complete in terms of information and evidence gathering and/or reports that are illegible, not clearly written or do not contain the elements of the crime are indicative of less than standard performance. The time taken to complete an investigation or write a report should be considered with the trainee's experience in the program, before it is the basis for a "some improvement needed" rating.

SELF-INITIATED ACTIVITY: This performance area relates to the trainee's ability to apply his or her skills by appropriately initiating contact with the public or suspected violators of the law that result in police action. Vehicle stops, pedestrian stops, locating abandoned or stolen vehicles, parking enforcement and building checks are examples of activities that are not usually

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directed by a radio call. In evaluating this area, the Field Training Officer should consider the quality of the contacts and the opportunities available. Performance that is rated "some improvement needed" should be substantiated by the FTO's personal observation of each incident that the trainee failed to act upon and the trainee's response as to why. Quotas on arrests or citations are not to be required, therefore, a "number" indicative of a standard should not be included in the Evaluation.

DEPENDABILITY: This area should encourage good attendance, promptness, and preparation for each shift. The consistency of timeliness on completing reports, study assignments, or other work required during the shift should also be included. Generally, any serious incident such as an unexcused tardiness or failure to complete a study assignment should result in a "some improvement needed" rating. Anything in this area that results in formal discipline, oral reprimand, etc., warrants an "unacceptable" rating. Other examples of conduct that should be rated here include: non-response to efforts of a Field Training Officer to correct less than acceptable performance or conduct that shows that the trainee cannot be depended upon to act professionally.

PERSONAL RELATIONS: The positive image of a competent officer that is manifested in a professional demeanor, confidence, and a good appearance is an important part of this area. Intra-personal relations with fellow police officers, the public, or suspected law violators should be included. The term "officer safety" as it relates to the trainee's interaction with persons who are potentially hazardous should also be addressed.

Any incident that relates to the trainee having a poor contact with another officer, the public, or a suspect should be cause for rating him or her down in this area. If the incident results in disciplinary action, an unacceptable rating may be appropriate.

OVERALL RATING: This rating is not an average. If a significant problem that jeopardizes successful completion of the Field Training Program is rated lower than "acceptable" in one or more areas of the Evaluation, then "some improvement needed" overall is appropriate. If the problem continues or does not improve, then an "unacceptable" overall rating should be indicated. If a significant incident or serious performance problem occurs that warrants an unacceptable rating in one or more areas, this too may result in an "unacceptable" overall rating.

These guidelines are designed to assist the FTO in preparing evaluations that are consistent. They will provide helpful feedback to the trainee, and withstand the scrutiny of legal review. The FTO should make every effort to word narratives clearly, in appropriate negative or positive terms, avoiding the use of slang or jargon. No statement that refers to any standard or requirement that has not been approved by the Department should be included.

GENERAL ORDER

Date Issued: June 10, 1987

G.O. 6.7

SUBJECT: POLICE TRAINEE MANAGEMENT PROGRAM

I. PURPOSE:

1. To provide procedural guidelines for the University of California Police Department, Lawrence Berkeley Laboratory, Police Trainee Management Program.

II. POLICY:

1. It shall be the policy of the University of California Police Department to provide, for each newly-appointed Police Officer, through a structured and documented Police Trainee Management Program (which will include a Field Training Program), a thorough orientation to the operational policies of the Department, and training in proper police procedures.

III. PROCEDURES:

1. The training program shall be divided into the following phases:
  - a) Phase I--P.O.S.T. Basic Academy (624 hours). Successful completion of academy training program passes the trainee police officer into Phase II. Trainee shall receive periodic performance appraisals by academy staff.
  - b) Phase II--Field Training Officer (FTO) Program (14 weeks). Successful completion of the FTO Program passes the trainee police officer into Phase III. Trainee's progress in the FTO Program shall be measured by daily training notes and training progress evaluations after the third, sixth, ninth, twelfth, and final weeks by the FTO.
2. The trainee police officer shall serve a probationary period of six months. The officers supervisor(s) shall conduct at least two written performance evaluations during this period. The evaluations will take place at the end of the third month and no later than 30 days before the completion of the probationary period. If at any time during the probationary period, the trainee's performance or general suitability for Laboratory employment is found to be unsatisfactory, the employee shall be released as provided in Section 2.05 B 9 of the LBL Regulations and Procedures Manual. The trainee who satisfactorily completes the probationary period shall be notified in writing by the Chief of Police that regular employee status has been attained.

3. The Field Training Coordinator shall be selected as follows:
  - a) Must be of the rank of Sergeant.
  - b) Must be thoroughly familiar with the Field Training Program.
  - c) Letter of interest filed with the Chief of Police.
  - d) Appointment by the Chief of Police.
  - e) Appointment shall be for a period of two (2) years at the discretion of the Chief of Police.
4. The Field Training Coordinator shall have overall responsibility for the Field Training Program.
5. Selection of Field Training Officers (FTO's) shall be based on the following criteria:
  - a) Possession of a POST Basic Certificate (Regular or Specialized).
  - b) Have one year patrol experience.
  - c) Be currently assigned to uniformed patrol duties.
6. Field Training Officer candidates will complete the following selection process before appointment:
  - a) File memorandum of interest with his/her supervisor. The supervisor will add his/her recommendations and forward the memorandum to the Chief of Police. The supervisor's appraisal of the FTO candidate will be based on:
    - (1) Past and present performance as documented in the officer's annual performance appraisals.
    - (2) Skill in interpersonal relationships.
    - (3) Knowledge of training responsibilities.
    - (4) Knowledge of teaching techniques.
    - (5) Comprehension of the Department's Field Training Guide.
  - b) Successfully complete the POST Field Training Officer Course (40 hours) and the Department's Inservice FTO Seminar (4 hours).
  - c) Successful candidates for the position of Field Training Officer will receive a memorandum of appointment from the Chief of Police. The appointment shall be valid for a period of two (2) years at the discretion of the Chief of Police.
  - d) Field Training Officers shall be eligible for differential pay as listed in Appendix A.
7. Trainees assigned to general law enforcement duties shall only be allowed to perform field activities while under the direct and active control of a Field Training Officer.
  - a) If the trainee has completed PC 832 but has not yet completed the POST Basic Course and the trainee's regular assigned FTO is unavailable due to sick leave, vacation,

- etc., the Platoon Sergeant or Officer-In-Charge shall assign the trainee to non-peace officer specialized functions such as complaint dispatcher, records, parking enforcement, etc.
- b) If the trainee has completed the POST Basic Course and the trainee's regular assigned FTO is unavailable due to sick leave, vacation, etc., the Platoon Sergeant or Officer-In-Charge may assign the trainee to field activities under the direct and active control of another experienced police officer.
  - c) The trainee shall, at all times, be under the direct supervision of the Platoon Sergeant or Officer-In-Charge. Overall responsibility for the trainee's progress shall rest with the Field Training Coordinator.
8. Field Training Officers shall wear an FTO identification bar directly above their name bar on uniform shirts. The FTO identification bar shall be approximately 3/8" by 2-1/8", "Carlton Gold" with high-temperature blue enamel letters reading "FIELD TRAINING OFFICER". The FTO identification bar shall only be worn when the FTO is performing FTO duties with a trainee police officer.
9. Every sworn officer of the Department shall satisfactorily complete the FTO program within the first year of employment, except that new employees with equivalent field training experience may not be required to complete this program if approved as adequately trained by the Chief of Police.
10. The Field Training Program shall consist of fourteen (14) weeks of training for each trainee officer. Exceptions to this training period are permissible under the following circumstance:
- a) The fourteen (14) week training period can be extended in two-week increments for those officers who failed to show satisfactory progress. At the conclusion of each two weeks of additional training, review shall be made to ascertain if sufficient progress has been made to warrant graduation of the officer from the program.
11. The trainee officer shall report directly to the Field Training Officer during the training period.
12. The University of California Police Department, Lawrence Berkeley Laboratory, Field Training Guide, as approved by the California Commission on Peace Officer Standards and Training, shall be utilized for each recruit police officer, and all guidelines for training, documentation, review, and evaluation, contained therein, shall be complied with.
- a) Upon completion of the Training Program, the Field Training Guide shall be given to the trainee officer and a copy

retained in his/her personnel file until his/her next annual performance appraisal.

13. Evaluation of the trainee officer's performance shall be the responsibility of the Field Training Officer.
  - a) All written evaluations completed by the Field Training Officer shall be submitted to the Platoon Sergeant for approval, comment, and forwarding to the Field Training Coordinator.
  - b) The trainee's performance in each segment of the program shall be informally reviewed in a conference with the Field Training Officer and the Platoon Sergeant at the end of each week.
  
14. Each Field Training Officer shall be evaluated on his/her performance in that role in his/her annual performance appraisal. This evaluation may be based on:
  - a) Direct supervision by the Platoon Sergeant or Officer-In-Charge, based on the FTO standards described in Paragraph #6(a) above.
  - b) The Field Training Officer's own appraisal of his/her performance presented in bi-weekly FTO group meetings with the Field Training Coordinator.
  - c) FTO performance appraisals by the trainee:
    - (1) Each trainee shall complete a weekly written performance appraisal of the FTO's performance.
    - (2) These FTO performance appraisals shall be forwarded to the Platoon Sergeant, who shall forward them to the Field Training Coordinator.
    - (3) Upon completion of the 14-week FTO Program, these FTO performance appraisals shall be verbally discussed with the Field Training Officer and shall be available for his/her review by the Field Training Coordinator. The FTO performance appraisals shall not be reviewed by the FTO before the completion of the 14 week FTO program by the trainee.
  
15. Each trainee shall be assigned to a different Field Training Officer on a different shift every four weeks, until the trainee's progress has been evaluated by at least three (3) FTO's. If the Field Training Coordinator determines that the trainee is making satisfactory progress in the program, the trainee shall be assigned as a "solo" patrol unit during the final two weeks of the program and his/her performance evaluated by the trainee's primary FTO, working in plain clothes and in an unmarked car.

KENNETH E. SEBRELL  
Chief of Police



University of California Police Department  
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FIELD TRAINING GUIDE

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<u>AGENCY ORIENTATION</u>	Inst FTO	Dem FTO	Dem Tne
1.1 The trainee shall know the agency's organization, functions, chain of command, and rules and regulations:			
A. General Orders (GO);	....	...	...
B. Police Rules and Regulations (PRR);	....	...	...
C. PSO Rules and Regulations (PSORR);	....	...	...
D. Administrative Instructions File (AIF);	....	...	...
E. Special Orders File (SOF);	....	...	...
F. Memorandums File (MF);	....	...	...
G. Regulations and Procedures Manual (RPM);	....	...	...
H. UC/AFSCME Agreements for PSO'S (AFSCME);	....	...	...
I. LBL Administrative Memos for Personnel Actions and Organization Activities (AMPAOA);	....	...	...
J. LBL Administrative Memos for Policy and Procedure (AMPP);	....	...	...
M. LBL Master Emergency Plan (MEP);	....	...	...
1.2 The trainee shall review and briefly explain agency directives, rules, and regulations pertaining to:	....	...	...
A. Standards of conduct on and off duty (PRR, Sections 10 and 11);	....	...	...
B. Rules governing outside employment (RPM, Section 2.19; PRR, Section 11.2);	....	...	...
C. Regulations on the carrying of weapons off duty (LBL Property--GO 6.2);	....	...	...
D. Interaction with associated law enforcement agencies (Jurisdictional Agreement-U.C.P.D. Berkeley Campus--U.C.P.D. L.B.L., 08-18-75).	....	...	...
1.3 The trainee shall define the following:			
A. Relief system (GO 1.3);	....	...	...
B. Beat system utilized by Department (GO 3.15);	....	...	...
C. Jurisdiction boundaries (Jurisdictional Agreement-U.C.P.D. Berkeley Campus--U.C.P.D. L.B.L., 08-18-75; 830.2(d) Penal Code; 92600 Education Code);(*)=response for loss/damage to US property			
(1) Fenced area surrounding the Laboratory;	....	...	...
(2) "D" Street, Cyclotron Road and hill area east of Highland Place;	....	...	...
(3) Cyclotron Road and "Z" Street to Centennial Drive in areas of Grizzly Peak Gate and Strawberry Canyon Gate;	....	...	...
(4) Facilities on U.C. Berkeley Campus & RFS:			
a. Atmospheric Aerosol Research Laboratory (Building 73) on Centennial Drive;	....	...	...





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b. Donner Laboratory (Building 1);	....	....	....
c. Melvin Calvin Laboratory of Chemical Biodynamics (Building 3);	....	....	....
d. Hearst Mining Building (Building 8)-Rooms 114, 162, 261, 268, 280, 344, 350, 381, 448*;	....	....	....
e. Hildebrand Hall (Building 11)-Rooms B30, B32, D35, D35B, D60, D62, D64, D71, D79, D79A, D81, D83*;	....	....	....
f. Gilman Hall (Building 18)-Rooms 301, 310A, 311, 319, 321*;	....	....	....
g. LeConte Hall (Building 19)-Rooms 129, 133, 134, 136*;	....	....	....
h. Birge Hall (Building 19A)-Rooms B109, B141, B259, B260, B261, B273, 103, 105, 157, 165, 361, 373*;	....	....	....
i. Life Sciences Building (Building 20)-Room 2508*;	....	....	....
j. Giaugue Hall (Building 21)-Rooms B5, B7*;	....	....	....
k. Latimer Hall (Building 22)-Rooms D1, D4, D6, D8, D74, D80, D82, 401, 502, 504, 510, 516, 525, 531, 535, 547, 601, 602, 633*;	....	....	....
l. Etcheverry Hall (Building 24)-Rooms 4101, 4161*;	....	....	....
m. Lewis Hall (Building 38)-Rooms 101, 105, 123*;	....	....	....
n. Hesse Hall (Building 905)-Room 61*;	....	....	....
o. Wurster Hall (Building 983)-Rooms 272, 478*;	....	....	....
p. Richmond Field Station (Building 911)- RFS Bldg. 112-28, 112-36, RFS Bldg. 177-10, 177-10A*;	....	....	....
(5) Emeryville Warehouse (Building 901), 1410- 64th Street, Emeryville;	....	....	....
(6) Dymo Building (Building 934), 91 Bolivar Drive (including parking lots), Berkeley;	....	....	....
(7) Berkeley Business Center Warehouse (Building 935), 2900 San Pablo Avenue, Berkeley;	....	....	....
D. Hours on all shifts (GO 1.1).	....	....	....
1.4 The trainee shall give, by name, each member within his or her chain of command:			
A. Laboratory Director _____;	....	....	....
B. Associate Director, Administration Division _____;	....	....	....
C. Associate Division Head for Business & Personnel _____;	....	....	....
D. Department Head for Business and Protective _____;	....	....	....



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	Services _____ ;	....	...	...
	E. Chief of Police _____ ;	....	...	...
	F. Field Training Coordinator _____ ;	....	...	...
	G. Platoon Sergeant _____ ;	....	...	...
	H. Field Training Officer _____ ;	....	...	...
1.5	The trainee will be oriented to the work area, including:			
	A. Introductions to key personnel:			
	(1) The Laboratory Director;	....	...	...
	(2) Associate Director, Administration Division;	....	...	...
	(3) Chief of Police;	....	...	...
	(4) Each member of the watch;	....	...	...
	B. Equipment and supply locations:			
	(1) Report/clerical cabinets, Communications Office;	....	...	...
	(2) Parking permits & supply cabinet, Squad Room;	....	...	...
	(3) Repository #613 & Combination, Armory;	....	...	...
	(4) LBL Motor Pool, Building 76, Room 115;	....	...	...
	(5) LBL Stores Catalog in Protection Office;	....	...	...
	(6) LBL Stores Department, Building 7, Room 101;	....	...	...
	(7) Investigation equipment in Patrol Office;	....	...	...
<u>PERSONAL EQUIPMENT:</u>				
1.6	The trainee shall know the use of and policy regarding personal equipment, safety equipment, and agency equipment used by officers in the field (GO 2.10, 3.17, 3.18, 5.2; PRR Section 11; RPM Section 6).	....	...	...
1.7	The trainee shall explain agency policy on uniforms and equipment damage (PRR 11.3, 11.4, 11.5; RPM 6.02F).	....	...	...
1.8	The trainee shall know agency policy on safety equipment and what constitutes unauthorized equipment (GO 6.2; PRR 11.3, 11.4, 11.5).	....	...	...
1.9	The trainee shall demonstrate the procedures for obtaining the following items:			
	A. Vehicle (GO 5.1)--assigned by Sergeant/OIC;	....	...	...
	B. Hand-held radio--issued by Sergeant/OIC:			
	(1) Check battery;	....	...	...
	C. Shotgun--issued by Sergeant/OIC;	....	...	...
	D. Service ammunition (.38 +P HP)--issued by Sergeant	....	...	...
	E. Training ammunition--issued by Sergeant (GO 6.1);	....	...	...



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	F. Special equipment (i.e. riot helmet, mace, gas mask, etc.)--issued by Sergeant;	....	....	....
	G. Report forms--Communications Office cabinets;	....	....	....
	H. Flares--Supply shelf in Patrol Office.	....	....	....
1.10	The trainee shall demonstrate the proper use of handcuffs, including how they are double locked:			
	A. All adult arrestees are handcuffed behind back;	....	....	....
	B. All arrestees are handcuffed double-locked;	....	....	....
	C. Handcuffs are looped through rear belt when arrestee may be difficult to manage (i.e. escapee)	....	....	....
1.11	The trainee shall demonstrate the proper use of a flashlight:			
	A. Not a weapon--use mace or baton in tactical situation;	....	....	....
	B. If no other means of self-defense available, limit striking areas to arms and legs (not head);	....	....	....
	C. Do not leave "on" in patrol car--35,000 candle-power will burn holes in car seat;	....	....	....
	D. In tactical search situations, may be used in "crossover" grip with revolver, using flashes to illuminate area;	....	....	....
	E. Flashlights, bulbs, etc. issued by Sergeant/OIC.	....	....	....
1.12	The trainee shall explain the importance of always maintaining a clean and operable weapon.	....	....	....
1.13	The trainee shall demonstrate the proper care and use of the agency shotgun. This shall minimally include:			
	A. After being armed in the field, the shotgun shall be completely disarmed and the action opened before being brought into the Police Station for re-sealing;	....	....	....
	B. The shotgun shall be returned to the Sergeant/OIC when the seal is broken;	....	....	....
	C. The shotgun shall be clean and free of rust before re-sealing;	....	....	....
	D. The shotgun shall be re-sealed by the Sergeant/OIC with a single strand of masking tape at the tear points, the Sergeant/OIC's name and the date;	....	....	....
	E. The shotgun shall be cocked on an empty chamber to lock the slide, safety off (red showing), with 7 rounds agency-issued 00 buckshot in magazine tube when placed in the patrol vehicle.	....	....	....



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1.14 The trainee shall demonstrate the proper care and wearing of the agency uniform (PRR 11.5).	....	....	....
<u>AGENCY FACILITIES</u>			
1.15 The trainee shall explain agency policy on the security of the agency's facilities:			
A. Radio alarm system connected to "panic button" at dispatcher's station and Armory door switch;	....	....	....
(1) Code 2, immediate response required (GO 4.8A);	....	....	....
(2) Tactical approach to Police Station--limit radio traffic to minimum--visual confirmation required to clear alarm response;	....	....	....
B. Hallway door to Squad Room alarmed on dispatcher's console--keep door locked at all times;	....	....	....
C. Entrance door adjacent to Communications Office locked at all times--lock release activated at dispatcher's console;	....	....	....
D. Entrance door to Squad Room from Protection Office monitored during business hours by Protection Office personnel--locked at all other times;	....	....	....
E. Holding Cell/Interview Room for cooperative prisoners only--monitor their activities--store guns with dispatcher--violent prisoners are transported to Berkeley Jail.	....	....	....
1.16 The trainee shall point out the locations of all exits, elevators, and stairways of the facility, including security precautions regarding each and emergency evacuation routes (Building 90 Emergency Plan).	....	....	....
1.17 The trainee shall explain the location and general function of each room within the agency's facilities:			
A. Public Counter (Room 0020);	....	....	....
B. Communications Office (Room 0020A);	....	....	....
C. Pass II Systems Room (Room 0020B);	....	....	....
D. Found Property Storage Closet (Room 0018A);	....	....	....
E. Information Systems Office (Room 0018B);	....	....	....
F. Holding Cell/Interview Room (Room 0018C);	....	....	....
H. Patrol Office (Room 0018D);	....	....	....
I. Armory/Evidence Storage (Room 0018E);	....	....	....
J. Sergeant's Office (Room 0018F);	....	....	....
K. Library (Room 0018G);	....	....	....
L. Squad Room/Lockers (Room 0016);	....	....	....
M. Dressing Rooms (Rooms 0016A, 0016B);	....	....	....
N. Protection/Badge Office (Room 0014);	....	....	....





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O. Office of the Chief of Police (Room 0014A);	.....	....	...
P. Canteen (Room 0024);	.....	....	...
Q. Men's Restroom (Room 0013);	.....	....	...
R. Women's Restroom (Room 0011);	.....	....	...
S. Storage Trailer.	.....	....	...
1.18 The trainee shall explain the location and use of emergency/fire prevention equipment in the Department including:			
A. Fire extinguishers;	.....	....	...
B. Emergency lights;	.....	....	...
C. Emergency generators;	.....	....	...
D. First aid kits;	.....	....	...
E. Public address system;	.....	....	...
F. Emergency telephone system ;	.....	....	...
G. Rescue Box 11.	.....	....	...
<u>PATROL VEHICLE</u>			
1.19 The trainee shall be familiar with the patrol vehicle, its equipment, and the policy regarding non-emergency use (GO 5.1).	.....	....	...
1.20 The trainee shall point out the location and describe the use of the following:			
A. Door locks (vehicle <u>always locked</u> when unattended)	.....	....	...
B. Trunk and hood locks;	.....	....	...
C. Shotgun release;	.....	....	...
D. Notepad;	.....	....	...
E. Emergency lights and siren switches;	.....	....	...
F. Baton holder;	.....	....	...
G. Registration/insurance card;	.....	....	...
H. AM radio;	.....	....	...
I. Heater/air conditioner;	.....	....	...
J. 2-Way radio(s);	.....	....	...
K. Parking brake;	.....	....	...
L. Exterior lights (headlights, brake lights, etc.);	.....	....	...
M. Spotlight;	.....	....	...
N. Spare tire release;	.....	....	...
O. Jack and jack handle;	.....	....	...
P. Spare tire;	.....	....	...
Q. Patrol equipment box;	.....	....	...
(1) Barricade tape;	.....	....	...
(2) Vehicle entry tool;	.....	....	...
(3) Flares (at least 20);	.....	....	...
(4) Fire extinguisher;	.....	....	...
(5) Rope;	.....	....	...
(6) Latent print kit;	.....	....	...



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	(7) Roll-a-tape;	....	...	...
	R. Self-contained breathing apparatus (SCBA);	....	...	...
	S. Hard body armor vest;	....	...	...
	T. Patrol keys;	....	...	...
	U. Report forms packet;	....	...	...
	V. LBL automobile register log sheet (RPM 1.06F).	....	...	...
1.21	The trainee shall review the agency policy on repair and servicing of patrol vehicles (GO 5.1).	....	...	...
1.22	The trainee shall describe the agency policy regarding requests for vehicle service in the field (GO 5.1).	....	...	...
1.23	The trainee shall explain agency policy regarding proper maintenance of the police vehicle. This explanation shall minimally include:			
	A. The procedure for turning in a damaged or mechanically deficient vehicle (GO 5.1);	....	...	...
	B. The proper report(s) to be completed:			
	1. Operator's report of motor vehicle accident (RPM 1.06G);	....	...	...
	2. Traffic collision report by Sergeant/OIC (GO 3.7A);	....	...	...
	C. The need to safeguard jail keys, shotguns, and other sensitive items by removing them before the patrol vehicle is released to Motor Pool for service, washing, etc.;	....	...	...
	D. The need to safeguard patrol equipment, radios, and other easily removed items before the patrol vehicle is returned to a commercial garage for service or repair.	....	...	...
1.24	Given a patrol vehicle, the trainee will conduct a pre-shift inspection that will minimally include:			
	A. Visual check of the exterior of the vehicle for damage and the tires for wear and proper inflation;	....	...	...
	B. An inspection of the trunk for the spare tire and all listed patrol equipment;	....	...	...
	C. An operations check of the vehicle equipment (lights, horn, etc.) and the emergency equipment (light bar, siren, shotgun, release, PA system, etc.);	....	...	...
	(1) The siren and PA system will not be tested in the Building 90 South Loading Dock. They will be tested away from occupied buildings.	....	...	...



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D. An inspection of the interior of the vehicle that includes checking behind the sun visors, in the glove box, and beneath the seats for contraband, evidence, property, or items left from a previous shift.	....	....	....
1.25 The trainee shall explain agency policy regarding the parking of patrol vehicles (GO 2.18(11)(b)).	....	....	....
<u>SUPPORT SERVICES</u>			
1.26 The trainee shall identify the location, general function, and jurisdiction of each of the following local, state and federal law enforcement agencies:			
A. University of California Police Department, 2 Sproul Hall, Berkeley (642-6760)*:	....	....	....
(1) Communications (Emergency 911 or 642-3333);	....	....	....
(2) Records (642-6760);	....	....	....
(3) Office of the Chief of Police (642-1133);	....	....	....
(4) Identification Room;	....	....	....
(5) Business Services/Support;	....	....	....
(6) Holding Room (Cells);	....	....	....
(7) Patrol Sergeant's Office;	....	....	....
(8) Lost and Found (642-4936) MF 1000-1600 Hrs;	....	....	....
(9) Training Office (642-1135);	....	....	....
(10) Special Operations Division (SOD) (642-3185);	....	....	....
(11) Men's and Women's Restrooms;	....	....	....
(12) Bike Bureau (642-2500) TF 1000-1400 Hrs;	....	....	....
(13) University Albany Village (UAV) Substation (642-1285);	....	....	....
(14) Richmond Field Station (RFS) Substation (231-9441);	....	....	....
B. University of California Parking Service, 2427 Dwight Way, Berkeley (642-4283)*;	....	....	....
C. Berkeley Police Department, 2171 McKinley Avenue, Berkeley (644-6743)*:	....	....	....
(1) Control Center/Dispatch (644-6921);	....	....	....
(2) Holding Cells;	....	....	....
(3) Patrol Sergeant's Office;	....	....	....
(4) Elevator;	....	....	....
(5) Records Bureau (644-6233);	....	....	....
(6) Jail (644-6704);	....	....	....
(7) Special Investigations Bureau (SIB) (644-6900)	....	....	....
(8) Detective Division (644-6678);	....	....	....
(9) Traffic Bureau (644-6681);	....	....	....
(10) Identification Bureau (644-6237);	....	....	....
(11) Juvenile Bureau (644-6730);	....	....	....
(12) Warrants Bureau (644-6800);	....	....	....



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D. Berkeley Parking Violations Bureau, 2121 McKinley Avenue, Berkeley (644-6383)*;	....	....	....
E. Emeryville Police Department, 2449 Powell Street, Emeryville (653-5455)*;	....	....	....
F. Oakland Police Department, 455-7th Street, Oakland (273-3481)*;	....	....	....
G. Alameda County Sheriff's Department, 1225 Fallon Street, Room 103, Oakland (272-6878):	....	....	....
(1) Central Identification Bureau (CIB), 455-7th Street, Room 313, Oakland (268-7357)--photos*;	....	....	....
(2) Crime Laboratory, 15001 Foothill Boulevard, San Leandro (667-7770)*;	....	....	....
(3) North County Jail, 550-6th Street, Oakland (272-7755)*;	....	....	....
(4) Santa Rita Jail, 4847 Altamarino Avenue, Pleasanton (828-5400)*;	....	....	....
(5) Berkeley Marshal's Office, 2120 Martin Luther King Jr. Way, Berkeley (644-6866)*;	....	....	....
(6) Civil Section, 1225 Fallon Street, Room 104, Oakland (272-6910)--writs, levies, etc;	....	....	....
H. Bay Area Rapid Transit District (BART) Police Department, 800 Madison Street, Oakland (464-7000)	....	....	....
I. East Bay Regional Parks District (EBRPD) Public Safety Department, 17930 Lake Chabot Road, Castro Valley (881-1833):	....	....	....
*(1) Tilden Park Substation--Lake Anza Recreation Area, Wildcat Canyon Road, Berkeley (843-0197)	....	....	....
J. California Highway Patrol, 3601 Telegraph Avenue, Oakland (464-2180);	....	....	....
I. California Department of Motor Vehicles, Division of Compliance--Investigations, 5300 Claremont Avenue, Room 8, Oakland (464-0565);	....	....	....
J. California Department of Fish & Game, Yountville (707-944-0221, 707-944-8299) or local Warden (462-5129);	....	....	....
K. California Department of Justice, Bureau of Forensic Services, Latent Print Program, P.O. Box 13437 Sacramento, CA 95813 (916-739-5137);	....	....	....
L. California State Police, 1111 Jackson Street, Oakland (464-1149);	....	....	....
M. U.S. Department of Energy (SAN), Safeguards and Security Division, 1333 Broadway Street, Oakland (273-7881);	....	....	....
N. Federal Bureau of Investigation, 1 Kaiser Plaza, Suite 801, Oakland (451-9782, 552-2155);	....	....	....
O. Immigration & Naturalization Service, 630 Sansome Street, San Francisco (556-2070);	....	....	....
P. U.S. Postal Inspectors, 577 W. Grand Avenue, Oakland (273-7035);	....	....	....





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Q. U.S. Secret Service, 450 Golden Gate Avenue, San Francisco (556-6800);	....	....	....
R. U.S. Treasury Department/Bureau of Alcohol, Tobacco & Firearms, 1515 Clay Street, Oakland (273-7773);	....	....	....
S. U.S. Marshal's Service, 450 Golden Gate Avenue, San Francisco (556-3930, 703-285-1100);	....	....	....
T. Protective Services Department, Lawrence Livermore National Laboratory, Building 271, Room 1000D, P.O. Box 808, Livermore (423-3680);	....	....	....
U. U.S. Drug Enforcement Administration, 450 Golden Gate Avenue, San Francisco (556-6771);	....	....	....
V. U.S. Armed Forces Police, Treasure Island, San Francisco (765-9111);	....	....	....
W. Southern Pacific Railroad Police Department, 1707 Wood Street, Oakland (891-7521).	....	....	....
1.27 The trainee shall identify the location and the general function of each of the emergency medical and psychiatric facilities used by this agency:			
A. LBL Medical Services Department, Building 26, Room 109 (Ext. 6266, 486-6266)*;	....	....	....
B. LBL Employee Assistance Department (Psychological Referrals), Building 26, Room 024 (Ext. 4270, 486-4270)*;	....	....	....
C. U.C. Student Health Service, Cowell Memorial Hospital (642-2000)*;	....	....	....
D. Alta Bates Hospital, 3001 Colby Street, Berkeley (Emergency Room 540-0337)*;	....	....	....
E. Children's Hospital Medical Center, 747-52nd Street, Oakland (Emergency Room 428-3240)*;	....	....	....
F. Herrick Memorial Hospital (HMH), 2001 Dwight Way, Berkeley (Emergency Room 540-4555)*:	....	....	....
(1) Emergency entrance;	....	....	....
(2) Police parking area;	....	....	....
(3) Blood room;	....	....	....
G. Highland General (Alameda County) Hospital, 1411 East 31st Street, Oakland (Psychiatric Emergency Service 534-8055)*:	....	....	....
(1) Emergency entrance;	....	....	....
(2) Police parking area;	....	....	....
H. Berkeley Free Clinic & Rap Center, 2339 Durant Avenue, Berkeley (548-2570)*;	....	....	....
I. Suicide Prevention and Crisis Intervention Service of Alameda County (Oakland-Berkeley Emergency Line 849-2212);	....	....	....
J. Berkeley Mobile Crisis Team 1700-2300 Hrs., 2640 Martin Luther King Jr. Way, Berkeley (848-4240).	....	....	....



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1.28 The trainee shall identify the location and the general function of the following courts used by this agency:			
A. Berkeley-Albany Municipal Court:			
(1) Departments 3 & 4, 2000 Center Street, Berkeley (644-6423)*;	....	...	...
(2) Departments 1 & 2, 2120 Martin Luther King Jr. Way, Berkeley (644-6917)*;	....	...	...
(3) Department 5 (Traffic), 2121 McKinley Avenue, Berkeley (644-6868)*;	....	...	...
(4) Clerk/Administrator, 2120 Martin Luther King Jr. Way, Berkeley (644-6975, 644-6909);	....	...	...
(5) Judges Chambers, 2120 Martin Luther King Jr. Way (2nd Floor), Berkeley (644-6909)*;	....	...	...
B. Superior Court, 1225 Fallon Street, Oakland (272-6767)*;	....	...	...
C. Juvenile Court, 400 Broadway, Oakland (268-7252)*.	....	...	...
1.29 The trainee shall identify the location and the general function of the following facilities used by this agency which provide custody and care of juveniles:			
A. Alameda County Probation Department, Juvenile Hall (Boys' Detention), 400 Broadway, Oakland (268-7141)*;	....	...	...
B. Alameda County Probation Department, Juvenile Hall (Boys' and Girls' Detention), 2200 Fairmont Drive, San Leandro (667-4419)*;	....	...	...
C. Alameda County Social Services Agency--Snedigar Cottage Children's Center, 2300 Fairmont Drive, San Leandro (667-3020)*;	....	...	...
D. Perry Place (601 W&IC), 8199 Hansom Drive, Oakland (569-5415)*;	....	...	...
E. Berkeley Youth Alternatives, 2141 Bonar Street, Berkeley (849-1402)*.	....	...	...
1.30 The trainee shall identify the location and the general function of each of the following public facilities used by this agency:			
A. Berkeley Animal Care Services, 2013-2nd Street, Berkeley (644-6755)*;	....	...	...
B. Berkeley Fire Department, Station 2, 2029 Berkeley Way, Berkeley (845-8500)--nearest BFD station;	....	...	...
C. Alameda County Coroner, 480-4th Street, Oakland (268-7330);	....	...	...
D. Alameda County Computer-Oriented Records Produc-	....	...	...



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tion Unified System (CORPUS), 1221 Oak Street, Oakland (272-3626);	....	...	...
D. Alameda County District Attorney's Office, 2120 Martin Luther King Jr. Way, Berkeley (644-6683)*;	....	...	...
E. Alameda County Adult Probation Department, 400 Broadway, Oakland (268-7050);	....	...	...
F. Alameda County Juvenile Probation Department (Case Records & Assignments), 2200 Fairmont Drive, San Leandro (667-4488);	....	...	...
G. California Department of Corrections (Parole), 235 W. MacArthur Boulevard, Oakland (464-0550);	....	...	...
H. California Department of Motor Vehicles, 5300 Claremont Avenue, Oakland: (1) Vehicle Registration (464-1157); (2) Driver's Licenses (464-1155);	....	...	...
I. California Youth Authority/Parole, 570-14th Street Oakland (464-1315);	....	...	...
J. U.S. Probation & Parole Office, 201-13th Street, Oakland (273-7101);	....	...	...
K. Berkeley City Manager, 2180 Milvia, Berkeley (644-6580).	....	...	...
1.31 The trainee shall identify the location and general function of each of the following private facilities used by this agency:			
A. Berkeley-East Bay Humane Society, 2700-9th Street, Berkeley (845-3633);	....	...	...
B. Berkeley Emergency Food Project, 2425 College Avenue, Berkeley (841-2789)*;	....	...	...
C. Berkeley Own-Recognizance (OR) Project, 2400 Bancroft Way, Berkeley (548-2438);	....	...	...
D. Berkeley Youth Hostel, 711 Harrison Street, Berkeley (526-9963)*;	....	...	...
E. Berkeley Women's Center, 2908 Ellsworth Street, Berkeley (548-4343);	....	...	...
F. Center for Independent Living (Disabled Services), 2539 Telegraph Avenue, Berkeley (841-4776);	....	...	...
G. Husted's Towing, 2037 Durant Avenue, Berkeley (843-2402);	....	...	...
H. Avenue Towing, 1425 San Pablo Avenue, Berkeley (524-4434).	....	...	...
1.32 The trainee shall explain the services rendered by the LBL Fire Department and other emergency service groups which may be of use to an officer. These services shall minimally include (see LBL Master Emergency Plan):			



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A. Inhalator (LBLFD);	....	....	...
B. Rescue truck (LBLFD Rescue 18);	....	....	...
C. Clean-up duties on spills (including radioactive) (1) Environmental Health & Safety Department; (2) LBL Fire Department (after hours);	....	....	...
D. Standby on gas leaks (LBLFD);	....	....	...
E. Power outage repair (LBL Power Engineer);	....	....	...
F. Mechanical utility failure repair (LBL Crafts and Maintenance Department);	....	....	...
G. Structural failures repair (LBL Plant Engineering)	....	....	...
H. Landslide repair (LBL Plant Engineering);	....	....	...
I. Traffic control (Auxiliary Traffic Operations Monitors--ATOMS).	....	....	...
1.33 The trainee shall know the location of each emergency department in the jurisdiction:			
A. LBL Fire Department (Building 48, Ext. 6015);	....	....	...
B. LBL Environmental Health & Safety Department (Building B75B, Room 101, Ext. 5251);	....	....	...
C. LBL Medical Services Department (Building 26, Room 109, Ext. 6266).	....	....	...
<u>REPORT WRITING I</u>			
1.34 The trainee shall exhibit an understanding of the flow of completed police reports and the relative information they contain (GO 2.14).	....	....	...
1.35 The trainee shall identify the location of the report depositories:			
A. Chief's file (Communications Office);	....	....	...
B. Pending reports file (Communications Office);	....	....	...
C. Reports to be filed file (Communications Office);	....	....	...
D. Current year reports filing cabinet (Communica- tions Office);	....	....	...
E. Annual reports files from past years (Armory).	....	....	...
1.36 The trainee shall describe the function of the various officers assigned records duties in the reporting process (GO 2.14).	....	....	...
1.37 The trainee shall describe the function of the Alameda County District Attorney Inspector's Bureau, 1225 Fallon Street, Room 900, Oakland (272-6282), in the reporting process.	....	....	...
1.38 The trainee shall explain the importance of police			





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reports by listing their various uses (see UCPD-LBL Report Writing Manual). These uses shall minimally include:			
A. Recording facts into a permanent record;	....	...	...
B. Providing coordination of follow-up activities;	....	...	...
C. Providing investigative leads;	....	...	...
D. Providing a source for trainee evaluation;	....	...	...
E. Providing statistical data;	....	...	...
F. Providing reference material.	....	...	...
<u>RADIO COMMUNICATIONS I</u>			
1.39 The trainee shall become familiar with the policy and the use of the police radio (GO 2.22 & Communications Manual).	....	....	....
1.40 The trainee shall review and briefly summarize agency policy on communications control and coordination of radio call numbers:			
A. Chief of Police assigned call sign "C-1";	....	....	....
B. Sergeants and Police Officers assigned "S" call sign (i.e. "S-10");	....	....	....
C. Protective Service Officers assigned the last 2 digits of their badge number (i.e. "29");	....	....	....
D. Blackberry Canyon Gate assigned "Sierra 73";	....	....	....
E. Grizzly Peak Gate assigned "Sierra 94";	....	....	....
F. Strawberry Canyon Gate assigned "Sierra 93";	....	....	....
G. Communications with UCPD Berkeley Campus units preceded by "LBL" designation (i.e. "LBL S-10 to U.C. Control");	....	....	....
H. Communications with East Bay Parks Police helicopters, CHP helicopters, etc. based on patrol vehicle roof designators (i.e. "LB-1 to Eagle 2");	....	....	....
I. LBL operational frequencies are listed as follows:			
(1) Ops 1--UCPD-LBL (Victor);	....	....	....
(2) Ops 2--LBL Fire Department (Foxtrot);	....	....	....
(3) Ops 3--LBL Transportation/Busses (Charlie);	....	....	....
(4) Ops 4--LBL Building Managers (Bravo);	....	....	....
(5) Ops 5--DOE/SAN Headquarters (Alpha);	....	....	....
(6) Ops 6--LBL Environmental Health (Hotel);	....	....	....
(7) Ops 7--LBL Crafts & Maintenance (Cam);	....	....	....
(8) Ops 8--LBL Paging & Experimenters (Delta);	....	....	....
(9) Ops 9--U.C. Berkeley Police Channel 1;	....	....	....
(10) Ops 10--U.C. Berkeley Police Channel 2;	....	....	....
(11) Ops 11--CLEMARS-VHF (U.C.B.P.D. Channel 3);	....	....	....
(12) Ops 12--Berkeley Police Channel 1;	....	....	....
(13) Ops 13--Berkeley Police Channel 2;	....	....	....



