

## **PHASE IV**

### **ADVANCED PHASE**

Phase IV will consist of two sub-phases which will be five weeks. The trainee will spend one week in six specialized units, such as Community Relations, Investigation Bureau, Narcotic Task Force, POP Office, and one half the day with Air Support.

The first week shall be spent with the Community Relations Office, Investigation Bureau and/or Narcotics Task Force, Pop Office and half the day with Air Support. The trainee will be able to see how the work he/she performs as a patrol officer is related to the work done by these units. The concentrated time that the trainee spends with the units, will allow the trainee to begin developing expertise in this area. This should enable the trainee to more readily recognize violations in those areas when they are back in patrol and to handle these situations in a more professional and competent manner. While working with these units, the trainee shall not be assigned to perform any obviously hazardous duties (e.g. entry team, undercover).

This phase of training, which is four weeks long, will cover advanced instructions in complex skills that were not covered in the first three phases. In this Phase of training, the Field Training Officer will act as an advisor. The Field Training Officer will cover the trainee's ability to function as an independent patrol officer.

The primary objectives of this phase is as follows:

- ❑ Allow the FTO a sustained opportunity to evaluate a trainee's ability and suitability for conducting competent solo police officer duties.
- ❑ Provide the trainee with the confidence to handle field duties prior to being released for solo duties.

#### **Community Relations/Professional Demeanor**

- ❑ Community relations and service, crime prevention, professional demeanor and communication.
- ❑ IMPACT Program – Improving quality of life for our citizens.

#### **Professionalism in Traffic Contacts**

- ❑ Techniques to be used.

### **Advanced Investigation**

- ❑ This covers on-the-scene responsibilities and proper procedures for all major crime scene investigations.

### **Ramey Warrants**

- ❑ A Review of home arrest requirements, recognizing “Ramey” situations and preparation of a Ramey Warrant.

### **Subpoenas, Court Preparation and Testimony**

- ❑ The trainee will obtain an appreciation for courtroom testimony and the importance of maintaining proper demeanor. A review of the Policy and Procedures Manual (Section 348, page 185-188) in regards to officer obligations to appear and to do so in a timely manner.

### **Child Abuse and Neglect**

- ❑ EMPD Policy (Section 330, page 147-149) and laws covering abused or neglected children (Penal Code, and Welfare and Institution Code). Practical approach to investigation and reporting. Trainee to view the one hour “Child Abuse” training video.

### **Information Sources**

- ❑ A review of the total information sources available to a police officer, how and where to get it, and guidelines covering its use (to include 502 PC-computer related thefts). How to read and interpret information on computer screens.

### **Self-Initiated Activity**

- ❑ Allows the FTO to evaluate the trainee’s pro-activity.

### **Police Officer’s Bill of Rights**

Review of AB-301 and become familiar with 3300 of the California Government Code.

## COMMUNITY RELATIONS/PROFESSIONAL DEMEANOR

### Community Relations and Service

The trainee shall explain the roles encompassed in the agency's responsibility to provide community service through the IMPACT PROGRAM

- a. Protect life and property
- b. Improve quality of life (long term and short term projects)
- c. Crime prevention
- d. Public education
- e. Delivery of service
- f. Park-meet-and greet (RD contacts with residents and business owners)
- g. Community partnerships

- I. CRO
- II. POP
- III. Torch program
- IV. Any other agency-specific programs

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### Crime prevention

The trainee shall give examples of general forms of crime prevention

1. Advice concerning mechanical devices (alarms, locks, and target hardening)
2. Control of conditions
3. Public awareness
4. Property identification
5. Neighborhood watch programs

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## COMMUNITY RELATIONS/PROFESSIONAL DEMEANOR

The trainee shall explain and demonstrate proficiency in professional demeanor and communication

