

## **PHASE I**

### **ORIENTATION TO FIELD ENFORCEMENT AND DEPARTMENT POLICIES/PROCEDURES**

Phase I of the field training process spans the first two weeks in the field. It's primary objectives are:

- ❑ Provide an overview of how the field training process will function and setting expectations for the trainee.
- ❑ Provide a more “hands on” recap of information learned in Post Academy.
- ❑ Provide a general overview of the City.
- ❑ Allow the FTO and the trainee and opportunity to discuss the trainee's role on and off duty, along with initial discussion on “team” tactics and officer safety.

During the first phase, heavy emphasis is placed on learning through observation. Although Phase I is oriented towards observation, the trainee should not “sit back” and passively observe. Observation means actively recording all actions of the Field Training Officer so that by the second phase, the trainee is capable of being a cover officer. The object of field training is not to obtain good evaluations, but to become a competent police officer. The trainee's participation, based on careful observation, will be encouraged at all times.

The first ten items should be discussed thoroughly within the first two days of a trainee's assignment to the field. The remaining items should follow, with specific attention being given to familiarization with the use of force policy, and coordinating field tactics so that both the FTO and trainee can begin to anticipate each other so as to insure officer safety.

The list of items in the check boxes of Phase I should be discussed and marked off by the end of the first week and prior to entering Phase II.

#### **Overview of Training Program and Expectations**

- ❑ Discuss the five Phases of training, study guide process, the Field Training Manual, use of Training Guides, and the evaluation process.
- ❑ Being on time with proper equipment for inspection and ability to record pertinent information.

## **Vehicle Inspection**

- ❑ Checking entire vehicle for damage, required systems and equipment.

## **Rules of Conduct – El Monte Police Manual**

- ❑ An overview of the Policy and Procedures for the following:
  1. Disgraceful Conduct
  2. Court Attendance
  3. Racial Profiling
  4. Disciplinary Procedures
  5. Outside Employment

## **Radio Familiarization**

- ❑ This covers all switches and channels as well as their use
- ❑ Familiarization of the Mobile Data Computer (MDC)

## **Beat Plan and Reporting District Familiarization**

- ❑ Familiarization with the current beats and their boundaries, the reporting districts and their use.

## **Driving Procedures and Skills**

- ❑ Department and common sense guidelines to driving from slow speeds through Code 3.

## **Basic Information Skills**

- ❑ Familiarization with basic FI's, citations, crime reports, RD summaries, and miscellaneous report forms

## **Citizen Contacts**

- ❑ This will include conduct as it applies to citizen contacts, how to stand and what to say and its effects on the citizens.
- ❑ Covers the Department's Use of Force Policy

## **Commonly Used Facilities**

- ❑ To become familiar with commonly used facilities other than EMPD

## **Response to Calls for Service**

- ❑ Your response to a call from the time it is received to the time it is cleared. Explain Code 2 and 3 responses.

## **Vehicle Traffic Stops**

- ❑ All aspects of a vehicle traffic stop.

## **Traffic Control**

- ❑ All aspects of manual traffic control including flare patterns.

## **Arrests**

- ❑ Deciding when arrests are warranted. Also handcuffing and searching techniques.

## **High Risk Vehicle Stops**

- ❑ Planning, caution and how to make stops. View training DVD.

## **Departmental Facility Familiarization**

- ❑ Includes all areas of the police facility and equipment available.

## **Supervisor's Vehicle**

- ❑ The equipment available and how to request it.

## **Officer Safety**

- ❑ Officer survival and contact and cover (primary/back up).

## **Off Duty Safety/Incidents**

- ❑ Off- duty officer safety and off-duty incidents should be discussed with trainee during this phase.

## **Study Guide Completion Inventory**

- ❑ As each Study Guide is researched, studied and discussed, the FTO should check off the appropriate section in this manual.

## OVERVIEW OF TRAINING PROGRAM AND EXPECTATIONS

- A. Discussion/explanation of the five training phases; time lines and subject matter covered in each.
- B. Review of Study Guides process.
- C. Review of FTO Manual.
- D. Evaluations.
- E. Review of Training Guides and Department Manual.

DEMONSTRATED				PERFORMED			COMMENTS
SECTION	DATE	INITIALS		DATE	INITIALS		
		TRAINEE	FTO		TRAINEE	FTO	
A							
B							
C							
D							
E							

Competent:  
 FTO Signature \_\_\_\_\_

## ROLL CALL

- A. Know your reporting time
- B. Be on time with proper equipment
- C. Check your equipment to ensure proper working condition
- D. Be prepared for instruction
- E. Be alert to copy briefing information as given
- F. Check your mail box for memos and directives

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## VEHICLE INSPECTION

- A. Exterior: dents, scrapes, broken lights, tire inflation, dirt, mud, etc.
- B. Check the trunk: use unit log list of equipment.
- C. Know where everything is in the trunk.
- D. Check underneath vehicle seats for evidence, weapons, and other property.
- E. Check instrumentation.
- F. Check head lights, turn signals, emergency flashers.
- G. Seat belt inspection.
- H. Weapon inspection.
- I. Explain vehicle reporting procedures.