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(14) Ops 14--Berkeley Police Channel 3;	....	...	...
(15) Ops 15--CLEMARS-UHF (B.P.D. Channel 5);	....	...	...
1.41 The trainee shall memorize the phonetic alphabet, the UCPD-LBL Official Radio Codes, and commonly used Penal and Vehicle Code Section numbers used in dispatching emergency vehicles (Admin. Instruction #100)	....	...	...
1.42 The trainee shall properly designate his or her unit in service over the police radio (i.e. "Victor, S-10, 10-8").	....	...	...
<u>COMMUNITY SERVICE</u>			
1.43 The trainee shall recognize the agency's responsibilities to community service (PRR).	....	...	...
1.44 The trainee shall identify roles encompassed in the agency's responsibility to provide community service. The roles shall minimally include:			
A. Order maintenance;	....	...	...
B. Crime prevention;	....	...	...
C. Public education;	....	...	...
D. Delivery of service;	....	...	...
E. Enforcement of the law.	....	...	...
1.45 The trainee shall, at all times, act in a manner which promotes positive community attitudes.	....	...	...
<u>USE OF FORCE</u>			
1.46 The trainee shall know and understand the legal and moral considerations pertaining to the use of force.	....	...	...
1.47 The trainee shall explain the agency's policy regarding the discharge of firearms (GO 6.3, PRR 12.1):			
A. In defense of the officer's life;	....	...	...
B. In defense of the life of another person;	....	...	...
C. To destroy seriously wounded or dangerous animals when other disposition is impractical-the agency's .22 caliber silenced rifle shall be used;	....	...	...
D. At an approved range;	....	...	...
E. Warning shots shall not be fired;	....	...	...
F. Any officer who discharges a firearm while on duty (except during range training) shall file a detailed written report to Sergeant/OIC before going off duty.	....	...	...

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DAILY TRAINING NOTES

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1.48 The trainee shall describe situations which justify the use of deadly force and those situations which do not justify such use (See Administrative Instruction #10).	....	....	....
1.49 The trainee shall explain the legal ramifications, civil liability, and the procedures to be adhered to in the use of deadly force by a law enforcement officer (Penal Code Sections 196 and 197).	....	....	....
1.50 The trainee shall explain agency policy and the legal ramifications and civil liability pertaining to the use of reasonable force (Penal Code Sections 835 and 835a) (PRR 10.7, GO 1.12).	....	....	....
1.51 The trainee shall explain the considerations when determining whether or not to resort to the use of deadly force. These considerations shall minimally include (availability, opportunity, jeopardy):			
A. Type of crime and suspect(s) involved;	....	....	....
B. Threat to the lives of innocent persons;	....	....	....
C. Law and agency policy;	....	....	....
D. Officer's present capabilities;	....	....	....
E. Capabilities of the officer's weapon.	....	....	....
1.52 Given a set of circumstances where the use of force becomes necessary, the trainee shall exercise that degree of force which would fall within legal and moral limits.	....	....	....
<u>FIELD NOTES</u>			
1.53 The trainee shall know the proper use of the Field Notebook and shall carry complete field notes in such a manner as to effectively carry out the duties of a law enforcement officer.	....	....	....
1.54 The trainee shall identify the types of information that should be entered in the Field Notebook. This information should minimally include:			
A. Day and date;	....	....	....
B. Vehicle number;	....	....	....
C. Weather conditions;	....	....	....
D. Name of other patrol officers and/or supervisor;	....	....	....
E. Time of occurrence for each listed incident;	....	....	....
F. Type of incident;	....	....	....
G. Pertinent information or circumstances leading to	....	....	....



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police action;	....	....	...
H. Names of suspects, victims, witnesses, and reporting parties.	....	....	....
1.55 The trainee shall understand that the contents of the Field Notebook may be discoverable in a court proceeding.	....	....	....
1.56 The trainee shall explain the necessity for field notes. This explanation shall minimally include:			
A. Reference for future investigation;	....	....	....
B. Reference for future court appearance;	....	....	....
C. Beat or area information.	....	....	....
1.57 The trainee shall properly utilize the Field Notebook to record all pertinent information on any given incident (except where the information will be recorded directly on another form).	....	....	....







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<u>THE COMMUNITY</u>			
2.1 The trainee shall explain the performance role of order-maintenance activities in the community or assigned area. This explanation shall minimally include:			
A. A concern for the needs of persons visiting, working, or doing business at the Lawrence Berkeley Laboratory;	.....	....	...
B. The discovery of conditions which adversely affect public welfare, including:			
(1) Vagrants and trespassers congregating in or around LBL buildings, roadways, parking lots, hillsides, etc;	.....	....	...
(2) Parking violators, particularly between 0900-1700 Hrs., Monday-Friday, who deny needed access to delivery persons, senior researchers/managers with preferential parking permits and emergency service vehicles;	.....	....	...
(3) Inadequate lighting for safety and security purposes;	.....	....	...
(4) Inadequate or damaged traffic markings, signs, signals, etc;	.....	....	...
(5) Traffic offenders who create a hazardous situation due to the heavy concentration of pedestrians, automobiles, bicyclists and large industrial equipment on narrow roadways;	.....	....	...
C. The security of premises (GO 3.1).	.....	....	...
2.2 The trainee shall know those physical features of the assigned area which are important to the accomplishment of law enforcement objectives, including:			
A. Gates and breaks in LBL perimeter fence;	.....	....	...
B. Bus stops (particularly Building 65);	.....	....	...
C. Surveillance points (i.e. Building 50A roof);	.....	....	...
D. Large office complexes subject to "office creep" burglars, employee theft, etc;	.....	....	...
E. Areas with high value items (i.e. personal computers, electric balance scales, etc.);	.....	....	...
F. Special nuclear materials (SNM) storage areas;	.....	....	...
G. All stores and warehouse areas (i.e. Building 7);	.....	....	...
H. Perimeter and downtown parking lots subject to congregating trespassers, drug dealers, etc. (i.e. Horseshoe Lot, Building 73 Lot, Building 934 Lot, etc.);	.....	....	...
I. Parking areas used by delivery persons, emergency vehicles, medically disabled persons, etc. subject			



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to frequent parking violations;	....	...	...
J. Cashiers', tellers' areas, etc.(i.e. Building 54A)	....	...	...
2.3 The trainee shall know departments and services in the Laboratory which are frequented by employees, guests, etc. These shall minimally include:			
A. LBL Badge/Parking Permit Office, Building 90, Room 0014 (Ext. 4551);	....	...	...
B. LBL Fire Department, Building 48 (Ext. 6015);	....	...	...
C. LBL Maintenance Office, Building 76, Room 222 (Ext. 5481);	....	...	...
D. LBL Medical Services Department, Building 26, Room 109 (Ext. 6266);	....	...	...
E. LBL Receiving Department (Building 901), 1450-64th Street, Emeryville (Ext. 4935);	....	...	...
F. LBL Shipping Department, Building 69, Room 100 (Ext. 5084);	....	...	...
G. Bank--Wells Fargo Express Service, Building 54A (464-1983);	....	...	...
H. LBL Radiotherapy Department, Building 55, Room 106 (Ext. 6325);	....	...	...
I. LBL Shuttle Bus, Building 69, Room 104 (Ext. 4165)	....	...	...
J. LBL Motor Pool, Building 76, Room 115 (Ext. 5475);	....	...	...
K. LBL Cafeteria, Building 54 (Ext. 5357);	....	...	...
L. LBL Cashier's Office, Building 90, Room 1121 (Ext. 6544);	....	...	...
M. LBL Copying Centers:			
(1) Building 90, Room 1060 (Ext. 6584);	....	...	...
(2) Building 50, Room 214 (Ext. 6188);	....	...	...
N. LBL Custodians, Building 76, Room 212 (Ext. 5481);	....	...	...
O. LBL Director's Office, Building 50B, Room 4133 (Ext. 5111);	....	...	...
P. LBL Employment Department, Building 90, Room 1012 (Ext. 4226);	....	...	...
Q. LBL Information/Telephone Services Department, Building 80A, Room 102 (Ext. 6111);	....	...	...
R. LBL Labor Relations/Employee Relations Department, Building 90, Room 1042 (Ext. 6700);	....	...	...
S. LBL Laboratory Counsel (Legal), Building 50A, Room 5109 (Ext. 7025);	....	...	...
T. LBL Libraries,			
(1) Main Library, Building 50, Room 134(Ext. 5621)	....	...	...
(2) Engineering Library, Building B90P (Ext. 5091)	....	...	...
(3) Bio-Med Library, 201 Donner Lab (Ext. 6201);	....	...	...
(4) Materials and Chemical Sciences Library, Building 62, Room 339 (Ext. 5971);	....	...	...
U. LBL Mail Room, Building 69, Room 101 (Ext. 5353);	....	...	...
V. LBL Central Stores, Building 7, Room 101 (Ext.	....	...	...



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5177, 5268, 5347);	....	....	...
W. LBL Plant Engineering Department, Building B90G (Ext. 5495);	....	....	...
X. LBL Public Information Officer, Building 50F, Room 234 (Ext. 4019);	....	....	...
Y. LBL Tour Director, Building 50A, Room 4112 (Ext. 4017);	....	....	...
Z. LBL Purchasing Department, Building 69, Room 201 (Ext. 4546);	....	....	...
2.4 The trainee shall know the names, locations, staff, and general function of each of the major research & administrative divisions of the Laboratory.			
A. Director's Office, Building 50A, Room 4133 (Ext. 5111):			
(1) David A. Shirley, Laboratory Director;	....	....	...
(2) Gerd M. Rosenblatt, Deputy Director;	....	....	...
(3) Glenn T. Seaborg, Associate Director at Large;	....	....	...
(4) Martha A. Krebs, Associate Director for Plan- ning & Development;	....	....	...
B. Accelerator & Fusion Research Division, Building 50, Room 149 (Ext. 5501):			
(1) Klaus H. Berkner, Associate Director;	....	....	...
C. Administration Division, Building 50A, Room 5131 (Ext. 5131):			
(1) George L. Pappas, Associate Director;	....	....	...
D. Applied Science Division, Building 90, Room 3026 (Ext. 5001):			
(1) Elton J. Cairns, Associate Director;	....	....	...
E. Biology and Medicine Division, 465 Donner Labora- tory (Ext. 6034):			
(1) Paul H. Silverman, Associate Director;	....	....	...
F. Nuclear Science Division, Building 70A, Room 3307 (Ext. 5146):			
(1) Timothy J. M. Symons, Associate Director;	....	....	...
G. Physics Division, Building 50, Room 256(Ext. 5421)			
(1) Piermaria J. Oddone, Associate Director;	....	....	...
H. Chemical Biodynamics Division, 130 Calvin Labora- tory (Ext. 4311):			
(1) John E. Hearst, Acting Associate Director;	....	....	...
I. Earth Sciences Division, Building 50E (Ext. 6726):			
(1) Thomas V. McEvelly, Associate Director;	....	....	...
J. Materials and Chemical Sciences Division, Building 62, Room 209 (Ext. 6062):			
(1) Norman E. Phillips, Associate Director;	....	....	...
K. Engineering Division, Building 50A, Room 5117 (Ext. 6727):			
(1) Richard H. Kropschot, Associate Director;	....	....	...





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L. Information Services and Computing Sciences Division, Building 50B, Room 3238 (Ext. 5181): (1) Leroy T. Kerth, Associate Director.	.....	....	...
2.5 The trainee shall know the names and locations of important roadways and street numbering systems in the community. These roadways and street numbering systems shall minimally include:			
A. Berkeley street numbers increase north to south and west to east; (1) Even numbers are on the south and west sides of the street;	.....	....	...
(2) Odd numbers are on the north and east sides of the street;	.....	....	...
B. Streets around the perimeter of the University of California property (Cyclotron Road-Gayley Road-Stadium Rim Road-Centennial Drive-Grizzly Peak Boulevard-Clairemont Avenue) and major fire trails (Strawberry Canyon Fire Trail, Clairemont Fire Trail, East-West Fire Trail) are marked with numbered Ecological Study Area Signposts (i.e. "Centennial Drive at Signpost 9");	.....	....	...
C. Northside streets:			
(1) Hearst Avenue;	.....	....	...
(2) Ridge Road;	.....	....	...
(3) Le Conte Avenue;	.....	....	...
(4) Virginia Street;	.....	....	...
(5) Oxford Street;	.....	....	...
(6) Spruce Street;	.....	....	...
(7) Arch Street;	.....	....	...
(8) Euclid Avenue;	.....	....	...
(9) LeRoy Avenue;	.....	....	...
(10) LaLoma Street;	.....	....	...
(11) Highland Place;	.....	....	...
D. U.C. Berkeley Campus roadways:			
(1) Gayley Road;	.....	....	...
(2) Stadium Rimway Road;	.....	....	...
(3) Centennial Drive;	.....	....	...
(4) University Drive;	.....	....	...
(5) Wickson Road;	.....	....	...
(6) Cross Campus Road;	.....	....	...
(7) Campanile Way;	.....	....	...
(8) Sather Road;	.....	....	...
(9) Dana Court;	.....	....	...
(10) Barrows Lane;	.....	....	...
(11) Pepper Tree Way;	.....	....	...
(12) Cowell Gate Road;	.....	....	...
(13) Smythe Road (Fernwald Apartments);	.....	....	...



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(14) Fernwald Road (Fernwald Apartments);	....	....	...
(15) Sports Lane (Clark Kerr Campus);	....	....	...
E. Southside streets:			
(1) Bancroft Way;	....	....	...
(2) Durant Avenue;	....	....	...
(3) Channing Way;	....	....	...
(4) Haste Street;	....	....	...
(5) Dwight Way;	....	....	...
(6) Prospect Street;	....	....	...
(7) Warring Street;	....	....	...
(8) Piedmont Avenue;	....	....	...
(9) College Avenue;	....	....	...
(10) Bowditch Street;	....	....	...
(11) Telegraph Avenue;	....	....	...
(12) Dana Street;	....	....	...
(13) Ellsworth Street;	....	....	...
(14) Fulton Street;	....	....	...
F. Other local area streets:			
(1) University Avenue;	....	....	...
(2) Shattuck Avenue;	....	....	...
(3) Martin Luther King Jr. Way;	....	....	...
(4) Milvia Street;	....	....	...
(5) Ashby Avenue;	....	....	...
(6) Grizzly Peak Boulevard;	....	....	...
(7) Sacramento Street;	....	....	...
(8) San Pablo Avenue;	....	....	...
(9) 6th Street;	....	....	...
(10) Bolivar Drive;	....	....	...
(11) 2nd Street;	....	....	...
(12) Golf Course Drive;	....	....	...
(13) Claremont Avenue;	....	....	...
(14) 64th Street;	....	....	...
(15) Hollis Street;	....	....	...
G. Principal roadways of the Lawrence Berkeley Lab:			
(1) Cyclotron Road;	....	....	...
(2) "E" Street;	....	....	...
(3) "F" Street;	....	....	...
(4) "J" Street;	....	....	...
(5) "K" Street;	....	....	...
(6) "Q" Street;	....	....	...
(7) "P" Street;	....	....	...
(8) "S" Street;	....	....	...
(9) "S-1" Street;	....	....	...
(10) "N" Street;	....	....	...
(11) "N-1" Street;	....	....	...
H. Principal parking lots in the campus area:			
(1) Parking Structure A (Hearst/Scenic);	....	....	...
(2) Parking Structure H (Hearst/LaLoma);	....	....	...
(3) Fee Lot 6 (Ridge/LaLoma);	....	....	...



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(4) Fee Lot 9 (Stern Hall);	....	....	....
(5) Fee Lot 7 (Kleeberger Field);	....	....	....
(6) Parking Structure B (2600 block Bancroft);	....	....	....
(7) Parking Structure D (Underhill Field);	....	....	....
(8) Parking Structure C (Ellsworth/Channing);	....	....	....
(9) Parking Structure U (Oxford/Addison);	....	....	....
(10) Upper and Lower Haas Lots (Strawberry Canyon);	....	....	....
(11) Coffer Dam (Centennial/Signpost 7).	....	....	....
2.6 The trainee shall know the names and locations of important transit points, public buildings, lodging, etc. in the area:			
A. Stern Hall, U.C. Berkeley;	....	....	....
B. Bowles Hall, U.C. Berkeley;	....	....	....
C. Women's Faculty Club, U.C. Berkeley;	....	....	....
D. Men's Faculty Club, U.C. Berkeley;	....	....	....
E. Clark Kerr Campus, U.C. Berkeley;	....	....	....
F. Lawrence Hall of Science, U.C. Berkeley;	....	....	....
G. Space Sciences Laboratory, U.C. Berkeley;	....	....	....
H. Haas Clubhouse, U.C. Berkeley;	....	....	....
I. Botanical Gardens, U.C. Berkeley;	....	....	....
J. Stephen T. Mather Redwood Grove, U.C. Berkeley;	....	....	....
K. Mathematical Sciences Research Institute (MSRI);	....	....	....
L. Tilden Regional Park & Brazilian Room;	....	....	....
M. Student Union, U.C. Berkeley;	....	....	....
N. Zellerbach Hall, U.C. Berkeley;	....	....	....
O. Recreational Sports Facility (RSF), U.C. Berkeley;	....	....	....
P. University Hall (University/Oxford);	....	....	....
Q. Berkeley BART Station (Center/Shattuck);	....	....	....
R. California Memorial Stadium (U.C. Berkeley);	....	....	....
S. Greek Theatre (U.C. Berkeley);	....	....	....
T. Edwards Track Stadium (U.C. Berkeley);	....	....	....
U. Hotel Durant, 2600 Durant Avenue (845-8981);	....	....	....
V. Claremont Resort Hotel, 41 Tunnel Road (843-3000);	....	....	....
W. Berkeley Marina Marriott Hotel, 200 Marina Boulevard (548-7920);	....	....	....
X. Berkeley House Motor Hotel, 920 University Avenue (849-1121);	....	....	....
Y. California Motel, 1641 University Avenue (848-3840)	....	....	....
Z. International House, U.C. Berkeley.	....	....	....

BACK-UP OFFICER ROLE I

2.7 The trainee shall become familiar with the basic role of the back-up officer.	....	....	....
2.8 The trainee shall discuss basic back-up officer tactics and responsibilities. These tactics shall min-			



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minimally include:				
	A. Position;	....	...	...
	B. What to watch for;	....	...	...
	C. Constant awareness;	....	...	...
	D. Miscellaneous responsibilities (i.e. radio, shotgun, etc.).	....	...	...
2.9	Given a set of hypothetical situations involving in-progress crimes, the trainee will properly state the role of a back-up officer.	....	...	...
<u>LAW</u>				
2.10	The trainee shall be able to recognize and identify violations of California criminal law, local ordinances, and the rights and regulations granted under the United States Constitution.	....	...	...
2.11	The trainee shall define certain terms as recognized in California criminal law. These terms shall minimally include:			
	A. Accessory;	....	...	...
	B. Corpus delecti;	....	...	...
	C. Criminal negligence;	....	...	...
	D. Entrapment;	....	...	...
	E. Implied consent;	....	...	...
	F. Specific intent;	....	...	...
	G. Transferred intent;	....	...	...
	H. Principal.	....	...	...
2.12	The trainee shall identify the elements of a "crime" (Section 15 P.C.). These elements shall minimally include:			
	A. Any act or omission;	....	...	...
	B. By a person;	....	...	...
	C. In violation of statutory law;	....	...	...
	D. For which there is a punishment.	....	...	...
2.13	The trainee shall describe those persons who are legally incapable of committing a crime in the State of California (Section 26 P.C.).	....	...	...
2.14	Given any situation in which a possible crime has occurred, the trainee shall identify those situations where the crime is complete and shall identify the crime by its common name and crime classification.			





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(*) = Administrative section		Inst	Dem	Dem
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These crimes shall minimally include California laws pertaining to:				
A. Basic criminal offenses:				
(1)	69 PC Obstruct executive officer (F);	.....	.....	.....
(2)	148 PC Resist, obstruct, delay officer (M);	.....	.....	.....
(3)	148.1 PC False bomb report (F/M);	.....	.....	.....
(4)	148.3 PC False report of an emergency (F/M);	.....	.....	.....
(5)	148.4 PC Tamper with fire equipment (F/M);	.....	.....	.....
(6)	148.5 PC False report of a felony/misd. (M);	.....	.....	.....
(7)	182 PC Criminal conspiracy (F/M);	.....	.....	.....
(8)	187 PC Murder (F);	.....	.....	.....
(9)	192 PC Manslaughter (F/M);	.....	.....	.....
(10)	207 PC Kidnapping (F);	.....	.....	.....
(11)	211 PC Robbery (F);	.....	.....	.....
(12)	220 PC Assault with intent to commit (rape, mayhem, sodomy, oral copulation) (F);	.....	.....	.....
(13)	242 PC Battery (M);	.....	.....	.....
(14)	243 PC Battery against peace officer (F/M);	.....	.....	.....
(15)	243.4 PC Sexual battery (F/M);	.....	.....	.....
(16)	244 PC Assault with caustic chemicals (F);	.....	.....	.....
(17)	244.5 PC Assault with stun gun (F/M);	.....	.....	.....
(18)	245 PC Assault with deadly weapon (F);	.....	.....	.....
(19)	246 PC Shoot at inhabited building, car (F);	.....	.....	.....
(20)	261 PC Rape (F);	.....	.....	.....
(21)	261.5 PC Unlawful sexual intercourse (F);	.....	.....	.....
(22)	262 PC Rape of spouse (F);	.....	.....	.....
(23)	272 PC Contribute to delinquency of minor (M)	.....	.....	.....
(24)	273 PC Cruelty to child/endangering (F/M);	.....	.....	.....
(25)	286 PC Sodomy (F/M);	.....	.....	.....
(26)	288 PC Sex crimes against children (F);	.....	.....	.....
(27)	288a PC Oral copulation (F/M);	.....	.....	.....
(28)	314 PC Indecent exposure (M/F);	.....	.....	.....
(29)	330 PC Gaming (M);	.....	.....	.....
(30)	374b PC Dump waste matter (I);	.....	.....	.....
(31)	402 PC Stopping at disaster scene (M);	.....	.....	.....
(32)	415 PC Disturbing the peace (M);	.....	.....	.....
(33)	415.5 PC Same, on U.C. property (M);	.....	.....	.....
(34)	417 PC Brandish deadly weapon (M/F);	.....	.....	.....
(35)	451 PC Arson (F);	.....	.....	.....
(36)	459 PC Burglary (F);	.....	.....	.....
(37)	466 PC Possession of burglary tools (M);	.....	.....	.....
(38)	484e PC Theft of access card (F/M);	.....	.....	.....
(39)	484g PC Theft by access card (F/M);	.....	.....	.....
(40)	485 PC Theft of lost property (F/M);	.....	.....	.....
(41)	487 PC Grand theft (F/M);	.....	.....	.....
(42)	488 PC Petty theft (M);	.....	.....	.....
(43)	496 PC Receiving stolen property (F/M);	.....	.....	.....
(44)	499b PC Joyriding (M);	.....	.....	.....



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(45)	502	PC Crimes against computer systems (F);	....	....	....
(46)	503	PC Embezzlement (F/M);	....	....	....
(47)	537e	PC Possess article with altered or re- moved serial numbers/marks (M/F);	....	....	....
(48)	594	PC Vandalism (M/F);	....	....	....
(49)	594.1	PC Possession of aerosol container of paint by person under 18 (M);	....	....	....
(50)	597	PC Cruelty to animals (F/M);	....	....	....
(51)	602(1)	PC Trespassing on real property (M);	....	....	....
(52)	602(m)	PC Vehicular trespassing (M);	....	....	....
(53)	602.10	PC Obstruct access to U.C. property (M);	....	....	....
(54)	626.2	PC Entry to U.C. by suspended/dismissed employee, student, etc. (M);	....	....	....
(55)	626.6	PC Interfere with U.C. activities (M);	....	....	....
(56)	626.9	PC Possess firearm on U.C. property (F);	....	....	....
(57)	626.10	PC Possess knives on U.C. property (M);	....	....	....
(58)	640	PC Crimes on/against public transport(I)	....	....	....
(59)	647(a)	PC Lewd conduct (M);	....	....	....
(60)	647(b)	PC Prostitution (M);	....	....	....
(61)	647(c)	PC Begging (M);	....	....	....
(62)	647(f)	PC "Drunk in public" (M);	....	....	....
(63)	647(ff)*	PC 72 hr. protective custody (-);	....	....	....
(64)	647(g)	PC Prowling (M);	....	....	....
(65)	647(h)	PC Peeking (M);	....	....	....
(66)	647(i)	PC Lodge without permission (M);	....	....	....
(67)	647a	PC Annoy/molest child under 18 yrs.(F/M)	....	....	....
(68)	647c	PC Obstruct sidewalk (M);	....	....	....
(69)	653f	PC Solicit commission of offenses (F);	....	....	....
(70)	653k	PC Possess switchblade knife (M);	....	....	....
(71)	664	PC Attempt to commit a crime (F/M);	....	....	....
(72)	1328*	PC Officer's duty to subpoena (-);	....	....	....
(73)	4532	PC Escape attempt from custody (F/M);	....	....	....
<b>B. Deadly weapons offenses:</b>					
(1)	12001*	PC Concealable firearm defined (-);	....	....	....
(2)	12020	PC Possession of certain weapons (F);	....	....	....
(3)	12021	PC Addict/felon possessing concealable firearm (F/M);	....	....	....
(4)	12025	PC Carry concealed firearm (F/M);	....	....	....
(5)	12031	PC Carry loaded firearm (M);	....	....	....
<b>C. Business and Professions Code offenses:</b>					
(1)	4149	B&PC Possession of hypodermic syringe(M)	....	....	....
(2)	4230	B&PC Possess dangerous drug without prescription (M);	....	....	....
(3)	25662	B&PC Minor in possession of alcohol (M);	....	....	....
<b>D. Health &amp; Safety Code offenses for dangerous drugs:</b>					
(1)	11350	HS Possession of a narcotic controlled substance (heroin, peyote) (F);	....	....	....
(2)	11357(a)	HS Possession hashish (F/M);	....	....	....
(3)	11357(b)	HS Possess less than 28.5 grams mari-			



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	juana (M) (Citation);	....	....	....
(4)	11357(c) HS Possess more than 28.5 grams marijuana (M);	....	....	....
(5)	11359 HS Possess marijuana/hashish for sale (F);	....	....	....
(6)	11364 HS Possess controlled substance paraphernalia (hype kit, opium pipe) (M)	....	....	....
(7)	11375(a) HS Possess for sale/sell controlled substance (valium, darvon) (F/M);	....	....	....
(8)	11377 HS Possess controlled substance (barbs LSD, PCP, amphetamines, psilocybin) (F/M);	....	....	....
(9)	11379 HS Same, transport or sell (F);	....	....	....
(10)	11550(a) HS Use/under influence (heroin, mescaline, peyote, THC, opium, methaqualone, cocaine, methadone, amphetamine, methamphetamine, etc) (M);	....	....	....
(11)	11550(b) HS Use/under influence of PCP (M);	....	....	....
E. Welfare & Institution Code sections for juveniles:				
(1)	300 WI Person under 18 subject to jurisdiction of juvenile court:			
	a. In need of parental care;	....	....	....
	b. Who is destitute;	....	....	....
	c. Who is physically dangerous;	....	....	....
	d. Whose home is unfit place;	....	....	....
	e. Who is under age 3 & abuse victim ;	....	....	....
	f. Who has been freed for adoption;	....	....	....
(2)	601 WI Person under 18 subject to adjudication of court for being out of parental control;	....	....	....
(3)	602 WI Person under 18 in violation of law;	....	....	....
(4)	625 WI Temporary custody of minor by peace officer:			
	a. Person described in 300 or 301 WI;	....	....	....
	b. Violated order of juvenile court;	....	....	....
	c. Found in public suffering from sickness, injury, etc;	....	....	....
(5)	626 WI Alternative dispositions for minors in temporary custody when juvenile court proceedings not required:			
	a. Release the minor;	....	....	....
	b. Deliver minor to shelter (i.e. Perry Place);	....	....	....
	c. Release on notice to appear before county probation officer;	....	....	....
	d. Deliver 601 or 602 WI minor to county probation officer;	....	....	....
(6)	626.5 WI Alternative dispositions for minors in temporary custody when juvenile			



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	court proceedings required:			
	a. Release on notice to appear before county probation officer;	....	....	....
	b. Deliver 601 or 602 WI minor to county probation officer;	....	....	....
(7)	627 WI Notification to parents and telephone calls for minor in custody;	....	....	....
(8)	627.5 WI Duty to advise minor of Constitutional rights on arrest.	....	....	....
2.15	The trainee shall recognize violations of the Berkeley Municipal Code and, given reference text, will locate the applicable sections: <code reference>			
	A. 3262 NS 9.2d Parking where prohibited by sign or red curb (I);	....	....	....
	B. 3262 NS 9.2f Obstruction or hazard to traffic (I);	....	....	....
	C. 10.04.090 Unleashed dogs prohibited <399> (I);	....	....	....
	D. 10.12.110 Hitching animal to light/hydrant/tree/stake prohibited <597f> (I);	....	....	....
	E. 10.04.140 Nuisances from dog prohibited (I);	....	....	....
	F. 13.36.070 Consumption of alcohol in public view unlawful (M);	....	....	....
	G. 13.68.020 Carrying dangerous weapons (knives) prohibited <12020, 12025, 12031> (M);	....	....	....
	J. 20.16.010 Posting of signs on public property prohibited <556, 556.1, 556.2> (I);	....	....	....
	K. 12.70.050 Smoking prohibited where designated by sign (I);	....	....	....
	L. 27.116(b) Vehicle or thing that is a fire hazard prohibited (I);	....	....	....
	NOTE: The above sections will be enforced on U.C. property in Berkeley but not on the Oakland side of a line which runs N-S, approximately through Lawrence Hall of Science-Building 76-Building 42-east side of Haas Clubhouse.	....	....	....
2.16	The trainee shall recognize the basic rights of all persons as granted by the U.S. Constitution and shall, at all times, adhere to those rights. These rights shall minimally include the rights granted by the following amendments:			
	A. First-Religion, speech, press, assembly, grievance	....	....	....
	B. Fourth -Search and seizure;	....	....	....
	C. Fifth-Charging, double jeopardy, self-incrimination	....	....	....
	D. Sixth -Speedy trial, impartial jury, confrontation	....	....	....
	E. Eighth-No excessive bail, cruel & unusual punish.	....	....	....





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F. Fourteenth-State may not supersede U.S. laws.	....	...	...
<u>LIQUID TEAR GAS</u>			
2.17 The trainee shall understand the agency's policy on the use of liquid tear gas weapons (GO 3.18).	....	...	...
2.18 The trainee shall discuss the regulations governing the use of liquid tear gas, including the follow-up procedures for persons who have had it applied to them and the reporting procedures in cases where it is used:			
A. Liquid tear gas is only used to subdue dangerous persons after all other reasonable means (excluding batons and firearms) have been attempted.	....	...	...
B. Once the subject is restrained, he or she shall be transported to the LBL Medical Services Department (Building 26) during business hours or to the LBL Fire Department during off hours for first aid (exposed tissues should be flushed with water). If the subject requests additional medical assistance he or she is to be transported to Herrick Hospital before booking.	....	...	...
C. Liquid tear gas may be of little effect if the subject of under the effect of a pain-killing drug (i.e. PCP) and will have no effect on dogs.	....	...	...
2.19 The trainee shall identify the safe, humane, and appropriate use of liquid tear gas.	....	...	...
<u>REPORT WRITING II</u>			
2.20 The trainee shall identify the proper report forms to be utilized in given situations (GO 2.14, UCPD-LBL Report Writing Manual, CHP Collision Investigation Manual, GO 3.10), most commonly:			
A. Suspicious persons (clear warrants, advised and released)--Field Interview Card;	....	...	...
B. Suspicious circumstances, services performed, major incidents (fires, casualties, etc.) requiring documentation--Miscellaneous Incident Report;	....	...	...
C. Criminal offenses (excluding traffic infractions)--Offense Report;	....	...	...
D. Traffic infractions--Notice to Appear (make notes on reverse side of agency copy);	....	...	...
E. Traffic collisions with property damage only--Traffic Collision PDO Report at scene with report	....	...	...

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DAILY TRAINING NOTES

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format and a copy to each party;	....	...	...
F. Traffic collisions with property damage only but more involved parties, witnesses, etc. than will fit on the PDO form--Traffic Collision Report CHP 555 with the report format;	....	...	...
F. Traffic collisions with complaint of pain, injuries, or major property damage--Traffic Collision Report CHP 555 with the investigation format;	....	...	...
G. Mental illness cases/5150 WIC--Psychiatric Detention Application;	....	...	...
H. Juveniles detained for 602 WIC offenses--Juvenile Intake Affidavit.	....	...	...
2.21 The trainee shall understand the qualities of a good police report. These qualities shall minimally include:			
A. Accuracy;	....	...	...
B. Brevity;	....	...	...
C. Completeness;	....	...	...
D. Clarity;	....	...	...
E. Legibility;	....	...	...
F. Objectivity.	....	...	...
2.22 The trainee shall use the proper report form(s) in each situation that requires a report.	....	...	...
<u>RADIO COMMUNICATIONS II</u>			
2.23 The trainee shall demonstrate knowledge of radio procedures and proper use of the radio.	....	...	...
2.24 The trainee shall explain procedures and techniques of radio communications, including:			
A. Waiting until the air is clear before pressing the transmit button;	....	...	...
B. Pressing the transmit button firmly and speaking <u>calmly and clearly</u> into the microphone;	....	...	...
C. Avoiding overmodulation by speaking moderately into the microphone;	....	...	...
D. Knowing the meaning of "emergency traffic only" (Code 33) and <u>always</u> saving routine and non-emergency transmissions until the termination of that status;	....	...	...
E. Knowing the call signs of other officers on the watch;	....	...	...
F. Identifying the caller and service, then waiting for acknowledgement before proceeding, i.e. "Vic-	....	...	...