1. Verbal factors which could contribute to negative response from the public
  - h. Profanity
  - i. Derogatory language
  - j. Ethically offensive terminology
2. Non-verbal factors which could contribute to negative response from the public
  - a. Officious and disrespectful attitude
  - b. Improper use of body language
  - c. Improper cultural response
3. Communicate properly with the following types of persons
  - a. Hostile
  - b. Angry
  - c. Hysterical
  - d. Drunk
  - e. Mentally ill
  - f. Developmentally disabled
  - g. In shock
  - h. Sick or injured
  - i. Depressed
  - j. Very young
  - k. Very old
  - l. Recipient of death notification
  - m. Racist
  - n. Culturally different
4. Promote positive police image and community attitudes through
  - a. RD contacts and meetings
  - b. Community contacts
  - c. Business contacts
  - d. Community involvement
  - e. Positive role modeling
  - f. Mentoring

**COMMUNITY RELATIONS/PROFESSIONAL DEMEANOR**

The trainee shall review and explain the El Monte Police Department’s IMPACT Program as it relates to the community priorities, needs, and focusing on improving the quality of life to our citizens.

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The trainee shall demonstrate leadership by becoming a facilitator who assists and motivates the community to develop solutions to their problems.

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The trainee shall explain the agency’s problem-solving model (SARA) and be able to:

1. Learn the service needs and demands in their RD
2. Devise ways to manage information gleaned from various community sources
3. Learn how to identify crime and disorder problems **and** distinguish them from incidents
4. Develop plans with citizens to address crime and disorder problems
5. Work with citizens to assess the results of their efforts.

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## PROFESSIONALISM IN TRAFFIC CONTACTS

The trainee shall demonstrate that he/she is capable of “hassle free” traffic contacts.

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The trainee shall demonstrate with proficiency that he/she can vary his/her approach to traffic contacts in an attempt to make them as courteous as possible.

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## ADVANCED INVESTIGATIONS EVIDENCE

The trainee shall discuss basic rules in statement taking and interviewing. These rules shall minimally include:

1. Asking direct and brief questions. Let the person being interviewed do the majority of the talking.
2. Controlling the interview. Avoid rambling by the person being interviewed.
3. Avoiding leading questions except when absolutely necessary.
4. Putting the person being interviewed at ease.
5. Writing statements verbatim (when appropriate) from the person being interviewed, improvising or making assumptions.

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The trainee shall describe the contents of a good statement. These contents shall minimally include:

1. What happened
2. When it happened
3. Where it happened
4. Who it happened to
5. How it happened
6. How many are involved

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The trainee shall explain the ramifications of the Miranda warning and shall describe when, where, and why it should/should not be used during interviews.

**ADVANCED INVESTIGATIONS/EVIDENCE**

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The trainee shall describe situations where the skills of an evidence technician is required.

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Crimes Against Property

The trainee shall review and explain an officer’s responsibilities associated with the preliminary investigation and reporting of in-progress or fresh crimes against property. These responsibilities should minimally include:

1. Identity or description of suspect(s)
2. Description of loss
3. Direction of flight of suspect(s)
4. Possibility of weapons being involved
5. Radio broadcast of all known and important information
6. Pursuit and/or apprehension of suspects, if possible

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Given an in-progress or fresh incident involving a crime against property, the trainee shall properly asses and perform all the objectives necessary to satisfactorily complete the preliminary investigation, including the satisfactory completion of the proper report(s).



**ADVANCED INVESTIGATIONS/EVIDENCE**

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Crimes Against Persons

The trainee shall explain the steps to take while investigating the following crimes:

1. Rape/Sexual assault
2. Felonious assault
3. Robbery
4. Kidnapping

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The trainee shall discuss the steps to take initially at a scene where a serious injury or death has occurred. These steps shall minimally include:

1. Preserving the scene, including the restriction of unauthorized police personnel
2. Determining the need for first aid and summoning medical assistance
3. Identifying and apprehending suspect(s), if possible
4. Making proper notifications
5. Locating visible physical evidence
6. Locating and interviewing witnesses or possible witnesses as appropriate

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**ADVANCED INVESTIGATIONS/EVIDENCE**

Given an in-progress or fresh incident involving a crime against a person, the trainee shall properly assess and perform all the objectives necessary to satisfactorily complete the preliminary investigation, including the satisfactory completion of the proper report(s).

