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IMPLEMENTATION OF THE DALLAS POLICE DEPARTMENT  
FIELD TRAINING PROGRAM

The demands placed on police officers in today's society require them to acquire and maintain a vast amount of knowledge. To be effective and safe, they must learn quickly and be able to relate their knowledge to field situations. The Field Training program will satisfy these demands by integrating the learning process which began in the classroom at the Academy with practical field instruction. It is an approach to the field training of recruit officers based on a system of formal, standardized and structured teaching and evaluation. The result will be a probationary officer who has been trained faster, more thoroughly, and who is confident and efficient.

This Field Training program was not hastily conceived. We made the first steps toward its development in August, 1981. Since that time, we have studied Field Training programs throughout the nation, and conducted an extraordinary amount of research, planning and improvement. The result of our work is a first-rate Field Training program developed uniquely for the Dallas Police Department.

The Field Training program and all those involved in it have my full support and backing. But this alone will not ensure success without your help. I want all members of the Department to learn about the program, assist those who operate it and fully support it. We shall all benefit as the Department produces efficient, effective and professional police officers in the years to come.

*Billy Prince*

Billy Prince  
Chief of Police

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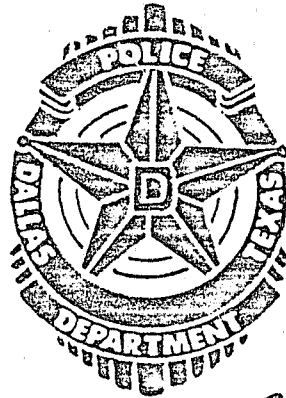
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## *Law Enforcement Code of Ethics*

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.

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## CHAPTER 1.00

### INTRODUCTION AND PROGRAM OVERVIEW

# FIELD TRAINING PROGRAM

## Introduction

The Dallas Police Department Field Training Program is an approach to the field training of recruit officers based on a system of formal, standardized and structured teaching and evaluation. The demands placed on a police officer in today's society require him to gain a vast amount of knowledge. To be effective and safe, he must learn faster and be able to relate his knowledge to field situations. The learning process, which begins in the classroom at the Police Academy, will continue to be integrated with practical field instruction. The result will be a recruit who has been trained faster and more thoroughly and who is confident and efficient.

The Field Training Program is a vital part of the total selection process of a police officer. Only when the pre-employment selection process, the academy training, and the field training are based on fair and equitable standards is a system valid. The demand for a standardized field training program is clear and necessary if it is to be a part of the selection process. The courts, community groups, and the recruits themselves have and will challenge an inadequate or faulty system. The Field Training Program is designed to meet these challenges and stand as a valid selection and termination criteria.

The Program requires three groups of people to combine their efforts to ensure its success. The Recruits, the Field Training Officers, and the Field Training Sergeants are the key members of the training group.

The recruit, being the primary target of the Program, undergoes twenty-four (24) weeks of intensified field training. The objective of the Program is to produce a police officer at the end of this twenty-four week period, who can function in a safe, skillful, and professional manner. From the first day of observation, through his final evaluation, his path of instructions are guided by documentation checklist. His training is conducted by three different FTO's and divided into three phases, followed by an evaluation only phase.

The first phase is seven (7) weeks long, beginning with a week of orientation, during which he is not evaluated. The second and third phases are also of seven weeks duration. Should he have correctable problems, he may be reassigned to an FTO for "remedial" training. Only when he has demonstrated that he can meet the standards, is he graduated from field training to full duty. Should he be unable to meet the standards, he is then subject to termination. The documentation to support the FTO, Sergeant, and Department should be present and capable to stand the test of validity.

The recruit is then returned, if possible, to the first FTO for a three week evaluation-only phase.

After passing his evaluation, he is assigned to a permanent watch to complete his probation.

The Field Training Officer as the second group member is the coach, instructor, documentor, evaluator, and the key to the Program. The intensified training of the recruit places greater demands on the FTO. Therefore, the selection process of the FTO is demanding. The process requires an application, an appraisal recommendation by supervisors through the chain of command, and an acceptable rating by a Division Interview Board. The applicant is then placed on an eligibility list from which he is appointed to the position of FTO according to needs of the Division.

The criteria used in selecting FTOs are designed to ensure that the most capable officers are entrusted with the task of training recruits. While the criteria are high, the position is open to every officer who meets the minimum requirements. The process is fair, impartial, and defensible when subjected to the test of validity.

The officers appointed to the position of FTO are rewarded for their work through increased monetary remuneration. For each day that an FTO actually trains a recruit he is paid .4 hours overtime assignment pay. Additionally, he receives \$50.00 per month in FTO assignment pay, whether he trains or not during the month. The increased compensation, status and challenging experience make this a worthwhile and rewarding position.

The Field Training Sergeant, as the third member of the group, is the leader and facilitator. He also is a coach, documentor, motivator, and evaluator. His position often requires him to perform the duties of a Sector Sergeant along with the demands placed on him to fulfill his training function. While no specific criteria are used for his selection, he must possess those traits of a "good" leader. His interest and dedication are of paramount importance for the success of the Program. Working closely with both the recruit and FTO, he observes, corrects, and guides both toward their goals. As an evaluator, he is in a position to measure both the recruit and the FTO. He reviews, compiles, and monitors all recruit evaluations ensuring fairness and impartiality. Through frequent contacts, he will be the synthesizing factor to relate the Program objectives to the recruit and FTO. The position offers only those rewards received and challenging and interesting work. The Field Training Sergeant should also derive satisfaction from the knowledge that his efforts today dramatically effect the quality of our Department in the future.

The combined efforts of all personnel who are a part of the Program are necessary to ensure its success. While only a few are directly involved, indirectly every member of the Department will benefit to some degree. The success of the Field Training Program will be evident for years to come through the professional police officers developed by the Dallas Police Department.

## INDOCTRINATION TO TRAINING

The Recruit's first few days in the Field Training Program are the most critical from the standpoint of learning and development. It is during this period that important attitudes and behavior patterns are established. During the first days of training, the Recruit forms permanent attitudes towards the Division and the patrol work. This is also the time when the Recruit learns what is expected of him during training, and during his whole patrol career. The Recruit expects to be challenged, and he expects to be put in his proper place by his superiors. Any comments his superiors make to him about his performance, he is likely to take very seriously. He will be very concerned about meeting the requirements of the Training Program, and following the instructions of his FTO. He wants to succeed.

Even though a Recruit should be expected to conform to the training regimen, and to respond to instruction, the FTO should realize that there are natural forces that work on the Recruit to make his first days in training more difficult than they would otherwise be, and to decrease the quality of his performance. The new Recruit is faced with the prospect of starting a new job, or for the Recruit who comes from another Watch, he is faced with starting a new situation. Change, or the facing of a new situation is very disconcerting to all of us. Everyone is caught off guard, and does more poorly than usual when placed in a new situation; the Recruit is no different. Just because an experienced FTO no longer feels the pangs of starting a new job, he should not expect the new Recruit to feel as comfortable as he.

To compound the situation, many new Recruits are starting their first real jobs. They do not have prior work experience to guide their behavior and performance. They do not know what to expect, either. They are probably very disoriented, and they do not know what the job entails.

As a result of facing a new situation, of not knowing what to expect, or of having false impressions about the job, a new Recruit is likely to be apprehensive, nervous, and seemingly dull-witted. He will probably have a case of the jitters, and will not respond to instruction as well as more advanced Recruits.

The FTO should remember how he felt when he began training, and he will better appreciate the Recruit's predicament. The Recruit's problems and fears can be allayed by the simple application of a little human understanding by the FTO. The Recruit should not be pampered, but he should be treated in a realistic, understanding manner.

An FTO should create a good training relationship with his Recruit. He should have a clear understanding of his own role, and he should quickly and realistically advise his Recruit of the Recruit's role. The sooner the Recruit knows where he stands in relation to his FTO, and what is expected of him, the less apprehensive and the more responsive he will be.

During the initial orientation process, the FTO should also establish a friendly, open, and professional rapport with his Recruit. Development and learning come through effective communication. Rapport is important to communication because people are not likely to share their ideas, questions or feelings unless they feel their listener is open or sympathetic to their conversation.

The FTO should also convey a positive attitude that the Recruit can succeed in the Program. A person as impressionable as a new Recruit is not likely to develop where he is more or less told that he cannot succeed. He needs to know that his FTO wants him to succeed and that his FTO will help him succeed. There is nothing as disconcerting as going up against a stacked deck. Everyone needs to know that he has an even chance of success.

It is particularly important that an FTO maintain a positive and objective attitude when he receives a Recruit who has not performed well with another FTO. The new FTO should give the Recruit every opportunity to succeed. He should not be prejudiced against him. He should base his judgements on his own independent observations, not on other's comments. It is entirely possible that the change of FTO's, and the application of a positive attitude by the new FTO may in themselves be sufficient to elicit an acceptable performance from the Recruit. The emphasis should be put on developing a viable, competent police officer rather than discharging the employee.

Sufficient flexibility has been designed into the Program so the individual needs of the Recruit and the overall needs of the Department can both be met. It is expected that new Recruits have the necessary qualities to succeed, and that with proper training, it is incumbent upon the supervisors and the FTO to work within acceptable limits and to apply an individual training approach to each Recruit so that he can fully develop during training. Again, the atmosphere should be one in which the Recruit has the maximum opportunity to succeed.

The FTO should use training methods that are conducive to producing a successful Recruit. This latter point cannot be overemphasized. All too often, ineffective or counterproductive stress-training methods are used. The use of loud profanity, table pounding, or humiliation tactics should not be relied upon. These methods do not contribute to good learning, nor do they place the Recruit in a proper state of mind. They have no place in the daily training routine. Instead, an FTO should seek to reinforce the positive attributes or accomplishments, rather than to constantly downgrade the weaknesses.

Remember, people respond much more quickly to a positive statement than to a negative one. Above all, within the limits of good judgement, an FTO should use good, realistic, and established training methods that are conducive to his Recruit's temperament, needs, and development as a patrol officer.

In summary, the FTO should recognize that the first few days of training are critical. The FTO must apply an effective orientation process that adequately takes into account the very real and natural forces that serve to lessen a Recruit's performance. The FTO should work to create a positive learning environment that suits the individual characteristics and development of his Recruit. Above all, the FTO should use a selection of good, reliable, and acceptable training techniques that are most conducive to producing a viable, competent police officer with a professional orientation.



## CHAPTER 2.00

### SELECTION PROCESS

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## CHAPTER 2

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- 2.03 WATCH TRAINING SERGEANT SELECTION
- 2.04 F.T.O. SELECTION PROCESS

## 2.01 Overview of Selection Process

The "Selection Process" of Field Training Officers, Sergeants, Training Beats and Sectors is, perhaps, the most important part of the Field Training Program. With careful consideration in these aspects, we will be able to accomplish the program objective, "To produce a police officer who can work in a safe, skillful, and professional manner."

The process of selection Field Training Officers will allow all officers the opportunity to apply for the position. The procedures as outlined will ensure that only the most qualified and potentially successful officers will become Field Training Officers. The work will be demanding; therefore, the qualifications and criteria are strict. They will, however, be fairly compensated thru monetary remuneration and status reward.

## 2.02 Selection of Field Training Sector Sergeant and Beats

As an integral part of the Program, the Field Training Sergeant has dual responsibilities. He must perform all of the duties of the Sector Sergeant along with fulfilling the obligations placed on him by the Program. The Sergeant should be skilled in the day-to-day operation of the Patrol Bureau while staying adept at the training function. Like the FTO, he must be a motivator, coach, and evaluator; however, unlike the FTO, the Sergeant should also be an administrator.

A major goal of the Program is to provide uniform training to all recruits, i.e., the same exposure and similar demands on each Recruit. To achieve this uniformity, a controlled environment is required. As far as possible, the Program must train Recruits in geographical areas where the work load and work conditions are not only active enough to support the training function, but also comparable to one another. It is therefore incumbent on each Division to select their training beats with great care and then assign FTO's to these pre-selected beats.

The selection of the Sergeants and beats are inseparable and must be done simultaneously in order to integrate the necessary qualities of both aspects.

Although no formal process is assigned to these selections, careful consideration should be given to both. The following outline is offered for reference:

### I. Selection of Field Training/Sector Sergeants

- A. The Program will depend a great deal on the Sector Sergeants, and all Sergeants are not suitable to handle this assignment. Therefore, the following criteria and prudent judgement should be employed in their selection:
- B. Criteria for Selection of Sergeants
  - 1. Selected by Watch Commander with concurrence of Division Commander in coordination with selection of beats.
  - 2. The Sergeant should be "off probation."
    - a. Because of the unique demands placed on the Sergeant, he should be experienced at supervisory procedures, in general.
  - 3. The Sergeant must be interested in the Program and willing to work toward Program goals.
  - 4. The Sergeant must be respected and viewed as a leader by his peers and subordinates.

5. The Sergeant must be skilled in interpersonal relationships.
6. The Sergeant must understand the importance of documentation and impartial evaluation.

## II. Training Beats

### A. Criteria for Selection of Beats

#### 1. Call Load

- a. The training beat must have a sufficient and varied number of calls for service to allow the Recruit exposure to all types of incidents and offenses.
- b. However, the call load should not be so overwhelming as to prevent time for instruction and remediation.

#### 2. Arrest Activity

- a. The training beat should allow the Recruit to be involved in numerous and varied arrests daily.

#### 3. Traffic Enforcement

- a. The training beat should have need for and allow the Recruit time to practice traffic enforcement.

#### 4. Public Contact

- a. The training beat as much as possible should allow the Recruit to contact all ethnic groups and social classes.

#### 5. Training Beats to be Selected by the Watch Commander

- a. Training beats should be selected by the Watch Commander with concurrence from the Executive Officer and Division Commander.
- b. The number of training beats per watch should equal the number of F.T.O.'s allowed that Watch.

## 2.03 Watch Training Sergeant Selection

I. The Watch Training Sergeant is a staff position designed to assist and work with the Watch Commander in all aspects of training. He will not have line authority over the FTO's or Recruits. He will be a staff assistant to coordinate the Field Training Program on the Watch, and all other training related matters as directed by the Watch Commander.

### II. Criteria for Selection of Watch Training Sergeant

- A. He should possess all the qualities of the Sector Sergeants as set out in this chapter.
- B. He should be able to work within and recognize the line and staff relationship, and possess the necessary qualities to coordinate the two functions.

III. The Watch Training Sergeants' duties are those of the Watch Commander and those assigned by the Watch Commander. These are discussed further in Chapter 5.

## 2.04 FTO Selection Process

- I. Introduction
- II. Summary of Steps in the Selection Process
- III. Announcement of Position Openings
- IV. Minimum Requirements
- V. Application
- VI. Supervisor's Appraisal of FTO Applicant
- VII. FTO Interview Board
- VIII. Eligibility List and Roster
- IX. Filling Vacancies
- X. Selection Process Forms

## I. INTRODUCTION

The Field Training Officer must have the combined skills of an experienced police officer and a patient teacher/coach. He must be a leader and a "Role Model" not only for the Recruit but his peers as well. The FTO's job is particularly difficult because he will be required to supervise the Recruit, but temper this supervisory image with empathy for the new employee. Motivation and innovation are two other character traits that the FTO should possess and pass on to the Recruit. With these responsibilities in mind, one can see why the selection process is vital and must cover numerous aspects of the officer's past and present career as well as his attitudes and expectations for the future.

The following pages of this chapter outline and explain the selection process of the Field Training Program. Adherence to this process coupled with dedication and determination by those involved in it will ensure the appointment of only the most qualified personnel to the position of Field Training Officer.



## II. SUMMARY STEPS OF THE SELECTION PROCESS

Announcement

Meet Minimum Requirements

FTO Completes Application

Sergeant Completes Appraisal of FTO Applicant

Appraisal Routed thru Chain to Division Commander

Applicant Interviewed by Board

Roster and Eligibility List

Filling Vacancies

### III. ANNOUNCEMENT

- A. The first step in the selection process occurs when a Division posts an announcement that applications are being accepted for the position of Field Training Officer. The announcement will be placed on the Chief's Board and read aloud in all details for not less than five consecutive days. Additionally, Watch Commanders should ensure that all personnel on leave are made aware of the announcement. Included in the announcement should be the final date and time for submission of applications and a copy of the minimum requirements as set out in this Chapter.

#### IV. MINIMUM REQUIREMENTS

The following requirements must be met on or before the application date:

- A. Three years' service with the Dallas Police Department and not less than two years' service (exclusive of field training) in the Patrol Bureau assigned to a field position.
- B. Six months' service immediately prior to application in a field position of the Patrol Bureau.
- C. Requirement number one may be waived provided that the following apply:
  - 1. Applicant has at least three consecutive years' service with another law enforcement agency, and;
  - 2. This service ended within a reasonable time (not more than six months) prior to Applicant's employment with the Dallas Police Department, and;
  - 3. Applicant has not less than one year of service (exclusive of field training) in a field position of the Patrol Bureau of Dallas Police Department.

## V. APPLICATION FOR FIELD TRAINING OFFICER POSITION

- A. The third step of the selection process is the submission of an application by the prospective candidate. The "Field Training Officer Application Form" has been designed to elicit basic information which demonstrates the Applicant's eligibility for the position. It also provides the chain-of-command and the Board with some idea of the Applicant's background.
- B. An application form may not be submitted until the Applicant has met all minimum requirements.
- C. After completing the form, the Applicant will submit the application to his Sergeant, ensuring that it reaches the Sergeant prior to the cut-off date listed in the announcement.
- D. The Sergeant will complete the "Supervisors' Appraisal" form, attach it to the "Application" and forward both documents through the chain-of-command to the Division Commander, within (forty-eight) 48 hours of the cut-off date.
- E. Applications submitted after the cut-off date listed in the announcement will not be considered unless unusual circumstances justify the late submission.
- F. Those officers who are not appointed FTO's or placed on the Division eligibility list may submit a new application after (six) 6 months.
- G. All applications of those officers placed on an eligibility list and not appointed as FTO's will expire (one) 1 year from date completed. A new application, appraisal, and interview will be required.
- H. Officers that are not recommended by Supervisors will not be granted an interview. They may submit a new application after (six) 6 months months.
- I. Officers on an eligibility list may appear before an Interview Board after six (6) months in order to renew and enhance their standings. The new appraisal scores will be utilized after re-appearance.

## VI. SUPERVISOR'S APPRAISAL OF FTO APPLICANT

- A. The one person who best knows the character and performance of the Applicant is his immediate supervisor, the Sergeant. Because the Interview Board needs input from this Sergeant, and will be strongly influenced by his views, the "Supervisor's Appraisal of FTO Applicant" form was devised. This form requires the Sergeant to list statistics of the Applicant's previous performance as well as rate his present performance in eight categories. Further, the form asks the Sergeant to rate the Applicant's potential as a trainer in six different areas and give his recommendation as to selection. It then solicits concurrence and comments from the chain-of-command up through the Division Commander. The importance of this form cannot be overstressed, and Supervisors are urged to be factual and frank.
- B. After receiving an officer's "Application," the Sergeant will complete the "Supervisor's Appraisal" form, attach it to the "Application," and forward both documents through the chain-of-command to the Division Commander.
  - 1. If the Applicant has worked for this Sergeant for less than one year, the Sergeant will be responsible for obtaining and submitting an "Appraisal" from the Applicant's previous Supervisor.
- C. The Sergeant is responsible for submitting these forms in a timely manner so that they reach the Division Commander no later than forty-eight (48) hours after the cut-off date as listed in the "Announcement."
- D. Applicants must receive a favorable recommendation from the Supervisor with concurrence thru the chain, or they will not be granted an interview.
  - 1. The Division Commander will cause the Applicant to be notified of an unfavorable recommendation from the chain-of-command.
    - a. The Applicant may be shown the "Supervisor's Appraisal."
    - b. The Applicant should be told of the areas he must improve in order to receive a favorable recommendation on a future application.
    - c. The Applicant should be urged to reapply after six (6) months.

## VII. FIELD TRAINING INTERVIEW BOARD

A. Each Patrol Division will have an Interview Board consisting of the following members:

1. Division Commander or Executive Officer (Chairman)
2. Watch Commander
3. FTO Sergeant
4. FTO Sergeant
5. FTO
6. FTO Coordinator (if available)

The Watch Commander can be from any watch and the Sergeants should be Field Training Sergeants, if possible. The FTO will be selected by the Division Commander.

B. Each Division should conduct an interview board as required in order for new applicants to be placed on the eligibility list.

C. The Field Training Interview Board will be convened at a time and place designated by the Division Commander. The applicants shall be notified of the location, date, and time that they are to appear.

D. Interview Proceedings

1. Each board member will be furnished a copy of the objectives of the Interview Board and items and questions which will be asked.
2. The Chairman should open the board (without the officer being present), by informing the board members about the officer's application and his supervisor's appraisal, or furnishing each member with a copy of these forms. During this time, the board may discuss the officer's attributes or weaknesses.
3. The officer is then invited into the room, and the interview conducted with each board member asking questions. Once the interview is completed, the officer will be asked to step out of the room and scoring will be completed.

4. No discussion should take place after the interview, prior to each member completing his rating form.
  5. The total score from each rating form will be entered on the "Summary Sheet," the high and low score will be dropped.
  6. The officer will then be invited to return, and he/she will be informed of one of the following:
    - a. That he made an acceptable score and his name will be placed on an eligibility list, where it will remain until:
      - (1) His appointment as FTO, or
      - (2) One year has elapsed, at which time he must reapply for selection.
    - b. That he was not rated high enough by the Board to be considered for an FTO position at this time.
      - (1) He should be thanked for applying.
      - (2) Complimented on his qualities and strong points.
      - (3) He should not be given reasons for the rating at this time.
      - (4) He may contact any board member to discuss his interview and receive suggestions for improvement.
      - (5) He should be informed that he may submit a new application after six months.
- E. At the conclusion of each interview, the chairman will be responsible for collecting all rating forms.
1. When all interviews are completed, a rank-order eligibility list for that division will be compiled. The process of appointing FTO's from this eligibility list is set out in Section IX.
  2. All interview proceedings and the rating forms are to be confidential.

## F. Interview Question Guide

1. Each interview should last 30-45 minutes and will cover, but not be limited to, the following areas:
  - a. Knowledge of Job
  - b. Emotional Maturity
  - c. Past and Present Job Performance
  - d. Attitude and Personality
  - e. Expectations
  - f. Ability to Instruct
  - g. Ability to Evaluate and Document
  - h. Skill in Interpersonal Relationships
  - i. Knowledge of Training/Teaching Techniques
2. The Board may question an applicant on any subject, but certain questions should be asked during each interview. The following is a list of questions that have been helpful in previous interviews. Those marked with an Asterisk should be asked during each interview. The "situational question" may be changed to suit the interviewer but should represent some of the difficult situations faced by FTO's in the past.
  - a. Why do you want to be a Training Officer?
  - b. What do you see as the role of the FTO?
  - c. Will you be willing and able to fulfill the overtime commitment required of FTO's?
  - d. What is your opinion of women and minorities in the Patrol Bureau?
  - e. What type of training education and experience do you have that will assist you in being an effective FTO?
  - f. Question to test job knowledge.
  - g. Will you be willing to change sectors and/or days off if you are selected?
  - h. What is your biggest failing?
  - i. Situational question.
  - j. If you were not chosen as a Training Officer, what would your reaction be? (Negative toward program?)



## VIII. ELIGIBILITY LIST AND ROSTER

- A. The division commander will cause the names of all officers passing their interview board to be placed on an eligibility list in rank order. Although it is recommended that the order of the list be followed, it is not mandatory. Division Commanders will have the discretion to appoint any officer from this list according to need.
- B. As FTO's are selected at the divisional level, the names will be forwarded to the Patrol Bureau Commander, per G.O. 418.00.
- C. Names will remain on the active roster and assignment pay will continue until the deletion is requested by memo from the Division Commander or at such time as the FTO transfers. In either of these cases, FTO assignment pay will cease and the FTO bar will be returned. If the FTO has completed five years in an active status, the FTO bar will become a permanent award.
- D. Each Division Commander will maintain concurrent lists of eligible prospective FTO's. Those named on this list will be eligible for the FTO position for one year from the time their name is placed on the list.
- E. The eligibility list will be revised after each interview process. Officers will be added in rank order. Those who have been on the eligibility list for one year will be deleted.
- F. The FTO that transfers to another Patrol division station will not retain active FTO status; however, his/her name will be added to the eligibility list at the new duty assignment.
- G. The FTO who transfers intradivisionally to another watch may retain his FTO status at the discretion of watch/division commanders according to need. Should he not retain his status, then his name will be placed on top of the eligibility list.