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tor, S-10, 11-95 (WAIT);"	....	....	...
G. On traffic stops (11-95), broadcasting in order:			
(1) Unit identifier (i.e. "S-10");	....	....	...
(2) Service (i.e. 11-95), wait for response, then	....	....	...
(3) Location (i.e. "Horseshoe Lot");	....	....	...
(4) License number (& state if other than Calif.);	....	....	...
(5) Status (i.e. Code 4, <u>after</u> making contact).	....	....	...
 <u>INFORMATION SYSTEMS I</u>			
2.25 The trainee shall demonstrate knowledge of information systems regarding wanted persons, criminal histories, stolen property, registered vehicles, driver's licenses, and local contacts. These information systems shall minimally include:			
A. PIN--Police Information Network. Located in Oakland, this system gives arrest warrants, probation records, drug diversion records, AKA file, missing person or juveniles, juvenile warrants, and juvenile probation information. This information covers the nine Bay Area counties. Messages may be sent on this system between terminals or, in an emergency, flashed from one terminal to all other terminals.	....	....	...
B. CLETS--California Law Enforcement Telecommunications System. Located in Sacramento, this system gives warrants from throughout the state, stolen and/or recovered, impounded or stored autos, DMV information, and stolen/recovered/or under-observation property and firearms. CLETS also gives state criminal history information. Messages may be sent on this system to individual terminals, several terminals at a time, or whole regions.	....	....	...
C. NCIC--National Crime Information System. Located in Washington, D.C., this system gives national criminal history information, national arrest warrants, stolen and/or recovered autos and autos used in crimes. NCIC also gives stolen, recovered firearms, property, persons wanted/under observation by the U.S. Secret Service, etc. Messages may be sent on this system to other terminals throughout the U.S. and Canada. International inquiries may be made via the INTERPOL desk at the U.S. Secret Service National Central Bureau.	....	....	...
D. UCPD-LBL LOCAL FILES--Contains alphabetically arranged FI cards; alphabetical indexes of persons listed as suspects, victims, witnesses, etc. in reports; computerized MO files and stolen property			



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files for each year; computerized cardkey history files including cardkeys used at individual terminals; and files relating to Orders to Show Cause and Traffic Warning Citations issued.	....	....	....
E. CORPUS--Criminal-Oriented Records Production Unified System. Located in Oakland, CORPUS computer records are maintained for each person arrested in Alameda County. Photographs and fingerprint cards are maintained at CIB--Central Identification Bureau at the Oakland Police Building, 6th & Washington, Oakland. CORPUS records assign each individual a PFN--person file number. The uniqueness of this number is maintained by a check of fingerprints each time he or she is arrested. Thus, a local criminal history can be obtained from CORPUS by inquiry into the computer.	....	....	....
2.26 The trainee shall demonstrate the ability to request information on a subject from computer systems. The requests shall minimally include (GO 3.21):			
A. <u>6062</u> . Warrant check on a person via PIN-CLETS-NCIC systems. Give last name, first name, middle name, race, sex, date of birth (DOB);	....	....	....
B. <u>CORPUS History</u> . Criminal history in Alameda County. Give last name, first name, middle name, race, sex, DOB;	....	....	....
C. <u>CLETS History</u> . Criminal history in California via CLETS if records are in the automated system. Some records, in the manual system, must be requested by mail. For criminal investigations only. Give last name, first name, middle name, race, sex, DOB to obtain the unique Central Identification Index (CII) number for the subject;	....	....	....
D. <u>NCIC History</u> . National criminal history via NCIC. For criminal investigations only. Give last name, first name, middle name, race, sex, DOB to obtain Federal Bureau of Investigation (FBI) number for the subject;	....	....	....
E. <u>Query Gun History</u> . California gun sales history to person via CLETS. Give last name, first name, middle name, DOB;	....	....	....
F. <u>10-27</u> . California driver's license basic records check via CLETS. Provides basic driver's license number or index number (if no license issued), DOB, name, address, AKA, license status, date issued, date expires, class, endorsements, restrictions, legal history, court proceedings, failures to appear, accidents. Give last name,	....	....	....





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first name, middle initial, DOB or approximate age, city of residence, and first three digits of address;	....	...	...
G. <u>10-27 Foreign</u> . Out-of-state driver's license basic record via NCIC. Information provided differs from state to state, but usually includes DOB, name, address, license status, date issued, license number and date of expiration. Give state where issued, last name, first name, middle initial, DOB, sex;	....	...	...
H. <u>10-28 Person</u> . Provides a list of California-registered vehicles to a single owner. Give last name, first name, middle initial, city of residence, and the first three digits of the address.	....	...	...
2.27 The trainee shall properly make at least one vehicle and name check over the radio.	....	...	...
<u>PRELIMINARY INVESTIGATION I</u>			
2.28 The trainee shall demonstrate the ability to conduct thorough and complete preliminary investigations.	....	...	...
2.29 The trainee shall discuss the factors which must be determined when interviewing complainants, reporting persons, and witnesses, including:			
A. What;	....	...	...
B. Where;	....	...	...
C. What;	....	...	...
D. How;	....	...	...
E. Who (including complete suspect and/or vehicle description);	....	...	...
F. How many.	....	...	...
2.30 The trainee shall understand situations when skills of an evidence technician or criminalist are required:			
A. Scene requires extensive photography to "walk through" traffic collision, crime scene, etc;	....	...	...
B. Scene involves numerous items of physical evidence in several areas which must be located on a diagram as in a ransack burglary, injury accident with debris spread over the street, etc;	....	...	...
C. Scene involves fibers, toolmarks, gunshot residue analysis, or other trace evidence requiring special collection techniques;	....	...	...
D. Scene involves death, serious injury, or liability	....	...	...



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to the Laboratory;	....	...	...
E. Scene may change before trainee can collect the evidence, i.e. tire impressions in dust, solvents which may evaporate, etc.	....	...	...
2.31 The trainee shall properly obtain all information necessary for the completion of a thorough preliminary investigation of a "cold" crime.	....	...	...





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<u>REPORT WRITING III</u>			
3.1 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.	....	....	....
3.2 The trainee shall prepare a report that minimally includes:			
A. Organizing facts in chronological order;	....	....	....
B. Relating facts in appropriate sentence form;	....	....	....
C. Correctly filling in all appropriate boxes;	....	....	....
D. Properly establishing who, what, when, where, how, and how many.	....	....	....
<u>RADIO COMMUNICATIONS III</u>			
3.3 The trainee shall assume general communications responsibility, and shall demonstrate the ability to properly use the radio in all situations.	....	....	....
3.4 The trainee shall take responsibility for all radio communications.	....	....	....
3.5 Given a situation in which there is one or more suspects, the trainee shall properly utilize the radio to complete a crime broadcast. This description shall minimally include:			
A. Type of incident and number of suspects;	....	....	....
B. Complete known description of suspect(s), including race, sex, age (5 year block), height, weight, build, complexion, hair color and style, eye color, clothing description (head to foot), speech characteristics (accents, impediments, etc.) and other distinguishing characteristics (i.e. tattoo)	....	....	....
C. Loss (if any), including approximate value and denomination of bills;	....	....	....
D. Weapon(s) used;	....	....	....
E. Vehicle used (CYMBAL--color, year, make/model, body style, accessories, license plate);	....	....	....
F. Direction(s) of flight;	....	....	....
G. How "cold" (elapsed time since occurrence).	....	....	....
<u>VEHICLE CODE</u>			
3.6 The trainee shall understand the basic California Vehicle Code laws that pertain to the operation of			

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	motor vehicles and shall be able to recognize violations (GO 2.19, RPM 1.05).	....	....	...
3.7	The trainee shall define the following terms as used in the California Vehicle Code:			
	A. Crosswalk;	....	....	...
	B. Darkness;	....	....	...
	C. Driver;	....	....	...
	D. Highway;	....	....	...
	E. Intersection;	....	....	...
	F. Limit line;	....	....	...
	G. Motor vehicle;	....	....	...
	H. Roadway;	....	....	...
	I. School bus;	....	....	...
	J. Sidewalk;	....	....	...
	K. Vehicle.	....	....	...
3.8	The trainee shall define the elements of Vehicle Code sections giving authority to arrest. These sections shall minimally include:			
	A. 40300.5 VC Arrest without warrant;	....	....	...
	B. 40300.6 VC Arrests within reasonable time and distance away from a traffic accident;	....	....	...
	C. 40302 VC Mandatory appearance;	....	....	...
	D. 40302.5 VC Arrest of minor;	....	....	...
	E. 40303 VC Optional appearance--may take;	....	....	...
	F. 40305 VC Offense by nonresident;	....	....	...
	G. 40305.5 VC Offense by nonresident driving commercially registered vehicles;	....	....	...
	H. 40312 VC Peace officer shall not arrest on outstanding warrant if receipt presented;	....	....	...
	I. 40500 VC Notice of promise to appear;	....	....	...
	J. 40600(a)VC Notice of violation;	....	....	...
	K. 40600(c)VC Same, does not constitute an arrest;	....	....	...
	L. 40610(a)VC Notice to correct violation;	....	....	...
	L. 40610(b)VC Same, exceptions.	....	....	...
3.9	The trainee shall identify California Vehicle Code violations by code number and classification. These violations shall minimally include the following:			
	A. 4000(a) VC Unregistered vehicle (I);	....	....	...
	B. 4454(a) VC Registration card, carry in vehicle(I)	....	....	...
	C. 5200 VC License plates, front & rear (I);	....	....	...
	D. 5202 VC License plates, operate vehicle without proper display of (I);	....	....	...
	E. 5204 VC Tabs, attach to rear plate (I);	....	....	...





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F. 10851(a)	VC Vehicle theft (F/M);	....	....	....
G. 10852	VC Injuring or tampering with vehicle (M)	....	....	....
H. 10853	VC Unattended vehicle, tampering with (M)	....	....	....
I. 12500(a)	VC Unlicensed driver (M)-Cite 12500(a) VC	....	....	....
J. 12500(b)	VC Licensed driver, drive out of class (I)	....	....	....
K. 12951(a)	VC Driver's license not in possession (I)	....	....	....
L. 12951(b)	VC Driver's license, refuse to present (M)	....	....	....
M. 14601	VC Suspended or revoked license, driving motor vehicle on (M)-Cite 12500(a) VC;	....	....	....
N. 14610	VC Driver's license, misuse of (M);	....	....	....
O. 20001	VC Hit-run, injury or death (F);	....	....	....
P. 20002(a)	VC Hit-run, property damage (M);	....	....	....
Q. 20002(b)	VC Same, by runaway vehicle (M);	....	....	....
R. 21453(a)	VC Red stop signal, failure to stop (I);	....	....	....
S. 21457(a)	VC Flashing red signal, same (I);	....	....	....
T. 21460(a)	VC Double solid lines, drive to left (I);	....	....	....
U. 21461(a)	VC Official traffic sign or signal, failure to obey same (I);	....	....	....
V. 21461.5	VC Same, pedestrian failing to obey (I);	....	....	....
W. 21657	VC One-way street, drive against (I);	....	....	....
X. 21703	VC Following too closely (I);	....	....	....
Y. 21950(a)	VC Pedestrian in crosswalk, driver yield to (I);	....	....	....
Z. 22106	VC Starting or backing when unsafe (I);	....	....	....
AA. 22350	VC Basic speed law (I);	....	....	....
BB. 22450	VC Stop sign, failure to stop at (I);	....	....	....
CC. 23103	VC Reckless driving (M);	....	....	....
DD. 23112(a)	VC Litterbug (I);	....	....	....
EE. 23152	VC Under influence alcohol/drugs (M);	....	....	....
FF. 23153	VC Same, causing bodily injury (F);	....	....	....
GG. 23223	VC Open container, possess in vehicle (I)	....	....	....
HH. 23226	VC Storage of open container (I);	....	....	....
II. 24400	VC Headlamps required during darkness (I)	....	....	....
JJ. 24600(b)	VC Taillamps required during darkness (I)	....	....	....
KK. 24603(b)	VC Stoplamps, 2 required (I);	....	....	....
LL. 24606(a)	VC Backup lamps required (I);	....	....	....
MM. 24952	VC Turn signal lamps required (I);	....	....	....
NN. 27315(d)	VC Seatbelts, use required (I);	....	....	....
OO. 27400	VC Headset, motor vehicle or bicycle (I);	....	....	....
PP. 27465(b)	VC Tire with less than 1/32" tread (I).	....	....	....
3.10 The trainee shall identify California Vehicle Code violations by code number and classification as apply to the stopping, standing and parking of vehicles. These violations shall minimally include the following (* = Order to Show Cause for less than 2 violations within past 6 months; GO 2.18, RPM 1.05):				
A. 21113(a)	Parking on U.C.-L.B.L. grounds (I):			



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(1) No permit for area;	....	....	....
(2) Red zone;	....	....	....
(3) Unmarked space*;	....	....	....
(4) Parked in reserved space*;	....	....	....
(5) Expired permit*;	....	....	....
(6) Blocking roadway/doorway/stairway*;	....	....	....
(7) Invalid permit (i.e. upside down)*;	....	....	....
(8) Encroaching on or blocking adjoining space*;	....	....	....
(9) Keep clear zone*;	....	....	....
(10) Projecting over limit line*;	....	....	....
(11) Parked in medical reserved space;	....	....	....
(12) Overtime parking (posted time limit)*;	....	....	....
B. 22500(a) Parking within intersection (I);	....	....	....
C. 22500(b) Parking on a crosswalk (I);	....	....	....
D. 22500(d) Within 15' fire station driveway (I);	....	....	....
E. 22500(e) In front of public/private driveway (I);	....	....	....
F. 22500(f) On a sidewalk (I);	....	....	....
G. 22500(g) Alongside street excavation (I);	....	....	....
H. 22500(h) On roadway side of stopped vehicle (I);	....	....	....
I. 22500(i) At posted bus stop (I);	....	....	....
J. 22500(l) At curb modified for wheelchair access(I)	....	....	....
K. 22500.1 Parking in marked fire lane (I);	....	....	....
L. 22502(a) Parking other than parallel, on right, and/or within 18" of curb (I);	....	....	....
M. 22502(e) Same, left side OK on one-way street (I);	....	....	....
N. 22507.8(a) Handicapped person space (I);	....	....	....
O. 22514 Within 15' of fire hydrant (I);	....	....	....
P. 22515(a) Unattended vehicle, motor running and parking brake not set (I);	....	....	....
Q. 22516 Locked doors, person inside who cannot escape (I);	....	....	....
R. 22517 Opening doors to traffic when unsafe (I);	....	....	....
S. 22522 Park within 3' of sidewalk access ramp for handicapped persons (I);	....	....	....
T. 22523(a) Abandoning vehicle on highway (I);	....	....	....
U. 22523(b) Same, on public/private property (I).	....	....	....

BACK-UP OFFICER ROLE II

3.11 The trainee shall describe the role of the back-up officer during routine pedestrian stops. The description shall minimally include:

A. The initial approach;	....	....	....
B. Where to take a position;	....	....	....
C. What to watch for;	....	....	....
D. Radio responsibilities.	....	....	....

3.12 The trainee shall demonstrate the ability to use

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proper back-up officer techniques during routine pedestrian stops.	....	....	....
3.13 The trainee shall discuss the value of the triangular approach and position.	....	....	....
3.14 The trainee shall discuss the value of the technique of "always watching their hands."	....	....	....
3.15 The trainee shall understand the tactical considerations in dealing with a subject whose hands are in pockets or otherwise concealed.	....	....	....
3.16 The trainee shall perform the responsibilities of the back-up officer in a safe and effective manner during low-risk traffic stops.	....	....	....
<u>DRIVING I</u>			
3.17 The trainee shall know and understand agency policy regarding driving and on-duty vehicle collisions (GO 3.7A, RPM 1.06G).	....	....	....
3.18 The trainee shall describe the agency's approved emergency driving techniques (GO 5.3). This description shall minimally include:			
A. Code 1: Respond at your convenience consistent with existing priorities and full compliance with all traffic laws;	....	....	....
B. Code 2: Respond immediately without undue delay, red lights may be activated, and full compliance with all traffic laws;	....	....	....
C. Code 3: Emergency response requires red lights and siren, as reasonably necessary, but consistent with equal regard for the safety of the general public as provided in 21055 V.C;	....	....	....
D. Code 4: No further assistance needed. This notifies other officers enroute to a Code 3 that the need for emergency response is over. The officer may still request one or two units if needed, e.g. "Code 4. I'll need a unit for 11-84 and another for 10-16;"	....	....	....
E. 11-98 Expedite: Another designation for "Code 2";	....	....	....
F. 11-99: Officer needs help. Code 3 response. Remember the safety of the general public as well as your own officer safety. You will be of no help to an officer if you don't get there or if you get hurt as you drive up;	....	....	....



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G. Legal review:			
(1) 21055 V.C. Emergency operation defined;	....	...	...
(2) 17004 V.C. Immunity from civil suits;	....	...	...
(3) 21056 V.C. Due regard for safety of others;	....	...	...
H. Code 3 driving technique:			
(1) Limit time-saving "performance driving" to long, open straightaways and clear, unobstructed intersections;	....	...	...
(2) Slow down or even stop in hazardous areas or congested traffic;	....	...	...
(3) Siren is directional--fluctuate from wail to yelp in areas with tall buildings, parked cars	....	...	...
(4) During daylight, use your headlights. At night flash your high beams but do not drive with steady high beams to avoid blinding drivers;	....	...	...
(5) Do not pass on right as 21806 V.C. requires traffic to pull to the right edge of the roadway in response to your red light and siren;	....	...	...
(6) If traffic is congested and you cannot pass safely, turn off your red light and siren, as they make motorists anxious and slow traffic;	....	...	...
(7) Code 3 and pursuit driving can be consuming--your adrenaline flows, you develop tunnel vision, you fixate on what you will find when you arrive at the scene. RELAX! Concentrate on the mechanical act of driving safely;	....	...	...
(8) Evaluate the hazard to other motorists and pedestrians continuously--break off Code 3 if the hazard becomes greater than the benefit.	....	...	...
 <u>INFORMATION SYSTEMS II</u>			
3.19 The trainee shall demonstrate the ability to request information from computer systems on a vehicle, gun, or other property. The requests shall minimally include:			
A. <u>TRIP or TRIP(X)</u> . License plate check revealing wants/warrants in PIN, wants/warrants in DOJ-SVS, wants/warrants in NCIC, basic registration information from DMV. Give license plate number for passenger plate. Give (X) designation for the following plates:			
(1) C = Commercial plate (1A0000-1Z99999);	....	...	...
(2) E = Exempt plate (diamond, octagon, consular);	....	...	...
(3) F = Off-highway vehicle plate (A00A00);	....	...	...
(4) H = Ham radio plate (W6BKX);	....	...	...
(5) I = Apportioned plate (AP00000-AP99999);	....	...	...
(6) L = Environmental plate (ROBERTS);	....	...	...





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(7) M = Motorcycle plate (1A1000-9Z9999);	....	...	...
(8) P = Prorated commercial sticker (col. 1, row 3)	....	...	...
(9) S = Special vehicle plate (CB, equipment);	....	...	...
(10) T = Trailers, press, horseless carriages;	....	...	...
(11) V = Vehicle & motorcycle ID numbers only;	....	...	...
B. <u>TRIP FOREIGN</u> . Out-of-state license plate check revealing wants/warrants in PIN, wants/warrants in DOJ-SVS, wants/warrants in NCIC. Give license plate number and state;	....	...	...
C. <u>10-28</u> . California Department of Motor Vehicles standard vehicle registration. Provides vehicle registration expiration date; vehicle license number, year model, vehicle manufacturer, body type model, vehicle identification number; date of latest registration certificate of insurance; registered owner name, address, city, county, zip code; date of first sale; legal owner name, address, city. Give license plate number;	....	...	...
D. <u>10-28 HISTORY</u> . California Department of Motor Vehicles standard vehicle registration history (four year search). Provides registered owner's name and address on date in question. Give license plate number and date in question;	....	...	...
E. <u>10-29 PARKING</u> . California Department of Motor Vehicles parking violations file check. Provides a list of paid and unpaid parking violations on file (PVOF). Give license plate number;	....	...	...
F. <u>10-28 FOREIGN</u> . National Law Enforcement Telecommunications System (NLETS) standard vehicle registration inquiry. Give state, license plate number, year registration expires, vehicle type (i.e. passenger car, bus, commercial, motorcycle, etc.);	....	...	...
G. <u>10-29 GUN</u> . California DOJ-AFS and NCIC wanted check and owner history on firearm. Give serial number, make, caliber and gun type;	....	...	...
H. <u>10-29 PROPERTY</u> . California DOJ-APS and NCIC wanted check on property. Give serial number, owner-applied number (if any), article, brand name.	....	...	...
3.20 The trainee shall properly make at least one license plate wanted/registration check (California and foreign), a registration history check, a parking violations check, a gun check, and a property check.	....	...	...



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FIRST TRAINING PROGRESS EVALUATION

Trainee: \_\_\_\_\_ | Evaluation Period \_\_\_\_\_ | Date \_\_\_\_\_  
 | From: \_\_\_\_\_ | To: \_\_\_\_\_

This Training Progress Evaluation provides the trainee with feedback so that good performance will continue and/or deficient performance will improve. Performance in each area will be rated on a scale of 1 to 4. The following describes the value of the numerical rating scale:

- 4 -- BETTER-THAN-ACCEPTABLE: Performance exceeds the agency's standard.
- 3 -- ACCEPTABLE: Performance meets the agency's standard.
- 2 -- IMPROVEMENT IS NEEDED: Performance is progressing towards acceptable, but does not yet meet the agency's standard.
- 1 -- UNACCEPTABLE: Performance is not at an acceptable level.

A rating of 1 or 2 requires a written statement outlining the steps that the FTO or agency will take to help the trainee bring the performance up to an acceptable level.

PERFORMANCE AREA	1	2	3	4
=====				
<u>ORIENTATION (1.1-1.33)</u>				
<u>REPORT WRITING &amp; FIELD NOTES (1.34-1.38, 1.53-1.57, 2.20-2.22, 3.1-3.2)</u>				
<u>RADIO COMMUNICATIONS (1.39-1.42, 2.23-2.24, 3.3-3.5)</u>				
<u>THE COMMUNITY (1.43-1.45, 2.1-2.6)</u>				
<u>USE OF FORCE (1.46-1.52, 2.17-2.19)</u>				
<u>BACK-UP OFFICER ROLE (2.7-2.9, 3.11-3.16)</u>				
<u>LAW (2.10-2.16)</u>				
<u>INFORMATION SYSTEMS (2.25-2.27, 3.19-3.20)</u>				
<u>PRELIMINARY INVESTIGATION (2.28-2.31)</u>				
<u>VEHICLE CODE (3.6-3.10)</u>				
<u>DRIVING (3.17-3.18)</u>				
<u>PERSONAL RELATIONS</u>				
<u>DEPENDABILITY</u>				
*****				
OVERALL RATING	1	2	3	4
*****				
I have reviewed this Training Progress Evaluation with my Field Training Officer. I wish to discuss the evaluation with my FTO's supervisor: Yes ( ), No ( ).				
Signature of Field Trainee		Signature of Field Training Officer		
Signature of Field Supervisor		Signature of Field Training Manager		

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ORIENTATION (1.1 to 1.33): This area of the evaluation covers your performance and demonstrated knowledge in the orientation to the agency in terms of its organization, functions, your chain of command and the rules and regulations. It will also address your knowledge of local and county support services and state and federal law enforcement agencies. Your knowledge and use of the patrol vehicle and other agency or personal equipment will also be evaluated.

Based on the specific comments listed below, your evaluation  
in ORIENTATION is: (circle one) 1 2 3 4

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REPORT WRITING AND FIELD NOTES (1.34-1.38, 1.53-1.57, 2.20-2.22, 3.1-3.2): This portion of the evaluation will cover your ability to articulate the reporting process, explain the use of various report forms, and describe the elements of a good report. Your ability to complete proper field notes and proper completion of a report documenting the facts found in a cold investigation will be evaluated.

Based on the specific comments listed below, your evaluation  
in REPORT WRITING is: (circle one) 1 2 3 4

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RADIO COMMUNICATIONS (1.39-1.42, 2.23-2.24, 3.3-3.5): This portion of the evaluation will address your use of the police radio, the radio code and procedures. Your use of the radio in routine, administrative (file checks) and emergency broadcasts will be evaluated.

Based on the specific comments listed below, your evaluation in RADIO COMMUNICATIONS is: (circle one) 1 2 3 4

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THE COMMUNITY (1.43-1.45, 2.1-2.6): In this portion of the evaluation you will be rated in your demonstrated knowledge of the role of the law enforcement officer in the community. You will also be rated on your ability to identify and/or locate landmarks, roadways or other physical features of your assigned area which are important to the accomplishment of law enforcement objectives. Your ability to efficiently respond to calls for service will also be addressed.

Based on the specific comments listed below, your evaluation in THE COMMUNITY is: (circle one) 1 2 3 4

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USE OF FORCE (1.46-1.52, 2.17-2.19): Your knowledge of the agency's policy on the use of force, discharge of firearms and the use of non-lethal weapons will be evaluated in this area of the evaluation. Your knowledge on the agency's policy and procedures on the use of personal liquid tear gas (MACE) will also be evaluated. Incidents where you use force, if any, will be evaluated in terms of necessity, propriety, and effectiveness.

Based on the specific comments listed below, your evaluation  
in USE OF FORCE is: (circle one) 1 2 3 4

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BACK-UP OFFICER ROLE (2.7-2.9, 3.11-3.16): This area of the evaluation will address your knowledge of the tactics and responsibilities of the back-up officer and the techniques that are used in low-risk pedestrian stops. Your performance as a back-up officer in low-risk pedestrian stops will also be rated.

Based on the specific comments listed below, your evaluation  
in the BACK-UP OFFICER ROLE is: (circle one) 1 2 3 4

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LAW (2.10-2.16): Your knowledge of the elements, terms, rules and procedures of criminal law will be covered in this portion of the evaluation. Additionally, you will be rated on your ability to recognize criminal activity and apply your knowledge of the law to field situations.

Based on the specific comments listed below, your evaluation  
in LAW is: (circle one) 1 2 3 4

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INFORMATION SYSTEMS (2.25-2.27, 3.19-3.20): This portion of the evaluation will cover your knowledge and application of computerized criminal justice information systems relating to persons, objects and vehicles.

Based on the specific comments listed below, your evaluation  
in INFORMATION SYSTEMS is: (circle one) 1 2 3 4

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<u>LOW-RISK VEHICLE STOPS</u>				
4.1	The trainee shall know the potential hazards of traffic stops and will possess the ability to satisfactorily perform a safe and efficient stop with due regard for a positive police-citizen contact(GO 2.19)	....	...	...
4.2	The trainee shall identify the inherent hazards involved when an officer conducts a traffic stop. These hazards shall minimally relate to the:			
	A. Area in which the stop is made;	....	...	...
	B. Stop itself;	....	...	...
	C. Officer's approach;	....	...	...
	D. Position the officer takes;	....	...	...
	E. Contact with the violator.	....	...	...
4.3	The trainee will understand the types of vehicle stops, which minimally include:			
	A. Traffic violations;	....	...	...
	B. Investigative;	....	...	...
	C. Felony or high-risk.	....	...	...
4.4	The trainee will understand the following elements as those to be considered when selecting the proper location to effect a traffic stop:			
	A. As little traffic hazard as possible;	....	...	...
	B. As few escape routes as possible;	....	...	...
	C. As few persons present as possible;	....	...	...
	D. Desirable lighting conditions.	....	...	...
4.5	The trainee will understand the advantages of recording the license number and description of the vehicle prior to the stop.	....	...	...
4.6	The trainee will understand the potential hazards of failing to watch the movements of the occupants of a vehicle closely prior to, during, and after the stop. These should minimally include:			
	A. Attack from suspects;	....	...	...
	B. Attack from suspects' dog(s);	....	...	...
	C. Destruction or concealment of evidence;	....	...	...
	D. Escape of occupants.	....	...	...
4.7	The trainee will describe the various techniques for gaining the attention of the driver when making a			





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vehicle stop. Techniques shall minimally include:			
A. Use of emergency lights;	....	....	....
B. Use of headlights;	....	....	....
C. Use of horn;	....	....	....
D. Use of siren (intermittent & constant);	....	....	....
E. Use of public address system;	....	....	....
F. Proper use of spotlight, to include:			
(1) Not blinding the driver while the vehicle is moving;	....	....	....
(2) Illuminating the interior of the stopped vehicle;	....	....	....
(3) Focusing high beams and spotlight in combination on rear and side mirrors to present a "wall of light" to blind the occupants to the officer's approach;	....	....	....
G. Using the public address system to order drivers of "hidden hazard" vehicles such as vans and those with tinted windows to turn on interior lights to illuminate occupants.	....	....	....
4.8 The trainee will demonstrate the proper distance from which the stop of another vehicle should be initiated, the distance should be:			
A. Not so great as to encourage the driver to escape;	....	....	....
B. Not so close as to present a hazard due to erratic actions of the driver (about 20 feet behind);	....	....	....
C. Enough to create a safety corridor (patrol car off-set about 3 feet to the left) for the safety of the officer(s) and the vehicle occupant(s).	....	....	....
4.9 The trainee will understand the advantages, disadvantages, and legal aspects of allowing or disallowing a person to exit the vehicle during a stop.	....	....	....
4.10 The trainee shall identify common violator reactions upon being stopped by an officer and shall discuss techniques for acceptably dealing with the identified reaction. These reactions shall minimally include:			
A. Embarrassment;	....	....	....
B. Anger;	....	....	....
C. Fear, tears;	....	....	....
D. Rationalization or excuse for violation;	....	....	....
E. Power play, i.e. "My time is too important for these silly games!";	....	....	....
F. Negotiation, i.e. "Couldn't you just let me go with a warning (or Traffic Warning Citation)?";	....	....	....

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G. Refusal to sign citation (use intervention).	....	...	...
4.11 The trainee shall explain discretion in a car stop situation by citing examples of traffic situations in which an officer feels that a verbal warning or traffic warning citation would be more beneficial than a notice to appear (GO 2.19).	....	...	...
4.12 The trainee shall explain why an officer should not argue with a violator.	....	...	...
4.13 The trainee shall know that the required signature of a motorist on a citation is not an admission of guilt but a promise to appear.	....	...	...
4.14 The trainee shall explain the advantages of the following procedures:			
A. Noting the driver's, passenger's use of a seatbelt before the stop (27315(d), 27315(e) VC);	....	...	...
B. Obtaining the violator's drivers license, vehicle registration, and proof of insurance (when applicable) as soon as possible after the stop is made;	....	...	...
C. Not accepting the driver's wallet in response to a request for a driver's license;	....	...	...
D. Checking the validity and authenticity of a driver's license (including the picture) and vehicle registration;	....	...	...
E. Explaining the citation process to the violator;	....	...	...
F. Assigning 30-day appearance date (40501 VC);	....	...	...
G. Checking the signature of the violator on the citation;	....	...	...
H. Issuing the proper copy of the citation to the violator;	....	...	...
I. Keeping the officer's gun hand free, eyes alert;	....	...	...
J. Making detailed notes for later use in court about the violation on the reverse side of the agency's copy of the citation.	....	...	...
4.15 Given an incident involving a traffic violation, the trainee shall safely and effectively conduct a traffic stop and issue a citation or warning in a manner that promotes a positive police image.	....	...	...
<u>EVIDENCE COLLECTION AND PRESERVATION</u>			
4.16 The trainee shall possess the ability to preserve evidence in such a way as to ensure that it is received by an examining authority or court in as near to the			



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condition it was found as possible.	....	....	....
4.17 The trainee shall understand that the success of an investigation that involves a definable crime scene depends heavily on the initial observations and actions of the first officer to arrive at the scene. These observations and actions shall minimally include:			
A. Giving aid to injured persons as a matter of first priority;	....	....	....
B. Proceeding immediately with measures necessary to protect the crime scene, simultaneous with planning a controlled entry/exit route for firefighters, paramedics, etc. to minimize changes to scene	....	....	....
C. Use patrol car, barricade tape, etc. to block off areas expected to have a high potential for physical evidence yield. Post guards to control spectators;	....	....	....
D. Locate and interview witnesses to obtain suspect's description, elimination fingerprints, etc;	....	....	....
E. As soon as time permits, note: time of arrival at scene, weather conditions, persons present at time of arrival at scene, doors and windows (opened, closed, locked, unlocked), signs of forced entry, lights (on, off), odors (cigarettes, perfume, alcohol), blinds (up, down), footprints, etc;	....	....	....
F. In major indoor scene, do not touch inside door knobs, doors, door frames. Do not move anything. Do not smoke, use telephone, ashtray, sink, toilet	....	....	....
G. In major outdoor scene, try to determine suspect's approach/escape routes, look for clothing, etc;	....	....	....
H. Coordinate evidence technician duties with Sergeant/OIC, i.e. officer conducts investigation and prepares report; Sergeant/OIC photographs & diagrams scene, collects & processes evidence, prepares evidence supplement report.	....	....	....
4.18 The trainee shall understand the location and use of the following evidence processing equipment:			
A. Polaroid ProPack instant camera & flash:	....	....	....
(1) Type 667 B&W film--accidents, skidmarks, etc;	....	....	....
(2) Type 669 color film--injuries, paint transfer;	....	....	....
B. Polaroid SX-70 instant camera & Polaroid CU-70 closeup kit--trace evidence, fingerprints, lineup photograph copies, etc;	....	....	....
C. Evidence processing kit;	....	....	....
D. Evidence packaging kit;	....	....	....



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	E. Valtox drug testing kit;	....	...	...
	F. Latent print search kits;	....	...	...
	G. Roll-a-tape meters;	....	...	...
	H. Barricade tape;	....	...	...
	I. General evidence & drug envelopes, sealing tape.	....	...	...
4.19	The trainee shall understand the agency's policies on (see Evidence Manual):			
	A. Handling controlled substances;	....	...	...
	B. Depositing property, evidence, and money;	....	...	...
	C. Withdrawing and returning property;	....	...	...
	D. Depositing firearms, miscellaneous weapons, and explosives.	....	...	...
4.20	The trainee will explain the methods for preserving a crime scene in fair and inclement weather.	....	...	...
4.21	The trainee will discuss the agency's rules, policies and procedures regarding the storage of evidence (see Evidence Manual).	....	...	...
4.22	The trainee will understand the agencies policies and procedures regarding the taking of evidence to laboratory examination facilities and court:			
	A. Fingerprints: submit latent print lift cards and elimination prints with DOJ latent print case submission form and a copy of offense report to California Department of Justice--Division of Law Enforcement, Bureau of Forensic Services--Latent Print Program, P.O. Box 903437, Sacramento, CA 94203-4370.	....	...	...
	B. Controlled substances, questioned documents, firearms, toolmarks, blood examination, semen examination, paint, etc: may be submitted with ACSO request for laboratory services form and a copy of the offense report to the Alameda County Sheriff's Department Crime Lab in San Leandro (call first to check on availability of services).	....	...	...
	C. Controlled substances : may be submitted in a DOJ controlled substances evidence envelope with a DOJ controlled substances evidence report and a copy of the offense report to California Department of Justice, Bureau of Forensic Services, Sacramento (call first to check on availability of services).	....	...	...
	D. Court: Evidence Custodian will release evidence.	....	...	...
4.23	The trainee shall explain the term: chain of custody.	....	...	...





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4.24 Given a list of evidence, the trainee shall properly complete required property report(s) and any evidence tag(s) needed.	....	...	...
4.25 The trainee shall identify the duties on the crime scene technician in photographing the following scenes (see also GO 3.11):			
A. Vehicle accident:			
(1) The overall scene of the accident--from both approaches to the point of impact;	....	...	...
(2) The exact positions of vehicles, injured persons, and objects directly connected to the accident;	....	...	...
(3) All points of impact, marks of impact, and damage to real property;	....	...	...
(4) All pavement obstructions and defects in the roadways;	....	...	...
(5) Close-up of damage to vehicles. One photograph should show the front and one side, another should show the rear and the other side of the vehicle;	....	...	...
(6) Skid marks. If possible, photographs should be taken before the vehicle has been removed and again after it has been moved;	....	...	...
(7) Tire tracks, glass, and other associated debris;	....	...	...
B. Suicide, homicide, and unattended death:			
(1) Approaches to the scene;	....	...	...
(2) Surrounding areas (parking lot of a building in which a suspicious death occurred, the general area surrounding an outdoor scene, etc.);	....	...	...
(3) Close-up photographs should be taken of the entrance and exit to the scene, or those most likely to have been used if these are not obvious;	....	...	...
(4) A general scenario shot showing the location of the body and its position in relation to the room or area in which it was found;	....	...	...
(5) At least two photographs of the body at 90 degree angles to each other. Camera should be placed as high as possible pointing downward toward the body;	....	...	...
(6) As many close-ups of the body should be taken as needed to show wounds or injuries, weapons lying near the body, and the immediate surroundings;	....	...	...
(7) After the body is moved, and after the removal of each item of evidence, the area underneath	....	...	...