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

1. Evidence
2. Direct evidence
3. Circumstantial evidence

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The trainee shall review and explain, as well as apply, EMPD’s policies on:

1. Handling controlled substances
2. Depositing property, evidence, and money
3. Withdrawing and returning property
4. Depositing firearms, miscellaneous weapons, and explosives

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**ADVANCED INVESTIGATIONS/EVIDENCE**

Given a crime situation in which any form of evidence is recovered, the trainee shall collect, preserve, and deliver the evidence, and properly complete all necessary forms (property reports, evidence tags, etc.) in order to ensure the chain of custody.

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## RAMEY WARRANTS

The trainee shall know the night time arrest restrictions pursuant to 840 PC

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The trainee shall review Study Guide 12 and Corresponding Training Guides

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The trainee shall review and explain Preparation (Training Guide 18)

1. Completion of face page
2. Attachment of Affidavit in support of warrant
  - a. Using police report (if available) to serve purpose of affidavit

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## SUBPOENAS, COURT PREPARATION AND TESTIMONY

The trainee shall review and demonstrate court preparation to include the following:

1. Review all related reports prior to appearance
2. Review any photos of the scene, if applicable
3. If possible, revisit the scene to refresh your memory
4. Review all evidence (who booked the evidence and chain of custody)
5. Arrive early, locate prosecutor, and discuss the case

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The trainee shall explain and demonstrate the importance of being prepared for court testimony to include the following:

1. Be prepared
2. Maintain a professional demeanor
3. Avoid inappropriate language or use of police jargon
4. Keep responses concise and do not volunteer information
5. Answer all questions, do not guess or speculate
6. Avoid showing anger, bias, prejudice, or partiality
7. Do not refer to your police report on the stand unless given permission by the court.
8. If not sure about certain information, do not guess, ask to review your report.

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**SUBPOENAS, COURT PREP. AND TESTIMONY**

The trainee shall explain the legal duty to respond to all subpoenas, including the following:

1. Legal duty to respond to all subpoenas
2. EMPD Policy and Procedure for Court Appearance, Subpoenas, Overtime, and Attire (notify court liaison if unable to respond to subpoenas). EMPD Policy Section 348, page 185-188
3. “On Call” vs. “Be There” subpoenas
4. Prioritizing multiple subpoenas by level of charge and level of court commanding appearance

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## CHILD ABUSE AND NEGLECT

### EMPD Policy and Procedures Manual

1. Child Abuse – EMPD Policy and Procedures Manual Section 330, page 147-149 (View “Child Abuse” training video)
2. Elder Abuse - EMPD Policy and Procedures Manual Section 326, page 135-137

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WIC Section 300 (Defines conditions in which a minor can become a dependent of the court). Review 300 a – j WIC

WIC Section 305 (Authority for a peace officer to take a minor into custody who falls within the provisions of 300 WIC)

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The trainee shall explain and demonstrate proficiency with the following Penal Codes

1. 273 a
2. 277
3. 278
4. 279
5. 280

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**CHILD ABUSE AND NEGLECT**

Trainee will explain and demonstrate how to interview parents/guardians if they are suspects of child abuse/neglect.