## IX. FILLING VACANCIES

- A. Each division commander will be allotted 24 FTO positions. However, the Bureau Commander may authorize a temporary or permanent increase in strength if the recruit load so warrants.
- B. Each division commander shall strive to maintain at least five applicants on the eligibility list who have attended the FTO school but are not yet on the active FTO roster.
- C. As the need arises to fill a vacancy at a division station, the division commander at that station will pick from the eligibility list that applicant that best fills the need of that station.
- D. The division commander making this selection will review the applicant's record to insure that he/she is still in compliance with eligibility requirements.
- E. Once the division commander has selected an applicant from the eligibility list, he should be assigned to the next available FTO course if he has not previously attended.
- F. Only after successful completion of the FTO course will an applicant be eligible to train a recruit. Officers who have successfully completed the FTO course are not required to take the course again, unless they have been inactive in Field Training for a period of five years.

X. SELECTION PROCESS FORMS

- A. Application
- B. Supervisor's Appraisal of FTO Applicant
- C. FTO Interview Board Rating
- D. FTO Interview Board Rating Summary Sheet
- E. FTO Ranking Form

## FIELD TRAINING OFFICER APPLICATION FORM

After completing this application return it to your Sergeant who will forward it through the chain of command to the Division Commander. You will be notified of the date and time you are to appear before the Field Training Interview Board.

Applicant's Full Name \_\_\_\_\_ Badge # \_\_\_\_\_  
(Last) (First) (Middle)

Rank \_\_\_\_\_ Date of Appointment \_\_\_\_\_ Age \_\_\_\_\_

Years and Months with D.P.D. \_\_\_\_\_

Current Assignment (Division) \_\_\_\_\_ (Watch) \_\_\_\_\_

How Long at this Assignment \_\_\_\_\_

Regular Days Off \_\_\_\_\_ Present Supervisor \_\_\_\_\_

Previous Assignment (Bureau, Division, Watch) \_\_\_\_\_

How Long \_\_\_\_\_ Previous Supervisor \_\_\_\_\_

Have You Previously Applied for FTO? Yes \_\_\_ No \_\_\_ When? \_\_\_\_\_

Have You Previously been Assigned as an FTO?

Yes \_\_\_ No \_\_\_ When? \_\_\_\_\_ To? \_\_\_\_\_

Estimate Number of Recruits You have Trained \_\_\_\_\_

Do You Possess a Teaching Credential? Yes \_\_\_ No \_\_\_

Type of Credential? \_\_\_\_\_

Have You Ever Worked for a Law Enforcement Agency Other than DPD?

Yes \_\_\_ No \_\_\_ Where? \_\_\_\_\_ When? \_\_\_\_\_ To? \_\_\_\_\_

What Departmental Awards have You Received? \_\_\_\_\_

Do You Speak a Foreign Language? Yes \_\_\_ No \_\_\_

What Language (s)? \_\_\_\_\_

Business Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

SUPERVISOR'S APPRAISAL OF FTO APPLICANT

Applicant's Name \_\_\_\_\_ Badge # \_\_\_\_\_

The following information is solicited so that the Field Training Interview Board may have the Applicant's history as a police officer. Equally important to the Board is your opinion of the officer and his performance. Because this information will weigh heavily in the decision of the Board, please be factual and frank.

You, as the Applicant's first-line supervisor, are extremely vital in the selection process.

When researching the following areas, please consider only the past 365 days of service.

LEAVE AND SAFETY RECORD

# Sick Days \_\_\_\_\_ # Sick Incidents \_\_\_\_\_ # Injury Days \_\_\_\_\_

#Accidents: SP \_\_\_\_\_ P \_\_\_\_\_ NP \_\_\_\_\_ Injuries: P \_\_\_\_\_ NP \_\_\_\_\_

COMPLAINTS AND DISCIPLINE

List any disciplinary action taken or pending against this officer in the past year. Attach any pertinent documentation.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COMMENDATIONS

#Commendations (Outside) \_\_\_\_\_ #Supervisor's Reports (Commendations) \_\_\_\_\_

\_\_\_\_\_

DEPARTMENTAL AWARDS (Please List)

\_\_\_\_\_  
\_\_\_\_\_

PRODUCTIVITY

Is Applicant's activity satisfactory? Yes \_\_\_ No \_\_\_ (Explain)

\_\_\_\_\_  
\_\_\_\_\_

## SUPERVISOR'S APPRAISAL OF FTO APPLICANT

Applicant \_\_\_\_\_

Based on your personal observations of Applicant, please rate his present performance in the following categories:

	Unsatisfactory		Average		Superior
1. Appearance	1	2	3	4	5
2. Dependability	1	2	3	4	5
3. Knowledge of Job	1	2	3	4	5
4. Judgement	1	2	3	4	5
5. Safety Practices	1	2	3	4	5
6. Initiative	1	2	3	4	5
7. Cooperation	1	2	3	4	5
8. Responsibility	1	2	3	4	5

## APPLICANT'S TRAINING POTENTIAL

The subsequent section will ask you to rate the Applicant in areas that relate to his potential to instruct and/or supervise his Recruit. If needed, please use resources such as previous supervisors, peers, etc. to obtain an accurate reflection of the Applicant. If Applicant has not previously trained a Recruit, please rate him as to how you believe he would perform.

1. Motivation Is this Applicant interested in police work and training function?  
Disinterested    1    2    3    4    5    Very Interested
2. Emotional Maturity Is this Applicant mature in his thoughts and actions. Will he provide a stabilizing influence to the Recruit?  
Immature    1    2    3    4    5    Very Mature
3. Impartiality and Objectivity Will this Applicant be fair and objective with all Recruits regardless of their race, sex or age?  
Biased and Subjective    1    2    3    4    5    Impartial and Objective
4. Leadership Is this Applicant a leader, who sets a good example or does he "follow the crowd" and display bad habits?  
No Leadership Ability    1    2    3    4    5    Quality Leader

## SUPERVISOR'S APPRAISAL OF FTO APPLICANT

5. Permissiveness Will this Applicant correct his Recruit when needed and insist on professional conduct or will he "allow things to slide" never disciplining the Recruit.  
Permissive 1 2 3 4 5 Insists on Professionalism
6. Ability to Listen Will this Applicant listen to his Recruit and keep an open mind or will he never accept feedback from the Recruit  
Poor Listener 1 2 3 4 5 Excellent Listener

DO YOU RECOMMEND THIS APPLICANT FOR SELECTION AS A FIELD TRAINING OFFICER

\_\_\_\_\_ Yes \_\_\_\_\_ No (Briefly List Reasoning)

COMMENTS:

SERGEANT \_\_\_\_\_ (Please Print)

Signature \_\_\_\_\_

WATCH COMMANDER \_\_\_\_\_ Concur \_\_\_ Do Not Concur \_\_\_

COMMENTS:

EXECUTIVE OFFICER \_\_\_\_\_ Concur \_\_\_ Do Not Concur \_\_\_

COMMENTS:

DIVISION COMMANDER \_\_\_\_\_ Concur \_\_\_ Do Not Concur \_\_\_

COMMENTS:

## F.T.O. APPLICANT INTERVIEW BOARD RATING FORM

Applicant's Name \_\_\_\_\_ Date \_\_\_\_\_  
(Last) (First) (Middle)

Badge # \_\_\_\_\_ Division \_\_\_\_\_ Watch \_\_\_\_\_

Based on your personal observations of the Applicant, please circle one number, then write the number in the score space.

Dimension	Rating (Low High)					
1. Appearance/Personal Habits	1	2	3			
2. Requisite Knowledge	1	2	3	4	5	
3. Self-Expression	1	2	3	4		
4. Attitude	1	2	3	4	5	
5. Adaptability	1	2	3	4		
6. Emotional Maturity	1	2	3	4	5	6
7. Motivation	1	2	3	4	5	6
8. Leadership	1	2	3	4	5	6
9. Ability to Evaluate/Document	1	2	3	4	5	
10. Supervision	1	2	3	4	5	6
(Possible 50)	TOTAL					

Board Member



## Interview Dimensions

Each interview board member will rate the Applicant on the "Rating Form" based on the following dimensions. Because the questions have been weighted, the scale values are not the same for each question.

1. APPEARANCE/PERSONAL HABITS To what degree would you expect that Applicant's appearance and personal habits will have a positive effect on the Recruit?  

Negative Effect	1	2	3					Positive Effect
-----------------	---	---	---	--	--	--	--	-----------------
2. REQUISITE KNOWLEDGE Consider the following: Law, Policy, Patrol S.O.P.  

Does Not Possess Requisite Knowledge	1	2	3	4	5		Possesses Req. Knowledge
--------------------------------------	---	---	---	---	---	--	--------------------------
3. SELF-EXPRESSION Does the Applicant express himself and his ideas well?  

Expresses Poorly	1	2	3	4		Expresses Well
------------------	---	---	---	---	--	----------------
4. ATTITUDE Does Applicant have an attitude that will influence Recruit in a positive way?  

Negative Attitude	1	2	3	4	5	Positive Attitude
-------------------	---	---	---	---	---	-------------------
5. ADAPTABILITY Will this Applicant be able to adapt to different work surroundings and different Recruits?  

Not Adaptable	1	2	3	4		Very Adaptable
---------------	---	---	---	---	--	----------------
6. EMOTIONAL MATURITY Does this Applicant have sufficient emotional maturity to be a stabilizing influence to the Recruit?  

Immature	1	2	3	4	5	6	Very Mature
----------	---	---	---	---	---	---	-------------
7. MOTIVATION Does this Applicant seem to be interested in Police work and the training function and will he be a motivator to the Recruit?  

Unacceptable Motivator	1	2	3	4	5	6	Exceptional Motivator
------------------------	---	---	---	---	---	---	-----------------------
8. LEADERSHIP Is this Applicant a leader or does he follow the crowd?  

Follower	1	2	3	4	5	6	Leader
----------	---	---	---	---	---	---	--------
9. ABILITY TO EVALUATE AND DOCUMENT Does Applicant understand the importance of proper documentation and will he be a capable documentor?  

Poor Documentor	1	2	3	4	5		Good Documentor
-----------------	---	---	---	---	---	--	-----------------
10. SUPERVISION Will Applicant be strong in correcting the Recruit or will he be too permissive?  

Permissive	1	2	3	4	5	6	Strong and Fair
------------	---	---	---	---	---	---	-----------------

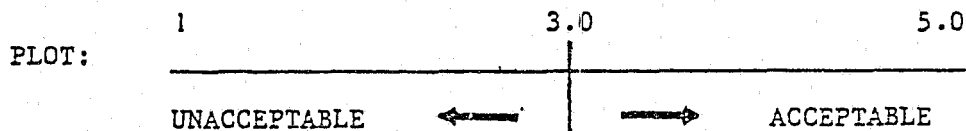
# INTERVIEW BOARD SUMMARY SHEET

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## Evaluator

1. Chairman \_\_\_\_\_
2. Member \_\_\_\_\_
3. Member \_\_\_\_\_
4. Member \_\_\_\_\_
5. Member \_\_\_\_\_

- a. Subtotal (Add lines 1-5) \_\_\_\_\_
- b. Total (Subtract High and Low Score) \_\_\_\_\_
- c. Divide line "b" by 3 \_\_\_\_\_
- d. Final Score (Multiply line "c" by 0.1) \_\_\_\_\_



Score 3.00 - 5.00

ACCEPTABLE

Score 1.0 - 2.99

UNACCEPTABLE

\_\_\_\_\_  
Chairman's Signature

\_\_\_\_\_  
Division

DALLAS POLICE DEPARTMENT

FIELD TRAINING OFFICER ELIGIBILITY LIST

DIVISION \_\_\_\_\_ WATCH \_\_\_\_\_

The below listed Field Training Applicants have been rated acceptable by the FTO Interview Board and are eligible to be selected as Field Training Officers. These Applicants are ranked in descending order by their final interview score. The date beside each name indicates when that Applicant's eligibility will expire (This date is one year from the date the Applicant is placed on the Eligibility List).

<u>NAME</u>	<u>BADGE #</u>	<u>WATCH</u>	<u>SCORE</u>	<u>DATE</u>
-------------	----------------	--------------	--------------	-------------

## CHAPTER 3.00

### FIELD TRAINING OFFICER COURSE

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### CHAPTER 4

#### "MANAGEMENT OF THE FIELD TRAINING PROGRAM"

- 4.01 Introduction
- 4.02 FTO Coordinator
- 4.03 Recruit Assignments
- 4.04 Recruit Orientation Briefing
- 4.05 Recruit Phase Rotation
- 4.06 FTO Rotation Teams
- 4.07 Division Management

#### 4.01 Introduction

Management of the Field Training Program requires the cooperative effort of all members of Patrol Bureau. Each division will be responsible for the routine operations of the program at their station.

The recruit will be assigned to a Patrol division to continue the training which began at the Police Academy. The FTP, being the next step in training, is designed to provide each recruit the necessary instruction and guidance to meet the standards of the Department. The Academy prepares the recruits through classroom instructions and simulation exercises. The FTP will complement and build on this preparation through intensified field instructions. The recruit and all supervisors should view the twenty-four weeks of field training as part of the total selection process of becoming a Dallas Police Officer.

The management of the Field Training Program as discussed in this chapter is intended to guide and aid in coordination of the Program. One objective of the Program is to standardize the field training of all recruits and develop consistency throughout the Bureau. Only by employing the guidelines set out in this chapter can the objectives be achieved.

#### 4.02 Field Training Coordinator

- I. The Field Training Coordinator is responsible for staff coordination and management of the Dallas Police Department Field Training Program.
- II. The Field Training Coordinator will have the following responsibilities:
  - A. Coordinating and planning training for FTO's and Supervisors.
  - B. Insuring that all training records are maintained in accordance with the Field Training Manual.
  - C. Maintaining the Field Training Manual and incorporating needed changes.
  - D. Storage of completed training records by class until the end of the year when they will be microfilmed.
  - E. Keeping the Bureau Commander informed on all aspects of the program.

#### 4.03 Recruit Assignment

- I. The recruit class members will be assigned to the Patrol Bureau upon graduation from the Police Academy.
- II. The Patrol Bureau Commander will cause recruits to be assigned to a division in order for them to complete the Field Training Program.
  - A. The assignments to divisions will be made as soon as possible prior to graduation from the Academy. Factors such as FTO availability, residence location of the recruit, affirmative action, and need for special considerations, etc., will govern these assignments.
  - B. As outlined in "Rotation Phase Assignment" Section IV of this chapter, the recruits' watch assignments and FTO's will be predetermined.
  - C. All recruits will be given days off on the Saturday and Sunday immediately following Academy graduation. They will report as directed for duty on Monday. Adjustment may be necessary to coordinate days off to coincide with those of the FTO. The recruit and FTO will be assigned the same days off as a matter of routine.
  - D. The recruits will be informed of any other assignment matters in their "Orientation Briefing", which is outlined in Section 4.04.



#### 4.04 Recruit Orientation Briefing

- I. All Recruits will report to the Patrol Division to which they have been assigned at a time and date determined by the Training and Education Division. The Recruits will meet as a group for an orientation conducted by a Patrol Supervisor. If available, the Division Commander and/or Executive Officer will participate in the orientation.
- II. The orientation should include, but is not limited to the following:
  - A. Introduction of Division Commander, Executive Officer, and Watch Commanders. The Recruit should be informed about these Commanders if they are not present and their roles within the Division. Any other Supervisors involved in the Program may attend the orientation.
  - B. The philosophies of the Commanders should be conveyed.
  - C. The FTO's role and responsibilities in relation to the Recruit and the Program.
  - D. Steps the Recruit may take to resolve conflicts or received assistance to problems encountered during his training.
  - E. The Recruits' responsibilities regarding the maintenance of his "Recruit Training Guide," and to keep himself informed of his progress.
  - F. The Recruit should be required to complete Data Preference Sheets, Address Cards, and other forms that may be deemed necessary.
  - G. He should be furnished with a packet which contains, but is not limited to the following:
    1. List of pertinent Departmental telephone numbers
    2. Radio Signal and Codes
    3. List of Stand-by-Stations
    4. Beat maps for all three Watches
    5. List of markout locations
    6. Any emergency guides or instructions particular to that Division.
  - H. He should be informed again of the reporting time to his assigned Watch, and what rotation schedule he will follow.

- I. The recruits will then be given a guided tour of the station and assigned lockers, if available.
  - J. Each division commander should add to this orientation items that are of importance to his division.
- III. During the orientation, the orientation form contained in the Recruit Officers Training Manual will be completed and signed. The form will remain in the manual and be a part of the Training File.

#### 4.05 Recruit Phase Rotation

- I. The recruits will be assigned to a division by the Patrol Bureau Commander's office.
- II. The division administrative sergeant will be responsible for assigning the recruit to a rotation phase schedule. This will be accomplished by merely assigning the recruit to a "FTO Team" and designating which watch the recruit will report to for his first-training phase. The remainder of the recruit's rotation through the phases and which FTO's will train him is predetermined. This rotation schedule is outlined and discussed in Section 4.06.
- III. Each recruit will rotate thru the following schedule:

1. Phase - I	7 weeks	--	FTO-No. 1
2. Phase - II	7 weeks	--	FTO-No. 2
3. Phase - III	7 weeks	--	FTO-No. 3
4. Phase - IV	3 weeks	--	FTO-No. 1
- IV. A remedial training assignment approved by the division commander may be made with any FTO.

#### 4.06 Field Training Officer Rotation Teams

- I. Each Division will have twenty four (24) FTO's. Since Recruits will train on all three (3) Watches, eight (8) FTO's should be assigned to each Watch.
- II. The Program is designed to permit the Recruit to train under an FTO in "Phase One" and return to that same FTO for his "Evaluation Phase." FTO Teams have been established in order to insure that this can routinely be accomplished.
- III. Each Division should establish at least six (6) FTO teams which will utilize 18 of the 24 FTO's at that Division. The six (6) remaining FTO's will be "Relief FTO's."
- IV. One FTO from each Watch will comprise a team, and this team is capable of training three Recruits from the same Academy class without scheduling conflicts.
- V. Each FTO team will be comprised of three officers who are assigned to different beats on their respective Watches. The Recruit should be exposed to diverse areas within the Division.
- VI. The FTO team members should remain intact during the entire twenty-four (24) weeks of training.
- VII. Changes in team members can and should be made prior to assigning Recruits when an FTO will be on an extended vacation, school or other long absence.
- VIII. The Relief FTO's will be assigned to the Recruit on days when the regular team FTO is absent. The Recruit will be moved to the Relief FTO's beat in these cases. Recruits will never be assigned to any officer other than a Field Training Officer.
- IX. The six (6) FTO teams will be designated on an "FTO Team Chart." A current copy of each Division's Team Plan will be provided to the Field Training Coordinator's Office.

#### 4.07 Division Management

The guidelines as set out in this section are recommended to ensure coordination and accountability within each Division and to develop uniformity throughout the Bureau.

##### I. Division Commander/Executive Officer

- A. As discussed in the "Introduction" of this chapter, each Division will be responsible for the routine operations of the Field Training Program.
- B. The Division Commander and Executive Officer have responsibilities beginning with the selection process and continuing throughout the complete training of a Recruit.
- C. Broad features of the various supervisory positions are set out in this section to allow the Division Commander to modify procedures to best fulfill his Divisional needs.

##### II. Division Administrative Sergeant

- A. The Administrative Sergeant for each Division will have the following responsibilities:
  - 1. Coordinate assignments and rotation of Recruits to FTO Teams.
  - 2. Ensure that daily, weekly, and end-of-phase reports are submitted and forwarded to Division Commanders. These reports are discussed further in Program Operating Procedures.
  - 3. Coordinate scheduling and assignment of those persons necessary to attend monthly meetings. These meetings are also set out in Program Operating Procedures.
  - 4. Maintain Division's files and records necessary to manage the Program.
  - 5. Keep the Field Training Program Coordinator informed on all changes and meetings involving Field Training Officers and Sergeants, by furnishing courtesy copies directly to the Coordinator's Office.
  - 6. Upon completion of Phase IV of the training process, all FTO training records including the Recruit Officer's Manual and Training Guide, will be sent to the Field Training Coordinator's Office where they will be maintained until they are microfilmed.

### III. Watch Commander/Watch Training Sergeant

- A. The Watch Commander will have responsibility for the Program on his respective Watch.
- B. The Watch Training Sergeant will perform those tasks as directed by the Watch Commander.
- C. Routinely, the Watch Commander will have the following responsibilities:
  - 1. Serve on FTO Interview Board.
  - 2. Insure that one or more Supervisors attend Monthly Division Field Training Program Meeting.
  - 3. Review Weekly and End-of-Phase Reports.
  - 4. Maintain close relationship to Recruits, FTO's, and Sergeants to coordinate training program.
  - 5. Review "Recruit Training Guides" at end of phase.

### IV. Sector Sergeants

- A. The Sector Sergeants will have the following responsibilities:
  - 1. Observe the FTO and Recruit in field situation.
  - 2. Insure daily observation reports on Recruits are submitted each day by the FTO.
  - 3. Complete the weekly observation reports on Recruits and forward them to the Watch Commander.
  - 4. Ensuring completion of "End-of-Phase" Observation reports and forwarding them to the Watch Commander.
  - 5. Attend monthly meetings when scheduled or as directed by the Watch Commander.
  - 6. Schedule and insure that the Recruit spends observation time at the following during Phase I of his training:
    - a. Communications Division.
    - b. Division Investigative Section to include PES familiarization.
  - 7. Monitor closely all Phase IV, "Evaluation Phase" Recruits and FTO's.
  - 8. Review "Recruit Training Guide", weekly.

9. Become familiar and gain a working knowledge of all aspects of the Program from orientation to remedial training and termination.
10. Other duties are set out in this manual and especially the Chapter on "Program Operating Procedures."

#### V. Field Training Officer

- A. The majority of the FTO's duties and responsibilities are set out in "Program Operating Procedures." He is responsible for the following basic areas:
  1. Complete training of the Recruit during the phase in which he is assigned.
  2. Completing and entering data in the "Recruit Training Guide."
  3. Covering instructional material as dictated by training guide for that week and phase.
  4. Completing and submitting a daily observation report on the Recruit every work day.
  5. Review "Recruit Training Guide" at beginning of phase and cover items not covered in previous phase.
  6. Attend monthly meetings when training a Recruit.
  7. Conduct Phase 4, "Evaluation" on Recruits that were assigned to him during Phase 1.
  8. Conduct remedial training as needed.

#### VI. Relief FTO's

- A. The Relief FTO is available to insure that all Recruits work with a FTO every day during their assignment to the Field Training Program.
- B. The Relief FTO will work his assigned beat and the Recruit will be moved when his regular FTO is absent.
- C. The Relief FTO's will be so designated by the Watch Commander and may be placed on or off a FTO team at his discretion.
- D. The Relief FTO will have the following responsibilities:
  1. All those as listed for FTO.
  2. Maintaining readiness to train on any given day.
  3. Conduct special remedial or in-service training when needed.

## CHAPTER 5.00

### PROGRAM OPERATING PROCEDURES



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### CHAPTER 5.00

#### "PROGRAM OPERATING PROCEDURES"

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5.03	THE EVALUATION PROCESS
5.04	THE RECRUIT TRAINING GUIDE
5.05	TERMINATION PROCESS
5.06	FIELD TRAINING OFFICER COMPENSATION
5.07	FTO END-OF-PHASE MEETINGS/EVALUATION SESSIONS

## 5.01 PROGRAM STRUCTURE AND DURATION

Although the Recruit will be introduced to the Field Training Program while in his final weeks at the Police Academy, actual field training with an FTO will begin on the Tuesday following the Recruit's graduation from the Academy. The Program will then continue for approximately twenty-four weeks.

The Field Training Program is divided into four times periods which will be known as "phases." Each phase except Phase IV finds the Recruit with a different FTO. At the inception of Phase IV, the Recruit transfers back to his original FTO for an "Evaluation-Only" phase.

In the following paragraphs, the four phases are identified and explained:

### Phase I

Prior to the Recruit's graduation from the Police Academy, the Bureau Commander will have published the recruit field training assignments.