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them should be photographed if there is any mark, stain, or other apparent change;	....	....	...
(8) All fingerprints which do not need further development or cannot be lifted should be photographed. Areas in which fingerprints were discovered are photographed to show the location if this area was not included in other photographs;	....	....	...
(9) Bloodstains, including locations. Color film desirable, although not absolutely necessary. Black & white pictures must also be taken;	....	....	...
(10) When photographing a body that is lying in a horizontal position, the camera should be placed directly over the victim's head at a height of no less than 5 feet;	....	....	...
C. Burglary scene. Requirements for a homicide scene apply, with the following additions:			
(1) The interior and exterior of the building;	....	....	...
(2) Damaged areas, particularly those around the points of entry and exit used by the criminal;	....	....	...
(3) Close-ups of damaged containers that were the target of the burglar--safes, tool boxes, etc;	....	....	...
(4) Tool marks from close up and from a perspective that will allow the position of the mark with respect to the general scene to be noted;	....	....	...
(5) Fingerprints. Although fingerprints are the major interest to all type investigations, they are of particular value in a burglary investigation. Fingerprints are photographed only when they are visible without development and when they cannot be lifted after they have been developed;	....	....	...
D. Live victims and suspects:			
(1) Photographs that show areas of the body which usually are not visible when the person is clothed should be taken only under the direct supervision of the examining physician whose testimony the photographs are intended to illustrate.	....	....	...
4.26 The trainee shall identify the other duties of a crime scene technician at the following scenes:			
A. Burglary:			
(1) Do not lean on window sill or against window frame at point of entry. Collect any broken glass, especially those pieces that have been picked out of the molding by the burglar. Handle each piece by its edge. If suspect is ar-			



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rested, check shoes and pants for broken glass	....	....	....
(2) The best tool marks are left in metal surfaces, i.e. a mark on a striker plate. Collect the object containing the mark or make a rubber cast of the mark;	....	....	....
(3) Latent prints are made on nonabsorbent, hard materials. Apply a small amount of fingerprint powder, develop ridge detail in light strokes, brush excess powder away, cover the print by gently sliding tape over it, smooth out air bubbles, pull up on roll end of tape, place tape on lift card the same way it was applied to the latent print;	....	....	....
<b>B. Suicides and suspicious deaths:</b>			
(1) Determinations in these cases are routinely made by the Alameda County Coroner through their deputies at the scene. However, it is necessary and proper for experienced officers at the scene to make their own determinations based on:			
a. Credibility of witnesses;	....	....	....
b. Condition of scene, such as notes left, doors locked from inside, positions of weapons and wounds, etc;	....	....	....
c. History of the victim, mental state, etc;	....	....	....
(2) With a hanging victim, do not cut through the knot;	....	....	....
<b>C. Rape and other sexual assaults.</b>			
(1) An officer assigned evidence technician duties should be dispatched immediately;	....	....	....
(2) The victim should be on the scene when the evidence technician arrives;	....	....	....
(3) After taking the initial information, avoid questioning the victim further. Advise the attending physician of the evidence needed, as well as the usual items covered in the sexual assault evidence kits available at Cowell, Herrick, Alta Bates Hospitals;	....	....	....
<b>D. Automobile theft and tampering:</b>			
(1) To positively connect the suspect to the vehicle, a vehicle that has been the victim of a burglary should always be checked for latent prints whenever there is any possibility that such prints may be of value. Most vehicles will be processed at the scene, except when:			
a. The moisture usually present in the air in Berkeley must be allowed to dry before surfaces can be dusted for prints;	....	....	....
b. Door knobs, mirrors, etc. may have to be			



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disassembled using special tools to do a thorough examination;	....	....	....
c. Sufficient lighting may not be present at the scene to permit an adequate search for physical evidence inside the vehicle;	....	....	....
E. Other offenses (refer to Crime Scene and Evidence Collection Handbook, U.S. Treasury).	....	....	....
4.27 Given a crime scene situation in which any form of evidence is recovered, the trainee shall collect, preserve, and deliver the evidence and properly complete all necessary forms in order to ensure chain of custody.	....	....	....
<u>REPORT WRITING IV</u>			
4.24 The trainee shall demonstrate the ability to satisfactorily complete all police reports involved when one or more persons are in custody.	....	....	....
4.25 The trainee shall understand the agency's policy on citations for adult misdemeanors (GO 3.14E).			
A. 30-day citation release in field to appear in Department 5 at 1400 hrs. for the following offenses:			
(1) 374b           PC Littering;	....	....	....
(2) 374b.5       PC Littering (public/private prop.)	....	....	....
(3) 415           PC Disturbing the peace;	....	....	....
(4) 640(a)-(f) PC Public transport system offenses	....	....	....
(5) 11357(b)     HS Possession 28.5 grams marijuana	....	....	....
(6) 25658(b)     BP Minor consuming alcohol in bar;	....	....	....
(7) 25662        BP Minor in poss. of alcoholic bev;	....	....	....
B. Citation release booking at Sproul Hall for the following offenses:			
(1) All Part I Penal Code offenses (67-664 PC);	....	....	....
(2) Narcotics offenses;	....	....	....
(3) Offenses which may have increased penalties as the result of prior convictions;	....	....	....
(4) All misdemeanor sex offenses;	....	....	....
(5) All misdemeanor deadly weapon offenses;	....	....	....
(6) When property is confiscated and retained for possible evidential value;	....	....	....
C. The detailed citation release procedures are described in General Order 3.14E;	....	....	....
D. The times, locations, and dates to appear are described in the Citation-Release Calendar Schedule, Berkeley-Albany Municipal Court.	....	....	....
4.26 The trainee shall understand the agency's policy on			





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processing juvenile offenders (GO 3.14C):			
A. 300 WI Dependant children--Contact Schnedigar Cottage (Alameda County), San Leandro;	....	....	....
B. 601 WI Persons subject to adjudication as wards of the court for refusal to obey parents, etc.--			
(1) Berkeley Youth Alternatives, Berkeley;	....	....	....
(2) Perry Place, Oakland (except Berkeley juv's);	....	....	....
C. 602 WI Persons in violation of law--			
(1) Traffic infractions--issue citation, check box 24 for juvenile release;	....	....	....
(2) Misdemeanors--complete Alameda Co. Consolidated Arrest Report, 1 fingerprint card (with palm prints), photograph, offense report and:			
a. Release to parents on a Notice to Appear to Alameda County Probation Dept., (required for 11357(b) HS); or	....	....	....
b. Boys--Complete Alameda Co. Juvenile Intake Disposition Report and transport to Alameda Co. Juvenile Probation Department, Boy's Receiving, 400 Broadway, Oakland;	....	....	....
c. Girls--Complete Alameda Co. Juvenile Intake Disposition Report and transport to Alameda Co. Juvenile Probation Department, Girl's Receiving, 2200 Fairmont, San Leandro;	....	....	....
d. Parents and guardians should be notified immediately and no later than 3 hours after juvenile is taken into custody;	....	....	....
e. Juvenile should be given Miranda Warning immediately upon being taken into custody.	....	....	....
4.27 Given an incident in which an arrest is made, the trainee shall complete the appropriate report(s) which shall minimally include:			
A. The elements constituting the offense;	....	....	....
B. A complete documentation of reasonable cause to arrest;	....	....	....
C. A complete description of all physical evidence, where it was found, and its disposition;	....	....	....
D. A complete listing of all suspects, including whether or not they are in custody.	....	....	....
<u>RADIO COMMUNICATIONS IV</u>			
4.28 The trainee shall be able to demonstrate proficiency in using the police radio during situations involving stress.	....	....	....

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4.29 The trainee shall understand the proper use of the police radio to maintain control of a vehicle pursuit. Appropriate transmissions shall minimally include:			
A. Identification of the police unit in pursuit;	....	...	...
B. What the vehicle or occupant(s) is wanted for;	....	...	...
C. Complete description of the suspect's vehicle per CYMBAL (color-year-make-body-accessories-license);	....	...	...
D. Number of occupants and possibility of weapons;	....	...	...
E. Direction of travel;	....	...	...
F. Approximate speed;	....	...	...
G. Necessity for backup and number of units needed;	....	...	...
H. Location of the stop.	....	...	...
4.30 Given a situation involving an in-progress assignment the trainee shall use the police radio to maintain control of the situation. This maintenance of control shall minimally include:			
A. Verbal control so as not to escalate the situation	....	...	...
B. Control of possible escape routes;	....	...	...
C. Control of response of other police units.	....	...	...
<u>BACK-UP OFFICER ROLE III</u>			
4.31 The trainee shall demonstrate proficiency in the role of the back-up officer during stress situations.	....	...	...
4.32 The trainee shall discuss the role of the back-up officer during and after high speed pursuits and felony car stops (see UCPD-LBL High Risk Vehicle Stop Procedure Manual). The discussion shall minimally include:			
A. Radio responsibilities;	....	...	...
B. Shotgun responsibilities;	....	...	...
C. Position to assume after the vehicle is stopped;	....	...	...
D. Primary role of the back-up officer;	....	...	...
E. Officer-to-officer communication.	....	...	...
4.33 The trainee shall discuss the role of the back-up officer during foot chases.	....	...	...
4.34 Given any "in-progress" call, high speed pursuit, felony stop, or foot chase, the trainee shall perform all back-up responsibilities in a safe and effective manner.	....	...	...



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<u>DRIVING II</u>			
4.35 The trainee shall possess a recognition and understanding of common psychological, physiological, mechanical, and environmental factors which greatly affect the probability of being involved in a vehicle accident.	....	....	....
4.36 The trainee shall explain why emergency calls, and the use of a red light and siren, do not absolve an officer from personal liability if the emergency vehicle is misused.	....	....	....
4.37 The trainee shall explain why a good driver relies more on caution than upon the red light and siren in order to reduce chances of being involved in an accident.	....	....	....
4.38 The trainee shall identify common driving movements or activities during which the majority of collisions involving police vehicles occur. These movements shall minimally include:			
A. Backing;	....	....	....
B. Parking;	....	....	....
C. Left-hand turns;	....	....	....
D. Passing;	....	....	....
E. U-turns.	....	....	....
4.39 The trainee shall identify the components of "Defensive Driving". These shall minimally include:			
A. Driver attitude;	....	....	....
B. Driver skill;	....	....	....
C. Vehicle capability.	....	....	....
4.40 The trainee shall identify driver attitudes which contribute to the occurrence of traffic accidents. These attitudes shall minimally include:			
A. Overconfidence;	....	....	....
B. Impatience;	....	....	....
C. Self-righteousness.	....	....	....
<u>INFORMATION SYSTEMS III</u>			
4.41 The trainee shall possess the ability to send teletype messages to other law enforcement agencies via the agency's computer terminals. These systems			



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shall minimally include:			
A. Police Information Network (PIN);	....	....	....
B. California Law Enforcement Telecommunications System (CLETS);	....	....	....
C. National Law Enforcement Telecommunications System (NLETS).	....	....	....
4.42 The trainee shall discuss the various report data available to UCPD-LBL officers. These reports shall minimally include:			
A. LBL Monthly Locator Listing (Report No. 71), a list of LBL employees, start date, birth date, Social Security Number, etc;	....	....	....
B. LBL Home Address Listing (Report 925-199), a list of LBL employees, home address, telephone number;	....	....	....
C. LBL Guests--Alphabetical List (Report R-106), a list of LBL guest employees, building-room-ext., home address;	....	....	....
D. LBL Alphabetical Directory (Report 186), a list of employees, building-room-ext., job title, basis;	....	....	....
E. LBL Motor Pool (Report 113-001), a list of official LBL vehicles with license plate, make, year, value, vehicle type, location, custodian;	....	....	....
F. LBL Parking Permit Files (General Permit, Blue Triangle Permit, Orange Circle Permit);	....	....	....
G. LBL Telephone Directory, includes building manager list, a map and building directory, bus schedules, department index, Federal Telephone System information and many other useful items;	....	....	....
H. Berkeley Campus Telephone Directory;	....	....	....
I. U.C. Systemwide Telephone Directory;	....	....	....
J. Annual Identification Checking Guide.	....	....	....
4.43 The trainee shall possess an understanding of the function of the Pass II Cardkey Access System, the associated "green card" files, and the procedures for entering/obtaining data from the system (GO 2.8).	....	....	....
4.44 The trainee shall possess an understanding of the function of the Pyrotronics Fire Alarm System, the associated alarm file, and the agency's responsibilities as regards emergency notifications (GO 4.2).	....	....	....
4.45 The trainee shall possess an understanding of other information systems which can provide investigative leads. These systems shall minimally include:			

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A. Central Identification Bureau (CIB), Alameda Co. Sheriff's Department, Oakland. This office can provide color booking photographs of most persons arrested in the county and has an extensive photo file for lineups. Complete CIB photograph request	.....	....	...
B. California Department of Motor Vehicles, Division of Driver's Licenses, Sacramento. This office can provide B&W driver's license photo enlargements. Send a CLETS administrative teletype;	.....	....	...
C. California Department of Justice, Automated Criminal History System (ACHS), Sacramento. This system can provide an immediate conviction record if the suspect has an "A" (automated) CII# and a mailed conviction record if the subject has a "M" (manual) CII#. Use CLETS teletype or Manual Criminal History File Request Form. Observe all regulations relating to the security of these records (GO 2.3);	.....	....	...
D. U.S. Department of Justice, FBI Interstate Identification Index, Washington, D.C. This system can provide state conviction records and federal records via NCIC. Observe all regulations relating to the security of these records (GO 2.3);	.....	....	...
E. Pacific Bell Street Address Telephone Directory, provides complete subscriber listings by telephone number and street address for the Oakland area.	.....	....	...

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<u>PEDESTRIAN STOPS</u>			
5.1 The trainee shall demonstrate the ability to make safe and effective pedestrian stops.	....	....	....
5.2 The trainee shall explain the concept of probable and reasonable cause to stop and detain.	....	....	....
5.3 The trainee shall explain the existing circumstances to make a lawful pedestrian stop. The circumstances shall minimally include:			
A. The existence of suspicious activity;	....	....	....
B. The time of day or night;	....	....	....
C. Probable cause to believe that the person being stopped is a suspect in an offense.	....	....	....
5.4 The trainee shall identify and discuss those variables to consider when encountering a person on foot. This discussion shall minimally include determining:			
A. Whether or not to stop the person;	....	....	....
B. When and where to stop the person;	....	....	....
C. Method to utilize in stopping the person.	....	....	....
5.5 The trainee shall identify the reasons an officer should approach pedestrian suspects on foot rather than in the vehicle.	....	....	....
5.6 The trainee shall describe the positions that one or two officers can take while interviewing one or more suspicious persons to minimize the possibility of attack.	....	....	....
5.7 The trainee shall properly and legibly complete the field interview card.	....	....	....
5.8 Given a situation involving one or more persons on foot who are acting suspiciously, the trainee shall, having sufficient probable cause, safely and effectively approach, contact, interview, and complete a field interview card or make any other proper disposition of the person(s) contacted.	....	....	....
<u>PRELIMINARY INVESTIGATION II</u>			
5.9 The trainee shall possess the knowledge and skills necessary to satisfactorily accomplish an officer's responsibilities associated with the preliminary in-			



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<p>investigation and reporting of in-progress or fresh crimes against property. These responsibilities should minimally include:</p> <p>A. Identity or description of the suspect(s);</p> <p>B. Description of loss;</p> <p>C. Direction of flight of suspect(s);</p> <p>D. Possibility of weapons being involved;</p> <p>E. Radio broadcast of all known and important information;</p> <p>F. Pursuit and/or apprehension of suspects, if possible;</p> <p>G. Protection of the crime scene and processing for evidence, i.e. latent prints.</p>	.....	.....	.....
<p>5.10 Given an "in-progress" or "fresh" incident involving a crime against property, the trainee shall properly perform all the objectives necessary to satisfactorily complete the preliminary investigation, including the satisfactory completion of the proper reports.</p>	.....	.....	.....
<p>5.11 The trainee shall identify the responsibilities of an officer assigned to a "cold" theft report. These responsibilities shall minimally include:</p> <p>A. Obtaining a complete description of the missing item, including DOE number and loss. The LBL Property Management Department, Building 69, Room 103, Ext. 5151 can supply this information for U.S. Government property;</p> <p>B. A thorough search of the general area for the missing item. Where this is not possible (i.e. a busy office which would be disrupted by a search), the First Platoon should be requested to search;</p> <p>C. Determine who had access to the area. Consider processing the scene for latent prints or other evidence if appropriate;</p> <p>D. Canvass the area for witnesses. Interview everyone who had access to the area. List the names of those interviewed in the offense report so the follow-up investigator will not duplicate your efforts;</p> <p>E. If the item is not located and you suspect it may have been borrowed, misplaced, etc., recommend a 30-day recontact of the reporting party or victim;</p> <p>F. If the offense occurred recently, consider that the suspect(s) may still be in the area, i.e. "office creep" burglars who will work an entire building. Consider requesting additional officers for</p>	.....	.....	.....

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a search.	....	....	....
5.12 The trainee shall identify the legal issues of an officer conducting an in-field identification. An officer may have a victim identify a suspect in the field when the arrestee is apprehended in close proximity in time and place to the occurrence of a serious crime. Counsel for the suspect is not required, because of the emergency nature of the confrontation, i.e. the necessity of immediate identification of a suspect, does not allow time for contacting an attorney. There are no hard and fast rules as to how close the proximity of time and place of the field line-up must be to the crime, or the degree of seriousness of the crime. The factors the trainee should keep in mind shall minimally include:			
A. A legitimate need for immediate identification must be present. For example, if the suspect has been at large for some time, the need for immediate identification has passed, even if s(he) is arrested near the original scene of the crime.	....	....	....
B. If a suspect has been detained for any substantial period of time or has been moved to a place not accessible to counsel, a field line-up cannot be held.	....	....	....
C. The courts will closely scrutinize field line-ups of suspects involved in petty crimes.	....	....	....
D. The courts will also scrutinize each case for any attempt by officers to circumvent the requirements of a formal line-up by conducting an unnecessary field lineup.	....	....	....
5.13 The trainee shall describe the proper procedures for conducting a field line-up. The courts have held that although a suspect is not entitled to all the rights of a formal line-up, the procedure must be fair. While confrontation between a suspect and a witness is to some degree inherently suggestive (since the witness may assume that the police would not have arrested the suspect unless they had the right (wo)man). Any suggestive comments or conduct by police officers may be a violation of due process; in this case the right to be fairly identified. For this reason, procedures for conducting a field line-up shall minimally include:			
A. The victim's description of the suspect shall be recorded in as much detail as possible before the			



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field line-up when the victim will see the suspect again. This procedure increases the likelihood that the victim's identification evidence will not be excluded at trial should the court find the field line-up defective. It also aids the prosecutor in examining the witness regarding his identification at trial.	.....	.....	.....
B. If there are several witnesses, they should each view the suspect separately, and be asked not to discuss their identification with other witnesses.	.....	.....	.....
C. The witnesses should be advised that they are not obliged to identify anyone, and that it is just as important to free innocent persons from suspicion as to identify guilty parties.	.....	.....	.....
D. The suspect may not be asked to repeat any incriminating words, such as words used during the crime under investigation (for example: "This is a stick up," etc.). Suspects shall not be asked questions which call for information which only the perpetrator of the crime would know, such as where they were arrested, whether they had weapons on their person at the time of the arrest, or similar questions which call for an incriminating statement.	.....	.....	.....
E. Do not present to the witness incriminating evidence obtained from the suspect, such as stolen property or weapons used in the crime, until after they have made an identification. Doing so before the identification would be suggestive, and could result in an accusation of "priming" the witness.	.....	.....	.....
<u>DRIVING III</u>			
5.14 The trainee shall demonstrate the ability to drive the police vehicle in a safe and alert manner.	.....	.....	.....
5.15 The trainee shall understand the objectives of a vehicle inspection prior to driving. These objectives shall minimally include:			
A. Prevention of accidents;	.....	.....	.....
B. Promotion of operational efficiency;	.....	.....	.....
C. Reduction of maintenance and repair costs.	.....	.....	.....
5.16 Before driving the vehicle, the trainee shall conduct a basic vehicle inspection to minimally ensure that:			
A. Emergency equipment and radios are working properly;	.....	.....	.....
B. The vehicle is equipped with flares;	.....	.....	.....



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C. The tires are in good condition;	....	...	...
D. The shotgun is cleared and stored properly;	....	...	...
E. A spare tire is in the trunk and is in good condition;	....	...	...
F. There is no visible damage or previous damage has been reported;	....	...	...
G. Floor areas beneath the front and rear seat are clear of contraband, weapons, or items of evidence	....	...	...
H. Glove box, sun visors, and the trunk have no items left behind by the previous operator.	....	...	...
5.17 The trainee shall drive the police vehicle in a safe and alert manner, complying with all laws, regulations and policies.	....	...	...





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<u>INTERVIEWING</u>				
6.1	The trainee shall demonstrate the ability to properly conduct an interview and satisfactorily relate the information on the appropriate form.	....	....	...
6.2	The trainee shall discuss the ramifications of the Miranda Warning and shall describe when, where, and why it should be used. This discussion shall minimally include:			
	A. Persons suspected of having committed a crime must be advised of their Miranda Rights when both of the following conditions exist:			
	(1) A suspect is being questioned;	....	....	...
	(2) A suspect is deprived of freedom in any significant way.	....	....	...
	B. Temporary detention for questioning under suspicious circumstances does not amount to custody, and hence does not require a Miranda Warning.	....	....	...
	C. In the absence of questioning, no Miranda Warning is necessary. If you do not intend to question an adult for more than identifying information, do not Mirandize.	....	....	...
	D. Miranda Warnings only apply to oral communications	....	....	...
	E. After being advised of Miranda Rights, the suspect must waive them voluntarily, knowingly, and intelligently.	....	....	...
	F. Admonishments and questions regarding waivers should be read to the suspect by the officer from the "Miranda Rights and Waiver Card" furnished by the agency. The use of this card should be stated in the offense report for later reference in court	....	....	...
	G. Juveniles have the same Miranda Rights as do adults. Additionally, juveniles must be advised of their rights whether or not they are questioned when they are detained for 601 WI or 602 WI.	....	....	...
6.3	The trainee shall describe the contents of a good statement. These contents shall minimally include:			
	A. What happened;	....	....	...
	B. When it happened;	....	....	...
	C. Where it happened;	....	....	...
	D. Who it happened to;	....	....	...
	E. How it happened;	....	....	...
	F. Why it happened;	....	....	...
	G. How many are involved.	....	....	...





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6.4 The trainee shall discuss basic rules in statement taking and interviewing. These rules shall minimally include:			
A. Asking direct and brief questions. Letting the person being interviewed do the majority of the talking;	.....	....	...
B. Controlling the interview. Do not allow the person being interviewed to ramble--keep them on track;	.....	....	...
C. Avoid leading questions except when absolutely necessary;	.....	....	...
D. Putting the person being interviewed at ease;	.....	....	...
E. Writing statements verbatim (when appropriate) from the person being interviewed, not improvising nor making assumptions:			
(1) Statements will be written by the officer, not by the witness. Witnesses are not trained to present the facts in a condensed, legible, chronologically-ordered fashion;	.....	....	...
(2) All irrelevant comments will be excluded from the statement;	.....	....	...
(3) The statement will present events in the order they occurred;	.....	....	...
(4) Statements will be written in the first person singular, i.e. "I saw the driver throw a rock at the pedestrian;"	.....	....	...
(5) Statements will be block printed or typed;	.....	....	...
(6) Mistakes, misspellings, etc. will be corrected by drawing a single line through the error and printing the corrected word above it. Both the officer and the witness shall initial the correction;	.....	....	...
(7) If witness refuses to sign statement, note the refusal on the signature line.	.....	....	...
6.5 Given a situation in which a statement should be taken, the trainee shall properly conduct an interview and satisfactorily relate the information on the proper form.	.....	....	...
6.6 The trainee shall discuss the basic rules for interrogating a suspect. These rules shall minimally include:			
A. Interrogate the suspect in an environment which is secure, lacks outside distractions (visitors, radios), lacks inside distractions (pictures, windows), lacks barriers (i.e. tables) between you and the suspect. Sit facing the suspect with only			



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3-4 feet between you. Consider using Room 0018C.	....	....	....
B. Begin by asking subject general questions (name, interests, etc.) to establish rapport.	....	....	....
C. Observe suspect's mannerisms as s(he) truthfully answers questions about non-criminal matters.	....	....	....
D. After Miranda Warning and waiver secured, tell the suspect you want to get his/her side of the story and allow it to be told. Note changes in mannerism which might indicate deception.	....	....	....
E. With deceptive suspect, change tactics and confront suspect with facts. Don't allow suspect to persist after the first lie. Insist that the suspect "get something going for him/herself" by telling the truth.	....	....	....
F. Create "acceptable" reason for the suspect to admit involvement, i.e. "It's not like you took item to buy drugs or something; you just wanted to take care of your family, right?".	....	....	....
G. Let the suspect think you have all the answers already; that you're "just going through the motions we have to cover".	....	....	....
H. Praise the suspect for revealing the truth.	....	....	....
I. Don't quit just because the suspect is evasive--keep developing reasons for the suspect to help him/herself by telling the truth.	....	....	....
J. Don't make promises you can't keep or make any suggestions of leniency, a lesser sentence, etc.	....	....	....
K. Don't use "super-realistic" words like "steal", "grab" etc. Use "take", "touch", etc.	....	....	....
L. Write the statement using the suspect's words and omitting unnecessary detail.	....	....	....
M. Tape record the interrogation (place tape into evidence) so "we don't make any mistakes about what you really want to say".	....	....	....
6.7 Given a situation in which a suspect should be interrogated, the trainee shall properly conduct the interrogation and satisfactorily relate the information on the required form.	....	....	....
<u>IMPOUNDING/STORING VEHICLES</u>			
6.8 The trainee shall understand the agency's policy regarding towing procedures (California Vehicle Code, Division 11, Chapter 10).	....	....	....
6.9 The trainee shall possess the knowledge to impound/store vehicles in an authorized manner. These procedures shall minimally include:			



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A. If the owner can be located and cited or can be located and legally move the vehicle by himself or herself, consider this as an alternative to towing	....	...	...
B. If not, order an 11-85 (tow car) from Communications. Give:			
(1) Location;	....	...	...
(2) Reason--give both the citation charge (if any) and the towing authority (i.e. 22651(o) VC);	....	...	...
(3) Advise if there are any holds (i.e. evidence);	....	...	...
(4) A complete description of the vehicle per CYMBAL (color-year-made-body-accessories, etc)	....	...	...
(5) Have the dispatcher get an estimated time of arrival for the tow car;	....	...	...
C. Cancel the tow car if:			
(1) The owner shows up before the truck arrives and agrees to move the vehicle;	....	...	...
(2) If the owner shows up after the hook-up has been made, the vehicle is considered towed and the owner must pay the charge. If they cannot the vehicle will be taken to the garage until they can;	....	...	...
D. Complete the towing form (CHP 180):			
(1) An accurate VIN is essential;	....	...	...
(2) All portions must be filled in completely;	....	...	...
(3) Accurately inventory property, note damages, etc. to protect the agency against false claims;	....	...	...
(4) On bottom, list violation cited and citation number (if any);	....	...	...
(5) The tow operator also signs the form;	....	...	...
E. Follow-up procedures:			
(1) If towed for investigative purposes, ensure that the work is done as soon as possible;	....	...	...
(2) If a simple violation tow, at end of watch check to see if the vehicle was picked up. If so, indicate on the tow form. If not, send the owner a Notice to Owner form (22852 VC) with copies to the case file and the tow company.	....	...	...
6.10 The trainee shall discuss the legal authority for those instances when an officer may impound/store a vehicle from public/private property. These authorities shall minimally include:			
A. The following sections of <u>22651 VC</u> authorize removal of a vehicle from a highway:			
(1) <u>Section B</u> : Hazard tow--Cite 3262 NS, 9.2F*; Vehicle is left in such a position as to obstruct the normal movement of traffic or in			



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such a position as to create a hazard;	....	...	...
(2) <u>Section C</u> : Recovered stolen auto: When reported to a police agency as a stolen or embezzled auto and confirmation is made;	....	...	...
(3) <u>Section E</u> : Fire hydrant--Cite 22514 VC: Vehicle to be removed is left standing or parked so as to prevent access by firefighting equipment to a fire hydrant;	....	...	...
(4) <u>Section G</u> : Incapacitated owner: Vehicle to be removed is in charge of a person who, by reason of physical injuries, illness, or death is incapable of providing for custody or removal;	....	...	...
(5) <u>Section H</u> : Arrest tow: Vehicle to be removed resulted from the arrest of a person, for an alleged offense, driving or in control of the vehicle. Do not tow if person merely arrested for 2 or fewer vehicle warrants and will bail and return to car within 3 hours of arrest;	....	...	...
(6) <u>Section I</u> : Out-of-state violator tow: Vehicle to be towed has foreign or expired CA registration and is known to have at least five unpaid local parking citations. A list is published monthly by Berkeley-Albany Municipal Court. Check with Communications before towing and have the violations confirmed;	....	...	...
(7) <u>Section J</u> : No evidence of registration, etc: Vehicle to be removed is <u>both</u> illegally parked and has no evidence of registration displayed. Also cite for applicable violation(s);	....	...	...
(8) <u>Section K</u> : 72-Hour tow--Cite 3262 NS 9.3-1*: Vehicle has been standing in the same location for at least 72 hours. Use chalk mark, rock, etc. to confirm this. Use "red tags" also;	....	...	...
(9) <u>Section N</u> : Posted tow away: Vehicle parked in posted tow away area. Cite for appropriate violation (i.e. 21113a VC, parking in keep clear zone, etc.);	....	...	...
(10) <u>Section O</u> : Registration expired over 1 year--Cite 4000(a) VC: Vehicle found on highway, registration expired more than one year prior to date vehicle so found. If vehicle occupied, only peace officer may remove it. Owner or person in control must furnish proof of current registration to obtain release of vehicle; in lieu of such proof police officer has discretion to issue notice to appear for registration violation;	....	...	...

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(11) <u>Section P</u> : Unlicensed driver, etc.--Cite 12500, 14601, 14601.1 or 14602 VC: Driver cited for unlicensed driver or driving with suspended or revoked license and there is no passenger in vehicle who has valid driver's license and authorization to operate vehicle. Vehicle so removed shall not be released to registered owner/owner's agent except upon presentation of owner's/owner's agent's currently valid driver's license or upon order of a court;	.....	.....	.....
B. <u>Section 22651.5 VC</u> , Audible alarm device activated inside vehicle, any person complains, vehicle owner can't be located within 45 minutes after officer arrives, and alarm device is not silenced prior to removal, vehicle may be removed from highway, public or private property;	.....	.....	.....
C. <u>Section 22652 VC</u> , Disabled person parking space per 22511.7 VC. Vehicle parked in violation of 22507.8 VC and cited;	.....	.....	.....
D. <u>Section 22654 VC</u> , Authorizes removal of vehicles in violation of the following VC sections:			
(1) Within intersection--Cite 22500(a) VC: Vehicle illegally parked within an intersection;	.....	.....	.....
(2) On crosswalk--Cite 22500(b) VC: Vehicle illegally parked on a marked or unmarked crosswalk, except bus or taxi, to stop to load/unload;	.....	.....	.....
(3) Safety zone--Cite 22500(c) VC: Vehicle illegally parked between safety zone and adjacent right hand curb, or in area between zone and curb indicated by sign or red paint on curb;	.....	.....	.....
(4) Fire station--Cite 22500(d) VC: Vehicle illegally parked within 15 feet of driveway entrance to fire station;	.....	.....	.....
(5) Driveway--Cite 22500(e) VC: Vehicle illegally parked in front of public or private driveway (except bus or taxi stop to load/unload);	.....	.....	.....
(6) Sidewalk--Cite 22500(f) VC: Vehicle illegally parked on a sidewalk;	.....	.....	.....
(7) Street excavation--Cite 22500(g) VC: Vehicle illegally parked alongside or opposite a street excavation when such stopping/etc. would obstruct traffic;	.....	.....	.....
(8) Double park--Cite 22500(h) VC: Vehicle illegally parked on roadway side of	.....	.....	.....



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any vehicle stopped, parked or standing at the curb or edge of highway;	....	...	...
(9) Bus stop--Cite 22500(i) VC: Vehicle illegally parked alongside curb space posted or red-painted by local ordinance as passenger loading/unloading zone for common carrier bus of local transportation system;	....	...	...
(10) Tunnel or tube--Cite 22500(j) VC: Vehicle illegally parked in a tunnel or tube;	....	...	...
(11) Bridge--Cite 22500(k) VC: Vehicle illegally parked on a bridge;	....	...	...
(12) Wheelchair ramp--Cite 22500(l) VC: Vehicle illegally parked in front of curb modified for wheelchair access and posted or repainted as same by local ordinance;	....	...	...
E. Section 22654(e) VC, Authorizes removal of vehicle if moving it to other location impracticable, when vehicle obstructs emergency services or routing of traffic at disaster scene (if vehicle stored was otherwise legally parked, no charges are assessed against owner/driver);	....	...	...
F. Section 22655 VC, Authorizes sworn officer to remove a vehicle from a highway when he has reasonable cause to believe the vehicle was involved in a hit-and-run accident and the violator failed to comply with proper procedure per 20001 VC, 20002 VC. Vehicle must be released after 48 hours if owner demands;	....	...	...
G. Section 22669(a) VC, Authorizes removal of abandoned vehicle from highway or public or private property.	....	...	...
6.11 The trainee shall identify the local tow service. The services identified shall minimally include:			
A. Husted's Towing, Berkeley;	....	...	...
B. Avenue Towing, Berkeley.	....	...	...
6.12 The trainee will discuss the following considerations for recovering a vehicle under suspicious circumstances, that it:			
A. Is an unreported stolen;	....	...	...
B. May have been used in a crime;	....	...	...
C. Was involved in a hit-and-run.	....	...	...
6.13 Given an incident in which a vehicle is to be impounded or stored, the trainee shall impound or store the vehicle in an authorized manner. This shall minimal-			

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ly include:			
A. Compliance with State law;	....	...	...
B. Compliance with agency policy;	....	...	...
C. Completion of all required reports in a satisfactory manner.	....	...	...
<u>PRELIMINARY INVESTIGATION III</u>			
6.14 The trainee shall possess the knowledge and skills necessary to satisfactorily accomplish an officer's responsibilities associated with the preliminary investigation and reporting of in-progress or fresh crimes against persons, property, or facilities.	....	...	...
6.15 The trainee shall discuss the steps to take as the scene of a sexual assault. These steps shall minimally include:			
A. Locate the scene and go there as quickly as possible to preserve physical evidence and interview witnesses.	....	...	...
B. The utmost concern for the victim must be shown. Interviewing the victim demands patience, understanding and sympathy.	....	...	...
C. Do not contaminate the evidence. Coordinate evidence technician duties with the Sergeant/OIC.	....	...	...
D. If a trained sexual assault investigator is not available, review the possibility of seeking the assistance of such an investigator from another agency with the Sergeant/OIC.	....	...	...
E. All three local hospitals have equipment and training in sexual assault cases. Use Herrick or Alta Bates Hospitals for non-students and Cowell Hospital for students:	....	...	...
(1) Inform the examining physician of the nature of the crime;	....	...	...
(2) Take custody of evidence the physician collects. Slides and swabs, used for semen testing, shall be placed in the evidence freezer at UCPD Berkeley with their approval;	....	...	...
(3) Obtain the physician's report, note the case number on it, and attach it to your crime report;	....	...	...
F. At the conclusion of your investigation, assist the victim to his/her destination if it is local;	....	...	...
G. Do not use terms such as "doubtful" in your report	....	...	...
H. Make sure the victim receives a State "Aid to Victims of Violent Crime" application per 13968c of			



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the California Government Code.	....	....	....
6.16 The trainee shall discuss the steps to take at the scene of an assault. These steps shall minimally include:			
A. The first task that officers assigned to an assault case should perform is to summon medical assistance for the victims if it is required.	....	....	....
B. The preliminary investigation officers shall, after preserving the peace, attempt to preserve the scene as much as possible. Every attempt shall be made to locate the weapon if a weapon is involved.	....	....	....
C. The officers shall attempt to locate and interview all witnesses to the incident. Any statements made by the suspect during the assault and heard by a witness are very important in proving a case.	....	....	....
D. After advising a suspect of his/her Miranda Rights, the officer may question the suspect to determine culpability.	....	....	....
E. Victims of violent crime must be provided with an aid to victims of violent crimes form, and it shall be noted in the report.	....	....	....
F. If the victim is hospitalized, the location of the extent of his/her injuries shall be ascertained. If the victim is to be treated by his/her own physician, the doctor's name, address and telephone number shall be included in the offense report.	....	....	....
G. All physical evidence shall be collected by the officer or assigned evidence technician, except when the Alameda County Sheriff's Crime Laboratory is needed. Physical evidence includes written instruments such as threats, etc.	....	....	....
H. Color photographs of the victim's injuries should be taken by the officer assigned evidence technician duties.	....	....	....
6.17 The trainee shall discuss the steps to be taken at the scene of a robbery. The steps shall minimally include:			
A. Acknowledge your response and give the location you are coming from;	....	....	....
B. Respond Code 3 but try not to use the siren within earshot of the scene;	....	....	....
C. Plan your approach and coordinate with other units (Communications may make assignments);	....	....	....
D. At least two units shall go directly to the scene;	....	....	....