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## RULES OF CONDUCT

The trainee shall have a working knowledge of the Rules and Regulations, Rules of Conduct, with emphasis on the below areas:

- A. Disgraceful Conduct (Section 340.2)
- B. Court Attendance (Section 348)
- C. Racial Profiling (Section 402)
- D. Disciplinary Procedures (Section 340)
- E. Outside Employment (Section 1040)

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## RADIO FAMILIARIZATION

- A. Radio channel familiarization: Channel 1, 2, 3, 4, and mutual aid channel.
- B. Outside speaker
- C. Siren operation
- D. Use of microphone
- E. Operation of portable radio
- F. Use of unit MDC (Mobile Data Computer)
- G. Knowledge of radio codes
- H. How to request for assistance

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## BEAT PLAN AND REPORTING DISTRICT FAMILIARIZATION

- A. Knowledge of beat system and boundaries.
- B. Be familiar with reporting districts and their use.
- C. Know how the city is divided, know where the hundred blocks begin (North, South, East and West).

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## DRIVING PROCEDURE AND SKILLS

- A. Slow speed patrol: Observations of business, pedestrians, parked vehicles, other vehicular traffic. Selective observation of cashiers, service station attendants and activities in and about alleys and carports. Adherence to Vehicle Code.
- B. Radio Call responses: Defensive driving, use of rear view mirror and side view mirrors, seat belts, noting information while drive, parking and departing.
- C. Pursuits: Gravity of offense, radio response coordination, traffic flow, advisability of terminating pursuit for the safety of yourself and public.
- D. Use of radio while driving: Pursuits, routine patrol.

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## BASIC INFORMATION FORMS

- A. Field Interrogation Card (F.I. Card): Completing and accurately routing to Investigation Division for possible investigation.
- B. Vehicular: Moving citations and parking citations.
- C. RD Long Term and Short Term project summary recap to sergeant.
- D. Report forms: Classification and proper completion of same.
- E. Notebook information, proper use of notebook.

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## CITIZEN CONTACTS

- A. Approach, stance, and control, body language.
- B. Use of notebook.
- C. Pat-down: if indicated.
- D. Observation of surroundings.
- E. Critique of contact and legal basis.

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## USE OF FORCE

A. El Monte Police Department’s policy on use of force (EMPD Policy and Procedures Section 300).

B. Legal and Ethical issues:

1. Legal and ethical considerations pertaining to use of force.
2. Situations, which justify the use of deadly force and those situations, which do not justify such use.
3. Legal ramifications, civil liability, and the procedures to be adhered to in the use of deadly force by a law enforcement officer.

C. Force Options

1. Non-verbal/police presence
2. Verbal (Tactical communications)
3. Physical (Weaponless)
4. Less lethal weapons, including chemical agents and impact weapon
5. Deadly force

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D. Review the following Penal Code Sections

1. 195 P.C.
- 2.. 196 P.C.
3. 197 P.C.
4. 198 P.C.
5. 198.5 P.C.

**(USE OF FORCE)**

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## COMMONLY USED FACILITIES

- A. Los Angeles County Jail: Arrival, booking and departure.
- B. Juvenile Hall (Los Padrinos): Arrival, lodging, and departure.
- C. El Monte Superior Court.
- D. City Hall (West and East): Location of various city departments and their functions, City Attorney, Personnel, Finance, etc.
- E. Greater El Monte Hospital: Emergency Room location.
- F. City Yards: Locations and their functions.

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## CALLS FOR SERVICE

- A. Recording call: Nature and location.
- B. Map: Hundred blocks, use of street guide, main streets, odd and even street number location.
- C. Approach to location and parking unit.
- D. Observation of surroundings: Vehicles, obstacles, lighting, available cover, participant(s) or bystanders.
- E. Necessary equipment: Baton, flashlight, notebook, helmet.
- F. Approach and position at door and location.
- G. Explain use of helmet on various calls.

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## VEHICLE TRAFFIC STOPS

- A. Select location: Minimal traffic hazard, few escape routes and good lighting.
- B. Recording of vehicle description. Advise dispatch of vehicle license plate prior to initiating stop.
- C. Positioning of police unit.
- D. Vehicle pull-over techniques.
- E. Unit equipment selection: Spot light, overhead lights, doors unlocked.
- F. Microphone location.
- G. Personal equipment: Flashlight, baton, etc.
- H. Approaching vehicle: Check vehicle appearance, be alert to possible hazards, gun hand free, observation into vehicle, location where to stand, method of contact, position of cover officer.

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## TRAFFIC CONTROL

- A. Evaluation of needs: Flares, barricades, additional assistance, flashlight, traffic vest.
- B. Vehicle and officer positioning: Be highly visible (self and police unit).
- C. Flare pattern and traffic routing, dangers to watch for, i.e., fuel leaks, combustible material.
- D. Hand and whistle signals.