The Recruit will report to his assigned division as directed by the Academy staff for the orientation outlined in Section 4.04, and at that time will be informed when to report for their patrol assignment. Due to the fact that the days off for the Recruit and his Phase I FTO may be different, the Recruit may be required to work with a relief FTO his first day or two; however, days off to coincide with his Phase I FTO will be arranged as soon as possible. Optionally, and at the discretion of the Watch Commander, the FTO's days off may be adjusted to match the Recruit during this first week.

The first training week which the Recruit works in Phase I, is known as "Orientation Week." During this interval, the Recruit will not be evaluated by the FTO or the Sergeant.

At any time during field training, the FTO may clear "One-Man, with a Recruit observer," to insure that adequate cover is assigned to calls for service. This option is important to the FTO until he can adequately assess the capabilities of his assigned recruit.

The Recruit trains in Phase I with the First FTO for seven calendar weeks.

### Phase II

During the final weeks of Phase I, the Recruit will be informed of his training officer and assignment for Phase II. Phase II will begin on the eighth-Monday following the Recruit's graduation from the Academy: However, it will be the responsibility of the Recruit to determine from the "New" Watch Commander his days off and the date to report for duty.

These days off will be same as those of his "New" Trainer, and, as such, the Recruit may not report for duty until Tuesday, or Wednesday.

The first day of Phase II is an "Orientation" day and the Recruit will not receive a daily evaluation. Phase II is seven calendar weeks in duration.

### Phase III

The Recruit will be informed of his Phase III assignment prior to completion of Phase II. Phase III will begin on the fifteenth Monday following Academy graduation and will continue for seven-calendar weeks. As in Phase II, it is the responsibility of the Recruit to contact the "New" Watch Commander to learn his days off and date to report. Again in Phase III, the Recruit's days off will match those of the FTO.

As with Phase II, the Recruit's first work day in Phase III is an "Orientation" day and there will be no daily evaluation.

Phase III is the last phase during which the Recruit will receive intensive training from the FTO. The FTO and Sergeant should ensure that the Recruit has had adequate exposure and is progressing satisfactorily before he is allowed to complete Phase III and transfer into Phase IV. The Recruit must receive a rating of 4 or better in all rating categories on the Phase III End-of-Phase Evaluation Report in order to proceed into Phase IV.

The end of Phase III is a logical place to remove the Recruit from the Program schedule and inject him into remedial training if he is demonstrating a deficiency that must be overcome before Program completion. In fact, this must be done if the Recruit does not receive the required evaluation of all 4's in all categories on the Phase III End-of-Phase Evaluation Report.

### Phase IV

The final time period in the Program is Phase IV, the "Evaluation-Only" phase. During Phase IV, the Recruit is assigned to his first FTO on the original watch. Phase IV begins on the twenty-second Monday following Academy graduation and is three-calendar weeks in length.

In Phase IV the Recruit will be expected to perform almost entirely on his own. The FTO will be along merely as an observer and evaluator but shall at all times maintain override discretionary control; i.e., he should intervene when necessary to preserve safety, the integrity of the Department, or prevent irreversible error on the part of the Recruit. Otherwise, the FTO should allow the Recruit considerable leeway and encourage initiative and independent action by the Recruit. To adequately assess the Recruit, the FTO may clear "One-Man with an FTO observer" to allow the Recruit to function in a "One-Man" status.

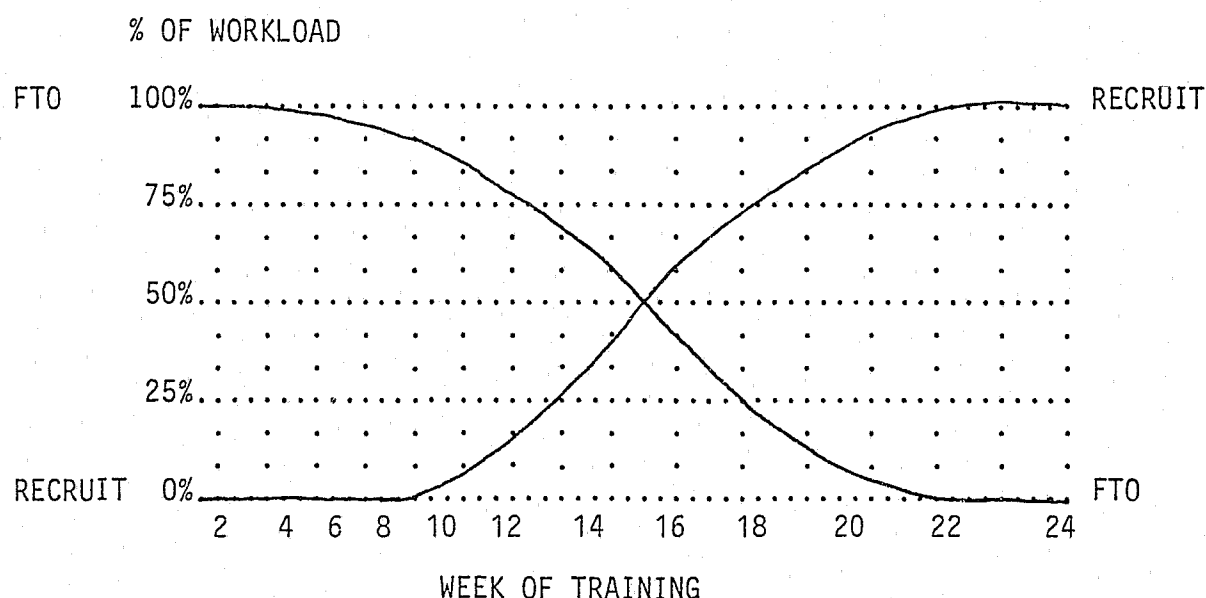
DALLAS POLICE DEPARTMENT  
FIELD TRAINING PROGRAM STRUCTURE

EVALUATION PERIOD				
FIRST FTO		SECOND FTO	THIRD FTO	ORIGINAL FTO
O R I E N T A T I O N  W E E K				
1 WEEK	6 WEEKS	7 WEEKS	7 WEEKS	3 WEEKS
	PHASE I	PHASE II	PHASE III	PHASE IV
TRAINING PERIOD				

DISTRIBUTION OF WORKLOAD  
PHASE ONE THROUGH PHASE THREE

Generally speaking, Recruit Officers perform as much of the police functions as they are capable of performing. When field training begins, the FTO performs all of the police functions. As the Recruit Officer gains experience and demonstrates ability, he/she performs more and more of the police functions, until at the end of the training period, the Recruit Officer is performing all of the police functions.

POSSIBLE DISTRIBUTION OF WORKLOAD  
AVERAGE OF ALL RATING AREAS



The transition from FTO performance to Recruit Officer performance will vary from task to task and individual to individual, depending upon the Recruit Officer's ability to perform each separate task. Generally, the following sequence would apply:

1. The FTO performs the function.
2. The FTO performs the function with the Recruit Officer's assistance.
3. The Recruit Officer performs the function with the FTO's assistance.
4. The Recruit Officer performs the function without assistance and continues to do so until the field training program is completed.

Remedial training is the name given to additional and/or repetitive instruction in an area or areas where skill is weak. As they progress through the Program, Recruits may need remedial training from time to time to learn new areas or master new techniques.

Most of this remedial training can be handled on a day-to-day basis by the FTO with the assistance of the Sergeant. FTO's should be cognizant of the usefulness of remedial training and should be quick to provide additional and innovative instruction when needed. The training officer must also realize the instructional resources available other than his own teaching talents. With the cooperation of the Sergeant, the FTO should, if needed, draw on sources from outside the Department as well as those within, to achieve the desired result, a proficient, knowledgeable Recruit. Written tests and home assignments also should not be forgotten as tools as facilitate remedial training.

Whenever remedial training is provided to the Recruit, the FTO should estimate and note the total number of minutes in the space provided on the "Observation Report." Also, the FTO must explain the type of remedial training in the "Comments" section.

As stated earlier, most remedial training can be achieved on a day-to-day basis without interruption of the Program schedule; however, when required, a Recruit's progression through the training schedule may be temporarily halted while he is placed in a Remedial Training Program.

Whenever the need for such intensive remediation is recognized, written recommendation will be made to the Division Commander through the chain-of-command. When the Recruit completes his remedial training program, he will be placed back into the Program schedule for completion of field training. The Division Administrative Sergeant will, therefore, be required to extend the Recruit's training schedule by the number of days in the remedial program.

FTO's, Supervisors, and Commanders must answer yes to all of the following questions before injecting a Recruit into a remedial program:

1. Is there a specific, identifiable problem?
2. Is the Recruit's deficiency one that can be corrected or cured with additional instruction? (Some deficiencies are character traits or learning disabilities that cannot be corrected and termination is the only option.)

3. Can we hope to correct this deficiency or teach this skill within a reasonable time period, 2-4 weeks?
4. Has the Recruit shown any progress in the area that is deficient?

To facilitate remedial training, the Recruit may be assigned to any Watch and FTO that will best accomplish the goal. The FTO to whom the Recruit is assigned may or may not have previously trained him. Also, the Recruit may be assigned outside the Patrol Bureau, if needed, i.e., the Academy, outside tutoring, etc.

During a Remedial Training Program, the Recruit will continue to receive "Observation Reports" from the FTO and Sergeant.

INTRODUCTION

Each Recruit's progress, as he proceeds through the Program is recorded through written evaluations. The evaluation process is equally as important as the training process, and, as such, has been given great attention during the conception of this Program.

Evaluations have many purposes, the obvious one being to record a Recruit's progress; but, there are others as well. Evaluations are excellent tools for informing the Recruit of his performance level at a given point in time. They are also efficient devices for identifying training needs and documenting training efforts. In a word, evaluation represents feedback.

Collectively, over the duration of the Program, evaluations tell a story, both by category and chronologically. They tell of a Recruit's successes and failures, improvements and digressions, and of the attempts to manage each of these occurrences. They chronicle the skill and efforts of the FTO as well. Evaluations are critical in the career of each new officer and should be treated as such. Honest and objective evaluations of Recruits shall be a prime consideration of all members of this Program.

Each Recruit will be evaluated over a number of categories. These categories cover as much as each aspect of the police environment and responsibilities as can be expected. The Dallas Police Department has selected twenty-five categories as the basis for evaluating a Recruit's performance while he is in the Program. These criteria which have formed the basis for recruit evaluation in Police departments throughout the nation are found on the Dallas Police Department's "Observation Report."

To ensure that the "Observation Report" and each rating of a Recruit will be equal and standard throughout the Department, Standardized Evaluation Guidelines have been established. The Standardized Evaluation Guidelines are actually behavioral anchors. They provide a definition of unacceptable, acceptable, and superior levels of performance for each of the twenty-five categories. The standards set out in the "Guidelines" must be applied to all Recruits regardless of their experience level or other incidental factors. By the strict application of the behavioral definitions contained in the "Guidelines," the rating of any given recruit performance by one FTO should match that of any other FTO. With this approach to evaluation, one may be assured that ratings throughout the Bureau are impartial, objective, uniform, and, therefore, valid.



## SCALE VALUE APPLICATION

Perhaps the most difficult task facing the rater is the application of the numerical rating that represents the behavior he is evaluating. The rater's dilemma usually involves his rating philosophy versus another's and the question of who is right. The following explanations should clarify the issue and ease the concern of the rater and the ratee.

The first principle of value application that must be accepted by all is that each of us has different perceptions on nearly everything in the life experience. While a standardization of ratings is an acute necessity, an attempt to standardize perceptions is doomed to failure at the start. For example, FTO "A," based on a prior negative experience of his own, sees a recruit's exposure of his weapon to a suspect as worth a "1" rating (Officer Safety) while FTO "B" may see the same behavior as worth a "3." Should we (or the Recruit) really be concerned? Our answer is "No!," as long as both officers see the performance as "Unacceptable" under the guideline quoted. A lack of standardization ensues when one FTO sees the performance as Unacceptable (Scale values 1, 2, or 3) and the other sees the same behavior as "Acceptable," scale values 4, 5, 6, or 7. In summary then, we have no difficulty accepting differences in officers' perceptions unless these perceptual differences vary between Unacceptable and Acceptable ratings for the same behavior.

The second principle that is important to grasp is the value assigned to performance wherein remedial efforts have been undertaken and the Recruit is not responding to training. A trainee who performs at a less than acceptable level might be assigned 1, 2, or 3 for that task. The FTO is under an obligation to remediate the mistake and assess the Recruit's performance when next he has the opportunity to do so. If the FTO has retrained and the Recruit continues to fail, a reduction in the scale value might seem contradictory if the Recruit does no worse than before. The NRT (Not Responding to Training) section of the report form allows the FTO to report continued failure and the failure on the part of the recruit to improve, all the while maintaining the integrity of the rating first given.

An NRT is an indication, then, of a problem that has occurred in the past; that has been the object of appropriate remedial effort; and the remedial effort has not produced the desired result. A rating of NRT might be likened to the waving of "a red flag" in that the Recruit is in danger of failing the Field Training Program unless his performance improves in that particular area.

## EVALUATION FREQUENCY

While evaluations are completed by Sergeants, the ultimate responsibility for evaluating a Recruit's performance lies with the FTO.

Field Training Officers complete a daily evaluation on each Recruit. The form used for this purpose is the "Observation Report." The "Observation Report" is a dual-purpose form in that it can be used for daily evaluation by the FTO as well as end-of-phase evaluations by the FTO. This form must be completed at the end of each shift and not left, except for extra-ordinary circumstances, to a later time. This provides an opportunity for the Recruit to ask questions that he failed to ask earlier in the day and also serves to reinforce instructions and critiques that were given during or after each incident.

Daily Observation Reports (D.O.R.'s) are completed each day that the Recruit works in the Field Training Program beginning with day one in Phase I and continuing through the last day of Phase IV. Even those the Recruit's first week in Phase I, and first day in each of Phases II and III are orientation days, the D.O.R.'s will be completed in heading only and signed by the Recruit and FTO. A notation "Orientation Day" should be made across the front of the form. The purpose of this is to document the continuity and progression of the Recruit through the Program schedule.

In addition to the daily evaluations, FTO's will complete a narrative evaluation summarizing his Recruit's performance, prior to attending the monthly FTO meeting at his Division. This evaluation does not require the Recruit's signature and is presented verbally during the FTO monthly meeting. It is recognized that because of the meeting date one FTO may have had his Recruit a very short time while another will have worked extensively with his Recruit.

The third type of evaluation done by the FTO is the "End-of-Phase" Evaluation. Submitted on the "Observation Report" form, the "End-of-Phase" is a summation of the Recruit's performance during that phase.

The Sergeant is responsible for completing a weekly evaluation for the Recruit. This weekly evaluation is submitted on the "Weekly Observation Report" and is a collection of the Sergeant's personal, first-hand observations of the Recruit's performance. The Weekly Observation Report will be submitted at the end of each training week. A training week always begins on Monday and ends on Sunday, regardless of the days off of the Recruit, the FTO, or the Sergeant.

## FLOW OF EVALUATION FORMS

After completing the D.O.R., the FTO will present the form to the Recruit along with any explanation. The Recruit will review the report and transpose the numbers circled by the FTO to the blocks on the left margin. He will then sign the D.O.R. and return it to the FTO. The FTO will check the form for completeness and then forward the D.O.R. as directed by his Patrol Division policy. The original forms will all be maintained in the Recruit's training folder at the Patrol Division.

The Sergeant will present his completed Weekly Observation Report to the Recruit with any explanation and/or counseling. As with the D.O.R., the Recruit will review the form and sign. The Sergeant will then submit the original to the Watch Commander, who will, after review, include the Weekly Observation Reports in the Recruit's training folder.

The FTO's "End-of-Phase" reports after being completed and signed will receive a review through the chain-of-command up to the Division Commander, and then be filed in the Recruit's training folder.

After its presentation at the monthly meeting, the FTO's narrative evaluation will also be included in the Recruit's training folder.

## 5.04 THE RECRUIT TRAINING GUIDE

One of the key elements of the Field Training Program is the standardization of training given to all Recruits during the twenty-four week training period. The Recruit Training Guide was developed to insure that each Recruit is instructed in and exposed to the numerous identifiable tasks associated with competent performance of a Police Officer. With subject areas divided among the various training weeks as well as assigned to the appropriate watch most conducive to the tasks outlined, the Recruit Training Guide serves as a lesson plan for the FTO and guides the training of the Recruit.

There are numerous identifiable tasks that a Police Officer must perform competently. Some of these tasks are simple and mundane while others are complex and require a great deal of effort. Regardless of the complexity, certain tasks must be conquered by the Recruit; and, therefore, it is incumbent on the FTO to instruct the Recruit as to how to properly perform the task. To allow the Recruit to practice his skill at the task, the FTO must also let the Recruit attempt the task under actual field conditions.

The Training Guide was developed to ensure that each Recruit is instructed in and exposed to certain tasks that the Department requires each Police Officer to master. The tasks are listed week by week in the Training Guide according to their complexity and/or officer safety impact, i.e., the most basic tasks and those which are essential to officer safety will be listed in the first pages followed by increasingly more difficult and complex tasks. Additionally, the Training Guide has a short section for each watch, providing exposure to those tasks most likely to be encountered during that phase of training. As the Recruit is instructed in each task and performs or attempts to perform the task, the FTO will initial and date the Training Guide thereby providing a permanent record of the Recruit's exposure.

The Training Guide is not an evaluation. It is simply a lesson plan for the FTO to use and a form on which the FTO documents the Recruit's exposure. Keeping this in mind, the FTO should initial and date the proper block when he teaches the Recruit about a certain task and/or when the Recruit performs the task. He is not required to wait until the Recruit masters the task before initialing.

Also, it is recognized and the Department understands, that due to the nature of patrol work the tasks cannot and will not be covered in the order they are listed. This presents no problem as long as the FTO realizes that he is responsible for teach the Recruit each task listed in his respective phase and watch.

If the Recruit is by chance exposed to a situation or task which is listed elsewhere in the Training Guide, the FTO should instruct the Recruit as required and turn to the page of the Training Guide where that task is listed and initial and date it.

#### USE OF THE TRAINING GUIDE

Each page of the Training Guide lists the job tasks as well as the phase and week of training, or the watch, during which the instruction is to be provided to the Recruit. Additionally, there are columns that allow the FTO to document when the Recruit received the training and was tested by the FTO. This testing can be accomplished in two manners; through the use of various instructional methods and/or through actual field experience. Ideally, a Recruit would receive instruction in a subject area, then be tested by the FTO using instructional methods. Then the Recruit could be exposed to the task through actual field experience.

The FTO should use accepted teaching methods to explain or demonstrate a subject area to a Recruit, telling the Recruit how to perform a task, showing him how to perform the task, and allowing him to practice performing the task. Once adequate instruction has been provided, the FTO will test the Recruit in one or both of the following manners:

ACTUAL FIELD EXPERIENCE: When any specified job task is performed under actual conditions the FTO will initial and date the blocks under this column. Since the training Guide is not an evaluation tool, satisfactory performance of the task is not required for the FTO to indicate exposure to the subject during actual conditions however, if the Recruit fails at the task, the FTO should make every effort to provide the Recruit with an opportunity to repeat the task.

INSTRUCTIONAL METHODS: In some instances, actual task accomplishments or attempts cannot be achieved due to lack of opportunity. An example might be a homicide investigation. It is conceivable that in seventeen weeks of training, the Recruit may never have the opportunity to investigate a homicide. In a case such as this were the FTO is unable to expose the Recruit to a homicide investigation, he should simply instruct the Recruit in the proper method of handling the investigation and then test the Recruit (preferably a written test) to determine the Recruit's ability to perform the task. After the test, the FTO should date and initial in the spaces under "Instructional Methods." The FTO should not allow the existence of this column to repress his diligence in trying to expose the Recruit to every listed task under actual field conditions.

The bottom line on each page of the Training Guide is for the Recruit's signature when that page has been completed. By signing, the Recruit is acknowledging that the listed tasks were taught to him and he attempted each or was tested over each.

As stated earlier, the Training Guide serves as documentation to what the Recruit has been taught. Keeping this in mind, the first thing an FTO should do when assigned a Recruit is review the previous phases in the Training Guide. If some tasks have not been covered, the FTO should make it his primary objective to expose the Recruit to those tasks. And by the same token, each FTO should strive to teach the Recruit every task listed for his respective phase.

If the task does not present itself in the normal course of activities, the FTO must try to find a chance for the Recruit to attempt the task; i.e., volunteer for certain type call, look for certain types of activity, etc.

The Training Guide is contained in the Recruit Manual which the Recruit will have received prior to entering the Field Training Program. The Recruit Manual and the Training Guide are to be kept in the Recruit's possession until he completes training or is terminated. Upon completion of the program or termination, the Manual or Training Guide will be turned into the Division Administrative Sergeant for disposition.

## TERMINATION PROCEDURE

The goal of the Field Training Program is to produce a fully-trained, competent patrol officer, and the Program expects all recruits to be successful. Unfortunately, some are not and regardless of the efforts by Program personnel, some do not reach the level of competence required. Recruits sometimes realize their expectations of law enforcement were false ones. Other recruits cannot handle the "juggling act" of performing multiple tasks. Still others are unable to deal with the stress present in the job. There are many reasons, but the fact is that some people do not make it, and therefore, must be terminated.

Termination is stressful, not only for the Recruit, but for the Program personnel as well. Despite this, in some cases, termination is not only necessary but obligatory. If a Recruit is not progressing in the Program and it has been determined that progress to a satisfactory level is not possible, termination is the only logical step.

Field Training Officers often hope to "save" new employees who are failing, and this is laudable but not always fruitful. Personnel should never give up on a Recruit who has the slightest chance of success, but must be realistic with those who do not. Organizationally, the retention of an employee who is not capable of performing the job would place the Department and the Recruit in an untenable position. Not only would liability be ever present but such a decision would cost the Department economically and in terms of efficiency. By coming to grips with a Recruit's failure, the stress experienced by the Recruit will be reduced and the transition to another career will be eased.

The Recruit is, of course, subject to the same rules and regulations that govern all Dallas Police Officers, and should he violate a criminal statute or Departmental policy, he will be held accountable as prescribed in General Order 501.00. Otherwise, recruit terminations will be handled as follows:

WHEN TERMINATION MAY OCCUR

In all cases where possible, the Recruit should be given the benefit of training through the first three Phases before a termination recommendation is considered. However, the Recruit may be terminated at any point in the Program if he:

1. Is a threat to his safety or the safety of others, or;
2. Repeatedly brings discredit or embarrassment to the Department, or;

3. Cannot perform basic tasks that are necessary to allow him to proceed in the Program, or;
4. Does not "qualify" with his sidearm.

#### THE DECISION TO TERMINATE

Before a decision to terminate is made, some questions must be asked:

1. What are the problems of the Recruit?
2. What is causing these problems?
3. What have we done to overcome these problems?
4. How much remediation has been completed?
5. Has there been any improvement after remediation?
6. What are the chances that the Recruit will improve in the future?
7. Have we fully documented these problems?

Once these questions have been reviewed by the FTO, Sergeant, and Watch Commander, and they decide that termination is the only feasible option, the Executive Officer and Division Commander will be notified. The Division Commander will then cause a meeting to be held at which the following personnel are in attendance.

1. All FTO's who have trained the Recruit.
2. The Recruit's current Field Training Sergeant.
3. The Watch Commander.
4. The Division Commander and/or Executive Officer

The purpose of this meeting is to discuss the Recruit's performance and to ensure that the Recruit has been given every chance to succeed. If at the conclusion of this meeting, the general consensus is still to discharge the Recruit, termination recommendation will be made.

#### NOTIFICATION OF THE RECRUIT

As soon as possible after the meeting, the Sergeant will notify the Recruit of the impending termination. Although the FTO has been trained to continually keep the Recruit informed, it is not the FTO's role to notify the Recruit of a termination recommendation. This notification must be made by the Sergeant or another Supervisor in the chain-of-command.



At the time of the Recruit's notification, he should be re-assigned from patrol duties or given leave until his discharge. The Recruit should not be allowed to perform normal field duties. He is under too much stress and presents a liability to himself, others, and the Department.

#### THE TERMINATION PACKAGE

The Sergeant will be responsible for compiling a termination package and forwarding it through the chain-of-command to the Bureau Commander. The termination package will consist of:

1. Complete reports from each FTO who has trained the Recruit. These reports will be in memorandum form and will detail the progress and performance of the Recruit. These memorandums may be written in chronological order or category-by-category but must contain documentation to support all claims.
2. A cover memo from the current Field Training Sergeant summarizing the FTO's memo and containing a recommendation by the Sergeant.
3. The Recruit Officer's Training Manual.
4. A copy of each D.O.R., Weekly Observation Report, and End-of-Phase Evaluation that the Recruit has received.