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E. Acknowledge your arrival on the radio and report any observations, i.e. criminal activity, look-outs, getaway cars, etc;	.....	....	...
F. If a building, do not park in front;	.....	....	...
G. If suspect(s) are still there, attempt arrest:			
(1) Wait for cover units, if possible;	.....	....	...
(2) Consider using shotgun for firepower and psychological advantage;	.....	....	...
H. If suspect(s) have fled, get immediate preliminary information for broadcast for victim:			
(1) Brief description of suspect(s), including clothing worn and type of weapon used, if any, and the type and amount of property taken;	.....	....	...
(2) Direction of flight and mode of travel;	.....	....	...
I. Care for victim if injured. Request an 11-41 (ambulance) if needed;	.....	....	...
J. Protect the scene. Coordinate evidence technician duties with Sergeant/OIC if needed;	.....	....	...
K. For units not at the scene, a robbery in another agency's jurisdiction, etc., consider the suspect's escape route:			
(1) Arterial vehicle routes if mobile;	.....	....	...
(2) Bus stops, BART stations are good bets if suspect is on foot;	.....	....	...
(3) Coordination is the key in any search-- especially as you may be assisted by officer's from other agencies;	.....	....	...
L. If adequate suspect information has been obtained, consider sending a CLETS administrative bulletin to other law enforcement agencies in the area via Communications;	.....	....	...
6.18 The trainee shall discuss the steps to be taken at the scene of a trespassing complaint. These are among the most common offenses handled by this agency. The steps shall minimally include:			
A. Determine if local records of this agency or UCPD Berkeley indicate previous warnings about trespassing on U.C. property. Conduct a 10-29.	.....	....	...
B. If no previous trespassing contacts, consider releasing the suspect with a warning not to return to the Laboratory without authorization. Transport the suspect out of the Laboratory.	.....	....	...
C. Complete a Field Interview Card to document stops on trespassers advised and released. Include the phrase "Suspect advised that further unauthorized entry onto U.C. property would result in his/her arrest for 602(1) PC.	.....	....	...



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6.19 The trainee shall discuss the steps to be taken at the scene of a burglary (procedures include those involving a security alarm response). The steps shall minimally include (GO 4.8, 4.8A).			
A. Respond to the burglary call:			
(1) Acknowledge your response and give the location you are coming from.	....	...	...
(2) Respond Code 2.	....	...	...
(3) Plan your approach (most important step); at large buildings, your plan should include assignments for checking for a point of entry and establishing a perimeter.	....	...	...
(4) At least two units shall be dispatched to investigate. Don't hesitate to request additional backup via Communications from other agencies to secure the scene and to search	....	...	...
(5) Acknowledge your arrival and report any observations, i.e. criminal activity, lookouts, etc	....	...	...
(6) Park your vehicle with the lights out on the same side of the street but not in front of the building.	....	...	...
(7) Communicate your observations to other units and Communications.	....	...	...
(8) If the premises are secure and no one is on the scene, broadcast Code 4; if the premises are not secure, maintain your perimeter and call for as many units as needed (within reason) to secure the perimeter and assist you on the search team.	....	...	...
B. Building searches:			
(1) Enter the building from one point or different rooms from one point. Don't target yourself in the doorway or by jangling keys.	....	...	...
(2) Keep your partner in sight.	....	...	...
(3) Consider whether the situation presents a threat which would warrant drawing your gun, if so--draw it. If the shotgun is used, one round should be in the chamber with the safety on.	....	...	...
(4) Consider crossover hold with flashlight and handgun. Illuminate the area with flashes to avoid telegraphing your location.	....	...	...
(5) If no perimeter, search from bottom-up (i.e. basement, first floor, second floor, etc.).	....	...	...
(6) Search all stairways simultaneously.	....	...	...
(7) Be aware of areas with radio deadspots, i.e. Building 50-50F Complex. Relay your messages through Communications via telephone.	....	...	...



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(8) Be aware that the Pass II Cardkey Access System may provide clues as to the name and location of the person who activated the alarm.	....	...	...
(9) Broadcast the conclusion of the search to all units involved and to Communications.	....	...	...
C. Secure the premises:			
(1) Have Communications or the commercial alarm company re-set the alarm.	....	...	...
(2) Secure the area with a padlock and chain from the Police Station, if appropriate. Notify the Fire Department.	....	...	...
(3) Have the building manager or building owner respond and secure the premises.	....	...	...
(4) Have the LBL Crafts & Maintenance Department respond and secure the premises.	....	...	...
6.20 The trainee shall discuss the steps to take at the scene of a 211 PC alarm or other security alarm (GO 4.8, 4.8A). These steps shall minimally include:			
A. An awareness of the location of the various types of alarms and the dangers involved:			
(1) Building 54A Well's Fargo Bank Automatic Teller Machine, contains both 211 PC alarms and safe alarms.	....	...	...
(2) LBL Cashier's Office, Building 90, Room 1080A, contains both 211 PC alarms and motion detector alarms.	....	...	...
(4) Strawberry Canyon Kiosk, contains a personnel assistance alarm.	....	...	...
(5) Blackberry Canyon Kiosk, contains a personnel assistance alarm.	....	...	...
(6) Police Communications Office, Building 90, Room 0020, contains a personnel assistance alarm (radio warble tone).	....	...	...
(7) Police Armory, Building 90, Room 0018E, contains a magnetic contact alarm (radio warble tone).	....	...	...
(8) LBL Director's Office, Building 50A, Room 4133, contains a personnel assistance alarm.	....	...	...
(9) LBL Employee Assistance Program (Counseling) Office, Building 26, Room 012, contains a personnel assistance alarm.	....	...	...
(10) Special Nuclear Materials Storage Area, Building 75C, contains a motion-activation alarm.	....	...	...
(11) Special Nuclear Materials Storage Area, Building 70, Room 147A, contains a motion-activation alarm.	....	...	...
B. Acknowledge your response, give the location you			



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are responding from, ask Communications to 10-21 the location and confirm 211 PC as good or not good, have person step outside, and describe person's attire. In the case of a security alarm, the Pass II Cardkey Access System and the LBL public address system may be used to do this.	.....	....	...
C. Respond Code 2. Turn off emergency lights before reaching the scene.	.....	....	...
D. Do not park in front of the scene. Park one-half block away, use concealment to make your approach	.....	....	...
E. Use caution as you approach the scene. Consider whether the situation presents a threat which would warrant drawing your gun--if so, draw it. If the shotgun is used (cover unit), one round should be in the chamber with the safety on. Advise Communications and cover units of the situation at the scene.	.....	....	...
F. If still in progress, set up cover and command post and decide plan of action for taking suspect into custody.	.....	....	...
G. If suspects are gone, get description and broadcast it to other units and Communications.	.....	....	...
H. If no merit, Code 4, establish who activated the alarm and/or if it was a malfunction. Prepare a Miscellaneous Incident Report.	.....	....	...
6.21 The trainee shall discuss the steps to take initially at the scene where an injury has occurred. These steps shall minimally include (GO 3.11, 4.1, 4.5):			
A. The level of response shall usually be determined by Communications based on the nature of the call, the seriousness of the injury, etc. However, based on the information received, the officer will use his/her discretion upon responding to casualty calls.	.....	....	...
B. The officer will provide any emergency first aid for which he/she is trained and which is necessary to stabilize the victim(s) until the paramedics arrive. An 11-41 may be requested.	.....	....	...
C. The officer's principal duty at a casualty scene will then be control traffic, allowing access to the scene by the fire department, and guiding them to the exact location of the incident.	.....	....	...
D. The officer may locate and interview witnesses to the incident and will make this information available to the paramedics and/or the senior fire officer at the scene.	.....	....	...
E. In the event of a serious "Type A" injury, the of-	.....	....	...





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ficer will secure the scene for evidence after the paramedics have left and request a photographer.	....	...	...
F. The officer will prepare a Miscellaneous Incident Report describing the incident.	....	...	...
G. The officer will ensure that all required notifications have been made by Communications .	....	...	...
6.22 The trainee will discuss to take initially at the scene of a death. These steps shall minimally include (GO 3.11, 4.1, 4.5):			
A. Determine if the victim is alive, request an 11-41 and administer first aid if necessary. The immediate signs of death are:			
(1) No breathing	....	...	...
(2) No pulse	....	...	...
(3) Eyes do not react to light	....	...	...
(4) Body cold to touch	....	...	...
(5) Excretion of body fluids	....	...	...
(6) Post-mortem lividity	....	...	...
(7) Decomposition	....	...	...
(8) Rigor mortis	....	...	...
B. Notifications:			
(1) Only a licensed doctor or member of the Coroner's Office can pronounce a person dead.	....	...	...
(2) The Coroner's Office shall be notified in all cases.	....	...	...
(3) The officer shall ensure that Communications makes all the required notifications on the emergency contact list.	....	...	...
(4) In cases where death resulted from other than obviously natural causes, the Sergeant/OIC may wish to request additional personnel to perform field evidence technician duties or to notify the Alameda County Criminal Investigation Unit.	....	...	...
C. Investigation of deaths by unnatural causes:			
(1) Protect the scene. In homicide cases, nothing shall be touched until it has been identified, measured, and photographed. A log of all crime scene events will also be immediately established and recorded by the preliminary officer. Information for the log may be relayed and kept by the Communications Center.	....	...	...
(2) Locate and detain all witnesses.	....	...	...
(3) Suicide notes shall be quoted in the report, or quoted in substance if lengthy.	....	...	...
(4) The Alameda County Crime Lab Unit, when available, has the responsibility for gathering ev-			



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idence.	....	....	....
(4) Refer to the physical evidence guidelines section of this Guide for crime scene development and organization.	....	....	....
(5) Cover any exposed vehicle license plates belonging to the victim, suspect, witnesses, etc. with a handkerchief. Plates are routinely photographed and registration checks conducted by responding members of the press, who will contact the owner for a "story", possibly before the police have has the opportunity to do so. Press are subject to the restrictions in GO 3.2(C)(11).	....	....	....
D. The Coroner's Office:			
(1) The Coroner's Office is responsible for the property of the deceased.	....	....	....
(2) The body may be searched for identification but shall not be moved except by the Coroner.	....	....	....
(3) Identification shall be returned to the body or turned over to the Coroner after identity is established.	....	....	....
(4) The Coroner may take charge of personal property for safekeeping. If so, he will give the officer a receipt for such property.	....	....	....
(5) In most cases, death notifications are made by the Coroner. However, we may be requested to make death notifications to the next-of-kin when the death has occurred in another city or state.	....	....	....
6.23 The trainee shall discuss the steps to take in a drunk/detoxification case. Chronic 647f PC offenders are not a major problem in the business-oriented atmosphere of the Laboratory, but are encountered at concerts and around most of the off-site facilities. The steps to take shall minimally include:			
A. On his/her first contact with this agency, the person should be booked unverified; the person must be released per 849b(2) PC. Keep in mind that it is our policy to detain people in our holding cell or those at UCPD Berkeley only as long as is necessary for booking. Reasons for verified bookings on the first offense include prior contact with this agency or UCPD Berkeley for other offenses, a history of arrests for common drunk elsewhere, etc. Second and subsequent arrests should be booked verified and transported to jail.	....	....	....
B. If a person is booked unverified, the entire pol-			



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<p>ice report should consist of the Alameda County Consolidated Arrest Report with a short narrative relating details of the arrest in the "Narrative" section at the bottom of the form. No other report is needed with the unverified booking. In the case of a person being booked verified, a full offense report shall be written.</p>	.....	.....	...
<p>6.24 Given an in-progress or fresh incident involving a crime against the person or property, the trainee shall properly perform all the objectives necessary to satisfactorily complete the preliminary investigation, including completion of the proper report(s).</p>	.....	.....	...



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SECOND TRAINING PROGRESS EVALUATION

Trainee: \_\_\_\_\_ Evaluation Period \_\_\_\_\_ Date \_\_\_\_\_  
 \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

This Training Progress Evaluation provides the trainee with feedback so that good performance will continue and/or deficient performance will improve. Performance in each area will be rated on a scale of 1 to 4. The following describes the value of the numerical rating scale:

- 4 -- BETTER-THAN-ACCEPTABLE: Performance exceeds the agency's standard.
- 3 -- ACCEPTABLE: Performance meets the agency's standard.
- 2 -- IMPROVEMENT IS NEEDED: Performance is progressing towards acceptable, but does not yet meet the agency's standard.
- 1 -- UNACCEPTABLE: Performance is not at an acceptable level.

A rating of 1 or 2 requires a written statement outlining the steps that the FTO or agency will take to help the trainee bring the performance up to an acceptable level.

PERFORMANCE AREA	1	2	3	4
<u>LOW RISK VEHICLE STOPS (4.1-4.15)</u>				
<u>EVIDENCE COLLECTION AND PRESERVATION (4.16-4.27)</u>				
<u>REPORT WRITING (4.24-4.27)</u>				
<u>RADIO COMMUNICATIONS (4.28-4.30)</u>				
<u>BACK-UP OFFICER ROLE (4.31-4.34)</u>				
<u>DRIVING (4.35-4.40, 5.14-5.17)</u>				
<u>INFORMATION SYSTEMS (4.41-4.45)</u>				
<u>PEDESTRIAN STOPS (5.1-5.8)</u>				
<u>PRELIMINARY INVESTIGATION (5.9-5.13, 6.14-6.24)</u>				
<u>INTERVIEWING (6.1-6.7)</u>				
<u>IMPOUNDING/STORING VEHICLES (6.8-6.13)</u>				
<u>CARRY-OVER OBJECTIVES</u>				
<u>SELF-INITIATED ACTIVITY</u>				
<u>PERSONAL RELATIONS</u>				
<u>DEPENDABILITY</u>				

\*\*\*\*\*  
 OVERALL RATING \_\_\_\_\_

I have reviewed this Training Progress Evaluation with my Field Training Officer. I wish to discuss the evaluation with my FTO's supervisor: Yes ( ), No ( ).

Signature of Field Trainee \_\_\_\_\_ Signature of Field Training Officer \_\_\_\_\_  
 Signature of Field Supervisor \_\_\_\_\_ Signature of Field Training Manager \_\_\_\_\_

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LOW-RISK VEHICLE STOPS (4.1-4.15): This area of the evaluation will cover your performance in the use of good tactics and procedures in making low-risk traffic stops. The stops that you have made during this past rating period are commented on in terms of the tactics that you used and your ability to recognize and deal with potential hazards.

Based on the specific comments listed below, your evaluation  
in LOW-RISK VEHICLE STOPS is: (circle one) 1 2 3 4

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EVIDENCE COLLECTION AND PRESERVATION (4.16-4.27): This area of the evaluation will cover your ability to identify those items and/or conditions present that are of evidentiary value at the scene of a crime. Your ability, as demonstrated by performance, to collect and preserve evidence will also be evaluated.

Based on the specific comments listed below, your evaluation  
in EVIDENCE COLLECTION AND PRESERVATION is:(circle one) 1 2 3 4

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REPORT WRITING (4.24-4.27): This portion of the evaluation will cover your ability to complete all reports that are required when one or more persons are in custody. Your reports that involve in-progress or fresh crimes will also be evaluated.

Based on the specific comments listed below, your evaluation  
in REPORT WRITING is: (circle one) 1 2 3 4

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RADIO COMMUNICATIONS (4.28-4.30): This portion of the evaluation will address your continued use of the police radio, the radio code and procedures. Your use of the radio in stressful situations including the stopping of felony suspects on foot or in a vehicle, or upon the arrival at the scene of a crime that has just occurred or is in progress will be evaluated.

Based on the specific comments listed below, your evaluation  
in RADIO COMMUNICATIONS is: (circle one) 1 2 3 4

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BACK-UP OFFICER ROLE (4.31-4.34): This area of the evaluation will address your knowledge of the tactics and responsibilities of the back-up officer and those techniques that are used in stress situations, during and after a vehicle pursuit, felony stop and foot pursuit. Your performance as a back-up officer in felony or high risk stops will also be rated.

Based on the specific comments listed below, your evaluation in the BACK-UP OFFICER ROLE is: (circle one) 1 2 3 4

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DRIVING (4.35-4.40, 5.14-5.17): This area of the evaluation will address your knowledge of the law and agency policy on operating an emergency vehicle. Your performance in driving the patrol vehicle in normal patrol and response situations will also be rated.

Based on the specific comments listed below, your evaluation in DRIVING is: (circle one) 1 2 3 4

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INFORMATION SYSTEMS (4.41-4.45): This area of the evaluation will address your knowledge of agency information sources regarding employees, cardkeys, fire alarms, etc. Your knowledge of allied agencies which can provide information useful in criminal investigations will also be rated.

Based on the specific comments listed below, your evaluation in INFORMATION SYSTEMS is: (circle one) 1 2 3 4

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PEDESTRIAN STOPS (5.1-5.8): This area of the evaluation will address your knowledge of the law, tactics, responsibilities and techniques that are used in pedestrian stops. Your performance in making pedestrian stops will also be rated.

Based on the specific comments listed below, your evaluation in PEDESTRIAN STOPS is: (circle one) 1 2 3 4

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PRELIMINARY INVESTIGATION (5.9-5.13, 6.14-6.24): This area of the evaluation will be based on your demonstrated knowledge and application of preliminary investigations of in-progress or fresh crimes against property and persons. Your ability to complete the steps of an investigation at the scene of a serious injury or death will also be evaluated.

Based on the specific comments listed below, your evaluation in PRELIMINARY INVESTIGATION is: (circle one) 1 2 3 4

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INTERVIEWING (6.1-6.7): This portion of the evaluation will address your ability to interview witnesses, victims, and persons associated with criminal activity. Your ability to gather information and report it properly will also be evaluated.

Based on the specific comments listed below, your evaluation in INTERVIEWING is: (circle one) 1 2 3 4

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IMPOUNDING/STORING VEHICLES (6.8-6.13): In this portion of the evaluation you will be rated on your knowledge of state law and agency policy on the impounding/storing of vehicles. Your ability to apply this knowledge to a situation that requires the impounding/storing of a vehicle will also be evaluated.

Based on the specific comments listed below, your evaluation  
in IMPOUNDING/STORING VEHICLES is: (circle one) 1 2 3 4

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OBJECTIVES CARRIED OVER FROM THE LAST SEGMENT: The following areas of performance are those which (1) were not observed and were not performed acceptably during the past rating periods, or (2) were performed acceptably during past rating periods but are now being performed unacceptably.

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SELF-INITIATED ACTIVITY: This area of the evaluation will be based on your performance in initiating the contact of violators or suspected violators of the law. How you reacted to situations that presented a need for official contact or action and how you reacted to vehicles, their occupants and their actions, will also be evaluated.

Based on the specific comments listed below, your evaluation in SELF-INITIATED ACTIVITY is: (circle one) 1 2 3 4

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PERSONAL RELATIONS: This portion of the evaluation will address the following factors. Your ability to interact with the public and with your fellow officers; your professional demeanor, your professional appearance; your familiarity with and awareness of officer safety issues, and proper wearing of the law enforcement uniform.

Based on the specific comments listed below, your evaluation in PERSONAL RELATIONS is: (circle one) 1 2 3 4

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DEPENDABILITY: This area of the evaluation will address your record during this past period of attendance, promptness, and timeliness in submitting and performing your work. This area will also address the consistency with which you respond to training or correct deficiencies that are pointed out to you.

Based on the specific comments listed below, your evaluation in DEPENDABILITY is: (circle one) 1 2 3 4

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PERFORMANCE OBSERVED BUT NOT REQUIRED TO BE EVALUATED IN THIS RATING: The following describes significant instances of satisfactory or unsatisfactory performance which are not within the scope of the objectives which were used as the basis for your evaluation for this rating period. These incidents are being brought to your attention so that you can be aware of and continue good performance and/or avoid occasions of poor performance in the future.

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OVERALL RATING: The overall rating is not necessarily an average of areas but is a statement of your overall performance, considering the relative importance and interrelationship of these areas.

Based on the specific comments listed below, your  
OVERALL RATING is: (circle one) 1 2 3 4

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<u>DRIVING IV</u>				
7.1	The trainee shall understand the common factors involved in determining whether to initiate or abandon a vehicle pursuit, and shall demonstrate safe driving maneuvers during emergency driving situations.	....	....	...
7.2	The trainee shall understand the agency's policy concerning pursuits and Code 3 driving (GO 5.3). This shall minimally include:			
	A. Agency vehicles shall not be operated in such a manner that the pursuit becomes a more serious threat to public safety than the violation(s) for which the suspect is being sought.	....	....	...
	B. Protective Service Officers (PSO'S) may not pursue Code 3 beyond the Laboratory property line.	....	....	...
	C. The initial pursuing unit shall be responsible for the conduct of the pursuit unless it is unable to remain close enough to the violator's vehicle to prevent losing contact.	....	....	...
	D. The primary unit shall, as soon as possible, notify Communications of the location and direction of the pursuit.	....	....	...
	E. An officer who joins the pursuit shall immediately inform Communications of his/her status and Code 3 operations.	....	....	...
	F. The secondary unit will assume the responsibilities for communications.	....	....	...
	G. Communications shall notify adjoining agencies of the pursuit's status and repeat cross streets on a continuing basis.	....	....	...
	H. Extreme measures such as barricading the roadway with an agency vehicle or attempting to force a fleeing vehicle from the roadway by ramming it shall only be done when the situation necessitates the use of deadly force consistent with Department policies.	....	....	...
	I. Upon learning of a Code 3 pursuit within the Laboratory by this or any other agency, Communications shall immediately direct security guards at all posts with lockable vehicle gates to lock those gates if the pursuit is moving in that direction.	....	....	...
7.3	The trainee shall discuss those factors to consider in determining whether to continue or abandon a pursuit. These factors shall minimally include:			
	A. Amount of other traffic, both vehicular and pedes-			



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	trian	....	...	...
	B. Road hazards and road conditions	....	...	...
	C. Environmental conditions	....	...	...
	D. Condition of police vehicle and driver	....	...	...
	E. Seriousness of the crime in relation to potential likelihood of causing injury to innocent persons or damage to property	....	...	...
7.4	The trainee shall identify the tactics that should be utilized by the driver of an emergency vehicle while in pursuit, or any other emergency response. These tactics shall minimally include:			
	A. Slowing for intersections	....	...	...
	B. Careful observation at cross streets	....	...	...
	C. Caution when passing other vehicles	....	...	...
	D. Constant alertness for any unforeseen hazard	....	...	...
	E. Using a well-planned route of travel in emergency response situations	....	...	...
7.5	Given an emergency response incident, the trainee shall demonstrate safe driving practices.	....	...	...

WARRANTS

7.6	The trainee shall discuss the laws and procedures for handling arrest warrants, including (GO 3.20):			
	A. Reasonable cause necessity:			
	(1) Officers shall have reasonable cause to conduct the warrant check, i.e. persons detained, persons about to be detained (officer safety) in any criminal situation.	....	...	...
	(2) Officers shall not conduct warrant checks on victims, complainants, parties involved in vehicle accidents, etc. unless they meet the criteria listed in (1) above.	....	...	...
	B. Allowable exclusions:			
	(1) Officers shall not unnecessarily detain, delay or restrict any person named on a warrant who has the means to post or obtain bail or has reasonable and tangible evidence to offer that a warrant may be:			
	a. Invalid	....	...	...
	b. Issued in error	....	...	...
	c. Or satisfied but not recalled.	....	...	...
	(2) No person shall be booked, fingerprinted, photographed, or entered into the UCPD arrest register when arrested for 2 or fewer failure-			



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to-appear warrants arising from parking or traffic infractions until the person has had the opportunity to post bail immediately or to obtain bail with 3 completed local or collect long-distance telephone calls within 3 hours (see 40304.5 VC).	.....	.....	...
(3) The person arrested may waive his/her right to the 3 hour waiting period per 40304.5 VC by signing the appropriate waiver form. These persons shall be immediately booked.	.....	.....	...
C. Arrest warrants shall be obtained by submitting an offense report to the District Attorney's Office. Such warrants are normally issued by the court to a Warrant Officer at the University of California Police Department on the Berkeley Campus.	.....	.....	...
D. Arrest warrants assigned to this agency shall not be served in other police jurisdictions until permission is obtained from the Chief of Police or his/her designee from that jurisdiction and shall be subject to the warrant service policies of that jurisdiction.	.....	.....	...
7.7 The trainee shall discuss the procedures for inquiring if a person has an arrest warrant, including:			
A. The officer will request a 10-29 and supply Communications with identifying information verified by photo-bearing documents such as a driver's license, passport, government-issued identification card, etc., including:			
(1) Full name	.....	.....	...
(2) Date of birth	.....	.....	...
(3) Physical description	.....	.....	...
(4) Present and past addresses	.....	.....	...
(5) Present and past vehicle ownership, etc.	.....	.....	...
B. If there is reasonable doubt the person stopped is the person named in the warrant, the benefit shall be weighed in favor of the individual.	.....	.....	...
C. If the person stopped cannot provide satisfactory evidence of identification and there is cause to believe the person is the one named in the warrant, the person shall be detained until his/her fingerprint identification can be checked at DOJ.	.....	.....	...
D. If the person claims previous payment of the warrant, s(he) must establish this claim with receipts.	.....	.....	...
E. Once a warrant hit has been established, have Communications confirm the warrant with the agency holding it.	.....	.....	...



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F.	When advised that it is confirmed:			
	(1) The person is arrested, brought to UCPD Berkeley for warrant booking;	....	...	...
G.	Or, if circumstances permit, for traffic infraction warrants described in 40305.5 VC, the person may "voluntarily" (not an arrest) come to UCPD Berkeley to post bail.	....	...	...
H.	There are three levels of warrant service:			
	(1) "Voluntary"--40305.5 VC cases, officer prepares a bail receipt with assistance of UCPD Berkeley personnel, who accept and deposit bail money. No physical arrest. A Miscellaneous Incident Report is required.	....	...	...
	(2) "Detention"--40305.5 VC cases, officer detains (physical arrest) person, but they bail as provided in the Vehicle Code. A Miscellaneous Incident Report is required.	....	...	...
	(3) "Arrest"--all other warrant arrests. An Alameda County Consolidated Arrest Report is required.	....	...	...
I.	Review jail or bail procedures and unverified bookings. Agency personnel will complete the bail receipt with the assistance of UCPD Berkeley personnel, who will accept the bail money.	....	...	...
J.	Any money taken is placed in a sealed envelope and put in Drawer "D" by the on-duty UCPD Berkeley Sergeant.	....	...	...
K.	UCPD Berkeley personnel shall make sure that the computer systems are updated to show the warrant service and the new status (jail or bail).	....	...	...
L.	On UCPD warrants, when the subject is taken to jail, the signed warrant service record must be left in the Court Marshal's box at the Berkeley Police Department.	....	...	...
7.8	The trainee shall describe the process for obtaining a search warrant. This process shall minimally include:			
	A. Preparing an affidavit and search warrant as specified in the <u>Search Warrant Manual</u> published by the California District Attorney's Association.			
	(1) Review the affidavit and search warrant with a deputy district attorney.	....	...	...
	(2) Obtain and examine copies of all police reports, arrest records, photographs and diagrams which may be attached as exhibits. Make certain that no pages are missing and that all copies are legible.	....	...	...





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(3) Obtain from the affiant an accurate description of the items sought and of the premises, vehicle(s), and person(s) to be searched.	.....	....	...
(4) Prepare the first two pages of the affidavit (pages A-1 and A-2), listing the name of the affiant, the statutory grounds, the premises, vehicle(s) and person(s) to be searched, and the items sought. Then use the information to fill in the search warrant forms (pages SW-1 and SW-2).	.....	....	...
(5) Prepare the statement of probable cause including the affiant's background and expertise, the factual information gathered, information received from informants, facts indicating the reliability of informants (if applicable), reasoning, conclusions, and expert opinions of the affiant, and justification for nighttime service (if desired).	.....	....	...
(6) Attach all exhibits. Make certain they are clearly labeled.	.....	....	...
(7) <u>Proofread</u> the final draft of both the search warrant and the affidavit.	.....	....	...
B. Present the search warrant and the affidavit to deputy district attorney for review. During off hours, the Patrol Lieutenant at the Berkeley Police Department can provide home telephone numbers who can review the documents in an emergency.	.....	....	...
C. Make an appointment and present to search warrant and affidavit to a magistrate. If s(he) feels the affidavit establishes probable cause, s(he) will swear the affiant, who signs the affidavit. The magistrate will then date and sign both the affidavit and the warrant. During off hours, the Patrol Lieutenant at the Berkeley Police Department can provide home telephone numbers of magistrates who can review the documents and/or provide telephonic search warrants in an emergency.	.....	....	...
D. Make the following copies of the warrant and affidavit:			
(1) Original to case file	.....	....	...
(2) One copy for officer-affiant	.....	....	...
(3) One copy for district attorney case file	.....	....	...
(4) One copy for defense attorney (if case filed)	.....	....	...
(5) Extra copies of the warrant (but not the affidavit) to be left at each location and with each person to be searched described in the warrant.	.....	....	...
E. After executing the warrant and returning it to the court within 10 days of its issuance, prepare			



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	a "return package" consisting of the original warrant, the original affidavit (if not already filed), an inventory of the items seized, and a "return" form in which the officer who executed the warrant (not necessarily the affiant) swears that the inventory is a true list of everything seized.	....	...	...
7.9	The trainee shall discuss the laws and procedures for serving search and arrest warrants, including:			
	A. Hours of service for search warrant with "night-time" endorsement is 2200-0700 hours.	....	...	...
	B. Hours of service for felony arrest, with or without a warrant, is any time of the day or night.	....	...	...
	C. Hours of service for a misdemeanor arrest warrant, unless endorsed for nighttime service, is 0600-2200 hours. This only applies to warrant service on private homes--service in public places is permitted at any time (i.e. the Laboratory).	....	...	...
7.10	Given an incident and necessary reasonable cause that calls for a search or arrest warrant, the trainee will follow the agency's procedures for obtaining and serving the appropriate warrant(s).	....	...	...
<u>VICTIMS OF VIOLENT CRIMES</u>				
7.11	The trainee shall understand the California requirements pertaining to the notification of victims of violent crimes as to the availability of state funds for assistance.	....	...	...
7.12	The trainee shall describe 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 13959-1969). This description shall minimally include:			
	A. Who is eligible for such aid	....	...	...
	B. The time limitations upon the victim for filing a claim	....	...	...
	C. Who to contact	....	...	...
7.13	The trainee shall discuss those factors necessary in the proper handling of child abuse, neglect, or sexual exploitation of children, including:			
	A. Initial receipt and evaluation of information	....	...	...

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B. Preliminary investigative procedures	....	...	...
C. Reporting laws	....	...	...
D. Follow-up investigative procedures	....	...	...

BOOKINGS AND RELEASES

7.14 The trainee shall discuss the meaning of the term "booking". S(he) shall discuss agency policies involving that term, to include (GO 3.14):			
A. "Booking" a suspect can be viewed as "processing" a suspect into the criminal justice system. To book a suspect means to:			
(1) Complete all of the arrest forms, fingerprint cards, and photos required for a certain type of crime;	....	...	...
(2) Enter or delete the necessary computer information;	....	...	...
(3) Determine the suspect's disposition of release or non-release.	....	...	...
B. It seems complicated at first, but the reference materials you need are located in the Identification Room at UCPD Berkeley. During day watch, police aides are usually available to assist the arresting officer with the booking process. UCPD Berkeley personnel will enter/delete information from the computer system and assist UCPD-LBL personnel.	....	...	...
C. "Verified booking" simply means that the suspect has either been issued, or will be issued, a county-wide booking number unique to him/her. This is his/her Personal File Number (PFN). When you book a suspect "verified", you are confirming, through his Consolidated Arrest Report (CAR) information and fingerprints, that the person you have in custody is the same person assigned to a specific PFN. This confirmation is done by CIB in Oakland, based on the fingerprints you send them via the facsimile machine. Verified booking is needed for misdemeanor and felony arrests.	....	...	...
D. "Unverified booking" means that you do have the suspect's CAR information, but you do not send his or her prints for confirmation. No PFN is used for unverified booking. An "unverified" number (UFN) is used instead. Unverified bookings are needed for traffic warrant arrests, and arrests for 647(f) PC.	....	...	...
E. Juveniles are not given a county-wide booking num-	....	...	...

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ber. They are not transported to UCPD-Berkeley, but are either cite-released, booked, or lodged at the appropriate facility per our General Order 3.14C.	.....	.....	.....
F. General Order 3.14 discusses prisoner control procedures within the various police booking facilities used by this agency. These procedures must be followed to ensure officer safety. Also, each officer must know the location of the UCPD Berkeley holding area panic alarm buttons.	.....	.....	.....
7.15 The trainee shall discuss the procedures for releasing an adult from UCPD-LBL or UCPD-Berkeley, to include:			
A. The arresting officer wishes to release the suspect pursuant to 849(b) PC, and the officer's supervisor signs the release form pursuant to our General Order 3.14A.	.....	.....	.....
B. The arrest was for a misdemeanor, and the adult is eligible for citation/release pursuant to our General Order 3.14E.	.....	.....	.....
C. The adult can post bail.	.....	.....	.....
7.16 The trainee shall discuss the procedures for releasing a juvenile from custody at UCPD-LBL, to include:			
A. The arresting officer may release the juvenile per 626(a) WIC.	.....	.....	.....
B. The arresting officer may release the juvenile to a parent or guardian on a juvenile notice to appear, then a copy of the offense report and the NTA are forwarded to the Alameda County Juvenile Probation Department for review per 626.5(a) WIC.	.....	.....	.....
7.17 The trainee shall discuss the procedures for non-release of an adult or juvenile prisoner from custody, to include:			
A. Adults who do not post bail, or who are intoxicated, are transported to the Berkeley Police Department Jail for custody.	.....	.....	.....
B. Juveniles are taken to the Alameda County Juvenile Probation Department if the officer:			
(1) Feels that their release is not in the best interest of the juvenile or the community.	.....	.....	.....
(2) Cannot contact a parent or guardian. For custody, juvenile males are taken to 400 Broadway Street, Oakland; juvenile females are taken to			





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<u>HANDLING DISPUTES</u>				
8.1	The trainee shall be able to handle dispute situations in a safe and efficient manner.	....	....	...
8.2	The trainee shall identify an officer's basic responsibilities at the scene of the dispute. These responsibilities shall minimally include:			
	A. Remaining impartial	....	....	...
	B. Preserving the peace	....	....	...
	C. Determining whether or not a crime has been committed	....	....	...
	D. Conducting an investigation if a crime has been committed	....	....	...
	E. Providing safety to individuals and property	....	....	...
	F. Suggesting solutions to the problem			
	(1) Temporary restraining orders	....	....	...
	(2) Restricted access procedures (GO 3.4)	....	....	...
	G. Offering names of referral agencies	....	....	...
	H. Considering arrest as a viable alternative if a crime has been committed	....	....	...
8.3	The trainee shall identify various local social service organizations which are available within the Berkeley area to render assistance in dispute situations. These organizations shall minimally include those dealing with:			
	A. Public health	....	....	...
	B. Alcohol problems	....	....	...
	C. Family counseling and child guidance	....	....	...
	D. Drug problems	....	....	...
8.4	The trainee shall understand the inherent dangers to an officer who enters the workplace of employees involved in a dispute, to include:			
	A. The workplace is a complex social environment with its own rules, power structure, etc.	....	....	...
	B. As a police officer, you stand above and outside of their rules, power structure, etc. The persons involved in the dispute, and even their co-workers may see you as a threat and react with hostility as you are an "outsider" to the situation, bringing an "official" dimension to what may have seemed to them to be a "personal" matter.	....	....	...
	C. All the participants except you know the location of items which can be used as weapons. Discover			



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	the location of potential weapons and deny them to the disputants.	....	....	...
	D. Enlist the aid of local supervisors, shop stewards or other influential persons to calm tensions and create understanding for your role in the matter.	....	....	...
	E. DO NOT relax your guard because you are dealing with fellow Laboratory employees. Fellow Laboratory employees are no less dangerous than anyone else you might meet in an enforcement situation. If you are confronted with immediate interference, request a Sergeant/OIC and as many police cover units as needed to overcome the interference.	....	....	...
8.5	The trainee shall explain the advantages and disadvantages of separating parties in a dispute and gathering information from them individually.	....	....	...
8.6	The trainee shall understand citizen arrest procedures.	....	....	...
8.7	The trainee shall discuss different techniques to use in given dispute situations. These situations shall minimally include:			
	A. Employee-employee disputes should be referred to the appropriate supervisor and/or the LBL Employee Relations Department.	....	....	...
	B. Racial, sexual harassment, etc. should be referred to the LBL Office of Equal Opportunity.	....	....	...
	C. Employee-contractor disputes should be referred to the appropriate construction inspector in the LBL Plant Engineering Department.	....	....	...
	D. Employees in need of individual counseling for drug, alcohol, family, and psychological problems should be referred to the LBL Employee Assistance Program.	....	....	...
	E. Disputes between employees and non-employees can be resolved in the short term by the officer withdrawing the University's permission for the non-employee to be present on U.C. property and escorting the non-employee off-site.	....	....	...
8.8	Given an incident involving a dispute, the trainee shall handle the dispute in a safe, efficient, reasonable and discretionary manner.	....	....	...
8.9	Although domestic violence calls are not frequent at LBL as we have no residences on-site, the trainee shall recognize and be able to effectively deal with			





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domestic violence incidents which occasionally move into the workplace.	....	....	...
8.10 The trainee shall understand the legal issues and the law enforcement officer's duties in response to a domestic violence situation to minimally include the:			
A. Difference between domestic violence and a domestic dispute	....	...	...
B. Impact of domestic violence	....	...	...
C. Essential elements of Penal Code Sections 13700 and 13519	....	...	...
D. Duty to provide maximum protection for the victim from abuse	....	...	...
E. Verification and enforcement of court orders (re-training and stay-away orders)	....	...	...
F. Completion of appropriate documentation and reports	....	...	...
G. Making appropriate referrals to domestic violence victims for medical aid, personal safety, legal options, and criminal follow-up	....	...	...
H. The safekeeping of firearms (prohibited at U.C.)	....	...	...
<u>CIVIL DISPUTES</u>			
8.11 The trainee shall recognize and be able to effectively deal with civil disputes.	....	...	...
8.12 The trainee shall understand the agency's policy on the service of civil process (i.e. writs, subpoenas, subpoenas duces tecum) (GO 2.24, 3.13).	....	...	...
8.13 The trainee shall understand the agency's policy on labor-management disputes (Section 2, <u>LBL Regulations and Procedures Manual</u> and/or refer to LBL Labor Relations Department).	....	...	...
8.14 The trainee shall explain agency policy and procedure relative to typical policing problems which occur during labor-management disputes. These problems shall minimally include:			
A. Obstruction of ingress or egress	....	...	...
B. Blocking of sidewalks and roadways	....	...	...
C. Outside agitators	....	...	...
D. Violence and vandalism	....	...	...
8.15 The trainee shall understand that writs of replevin (civil repossessions) are prohibited within the Lab-			



