

TABLE OF CONTENTS

I.	Introductions.....	1
II.	Phase I: Orientation of Field Enforcement and Department Policies.....	3
	A. Overview of Training Program and Expectations	
	B. Roll Call	
	C. Vehicle Inspection	
	D. Rules of Conduct-El Monte Police Manual	
	E. Radio Familiarization	
	F. Beat Plan and Reporting District Familiarization	
	G. Driving Procedure and Skills	
	H. Basic Information Skills	
	I. Citizen Contacts	
	J. Use of Force	
	K. Commonly Used Facilities	
	L. Calls for Service	
	M. Vehicle Traffic Stops	
	N. Traffic Control	
	O. Arrests	
	P. High Risk Vehicle Stops	
	Q. Departmental Facility Familiarization	
	R. Supervisor's Vehicle	
	S. Officer Safety	
	T. Off Duty Safety/Incidents	
	U. Study Guide Completion Inventory	
III.	Study Guides.....	30
IV.	Phase II Intensive/Primary Field Training Phase.....	52
	A. Driving Procedures and Skills	
	B. Pursuit Policy	
	C. Radio Communications	
	D. Laws of Arrest and Jail Procedures	
	E. Temporary Detentions and Citizen Contacts	
	F. Geography	
	G. Information Gathering Techniques	
	H. Department Policies and Procedures	
	I. Penal Code	
	J. Vehicle Code	
	K. Municipal Code	
	L. Basic Field Tactics	

M. Impounds and Recovery	
N. Weapons Control Laws and Improvised Weapons	
O. Searches	
P. Hazardous Call Response	
Q. Ambush Response	
R. Narcotics/Dangerous Drugs	
S. Ethics	
T. Officer Safety	
U. Leadership	
V. Phase III Transitional Training Phase.....	103
A. Evidence Gathering	
B. Advanced Information Gathering and Report Writing	
C. Non-criminal Investigation	
D. Tactical Communication/Management Resolution	
E. Collision Investigations and Traffic Control	
F. Juvenile Policy	
G. Disturbance Calls	
H. Warrant Arrest	
I. Searches and Seizure	
J. Use of Force	
K. Control of Persons / Prisoners / Mentally Ill	
L. Enforcement Policy	
VI. Phase IV Advanced Phase.....	136
A. Community Relations/Professional Demeanor	
B. Professionalism in Traffic Contacts	
C. Advanced Investigations	
D. Ramey Warrants	
E. Subpoenas, Court Preparation and Testimony	
F. Child Abuse and Neglect	
G. Information Sources	
H. Self-Initiated Activities	
I. Police Officer's Bill of Right	
VII. Phase V Final Evaluation/Remedial or Extended Training Phase.....	159
Training Guides.....	117

FIELD TRAINING AND EVALUATION PROGRAM

DUTIES AND RESPONSIBILITIES OF THE TRAINEE

Duties and responsibilities of the trainee are to learn by exposure and participation in field situations while being trained by the FTO. While going through training phases you are junior to the FTO. It is obvious that the recruit officer is not as fully trained and prepared to handle various situations as his/her FTO; for this reason, the FTO is in charge. The trainee must remember to follow all instructions and/or directions of the FTO, unless, of course, they are illegal or in direct violation of supervisor's order or Department Policy. In that situation, supervisory assistance should be sought. As training continues, the trainee will assume more responsibility and handling of calls for service, eventually handling calls in a solo capacity with FTO acting as observer.

The training officer is here to answer your questions and train you for your police career. If the FTO does not know an answer to a question, it will be researched and the FTO will return to you with an answer. Make the FTO aware of any problems areas you may have so that he/she may assist you in these areas.

The trainee must follow the chain of command in all of his/her dealings with the department. The trainee should keep his/her immediate supervisor informed of any problem encountered. The trainee should be familiar with the organization of the department and with the role, relationship, and individual responsibilities of each unit.

In addition to responsibilities already mentioned, the trainee must remember that he/she is responsible to carry out all of the functions of a full-time police officer. The trainee must be concerned with doing a proper job, and maintaining a good appearance. Conduct both on and off duty must be exemplary.

Following are some guides or rules for you to use during Field Training and Evaluation Program as well as your police career:

I. ATTENDANCE

- A. You should avoid unexcused, unauthorized, or unnecessary absences.
- B. You should always report to work or your job assignment on time. Failure to do so, or leaving work early without permission, could result in disciplinary action.
- C. During the FTO Program, do not expect vacation or holiday time off, except in emergency situations. Your training time is extremely valuable to you and should not be missed.

II. CONDUCT

- A. You should always conduct yourself in a professional manner, both on and off duty. Any activity you engage in not only reflects on you, but the entire department.

- B. Engaging in potentially dangerous horseplay or situations that could result in injury or property damage will not be tolerated.
- C. When driving, you should abide by all traffic regulations, unless circumstances dictate otherwise.
- D. Unauthorized possession, loss, damage, or use of city property of others is not allowed.
- E. Harassment Policies of the Department and City have been read and understood.

III. APPEARANCE

- A. You should always maintain good uniform appearance and personal habits. Clean, neat appearance conveys professional, competent image. Sloppy, disheveled appearance will often project a non-personal, uncaring attitude.

IV. PERFORMANCE

- A. You should always apply yourself to your job or assignments to perform at the best of your ability to complete each task in an efficient, timely manner. If you have any questions, do not hesitate to ask for advice.
- B. Following, which will affect performance, **are not allowed:**
 - 1. Sleeping on duty.
 - 2. Careless workmanship, resulting in spoilage, damage or waste of materials.
 - 3. Refusal, failure, incompetence, inefficiency, or delay in performing and/or carrying out proper orders of work assignments.
 - 4. Concealing or attempting to conceal defective work.
 - 5. Wrongful or unlawful exercise of authority on part of any employee for malicious purpose or personal gain.
 - 6. Knowingly making false or malicious statements with intent to harm or destroy reputation, authority, or official standing of the department or any member of the department. Disparaging or discriminatory comments concerning other persons are not allowed.
 - 7. Falsification of records or misleading statements or entries in any documentation.
 - 8. Receipt or acceptance of rewards, fees, gifts, or any gratuity from any person for service incident to performance of your duties. This does not include lawful subpoena fees allowed by policy.
 - 9. Solicitations, speeches, or distribution of campaign literature (except as authorized by law) or any political activities, petition process during working hours is strictly forbidden.
 - 10. Violation of any department policy, procedures, or order.

V. SAFETY

- A. You are to observe all posted rules, signs, and written or oral safety instructions while on duty and/or within city facilities.
- B. You are to report as soon as practical any on-duty injury.

VI. SECURITY

- A. Unauthorized or intentional release of designated confidential city or department information, materials, data, forms, or reports is not allowed, except as provided by law.

VII. INTOXICATION

- A. Reporting to or being at work while under the influence of any intoxicating beverage or substance is strictly prohibited. Use of any intoxicant while at work is prohibited, except as dictated by policy in any assignments.

TRAINEE'S SIGNATURE

DATE