As the termination package goes up through the chain-of command, each officer in the chain shall note his concurrence on the Sergeant's memo or attach a memo explaining non-concurrence.

#### TERMINATION

The Chief of Police will make the final decision to terminate the Recruit. Once he has reached this decision, the chain-of-command will be notified and the Recruit will be scheduled to report to the Division Commander's Office.

The Division Commander will advise the Recruit of the Chief of Police's decision and of the Department's intent to discharge him. The Recruit shall be shown the documentation which supports the termination recommendation and shall be required to indicate on the documentation or on a separate sheet that he has seen it. The Recruit should be informed of his right to speak with anyone in the chain-of-command. If he expresses a desire to do so, the appropriate appointments will be made. Otherwise, or at the conclusion of these appointments, the Recruit shall be allowed the opportunity to resign. Should he choose not to resign, the Recruit will be terminated.

Regardless of whether his departure is by termination or resignation, all memorandum and reports regarding the Recruit shall be maintained in his file for future reference.

A Recruit's training file is confidential and shall be reviewed only by persons connected with the Program or by persons have a "need to know." Others desiring a review of any file shall first secure approval from the Bureau Commander. Agencies conducting background checks on former employees will be directed to the Personnel Division for information. Access to a Recruit's training file will be granted only in accordance with the Department's guidelines for release of confidential information.

- I. All FTO's will receive \$50.00 per month assignment pay.
  - A. As FTO's are selected at the Division, the names will be forwarded to the Patrol Bureau Commander.
  - B. The names will be placed on the FTO Roster and Fiscal Affairs will be notified to begin assignment pay.
  - C. Names submitted will remain on the FTO Roster and assignment pay will continue until their deletion is requested by memo from the Division Commander.
- II. Because of the daily paperwork and counseling required of the FTO's, they will on most occasions find themselves working 10 - 20 minutes or more beyond their normal tour of duty; therefore, all FTO's will earn 0.4 hours overtime pay for each day they actually train a Recruit or Reserve Officer. This overtime will be earned in addition to their normal overtime duties; court, late calls, etc., but will be the maximum overtime allowed for the training function.
- III. All off-duty FTO's that attend monthly meetings will earn overtime for the actual time spent in the meeting, plus a maximum one (1) hour travel time. Normal duty hours will be adjusted so that a minimum number of FTO's will be off duty when the meeting is scheduled.

When a Recruit class in the process of Field Training nears the end of each of the first three phases, a meeting will be held at each division at which FTO's of that division attend. This meeting will consist mainly of an evaluation session but will also serve as a staff meeting. A forum will be provided for exchanging ideas and information about the program as well as problems encountered and solutions to these problems.

Prior to attending the monthly meeting, FTO's should complete a "Narrative Evaluation" form on their recruit. The meeting will be opened with an Evaluation session during which each FTO will verbally present this "Narrative Evaluation." The FTO should be prepared to discuss the strengths, weaknesses, remedial training efforts and recommend future training of the recruit assigned to him. FTO's who have worked around a particular recruit and/or have observed his performance may offer information and suggestions. Other FTO's, who although they may not have seen this particular recruit perform, can relate past training experiences that have proved successful. Also, because of the workshop effect, FTO meetings are very helpful to new FTO's wishing to gain insight into the training of recruit police officers.

The Evaluation session is never used to pass on rumors or opinions of recruit personality. Only documented actions will be discussed and only if they relate to the recruit in a constructive manner or may elicit helpful responses from the other FTO's. Inflammatory comments will not be tolerated, nor will unsubstantiated acts. These sessions are meant to assist the program personnel in resolving problems and to reveal the progress of each recruit.

Because all FTO's attend, the monthly meetings alleviate the time wasted in "Getting to Know" a new Recruit. An FTO can begin working immediately on Recruit deficiencies since he has been previously briefed and has had the time to formulate a plan for helping the Recruit. FTO's should remember, however, that the comments they hear about a Recruit in the monthly meeting must be used in the manner as described above. This information should never be used as the basis for evaluation. FTO's must always evaluate the Recruit based on their own personal observations.

FTO meetings are very useful for disseminating administrative information, controlling rumors, and providing in-service training for the FTO's. Supervisors should note unanswerable questions so that the answers may be found and relayed back to the FTO's. Rumors should be investigated and the true information provided. Also, wherever possible, FTO's should try to standardize the training that they are providing to the Recruits by discussing this topic during the meeting.

## CHAPTER 6.00

### PROGRAM FORMS

## ORIENTATION

1. The Field Training Officer is your immediate "supervisor." You will follow his directions/orders at all times during any police incident. He is responsible. If you have any questions regarding the actions he has you take, discuss them with the Field Training Officer when the incident has been brought to a conclusion.
2. If at any time you and the Field Training Officer do not agree and cannot resolve the dispute, both will report to the Sector Sergeant.
3. Maintenance and reporting to work daily with the Field Training Guide is your responsibility.
4. It is your responsibility to know at all times if you are or are not making satisfactory progress in your training. The Field Training Officer will be keeping documentation on a daily basis of your progress, strengths and/or weakness.
5. You will be given a Data and Preference Sheet. You will complete this sheet and return it the following day to your Watch Commander or Sector Sergeant.
6. Locker Number \_\_\_\_\_.
7. Reporting Date \_\_\_\_\_ Time \_\_\_\_\_.

SIGNED: Recruit Officer \_\_\_\_\_ DATE: \_\_\_\_\_

I have explained the above items to Recruit Officer \_\_\_\_\_

SIGNED: RANK \_\_\_\_\_ NAME \_\_\_\_\_

DATE: \_\_\_\_\_

DAILY  
END OF PHASE

DALLAS POLICE DEPARTMENT

PHASE \_\_\_\_\_  
WEEK \_\_\_\_\_

## OBSERVATION REPORT

RECRUIT \_\_\_\_\_ FTO \_\_\_\_\_ DIVISION/WATCH \_\_\_\_\_ DATE \_\_\_\_\_

**RATING INSTRUCTIONS:** Rate observed behavior on the scale below using the numerical value definitions contained in the standardized evaluation guidelines. You must comment on the most and least acceptable performance of the day. Although specific comments are required for all ratings of "1" or "6" and above, and "NRT," you are encouraged to comment on any behavior you wish. Use category numbers to reference your narrative comments. Check the "NO" box if a category is not observed. Check "NRT" box if the recruit fails to respond to training.

Assignment or Reason for No Evaluation:

NOT ACCEPTABLE BY  
FT PROGRAM  
STANDARDS

MINIMUM  
ACCEPTABLE  
LEVEL

**SUPERIOR BY  
FT PROGRAM  
STANDARDS**

1 2 3 4 5 6 7

## PERFORMANCE TASKS

[illegible]

- |     |   |   |   |   |   |   |   |   |
|-----|---|---|---|---|---|---|---|---|
| 1.  | Driving skills: Normal Conditions .....       | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 2.  | Driving Skills: Stress Conditions .....       | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 3.  | Orientation/Response Time to Calls .....      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 4.  | Field Performance: Stress Conditions .....    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 5.  | Self-Initiated Field Activity .....           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 6.  | Officer Safety .....                          | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 7.  | Control of Conflict: Verbal Skills .....      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8.  | Control of Conflict: Physical Skills .....    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 9.  | Radio: Comprehension/Usage .....              | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 10. | Routine Forms: Accuracy/Completeness .....    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 11. | Report Writing: Organization and Detail ..... | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 12. | Report Writing: Appropriate Time Used .....   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 13. | Field Performance: Non-Stress .....           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 14. | Investigative Skills .....                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 15. | Interview/Interrogation Skills .....          | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 16. | Problem Solving/Decision Making .....         | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

[illegible]

## KNOWLEDGE


- |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| 17. Departmental Policies/Procedures .....                  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 18. Penal Code, Code of Criminal Procedures, City Ord. .... | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 19. Vehicle Code .....                                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |


## ATTITUDE


- |     |  |   |   |   |   |   |   |   |
|-----|--|---|---|---|---|---|---|---|
| 20. | Acceptance of Feedback .....                           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 21. | Attitude Toward Police Work .....                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
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APPEARANCE

25. General Appearance ..... 1 2 3 4 5 6 7

MINUTES OF REMEDIAL TRAINING TIME \_\_\_\_\_  
(explain under Additional Comments)



### NARRATIVE COMMENTS

### Most Acceptable Performance

Improvement Needed.

Additional Comments.

RECRUIT.

RATER

END OF PHASE EVALUATION REVIEWS:

SERGEANT:

COMMENTS:

WATCH COMMANDER

CAPTAIN:

DIVISION COMMANDER:

DALLAS POLICE DEPARTMENT

FIELD TRAINING PROGRAM

CONTINUATION FORM OF \_\_\_\_\_

RECRUIT'S LAST NAME

BADGE #

FTO'S LAST NAME

BADGE #

DATE \_\_\_\_\_

NARRATIVE COMMENTS

ADDITIONAL COMMENTS:

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RECEIVED OFFICER SIGNATURE

100-443887

TRAINING OFFICER SIGNATURE

NARRATIVE COMMENTS

ADDITIONAL COMMENTS:

RECRUIT OFFICER SIGNATURE

TRAINING OFFICER SIGNATURE

DALLAS POLICE DEPARTMENT  
WEEKLY OBSERVATION REPORT

DATE: \_\_\_\_\_

PHASE \_\_\_\_\_

WEEK \_\_\_\_\_

RECRUIT \_\_\_\_\_ FTO \_\_\_\_\_ DIVISION/WATCH \_\_\_\_\_

GRADING SERGEANT \_\_\_\_\_

HOW OBSERVATION WAS MADE (Riding, Counseling, etc) \_\_\_\_\_

COMMENTS \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

RECRUIT \_\_\_\_\_ SERGEANT \_\_\_\_\_

WATCH COMMANDER \_\_\_\_\_

DALLAS POLICE DEPARTMENT

NARRATIVE EVALUATION

Phase # \_\_\_\_\_

Recruit Officer \_\_\_\_\_

Badge # \_\_\_\_\_

Complete this Form on your Recruit prior to the Evaluation Session. This Form will be collected by the Training Sergeant in attendance and forwarded to the Field Training Section. A copy will be kept at your Division Station. The FTO's may refer to these forms at any time.

Significant Strengths

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_

Significant Weaknesses

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_

Remedial Training (implemented or planned)  
(Use back of paper if necessary)

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This recruit is in his \_\_\_\_\_ week of training. In your judgement, this recruit is actually in the \_\_\_\_\_ week in terms of performance.

\_\_\_\_\_  
FTO'S SIGNATURE

\_\_\_\_\_  
DATE

FIELD TRAINING PROGRAM

## DATE \_\_\_\_\_

RECRUIT OFFICER \_\_\_\_\_

RECRUIT CLASS NO \_\_\_\_\_

FIELD TRAINING OFFICER \_\_\_\_\_

DIVISION

DESCRIBE WEAKNESS OR DEFICIENCY

DESCRIBE CORRECTIVE ACTIONS TAKEN DURING PHASE 1, 2, AND 3 AND RESULTS

This image shows a single sheet of white paper with horizontal black ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears slightly aged or off-white. There is no handwriting or other markings on the page.

DESCRIBE REMEDIAL TRAINING PLAN TO BE FOLLOWED DURING EXTENSION

DIVISION COMMANDER

## CHAPTER 7.00

### STANDARDIZED EVALUATION GUIDELINES



## DALLAS POLICE DEPARTMENT

### STANDARDIZED EVALUATION GUIDELINES

#### (1) DRIVING SKILLS: NORMAL CONDITIONS

1. Unacceptable: Continually violates Traffic Code (speed, traffic signals, etc.); involved in chargeable accident; lacks dexterity and coordination during vehicle operation.
4. Acceptable: Ability to maintain control of vehicle while being alert to activity outside of vehicle. Practices good defensive driving techniques.
7. Superior: Sets good example of lawful, courteous driving while exhibiting good manipulative skill required of patrolman (i.e., operate Radio - utilize hot sheet).

#### (2) DRIVING SKILLS: STRESS CONDITIONS

1. Unacceptable: Involved in accident(s). Unnecessary Code 3. Overuses red lights and siren. Excessive and unnecessary speed. Fails to slow for intersections and loses control on corners.
4. Acceptable: Maintains control of vehicle. Evaluates driving situations and reacts properly. (i.e., proper speed for conditions.)
7. Superior: High degree of reflex ability and competence in driving skills.

#### (3) ORIENTATION/RESPONSE TIME TO CALLS

1. Unacceptable: Becomes disoriented when responding to stressful situations. Is unable to relate his/her location to his/her destination. Is unable to use MAPSCO under stress. Is unable to determine directions of the compass during stressful tactical situations.
4. Acceptable: Reasonably aware of his/her location. Is able to utilize MAPSCO effectively under stressful conditions. Demonstrates good sense of direction in tactical situations.
7. Superior: Always responds quickly to stressful calls by the most appropriate route. Does not have to refer to MAPSCO. Rarely disoriented during tactical situations.

7. Superior: Always responds quickly to stressful calls by the most appropriate route. Does not have to refer to MAPSCO. Rarely disoriented during tactical situations.

(4) FIELD PERFORMANCE: STRESS CONDITIONS

Evaluates the Recruit's ability to perform in moderate and high stress situations.

1. Unacceptable: Becomes emotional, is panic stricken, can't function, holds back, loses temper or displays cowardice. Over-reacts.
4. Acceptable: Maintains calm and self-control in most situations, determines proper course of action and takes it. Does not allow the situation to further deteriorate.
7. Superior: Maintains calm and self-control in even the most extreme situations. Quickly restores control in the situation and takes command. Determines best course of action and takes it.

(5) SELF-INITIATED FIELD ACTIVITY

1. Unacceptable: Fails to observe, or avoids activity. Does not follow-up on situations requiring police attention, rationalizes suspicious circumstances and does not investigate.
4. Acceptable: Observes, recognizes, and identifies suspected criminal activity or situations requiring police attention. Makes cases and arrests from routine activity, while on vehicle or foot patrol.
7. Superior: Catalogs, maintains, and uses information issued at briefings and other sources for reasonable cause to stop vehicles and persons, and makes subsequent good quality arrests. Provides good police service by observing and recognizing non-criminal situations and providing assistance, either while on vehicle or foot patrol.

(6) OFFICER SAFETY:

Evaluates the Recruit's ability to perform police tasks without injuring self or others or exposing self or others to unnecessary danger/risk.

1. Unacceptable: Fails to follow accepted safety procedures or to exercise officer safety, i.e.
- A) Exposes weapons to suspect (baton, handgun, etc.)
  - B) Fails to keep gun hand free during enforcement situations.
  - C) Stands in front of violator's car door.
  - D) Fails to control suspect's movements.
  - E) Does not keep suspect/violator in sight.
  - F) Fails to use illumination when necessary or uses it improperly.
  - G) Fails to advise dispatcher when leaving police vehicle.

- H) Fails to maintain good physical condition.
- I) Fails to utilize or maintain personal safety equipment.
- J) Does not anticipate potentially dangerous situations.
- K) Stands too close to passing vehicular traffic.
- L) Is careless with gun and other weapons.
- M) Stands in front of doors when knocking.
- N) Makes poor choice of which weapon to use and when to use it.
- O) Fails to cover other officers.
- P) Stands between police and violator's vehicle on car stop.
- Q) Fails to search police vehicle prior to duty and after transporting suspect.

- 4. Acceptable: Follows accepted safety procedures. Understands and applies them.
- 7. Superior: Always works safely. Foresees dangerous situations and prepares for them. Keeps partner informed and determines the best position for self and partner. Is not overconfident. Is in good physical condition.

(7) CONTROL OF CONFLICT: VERBAL SKILLS

- 1. Unacceptable: Improper voice inflection; i.e., too soft, too loud, confused voice command or indecisive; poor officer bearing.
- 4. Acceptable: Speaks with authority in a calm, clear voice.
- 7. Superior: Always gives appearance of complete command through voice tone and bearing.

(8) CONTROL OF CONFLICT: PHYSICAL SKILLS

- 1. Unacceptable: Physically weak or uses too little or too much force for given situation. Unable to use proper restraining holds.
- 4. Acceptable: Maintains control without excessive force. Properly applies restraining holds.
- 7. Superior: Always prepared to use necessary force. Excellent knowledge of and ability to use restraining holds.

(9) RADIO: COMPREHENSION/USAGE

- 1. Unacceptable: Misinterprets communication codes, definitions or fails to use radio in accordance with set policy; fails or refuses to improve. Repeatedly misses his/her call sign and is unaware of radio traffic adjoining beats. Frequently has to ask Dispatcher to repeat transmission or does not comprehend message.

4. Acceptable: Copies most Radio transmissions directed to him/her and is generally aware of adjoining beat traffic. Uses proper procedures with clear, concise, and complete transmissions. Has good working knowledge of radio codes.
5. Superior: Transmit clearly, calmly, concisely, and completely in even the most stressful situations. Transmissions are well thought out and do not have to be repeated. Uses communication codes with ease in all receiving and sending situations.

(10) ROUTINE FORMS: ACCURACY/COMPLETENESS

Evaluates recruit's ability to properly utilize departmental forms necessary to job accomplishment.

1. Unacceptable: Is unaware that a form must be completed and/or is unable to complete the proper form for the given situation. Forms are incomplete, inaccurate, or improperly used.
4. Acceptable: Knows the commonly used forms and understands their use. Completes them with reasonable accuracy and thoroughness.
7. Superior: Consistently makes accurate form selection and rapidly completes detailed forms without assistance. Displays high degree of accuracy.

(11) REPORT WRITING: ORGANIZATION/DETAIL

Evaluates the recruit's ability to prepare reports that accurately reflect the situation and in a detailed, organized manner.

1. Unacceptable: Unable to organize information and to reduce it to writing. Leaves out pertinent details in report. Report is inaccurate. Reports are illegible. Reports contain excessive number of misspelled words. Sentence structure or work usage is improper or incomplete.
4. Acceptable: Completes reports, organizing information in a logical manner. Reports contain the required information and details. Reports are legible and grammar is at an acceptable level. Spelling is acceptable and errors are rare. Errors, if present, do not impair an understanding of the report.
7. Superior: Reports are a complete and detailed accounting of events from beginning to end, written and organized so that any reader understands what occurred. Reports are very neat and legible. Contain no spelling or grammar errors.

(12) REPORT WRITING: APPROPRIATE TIME USED

Evaluates the recruit's efficiency relative to the amount of time taken to write a report.

1. Unacceptable: Requires an excessive amount of time complete a report. Takes three or more times the amount of time a non-probationary officer would take to complete the report.
4. Acceptable: Completes reports within a reasonable amount of time.
7. Superior: Completes reports very quickly, as quickly as a skilled, veteran officer.

(13) FIELD PERFORMANCE: NON-STRESS

Evaluates the recruit's ability to perform routine, non-stress police activities.

1. Unacceptable: When confronted with a routine task, becomes confused and disoriented. Does not/cannot complete task. Takes wrong course of action. Avoids taking action.
4. Acceptable: Properly assesses routine situations, determines appropriate action, and takes same.
7. Superior: Properly assesses situations including unusual or complex ones. Determines appropriate course of action and takes same.

(14) INVESTIGATIVE SKILLS:

Evaluates recruit's ability to conduct a proper investigation with an emphasis on crime scene investigatory procedures.

1. Unacceptable: Does not conduct a basic investigation or conducts investigation improperly. Unable to accurately diagnose offense committed. Fails to discern readily available evidence. Makes frequent mistakes when identifying, collecting, or booking evidence. Does not conduct evidence with suspect when apparent. Lacks skill in collection and preservation of fingerprints. Does not protect scene.
4. Acceptable: Follow proper investigatory procedure in all but most difficult/unusual cases. Is generally accurate in diagnosis of nature of offense committed. Collects, tags, logs, and books evidence properly. Connects evidence with suspect when apparent.
7. Superior: Always follows proper investigatory procedure, and always accurate in diagnosis of offense committed. Connects evidence with suspect even when not apparent. Has "evidence technician" collection and identification skills. Recognizes "readable" fingerprints when available.

(15) INTERVIEW/INTERROGATION SKILLS:

Evaluates recruit's ability to use proper questioning techniques; to vary techniques to fit persons being interviewed/interrogated; to follow proper procedure.

1. Unacceptable: Fails to use proper questioning techniques. Does not elicit and/or record available information. Does not establish appropriate rapport with subject and/or does not control interrogation of suspect. Fails to give Miranda warning.
4. Acceptable: Generally uses proper questioning techniques. Elicits most available information and records same. Establishes proper rapport with most victims/witnesses. Controls the interrogation of most suspects and generally conducts a proper Miranda warning.
7. Superior: Always uses proper questioning techniques. Establishes rapport with all victims/witnesses. Controls the interrogation of even the most difficult suspects. Conducts successful interrogations. Always gives a proper Miranda warning.

(16) PROBLEM SOLVING/DECISION MAKING:

1. Unacceptable: Acts without thought or is indecisive. Relies on others to make his/her decisions.
4. Acceptable: Is able to reason out problems and relate to what he/she was taught. Has good perception and ability to make his/her own decisions.
7. Superior: Excellent ability to foresee problems and arrive at sound decisions.

(17) DEPARTMENTAL POLICIES/PROCEDURES:

Evaluation of the Recruit's knowledge of the department's policies and procedures and the ability to apply this knowledge under field conditions.

1. Unacceptable: When tested verbally or in writing, the Probationary Officer scores 20% or less. When applied in the field, the officer shows little or no knowledge of departmental policy or fails to use the appropriate procedure when it applies.
4. Acceptable: When tested verbally or in writing, the Probationary Officer scores at least 70%. When applied in the field, the officer shows a familiarity with the most commonly used policies and procedures.
7. Superior: When tested verbally or in writing, the Probationary Officer scores 100%. When applied in the field, the officer is familiar with all the policies and procedures and uses the appropriate one when needed.

(18) PENAL CODE, CODE OF CRIMINAL PROCEDURE, AND CITY ORDINANCES:  
Evaluation of the Recruit's knowledge of the criminal statutes and ability to apply that knowledge in the field.

1. Unacceptable: When tested verbally or in writing, the Probationary Officer scores 20% or less. When applied in the field, the officer does not know the basic elements of a crime when encountered or makes mistakes that would indicate a lack of that knowledge necessary to conduct a successful investigation and write a good report.
4. Acceptable: When tested verbally or in writing, the Probationary Officer scores at least 70%. When applied in the field, the officer recognizes commonly encountered criminal offenses and knows what action are necessary to make the case capable of successful prosecution.
7. Superior: When tested verbally or in writing, the Probationary Officer scores 100%. When applied in the field, the officer displays an outstanding knowledge of the codes and applies this knowledge well in both normal and unusual criminal situations.

(19) VEHICLE CODE:  
Evaluation of the Recruit's knowledge and ability to apply the traffic laws of the State to field enforcement.

1. Unacceptable: When tested verbally or in writing, the Probationary Officer scores 20% or less. When applied in the field, the officer shows a poor working knowledge of the traffic code and its practical application.
4. Acceptable: When tested verbally or in writing, the Probationary Officer scores at least 70%. When applied in the field, the officer shows a good working knowledge of the traffic laws and can apply the correct statute to the situation.
7. Superior: When tested verbally or in writing, the Probationary Officer scores 100%. When applied in the field, the officer demonstrates an unusually acute knowledge of even the most seldom used vehicle code statutes.

(20) ACCEPTANCE OF FEEDBACK:  
Evaluation of the Recruit's acceptance of constructive criticism and instructions and how the officer uses the information and instructions provided to improve performance.

1. Unacceptable: Rationalizes mistakes, denies that errors were made, is argumentative, refuses to do or does not attempt to make corrections. Considers criticism a personal attack.
4. Acceptable: Accepts criticism and instructions in a positive manner and applies the information to make corrections in performance.

7. Superior: Actively solicits criticism and instructions in order to improve performance. Instructions do not have to be repeated.

(21) ATTITUDE TOWARD POLICE WORK:

Evaluation of the Recruit's attitude toward new career in terms of personal motivation, goals, acceptance of responsibility and career objectives.