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oratory per General Order 3.13.	....	....	...
8.16 Given any situation involving a civil dispute, the trainee shall handle the situation in an appropriate manner consistent with agency policy and California State law.	....	....	...
<u>FELONY/HIGH-RISK VEHICLE STOPS</u>			
8.17 The trainee shall know how to safely and effectively stop a suspected felony vehicle, remove, and place the occupants in a position of disadvantage (see <u>UCPD-LBL High-Risk Vehicle Stop Manual</u> ).	....	....	...
8.18 The trainee shall identify and discuss the important considerations taken when about to make a felony vehicle stop. These elements shall minimally include:			
A. Seriousness of the crime--a high-risk vehicle stop is done when the officer has reason to believe that the suspect(s) might be armed and pose a threat to the officer or other persons.	....	....	...
B. Availability of back-up is critical. Do not attempt the stop until both cover units are in position. Should a solo officer find him/herself confronted with a spontaneous high-risk stop, s(he) should command everyone in the suspect vehicle to put their hands in plain sight (windshield & headliner), have the driver turn off the ignition and drop (not throw) the keys out the window. The officer should not initiate any further action until the cover units arrive.	....	....	...
C. Location in which to make the stop. The stop should be made in an area free of pedestrian traffic, other vehicles, concealment and escape routes which the suspect(s) could utilize. The stop should be made as close to mid-block as possible. Curbside obstructions and traffic should also be considered.	....	....	...
D. Tactics to be used after making the stop:			
(1) Once the officer makes visual contact with the suspect vehicle, s(he) will immediately notify Communications of the direction, full description (CYMBAL), and number of occupants. The officer will give block-by-block directions as s(he) continues to follow the vehicle.	....	....	...
(2) Responding cover units should immediately respond without letting the suspect(s) see any emergency lights that might inadvertently in-			



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itiating the stop.	....	....	....
(3) Communications shall immediately dispatch 3 cover units, requesting any needed assistance from UCPD-Berkeley or Berkeley Police Department via radio. Communications shall notify all responding units of the suspect vehicle's direction, description (CYMBAL), number of occupants, reason for the stop, unit making the stop, weapons seen or suspected, and planned location for the stop or other measures. One cover unit should take a position on either side of the primary unit and one cover unit should act as traffic control.	....	....	....
(4) A "wall of light" (emergency lights, high-beam headlights, and spot lights) should be focused on the suspect vehicle when it has stopped at night. The primary officer shall unlock his/ front passenger door.	....	....	....
(5) All officers shall use their car doors for protection and the initiating officer should direct the stop with the patrol car PA system.	....	....	....
(6) All suspects should exit the same side of the car, palms in sight above their heads, face away from officers and back towards them.	....	....	....
E. The number of suspect's involved should be considered by the arresting officer who must have adequate handcuffs at hand. The searching officers shall consider the possibility of additional suspects lying in wait in the trunk, rear seat, or other unseen areas.	....	....	....
8.19 The trainee shall understand the advantages of noting and recording the license number and description of the vehicle prior to the stop.	....	....	....
8.20 The trainee shall understand the potential hazards in failing to closely watch the movements of occupants in the vehicle about to be stopped or already stopped. These hazards shall minimally include:			
A. Attack on the officer	....	....	....
B. The destruction or concealment of evidence	....	....	....
C. The escape of occupants	....	....	....
8.21 The trainee shall discuss the proper positioning of the police vehicle for a felony/high-risk vehicle stop.	....	....	....
8.22 The trainee shall discuss the advantages of verbally			



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	ordering the removal of the suspect(s) from the vehicle prior to approaching on foot.	....	....	....
8.23	The trainee shall discuss the proper use of the spotlight in a nighttime pullover and approach situation. These uses shall minimally include:			
	A. Not blinding the driver of the other vehicle while that vehicle is in motion.	....	....	....
	B. Illuminating the interior of the other vehicle after it has been stopped.	....	....	....
	C. Focusing on side and rear-view mirrors in order to blind the occupants to the officer's approach.	....	....	....
8.24	The trainee shall discuss the roles of both the primary and back-up officer(s) before, during, and after the stop. The discussion shall minimally include which officer:			
	A. Has the radio responsibilities	....	....	....
	B. Assumes the shotgun responsibilities, if applicable	....	....	....
	C. Communicates with the occupants	....	....	....
	D. Searches the occupants and/or the vehicle	....	....	....
8.25	The trainee shall discuss the advantages of waiting for additional back-up before approaching the vehicle or the occupants.	....	....	....
8.26	The trainee shall understand the tactics that an officer might employ in safely stopping and approaching vehicles other than automobiles. These vehicles shall minimally include:			
	A. Motorcycles	....	....	....
	B. Campers and vans	....	....	....
	C. Buses	....	....	....
	D. Trucks	....	....	....
8.27	The trainee shall discuss verbal commands which should be used when removing suspect(s) from the vehicle prior to approaching on foot. These commands shall minimally include having the suspect:			
	A. Understand his/her status, i.e. "You are under arrest!"	....	....	....
	B. Keep hands in sight at all times	....	....	....
	C. Exit vehicle according to agency policy	....	....	....
	D. Assume position of disadvantage outside the veh-			





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icle	....	....	....
8.28 Given an incident involving a felony 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.	....	....	....
<u>OFFICER-IN-CHARGE (OIC)</u>			
8.29 The trainee shall discuss the duties performed by the Officer-In-Charge. These shall minimally include:			
A. Prepare and update time and assignment records:			
(1) Prepare daily assignment sheet for next day;	....	....	....
(2) Post Squadroom chalkboard with today's assignments, cars, radios, reliefs, etc;	....	....	....
(3) Update weekly shift time report;	....	....	....
(4) Update each officer's annual time card;	....	....	....
(5) Project weekly shift time report if OIC on date report due (usually Thursday);	....	....	....
(6) Project weekly time cards if OIC on date time cards due (usually Thursday);	....	....	....
(7) Separate and deliver time cards (original to Payroll Dept., copy to Administrative Officer) after signature by Chief of Police on date time cards are due at Payroll (usually Friday on Day Watch);	....	....	....
(8) Pick up bi-weekly payroll checks from Payroll Department if OIC on date they are ready (usually every other Friday on Day Watch at 0900 hours). Distribute and leave remaining checks with the Communications Officer;			
(9) If officer calls in sick, check staffing level on Daily Assignment Sheet. Call in contract guards or off-duty officers if needed. Update daily assignment record, note the sick leave and all attempts to contact off-duty officers in the Police Log.	....	....	....
(10) If overtime is assigned after the projected time cards have been sent to Payroll Department, prepare "trailer" time card and special time card transmittal sheet. Leave in Chief's Folder.	....	....	....
B. Maintain minimum staffing levels for each watch.	....	....	....
C. Maintain discipline, Department and shift policies and refer non-immediate problems to Sergeant.	....	....	....
D. Review and sign all reports submitted.	....	....	....
E. Support patrol officers as evidence technician.	....	....	....





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<u>SEARCHES</u>				
9.1	The trainee shall be able to legally, safely, and effectively conduct a search of single and multiple suspects, vehicles, and buildings.	.....	....	...
9.2	The trainee shall identify and explain the circumstances under which an officer may institute a search of a person or vehicle. These circumstances shall minimally include:			
	A. Pat search for weapons	.....	....	...
	B. Consent searches (it never hurts to ask)	.....	....	...
	C. Probable cause searches	.....	....	...
	D. A search warrant	.....	....	...
	E. Plain sight	.....	....	...
9.3	The trainee shall identify those items for which an officer may legally search. These items shall minimally include:			
	A. Dangerous weapons	.....	....	...
	B. Fruits of the crime	.....	....	...
	C. Instruments of the crime	.....	....	...
	D. Contraband (i.e. special nuclear materials)	.....	....	...
	E. Suspects	.....	....	...
9.4	The trainee shall discuss the limits of searches when conducted with person(s), vehicles, and buildings.	.....	....	...
<u>SEARCHING PERSONS</u>				
9.5	The trainee shall identify and describe the basic degrees of searches of person(s). These shall minimally include:			
	A. General searching considerations:			
	(1) Never search while your weapon is drawn.	.....	....	...
	(2) Keep your eyes on the suspect.	.....	....	...
	(3) Handcuff the suspect prior to searching whenever possible.	.....	....	...
	(4) Always search from the rear.	.....	....	...
	(5) Keep your firearm's side away from the suspect	.....	....	...
	(6) Use a combination of squeezing/rubbing hand motions.	.....	....	...
	(7) Search high risk areas first: torso, waist, hips, small of back, groin, pockets; then make a systematic search; start at the head and work down.	.....	....	...

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(8) Give verbal directions to the suspect during the search.	....	...	...
<b>B. Visual/cursory search:</b>			
(1) Turn the suspect away from you and stand slightly to the suspect's rear in your basic defensive "L" stance.	....	...	...
(2) Place one of your hands between the suspect's elbow and shoulder and, with your other hand, reach under the suspect's arm to search the high risk areas.	....	...	...
(3) Quickly shift your position to the opposite side and repeat step (2).	....	...	...
(4) Push or pull the suspect with your controlling hand if the suspect moves against you.	....	...	...
<b>C. Pat-down search:</b>			
(1) Direct the suspect to turn around so that the suspect's back is towards you.	....	...	...
(2) Direct the suspect to place his/her hands behind head and interlock fingers.	....	...	...
(3) Direct the suspect to spread feet and point toes outward.	....	...	...
(4) Assume your defensive "L" stance. Grasp the suspect's hands with your weak hand and the suspect's shoulder with your strong hand.	....	...	...
(5) Pull back and break the suspect's balance to the rear. Do not support the suspect's weight.	....	...	...
(6) Maintain control with your weak hand and search high-risk areas with your strong hand.	....	...	...
(7) Quickly shift hands and search the suspect's other side.	....	...	...
(8) Push or pull the suspect with your controlling hand if the suspect moves against you.	....	...	...
<b>D. Field arrest search (standing, kneeling, prone):</b>			
(1) Handcuff the suspect behind back.	....	...	...
(2) Grasp the handcuff chain with your full hand.	....	...	...
(3) Verbally direct the suspect and conduct your search according to steps 3, 5, 6, 7, and 8 above for the standing search, a modified kneeling version for the kneeling search, and roll the suspect from side-to-side for a prone search.	....	...	...
(4) After you have searched the suspect's high-risk areas, then search systematically: starting at the top of the head and working down one side and then the other.	....	...	...
(5) Search inside pockets and any parts of clothing which might conceal weapons or evidence.	....	...	...
(6) Push or pull the suspect with your controlling hand if suspect moves against you.	....	...	...

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E. Booking counter search:			
(1) Cooperative prisoner:			
a. Direct prisoner to remove contents of pocket etc. and turn them inside out,	....	....	....
b. All property must be placed on booking counter for examination,	....	....	....
c. Articles which the prisoner could use to cause injury are to be taken (i.e. belts, combs, files, neckties, etc.),	....	....	....
d. Conduct a cursory search or a pat-down search as described above. Search inside pockets or areas of clothing which might contain property.	....	....	....
(2) Uncooperative prisoner:			
a. Two officers should be present if the prisoner indicates a potential for violence,	....	....	....
b. Do not remove handcuffs if the prisoner is combative,	....	....	....
c. One officer may use a control hold on the prisoner while the other officer searches,	....	....	....
d. The prisoner may be placed prone on the ground and controlled during the search if necessary.	....	....	....
9.6 Given an incident, including probable cause, the trainee shall safely and effectively conduct a pat-down search of single or multiple suspects.	....	....	....
9.7 Given the incident, including probable cause, the trainee shall safely and effectively conduct an arrest search in the standing, kneeling or prone position of single or multiple suspects.	....	....	....
9.8 The trainee shall discuss the role of the back-up officer during a search of person(s). These responsibilities shall minimally include:			
A. Protecting the searching officer from outside interference and from those being searched,	....	....	....
B. Providing control of the person(s) being searched,	....	....	....
C. Providing continuous observation of the person(s) being searched.	....	....	....
9.9 The trainee shall identify those places on the person of both males and females where dangerous weapons or contraband may be concealed.	....	....	....
9.10 Given the incident, the trainee shall safely and effectively serve as a back-up officer while another			





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officer conducts a search of single or multiple suspects.	....	...	...
<u>SEARCHING VEHICLES</u>			
9.11 The trainee shall identify and explain the principles of a safe and effective search of a vehicle. These principles shall minimally include:			
A. Proper removal and control of occupants	....	...	...
B. A systematic method of search	....	...	...
9.12 Given the incident, including probable cause, the trainee shall safely and effectively conduct a search of a vehicle.	....	...	...
<u>SEARCHING BUILDINGS/AREAS</u>			
9.13 The trainee shall identify the principles of a safe and effective search of a building which may contain a suspect. These principles shall minimally include:			
A. Containment of the building	....	...	...
B. Containment of the area(s) already searched	....	...	...
C. Utilization of a systematic method	....	...	...
D. Safe searching techniques	....	...	...
E. Search from top down, in multi-story buildings	....	...	...
F. Appropriate use of canine or specialized assistance:			
(1) Canine units available from Oakland Police, Southern Pacific Railroad Police, Richmond Police, Lawrence Livermore National Lab. Protective Services.	....	...	...
(2) Helicopter units available from East Bay Regional Parks District Police, California Highway Patrol, Oakland Police.	....	...	...
9.14 The trainee shall describe the quadrant system of conducting a search. This explanation shall minimally include:			
A. Quadrant searches are normally done by counting the quadrants clockwise from the lower left, i.e.:			
<div style="display: flex; align-items: center; justify-content: center;"> <div style="margin-right: 20px;">QUADRANTS: ----- -----</div> <div style="text-align: center;">             2   3              1   4           </div> <div style="margin-left: 20px;">             N              ^              W- -E              S           </div> </div>	....	...	...
B. Quadrant searches can be assigned in buildings (use intersecting hallways), urban areas (use			

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streets) or open areas (use power lines, imaginary lines between landmarks, etc.).	....	....	...
9.15 Given the incident, including probable cause, the trainee shall safely and effectively conduct a search of a building area.	....	....	...
<u>HANDCUFFING</u>			
9.16 The trainee shall be able to safely and effectively handcuff single or multiple suspects and, if necessary, transport single or multiple suspects away from the arrest scene.	....	....	...
9.17 The trainee shall identify the purposes of handcuffing. These purposes shall minimally include the temporary restraint of a suspect to prevent:			
A. Attack	....	....	....
B. Escape	....	....	....
C. The destruction or concealment of evidence or contraband	....	....	....
9.18 The trainee shall understand various handcuffing principles which should be met in order to reasonably guarantee the temporary restraint of a suspect. The principles shall minimally include:			
A. Control of the suspects	....	....	....
B. Control of the handcuffs	....	....	....
C. Positioning of key outlets	....	....	....
D. Positioning of suspect's hands	....	....	....
E. Observation of handcuffed suspect	....	....	....
F. Double-locking handcuffs	....	....	....
G. Other approved restraint devices:			
(1) Use of the seat belt in patrol vehicles	....	....	....
(2) Use of flex-cuffs	....	....	....
<u>TRANSPORTATION OF PRISONERS</u>			
9.19 The trainee shall explain the agency's policy regarding the transportation of prisoners. This explanation shall minimally include:			
A. Sick and injured prisoners:			
(1) Transported (with arresting officer) by ambulance to Herrick Hospital	....	....	....
(2) Officer inquires as to suspect's medical coverage and provides it to nursing clerk. With			



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supervisor's approval, officer may sign prisoner treatment form and list approving supervisor's name next to his/her own.	....	....	....
(3) Herrick Hospital only provides enough treatment to allow suspect to be booked into Berkeley Jail or to stabilize suspect for transfer to Jail Ward, Alameda County Hospital.	....	....	....
B. Juveniles with/without adults:			
(1) Male juvenile offenders (602 WIC)--Juvenile Probation Department, Oakland	....	....	....
(2) Female juvenile offenders (602 WIC)--Juvenile Probation Department, San Leandro	....	....	....
(3) Abandoned, neglected, etc. juveniles (600 WIC)--Schnediger Cottage, San Leandro	....	....	....
(4) Runaways, disobey court orders, etc. juveniles (601 WIC) who are Berkeley residents--Berkeley Youth Alternatives, Berkeley	....	....	....
(5) Same, who are from outside Berkeley--Perry Place, Oakland	....	....	....
C. Opposite sex--give starting mileage and ending mileage, Communications gives 10-35.	....	....	....
D. Use of seatbelts (mandatory)	....	....	....
E. A search of the area in which the prisoner is about to be placed prior to transportation	....	....	....
F. A search of the area where prisoner has been following transportation	....	....	....
G. The proper positioning of the officer(s) and the prisoner(s) within unscreened vehicle:			
(1) One officer and one prisoner--prisoner in right front seat	....	....	....
(2) Two officers and one prisoner--prisoner in right front seat, passenger officer behind driver	....	....	....
(3) Two officers and two prisoners--one prisoner in right front seat, other prisoner right rear seat, passenger officer behind driver	....	....	....
H. Close and constant observation of the prisoner(s)	....	....	....
9.20 Given a situation in which prisoner(s) must be transported in the patrol vehicle, the trainee shall safely place the ( <u>handcuffed</u> according to agency policy) prisoner(s) in the vehicle and safely transport the prisoner(s) to the predetermined destination.	....	....	....
9.21 Given an incident of prisoner transport, the trainee shall safely and effectively control single or multiple suspects, and safely remove handcuffs.	....	....	....



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<u>MENTAL ILLNESS CASES</u>			
9.22 The trainee shall know the law and agency policy regarding mental illness, and be able to safely and effectively deal with, control and, if necessary, take into custody mentally disturbed person(s). Additionally, the trainee shall be able to complete the necessary report forms.	....	....	....
9.23 The trainee shall identify and discuss the criteria set forth in the Welfare and Institutions Code by which an individual may be committed for a 72-hour hold (Section 5150 W&IC), to include:			
A. Section 5150, Welfare and Institutions Code:			
(1) When a police officer, on reasonable cause, believes that a person is a danger to himself or to others, or is gravely disabled as a result of a mental disorder, the officer may take such person to a mental health center for a determination whether such person should be detained for a seventy-two (72) hour treatment and evaluation.	....	....	....
(2) A person is considered gravely disabled when, as a result of a mental disorder, he is unable to provide the basic personal needs of food, clothing and shelter.	....	....	....
(3) Severe mental illness is defined as psychosis, which is usually detected by sudden changes in behavior or gradual deterioration of personality.	....	....	....
B. Severe mental illness symptoms:			
(1) Change in attitude towards friends, relatives	....	....	....
(2) Radical change in personal habits	....	....	....
(3) Absent-mindedness or radical change in work activity	....	....	....
(4) Argumentative and uncooperative	....	....	....
(5) Hostility and distrust	....	....	....
(6) Disorganized thinking and morbid interest in self-destructive weapons	....	....	....
(7) Hallucinations and delusions	....	....	....
9.23 The trainee shall discuss the warrant process for mentally ill persons. This discussion shall minimally include:			
A. A person alleged to be mentally disordered may be given an evaluation of his/her condition under a Superior Court order:			
(1) Any applicant may apply for a petition and re-			





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quest that an evaluation of a person's condition be made.	....	....	....
(2) It is a misdemeanor to seek a petition, knowing that the person for whom it is sought is not mentally disordered or gravely disabled.	....	....	....
B. If the person alleged to be mentally disordered is a resident of Berkeley, the petitioner should apply at the Psychiatric Emergency Unit, Alameda County Hospital, between 0830-1600 hrs., Mon-Fri. If the person resides elsewhere, the petitioner must apply at the designated hospital serving the person's residence.	....	....	....
C. After the petition is completed, the hospital must conduct a pre-petition screening to determine the validity of the allegations and whether the patient will voluntarily submit to the 72 hour evaluation procedure. If the person will submit voluntarily, the petition process ceases.	....	....	....
D. If the person will not submit voluntarily, the petition and pre-petition report are forwarded to a Superior Court Judge, who issues an order requiring him/her to submit to evaluation. The petition and order, in triplicate, will be delivered to the local police department by the Sheriff's Department.	....	....	....
E. The officer assigned to serve these papers must deliver:			
(1) One copy of the petition and order to the person named	....	....	....
(2) The original copy of the petition and order, with the completed affidavit of service, to the Psychiatric Emergency Unit, Alameda County Hospital, for return to Superior Court	....	....	....
F. The person served is not taken to the hospital, but must appear at the date and time and location specified in the order. S(he) may be accompanied by relatives, friends, attorneys, or religious advisors.	....	....	....
G. If the person does not appear, the hospital prepares a "Failure to Report Paper" and forwards it to a Superior Court Judge for completion, making it a court order to deliver the person for 72 hour evaluation. The order, in triplicate, will be delivered to the local police department by the Sheriff's Department.	....	....	....
H. The officer assigned to serve the order must deliver:			
(1) One copy to the person named and remove him/her to the designated facility, Alameda County			



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hospital. Whenever possible, officers shall dress in plain clothes and travel in unmarked vehicles.	.....	.....	.....
(2) The original copy of the order, with the completed affidavit of service, to the hospital for return to Superior Court.	.....	.....	.....
(3) The third copy of the order to the hospital for its record.	.....	.....	.....
 9.24 The trainee shall identify considerations to be made when handling and dealing with mentally disturbed persons. These considerations shall minimally include:			
A. Ignoring verbal abuse	.....	.....	.....
B. Avoiding excitement	.....	.....	.....
C. Avoiding unnecessary deception	.....	.....	.....
D. Requesting back-up to minimize resistance	.....	.....	.....
E. Requesting ambulance prior to confronting subject if necessary	.....	.....	.....
F. Keeping the disturbed person in sight constantly	.....	.....	.....
G. Continual alertness	.....	.....	.....
H. Seizing firearms for safekeeping	.....	.....	.....
I. Keep in mind that the help that you give a disturbed person is just as vital as the help you would give an injured person.	.....	.....	.....
 9.25 The trainee shall identify the agency and mental health (if required) reports involved in a mental illness arrest both with and without a warrant:			
A. Alameda County Health Care Services Agency, Psychiatric Emergency Service, Highland General Hospital, 1411-E. 31st Street, Oakland (534-0833)	.....	.....	.....
B. Application for Emergency Psychiatric Detention	.....	.....	.....
C. Miscellaneous Incident Report titled "Mental Illness Detention per 5150 WIC"	.....	.....	.....
D. Additional assistance can be provided by the LBL Employee Assistance Program, Building 26, Room 012 (Ext. 6000) and by the Medical Services Department at Building 26, Room 109 (Ext. 6266) in cases involving Laboratory employees.	.....	.....	.....
E. Assistance in handling 5150 WIC cases can also be provided by City of Berkeley Mental Health Services, Mobile Crisis Intervention Police Project, Mon-Fri. 1700-2200 Hrs. ("MH Unit" on Berkeley Police radio primary channel), phone: 848-4240 or Daytime Crisis Intervention, Mon-Fri. 0800-1700 Hrs., phone: 549-2303.	.....	.....	.....



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9.26 Given a situation involving a mentally disordered person, the trainee shall take all necessary precautions in dealing with the person, safely take the person into custody (if necessary), assure safe transportation of the person, and properly complete all necessary forms and reports.	....	....	....
<u>NARCOTICS AND DANGEROUS DRUGS</u>			
9.27 The trainee shall identify, by category, the most frequently used charging sections of the Health and Safety Code, the Penal Code, the Business and Professions Code and the Vehicle Code (* = felony violation). The trainee shall note that certain of the sections require that the type of narcotic or dangerous drug be noted in the police report. The charging sections shall minimally include:			
A. Narcotics--			
(1) *11350 H&SC; possession of narcotics (indicate type of narcotic on the police report)	....	....	....
(2) *11351 H&SC; possession for sale (heroin, methadone, demerol, morphine, dilaudid, percodon, opium, codeine (pure), fentanyl)	....	....	....
(3) *11352 H&SC; sale, smuggling, transport	....	....	....
B. Marijuana/Hashish--			
(1) *11357(a) H&SC; possession of concentrated cannabis (hashish) in any amount (felony, booking required)	....	....	....
(2) 11357(b) H&SC; possession of less than 28.5 grams of marijuana (misdemeanor, cite only)	....	....	....
(3) 11357(c) H&SC; possession of more than 28.5 grams of marijuana (misdemeanor, cite or book)	....	....	....
(4) *11358 H&SC; planting/cultivating marijuana (felony, booking required)	....	....	....
(5) *11359 H&SC; possession for sale (felony, booking required)	....	....	....
(6) *11360(a) H&SC; sale of marijuana in any amount, transport, import, furnish, offer or attempt to do any of the foregoing, of more than 28.5 grams (felony, booking required)	....	....	....
C. Dangerous Drugs--			
(1) *11377 H&SC; possession of dangerous drugs (indicate type of drug on police report)	....	....	....
(2) *11378 H&SC; possession for sale (barbituates, amphetamines, LSD, PCP, STP, DMT, etc.)	....	....	....
(3) *11379 H&SC; sale, manufacture, transport	....	....	....
(4) *11382 H&SC; sale, transport	....	....	....
D. Miscellaneous Offenses--			



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(1) 11364 H&SC; possession of narcotic paraphernalia	....	...	...
(2) 11365 H&SC; visiting a place where narcotics are used or sold	....	...	...
(3) *11366 H&SC; maintaining a place where narcotics are used or sold	....	...	...
(4) 11550 H&SC; any person under the influence of narcotics or a controlled substance	....	...	...
(5) 11590 H&SC; failure to register upon conviction of certain offenses	....	...	...
(6) 4143(a) B&PC; possession of dangerous drug paraphernalia	....	...	...
(7) *4390 B&PC; forgery, alteration, passing or attempting to pass any prescription for any drug	....	...	...
9.28 The trainee shall define the term "addiction". This definition shall minimally include:			
A. Drug addiction is a state of periodic or chronic intoxication, detrimental to the individual and to society, produced by the repeated consumption of a drug (natural or synthetic). Addiction characteristics include:			
(1) An overpowering desire or need (compulsion) to continue taking the drug and to obtain it by any means;	....	...	...
(2) A tendency to increase the dosage;	....	...	...
(3) A psychic (psychological) and physical dependence on the effects of the drug.	....	...	...
9.29 The trainee shall describe the examination which should be performed while making an investigation of an addict or a suspected user of narcotics. This examination should minimally include (use gloves):			
A. Examine the veins of the arms and hands very carefully. If no marks are visible, examine the calves, ankles, thighs and groin area.	....	...	...
B. Feel the scar tissue and roll it between your fingers. This will often disclose scabs not previously noted.	....	...	...
C. Make a close inspection of the scabbed area.	....	...	...
D. Press the raised areas <u>gently</u> and inquire about tenderness.	....	...	...
E. Point out blue dots over the veins. They are the result of burning a hypodermic needle with a match, supposedly to clean it. After the injection, the carbon left in the needle from the burn-			





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ed match is deposited under the skin.	....	...	...
F. Do not mistake a skin rash for needle marks. Rashes usually cover a round or irregular area. Needle marks follow a vein line except when injections are under the skin or intramuscular.	....	...	...
9.30 The trainee shall describe the signs which suggest that a suspect is under the influence of a drug or narcotic. These signs shall minimally include:			
A. Opiates (opium, morphine, codeine, heroin, methadone, talwin, darvon, fentanyl, demerol). How used: needle (preferred), nasally or orally. Preferred tests: urine (20cc), blood.			
(1) Pupils constricted (below 2.9 mm)	....	...	...
(2) No visible or little reaction to light	....	...	...
(3) Slow and deliberate speech	....	...	...
(4) Droopy eyelids	....	...	...
(5) Movements slow, deliberate and relaxed	....	...	...
(6) Nodding of head	....	...	...
(7) Possible scratching of facial area	....	...	...
B. Stimulants--Uppers (cocaine, amphetamines, methamphetamines, ritalin, preludin). How used: orally or needle. Preferred tests: blood.			
(1) Dilated pupils (above 6.5 mm)	....	...	...
(2) Dry mouth	....	...	...
(3) Grinding of teeth (bruxism)	....	...	...
(4) Rapid speech, talkative	....	...	...
(5) Anxious (can't sit still)	....	...	...
(6) Impaired coordination	....	...	...
(7) Residue on septum	....	...	...
C. Depressants--Downers (sedative hypnotics, barbiturates, quaaludes, alcohol, tranquilizers [valium or librium]). How used: orally or needle. Preferred tests: blood (10 ml--2 vacutainer tubes).			
(1) Nystagmus	....	...	...
(2) Slow pupil reaction	....	...	...
(3) Droopy eyelids	....	...	...
(4) Hippus (pulsating pupil)	....	...	...
(5) Drunk appearance	....	...	...
(6) Impaired coordination	....	...	...
D. Phencyclidines--Inner Outers (PCP and analogs). How used: orally. Preferred tests: urine. DANGER: Approach with CAUTION, speak softly, don't shine bright light in eyes or excite suspect unnecessarily or attempt to arrest alone. Call for immediate cover.			
(1) Nystagmus (horizontal and vertical)	....	...	...
(2) Muscle rigidity, i.e. "robot walk"	....	...	...



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(3) Blank stare	....	...	...
(4) Chemical odor	....	...	...
(5) Slow, repetitive speech	....	...	...
(6) High pulse	....	...	...
(7) Impaired coordination	....	...	...
(8) High propensity for violence	....	...	...
E. Cannabis--Downer Qualities (Marijuana, sinsemilla, hashish, hash oil). How used: can be smoked, can be eaten or drunk in tea form. Preferred test: urine.			
(1) Bloodshot eyes	....	...	...
(2) Rebound dilation	....	...	...
(3) Debris in mouth	....	...	...
(4) Coating on tongue	....	...	...
(5) Impaired coordination	....	...	...
(6) High stepping--floating stagger	....	...	...
(7) Odor of burning marijuana on breath	....	...	...
F. Hallucinogen--Outers (LSD, MDA, peyote/mescaline, psilocybin [mushrooms]). How used: orally. Preferred test: urine.			
(1) Dilated pupils	....	...	...
(2) High pulse	....	...	...
(3) Goose flesh (piloerection)	....	...	...
(4) Hallucinating	....	...	...
(5) Elevated temperature	....	...	...
(6) Time distortion	....	...	...
G. Inhalants (gasoline, paint thinner, paint lacquer, aerosols, toluene, nitrous oxide, amyl nitrate, benzene, ether). How used: inhaled. Preferred test: urine.			
(1) Nystagmus	....	...	...
(2) Impaired coordination	....	...	...
(3) Odor of substance being used	....	...	...
(4) Disorientation or confusion	....	...	...
(5) Paint about nose area	....	...	...



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THIRD TRAINING PROGRESS EVALUATION

Trainee: \_\_\_\_\_ Evaluation Period: \_\_\_\_\_ Date: \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_

This Training Progress Evaluation provides the trainee with feedback so that good performance will continue and/or deficient performance will improve. Performance in each area will be rated on a scale of 1 to 4. The following describes the value of the numerical rating scale:

- 4 -- BETTER-THAN-ACCEPTABLE: Performance exceeds the agency's standard.
- 3 -- ACCEPTABLE: Performance meets the agency's standard.
- 2 -- IMPROVEMENT IS NEEDED: Performance is progressing towards acceptable, but does not yet meet the agency's standard.
- 1 -- UNACCEPTABLE: Performance is not at an acceptable level.

A rating of 1 or 2 requires a written statement outlining the steps that the FTO or agency will take to help the trainee bring the performance up to an acceptable level.

PERFORMANCE AREA	1	2	3	4
DRIVING (7.1-7.5)				
WARRANTS (7.6-7.10)				
VICTIMS OF VIOLENT CRIMES (7.11-7.13)				
BOOKINGS AND RELEASES (7.14-7.17)				
HANDLING DISPUTES (8.1-8.16)				
FELONY/HIGH-RISK VEHICLE STOPS (8.17-8.28)				
OFFICER-IN-CHARGE (8.29-8.29)				
SEARCHES (9.1-9.15)				
HANDCUFFING (9.16-9.18)				
TRANSPORTATION OF PRISONERS (9.19-9.21)				
MENTAL ILLNESS CASES (9.22-9.26)				
NARCOTICS AND DANGEROUS DRUGS (9.27-9.30)				
CARRY-OVER OBJECTIVES				
PRELIMINARY INVESTIGATION AND REPORT WRITING				
SELF-INITIATED ACTIVITY				
PERSONAL RELATIONS				
DEPENDABILITY				

\*\*\*\*\*  
 OVERALL RATING \_\_\_\_\_

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I have reviewed this Training Progress Evaluation with my Field Training Officer. I wish to discuss the evaluation with my FTO's supervisor: Yes ( ), No ( ).

Signature of Field Trainee \_\_\_\_\_ Signature of Field Training Officer \_\_\_\_\_  
 Signature of Field Supervisor \_\_\_\_\_ Signature of Field Training Manager \_\_\_\_\_

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DRIVING (7.1-7.5): This category of performance is based on your knowledge and application of the agency's policy regarding the operation of the patrol vehicle during stressful driving situations such as a "code three" response or vehicle pursuit.

Based on the specific comments listed below, your evaluation  
in DRIVING is: (circle one) 1 2 3 4

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WARRANTS (7.6-7.10): This area of the evaluation will address your knowledge of the procedures and agency policy on obtaining and service of arrest and search warrants. Your ability to obtain and serve a warrant, given the appropriate circumstances, will also be evaluated.

Based on the specific comments listed below, your evaluation  
in WARRANTS is: (circle one) 1 2 3 4

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VICTIMS OF VIOLENT CRIMES (7.11-7.13): In this portion of the evaluation you will be rated on your knowledge and ability to compassionately notify victims of violent crimes of the availability of state funds or other assistance.

Based on the specific comments listed below, your evaluation in VICTIMS OF VIOLENT CRIMES is: (circle one) 1 2 3 4

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BOOKINGS AND RELEASES (7.14-7.17): This portion of the evaluation will cover your knowledge of the agency's procedure for booking prisoners. Your knowledge of the circumstances under which prisoners can be released will also be rated.

Based on the specific comments listed below, your evaluation in BOOKINGS AND RELEASES is: (circle one) 1 2 3 4

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HANDLING DISPUTES (8.1-8.16): This category of performance will be based on your knowledge and performance in applying criminal and civil law as well as agency policy in handling disputes. Your ability to handle domestic disputes and domestic violence and your knowledge of the agency's reporting system for these disputes will also be evaluated.

Based on the specific comments listed below, your evaluation in HANDLING DISPUTES is: (circle one) 1 2 3 4

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OFFICER-IN-CHARGE (8.29-8.29): This area of the evaluation will cover your knowledge of the duties and responsibilities of the Officer-In-Charge (OIC). You will also be rated on your performance of these duties under the supervision of an actual Officer-In-Charge.

Based on the specific comments listed below, your evaluation in OFFICER-IN-CHARGE is: (circle one) 1 2 3 4

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FELONY/HIGH-RISK VEHICLE STOPS (8.17-8.28): This area of the evaluation will cover your performance in the use of good tactics and procedures in making felony/high-risk vehicle stops. The stops that you have made during this past rating period are commented on in terms of your ability to recognize and deal with the potential hazards.

Based on the specific comments listed below, your evaluation  
in FELONY/HIGH-RISK VEHICLE STOPS is: (circle one) 1 2 3 4

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SEARCHES (9.1-9.15): This area of the evaluation will address your ability to explain and conduct searches of persons, vehicles, and buildings. The ability to state the probable cause to search and to conduct safe, efficient, and legal searches will also be addressed.

Based on the specific comments listed below, your evaluation  
in SEARCHES is: (circle one) 1 2 3 4

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HANDCUFFING (9.16-9.18): This portion of the evaluation will address your ability to handcuff single and multiple suspects. Your knowledge of agency policy on handcuffing and when and how to handcuff will also be rated.

Based on the specific comments listed below, your evaluation in HANDCUFFING is: (circle one) 1 2 3 4

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TRANSPORTATION OF PRISONERS (9.19-9.21): This area of the evaluation will cover your knowledge of agency policy and the procedures for the transportation of prisoners. You will also be rated on the methods used during this rating period.

Based on the specific comments listed below, your evaluation in TRANSPORTATION OF PRISONERS is: (circle one) 1 2 3 4

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MENTAL ILLNESS CASES (9.22-9.26): In this area of the evaluation you will be rated on your knowledge of agency policy and procedures regarding mental illness cases. Your performance in dealing with persons who are mentally ill and completing the duties involved in applying the law in mental illness cases will also be evaluated.

Based on the specific comments listed below, your evaluation in MENTAL ILLNESS CASES is: (circle one) 1 2 3 4

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NARCOTICS AND DANGEROUS DRUGS (9.27-9.26): In this area of the evaluation you will be rated on your knowledge of the laws regulating the use of controlled substances and your ability to recognize their effects. Your performance in dealing with persons under the influence of narcotics and dangerous drugs will also be rated.