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## ARRESTS

### A. Position

1. Stance
2. Companions and multiple arrests
3. Objects close at hand to be used as weapons
4. Bulges in clothing
5. Possible direction of flight
6. Position of cover officer

### B. Handcuffing and searching

1. Have a follow-up plan if 1<sup>st</sup> attempt fails
2. Double lock handcuffs
3. Use of flex cuffs

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Comments:								Case/Report No.:

A. Check for illness or injury of arrestee

B. Check unit's seat after each arrest/transport

C. Fill out "booking sheet" and obtain booking approval from Watch Commander or sergeant.

D. Notification of Field Sergeant or Watch Commander of unusual circumstances

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## HIGH RISK VEHICLE STOPS

**A. Broadcast:**

1. Direction of travel
2. Description of vehicle (license plate, color, make, model)
3. Number of occupants
4. Reason for the high risk stop

**B. Location of the stop:**

1. Choice of location
2. Traffic flow
3. Position of primary and secondary units/officers

**C. Position of police units**

1. Distance from suspect vehicle
2. Use of K9 unit
3. Angel of units
4. Lights (overhead, spot light)
5. Position of primary and secondary units/officers

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**A. Commands to suspect**

1. Use/non-use of P.A. system
2. When K9 Officer takes over with commands
3. Position of hands, keys, doors

**B. Detaining suspect(s) removed from vehicle**

4. Searching
5. Handcuffing

**C. Checking suspect(s) vehicle**

6. Use of K9 to clear suspect's vehicle
7. View training DVD - "High Risk Vehicle Stops"

### HIGH RISK VEHICLE STOPS

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## DEPARTMENTAL FACILITY FAMILIARIZATION

- A. Watch Commander's Office:
  - 1. Method for checking out police unit
  - 2. Familiarization of equipment in WC's arsenal
- B. Sergeant's Office
- C. Report writing room and interview rooms
- D. Record's Section
  - 1. Location of traffic citations/methods of checking citations
  - 2. Personal access restrictions
  - 3. FI Card depository
- E. Investigation Section
- F. Evidence lockers, dryer, and storage areas
- G. Arsenal (shot guns, less lethal equipment)
- H. Jail Facility
- I. Briefing room
  - 1. Location of mail boxes
  - 2. Bulletin board
  - 3. Location of report forms
- J. Professional Standard's Office
- K. Community Relations Office
- L. Training Office
- M. Police Administration Office

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## SUPERVISOR'S VEHICLE

A. Is the trainee aware of the special equipment carried in the supervisor's vehicle.

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## OFFICER SAFETY

### A. Officer Survival

1. Concept of tactical retreat
  - a. Pre-planning
  - b. Reduction of unnecessary risks
  
2. Mental conditioning
  - a. Will to live
  - b. Continue to fight, regardless of odds
  - c. Mental alertness
  - d. Self-confidence
  
3. Physical conditioning
  - a. Role of good health and nutrition
  
4. Weapon retention

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### B. Contact and Cover (Primary/Backup)

1. Contact Officer tactics and responsibilities
  - a. Primary responsibility dealing with situations/suspect(s), victim(s), witnesses, R/P's.
  - b. Records incident information (FI's)
  - c. Performs pat downs and custody search of suspect(s)
  - d. Issues all citations
  - e. Recovers evidence and contraband
  - f. Handles routine radio communications
  - g. Relays pertinent information to cover officer and medical personnel.
  - h. Watches hand movement

**OFFICERSAFETY**

2. Cover officer tactics and responsibilities

- a. Approach
- b. Cover positions with vehicle(s) and person(s)
- c. Position of advantage

3. What to watch for:

- d. Hands in pockets or otherwise concealed
- e. Weapons or contraband
- f. Hostility or anger
- g. The approach of other persons or vehicles
- h. Symptoms of intoxication or illness
- i. Potential reactions and escape

- 3. Communications with contact officer/danger signals
- 4. Position of assistance, if needed, during arrest
- 5. Provides assistance as directed by contact officer

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C. Roles of the contact officer during and after a pursuit, felony car stop, or foot pursuit

- 1. Radio responsibilities
- 2. Shotgun
- 3. Position to assume after the vehicle or person is stopped
- 4. Officer to officer communication

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D. Responsibilities of **both** contact and cover officer positions

**OFFICERSAFETY**

1. Calls for service
2. "In progress" calls
3. Pedestrian stops
4. Traffic stops
5. High speed pursuit, felony stop, and/or foot pursuit

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## OFF DUTY SAFETY/INCIDENTS

### A. Off Duty Officer Safety

1. Concealed Weapon Carry
2. Police Identification
3. Attire Indicative of an Off Duty Officer
4. Education of family and friends
5. Firearms in the home

### B. Off Duty Incidents

1. Need to act vs. Duty to Act
2. Identifying oneself to responding uniformed police officers
3. Duty to notify supervisors
4. Personal Liability
5. Educating family and friends

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	REMEDIED		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

Competent:  
FTO Signature \_\_\_\_\_