1. Unacceptable: Sees career as only a job; uses position to boost ego; abuses authority; shows little dedication to the principles of the profession.
4. Acceptable: Demonstrates an active interest in the new career and takes the new responsibility seriously.
7. Superior: Utilizes off-duty time to further professional knowledge and expertise, solicits assistance from others to broaden knowledge of the work. Maintains high ideals in terms of professional responsibilities of the job.

(22) RELATIONSHIP WITH PUBLIC IN GENERAL:

Evaluation of the Recruit's ability to interact with the general public including victims as well as suspects.

1. Unacceptable: Abrupt, belligerent, overbearing, arrogant, uninterested. Overlooks or avoids the service aspects of the job.
4. Acceptable: Courteous, friendly, and empathetic. Communicates in professional and unbiased manner. Service-minded.
7. Superior: At ease with citizen contact. Quick to establish rapport and leaves people with a feeling that the officer was interested in serving them. Remains objective at all times.

(23) RELATIONSHIP WITH ETHNIC GROUPS:

Evaluates the Recruit's ability to interact with members of ethnic or racial groups other than his own, in an appropriate, efficient manner.

1. Unacceptable: Is hostile or overly sympathetic. Is prejudicial, subjective and biased. Treats members in this grouping differently than members of his own ethnic or racial group would be treated.
4. Acceptable: Is at ease with members of other ethnic/racial groups. Serves their needs objectively and with concern. Does not feel threatened with in their presence.
7. Superior: Understands the various cultural differences and uses this understanding to competently resolve situations and problems. Is totally objective and communicates in a manner that furthers mutual understanding.



(24) RELATIONSHIP WITH OTHER OFFICERS AND SUPERVISORS:

Evaluates the recruit's ability to effectively interact with other department members of various ranks and in various capacities.

1. Unacceptable: Patronizes FTO/superiors/peers or is antagonistic toward them. Gossips. Is insubordinate, argumentative, sarcastic. Resists instructions. Considers self superior. Belittles others. Is not a "team" player.
4. Acceptable: Adheres to the chain of command and accepts role in the organization. Good peer and FTO relationships and is accepted as a group member. Shows proper respect to supervisors.
7. Superior: Is at least in contact with all, including superiors. Understands superiors' responsibilities, respects and supports their position. Peer group leader. Actively assists others.

(25) GENERAL APPEARANCE:

Evaluates physical appearance, dress, demeanor.

1. Unacceptable: Overweight, dirty shoes or wrinkled uniform. Uniform fits poorly or is improperly worn. Hair ungroomed and/or in violation of department regulation. Dirty weapon, equipment. Equipment missing or inoperative. Offensive body odor, breath.
4. Acceptable: Uniform neat, clean. Uniform fits and is worn properly. Weapon, leather, equipment is clean and operative. Hair within regulations, shoes are shined.
7. Superior: Uniform neat, clean and tailored. Leather is shined, shoes are spit-shined. Displays command bearing.

## CHAPTER 8.00

### RECRUIT OFFICER'S MANUAL

A P P E N D I X   I I

RECRUIT TRAINING GUIDE

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RECRUIT TRAINING GUIDE

		Instructed and Tested By F.T.O. Through:			
<u>ORGANIZATIONAL PROCEDURES</u>		Instructional Methods		Actual Field Experience	
		DATE	F.T.O.	DATE	F.T.O.
A. Duty hours and roll call procedures					
B. Regular day off (G.O. 410.01)					
C. Overtime and compensatory time (G.O. 204.06 and 204.07)					
D. Leaves of absences:					
1. Vacation (Personnel Rules 3.26)					
2. Holidays (G.O. 410.02)					
3. Sick (Personnel Rules 3.1; G.O. 204.05)					
4. Injured; On-Duty and Off-Duty (G.O. 416.02; Personnel Rules 9.1)					
5. Death in family (Personnel Rules 3.82)					
6. Military Leave (Personnel Rules 3.103)					
7. Without Pay (Personnel Rules 3.89)					
8. Suspension (G.O. 506.03)					
E. Requirement to keep department advised of current address and phone number (G.O. 401.01)					
F. Off-duty employment (Patrol Bureau SOP; G.O. 406.00 and 307.12)					
1. Recruits					
2. Apartment complexes					
3. Traffic control					
4. Approval required for all off-duty employment					
(a) "Application for Special Duty" (Form 69-29)					
(b) "Request for Outside Employment, Other Than Police Duty"					

The above subjects were explained to me and I have performed them and/or have been tested to determine my knowledge of them.

RECRUIT TRAINING GUIDE

Instructed and Tested By F.T.O. Through:			
Instructional Methods		Actual Field Experience	
DATE	F.T.O.	DATE	F.T.O.
I. Use of force and deadly force			
1. Use of deadly force (G.O. 302.00)			
2. Discharge of firearm; required report (G.O. 203.01)			
3. Reasonable force (Code of Conduct - Chap. VI) (Penal Code - Chapter 9)			
4. Batons (G.O. 802.02; SOP-Batons)			
5. Handcuffs (SOP - Prisoners) and Flexcuffs			
J. Secondary weapons (G.O. 414.06)			
<u>CODE OF CONDUCT</u>  A. General Review  B. Required compliance with provisions			

The above subjects were explained to me and I have performed them and/or have been tested to determine my knowledge of them.



RECRUIT TRAINING GUIDE

<u>PREPARATION FOR PATROL</u>		Instructed and Tested By F.T.O. Through:			
		Instructional Methods		Actual Field Experience	
		DATE	F.T.O.	DATE	F.T.O.
A. Personal appearance and hygiene (ref: Code of Conduct, Chapter III; G.O. 805.00)					
B. Checking out supplies and equipment, equipment check sheets, tickets, various report forms, etc.					
C. Servicing, repair, and maintenance of police vehicles (ref: Patrol Bureau S.O.P.; Automotive equipment)					
D. Stolen vehicle list					
E. Divisional beat maps					
F. Policy and use of emergency equipment (G.O. 303.00 and 701.05)					
G. Proper operation of police radio 1. Channel assignments (G.O. 702.01) 2. Use normal voice; proper position or microphone. 3. Use of a logical accepted phoenetic alphabet 4. Be conscious of status of others. Do not interrupt other officers, except in emergencies (G.O. 701.03)					
H. Radio techniques 1. Signals and codes (G.O. 702.02) 2. Mark-out procedures (G.O. 701.04) 3. Obtaining additional cover elements 4. Obtaining ambulance and fire units 5. Requesting wreckers; avoiding wrecker disre- gards					

The above subjects were explained to me and I have performed them and/or have been tested to determine my knowledge of them.

RECRUIT TRAINING GUIDE

<u>PROFESSIONAL DEMEANOR</u>		Instructed and Tested By F.T.O. Through:			
		Instructional Methods		Actual Field Experience	
		DATE	F.T.O.	DATE	F.T.O.
A. Professional conduct and personal bearing (CC, Chapter IV)					
B. Responsibilities and General Conduct on duty (CC, Chapter V)					
C. Personal Conduct					
1. Smoking or chewing in public					
2. Offensive mannerisms and gestures					
3. Use of loud, indecent, profane or harsh language; "trigger words"					
4. Congregating at crime scenes, coffee shops, etc.					

The above subjects were explained to me and I have performed them and/or have been tested to determine my knowledge of them.

RECRUIT TRAINING GUIDEInstructed and Tested By  
F.T.O. Through:

<u>DRIVING TECHNIQUES</u>	Instructional Methods		Actual Field Experience	
	DATE	F.T.O.	DATE	F.T.O.
A. Proper driving habits				
1. Setting good example for public				
2. Public opinion regarding disobeying traffic laws				
3. Defensive driving				
4. Driving in inclement weather				
B. Identification and apprehension of traffic violators				
1. Techniques to apprehend (turn-arounds, blind side clocks, etc.)				
2. Stopping violators so not to impede other traffic				
3. Positioning patrol car in relation to violator				
C. Stopping wanted or stolen vehicle				
1. Request cover prior to making stop				
2. Where and how to park police vehicle in relation to suspect vehicle				
D. Answering routine, non-emergency calls				
E. Use of mapsco				
F. Unauthorized Use of a Motor Vehicle - Recovery Procedures (Patrol Bureau SOP)				

The above subjects were explained to me and I have performed them and/or have been tested to determine my knowledge of them.

RECRUIT TRAINING GUIDE

		Instructed and Tested By F.T.O. Through:			
		Instructional Methods		Actual Field Experience	
		DATE	F.T.O.	DATE	F.T.O.
A.	Reports				
	1. Activity				
	2. Offense/Incident				
	3. Social Service referral				
	4. Intelligence information card				
	5. Field interrogation				
	6. Release and hold harmless				
	7. Consent to search				
	8. Non-prosecution addidavit				
	9. Personal equipment damage claim				
B.	Citations				
	1. Traffic				
	2. Non-traffic				
C.	Use of field notebook				
D.	Chief's letter				
E.	Interview techniques				
	1. Field interrogations				
	2. Questioning witnesses				
	3. Maranda warning				
	4. Taking statements				
	5. Obtaining descriptions of property				
	6. Obtaining descriptions of persons				

The above subjects were explained to me and I have performed them and/or have been tested to determine my knowledge of them.

RECRUIT TRAINING GUIDE

		Instructed and Tested By F.T.O. Through:			
		Instructional Methods		Actual Field Experience	
		DATE	F.T.O.	DATE	F.T.O.
F. Answering emergencies					
1. Use of redlights and siren					
2. Proper procedures for suspect at scene or fleeing suspect.					
3. Direct or indirect approach to scene					
4. Turn off emergency equipment prior to arrival (redlights, siren, and headlights)					
5. Where to park					
6. How to approach scene					
G. Chases (Patrol Bureau SOP)					
H. Fire calls					
1. How to proceed when assigned to a fire					
2. Assist fire trucks through dangerous intersections and thoroughfares					
3. Park in position where needed for traffic control					
4. Do not permit vehicles to drive over fire hoses or park in front of fire hydrants					
5. Advise the enroute supervisor of the status of the fire.					
6. Ask for additional elements if needed for traffic and crowd control					
I. Vehicle Public Address System - (Patrol Bureau SOP)					

The above subjects were explained to me and I have performed them and/or have been tested to determine my knowledge of them.

RECRUIT TRAINING GUIDEInstructed and Tested By  
F.T.O. Through:

<u>BASIC PATROL TECHNIQUES</u>	Instructional Methods		Actual Field Experience	
	DATE	F.T.O.	DATE	F.T.O.
A. Officer's responsibilities 1. Purpose of patrol and general police responsibility 2. Beat responsibility - crime, traffic, vice, etc.				
B. Patrol tactics - General 1. One-man / two-man patrol operation 2. Observation techniques 3. Patrol observation a. Residential areas b. Commercial areas c. Shopping centers d. Construction sites e. Parks, recreational areas				
C. Patrol tactics - Specific 1. Responsibilities at strike scene 2. Crowds and crowd control 3. Raids 4. Demonstrations 5. Stake outs 6. Blockades				

The above subjects were explained to me and I have performed them and/or have been tested to determine my knowledge of them.

RECRUIT TRAINING GUIDE

		Instructed and Tested By F.T.O. Through:			
		Instructional Methods		Actual Field Experience	
		DATE	F.T.O.	DATE	F.T.O.
D. Patrol response					
1. Open buildings					
2. Burglary in progress					
3. Robbery in progress					
4. Suspicious persons					
5. Disturbance - weapon involved					
6. Barricaded persons					
7. Hostages					
8. Gang fights					
9. Suicide and Unexplained Death					
E. Request for extra patrol					
F. Information sources					
1. Division station - offense reports, spot maps, bulletin boards, active character lights, computer printouts, etc.					
2. Other departments - P & R, Report Division, I.D., Vice, etc.					
G. Mail run procedures					
H. Bullet proof vests (G.O. 802.21)					
I. Fireworks (Patrol Bureau SOP)					

The above subjects were explained to me and I have performed them and/or have been tested to determine my knowledge of them.

RECRUIT TRAINING GUIDE

<u>ARREST PROCEDURES</u>		Instructed and Tested By F.T.O. Through:			
		Instructional Methods		Actual Field Experience	
		DATE	F.T.O.	DATE	F.T.O.
A. How to arrest.					
1. Arrest of subjects in vehicles					
2. Arrest of subjects in residence					
3. Arrest of subjects in public place					
4. Other locations					
B. Transporting prisoners					
1. In police vehicle					
2. With private vehicle					
3. Give mileage with female					
4. Juvenile					
5. Extra precaution with selected prisoners					
6. Contagious disease contact					
7. Guarding at hospital					
8. Procedures at jail					
C. Arrest reports					
D. Injured prisoners					
E. Protection of prisoners, their rights, and their property. (CC - Chapter VI)					

The above subjects were explained to me and I have performed them and/or have been tested to determine my knowledge of them.



RECRUIT TRAINING GUIDEInstructed and Tested By  
F.T.O. Through:SEARCH PROCEDURESInstructional  
MethodsActual  
Field  
Experience

DATE

F.T.O.

DATE

F.T.O.

## A. Prisoner searches

1. Male

2. Female

3. Juveniles

## B. Vehicle searches

## C. Building searches

## D. Open areas

The above subjects were explained to me and I have performed them and/or have been tested to determine my knowledge of them.

RECRUIT TRAINING GUIDE

<u>ACCIDENT INVESTIGATION</u>		Instructed and Tested By F.T.O. Through:			
		Instructional Methods		Actual Field Experience	
		DATE	F.T.O.	DATE	F.T.O.
A. Accidents					
1. Minor					
2. Major					
3. Freeway					
a. Be aware of oncoming traffic					
b. Control or restore traffic flow					
c. Advise enroute supervisor					
d. Stand on shoulder of roadway					
4. City equipment					
5. Fixed object					
6. Failure to leave I.D. at scene					
7. Failure to stop and render aid					
8. Private property					
9. Motorcycle					
10. Pedestrian					
B. Handling injuries					
C. Traffic direction and control					
1. General rules of traffic control					
2. Stand where clearly visible					
3. Proper use of flares					
4. Request additional officers, if needed					

The above subjects were explained to me and I have performed them and/or have been tested to determine my knowledge of them.

# RECRUIT TRAINING GUIDE

		Instructed and Tested By F.T.O. Through:		
	Instructional Methods		Actual Field Experience	
	DATE	F.T.O.	DATE	F.T.O.
D. Order appropriate number of ambulances and wreckers				
E. Notify other police units of suspect vehicle that has left scene				
F. Possibility of following trail of evidence to responsible party				
G. How to determine responsibility				
H. D.W.I. and D.U.I.D. cases				
1. Recognition				
2. Observation - prior and during testing				
3. Refusal forms				
4. Arrest reports				
5. Intoxilizer tests				
6. Blood tests				
7. Urine tests				
8. Penalty of law				

The above subjects were explained to me and I have performed them and/or have been tested to determine my knowledge of them.

RECRUIT TRAINING GUIDE

<u>PUBLIC CONTACTS</u>		Instructed and Tested By F.T.O. Through:			
		Instructional Methods		Actual Field Experience	
		DATE	F.T.O.	DATE	F.T.O.
A. Public contact - general					
1. Treating all citizens with respect					
2. Prohibition on use of profane, indecent or harsh language (CC - Chapter IV)					
B. Specific Contacts					
1. Suspects					
a. Questioning					
b. Obtaining statements					
c. Miranda warning					
2. Wanted person (SOP, G.O. 307.06/308.06)					
3. Peddlers, solicitors, door-to-door salesman (Dallas City Code - Sec. 42)					
4. Notifications and death messages (G.O. 301.01)					
5. Injured persons (SOP)					
6. Mentally deranged persons (G.O. 307.08)					
7. Dealing with beggars, transients, etc.					
8. Public gatherings, parades, etc.					
9. Transporting witnesses					

The above subjects were explained to me and I have performed them and/or have been tested to determine my knowledge of them.

RECRUIT TRAINING GUIDE

Instructed and Tested By F.T.O. Through:			
Instructional Methods		Actual Field Experience	
DATE	F.T.O.	DATE	F.T.O.
C. Citizen Requests - Civil Matters			
1. Landlord - tenant disputes			
2. Evictions			
3. Repossessions (G.O. 301.06)			
4. Extensions of credit			
5. Enforcement of Peace Bonds			
6. Property disputes between married persons or persons living together			
D. Citizen Request - Public Service			
1. Medical Aid/emergency escort (G.O. 303.04)			
2. Invalids			
3. Stranded motorists			
4. General information; directions			
5. Transporting persons to Salvation Arm, battered wives shelter, etc.			
E. Protective Orders (Penal Code 25.08)			
1. Ex-parte Temporary Protective Orders			
2. Permanent Protective Orders			
F. Action Line complaints			
G. Referring complaints to City Prosecutors Office (G.O. 308.05)			
H. Press relations (G.O. 314.00)			

The above subjects were explained to me and I have performed them and/or have been tested to determine my knowledge of them.

# RECRUIT TRAINING GUIDE

		Instructed and Tested By F.T.O. Through:			
		Instructional Methods		Actual Field Experience	
		DATE	F.T.O.	DATE	F.T.O.
I. Security Check					
1. Responsibility to assist public					
2. Provide assistance whenever possible					
3. Locations					
(a) Residential					
(b) Commercial					
(c) Vehicles					
J. Operation Identification					

The above subjects were explained to me and I have performed them and/or have been tested to determine my knowledge of them.

RECRUIT TRAINING GUIDE

<u>TRAFFIC AND PARKING VIOLATION PROCEDURES</u>		Instructed and Tested By F.T.O. Through:			
		Instructional Methods		Actual Field Experience	
		DATE	F.T.O.	DATE	F.T.O.
A.	Patrol officer's responsibility for traffic (CC 5.3 / G.O. 28.18)				
B.	Selective enforcement				
C.	Traffic violations				
	1. Speeding (Radar, Paced)				
	2. Moving				
	3. Regulatory				
	4. Parking				
	5. Pedestrian				
D.	Evidence necessary for court conviction				
E.	Approaching and handling traffic violators				
F.	Means of identifying driver and vehicle				
	1. Drivers license				
	2. Drivers license check by name and date of birth				
	3. Drivers license check by number				
	4. Registration by license number and V.I.N. number				
G.	Use of radar (SOP)				
H.	Citation (G.O. 304)				
	1. When and how				
	2. Out of state violator				

The above subjects were explained to me and I have performed them and/or have been tested to determine my knowledge of them.

RECRUIT TRAINING GUIDEInstructed and Tested By  
F.T.O. Through:

TRAFFIC AND PARKING VIOLATION PROCEDURES Continued	Instructional Methods		Actual Field Experience	
	DATE	F.T.O.	DATE	F.T.O.
3. When to arrest				
4. Use of verbal warning				
I. Alias and capias warrants (SOP)				
J. Parking violations				
1. Blocking driveway and sidewalk				
2. Twenty-four (24) hour violation				
3. Train blockages				
4. Fire hydrants				
5. Removing parked cars from private property				
6. Unauthorized parking in handicapped area				
<u>PENAL CODE</u>				
A. Murder 19.02				
B. Capital Murder				
C. Voluntary Manslaughter 19.04				
D. Involuntary Manslaughter 19.05				
E. Unlawful Carrying Weapons 46.02				
F. Prohibited Weapons 46.06				

The above subjects were explained to me and I have performed them and/or have been tested to determine my knowledge of them.



RECRUIT TRAINING GUIDE

<u>SAFETY HAZARDS</u>		Instructed and Tested By F.T.O. Through:			
		Instructional Methods		Actual Field Experience	
		DATE	F.T.O.	DATE	F.T.O.
A. How to detect and report hazards 1. Fire 2. Gas leak 3. Chemical spill 4. Traffic hazards (malfunctioning signals, missing signs, etc.) 5. Defective conditions in public property, street, sidewalk, etc. 6. Attractive hazards (abandoned refrigerators, etc.) 7. Live wires 8. Power failure					
B. Bomb threats 1. Supervisor will be dispatched to location 2. The person in charge of the premises will decide whether or not the building will be evacuated and/or searched. 3. All explosives will be transported by the Explosive Ordinance Unit. 4. Ammunition .50 caliber and smaller will not be considered "Explosives" and may be handled by the investigating officer.					

The above subjects were explained to me and I have performed them and/or have been tested to determine my knowledge of them.



# RECRUIT TRAINING GUIDE

		Instructed and Tested By F.T.O. Through:			
<u>CRIME SCENE</u>		Instructional Methods		Actual Field Experience	
		DATE	F.T.O.	DATE	F.T.O.
A.	Protecting a crime scene				
B.	Use of P.E.S.				
1.	Division station				
2.	Downtown station				
C.	Disposition of evidence				
1.	Release to P.E.S.				
2.	Place in property division				
<u>PENAL CODE</u>					
A.	Assault 22.01				
B.	Aggravated Assault 22.02				
C.	Deadly Assault 22.03				
D.	Reckless Conduct 22.05				
E.	Terroristic Threat 22.07				
F.	Criminal Mischief 28.03				
G.	Reckless Damage 28.04				

The above subjects were explained to me and I have performed them and/or have been tested to determine my knowledge of them.

RECRUIT TRAINING GUIDEWEEK 13

<u>PROPERTY CONTROL</u>		Instructed and Tested By F.T.O. Through:			
		Instructional Methods		Actual Field Experience	
		DATE	F.T.O.	DATE	F.T.O.
A. Types of property					
1. Lost property					
2. Found property					
3. Evidence					
4. Prisoner's property					
5. Deceased person's property					
B. How to impound a vehicle					
C. How to release or return property					
D. Property tags					
E. Drug evidence envelopes					
F. Handling evidence					
1. Locating evidence at scene and recording location					
2. Marking evidence					
3. Chain-of-custody					
4. Disposition					
<u>MISCELLANEOUS</u>					
A. Emergency stand-by stations - G.O. 703.00					
B. Response teams					

The above subjects were explained to me and I have performed them and/or have been tested to determine my knowledge of them.

RECRUIT TRAINING GUIDEInstructed and Tested By  
F.T.O. Through:

<u>MISSING PERSONS</u>	<u>Instructional Methods</u>		<u>Actual Field Experience</u>	
	DATE	F.T.O.	DATE	F.T.O.
A. Critical missing				
1. Notify supervisor				
2. Notify Youth Division				
3. Remain on special until located				
4. If not located by end of duty tour, place entry on chief's letter and make a critical case folder for the oncoming watch.				
B. Missing person				
C. Runaway				
D. Wanted to locate				
<u>PENAL CODE</u>				
A. False Imprisonment 20.02				
B. Kidnapping 20.03				
1. Aggravated Kidnapping 20.04				
C. Sexual Assault 22.011				
1. Aggravated Sexual Assault 22.021				
D. Robbery 29.02				
1. Aggravated Robbery 29.03				

The above subjects were explained to me and I have performed them and/or have been tested to determine my knowledge of them.

RECRUIT TRAINING GUIDE

		Instructed and Tested By F.T.O. Through:			
<u>COURT APPEARANCE AND LEGAL PROCESS</u>		Instructional Methods		Actual Field Experience	
		DATE	F.T.O.	DATE	F.T.O.
A. Court appearances					
1. City (traffic)					
2. City (non-traffic)					
3. Criminal					
4. Grand Jury					
5. Civil					
B. Courtroom procedures					
1. Courtroom demeanor					
2. Invoking the rule					
3. Talking to jury					
4. Talking to defendant					
5. Prosecutor cannot prohibit an officer from talking with the defense attorney. Discretion should be used prior to talking with the defense attorney.					
C. Legal processes					
1. Search warrants					
2. Arrest warrants					
3. Receiving subpoenas, subpoenas Togs, and County Court standby procedures.					
D. Procedures for taking evidence to court					

The above subjects were explained to me and I have performed them and/or have been tested to determine my knowledge of them.

# RECRUIT TRAINING GUIDE

		Instructed and Tested By F.T.O. Through:			
<u>PENAL CODE</u>		Instructional Methods		Actual Field Experience	
		DATE	F.T.O.	DATE	F.T.O.
A. Bribery	36.02				
B. Tampering with Witness	36.05				
C. Retaliation	36.06				
D. False Report to Peace Officer	37.08				
E. Tampering with or Fabricating Physical Evidence	37.09				
F. False Alarm or Report	42.06				
G. Impersonating Public Servant	37.11				
H. False Identification as Peace Officer	37.12				
I. Aiding Suicide	22.08				
J. Arson	28.02				
K. Failure to Identify as Witness	38.02				
L. Perjury	37.02				

The above subjects were explained to me and I have performed them and/or have been tested to determine my knowledge of them.