Based on the specific comments listed below, your evaluation in NARCOTICS AND DANGEROUS DRUGS is: (circle one) 1 2 3 4

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OBJECTIVES CARRIED OVER FROM THE LAST SEGMENT: The following areas of performance are those which (1) were not observed or were not performed acceptably during the past rating periods, or (2) were performed acceptably during past rating periods but are now being performed unacceptably.

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PRELIMINARY INVESTIGATION AND REPORT WRITING: This area of the evaluation will be based on your continued application of preliminary investigation techniques and procedures. Your ability to write clear, concise reports relative to your investigation of all crimes that you encounter will also be evaluated.

Based on the specific comments listed below, your evaluation in PRELIMINARY INVESTIGATION AND REPORT WRITING is: (circle one) 1 2 3 4

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SELF-INITIATED ACTIVITY: This area of the evaluation will be based on your continued performance in initiating the contact of violators or suspected violators of the law. How you reacted to situations presented that called for official contact or action and how you reacted to vehicles, their occupants and their actions, will also be evaluated.

Based on the specific comments listed below, your evaluation in SELF-INITIATED ACTIVITY is: (circle one) 1 2 3 4

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PERSONAL RELATIONS: This portion of the evaluation will address the following factors: your ability to interact with the public and with fellow officers; your professional demeanor; your personal appearance; your familiarity with and awareness of officer safety issues; and the proper wearing of the law enforcement uniform.

Based on the specific comments listed below, your evaluation in PERSONAL RELATIONS is: (circle one) 1 2 3 4

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DEPENDABILITY: This area of the evaluation will address your record during this past period for attendance, promptness, and timeliness in submitting and performing your work. This area will also address the consistency with which you respond to training or correct deficiencies that are pointed out to you.

Based on the specific comments listed below, your evaluation in DEPENDABILITY is: (circle one) 1 2 3 4

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PERFORMANCE OBSERVED BUT NOT REQUIRED TO BE EVALUATED IN THIS RATING:  
The following describes significant instances of satisfactory or unsatisfactory performance which are not within the scope of the objectives which were used as the basis for your evaluation for this rating period. These incidents are being brought to your attention so that you can be aware of and continue good performance and/or avoid occasions of poor performance in the future.

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OVERALL RATING: The overall rating is not necessarily an average of areas but is a statement of your overall performance, considering the relative importance and interrelationship of these areas.

Based on the specific comments listed below, your  
OVERALL RATING is: (circle one) 1 2 3 4

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<u>VEHICLE COLLISIONS</u>	Inst FTO	Dem FTO	Dem Tne
10.1 The trainee shall recognize all appropriate law enforcement duties at the scene of a traffic accident.	....	...	...
10.2 The trainee shall be familiar with the agency's policy regarding traffic collision investigation and reporting (GO 3.7, 3.7A, RPM 1.06G). These policies shall minimally include:			
A. A collision is documented a property-damage-only report (complete both sides of Form CHP 555-03, a sketch illustrating the officer's opinion of what took place, narrative categories such as "Summary" and "Cause") when:			
(1) One or two parties involved	....	...	...
(2) No injuries or fatalities	....	...	...
(3) No anticipated prosecution (i.e. non-injury hit-and-run accidents with no suspects)	....	...	...
(4) Counter reports meeting above criteria	....	...	...
B. A collision is documented as a report (complete all sides of Form CHP 555, a sketch illustrating the officer's opinion of what took place, narrative categories such as "Summary" and "Cause" on Form CHP 556 when:			
(1) More than two parties involved	....	...	...
(2) More than two witnesses and/or registered owners, etc.	....	...	...
(3) No anticipated prosecution or	....	...	...
(4) Officer witnesses violation & cites at scene	....	...	...
C. A collision is documented as an investigation (complete all sides of Form CHP 555 and CHP 556, a sketch illustrating the officer's opinion of what took place, a diagram of the scene as the officer arrived, narrative categories such as "Facts", "Statements", "Opinions and Conclusions" and "Recommendations") when:			
(1) A motor vehicle accident results in the death or personal injury of a person on or off a highway (including complaint of pain).	....	...	...
(2) A motor vehicle accident results in a tow-away. Excludes vehicle which sustain only fire damage.	....	...	...
(3) The collision is the result of an identifiable violation, and the collection of evidence is required to support prosecution. When the offense to be prosecuted is not collision-related, i.e. possession of open beer can, the requirement for an investigation shall be			

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	based on the needs of the District Attorney.	....	....	....
(4)	The collision is a school bus or school pupil activity bus as defined in Section 2.1.47 of the <u>Collision Investigation Manual</u> . These accidents are referred by the Sergeant/OIC to the California Highway Patrol Office in Oakland for investigation.	....	....	....
(5)	An involved party is in violation of the hit-and-run provisions of 20002(a) or 20002(b) VC on or off the highway and sufficient information is available to warrant follow-up.	....	....	....
D.	All collisions involving vehicles being used on Laboratory business (including official vehicles, rental vehicles, and private vehicles) are additionally documented by the driver (with input from the supervisor) on an Operator's Report of Motor Vehicle Accident--Form RL-3617 within 1 day of the accident and the form returned to the LBL Motor Pool Office.	....	....	....
10.3	The trainee shall define the term "vehicle collision".	....	....	....
10.4	The trainee shall discuss the advantages and disadvantages of immediately removing (or having removed) all vehicles involved in a traffic accident from the highway.	....	....	....
10.5	The trainee shall identify and discuss the primary duties of an officer at any traffic accident scene. These duties shall minimally include:			
	A. Protecting the scene, including the appropriate use of flares (be careful of spilled fuel) and cones.	....	....	....
	B. Determining injuries and need for emergency first aid treatment. Encourage any party complaining of pain to seek medical examination at the LBL Medical Services Department (on-site accidents) or other appropriate emergency medical facility.	....	....	....
	C. Ascertaining the need for 11-41/ambulance service	....	....	....
	D. Considering the need for 11-85/tow car services.	....	....	....
	E. Determining the need for further assistance:			
	(1) Coordinate evidence technician duties, witness statements, etc. with the Sergeant/OIC.	....	....	....
	(2) Contact one of the agency's collision investigators for incidents involving serious injury, death, or major property damage.	....	....	....

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10.6	The trainee shall be aware that photographs are required at all collisions, including counter reports.	....	...	...
10.7	The trainee shall define the term "primary collision factor".	....	...	...
10.8	The trainee shall define the term "point of impact" and shall explain and demonstrate how point of impact is determined at both intersection and non-intersection accidents.	....	...	...
10.9	The trainee shall define the term "coefficient of friction" as it pertains to roadways.	....	...	...
10.10	Given a traffic accident, the trainee shall respond in a safe, efficient and effective manner, and shall properly and accurately report the accident according to agency policy.	....	...	...
<u>DRIVING UNDER THE INFLUENCE CASES</u>				
10.11	The trainee shall identify the information needed for the arrest and prosecution of drunk drivers, to include:			
	A. Driving observations	....	...	...
	B. Objective symptoms of intoxication	....	...	...
	C. Analyzed evidence	....	...	...
10.12	The trainee shall identify common driving observations which may indicate a drunk driver, to include:			
	A. Using excessive caution	....	...	...
	B. Stopping short of the limit line	....	...	...
	C. Straddling lane dividers	....	...	...
	D. Illogical variations in speed	....	...	...
	E. Poorly executed turning movements	....	...	...
10.13	The trainee shall identify common objective symptoms of intoxication, to include:			
	A. Thick or slurred speech	....	...	...
	B. Odor of alcohol on breath or person	....	...	...
	C. Flushed face	....	...	...
	D. Glassy and bloodshot eyes	....	...	...
	E. Unstable, fumbling coordination	....	...	...
10.14	The trainee shall explain and demonstrate the common field sobriety tests (FST's) used by the agency, to			





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include:			
A. <u>Balance Test</u> . The officer demonstrates this test by standing with body erect, heels and toes of shoes touching, arms outstretched to the sides and palms up. The suspect should be told to perform this test with his/her head tilted back slightly and eyes shut until the officer says to open them. As the officer observes the behavior of the suspect, the officer silently counts the seconds to ten, making a mental note of how long it took the driver to open his/her eyes or start to fall off balance. The officer should note the circular arc in the head movement and note how far to the right or left the head moves from a perpendicular center line. The officer should watch the suspect's feet as s(he) inches them wider apart into a broader base.	....	....	....
B. <u>Heel-to-Toe Test</u> . The officer demonstrates this test by placing one foot directly in front of the other so that the heel of one shoe touches the toe of the other, as if standing on a tightrope. The suspect, standing on flat, level ground with arms outstretched, may if intoxicated dip from side to side like a circus performer. This test is done with the eyes open. The suspect places the other foot forward as the second part of the test. The suspect holds each test for about 10 seconds. The officer asks if the suspect has any impairment to hips, legs or ankles and whether the infirmity impairs his/her normal walking ability.	....	....	....
C. <u>Walk Line Test</u> . The officer asks the suspect to walk an imaginary line placing one foot directly in front of the other. The officer again demonstrates this test. It is best to have the suspect begin the test at a distance of approximately 15 feet in front of his/her car and walk toward the headlamp. Tell the suspect to walk 8 steps and turn in any manner that is comfortable, then repeat the test returning to the point of origin. The officer should not place his/her arms in an extended position, does a military about-face while explaining to the suspect, "Turn in any manner comfortable to you, and return." As the suspect attempts the test, the officer should watch for gaps between the heels and toes, observe the tendency for the suspect to walk duck-footed, to raise his/her arms as though walking a	....	....	....



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tightrope, and to attempt to imitate the officer's military about-face, which will probably cause the intoxicated suspect to fall off balance. The officer should ask the suspect to count out loud as the officer demonstrated when performing the test. The officer should note the number of steps taken and how the suspect follows directions.	.....	....	...
D. <u>Finger-to-Nose Test</u> . The officer demonstrates this test by standing with feet together, head tilted back slightly, and telling the suspect to perform the test with eyes closed (the officer never closes his/her eyes). The officer touches the tip of his/her nose with the tip of the index finger specified (right or left). The key is "tip-to-tip" which the officer repeats. Note how an intoxicated suspect, repeating this test, will touch the side or top part of the nose, touch the upper lip, or any other part of the face. The intoxicated suspect will also open his/her eyes before being told to do so or use the wrong finger.	.....	....	...
E. <u>Alphabet Test</u> . Ask the suspect how far s(he) went in school, then have him/her recite the alphabet. Note the results. This is a good test if the suspect has an infirmity which makes it difficult to walk and balance normally. The officer might also ask the suspect to count backwards from 20 to 1.	.....	....	...
F. <u>Lateral Nystagmus</u> . Ask the suspect to "track" your finger with his eyes from one side of his head to the other. Note the pronounced "bounce" of the eyes laterally in an intoxicated suspect.	.....	....	...
If the driver fails to perform any <u>one</u> of the coordination tests, you have reasonable cause to believe that the driver is under the influence.			
10.15 The trainee shall explain the law and the agency's policy regarding the three chemical tests (blood, breath, urine), including how, where, when and by whom these tests are given, to include:			
A. When the officer has established probable cause, the suspect is told s(he) is under arrest for driving under the influence of alcohol (or drugs). The officer advises the suspect of the requirements of Section 13353 of the Vehicle Code otherwise known as the "Implied Consent Law". This law requires that every driver who has been			



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placed under arrest for drunk driving submit to a chemical test to determine the alcohol content of the blood. The driver has a choice of taking one of three tests: blood, breath or urine. If a driver refuses to submit to a test or fails to complete a test, the Department of Motor Vehicles will suspend his/her license for six months.	.....	....	...
B. If a suspect who appears to be under the influence of drugs (i.e. fails FST but no alcohol odor on person) or a combination of alcohol and drugs selects the breath test, the officer will read the drug admonition and offer the suspect a choice of blood or urine tests.	.....	....	...
C. <u>Blood Test</u> . The officer takes the suspect to Herrick Hospital Emergency Room. The staff will give the officer a consent form to fill out which states that the officer is requesting the hospital to draw blood from the suspect. After the officer has filled out the consent form, s(he) asks the suspect to sign it. If the suspect refuses, the doctor or nurse on duty must still proceed with drawing the blood. The nurse will give the officer a sealed blood test envelope. The officer will slit open the bottom of the envelope and remove two vials and two sealing tapes. While the officer is entering the required information on the envelope and tapes, the nurse or doctor will draw blood from the suspect. The blood will be transferred into the two vials, which contain an anti-coagulant. The officer have the nurse or doctor who drew the blood also sign their name on the evidence and initial each sealing tape. The officer will seal the caps on the vials, place the vials into the envelope, and staple the envelope closed. The officer will mark the envelope as s(he) would any other piece of evidence and put it in the Western Laboratories locked box at the Emergency Room Desk. The officer will phone Western Laboratories Medical Group (2945 Webster Street, Oakland, 451-1060) from Herrick Hospital and let them know that there are vials to be picked up. The officer will note in his/her report that Western Labs were phoned, that they will analyze the blood and mail the results to UCPD-LBL.	.....	....	...
D. <u>Urine Test</u> . The officer takes the suspect to Herrick Hospital Emergency Room. The urine test sample envelope is similar to the blood test envelope. The officer slits the envelope open at the	.....	....	...



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bottom, removes the two vials and sealing tapes, and records the required information. Herrick Hospital staff will take the urine sample for the officer as with the blood samples. The dignity of the suspect must be maintained. To ensure that the officer receives an undiluted urine sample, however, the officer or a hospital staff member of the suspect's sex must accompany the suspect into the restroom.	....	....	....
E. <u>Breath Test</u> . The officer takes the suspect to the Berkeley Police Department Jail. All of the jailers are certified to operate the intoxilyzer apparatus. The officer will not allow the suspect to smoke or chew gum before taking the test as that could interfere with the reading. The intoxilyzer (or breathalyzer) will give a reading on the suspect's blood/alcohol level expressed as a percentage of the total volume of blood. The intoxilyzer operator will give the officer the results of the test along with a copy of the worksheet which will be submitted with your report.	....	....	....
F. <u>Presumptive Limits</u> . Section 23126 of the Vehicle Code establishes as a matter of law, certain presumptive limits for evaluating, as evidence, the results of a chemical analysis of a person's blood, breath, or urine: .00% to less than .05% = <u>Not</u> under the influence; .05% to less than .10% = <u>Might be</u> under the influence; .10% or more = <u>Is</u> under the influence. By law, a person is not under the influence when the blood/alcohol level is <u>less</u> than .05%. If a person's blood/alcohol level is .05% or more, but less than 10%, it is considered <u>not</u> to be presumptive evidence. The officer would then have to introduce other competent evidence, such as physical appearance, driving observations, speech characteristics, alcoholic breath, and failure to successfully perform a field coordination test. A blood/alcohol level of .10% (one tenth of one percent) or more establishes the presumption that the suspect is under the influence.	....	....	....
G. <u>Circumstances Constituting Refusal</u> . If the driver shrugs his/her shoulders and states "I don't care," or "Maybe I'll take a test," or gives a similar <u>noncommittal</u> response, that is, in fact, a <u>REFUSAL</u> to take the test. If the driver agrees to take the test if it is administered by a per-	....	....	....

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sonally-selected doctor, or if an attorney must be present, that is also a <u>REFUSAL</u> . If the driver agrees to take the test but wants all three tests that is a <u>REFUSAL</u> . If the arrested driver consents to take a test (i.e. urine test) and is unable to give a second sample after the 20 minute waiting period, the driver must then choose to take an alternative test. If the driver fails to do so, the inability to complete the first test chosen will be considered a <u>REFUSAL</u> . Also, any delay in submitting to a test has been held to be contrary to the policy of the statute. Once a refusal has been given, a later change of mind will not excuse the refusal. If, however, the arrested driver <u>consents to take a test</u> but cannot decide <u>which</u> test to take, the officer is then allowed to choose a test and the driver's indecision about which test to take would not be considered a refusal.	....	....	....
10.16 The trainee shall identify the report forms used for drunk driving accidents, to include:			
A. LBL Alcohol/Drug Influence Form	....	....	....
B. DMV Officer's Statement, Section 13353 Vehicle Code, Form DL367 (if refusal)	....	....	....
C. CHP Collision Report Forms (CHP 555, 556) for a collision investigation (prosecution sought)	....	....	....
D. Alameda County Consolidated Arrest Report (if booked)	....	....	....
E. UCPD Prisoner's Property Form (if booked)	....	....	....
F. DMV Impounded Vehicle Form (if 11-85 ordered)	....	....	....
G. DMV Notice to Owner of Stored Vehicle (if 11-85 ordered and vehicle not retrieved by driver before end of watch)	....	....	....
H. BAMC Notice to Appear (for misdemeanor cite-release when sober; appearance in Berkeley-Albany Municipal Court Dept. 1 at 1400 hours, first Friday at least 22 days from release for 23152 VC)	....	....	....
10.17 Given a drunk/drugged driving incident, including probable cause, the trainee shall properly perform all the objectives necessary to satisfactorily complete the arrest and investigation, including the completion of the proper report(s).	....	....	....
<u>FIRST AID/10-53 CASUALTY CALLS</u>			
10.18 The trainee shall possess the knowledge and skills			



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necessary to administer first aid during emergency situations. These skills shall minimally be those necessary to meet first aid responsibilities in the following areas:				
A. Airway obstruction		.....	.....	...
B. Respiratory arrest		.....	.....	...
C. Cardiac arrest		.....	.....	...
D. Severe bleeding		.....	.....	...
E. Shock		.....	.....	...
F. Broken bones		.....	.....	...
G. Head injuries		.....	.....	...
10.19	The trainee shall understand the agency's policy on administering first aid (Section V, <u>LBL Master Emergency Plan</u> ).	.....	.....	...
10.20	The trainee shall discuss why a law enforcement officer is morally, ethically, and legally (Section 217, Health & Safety Code) required to maintain proficiency in first aid techniques.	.....	.....	...
10.21	The trainee shall discuss why the <u>improper</u> application of first aid techniques could conceivably result in civil action against the officer and the agency.	.....	.....	...
10.22	Given any emergency situation in which some form of first aid becomes a necessity, the trainee shall properly administer the necessary first aid technique(s) following the summoning of professional emergency assistance.	.....	.....	...
10.23	The trainee shall understand when the services of an ambulance are required and be aware of the agency's role in such response, to include (GO 4.2):			
A. The LBL Fire Department has the responsibility to provide paramedic services (Rescue 18) to the main Laboratory site, LBL facilities on the U.C. Berkeley Campus, most of the U.C. and East Bay Regional Parks District property east of Gayley Road. The LBL Fire Department provides mutual aid coverage for medical emergencies throughout Berkeley and Albany as well. Berkeley Fire Department provides paramedic services to Buildings 934 and 935; Emeryville Fire Department does the same for Building 901. UCPD-LBL does <u>not</u> transport injured persons without the notification and appro-				



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val of the concerned fire department.	....	....	....
B. The police officer encountering or dispatched to a 10-53 call shall do the following:			
(1) If the officer is the first person to encounter the casualty, s(he) shall request 11-41, briefly describe extent of the injuries or illness (out of the victim's hearing), select the appropriate code response, and give the location.	....	....	....
(2) If the officer is dispatched to a 10-53, s(he) shall broadcast his/her location and Communications will assign the appropriate code response based on the seriousness of the injury and the officer's distance. The provisions of 21055 VC do not relieve the driver of an emergency vehicle from the duty to regard public safety.	....	....	....
(3) At the scene, the officer shall determine the exact location of the victim, provide any immediate emergency first aid required (within the officer's ability and training), and provide assistance to the Fire Department by:			
a. Directing traffic and ordering the removal of vehicles which would block the ambulance.	....	....	....
b. Leading the paramedics to the scene.	....	....	....
c. Crowd control at the scene.	....	....	....
(4) The officer will prepare a Miscellaneous Incident Report titled "Casualty Response" after the victim has been removed. The officer will not question seriously injured victims or Fire Department personnel at the scene for information not needed to contain the emergency. Routine report information can be obtained later from the Fire Department Dispatcher.	....	....	....
10.24 Given a casualty response situation, the trainee shall provide effective traffic and crowd control for the responding paramedics.	....	....	....
<u>ANIMAL CONTROL</u>			
10.25 The trainee shall understand the agency's policy on animal control procedures and be able to effectively deal with situations involving animals (GO 2.17).	....	....	....
10.26 The trainee shall explain the agency's policy and procedure when confronted with different types of			



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animal control situations. These types of situations shall minimally include:			
A. 10-91C/Injured animals.			
(1) The assigned officer shall locate the animal and determine its condition.	....	....	....
(2) Communications will contact the City of Berkeley Animal Services Department and/or the Berkeley-East Bay Humane Society to retrieve the animal.	....	....	....
(3) The officer should not handle the animal as even "friendly" pets will bite if in pain.	....	....	....
(4) If, in the interest of mercy, the animal must be destroyed, the silenced rifle loaded with .22 cal. short ammunition will be used. Communications should contact the appropriate animal care agency (Calif. Dept. of Fish and Game, Yountville for wild animals) before destroying the animal if its survival is questionable. Cap-chur gun is used in buildings.	....	....	....
(5) If an animal bite report is received, the officer will make every attempt to contain the animal until it can be captured alive and examined for rabies.	....	....	....
B. 10-91D/Dead animals.			
(1) The assigned officer will locate the animal and determine its condition.	....	....	....
(2) Communications will contact the City of Berkeley Animal Services Department to remove the carcasses of large animals (i.e. deer) and the LBL Labor Crew will remove the carcasses of small animals (i.e. cats, squirrels) during regular business hours. During off-hours the EH&S Safety Services Monitor or the Plant Maintenance Technicians will remove the carcasses.			
a. Small animal carcasses will be placed in the carcass storage locker at Building 74 South Loading Dock.	....	....	....
b. Communications shall notify the Calif. Dept. of Fish & Game, Yountville, of any wild animals carcasses.	....	....	....
C. Rabid animals.			
(1) Since rabies are frequently harbored in skunks, destruction and/or disposal of these animals should be delayed until it can be reasonably established that no human exposure has occurred.	....	....	....
(2) Communications shall contact the City of			





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Berkeley Animal Services Department if rabies are suspected. Every effort must be made to contain the animal until it can be captured alive. If this is not possible, the carcass shall be preserved.	....	....	....
D. Prohibited animals.			
(1) Private pets (guide dogs excepted) are prohibited at large within the Laboratory by order of the Business Services Manager.	....	....	....
(2) Persons contacted with prohibited pets should secure the pet in their car, provided the animal has adequate ventilation and water.	....	....	....
E. Biting and/or vicious animals.			
(1) Officers approaching persons on foot or in vehicles should exercise caution to avoid inciting their pets to attack. When possible, the officer shall order the suspect to secure the pet and exit the vehicle.	....	....	....
(2) Officers exhaust every reasonable alternative before destroying a vicious animal. Vicious dogs be most effectively neutralized by a shot into the mouth upwards through the brain or from ear-to-ear through the brain.	....	....	....
(3) Vicious animals are often neutralized by a simple show of force (i.e. rap with a baton), light (a flash from the Streamlight), or noise (a shout, siren, etc.). Certain breeds (i.e. fighting dogs) may not be susceptible to these measures.	....	....	....
(4) The LBL Medical Services Department and the Calif. Dept. of Public Health, Berkeley, shall be notified of all animal bites.	....	....	....
(5) All biting animals shall be contained and every effort made to capture them alive for examination for rabies.	....	....	....
F. Stray Animals.			
(1) The officer will determine the location of the stray animal and, if possible, capture it.	....	....	....
(2) Communications will contact the animal's owner, if known, to retrieve the animal. Persons allowing their animals to run at large in Berkeley are subject to citation for a violation of Section 10.04.090 BMC.	....	....	....
(3) If the animal's owner cannot be located or is unable to respond within 30 minutes, the City of Berkeley Animal Services Department will be contacted by Communications to pick up the animal. These officers can also be	....	....	....

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contacted by Berkeley Police Radio primary channel ("AC" Units) when not in the office.	....	....	...
(4) During off hours, officers may transport a stray animal to the City of Berkeley Animal Care Services Department, 2013-2nd Street, Berkeley, secure it in a holding pen, and complete a "Notice of Animal Placed In Depository Cage" report.	....	....	...
(5) In unusual circumstances, live animals may be stored in single row pens on the East Run at Building 74, at least one pen away from any other animals in quarantine.	....	....	...
G. Attacks on wild animals.			
(1) Domestic dogs running in packs will occasionally "run down" and kill deer and other wild animals. Officers receiving such reports should arm themselves with the silenced .22 rifle and respond to the scene.	....	....	...
(2) Communications should immediately contact the Calif. Dept. of Fish and Game, Yountville, which has the sole authority to destroy domestic pets threatening wildlife. This authority may be extended to UCPD-LBL officers on a case-by-case basis.	....	....	...
(3) If the domestic pets can be dissuaded from attacking the wildlife by non-lethal means, i.e. noise, light, etc. this shall be done.	....	....	...
(4) If these measures prove ineffective and authorization is received from the Calif. Dept. of Fish & Game, deadly force may be used to prevent the destruction of wildlife.	....	....	...
(5) The unauthorized use of traps, hunting, etc. shall be prosecuted under the appropriate sections of the Fish and Game Code and notice given to the Calif. Dept. of Fish and Game.	....	....	...
H. Nuisances from dogs are prohibited within the Berkeley city limits on sidewalks and/or other public places (Section 10.04.140 BMC). The owner may be cited for this offense.	....	....	...
I. Cruelty to animals.			
(1) Hitching an animal to a light, fire hydrant, tree, or stake is prohibited within the Berkeley city limits (Section 10.12.110 BMC). The owner may be cited for this offense.	....	....	...
(2) Every person possessing an animal in a building or on the street without proper care and attention (i.e. left in car without adequate water and ventilation) shall be subject to arrest per 597f PC and the animal confiscated	....	....	...

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and released to the Berkeley-East Bay Humane Society.	....	....	...
J. The officer shall document all non-criminal incidents involving animals above on a Miscellaneous Incident Report.	....	....	...
10.27 The trainee shall explain and demonstrate the use of the Cap-Chur rifle and associated equipment to control stray and wounded animals.	....	....	...





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<u>10-57/MISSING PERSON CASES</u>			
11.1 The trainee shall describe the procedures to be followed when persons are reported missing from Laboratory-controlled property, to include:			
A. The officer will obtain information concerning the missing person, including complete name, complete physical description, complete clothing description, and complete vehicle description, if applicable. The officer will obtain and record all pertinent information (including a photograph, if possible) from the person reporting the occurrence.	....	....	....
B. When taking information concerning the missing person, the officer will determine if suspicious circumstances (suicidal, medical problems, foul play) are relevant to the situation. The officer will have Communications send a teletype via PIN/CLETS/NLETS to local and other concerned law enforcement agencies which should include information about the unusual circumstances. The LBL Medical Services Department and/or the LBL Employee Counseling Service may provide relevant information in cases involving employees.	....	....	....
C. The missing person's work area shall be searched, if appropriate. The First Platoon should be contacted to provide a detailed search of the Laboratory if suicide is suspected. The officer shall contact and coordinate efforts to search the person's home with a responsible relative, friend, etc. and/or the local law enforcement agency.	....	....	....
D. If a person reported missing is located after a teletype was sent out, an update teletype shall be sent to all involved law enforcement agencies by Communications.	....	....	....
E. There shall be no time limit before a missing person investigation is initiated. All such investigations shall commence as soon as the report is received for both adults and juveniles.	....	....	....
F. The report shall be documented on an Offense Report Form titled "MISSING PERSON".	....	....	....
11.2 The trainee shall describe the procedures to be followed when a person is reported missing from adjoining police jurisdictions, to include:			
A. If a police report is made to UCPD-LBL concerning			



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	a person missing from an another police jurisdiction, yet who works at the Laboratory, then all information and procedures described in Section 11.1 above shall be followed, except that:			
	(1) No steps will be repeated that the reporting agency has taken or will take (i.e. teletype)	....	...	...
	(2) The report submitted will be a Miscellaneous Incident Report titled "OUTSIDE ASSIST (MISSING PERSON)" and a copy will be forwarded to the investigating agency.	....	...	...
11.3	The trainee shall know the State's laws for handling missing persons, both adult and juvenile, and shall be able to adhere to these policies when called to the scene of a missing person.	....	...	...
11.4	Given an incident involving a missing person, the trainee shall properly adhere to the agency's policies and procedures in reporting the situation and, if necessary, initiating search procedures.	....	...	...
<u>COURTROOM DEMEANOR</u>				
11.5	The trainee shall possess the ability to furnish courtroom testimony in such a manner as to promote professionalism and the administration of justice.	....	...	...
11.6	The trainee shall explain the value of a pre-trial conference with the District Attorney. These values shall minimally include:			
	A. Refreshing the officer's memory	....	...	...
	B. Coordination of efforts	....	...	...
11.7	The trainee shall explain the value of impressive and professional courtroom demeanor and appearance.	....	...	...
11.8	The trainee shall identify and explain the principles of effective testimony. These principles shall minimally include:			
	A. Honesty	....	...	...
	B. Clarity	....	...	...
	C. Brevity	....	...	...
	D. Objectivity	....	...	...
	E. Emotional control	....	...	...
11.9	Given a courtroom appearance, the trainee shall furnish testimony in a professional manner.	....	...	...



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<u>904/FIRES</u>			
11.10 The trainee shall know how to react to those emergent fires in which immediate action is required (GO 4.2).	....	....	....
11.11 The trainee shall identify and discuss the initial steps to be taken when confronted with an emergent fire in a building. These steps shall minimally include:			
A. Broadcast a 904B, give the exact location, give and estimate of how much of the building is involved (i.e. fire showing on fourth floor only).	....	....	....
B. Request help for traffic control, rescue, etc. from other law enforcement agencies or ATOMS if needed.	....	....	....
C. Determine if hazardous chemicals, special nuclear materials, etc. are involved and use self-contained breathing apparatus (SCBA) if necessary.	....	....	....
D. Immediately evacuate any occupants.	....	....	....
E. Isolate the immediate area (use patrol vehicle, barricade tape, etc.) to close the area after fire engines and ambulance have arrived. Do not block their access/egress to the area.	....	....	....
F. Establish a perimeter for crowd control.	....	....	....
11.12 The trainee shall identify and discuss the steps to be taken when dispatched to a 904B alarm or 953 call where no emergent fire can be seen. These steps shall minimally include:			
A. The officer dispatched to a 904B or 953 call will give his/her location and be assigned a response code by Communications.	....	....	....
B. The officer will clear a path for the fire engines to respond by ordering any vehicles blocking red zones or fire hydrants moved and directing traffic.	....	....	....
C. The officer shall not attempt to evacuate the building unless an emergent fire is encountered or when ordered by a fire officer to do so. Any person refusing the police officer's order to evacuate shall be informed that the area has been ordered closed. If the person continues in his/her refusal to evacuate, s(he) may be arrested for violation of Section 409.5(c) PC. This section also covers persons who enter a closed area and exempts media.	....	....	....

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D. The officer's primary role at the scene will be to control traffic. Persons found sightseeing at the scene of an emergency are subject to arrest per Section 402 PC.	....	....	....
E. The officer will provide the senior fire officer controlling the scene with any assistance requested.	....	....	....
F. If a fire alarm was activated, the officer shall determine whether or not the alarm was falsely sent, 148.4 PC and will arrange to have the box alarm pulled examined for latent fingerprints if appropriate.	....	....	....
G. If a false fire alarm was sent, the officer shall identify any bystanders taking a special interest in the fire operations and conduct a criminal records check for past involvement in similar offenses.	....	....	....
H. The officer will not interview the firefighters for routine information other than that needed to complete any on-scene investigation listed above. Routine alarm response information may be obtained from the Fire Department Dispatcher after the alarm has been secured.	....	....	....
11.13 The trainee shall discuss the investigative steps to be taken when arson is suspected. These steps shall minimally include (GO 4.7):			
A. Arson investigation at the Laboratory is the responsibility of the LBL Fire Marshal. The LBL Fire Marshal has peace officer authority per Section 830.3 PC. UCPD-LBL officers will assist the Fire Department as requested (evidence collection, search warrants, etc.) in arson cases.			
B. When arriving at the scene of a suspected arson, officers will do the following:			
(1) Photograph all bystanders.	....	....	....
(2) Identify any persons taking a strong interest in the emergency proceedings or the fire-- check for matches, gasoline odor, etc.	....	....	....
(3) Interview any witnesses.	....	....	....
(4) Close the scene with barricade tape and guard it against contamination of evidence.	....	....	....
(5) Perform any services requested by the LBL Fire Marshal or other fire officer.	....	....	....
11.14 The trainee shall identify and discuss the methods to maximize the safe and effective search for victims in a burning building.	....	....	....



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11.15 Given an emergent fire or a fire alarm, the trainee shall take all the necessary steps to safely and effectively deal with the situation.	....	...	...
<u>CROWD CONTROL</u>			
11.16 The trainee shall know the basic principles of crowd and riot control tactics and shall be able to participate effectively as a team member in crowd control situations.	....	...	...
11.17 The trainee shall define and describe basic crowd control and riot formations. These formations shall minimally include:			
A. Skirmish line	....	...	...
B. Wedge	....	...	...
C. Left and right diagonal	....	...	...
11.18 The trainee shall discuss the use of the authorized baton when an officer is involved in any of the basic crowd control formations.	....	...	...
11.19 The trainee shall discuss the basic need for police services in connection with demonstrations and labor disputes, to include:			
A. As police officers, the primary concern at any critical incident, riot, demonstration or labor dispute is to maintain the peace. This can be accomplished by the careful enforcement of the laws.	....	...	...
B. The police are to maintain an impartial, non-personal position and to protect the rights of those individuals who are exercising their rights to free expression. While maintaining this idea, we must keep in mind that the laws enforced are designed to protect society from those who would express themselves irresponsibly and with no regard for the rights of others.	....	...	...
C. Each officer at the scene of a civil disturbance must keep in mind that the news media is very concerned with what happens. The press cameras react as we do, to the acts of the demonstrators, but focus on the actions of the police. Since the actions of the demonstrators are not on film and yours are, there are several rules to follow: (1) Act in unison and only on command by the officer in charge.	....	...	...





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(2) When you act, act with restraint. Temper your actions, keeping in mind that the cameras are on you.	....	....	...
(3) Once you have a person down, restrain him-- don't hit him. If you do, it is sure to be filmed and possibly used against you if charges of brutality are made.	....	....	...
D. At a demonstration, individual breaches of the peace are not necessarily a reflection of the entire group. Because one or more persons in a picket line engage in illegal activity, that is no basis for the arrest or dispersal of the entire group. The action by officers must be confined to the responsible individual rather than extended to the group. It is also imperative to advise the individuals that their activity is illegal, and if it continues, that they will be arrested. If the acts are, however, malicious or violent, then there is no need to warn prior to arrest.	....	....	...
E. At certain times, the entire group will be in violation of the law, such as blocking building entrances, driveways, etc. If these circumstances occur, a warning should be given as described in Section 726 PC (Riot Act). Other applicable sections include 407 PC and 408 PC (unlawful assembly), 404 PC (riot) and are not uncommon violations. Remember, to have a riot, the elements include the use of force or violence by two or more people's actions together and without authority of law.	....	....	...
F. Picketing.			
(1) Picketing should not interfere with persons passing in and out of buildings and on sidewalks. If it does, it is illegal.	....	....	...
(2) Persuasive picketing is not illegal, but the pickets are not allowed by law to interfere with the ingress and egress of customers of the establishment.	....	....	...
(3) If pickets occasionally stray across the driveway, then they should be warned of their conduct. If the action continues, then it becomes obvious that the objective is not persuasion, but interference. It is important, however, that the proper warnings via 726 PC be given so as to allow persons not involved to leave.	....	....	...
(4) When officers arrive at a picket line, the picket "Captain" should be identified.	....	....	...

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Lined area for writing training notes, consisting of 21 horizontal lines.

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(5) Established group rules should be communicated to the picket leaders.	....	....	...
G. When making arrests, officers should fill out arrest information forms, be photographed with the suspects, and attempt to have evidence (rocks, bottles, picket signs, etc.) photographed.	....	....	...
H. It is imperative that officers familiarize themselves with the necessary procedures for handling major disturbances. Officers must maintain their composure during demonstrations. Sometimes this will mean taking verbal abuse which normally would not be tolerated. An officer's behavior could prevent a minor incident from escalating into a major one.	....	....	...
11.20 Given a crowd or riot situation, the trainee shall effectively participate as a team member in crowd control tactics.	....	....	...
<u>USE OF THE BATON</u>			
11.21 The trainee shall know when and how to effectively use the police baton in an authorized manner.	....	....	...
11.22 The trainee shall identify the vital body points and bone edges recognized as baton "target" areas.	....	....	...
11.23 The trainee shall identify those body points that are potentially lethal when struck by a baton.	....	....	...
11.24 The trainee shall explain and demonstrate techniques of using the baton to remove a resisting suspect from a location.	....	....	...
11.25 The trainee shall explain and demonstrate baton techniques to be used in subduing an aggressive suspect.	....	....	...
11.26 Given an incident in which the use of the baton is necessary and justified, the trainee shall use the baton in an authorized manner.	....	....	...
<u>SERVICE CALLS</u>			
11.27 The trainee shall explain the agency role in providing miscellaneous services to the Laboratory community. This role shall minimally include:			



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A. In many respects, UCPD-LBL is a "service-oriented" department. Staff, students and visitors often ask UCPD-LBL for assistance in non-criminal matters. Although many of these calls do not actually require a police officer to solve the problem, our mobile patrol units are usually better equipped to help these people than other Laboratory departments.	.....	....	...
B. It is UCPD-LBL policy to assist LBL employees, visitors, students, etc. whenever possible. These calls do not take much time, they are a "positive contact" with the Laboratory community, and the officer can always break from them in an emergency.	.....	....	...
11.28 The trainee shall identify the common service calls handled by the agency, to include:			
A. 11-48/Transport. We transport LBL employees whenever personnel availability allows. We often transport female employees at night. The officer will use common sense in deciding whether or not to transport. For example, at 0300 hours, it is very reasonable to transport a female employee from the Laboratory to her apartment a few blocks away, as long as this is not a regularly-expected event. It only takes a few minutes, the officer remains near the Laboratory, and it might prevent an assault. The same request at 1100 hours might not be so reasonable as the LBL Shuttle Bus is available.	.....	....	...
B. 11-51/Escort. UCPD-LBL provides a number of escorts daily to large tractor-trailers, flatbed trucks, and visitors unfamiliar with the winding, unmarked roadways of the Laboratory. This service prevents traffic accidents caused by large trucks trying to maneuver between parked cars and prevents the trucks from becoming "wedged" into roads from which they cannot easily exit.	.....	....	...
C. 10-60/Lockout. This is the most common service performed by this agency. These people are always genuinely thankful that UCPD-LBL can help them. Officers shall use a little caution, however, and identify the person while making sure s(he) is authorized access to the room, building, or car. Some alarmed and/or cardkey-controlled areas are restricted to a very limited number of people. Communications can advise on who has access.	.....	....	...
D. 10-12/Citizen Waiting at Police Window. Many per-	.....	....	...