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The trainee shall explain and demonstrate proficiency when interviewing victims, witnesses, suspects

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The trainee shall explain when notifications to the Supervisor or Investigations Bureau is necessary

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The trainee shall become familiar with the following referral agencies: DCFS, Adult Protective Services (APS)

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**CHILD ABUSE AND NEGLECT**

The trainee shall explain and demonstrate proficiency in the following Penal Code

1. 288
2. 288a
3. 647.6
4. 626.8

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## INFORMATION SOURCES

The trainee will explain and demonstrate proficiency in accessing the following DMV computer sources:

1. "Veh" – Vehicle and registration information
2. "Reg" – Registration inquiry by name and address
3. "USDMV" – Out of state vehicle registration and driver history information
4. "SVS"- Lost, stolen, missing person vehicle
5. "DRIVER" – Driver license status

	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.:

The trainee will review and explain the computer sources for JAI (Juvenile Automated Index)

1. Request format
2. Probation status and history (terms of probation information and possible 625 (b) WIC violations)

The trainee will explain the information contained RAPS

1. Arrest/conviction histories
2. Aide in determining felony violations (i.e.; ex-con with a gun, DUI felony, prior convictions of theft (666 PC), 290 PC registrants)

	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
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F.T.O.								
Trainee								
Comments:								Case/Report No.:

**INFORMATION SOURCES**

The trainee will explain and be familiar with the other computer sources available – JDIC/NCIC

1. Wanted persons – “Want 9 “
2. Restraining Order Status – “ROS”
3. Stolen Vehicles (SVS) – “VEH”
4. Bicycles – “BIKE”
5. Warrant check by address – “ADDRS”
6. Missing Persons – “MISP”

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	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

The trainee shall explain the Laws/Restrictions Governing Use of Computer Data

1. Officer misuse – penalties
2. 502 PC

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	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

The trainee will explain the functions of the record bureau

1. FI file
2. Reports
3. Citations file
4. Restricted Access

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	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

**INFORMATION SOURCES**

The trainee shall explain what resources are available in the Investigation Services Division

1. Individual details and investigators
  - a. Obtaining probable cause warrants
  - b. Establishing crime patterns – Crime Analyst

	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	REMEDIATED		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.								
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The trainee will explain what resources are located in Operations

1. “Haines” reverse directory (“backwards book”)
2. Radio communications tapes
3. 911 communications tapes

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F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

## SELF-INITIATED ACTIVITY

The trainee shall explain the necessity of and demonstrate proficiency in the performance of self-initiated activities to minimally include:

Vehicle Stops:

- A. Investigative
- B. Traffic enforcement

	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	REMEDIATED		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.:

Pedestrian Stops:

- A. Suspicious persons
- B. Consensual encounters
- C. Traffic enforcement

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	Name	Date	Name	Date		Name	Date	
F.T.O.								
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Comments:								Case/Report No.:

Directed Patrol:

- A. Gang area/activities
- B. DUI enforcement
- C. Illegal vendors
- D. Pattern crimes
- E. IMPACT projects

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**SELF-INITIATED ACTIVITY**

Arrests:

- A. Misdemeanor and felony
- B. EMMC

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Trainee								
Comments:								Case/Report No.:

Other Activities:

- A. Field Interview (FI) Cards
- B. Bar checks
- C. Curfew violators
- D. Suspicious circumstances
- E. RD checks
- F. Extra patrols

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	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

Competent:

Signature \_\_\_\_\_

## POLICE OFFICER BILL OF RIGHTS

Review AB-301 (Gov. Code 3300)

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	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

EMPOA's role in an internal investigation

1. Representation
2. Guidance

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	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

**CHILD ABUSE REPORTING RESPONSIBILITY**

As an employee of the El Monte Police Department you are required by law to report any known or suspected incidents of Child Abuse.

Section 11166 of the Penal Code requires any:

“...employee of child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been a victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.”

El Monte Police Department Procedure Section 330.32 requires:

“A report shall be taken on all complaints of child abuse, even if unfounded, along with a Child Abuse Investigation Report (DOJ SS8583).”

**A crime report will be taken.**

I HEREBY CERTIFY THAT I HAVE READ THIS FORM AND HAVE KNOWLEDGE OF THE REQUIREMENTS OF THE REPORTING LAW AND WILL COMPLY WITH Its PROVISIONS.

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SERIAL #