RECRUIT OFFICER SIGNATURE

DATE

WEEK 17

DATE



RECRUIT TRAINING GUIDE

		Instructed and Tested By F.T.O. Through:			
<u>DISCIPLINE</u>		Instructional Methods		Actual Field Experience	
		DATE	F.T.O.	DATE	F.T.O.
A. Disciplinary procedures G.O. 500 1. Requirements for making formal complaints 2. Time limit on accepting complaints 3. Anonymous complaints 4. Authority and responsibility 5. Investigation of externally originated complaints 6. Investigation of internally originated complaints 7. Completion of complaint investigation 8. Confidentiality 9. Summary punishment for less serious infractions of rules 10. Summary punishment for serious infractions of rules					
B. Employee's rights during internal investigation 1. Requirement to answer questions 2. Supervisor's presence during interview 3. Counsel's presence during interview 4. Miranda warning 5. Search of equipment 6. Special examinations 7. Speal procedure					

The above subjects were explained to me and I have performed them and/or have been tested to determine my knowledge of them.

# RECRUIT TRAINING GUIDE

		Instructed and Tested By F.T.O. Through:			
		Instructional Methods		Actual Field Experience	
		DATE	F.T.O.	DATE	F.T.O.
C. Behavioral cause investigation					
1. Authority and responsibility					
2. Who may undergo a behavioral cause investigation					
D. Employee relations board					
1. Composition of board					
2. Conditions of the hearing					
3. Conduct of the hearing					
4. Voting					
5. Legal advice					
6. Reporting of the hearing					
E. Grievance procedures G.O. 417					

The above subjects were explained to me and I have performed them and/or have been tested to determine my knowledge of them.

RECRUIT TRAINING GUIDE

<u>RECORDS - FILES</u>		Instructed and Tested By F.T.O. Through:			
		Instructional Methods		Actual Field Experience	
		DATE	F.T.O.	DATE	F.T.O.
A. Conducting record searches. <ol style="list-style-type: none"> <li>1. Offense report files</li> <li>2. Case report files</li> <li>3. Criminal history files</li> <li>4. Known offender and nickname files</li> <li>5. Mug shot files</li> <li>6. Warrant files</li> <li>7. Accident files</li> </ol>					
B. Information and assistance available from other official agencies <ol style="list-style-type: none"> <li>1. Local</li> <li>2. County agencies</li> <li>3. State agencies</li> <li>4. Federal agencies</li> </ol>					

The above subjects were explained to me and I have performed them and/or have been tested to determine my knowledge of them.

# RECRUIT TRAINING GUIDE

[illegible]

The above subjects were explained to me and I have performed them and/or have been tested to determine my knowledge of them.

RECRUIT TRAINING GUIDEInstructed and Tested By  
F.T.O. Through:

<u>PATROL OPERATIONS</u>	Instructional Methods		Actual Field Experience	
	DATE	F.T.O.	DATE	F.T.O.
A. Distinguishing characteristics of First Watch				
1. Major problems				
2. Traffic considerations				
3. Selective enforcement				
B. Techniques				
1. Information sources - First Watch				
2. Enforcement demands				
C. Administrative Services				
1. First watch chain-of-command				
2. Scheduling during First Watch phase				
<u>ALARMS</u>				
A. Arriving at location				
1. Eliminate noise				
2. Lights off at night				
3. Cover and contain location				
4. Be aware of lookouts, good-eyes.				
B. Use of Canine				
C. Use of helicopter				
D. Bank alarms				

The above subjects were explained to me and I have performed them and/or have been tested to determine my knowledge of them.

RECRUIT TRAINING GUIDE

		Instructed and Tested By F.T.O. Through:			
		Instructional Methods		Actual Field Experience	
		DATE	F.T.O.	DATE	F.T.O.
E.	Robbery alarms				
F.	Alarm Ordinances				
	1. Determination of alarm permit and status				
	2. Correct address, to include suite or apartment number				
	3. Determination of responsible party				
	4. Issuance of citation, if applicable				
	5. Written report required:				
	(a) If citation is issued.				
	(b) If location has no permit.				
	(c) If permit is revoked.				
<u>PENAL CODE</u>					
A.	Public Intoxication 42.09				
B.	U.U.M.V. 31.07				
C.	Obstructing Highway or Other Passageway 42.03				
D.	Disrupting Meeting or Procession 42.05				
E.	Resisting Arrest or Search 38.03				
F.	Evading Arrest 38.04				
G.	Hindering Apprehension 38.05				
H.	Escape 38.07				

The above subjects were explained to me and I have performed them and/or have been tested to determine my knowledge of them.

RECRUIT TRAINING GUIDE

<u>PATROL OPERATIONS</u>		Instructed and Tested By F.T.O. Through:			
		Instructional Methods		Actual Field Experience	
		DATE	F.T.O.	DATE	F.T.O.
A. Distinguishing characteristics of Second Watch 1. Major problems 2. Traffic considerations 3. Selective enforcement			=		
B. Techniques 1. Information sources - Second Watch 2. Enforcement demands					
C. Administrative Services 1. Second watch chain-of-command 2. Scheduling during Second Watch phase					
<u>JUVENILE PROCEDURES</u> A. General information 1. Involvement in crime 2. Juvenile gangs 3. Disposition of juvenile cases 4. Use of juvenile officers 5. Gaining respect of juveniles 6. Source of information 7. Evaluation of competency of juveniles					

The above subjects were explained to me and I have performed them and/or have been tested to determine my knowledge of them.

RECRUIT TRAINING GUIDE

		Instructed and Tested By F.T.O. Through:			
		Instructional Methods		Actual Field Experience	
		DATE	F.T.O.	DATE	F.T.O.
B. Selected Cases: <ol style="list-style-type: none"> <li>1. Liquor law violations</li> <li>2. Glue and paint sniffing</li> <li>3. Truancy</li> <li>4. Unfit home and child neglect cases</li> <li>5. Battered and abused child cases</li> <li>6. Traffic offenses</li> <li>7. D.W.I.; D.U.I.D.</li> <li>8. Protective Custody Arrests</li> <li>9. Found child</li> </ol>					
C. Transporting juveniles to Youth Division or detention facility <ol style="list-style-type: none"> <li>1. When and where, what documents are necessary</li> <li>2. Location and procedure upon arrival</li> <li>3. Notification of parents</li> <li>4. Arrests at school</li> <li>5. Finger printing procedure</li> <li>6. Photographing procedure</li> </ol>					
<u>PENAL CODE</u>  A. Forgery 32.21					

The above subjects were explained to me and I have performed them and/or have been tested to determine my knowledge of them.



# RECRUIT TRAINING GUIDE

SECOND WATCH  
Continued

[illegible]

The above subjects were explained to me and I have performed them and/or have been tested to determine my knowledge of them.

RECRUIT TRAINING GUIDE

		Instructed and Tested By F.T.O. Through:			
<u>PATROL OPERATIONS</u>		Instructional Methods		Actual Field Experience	
		DATE	F.T.O.	DATE	F.T.O.
A. Distinguishing characteristics of Third Watch					
1. Major problems					
2. Traffic considerations					
3. Selective enforcement					
B. Techniques					
1. Information sources - Third Watch					
2. Enforcement demands					
C. Administrative Services					
1. Third watch chain-of-command					
2. Scheduling during Third Watch phase					
<u>DISTURBANCES</u>					
A. Neighborhood disputes					
B. Family quarrels					
C. Mechanical disturbance					
D. Public nuisances					
E. Vehicular disturbances					
F. Loud noise, party, etc., complaints					
G. Street meetings					
H. Incident recognition					
1. Criminal					

The above subjects were explained to me and I have performed them and/or have been tested to determine my knowledge of them.

RECRUIT TRAINING GUIDE

		Instructed and Tested By F.T.O. Through:			
		Instructional Methods		Actual Field Experience	
		DATE	F.T.O.	DATE	F.T.O.
2. Civil					
I. Officer's position in civil matters					
<u>VICE OPERATIONS</u>					
A. General Information					
1. Primarily a vice operations					
2. Develop sources of information and provide information to Vice Control Division					
B. Gambling					
C. Prostitution					
D. Liquor Law Violations					
1. Required licenses					
2. T.A.B.C. regulations					
3. Patrol checks of licensed establishments					
E. Drugs					
1. Impact of dealers, addicts, etc.					
2. Arrest procedures					
3. Evidence procedures					
<u>PENAL CODE</u>					
A. Disorderly Conduct 42.01					
B. Harassment 42.07					

The above subjects were explained to me and I have performed them and/or have been tested to determine my knowledge of them.

[illegible]

Page 38

RECRUIT OFFICER SIGNATURE

DATE

LOCATION FAMILIARIZATION GUIDE

<u>LOCATION</u>	PHASE or WATCH	DATE	F.T.O.
1. Police and Courts Building -- 106 South Harwood  a. Crimes Against Persons b. General Assignments Section c. Vice Division d. Intelligence Division e. Internal Affairs Division f. Legal Liaison Division g. Planning and Research Division h. Youth Section i. I.D. and PES Section j. Report Division - Direct Entry k. City Courts (Observe trial) l. Warrants m. Property Room and Drug Lock Box n. Community Services Division o. Parking for City Court	WATCH / 2 or 3		
2. Dallas County Courts Building -- 600 Commerce Street  a. Civil and Criminal Courts (Observe criminal trials) b. Assistant D.A.'s Office c. Grand Jury Room d. Old Red Court House (Juvenile Cases) e. Dallas Sheriff's Office f. Parking for County Courts g. Old County Jail	WATCH / 2		
3. Central Patrol Division  a. Tactical Division b. Alarm Unit c. Traffic Division	WATCH / 2		
4. Property Division and Quartermaster	WATCH / 2 or 3		

I have visited the above locations and have become familiar with their physical configurations and functions.

LOCATION FAMILIARIZATION GUIDE

<u>LOCATION</u>	PHASE or WATCH	DATE	F.T.O.
5. Division Equipment Services Facility (Garage) (Also Central Division Equipment Service Facility for first watch repairs)	PHASE I		
6. Division Investigative Unit (4 Hours Minimum)	PHASE I or II		
7. Communications (4 Hours Minimum)	PHASE I or II		
8. City Animal Shelter (Prisoner's animals) a. West of Trinity River - 525 Shelter Place b. East of Trinity River - 8414 Forney Road	WATCH / 1, 2 or 3		
9. Auto Pounds	PHASE I		
10. Radio Repair Facility	PHASE I		
11. Salvation Army Shelter and Detox Center	PHASE I		
12. Alford's Refrigerated Warehouse (Bulk perishables)	WATCH / 2 or 3		
13. Stand-by Fire Stations in Division	PHASE I		
14. Youth Action Centers (DISD) (When school is in session)	WATCH / 2		
15. Lew Sterrett Justice Center - I.D. Unit	PHASE I or II		

I have visited the above locations and have become familiar with their physical configurations and functions.

I have visited the above locations and have become familiar with their physical configurations and functions.

DALLAS POLICE DEPARTMENT  
TRAINING AND EDUCATION DIVISION

CLASS COORDINATOR: SGT. NEWTON

FIELD TRAINING OFFICERS COURSE

DATE: AUGUST 26-30, 1985

		9:00 - 9:50	10:00 - 10:50	11:00 - 11:50		1:00 - 1:50	2:00 - 2:50	3:00 - 3:50	
		INTRODUCTION TO THE FTO PROGRAM  CHIEF SWEET / STAFF	PERSONNEL SELECTION AND RECRUITMENT  PERSONNEL DIVISION		26	REVIEW OF RECRUIT OFFICER ACADEMY CURRICULUM  STAFF	FIELD TRAINING PROGRAM OVERVIEW  SGT. BLACK SGT. SUMMERS		
		THE ONE MINUTE MANAGER  CAPTAIN RODRIGUEZ			27	STANDARDIZATION OF TRAINING  SGT. BLACK	FTO PHASE MEETINGS  SGT. BLACK		
		EVALUATION PROCEDURES  CPL. LEICHLITER			28	PRACTICAL EXERCISES  CPL. LEICHLITER	CRITIQUE OF EXERCISES  CPL. LEICHLITER		
		REMEDIAL TRAINING  SGT. SUMMERS	LEADERSHIP QUALITIES  SGT. SUMMERS		29	LEGAL ASPECTS OF FIELD TRAINING  MR. KENT HOFMEISTER	THE EFFECTS OF STRESS IN EVALUATION  DR. SOMODEVILLA		
		TERMINATION PROCESS  SGT. SUMMERS	FINAL EXAMINATION  STAFF	CRITIQUE  STAFF.	30	ADMINISTRATIVE PROCESSES  CHIEF SWEET/ STAFF			



RECRUIT OFFICERS  
TRAINING MANUAL

IMPLEMENTATION OF THE DALLAS POLICE DEPARTMENT  
FIELD TRAINING PROGRAM

The demands placed on police officers in today's society require them to acquire and maintain a vast amount of knowledge. To be effective and safe, they must learn quickly and be able to relate their knowledge to field situations. The Field Training program will satisfy these demands by integrating the learning process which began in the classroom at the Academy with practical field instruction. It is an approach to the field training of recruit officers based on a system of formal, standardized and structured teaching and evaluation. The result will be a probationary officer who has been trained faster, more thoroughly, and who is confident and efficient.

This Field Training program was not hastily conceived. We made the first steps toward its development in August, 1981. Since that time, we have studied Field Training programs throughout the nation, and conducted an extraordinary amount of research, planning and improvement. The result of our work is a first-rate Field Training program developed uniquely for the Dallas Police Department.

The Field Training program and all those involved in it have my full support and backing. But this alone will not ensure success without your help. I want all members of the Department to learn about the program, assist those who operate it and fully support it. We shall all benefit as the Department produces efficient, effective and professional police officers in the years to come.



Billy Prince  
Chief of Police



## *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.

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## ORIENTATION

1. The Field Training Officer is your immediate "supervisor." You will follow his directions/orders at all times during any police incident. He is responsible. If you have any questions regarding the actions he has you take, discuss them with the Field Training Officer when the incident has been brought to a conclusion.
2. If at any time you and the Field Training Officer do not agree and cannot resolve the dispute, both will report to the Sector Sergeant.
3. Maintenance and reporting to work daily with the Field Training Guide is your responsibility.
4. It is your responsibility to know at all times if you are or are not making satisfactory progress in your training. The Field Training Officer will be keeping documentation on a daily basis of your progress, strengths and/or weakness.
5. You will be given a Data and Preference Sheet. You will complete this sheet and return it the following day to your Watch Commander or Sector Sergeant.
6. Locker Number \_\_\_\_\_.
7. Reporting Date \_\_\_\_\_. Time \_\_\_\_\_.

SIGNED: \_\_\_\_\_ Recruit Class # \_\_\_\_\_  
(Recruit Officer)

DATE: \_\_\_\_\_

I have explained the above items to Recruit Officer \_\_\_\_\_.

SIGNED: \_\_\_\_\_  
(Name and Rank)

DATE: \_\_\_\_\_

## INTRODUCTION

You are now entering the second major phase of your training as a probationary officer. Upon completion of the Police Academy you will be assigned to the Patrol Bureau where you will be given twenty-four weeks of intense field training under the direct supervision of a Field Training Officer (FTO).

The Field Training Program (Often referred to as the FTO Program) is a nationally accepted training program designed to help the recruit officer make the transition from the classroom environment of the Police Academy to the practical application of skills in field situations. Your Field Training Officer has been chosen for his/her abilities to perform the job in a professional and efficient manner as well as for their ability to impart this necessary knowledge to you. FTO's receive specialized training in this area and are monitored by their supervisors.

Training of police officers has evolved over the years. An example of early training methods might best be described as the "sink or swim" theory. Preparation for the job consisted of little more than the issuance of a gun and the keys to a patrol car. If the recruit made it past his first year, he was truly innovative or very lucky. Eventually new officers were assigned to senior partners and received a form of on-the-job training. To some extent, this was an effective manner of teaching a new officer the ropes, but there were some inherent problems. The most glaring problem was the "popularity contest" that eventually occurred.

If the senior officer liked you, you would probably make it. If not, your future as a police officer was limited.

A drastic change in law enforcement training occurred with the introduction of the police academy. This method of training is still with us today but has undergone many format changes and improvements. While it is an efficient method of introducing the new officer to police work, it does not, however, adequately prepare the new officer for assignment to a one-officer car. Because of this, there developed a need for a training program to help the new officer make that transition from the academy to the field.

This need is satisfied by the FTO Program. The present FTO program, used by most police departments throughout the nation, was originally implemented in San Jose, California and is known as the San Jose Model. The concept, modified to fit this Department's needs, continues to maintain its integrity.

The time-tested concept should enable you, the probationary officer, to reach an acceptable level of performance in the given time span, providing you make an effort matching that of your Field Training Officer.

Success depends on attitude and one's willingness to perform the job. The training is time consuming and demanding, for you and your FTO, but the pay-off will be well worth it to all.

An important point to remember is this: YOU MUST GIVE US THE CHANCE TO TRAIN YOU! If you resist, or if you take lightly what we are doing, you may not succeed.

It is our desire to help you become a fully competent police officer. The obstacles that we most often experience are complacency and/or reluctance on the part of the recruit. The best advice we can give you is to be assertive. When you are in the field, give your FTO something to evaluate. You learn from your mistakes and we expect that you will make many of them; but, from them we learn what training needs to be done. That is what this program is all about.

You will find that this program is stressful, but you will also find that it is the most enjoyable part of your training. We are very enthusiastic about the Field Training Program and expect you to be also.



## ORIENTATION WITH DIVISION COMMANDER

All Recruits will report to the Patrol Division to which they have been assigned at a time and date determined by the Training and Education Division. The Recruits will meet as a group for an orientation conducted by Patrol Supervisor. If available, the Division Commander and/or Executive Officer will participate in the orientation.

The purpose of the orientation is to acquaint the newly assigned Recruit with the location of the station; parking requirements, locker assignments, mail-boxes, message procedures, etc. The Recruit may also complete paperwork required by the Patrol Division. Recruits will be informed of their watch assignments and given a date and time to report for duty.

During the orientation, the orientation form, page 3, will be completed and signed.

## CHAIN-OF-COMMAND .

The Field Training Program is structured so that you will know at any time who you are to respond to for supervision and where to turn to help. It also ensures proper monitoring of your training.

The chain of command, as in any organization, is basic to the structure of the program. As in all chains of command, you should not violate the basic tenet of how communication flows between the various levels. In the chain of command, your direct supervisor is the FT0. You should respond directly to him and not go to another for assistance unless the situation is of an urgent nature and your FT0 is not available. While you have contact with your sergeant, you are primarily responsible to your FT0. This procedure is necessary to ensure proper training and the absence of conflicting information.

## PROGRAM STRUCTURE AND DURATION

Although you will be introduced to the Field Training Program while in your final weeks at the Police Academy, actual field training with an FTO will begin on the Monday following your graduation from the Academy. The program will then continue for approximately twenty-four weeks, ending on the Friday following the twenty-fourth Monday.

The Field Training Program is divided into four time periods which will be known as "phases". Each phase except Phase IV finds the recruit with a different FTO. At the inception of Phase IV, the recruit transfers back to his original FTO for an "Evaluation-Only" phase.

In the following paragraphs, the four phases are identified and explained:

### PHASE I

Prior to your graduation from the Police Academy, the Patrol Bureau Commander will have published the recruit field training assignments. You will report to the assigned division on Monday following your graduation from the Academy (recruits assigned to first watch will therefore report to their assignment on Sunday or Monday night).

You will report to this assignment and begin training on Monday regardless of your FTO's days off. This means that you may have to work with a relief FTO for the first one or two days. However, days off to coincide with the trainer will be arranged by the watch for the next pay-period. Optionally, and at the discretion of the watch commander, the FTO's days off may be adjusted to match

yours during this first week.

The first five days which you work in Phase I is known as "orientation Week." During this interval, your performance will not be evaluated by the FTO or the Sergeant. You will train in Phase I with your first FTO for seven calendar weeks.

## PHASE II

During the final weeks of Phase I, you will be informed of your training officer and assignment for Phase II. Phase II will begin on the eighth Monday following your graduation from the Academy. However, it will be your responsibility to determine from the "New" Watch Commander your days off and the date to report for duty. These days off will be the same as those of your "New" trainers, and, as such, you may not report for duty until Tuesday or Wednesday.

The first day of Phase II is an "Orientation" day and you will not receive a daily evaluation.

Phase II is seven calendar weeks in duration.

## PHASE III

You will be informed of your Phase III assignment prior to completion of Phase II. Phase III will begin on the fifteenth Monday following Academy graduation and will continue for seven calendar weeks. As in Phase II, it is your responsibility to contact the "New" Watch Commander to learn your days off and date to report. Again in Phase III, your days off will match those of your FTO.

As with Phase II, your first work day in Phase III is an "Orientation" day and there will be no daily evaluation.

Phase III is the last phase during which you will receive intensive training from the FTO.

#### PHASE IV

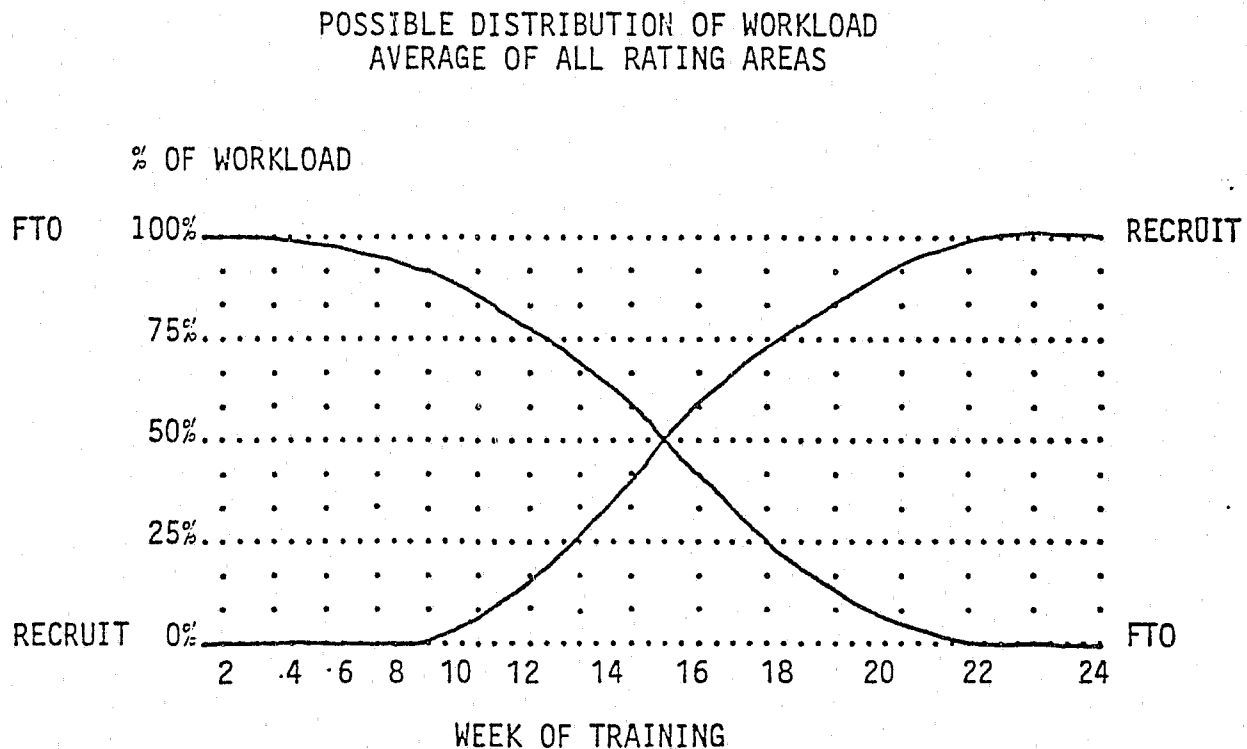
The final time period in the Program is Phase IV, the "Evaluation-Only" phase. During Phase IV, you will be assigned to your first FTO on the original watch. Phase IV begins on the twenty-second Monday following Academy graduation and is three-calendar weeks in length.

In Phase IV you will be expected to perform almost entirely on your own. The FTO will be along merely as an observer and evaluator but shall at all times maintain override discretionary control; i.e., he will intervene when necessary to preserve safety, the integrity of the Department, or prevent irreversible error on your part. Otherwise, the FTO will allow you considerable leeway and should encourage initiative and independent action by you.

After satisfactorily completing Phase IV, you will be promoted to Probationary Police Officer and may be reassigned according to the needs of the Department.