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<p>sons come to the Police Window to question parking citations, present proof of correction on mechanical and license violations per Section 40610(b) VC, or just to "speak to an officer" law enforcement-related matters away from work, i.e. temporary restraining orders. Officers should handle these calls promptly, be "firm but fair" with parking violators who are often tempted to argue the citation in the hallway, afford the visitor a measure of privacy, i.e. the Library, and appear genuinely interested, even if you cannot provide the visitor with the desired solution to his/her problem.</p>	.....	.....	.....
<p>E. 11-84/Direct Traffic. Another service well received on the narrow, traffic-choked roadways is traffic control when a vehicle breaks down. The LBL Motor Pool can often remove the vehicle in a matter of minutes and the traffic control is much appreciated by the motorists.</p>	.....	.....	.....
<p>F. Fingerprint Applicant. Because of the Laboratory connection with the U.S. Department of Energy and our multi-national workforce, persons holding security clearances or needing immigration documents often ask to be fingerprinted. These services may take from 10-30 minutes, depending upon the number of cards involved, so they will be scheduled at a time when there is adequate patrol coverage.</p>	.....	.....	.....
<p>G. Miscellaneous Public Service. If a person has a problem and doesn't know what to do, s(he) always calls the police. The agency assists whenever possible. If an elevator is stuck, we respond to let the occupants know that help is coming. If a visitor is lost or doesn't understand the parking regulations, we give directions and explanations. A positive response to these calls is good for public relations.</p>	.....	.....	.....
<p>H. A Point to Remember. The Lawrence Berkeley Laboratory has a world-wide reputation. Consequently, we receive staff, students and visitors from all parts of the globe. Add these people to our local potpourri, and you have a complete range of personalities with which an officer might meet at any given moment. An officer should be prepared to deal with all of them--street people and criminals, researchers, Nobel Laureates, clerical workers and contract laborers.</p>	.....	.....	.....







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<u>10-79/BOMB CASES</u>			
12.1 The trainee shall explain the basic information to be obtained in any bomb threat. This information shall minimally include (GO 4.6):			
A. Who received the threat? How? When? What was said? Kind of bomb? Time it was to go off? Suspect's voice? Background noises?	....	....	....
B. Who is in charge of the premises? What has been done? Who can assist and is familiar with the premises?	....	....	....
12.2 The trainee shall explain the tactical considerations upon being dispatched to the scene of a reported explosive device. These considerations shall minimally include:			
A. All bomb threats are to be treated as valid.	....	....	....
B. Upon receiving a 10-79 call, the officer shall give the location from which s(he) is responding and shall be assigned a response code by Communications.	....	....	....
C. Upon arriving at the scene, the officer shall advise Communications that s(he) will be off the air, will 10-21 any messages, and turn off his/her radio. The officer shall not allow building managers, maintenance personnel, etc. to use their radios in the area of a suspected device.	....	....	....
D. The LBL Fire Department shall be advised of the 10-79 call and shall stand by a safe distance from the scene.	....	....	....
E. An evacuation announcement shall be made over the Laboratory's public address system by Communications.	....	....	....
F. The officer and a Sergeant/OIC shall search the premises with the assistance of the building manager, department supervisor, or other person familiar with the scene. If a detonation time was given, the officer will not search 15 minutes before or 15 minutes after that time.	....	....	....
G. The officer and Sergeant/OIC shall each attempt to form and direct a search team, if appropriate, composed of building personnel familiar with the area. Each team will search a specific area. The exterior of the building including the grounds, the base and the side of the building at least to the second floor may be searched. For the building's interior, the teams may start at the bot-			



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tom and work up, or at the top and work down. The teams may establish a search pattern, such as a grid or strip pattern, for searching each room.	....	...	...
H. If the 10-79 is made against a "computer center", without further elaboration, the officers shall be individually dispatched to each of the major computer centers at the Laboratory.	....	...	...
I. Officers at the scene will pay particular attention to persons taking a special interest in emergency operations and shall identify these persons. Any crowd or bystanders should be photographed.	....	...	...
J. If no suspected explosive device is found, the person in charge of the premises will be so advised; but officer shall refrain from stating that there are no bombs on the premises. The person in charge of the premises shall advise all evacuated persons when they may re-enter the building.	....	...	...
K. If no suspected explosive device is found, the officer shall complete an offense report for a violation of Section 148.3 PC.	....	...	...
L. The officer will coordinate with Communications to ensure that all notifications have been made.	....	...	...
12.3 The trainee shall explain the tactical considerations upon actually locating a suspected explosive device. These considerations shall minimally include:			
A. Communications shall immediately be notified by phone of the exact description and location of the device. Pending the arrival of explosives disposal personnel, the area will be evacuated for a minimum of 300 feet from the device.	....	...	...
B. Communications shall immediately notify an explosive ordinance disposal unit to respond to the scene. EOD units which may be used are, in order:			
(1) UCPD-Berkeley EOD Unit	....	...	...
(2) Berkeley Police EOD Unit	....	...	...
(3) Alameda County Sheriff EOD Unit	....	...	...
(4) UCPD-San Francisco EOD Unit	....	...	...
(5) U.S. Army 87th EOD Detachment, S.F. Presidio	....	...	...
C. Care must be taken so that nothing comes into contact with the suspected explosive. The bomb blanket may be used to protect high-risk property (i.e. computers).	....	...	...
D. It shall be the responsibility of the explosive ordinance technician to direct searches for addi-			



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tional devices, render safe and arrange for the transportation of explosive materials. S(he) shall be provided with any assistance requested from UCPD-LBL personnel.	.....	.....	.....
E. Detailed information as to the construction of the explosive device, the reason it may have failed to detonate, or the method used in rendering it safe will not be released to the news media.	.....	.....	.....
F. If the destructive device is retrieved from a public place and rendered safe, the officer shall complete an offense report for a violation of Section 12303.2 PC.	.....	.....	.....
G. In the event an explosive device detonates, the following actions shall be taken:			
(1) Necessary action will be taken to provide first aid and limit the spread of fire.	.....	.....	.....
(2) The officer will telephone Communications that a 10-80 has occurred. Radios will not be used in case a second device exists.	.....	.....	.....
(3) Communications will notify the security officers at the LBL entrance gates to record the license plate numbers of a vehicles leaving the Laboratory.	.....	.....	.....
(4) After the area has been rendered safe by the Fire Department and/or EOD personnel, the bombing scene shall be sealed off to preserve evidence. A log shall be maintained with the names of everyone entering the area since the device was found.	.....	.....	.....
(5) The officer shall complete an offense report for a violation of the appropriate section of Part 4, Title 2, Chapter 2.5 of the Penal Code relating to the explosion of destructive devices.	.....	.....	.....
(6) No suspected explosive matter of whatever description shall be brought into the Police Department.	.....	.....	.....
 <u>BARRICADED SUBJECT/HOSTAGE SITUATIONS</u>			
12.4 The trainee shall discuss procedures to be used when confronted with a barricaded subject and/or hostage situation. These procedures shall minimally include (GO 4.9, 4.9A):			
A. Upon notification that a potential barricaded subject and/or hostage situation may exist, the officer will broadcast his/her location and re-			





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spond Code 2 to a location within a safe walking distance of the scene. The Sergeant/OIC will respond to the same location.	....	...	...
B. Communications will coordinate with the Sergeant/OIC to contact UCPD-Berkeley, Berkeley Police Department, and/or East Bay Regional Parks Police to provide as many cover officers as needed to <u>safely</u> contain the scene and confirm the existence of the barricaded subject and/or hostage situation. These officers will meet the LBL personnel at their agreed location.	....	...	...
C. With officers from the other law enforcement agency(ies) covering the perimeter of the building, the UCPD-LBL officers shall make entry using tactical cover procedures and determine if the situation qualifies as a barricaded subject and if a hostage is involved.	....	...	...
D. At the direction of the Sergeant/OIC, Communications shall contact the Berkeley Police Department and request that they commit their Barricaded Subject/Hostage Negotiation Team (BSHNT) is a barricaded subject/hostage situation is found to exist. Off-duty UCPD-LBL personnel will called in to assist in containing the perimeter, staff the command post, etc.	....	...	...
E. Officers at the scene shall establish an inner perimeter which:			
(1) Is sufficient to contain/control the situation;	....	...	...
(2) Will ensure the blockage of escape routes;	....	...	...
(3) Uses as few officers as possible;	....	...	...
(4) Avoids crossfire situations;	....	...	...
(5) Employs the use of cover, not merely concealment, for officers; and	....	...	...
(6) Will decelerate activity.	....	...	...
F. By-standers, co-workers, etc. will be evacuated from the immediate danger area. Communications may use the Laboratory's public address system to evacuate personnel from the potential danger zone.			
(1) Requests by co-workers, relatives, etc. to make direct contact with the barricaded subject shall be denied to prevent the taking of additional hostages.	....	...	...
(2) By-standers in the immediate danger area will be told that the area has been closed and, if they do not leave as instructed, they will be arrested and physically removed from the area per Section 409.5(c) PC.	....	...	...



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G. Officers at the scene shall establish an outer perimeter which:			
(1) Achieves pedestrian and traffic control	....	...	...
(2) Is out of view of the scene	....	....	....
H. Officers at the scene will attempt to establish communications with the suspect:			
(1) LBL Telephone Services Department personnel will attempt to re-wire all telephone lines available to the barricaded subject/hostage-taker directly into the Field Command Post.	....	...	...
(2) LBL Telephone Services Department personnel will attempt to re-wire all telephone lines available to the barricaded subject/hostage taker so that they will not receive incoming calls from unauthorized sources (i.e. media).	....	....	....
(3) The telephone line available to the barricaded subject/hostage-taker shall be that affords officers at the scene the best view of the subject and his/her movements.	....	....	....
I. Officers at the scene will establish a Field Command Post:			
(1) Communications should be established on a secondary common channel (i.e. CLEMARS-VHF).	....	....	....
(2) A chronological log will be initiated.	....	....	....
(3) All shots fired will be recorded.	....	....	....
J. Members of the Berkeley Police Department Barricaded Subject/Hostage Negotiation Team (BSHNT) will be called out by the BPD Patrol Division Watch Commander within 30 minutes of determining that the situation exists. They will be briefed at the Berkeley Hall of Justice. They will then be deployed and relieve UCPD-LBL officers at the scene. These officers shall report to the Field Command Post for de-briefing.	....	....	....
K. Time will be used as a creative tool. As much time as may be necessary will be used to ensure the non-violent resolution of such situations even is a number of days is required. Necessary force will be used to protect individuals from injury or death. There will be no gunfire except as authorized within agency shooting policy.	....	....	....

CODE 510/HAZARDOUS MATERIALS (HAZMAT) RELEASE

12.5 The trainee shall understand the agency's policy on hazardous substances or chemical spills (HAZMAT). These policies shall minimally include (GO 4.3):

A. The officer shall be aware of the nature and lo-



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cation of materials within the Laboratory which may be hazardous in an emergency:			
(1) Flammable gas (i.e. Building 19, 81)	....	...	...
(2) Poisonous gas (i.e. Buildings 70, 70A)	....	...	...
(3) Radioactive materials (i.e. Building 70, 75C)	....	...	...
(4) Biological hazards/carcinogens (Building 83)	....	...	...
(5) Gas tanker loading areas (i.e. Building 79)	....	...	...
B. The officer shall understand and demonstrate the use of the self-contained breathing apparatus.	....	...	...
C. When notified of a Code 510 incident, the officer shall broadcast his/her location and will be assigned a response code by Communications.	....	...	...
D. The officer will plan his/her response to arrive upwind and, preferably, uphill of the spill or gaseous release.	....	...	...
E. The officer will wear the self-contained breathing apparatus, if necessary, and will take any necessary emergency action to provide first aid, rescue, evacuation, etc. as immediately needed.	....	...	...
F. If a vehicle bearing a 4-digit identification number on a placard or orange panel is involved in an accident, relay this information to Communications, who can identify the substance involved from the U.S. Dept. of Transportation's <u>Emergency Response Guidebook for Hazardous Materials Incidents</u> and notify the Fire Department. Shipping papers identifying such materials are required to be kept in the vehicle's cab area.	....	...	...
G. The officer will clear a path and parking for the responding Fire Department and Environmental Health & Safety (EH&S) Department units.	....	...	...
H. The officer will provide traffic and crowd control at the scene as needed and evacuation as directed by the senior fire officer or EH&S monitor at the scene. ATOMS may be used if needed.	....	...	...
I. The officer may also restrict persons contaminated with radioactive materials from leaving an area to prevent further contamination. This may require considerable tact as these individuals are likely to be frightened. The officer should enlist the aid of EH&S personnel to calm the fears of contaminated victims.	....	...	...
J. As a last resort, EH&S personnel may place the contaminated victim attempting to leave under arrest for maintaining a nuisance, Section 372 PC with the officer detaining him/her until s(he) can be decontaminated then release per 849(b) PC.	....	...	...
K. The officer shall be aware of the hazards of using burning flares at the scene of leaking gas-			



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oline or flammable gas releases. Orange safety cones, available on fire trucks and from the LBL Crafts and Maintenance Department, are the preferred alternative.	.....	.....	.....
L. The officer shall not touch <u>ANYTHING</u> at the scene of a spill.	.....	.....	.....
M. If possible, the officer should take immediate action (i.e. earth dams) to prevent liquid releases from spilling into sewers or storm drains.	.....	.....	.....
<u>10-71/COUNTER-SNIPER INCIDENTS</u>			
12.6 The trainee shall understand that violent "sniping" or "ambush" activities by an individual or a group of individuals pose an extremely serious threat at the Laboratory, particularly because of the many multi-storied buildings here and our vantage point overlooking public ceremonies at the Greek Theatre and U.C. Berkeley. This threat is not only expressed as a danger to the lives and safety of all citizens, but to the community's psychological well-being as well. The trainee will discuss the general rules involved in such a call, to minimally include:			
A. The first step to be taken by an officer when s(he) is fired upon by a sniper is to take cover and broadcast the 10-71 to Communications. If discernible, the sniper's location should be given. "Cover" means a place that is safe from rifle fire, i.e. tree, telephone pole, concrete building, etc. Automobiles, shrubs, and other thin materials should be avoided.	.....	.....	.....
B. Officers who are under sniper fire and have established positions of secure cover should remain in those positions rather than attempt to maneuver away. This minimizes the chance of the officer being shot while attempting to maneuver. It also provides actual intelligence information for Communications on the suspect's movements. Remember, <u>if you have a position of cover, stay there; if you don't, get one.</u>	.....	.....	.....
C. Officers shall not attempt to return the sniper's fire with their handguns unless they are able to meet the following conditions:			
(1) They are within effective firing range of their handguns;	.....	.....	.....
(2) The officers do not needlessly expose themselves to the sniper;	.....	.....	.....
(3) There is a limited danger of hitting uninvol-			





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ved civilians.	....	...	...
D. Officers at the scene shall attempt to block the sniper's escape routes, if possible. They shall advise Communications of the need to deploy additional officers to establish a perimeter around the sniper. Any person leaving the sniper's area must be considered suspect and shall be identified and interrogated for knowledge of the incident.	....	...	...
E. Aid to wounded officers shall not be attempted with reckless abandon; proper precautions shall be maintained before wounded or dead officers are removed. This is best accomplished after the Baricaded Subject/Hostage Negotiation Team is in position, the sniper has been isolated, and his/her effectiveness neutralized.	....	...	...
F. In unconfirmed sniping incidents, it will be necessary for Communications to set up quadrant area control and send one or two units to the general scene of the alleged incident to either confirm that a sniping is occurring or has occurred, or that there is no merit to the reported incident. The responding officers shall be guided by the following procedures:			
(1) The officers shall not respond directly to the scene of the alleged incident. They shall drive to within walking distance and respond on foot;	....	...	...
(2) Officers shall plan their response to the general area prior to responding on foot; there shall be a coordinated plan of approach among all responding personnel;	....	...	...
(3) Officers shall advise Communications of their present location and the route they will use to reach the scene, without emergency lights and sirens;	....	...	...
(4) Officers responding on foot shall use techniques of approach which include maneuvering by stealth, using cover and concealment, leap frogging, i.e. one officer observing and covering while the other officer maneuvers;	....	...	...
(5) If, at any time, the officers become aware that a sniper is actually present, <u>the officers shall retreat to a position of safety;</u>	....	...	...
(6) They shall advise Communications of the fact that the sniper incident is confirmed.	....	...	...
(7) The officers shall communicate all information regarding the incident that it is possible for them to discern, i.e. the location of			



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	the sniper, the type of building, if there are any injured, etc.; and	....	...	...
	(8) The officers shall secure the area so that specialized units can perform their mission.	....	...	...
	G. Response by all units shall be without red light and siren.	....	...	...
<u>DISASTER SCENES</u>				
12.7	The trainee shall identify and discuss the initial responsibilities of the first unit to arrive at a disaster scene. These responsibilities shall minimally include:			
	A. Requesting needed assistance and equipment;	....	...	...
	B. Providing for emergency aid;	....	...	...
	C. Undertaking immediate coordination with appropriate outside agencies;	....	...	...
	D. Establishing a security perimeter;	....	...	...
	E. Establishing ingress and egress corridors;	....	...	...
	F. Identifying and admitting only authorized personnel;	....	...	...
	G. Dealing with the media.	....	...	...
12.8	The trainee shall discuss procedures to be used when confronted with unusual occurrences. These occurrences shall minimally include:			
	A. Electrical wires down;	....	...	....
	B. Malfunctioning traffic signals;	....	...	...
	C. Hazards on the roadway;	....	...	...
	D. Damage to fire hydrants;	....	...	...
	E. Mud slides;	....	...	...
	F. Natural gas leaks;	....	...	...
	G. Conditions caused by inclement weather such as fog, snow, ice, or flooding.	....	...	....
12.9	The trainee shall discuss the officer's duties in the event of a major earthquake. This discussion shall minimally include ( <u>LBL Master Emergency Plan</u> ):			
	A. Following an earthquake, we can anticipate numerous alarms in every area, widespread injuries and death, building structural failures, fires, electrical wires down, slides covering and destroying major roads at the Laboratory, the release of poisonous gases.	....	...	...
	B. When the earthquake begins, stay calm. If indoors, stay indoors; if outside, stay outside.			



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try to keep others calm. Avoid falling debris around the perimeter of buildings.	....	...	...
C. If inside, avoid falling debris and breaking glass by moving away from, for example, tall book cases, experimental setups, and glass windows. Stand in an inside doorway or the inside corner of a room, or crouch under a desk or bench.	....	...	...
D. If outside, move into open areas away from overhead power lines, towers, buildings, and other structures.	....	...	...
E. If in a patrol car, stop in a safe, open area.	....	...	...
F. The officer will broadcast his/her location and status (injured, police vehicle disabled, etc.) to Communications. If the Communications Office is not safe for habitation, there may be a brief delay while operations are shifted to the Communications Truck.	....	...	...
G. Communications will assign one officer to search specific buildings for fires and/or injuries and report back.	....	...	...
H. Communications will assign another officer to travel over all roads, reporting where impassable and determine alternate route(s).	....	...	...
I. The Sergeant/OIC will determine whether the Communications Office is safe to use; direct Communications to begin logging all fires, injuries, etc., and coordinate emergency response with other agencies.	....	...	...
J. The ATOMS Team will deploy to deter traffic from using the roadways during business hours until the roads are passable.	....	...	...
12.10 Given a disaster, potential disaster, hazardous materials spill, bomb, barricaded subject/hostage situation, and/or sniper incident, the trainee shall react properly and shall handle necessary responsibilities and actions in a safe and effective manner.	....	...	...



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FOURTH TRAINING PROGRESS EVALUATION

Trainee:	Evaluation Period	Date
	From:                      To:	

This Training Progress Evaluation provides the trainee with feedback so that good performance will continue and/or deficient performance will improve. Performance in each area will be rated on a scale of 1 to 4. The following describes the value of the numerical rating scale:

- 4 -- BETTER-THAN-ACCEPTABLE: Performance exceeds the agency's standard.
- 3 -- ACCEPTABLE: Performance meets the agency's standard.
- 2 -- IMPROVEMENT IS NEEDED: Performance is progressing towards acceptable, but does not yet meet the agency's standard.
- 1 -- UNACCEPTABLE: Performance is not at an acceptable level.

A rating of 1 or 2 requires a written statement outlining the steps that the FTO or agency will take to help the trainee bring the performance up to an acceptable level.

PERFORMANCE AREA	1	2	3	4
=====				
VEHICLE COLLISIONS (10.1-10.10)				
DRIVING-UNDER-THE-INFLUENCE CASES (10.11-10.17)				
FIRST AID/10-53 CASUALTY CALLS (10.18-10.24)				
ANIMAL CONTROL (10.25-10.28)				
10-57/MISSING PERSON CASES (11.1-11.4)				
COURTROOM DEMEANOR (11.5-11.9)				
904/FIRES (11.10-11.15)				
CROWD CONTROL (11.16-11.20)				
USE OF THE BATON (11.21-11.26)				
SERVICE CALLS (11.27-11.29)				
10-79/BOMB CASES (12.1-12.3)				
BARRICADED SUBJECT/HOSTAGE SITUATIONS (12.4-12.4)				
CODE 510/HAZARDOUS MATERIALS RELEASE (12.5-12.5)				
10-71/COUNTER-SNIPER INCIDENTS (12.6-12.6)				
DISASTER SCENES (12.7-12.10)				
CARRY-OVER OBJECTIVES				
PRELIMINARY INVESTIGATION & REPORT WRITING				
SELF-INITIATED ACTIVITY				
PERSONAL RELATIONS				
DEPENDABILITY				

\*\*\*\*\*  
OVERALL RATING

\*\*\*\*\*  
I have reviewed this Training Progress Evaluation with my Field Training Officer. I wish to discuss the evaluation with my FTO's supervisor: Yes ( ), No ( ).

Signature of Field Trainee	Signature of Field Training Officer
Signature of Field Supervisor	Signature of Field Training Manager

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VEHICLE COLLISIONS (10.1-10.10): In this portion of the evaluation you will be rated on your knowledge and ability to complete vehicle collision investigations. Your ability to gather pertinent facts at the scene, maintain scene control (marking and/or towing vehicles, protecting other motorists), and your completed reports will all be evaluated.

Based on the specific comments listed below, your evaluation in VEHICLE COLLISIONS is: (circle one) 1 2 3 4

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DRIVING UNDER THE INFLUENCE CASES (10.11-10.17): This area of the evaluation will address your knowledge of the law, procedures, and agency policy on driving under the influence cases. Your ability to administer the field sobriety test and complete the appropriate reports and forms, and process a suspected drunk driver will be evaluated.

Based on the specific comments listed below, your evaluation in DRIVING UNDER THE INFLUENCE CASES is: (circle one) 1 2 3 4

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10-57/MISSING PERSONS (11.1-11.4): This portion of the evaluation will be based on your performance and knowledge of the law and the agency's procedures on missing persons. You will be evaluated on the handling of cases involving missing adults, missing juveniles, incorrigible juveniles and the time minimums and/or circumstances that require immediate action.

Based on the specific comments listed below, your evaluation in 10-57/MISSING PERSONS is: (circle one) 1 2 3 4

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COURTROOM DEMEANOR (11.5-11.9): This area of the evaluation will cover your knowledge and performance relative to the response to a subpoena. Your ability to describe an officer's responsibility in court, your courtroom demeanor and appearance at a pre-trial conference will also be evaluated.

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904/FIRES (11.10-11.15): This category will be based on your knowledge and performance at the scene of a fire. Your knowledge of the field officer's responsibilities at the scene of a fire regarding the requesting of fire and additional law enforcement assistance, traffic and crowd control, setting up a perimeter, rescue, notification and the safety of fire victims will be included.

Based on the specific comments listed below, your evaluation  
in 904/FIRES is: (circle one) 1 2 3 4

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CROWD CONTROL (11.16-11.20): This area of the evaluation will be based on your knowledge and performance in crowd control situations. Your knowledge of crowd control tactics and agency procedures in terms of formations, use of equipment, and tactical principles will be evaluated.

Based on the specific comments listed below, your evaluation  
in CROWD CONTROL is: (circle one) 1 2 3 4

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BATON (11.21-11.26): This category of the evaluation will be based on your knowledge and performance in the use of the baton. Your knowledge of the agency's policy on the use of force as it pertains to the baton will also be evaluated.

Based on the specific comments listed below, your evaluation  
in BATON is: (circle one) 1 2 3 4

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SERVICE CALLS (11.27-11.29): This area of the rating will cover your knowledge and performance pertaining to routine community services such as admittances, escorts, fingerprinting, etc.

Based on the specific comments listed below, your evaluation  
in SERVICE CALLS is: (circle one) 1 2 3 4

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UNUSUAL OCCURRENCES (12.1-12.10): This area of the rating will cover the knowledge and performance pertaining to the field/uniformed officer's duties in responding to: bomb cases, barricaded subject/hostage situations, hazardous material (HAZMAT) releases, counter-sniper incidents, aircraft crashes, gas leaks, mud slides, earthquakes, and traffic hazards.

Based on the specific comments listed below, your evaluation in UNUSUAL OCCURRENCES is: (circle one) 1 2 3 4

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OBJECTIVES CARRIED OVER FROM THE LAST SEGMENT: The following areas of performance are those which (1) were not observed or were not performed acceptably during the past rating periods, or (2) were performed acceptably during past rating periods but are now being performed unacceptably.

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PRELIMINARY INVESTIGATION AND REPORT WRITING: This area of the evaluation will be based on your continued application of preliminary investigation techniques and procedures. Your ability to write clear, concise reports relative to your investigation of all crimes that you encounter will also be evaluated.

Based on the specific comments listed below, your evaluation in PRELIMINARY INVESTIGATION AND REPORT WRITING is: (circle one) 1 2 3 4

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SELF-INITIATED ACTIVITY: This area of the evaluation will be based on your continued performance in initiating the contact of violators or suspected violators of the law. How you reacted to situations presented that called for official contact or action and how you reacted to vehicles, their occupants and their actions, will also be evaluated.

Based on the specific comments listed below, your evaluation in SELF-INITIATED ACTIVITY is: (circle one) 1 2 3 4

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PERSONAL RELATIONS: This portion of the evaluation will address the following factors: your ability to interact with the public and with fellow officers; your professional demeanor; your personal appearance; your familiarity with and awareness of officer safety issues; and the proper wearing of the law enforcement uniform.

Based on the specific comments listed below, your evaluation in PERSONAL RELATIONS is: (circle one) 1 2 3 4

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DEPENDABILITY: This area of the evaluation will address your record during this past period for attendance, promptness, and timeliness in submitting and performing your work. This area will also address the consistency with which you respond to training or correct deficiencies that are pointed out to you.

Based on the specific comments listed below, your evaluation in DEPENDABILITY is: (circle one) 1 2 3 4

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PERFORMANCE OBSERVED BUT NOT REQUIRED TO BE EVALUATED IN THIS RATING:  
The following describes significant instances of satisfactory or unsatisfactory performance which are not within the scope of the objectives which were used as the basis for your evaluation for this rating period. These incidents are being brought to your attention so that you can be aware of and continue good performance and/or avoid occasions of poor performance in the future.

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OVERALL RATING: The overall rating is not necessarily an average of areas but is a statement of your overall performance, considering the relative importance and interrelationship of these areas.

Based on the specific comments listed below, your  
OVERALL RATING is: (circle one) 1 2 3 4

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 FIELD TRAINING GUIDE

WEEK THIRTEEN

FTO's Initials  
and Date

	Inst FTO	Dem FTO	Dem Tne
<u>SOLO PERFORMANCE</u>			
13.1 The trainee shall assume all solo responsibilities and, under the supervision of the field training officer, shall perform all solo beat officer duties in a safe, efficient, and effective manner consistent with all performance objectives set forth in this guide. This shall minimally include:			
A. Driving the police vehicle;	....	...	...
B. Maintaining all communication responsibilities;	....	...	...
C. Properly handling all assignments and on-views/ observations.	....	...	...





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FIELD TRAINING GUIDE

WEEK FOURTEEN

FTO's Initials  
and Date

	Inst FTO	Dem FTO	Dem Tne
<u>SOLO PERFORMANCE</u>			
14.1 The trainee shall assume all solo responsibilities and, under the supervision of the field training officer, shall perform all solo beat officer duties in a safe, efficient, and effective manner consistent with all performance objectives set forth in this guide. This shall minimally include:			
A. Driving the police vehicle;	....	....	...
B. Maintaining all communication responsibilities;	....	....	...
C. Properly handling all assignments and on-views/ observations.	....	....	...











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PERSONAL RELATIONS: This portion of the evaluation will address the following factors: your ability to interact with the public and with fellow officers; your professional demeanor; your personal appearance; your familiarity with and awareness of officer safety issues; and the proper wearing of the law enforcement uniform.

Based on the specific comments listed below, your evaluation in PERSONAL RELATIONS is: (circle one) 1 2 3 4

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DEPENDABILITY: This area of the evaluation will address your record during this past period for attendance, promptness, and timeliness in submitting and performing your work. This area will also address the consistency with which you respond to training or correct deficiencies that are pointed out to you.

Based on the specific comments listed below, your evaluation in DEPENDABILITY is: (circle one) 1 2 3 4

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DEALING WITH SPECIAL TRAINEE PROBLEMS

The following special training guide is designed to assist the Field Training Officer in recognizing and correcting training deficiencies and/or performance problems. It describes some of the common trainee problems and offers a brief suggestion for resolving them. This guide should be expanded upon by experienced Field Training Officers as they encounter different problems and/or training techniques than those described here:

TRAINEE PROBLEMS

TRAINING SUGGESTIONS

The trainee cannot find locations, main streets or addresses, gets lost enroute to calls, doesn't use the street guide efficiently.

As an assignment, have the trainee mark off his or her assigned area and important landmarks on a map. Suggest that some off-duty time might be well spent driving the area. Demonstrate that an efficient way to use a street guide is to check the index for reference and description of where the street is.

The trainee does not know his or her location on a stop or on-view observation.

Encourage the trainee's attentiveness by stopping, then asking the trainee to give the correct location as if it were a critical situation that required other units to respond. This can be done two or three times during a shift. Start with locations that are easiest to find.

The trainee drives too slowly to "hot" calls and too fast while patrolling. Follows too closely, backs unsafely, expects other drivers to yield during code three driving, has a high visual horizon.

Provide as much driving experience to the trainee as possible. Utilize "commentary driving" techniques by having the trainee state aloud what he or she sees and the driving reactions to what is encountered.

The trainee displays "tunnel vision" while driving in that nothing is seen but that which is directly in front of him or her.

Same techniques as above, however the cause of this may be a fear of seeing something that will require him or her to take action for which he or she does not feel confident. This usually occurs when the trainee is afraid to make a mistake. Give the trainee encouragement to learn from mistakes.

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TRAINEE PROBLEMS

The trainee has officer safety problems such as standing too closely to subjects, turning his or her back on subjects, allowing them to walk around, i.e., poor control, and poor search techniques.

The trainee has difficulties with the police radio, afraid to speak, weak voice, long pauses, does not know or use the proper code, overrides other units.

The trainee does not effectively listen to the radio, does not know where nearby units are, does not hear back-up requests or potentially hazardous calls go out, does not hear own call-sign.

The trainee displays one or more of the following report writing problems:

Spelling.

Lacks elements of a crime, are unclear, out of sequence.

TRAINING SUGGESTIONS

On-the-spot critiques, followed by the training officer demonstrating the proper methods on a subsequent encounter. If this is not effective, roleplaying scenarios can be set up in a "safe" environment. Searching problems can sometimes be overcome by a temporary assignment as a booking or transportation officer, if available.

Provide as much experience with the radio as possible. Have the trainee role-play or practice responses to the FTO. Assign the trainee the responsibility for all of the routine transmissions early in the program. Visit the communications center, if possible. Direct the trainee to memorize the code and listen to radio tapes.

In addition to the techniques described above, periodically question the trainee on the status and/or location of nearby units, explain the propriety of responding as a back-up (distance, traffic, proximity of other units).

Suggest using a small spelling dictionary.

Have the trainee recite the elements of the crime(s) involved, then ask him or her to verbalize how those elements were accomplished in the incident, followed by a verbal description of what occurred prior to and after the crime. After these are discussed, the report can be written in proper sequence; i.e., what led up to the incident, the crime, then what followed.

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TRAINEE PROBLEMS

TRAINING SUGGESTIONS

Too much time taken to write reports.

Provide as much report writing experience as possible, assign written scenarios of incidents that contain enough information to complete a report, provide a checklist for each of the common crimes of the most important items that need to be included.

Most report writing problems can be overcome by experience and effective training techniques. Special training can also be provided by in-house experts.

The trainee has trouble with his or her new role as a peace officer, lacks confidence, is unsure, has trouble making a decision.

Emphasize the successful contacts where training techniques have worked. Build confidence by allowing the trainee to go ahead without fear of making a mistake, or having every move scrutinized. Provide for some positive citizen contacts.

Continue this guide with trainee problems encountered and solutions that may help future Field Training Officers and trainees.







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Based on the specific comments listed below, your evaluation in SELF-INITIATED ACTIVITY is: (circle one) 1 2 3 4

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PERSONAL RELATIONS: This portion of the evaluation will address the following factors: your ability to interact with the public and with fellow officers; your professional demeanor; your personal appearance; your familiarity with and awareness of officer safety issues; and the proper wearing of the law enforcement uniform.

Based on the specific comments listed below, your evaluation in PERSONAL RELATIONS is: (circle one) 1 2 3 4

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**DEPENDABILITY:** This area of the evaluation will address your record during this past period for attendance, promptness, and timeliness in submitting and performing your work. This area will also address the consistency with which you respond to training or correct deficiencies that are pointed out to you.

Based on the specific comments listed below, your evaluation in DEPENDABILITY is: (circle one) 1 2 3 4

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**PERFORMANCE OBSERVED BUT NOT REQUIRED TO BE EVALUATED IN THIS RATING:**  
The following describes significant instances of satisfactory or unsatisfactory performance which are not within the scope of the objectives which were used as the basis for your evaluation for this rating period. These incidents are being brought to your attention so that you can be aware of and continue good performance and/or avoid occasions of poor performance in the future.

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RECRUIT'S EVALUATION OF FIELD TRAINING OFFICER

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Recruit Officer Signature

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Platoon Sergeant Signature

\_\_\_\_\_  
Field Training Officer Name

\_\_\_\_\_  
Field Training Coordinator

\_\_\_\_\_  
Date Due to Platoon Sergeant

\_\_\_\_\_  
Date Received by Platoon Sergeant

In an effort to ensure that the Field Training Officer maintains a high level of skill, performance, and interest, this critique form is presented to the trainee officer at the end of each segment of the FTO program. It is to the Field Training Officer's benefit to know the impression s(he) is making on those being trained. It is the belief of this agency that a Field Training Officer who is truly interested in doing the best would welcome this type of objective feedback. With this in mind, the trainee officer is requested to honestly appraise and evaluate the Field Training Officer in the areas listed below. Field Training Officers will not receive these critique forms until the completion of the fourteen week cycle. The purpose of this chart is to enhance communication between the Field Training Officer and the trainee officer. After the completion of the chart, both officers should discuss it and then forward it to the Platoon Sergeant, who will initial it and forward it to the Field Training Coordinator for review and filing. It is extremely important that all ratings are honest as the program cannot grow without constructive input from the trainee officer. This form will be forwarded to the Platoon Sergeant on the date indicated above.

RATING KEY

- |                 |           |
|-----------------|-----------|
| 1. Always       | 4. Seldom |
| 2. Usually      | 5. Never  |
| 3. Occasionally |           |

RATING CHART

- |   | <u>RATING</u> |
|---|---------------|
| 1. Am I a good listener to your problems or questions?      | _____         |
| 2. Do I answer your questions as promptly as possible?      | _____         |
| 3. Do I give adequate assistance to your problems?          | _____         |
| 4. Am I fair?   | _____         |
| 5. Am I too strict?   | _____         |
| 6. Am I too lenient?  | _____         |
| 7. Do I have the best interests of the Department at heart? | _____         |
| 8. Do I have a proper concern for your best interest?       | _____         |



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