DISTRIBUTION OF WORKLOAD  
PHASE ONE THROUGH PHASE THREE

Generally speaking, Recruit Officers perform as much of the police functions as they are capable of performing. When field training begins, the FTO performs all of the police functions. As the Recruit Officer gains experience and demonstrates ability, he/she performs more and more of the police functions, until at the end of the training period, the Recruit Officer is performing all of the police functions.



The transition from FTO performance to Recruit Officer performance will vary from task to task and individual to individual, depending upon the Recruit Officer's ability to perform each separate task. Generally, the following sequence would apply:

1. The FTO performs the function.
2. The FTO performs the function with the Recruit Officer's assistance.
3. The Recruit Officer performs the function with the FTO's assistance.
4. The Recruit Officer performs the function without assistance and continues to do so until the field training program is completed.

DALLAS POLICE DEPARTMENT  
FIELD TRAINING PROGRAM STRUCTURE

EVALUATION PERIOD				
ORIENTATION WEEK	FIRST FTO	SECOND FTO	THIRD FTO	ORIGINAL FTO
1 WEEK	6 WEEKS	7 WEEKS	7 WEEKS	3 WEEKS
	PHASE I	PHASE II	PHASE III	PHASE IV
TRAINING PERIOD				

## THE EVALUATION PROCESS

Your progress, as you proceed through the Program is recorded in written evaluations. The evaluation process is equally as important as the training process, and, as such, has been given great attention during the conception of this Program.

Evaluations have many purposes, the obvious one being to record your progress; but, there are others as well. Evaluations are excellent tools for informing you of your performance level at a given point in time. They are also efficient devices for identifying training needs and documenting training efforts. In a word, evaluation represents feedback.

Collectively, over the duration of the Program, evaluations tell a story, both by category and chronologically. They tell of your successes and failures, improvements and digressions, and of the attempts to manage each of these occurrences. They chronicle the skill and efforts of the FTO as well. Evaluations are critical in the career of each new officer and should be treated as such. Honest and objective evaluations of Recruits shall be a prime consideration of all members of this Program.

You will be evaluated over a number of categories. These categories cover as much of each aspect of the police environment and responsibilities as can be expected. The Dallas Police Department has selected twenty-five categories as the basis for evaluating your performance while you are in the Program. These criteria which have formed the basis for recruit evaluation in Police departments throughout the nation are found on the Dallas Police Department's "Observation Report."



To ensure that the "Observation Report" and each rating of a Recruit will be equal and standard throughout the Department, Standardized Evaluation Guidelines have been established. The Standardized Evaluation Guidelines are actually behavioral anchors. They provide a definition of unacceptable, acceptable, and superior levels of performance for each of the twenty-five categories. The standards set out in the "Guidelines" will be applied to all Recruits regardless of their experience level or other incidental factors. By the strict application of the behavioral definitions contained in the "Guidelines," the rating of any given recruit performance by one FTO should match that of any other FTO. With this approach to evaluation, one may be assured that ratings throughout the Bureau are impartial, objective, uniform, and, therefore, valid.

#### EVALUATION FREQUENCY

While evaluations are completed by Sergeants, on a weekly basis, the ultimate responsibility for evaluating your performance lies with the FTO.

Field Training Officers complete a daily evaluation on each Recruit. The form used for this purpose is the "Observation Report." The "Observation Report" is a dual-purpose form in that it can be used for daily evaluation by the FTO, as well as end-of-phase evaluation by the FTO. This form must be completed at the end of each shift and not left, except for extra-ordinary circumstances, to a later time. This provides an opportunity for you to ask questions that you failed to ask earlier in the day and also serves to reinforce instructions and critiques that were given to you during or after each incident.

Daily "Observation Reports" (D.O.R.'s) are completed each day that you work in the Field Training Program beginning with day one in Phase I and continuing through the last day of Phase IV. Even though your first five days in Phase I, and first day in each of Phases II and III are orientation days, the D.O.R.'s will be completed in heading only and signed by you and the FTO. A notation "Orientation Day" should be made across the front of the form. The purpose of this is to document the continuity and progression through the Program schedule.

In addition to the daily evaluations, FTO's will complete a narrative evaluation summarizing your performance, prior to attending the monthly FTO meeting.

The third type of evaluation done by the FTO is the "End-of-Phase" Evaluation. Submitted on the "Observation Report" form, the "End-of-Phase" is a summation of your performance during that phase.

The Sergeant is responsible for completing a weekly evaluation of your performance. This weekly evaluation is submitted on the "Weekly Observation Report" and is a collection of the Sergeant's personal, first-hand observations of your performance. The Weekly Observation Report will be submitted by the Sector or Field Training Sergeant at the end of each training week.

#### FLOW OF EVALUATION FORMS

After completing the D.O.R., the FTO will present the form to you

along with any explanation. You should review the report and transpose the numbers circled by the FTO to the blocks on the left margin. You will then sign the D.O.R. and return it to the FTO. The FTO will check the form for completeness, obtain one copy, and submit the original D.O.R. to the sergeant. So that he may have an easily attainable record of your progress, the FTO will keep a copy of the D.O.R. in his possession. After reviewing the initialing the D.O.R., the sergeant will obtain one copy of each D.O.R. for the unit personnel file and then submit the original to the division commander.

The Sergeant will present his completed D.O.R. to you with any explanation and/or counseling. As with the D.O.R., you should review the form, transpose the numbers, and sign. The sergeant shall then obtain one copy for the unit file and submit the original to the watch commander, who will, after review, submit the D.O.R. to the division commander.

The FTO's "End-of-Phase" report after being completed and signed, will receive a review through the chain-of-command up to the division commander.

### STANDARDIZED EVALUATION GUIDELINES:

You have been given a set of Standardized Evaluation Guidelines as part of this manual. These guidelines are very important as they are the standards by which you will be evaluated. You will not be compared to tenured officers nor will you be compared to your peers. These guidelines have been developed to ensure that FTO's use the same standards when evaluating ALL recruit officers. The guidelines conform to the Observation Report which is a form that will be used to record your performance daily. The Observation Report (DOR) has 25 categories listed on it, covering the general areas of Appearance, Attitude, Knowledge, Performance, and Relationships. Each of the 25 categories contain three evaluation standards which are explained in behavioral or performance terms.

1. The first description is that an unacceptable example pertaining to the particular category. This is noted numerically as "1" on the DOR.
2. The second description is that of an acceptable example of that same category. This is noted as a "4" on the DOR.
3. The third description is that of a superior example and is noted as a "7" on the DOR.

Evaluation by these standards ensures fair and equal evaluations of your performance by the various FTO's. You should become familiar with the standardized guidelines so that you know what is expected of you during your training period.

### EVALUATION SESSIONS:

These meetings, held every month, are an opportunity for your FTO to meet with other program members to discuss a variety of Field Training Program issues. In addition to their serving as frequent staff meetings, your progress to date, your performance strengths and weaknesses and remedial strategies are discussed.

The objectivity of the ratings are reviewed with an eye to maintaining standardization. Each Recruit's Training Guide is discussed to ensure that the training is up-to-date. All in all, the meetings are designed to help us help you satisfactorily complete the program.

If you are scheduled to be on duty while the sessions are being held, you will be assigned to participate in some specialized training during that time.

## PHASE TRAINING

Your training will proceed in phases. The Field Training Program is divided into four phases covering a period of approximately twenty-four weeks. Each phase is designed to provide the following:

1. A systematic approach to field training.
2. Consistent and standardized training.
3. The means of ensuring your capability in performing the skills or tasks necessary for competent operation of a one-officer patrol car.
4. An introduction to different areas of the Division as well as an opportunity to work all three patrol shifts.
5. The opportunity to train with various FTO's thereby receiving diverse techniques while operating within standardized guidelines.

Each particular phase is divided into tasks. These tasks have been identified as the basic skills/tasks necessary for a competent police officer. These tasks are outlined in the Recruit Training Guide.

In Phase I you will spend seven weeks learning the absolute basics of the job as well as skills that are considered necessary because of the potential for danger and/or liability. You will be assigned to a primary FTO and will remain with that FTO during the entire phase.

The first week of Phase I is known as "Orientation Week," and you will not receive daily evaluations during this week. You will be expected to observe what your FTO does and to ask questions that come to mind as you adjust to your new assignment. Your FTO will often drive the patrol car and take most action, but you are not expected to be merely a passive observer. Even though you are not being evaluated, we expect you to learn and participate. Orientation is extended to the first day of Phases II and III as well. This is done so that you may become acquainted with your new FTO and familiar with his/her style. There is no Orientation during Phase IV. Phase IV is an evaluation phase and you will be performing nearly all the police tasks as a solo officer.

At the end of Phase I you will be rotated to a different shift and be assigned to another FTO. As in Phase I, you will remain with this FTO during the entire phase. This is true for each of the remaining phases as well. Phase II lasts seven weeks and tasks that are progressively more difficult and advanced will be taught. You will also have ample opportunity to polish the skills learned in the previous phase.

Phase III will be your last phase of formal training. It has a duration of seven weeks and will be a time of advanced learning and preparation for the final test, Phase IV.

Phase IV will be an evaluation phase only. Your FTO will not be expected to train you during this period, although feedback will be given. He will not take action in police incidents or calls-for-service except in instances where his "stepping in" is necessary

to avoid liability or danger. This phase lasts three weeks.

There is an extension policy in effect that you should know about. The Bureau Commander has the authority to extend your training up to four weeks beyond the normal time limits providing conditions exist. This extension is applied when problems are identified that would hinder your performance or if you are behind schedule to a point that you would not be able to "catch up." The extension allows us to work with you on specific problems and not be pressured to meet the normal Program schedule. You should consider an extension, if it occurs, as being placed on hold for a short time. No stigma is placed on your image for being extended. It is a positive process, remedial in nature, and meant to bring you back on track.

No officer will be accelerated through the program. You will be given every opportunity to learn the job thoroughly, and the Department will benefit from this as much as you.

After successfully completing the Field Training Program, you will be promoted to Probationary Police Officer and may be reassigned to meet the needs of the Department.



by increasingly more difficult and complex tasks. Additionally, the Training Guide has a short section for each watch, providing exposure to those tasks most likely to be encountered during that phase of training. As the Recruit is instructed in each task and performs or attempts to perform the task, the FTO will initial and date the Training Guide thereby providing a permanent record of the Recruit's exposure.

The Training Guide is not an evaluation. It is simply a lesson plan for the FTO to use and a form on which the FTO documents the Recruit's exposure. Keeping this in mind, the FTO should initial and date the proper block when he teaches the Recruit about a certain task and/or when the Recruit performs the task. He is not required to wait until the Recruit masters the task before initialing.

Also, it is recognized and the Department understands, that due to the nature of patrol work the tasks cannot and will not be covered in the order they are listed. This presents no problem as long as the FTO realizes that he is responsible for teaching the Recruit each task listed in his respective phase and watch. If the Recruit is by chance exposed to a situation or task which is listed elsewhere in the Training Guide, the FTO should instruct the Recruit as required and turn to the page of the Training Guide where that task is listed and initial and date it.

#### USE OF THE TRAINING GUIDE

Each page of the Training Guide lists the job tasks as well as the phase and week of training, or the watch, during which the instruction

is to be provided to the Recruit. Additionally, there are columns that allow the FTO to document when the Recruit received the training and was tested by the FTO. This testing can be accomplished in two manners; through the use of various instructional methods and/or through actual field experience. Ideally, a Recruit would receive instruction in a subject area, then be tested by the FTO using instructional methods. Then the Recruit could be exposed to the task through actual field experience.

The FTO should use accepted teaching methods to explain or demonstrate a subject area to a Recruit, telling the Recruit how to perform a task, showing him how to perform the task, and allowing him to practice performing the task. Once adequate instruction has been provided, the FTO will test the Recruit in one or both of the following manners:

ACTUAL FIELD EXPERIENCE: When any specified job task is performed under actual conditions the FTO will initial and date the blocks under this column. Since the Training Guide is not an evaluation tool, satisfactory performance of the task is not required for the FTO to indicate exposure to the subject during actual conditions; however, if the Recruit fails at the task, the FTO should make every effort to provide the Recruit with an opportunity to repeat the task.

INSTRUCTIONAL METHODS: In some instances, actual task accomplishments or attempts cannot be achieved due to lack of opportunity. An example might be a homicide

investigation. It is conceivable that in twenty-four weeks of training, the Recruit may never have the opportunity to investigate a homicide. In a case such as this where the FTO is unable to expose the Recruit to a homicide investigation, he should simply instruct the Recruit in the proper method of handling the investigation and then test the Recruit (preferably a written test) to determine the Recruit's ability to perform the task. After the test, the FTO should date and initial in the spaces under "Instructional Methods." The FTO should not allow the existence of this column to repress his diligence in trying to expose the Recruit to every listed task under actual field conditions.

The bottom line on each page of the Training Guide is for the Recruit's signature when that page has been completed. By signing, the Recruit is acknowledging that the listed tasks were taught to him and he attempted each or was tested over each.

As stated earlier, the Training Guide serves as documentation to what the Recruit has been taught. Keeping this in mind, the first thing an FTO should do when assigned a Recruit is review the previous phases in the Training Guide. If some tasks have not been covered, the FTO should make it his primary objective to expose the Recruit to those tasks. And by the same token, each FTO should strive to teach the Recruit every task listed for his respective phase.

If the task does not present itself in the normal course of activities, the FTO must try to find a chance for the Recruit to attempt the task; i.e., volunteer for certain type of call, look for certain types of activity, etc.

The Training Guide is contained in the Recruit Manual which the Recruit will have received prior to entering the Field Training Program. The Recruit Manual and the Training Guide are to be kept in the Recruit's possession until he completes training or is terminated. Upon completion of the program or termination, the Manual and Training Guide will be turned into the Division Administrative Sergeant for disposition.

A P P E N D I X I

STANDARDIZED EVALUATION GUIDELINES

## DALLAS POLICE DEPARTMENT

### STANDARDIZED EVALUATION GUIDELINES

#### (1) DRIVING SKILLS: NORMAL CONDITIONS

1. Unacceptable: Continually violates Traffic Code (speed, traffic signals, etc.); involved in chargeable accident; lacks dexterity and coordination during vehicle operation.
4. Acceptable: Ability to maintain control of vehicle while being alert to activity outside of vehicle. Practices good defensive driving techniques.
7. Superior: Sets good example of lawful, courteous driving while exhibiting good manipulative skill required of patrolman (i.e., operate Radio - utilize hot sheet).

#### (2) DRIVING SKILLS: STRESS CONDITIONS

1. Unacceptable: Involved in accident (s). Unnecessary Code 3. Overuses red lights and siren. Excessive and unnecessary speed. Fails to slow for intersections and loses control on corners.
4. Acceptable: Maintains control of vehicle. Evaluates driving situations and reacts properly. (i.e. proper speed for conditions.)
7. Superior: High degree of reflex ability and competence in driving skills.

#### (3) ORIENTATION/RESPONSE TIME TO CALLS

1. Unacceptable: Becomes disoriented when responding to stressful situations. Is unable to relate his/her location to his/her destination. Is unable to use MAPSCO under stress. Is unable to determine directions of the compass during stressful tactical situations.
4. Acceptable: Reasonably aware of his/her location. Is able to utilize MAPSCO effectively under stressful conditions. Demonstrates good sense of direction in tactical situations.

7. Superior: Always responds quickly to stressful calls by the most appropriate route. Does not have to refer to MAPSCO. Rarely disoriented during tactical situations.

(4) FIELD PERFORMANCE: STRESS CONDITIONS

Evaluates the Recruit's ability to perform in moderate and high stress situations.

1. Unacceptable: Becomes emotional, is panic stricken, can't function, holds back, loses temper or displays cowardice. Over-reacts.
4. Acceptable: Maintains calm and self-control in most situations, determines proper course of action and takes it. Does not allow the situation to further deteriorate.
7. Superior: Maintains calm and self-control in even the most extreme situations. Quickly restores control in the situation and takes command. Determines best course of action and takes it.
- 

(5) SELF-INITIATED FIELD ACTIVITY

1. Unacceptable: Fails to observe, or avoids activity. Does not follow-up on situations requiring police attention, rationalizes suspicious circumstances and does not investigate.
4. Acceptable: Observes, recognizes, and identifies suspected criminal activity or situations requiring police attention. Makes cases and arrests from routine activity, while on vehicle or foot patrol.
7. Superior: Catalogs, maintains, and uses information issued at briefings and other sources for reasonable cause to stop vehicles and persons, and makes subsequent good quality arrests. Provides good police service by observing and recognizing non-criminal situations and providing assistance, either while on vehicle or foot patrol.

(6) OFFICER SAFETY:

Evaluates the Recruit's ability to perform police tasks without injuring self or others or exposing self or others to unnecessary danger/risk.

1. Unacceptable: Fails to follow accepted safety procedures or to exercise officer safety, i.e.
- A) Exposes weapons to suspect (baton, handgun, etc.)
  - B) Fails to keep gun hand free during enforcement situations.
  - C) Stands in front of violator's car door.
  - D) Fails to control suspect's movements.
  - E) Does not keep suspect/violator in sight.
  - F) Fails to use illumination when necessary or uses it improperly.
  - G) Fails to advise dispatcher when leaving police vehicle.

- H) Fails to maintain good physical condition.
- I) Fails to utilize or maintain personal safety equipment.
- J) Does not anticipate potentially dangerous situations.
- K) Stands too close to passing vehicular traffic.
- L) Is careless with gun and other weapons.
- M) Stands in front of doors when knocking.
- N) Makes poor choice of which weapon to use and when to use it.
- O) Fails to cover other officers.
- P) Stands between police and violator's vehicle on car stop.
- Q) Fails to search police vehicle prior to duty and after transporting suspect.

- 4. Acceptable: Follows accepted safety procedures. Understands and applies them.
- 7. Superior: Always works safely. Foresees dangerous situations and prepares for them. Keeps partner informed and determines the best position for self and partner. Is not overconfident. Is in good physical condition.

(7) CONTROL OF CONFLICT: VERBAL SKILLS

- 1. Unacceptable: Improper voice inflection; i.e., too soft, too loud, confused voice command or indecisive; poor officer bearing.
- 4. Acceptable: Speaks with authority in a calm, clear voice.
- 7. Superior: Always gives appearance of complete command through voice tone and bearing.

(8) CONTROL OF CONFLICT: PHYSICAL SKILLS

- 1. Unacceptable: Physically weak or uses too little or too much force for given situation. Unable to use proper restraining holds.
- 4. Acceptable: Maintains control without excessive force. Properly applies restraining holds.
- 7. Superior: Always prepared to use necessary force. Excellent knowledge of and ability to use restraining holds.

(9) RADIO: COMPREHENSION/USAGE

- 1. Unacceptable: Misinterprets communication codes, definitions or fails to use radio in accordance with set policy; fails or refuses to improve. Repeatedly misses his/her call sign and is unaware of radio traffic on adjoining beats. Frequently has to ask Dispatcher to repeat transmission or does not comprehend message.



- 4. Acceptable: Copies most Radio transmissions directed to him/her and is generally aware of adjoining beat traffic. Uses proper procedures with clear, concise, and complete transmissions. Has good working knowledge of radio codes.
- 7. Superior: Transmits clearly, calmly, concisely, and completely in even the most stressful situations. Transmissions are well thought out and do not have to be repeated. Uses communication codes with ease in all receiving and sending situations.

(10) ROUTINE FORMS: ACCURACY/COMPLETENESS

Evaluates recruit's ability to properly utilize departmental forms necessary to job accomplishment.

- 1. Unacceptable: Is unaware that a form must be completed and/or is unable to complete the proper form for the given situation. Forms are incomplete, inaccurate, or improperly used.
- 4. Acceptable: Knows the commonly used forms and understands their use. Completes them with reasonable accuracy and thoroughness.
- 7. Superior: Consistently makes accurate form selection and rapidly completes detailed forms without assistance. Displays high degree of accuracy.

(11) REPORT WRITING: ORGANIZATION/DETAIL

Evaluates the recruit's ability to prepare reports that accurately reflect the situation and in a detailed, organized manner.

- 1. Unacceptable: Unable to organize information and to reduce it to writing. Leaves out pertinent details in report. Report is inaccurate. Reports are illegible. Reports contain excessive number of misspelled words. Sentence structure or word usage is improper or incomplete.
- 4. Acceptable: Completes reports, organizing information in a logical manner. Reports contain the required information and details. Reports are legible and grammar is at an acceptable level. Spelling is acceptable and errors are rare. Errors, if present, do not impair an understanding of the report.
- 7. Superior: Reports are a complete and detailed accounting of events from beginning to end, written and organized so that any reader understands what occurred. Reports are very neat and legible. Contain no spelling or grammar errors.

(12) REPORT WRITING: APPROPRIATE TIME USED

Evaluates the recruit's efficiency relative to the amount of time taken to write a report.

1. Unacceptable: Requires an excessive amount of time to complete a report. Takes three or more times the amount of time a non-probationary officer would take to complete the report.
4. Acceptable: Completes reports within a reasonable amount of time.
7. Superior: Completes reports very quickly, as quickly as a skilled, veteran officer.

(13) FIELD PERFORMANCE: NON-STRESS

Evaluates the recruit's ability to perform routine, non-stress police activities.

1. Unacceptable: When confronted with a routine task, becomes confused and disoriented. Does not/cannot complete task. Takes wrong course of action. Avoids taking action.
4. Acceptable: Properly assesses routine situations, determines appropriate action, and takes same.
7. Superior: Properly assesses situations including unusual or complex ones. Determines appropriate course of action and takes same.

(14) INVESTIGATIVE SKILLS:

Evaluates recruit's ability to conduct a proper investigation with an emphasis on crime scene investigatory procedures.

1. Unacceptable: Does not conduct a basic investigation or conducts investigation improperly. Unable to accurately diagnose offense committed. Fails to discern readily available evidence. Makes frequent mistakes when identifying, collecting, or booking evidence. Does not connect evidence with suspect when apparent. Lacks skill in collection and preservation of fingerprints. Does not protect scene.
4. Acceptable: Follows proper investigatory procedure in all but most difficult/unusual cases. Is generally accurate in diagnosis of nature of offense committed. Collects, tags, logs, and books evidence properly. Connects evidence with suspect when apparent.
7. Superior: Always follows proper investigatory procedure, and always accurate in diagnosis of offense committed. Connects evidence with suspect even when not apparent. Has "evidence technician" collection and identification skills. Recognizes "readable" fingerprints when available.

(15) INTERVIEW/INTERROGATION SKILLS:

Evaluates recruit's ability to use proper questioning techniques; to vary techniques to fit persons being interviewed/interrogated; to follow proper procedure.

1. Unacceptable: Fails to use proper questioning techniques. Does not elicit and/or record available information. Does not establish appropriate rapport with subject and/or does not control interrogation of suspect. Fails to give Miranda warning.
4. Acceptable: Generally uses proper questioning techniques. Elicits most available information and records same. Establishes proper rapport with most victims/witnesses. Controls the interrogation of most suspects and generally conducts a proper Miranda warning.
7. Superior: Always uses proper questioning techniques. Establishes rapport with all victims/witnesses. Controls the interrogation of even the most difficult suspects. Conducts successful interrogations. Always gives a proper Miranda warning.

(16) PROBLEM SOLVING/DECISION MAKING

1. Unacceptable: Acts without thought or is indecisive. Relies on others to make his/her decisions.
4. Acceptable: Is able to reason out problems and relate to what he/she was taught. Has good perception and ability to make his/her own decisions.
7. Superior: Excellent ability to foresee problems and arrive at sound decisions.

(17) DEPARTMENTAL POLICIES/PROCEDURES:

Evaluation of the Recruit's knowledge of the department's policies and procedures and the ability to apply this knowledge under field conditions.

1. Unacceptable: When tested verbally or in writing, the Probationary Officer scores 20% or less. When applied in the field, the officer shows little or no knowledge of departmental policy or fails to use the appropriate procedure when it applies.
4. Acceptable: When tested verbally or in writing, the Probationary Officer scores at least 70%. When applied in the field, the officer shows a familiarity with the most commonly used policies and procedures.
7. Superior: When tested verbally or in writing, the Probationary Officer scores 100%. When applied in the field, the officer is familiar with all the policies and procedures and uses the appropriate one when needed.

(18) PENAL CODE, CODE OF CRIMINAL PROCEDURE, AND CITY ORDINANCES:  
Evaluation of the Recruit's knowledge of the criminal statutes and ability to apply that knowledge in the field.

1. Unacceptable: When tested verbally or in writing, the Probationary Officer scores 20% or less. When applied in the field, the officer does not know the basic elements of a crime when encountered or makes mistakes that would indicate a lack of that knowledge necessary to conduct a successful investigation and write a good report.
4. Acceptable: When tested verbally or in writing, the Probationary Officer scores at least 70%. When applied in the field, the officer recognizes commonly encountered criminal offenses and knows what action are necessary to make the case capable of successful prosecution.
7. Superior: When tested verbally or in writing, the Probationary Officer scores 100%. When applied in the field, the officer displays an outstanding knowledge of the codes and applies this knowledge well in both normal and unusual criminal situations.

(19) VEHICLE CODE:  
Evaluation of the Recruit's knowledge and ability to apply the traffic laws of the State to field enforcement.

1. Unacceptable: When tested verbally or in writing, the Probationary Officer scores 20% or less. When applied in the field, the officer shows a poor working knowledge of the traffic code and its practical application.
4. Acceptable: When tested verbally or in writing, the Probationary Officer scores at least 70%. When applied in the field, the officer shows a good working knowledge of the traffic laws and can apply the correct statute to the situation.
7. Superior: When tested verbally or in writing, the Probationary Officer scores 100%. When applied in the field, the officer demonstrates an unusually acute knowledge of even the most seldom used vehicle code statutes.

(20) ACCEPTANCE OF FEEDBACK:  
Evaluation of the Recruit's acceptance of constructive criticism and instructions and how the officer uses the information and instructions provided to improve performance.

1. Unacceptable: Rationalizes mistakes, denies that errors were made, is argumentative, refuses to do or does not attempt to make corrections. Considers criticism a personal attack.
4. Acceptable: Accepts criticism and instructions in a positive manner and applies the information to make corrections in performance.

7. Superior: Actively solicits criticism and instructions in order to improve performance. Instructions do not have to be repeated.

(21) ATTITUDE TOWARD POLICE WORK:

Evaluation of the Recruit's attitude toward new career in terms of personal motivation, goals, acceptance of responsibility and career objectives.

1. Unacceptable: Sees career as only a job; uses position to boost ego; abuses authority; shows little dedication to the principles of the profession.
4. Acceptable: Demonstrates an active interest in the new career and takes the new responsibility seriously.
7. Superior: Utilizes off-duty time to further professional knowledge and expertise, solicits assistance from others to broaden knowledge of the work. Maintains high ideals in terms of professional responsibilities of the job.

(22) RELATIONSHIP WITH PUBLIC IN GENERAL:

Evaluation of the Recruit's ability to interact with the general public including victims as well as suspects.

1. Unacceptable: Abrupt, belligerent, overbearing, arrogant, uninterested. Overlooks or avoids the service aspects of the job.
4. Acceptable: Courteous, friendly, and empathetic. Communicates in professional and unbiased manner. Service-minded.
7. Superior: At ease with citizen contact. Quick to establish rapport and leaves people with a feeling that the officer was interested in serving them. Remains objective at all times.

(23) RELATIONSHIP WITH ETHNIC GROUPS:

Evaluates the Recruit's ability to interact with members of ethnic or racial groups other than his own, in an appropriate, efficient manner.

1. Unacceptable: Is hostile or overly sympathetic. Is prejudicial, subjective and biased. Treats members in this grouping differently than members of his own ethnic or racial group would be treated.
4. Acceptable: Is at ease with members of other ethnic/racial groups. Serves their needs objectively and with concern. Does not feel threatened with in their presence.
7. Superior: Understands the various cultural differences and uses this understanding to competently resolve situations and problems. Is totally objective and communicates in a manner that furthers mutual understanding.

(24) RELATIONSHIP WITH OTHER OFFICERS AND SUPERVISORS:

Evaluates the recruit's ability to effectively interact with other department members of various ranks and in various capacities.

1. Unacceptable: Patronizes FTO/superiors/peers or is antagonistic toward them. Gossips. Is insubordinate, argumentative, sarcastic. Resists instructions. Considers self superior. Belittles others. Is not a "team" player.
4. Acceptable: Adheres to the chain of command and accepts role in the organization. Good peer and FTO relationships and is accepted as a group member. Shows proper respect to supervisors.
7. Superior: Is at ease in contact with all, including superiors. Understands superiors' responsibilities, respects and supports their position. Peer group leader. Actively assists others.

(25) GENERAL APPEARANCE:

Evaluates physical appearance, dress, demeanor.

1. Unacceptable: Overweight, dirty shoes or wrinkled uniform. Uniform fits poorly or is improperly worn. Hair ungroomed and/or in violation of department regulation. Dirty weapon, equipment. Equipment missing or inoperative. Offensive body odor, breath.
4. Acceptable: Uniform neat, clean. Uniform fits and is worn properly. Weapon, leather, equipment is clean and operative. Hair within regulations, shoes are shined.
7. Superior: Uniform neat, clean and tailored. Leather is shined, shoes are spit-shined. Displays command bearing.

A P P E N D I X   I I

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RECRUIT TRAINING GUIDE

		Instructed and Tested By F.T.O. Through:			
<u>ORGANIZATIONAL PROCEDURES</u>		Instructional Methods		Actual Field Experience	
		DATE	F.T.O.	DATE	F.T.O.
A.	Duty hours and roll call procedures				
B.	Regular day off (G.O. 410.01)				
C.	Overtime and compensatory time (G.O. 204.06 and 204.07)				
D.	Leaves of absences: 1. Vacation (Personnel Rules 3.26) 2. Holidays (G.O. 410.02) 3. Sick (Personnel Rules 3.1; G.O. 204.05) 4. Injured; On-Duty and Off-Duty (G.O. 416.02; Personnel Rules 9.1) 5. Death in family (Personnel Rules 3.82) 6. Military Leave (Personnel Rules 3.103) 7. Without Pay (Personnel Rules 3.89) 8. Suspension (G.O. 506.03)				
E.	Requirement to keep department advised of current address and phone number (G.O. 401.01)				
F.	Off-duty employment (Patrol Bureau SOP; G.O. 406.00 and 307.12) 1. Recruits 2. Apartment complexes 3. Traffic control 4. Approval required for all off-duty employment (a) "Application for Special Duty" (Form 69-29) (b) "Request for Outside Employment, Other Than Police Duty"				

The above subjects were explained to me and I have performed them and/or have been tested to determine my knowledge of them.

RECRUIT TRAINING GUIDE

		Instructed and Tested By F.T.O. Through:			
		Instructional Methods		Actual Field Experience	
		DATE	F.T.O.	DATE	F.T.O.
I. Use of force and deadly force					
1. Use of deadly force (G.O. 302.00)					
2. Discharge of firearm; required report (G.O. 203.01)					
3. Reasonable force (Code of Conduct - Chap. VI) (Penal Code - Chapter 9)					
4. Batons (G.O. 802.02; SOP-Batons)					
5. Handcuffs (SOP - Prisoners) and Flexcuffs					
J. Secondary weapons (G.O. 414.06)					
<u>CODE OF CONDUCT</u>  A. General Review  B. Required compliance with provisions					

The above subjects were explained to me and I have performed them and/or have been tested to determine my knowledge of them.

RECRUIT TRAINING GUIDEInstructed and Tested By  
F.T.O. Through:

<u>PREPARATION FOR PATROL</u>	Instructional Methods		Actual Field Experience	
	DATE	F.T.O.	DATE	F.T.O.
A. Personal appearance and hygiene (ref: Code of Conduct, Chapter III; G.O. 805.00)				
B. Checking out supplies and equipment, equipment check sheets, tickets, various report forms, etc.				
C. Servicing, repair, and maintenance of police vehicles (ref: Patrol Bureau S.O.P.; Automotive equipment)				
D. Stolen vehicle list				
E. Divisional beat maps				
F. Policy and use of emergency equipment (G.O. 303.00 and 701.05)				
G. Proper operation of police radio				
1. Channel assignments (G.O. 702.01)				
2. Use normal voice; proper position or microphone.				
3. Use of a logical accepted phoenetic alphabet				
4. Be conscious of status of others. Do not interrupt other officers, except in emergencies (G.O. 701.03)				
H. Radio techniques				
1. Signals and codes (G.O. 702.02)				
2. Mark-out procedures (G.O. 701.04)				
3. Obtaining additional cover elements				
4. Obtaining ambulance and fire units				
5. Requesting wreckers; avoiding wrecker disre-gards				

The above subjects were explained to me and I have performed them and/or have been tested to determine my knowledge of them.

RECRUIT TRAINING GUIDE

<u>PROFESSIONAL DEMEANOR</u>		Instructed and Tested By F.T.O. Through:			
		Instructional Methods		Actual Field Experience	
		DATE	F.T.O.	DATE	F.T.O.
A. Professional conduct and personal bearing (CC, Chapter IV)			-		
B. Responsibilities and General Conduct on duty (CC, Chapter V)					
C. Personal Conduct					
1. Smoking or chewing in public					
2. Offensive mannerisms and gestures					
3. Use of loud, indecent, profane or harsh language; "trigger words"					
4. Congregating at crime scenes, coffee shops, etc.					

The above subjects were explained to me and I have performed them and/or have been tested to determine my knowledge of them.

RECRUIT TRAINING GUIDE

Instructed and Tested By F.T.O. Through:			
<u>DRIVING TECHNIQUES</u>		Instructional Methods	
		DATE	F.T.O.
A. Proper driving habits			
1. Setting good example for public			
2. Public opinion regarding disobeying traffic laws			
3. Defensive driving			
4. Driving in inclement weather			
B. Identification and apprehension of traffic violators			
1. Techniques to apprehend (turn-arounds, blind side clocks, etc.)			
2. Stopping violators so not to impede other traffic			
3. Positioning patrol car in relation to violator			
C. Stopping wanted or stolen vehicle			
1. Request cover prior to making stop			
2. Where and how to park police vehicle in relation to suspect vehicle			
D. Answering routine, non-emergency calls			
E. Use of mapsco			
F. Unauthorized Use of a Motor Vehicle - Recovery Procedures (Patrol Bureau SOP)			

The above subjects were explained to me and I have performed them and/or have been tested to determine my knowledge of them.

RECRUIT TRAINING GUIDE

		Instructed and Tested By F.T.O. Through:			
		Instructional Methods		Actual Field Experience	
		DATE	F.T.O.	DATE	F.T.O.
A.	Reports				
	1. Activity				
	2. Offense/Incident				
	3. Social Service referral				
	4. Intelligence information card				
	5. Field interrogation				
	6. Release and hold harmless				
	7. Consent to search				
	8. Non-prosecution addidavit				
	9. Personal equipment damage claim				
B.	Citations				
	1. Traffic				
	2. Non-traffic				
C.	Use of field notebook				
D.	Chief's letter				
E.	Interview techniques				
	1. Field interrogations				
	2. Questioning witnesses				
	3. Maranda warning				
	4. Taking statements				
	5. Obtaining descriptions of property				
	6. Obtaining descriptions of persons				

The above subjects were explained to me and I have performed them and/or have been tested to determine my knowledge of them.



RECRUIT TRAINING GUIDE

		Instructed and Tested By F.T.O. Through:	
F. Answering emergencies	Instructional Methods	Actual Field Experience	
		DATE	F.T.O.
1. Use of redlights and siren			
2. Proper procedures for suspect at scene or fleeing suspect.			
3. Direct or indirect approach to scene			
4. Turn off emergency equipment prior to arrival (redlights, siren, and headlights)			
5. Where to park			
6. How to approach scene			
G. Chases (Patrol Bureau SOP)			
H. Fire calls			
1. How to proceed when assigned to a fire			
2. Assist fire trucks through dangerous intersections and thoroughfares			
3. Park in position where needed for traffic control			
4. Do not permit vehicles to drive over fire hoses or park in front of fire hydrants			
5. Advise the enroute supervisor of the status of the fire.			
6. Ask for additional elements if needed for traffic and crowd control			
I. Vehicle Public Address System - (Patrol Bureau SOP)			

The above subjects were explained to me and I have performed them and/or have been tested to determine my knowledge of them.

RECRUIT TRAINING GUIDEInstructed and Tested By  
F.T.O. Through:

<u>BASIC PATROL TECHNIQUES</u>	Instructional Methods		Actual Field Experience	
	DATE	F.T.O.	DATE	F.T.O.
A. Officer's responsibilities 1. Purpose of patrol and general police responsibility 2. Beat responsibility - crime, traffic, vice, etc.				
B. Patrol tactics - General 1. One-man / two-man patrol operation 2. Observation techniques 3. Patrol observation a. Residential areas b. Commercial areas c. Shopping centers d. Construction sites e. Parks, recreational areas				
C. Patrol tactics - Specific 1. Responsibilities at strike scene 2. Crowds and crowd control 3. Raids 4. Demonstrations 5. Stake outs 6. Blockades				

The above subjects were explained to me and I have performed them and/or have been tested to determine my knowledge of them.

RECRUIT TRAINING GUIDE

		Instructed and Tested By F.T.O. Through:			
		Instructional Methods		Actual Field Experience	
		DATE	F.T.O.	DATE	F.T.O.
D. Patrol response					
1. Open buildings					
2. Burglary in progress					
3. Robbery in progress					
4. Suspicious persons					
5. Disturbance - weapon involved					
6. Barricaded persons					
7. Hostages					
8. Gang fights					
9. Suicide and Unexplained Death					
E. Request for extra patrol					
F. Information sources					
1. Division station - offense reports, spot maps, bulletin boards, active character lights, computer printouts, etc.					
2. Other departments - P & R, Report Division, I.D., Vice, etc.					
G. Mail run procedures					
H. Bullet proof vests (G.O. 802.21)					
I. Fireworks (Patrol Bureau SOP)					

The above subjects were explained to me and I have performed them and/or have been tested to determine my knowledge of them.

RECRUIT TRAINING GUIDEInstructed and Tested By  
F.T.O. Through:ARREST PROCEDURESInstructional  
MethodsActual  
Field  
Experience

DATE

F.T.O.

DATE

F.T.O.

## A. How to arrest

1. Arrest of subjects in vehicles
2. Arrest of subjects in residence
3. Arrest of subjects in public place
4. Other locations

## B. Transporting prisoners

1. In police vehicle
2. With private vehicle
3. Give mileage with female
4. Juvenile
5. Extra precaution with selected prisoners
6. Contagious disease contact
7. Guarding at hospital
8. Procedures at jail

## C. Arrest reports

## D. Injured prisoners

## E. Protection of prisoners, their rights, and their property. (CC - Chapter VI)

The above subjects were explained to me and I have performed them and/or have been tested to determine my knowledge of them.

RECRUIT TRAINING GUIDEInstructed and Tested By  
F.T.O. Through:SEARCH PROCEDURES.Instructional  
MethodsActual  
Field  
Experience

DATE

F.T.O.

DATE

F.T.O.

## A. Prisoner searches

1. Male

2. Female

3. Juveniles

## B. Vehicle searches

## C. Building searches

## D. Open areas

The above subjects were explained to me and I have performed them and/or have been tested to determine my knowledge of them.

RECRUIT TRAINING GUIDEInstructed and Tested By  
F.T.O. Through:

<u>ACCIDENT INVESTIGATION</u>	Instructional Methods		Actual Field Experience	
	DATE	F.T.O.	DATE	F.T.O.
A. Accidents				
1. Minor				
2. Major				
3. Freeway				
a. Be aware of oncoming traffic				
b. Control or restore traffic flow				
c. Advise enroute supervisor				
d. Stand on shoulder of roadway				
4. City equipment				
5. Fixed object				
6. Failure to leave I.D. at scene				
7. Failure to stop and render aid				
8. Private property				
9. Motorcycle				
10. Pedestrian				
B. Handling injuries				
C. Traffic direction and control				
1. General rules of traffic control				
2. Stand where clearly visible				
3. Proper use of flares				
4. Request additional officers, if needed				

The above subjects were explained to me and I have performed them and/or have been tested to determine my knowledge of them.

# RECRUIT TRAINING GUIDE

		Instructed and Tested By F.T.O. Through:			
		Instructional Methods		Actual Field Experience	
		DATE	F.T.O.	DATE	F.T.O.
D.	Order appropriate number of ambulances and wreckers				
E.	Notify other police units of suspect vehicle that has left scene				
F.	Possibility of following trail of evidence to responsible party				
G.	How to determine responsibility				
H.	D.W.I. and D.U.I.D. cases				
	1. Recognition				
	2. Observation - prior and during testing				
	3. Refusal forms				
	4. Arrest reports				
	5. Intoxilizer tests				
	6. Blood tests				
	7. Urine tests				
	8. Penalty of law				

The above subjects were explained to me and I have performed them and/or have been tested to determine my knowledge of them.

RECRUIT TRAINING GUIDEInstructed and Tested By  
F.T.O. Through:

<u>PUBLIC CONTACTS</u>	Instructional Methods		Actual Field Experience	
	DATE	F.T.O.	DATE	F.T.O.
A. Public contact - general				
1. Treating all citizens with respect				
2. Prohibition on use of profane, indecent or harsh language (CC - Chapter IV)				
B. Specific Contacts				
1. Suspects				
a. Questioning				
b. Obtaining statements				
c. Miranda warning				
2. Wanted person (SOP, G.O. 307.06/308.06)				
3. Peddlers, solicitors, door-to-door salesman (Dallas City Code - Sec. 42)				
4. Notifications and death messages (G.O. 301.01)				
5. Injured persons (SOP)				
6. Mentally deranged persons (G.O. 307.08)				
7. Dealing with beggars, transients, etc.				
8. Public gatherings, parades, etc.				
9. Transporting witnesses				

The above subjects were explained to me and I have performed them and/or have been tested to determine my knowledge of them.



RECRUIT TRAINING GUIDEInstructed and Tested By  
F.T.O. Through:

	Instructional Methods		Actual Field Experience	
	DATE	F.T.O.	DATE	F.T.O.
C. Citizen Requests - Civil Matters				
1. Landlord - tenant disputes				
2. Evictions				
3. Repossessions (G.O. 301.06)				
4. Extensions of credit				
5. Enforcement of Peace Bonds				
6. Property disputes between married persons or persons living together				
D. Citizen Request - Public Service				
1. Medical Aid/emergency escort (G.O. 303.04)				
2. Invalids				
3. Stranded motorists				
4. General information; directions				
5. Transporting persons to Salvation Army, battered wives shelter, etc.				
E. Protective Orders (Penal Code 25.08)				
1. Ex-parte Temporary Protective Orders				
2. Permanent Protective Orders				
F. Action Line complaints				
G. Referring complaints to City Prosecutors Office (G.O. 308.05)				
H. Press relations (G.O. 314.00)				

The above subjects were explained to me and I have performed them and/or have been tested to determine my knowledge of them.

RECRUIT TRAINING GUIDE

		Instructed and Tested By F.T.O. Through:			
		Instructional Methods		Actual Field Experience	
		DATE	F.T.O.	DATE	F.T.O.
I. Security Check					
1. Responsibility to assist public					
2. Provide assistance whenever possible					
3. Locations					
(a) Residential					
(b) Commercial					
(c) Vehicles					
J. Operation Identification					

The above subjects were explained to me and I have performed them and/or have been tested to determine my knowledge of them.

RECRUIT TRAINING GUIDE

Instructed and Tested By F.T.O. Through:			
<u>TRAFFIC AND PARKING VIOLATION PROCEDURES</u>			
Instructional Methods		Actual Field Experience	
DATE	F.T.O.	DATE	F.T.O.
A. Patrol officer's responsibility for traffic (CC 5.3 / G.O. 28.18)			
B. Selective enforcement			
C. Traffic violations			
1. Speeding (Radar, Paced)			
2. Moving			
3. Regulatory			
4. Parking			
5. Pedestrian			
D. Evidence necessary for court conviction			
E. Approaching and handling traffic violators			
F. Means of identifying driver and vehicle			
1. Drivers license			
2. Drivers license check by name and date of birth			
3. Drivers license check by number			
4. Registration by license number and V.I.N. number			
G. Use of radar (SO?)			
H. Citation (G.O. 304)			
1. When and how			
2. Out of state violator			

The above subjects were explained to me and I have performed them and/or have been tested to determine my knowledge of them.

RECRUIT TRAINING GUIDEWEEK 9Instructed and Tested By  
F.T.O. Through:

TRAFFIC AND PARKING VIOLATION PROCEDURES Continued	Instructional Methods		Actual Field Experience	
	DATE	F.T.O.	DATE	F.T.O.
3. When to arrest				
4. Use of verbal warning				
I. Alias and capias warrants (SOP)				
J. Parking violations				
1. Blocking driveway and sidewalk				
2. Twenty-four (24) hour violation				
3. Train blockages				
4. Fire hydrants				
5. Removing parked cars from private property				
6. Unauthorized parking in handicapped area				
<u>PENAL CODE</u>				
A. Murder 19.02				
B. Capital Murder				
C. Voluntary Manslaughter 19.04				
D. Involuntary Manslaughter 19.05				
E. Unlawful Carrying Weapons 46.02				
F. Prohibited Weapons 46.06				

The above subjects were explained to me and I have performed them and/or have been tested to determine my knowledge of them.

RECRUIT TRAINING GUIDEInstructed and Tested By  
F.T.O. Through:SAFETY HAZARDSInstructional  
MethodsActual  
Field  
Experience

DATE

F.T.O.

DATE

F.T.O.

## A. How to detect and report hazards

1. Fire
2. Gas leak
3. Chemical spill
4. Traffic hazards (malfunctioning signals, missing signs, etc.)
5. Defective conditions in public property, street, sidewalk, etc.
6. Attractive hazards (abandoned refrigerators, etc.)
7. Live wires
8. Power failure

## B. Bomb threats

1. Supervisor will be dispatched to location
2. The person in charge of the premises will decide whether or not the building will be evacuated and/or searched.
3. All explosives will be transported by the Explosive Ordinance Unit.
4. Ammunition .50 caliber and smaller will not be considered "Explosives" and may be handled by the investigating officer.

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# RECRUIT TRAINING GUIDE

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Instructed and Tested By  
F.T.O. Through:

<u>CRIME SCENE</u>		Instructional Methods		Actual Field Experience	
		DATE	F.T.O.	DATE	F.T.O.
A.	Protecting a crime scene				
B.	Use of P.E.S.				
1.	Division station				
2.	Downtown station				
C.	Disposition of evidence				
1.	Release to P.E.S.				
2.	Place in property division				
<u>PENAL CODE</u>					
A.	Assault 22.01				
B.	Aggravated Assault 22.02				
C.	Deadly Assault 22.03				
D.	Reckless Conduct 22.05				
E.	Terroristic Threat 22.07				
F.	Criminal Mischief 28.03				
G.	Reckless Damage 28.04				

DATE

RECRUIT TRAINING GUIDEWEEK 13Instructed and Tested By  
F.T.O. Through:

<u>PROPERTY CONTROL</u>	Instructional Methods		Actual Field Experience	
	DATE	F.T.O.	DATE	F.T.O.
A. Types of property				
1. Lost property				
2. Found property				
3. Evidence				
4. Prisoner's property				
5. Deceased person's property				
B. How to impound a vehicle				
C. How to release or return property				
D. Property tags				
E. Drug evidence envelopes				
F. Handling evidence				
1. Locating evidence at scene and recording location				
2. Marking evidence				
3. Chain-of-custody				
4. Disposition				
<u>MISCELLANEOUS</u>				
A. Emergency stand-by stations - G.O. 703.00				
B. Response teams				

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RECRUIT TRAINING GUIDE

<u>MISSING PERSONS</u>		Instructed and Tested By F.T.O. Through:			
		Instructional Methods		Actual Field Experience	
		DATE	F.T.O.	DATE	F.T.O.
A. Critical missing					
1. Notify supervisor					
2. Notify Youth Division					
3. Remain on special until located					
4. If not located by end of duty tour, place entry on chief's letter and make a critical case folder for the oncoming watch.					
B. Missing person					
C. Runaway					
D. Wanted to locate					
<u>PENAL CODE</u>					
A. False Imprisonment 20.02					
B. Kidnapping 20.03					
1. Aggravated Kidnapping 20.04					
C. Sexual Assault 22.011					
1. Aggravated Sexual Assault 22.021					
D. Robbery 29.02					
1. Aggravated Robbery 29.03					

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RECRUIT TRAINING GUIDEWEEK 15Instructed and Tested By  
F.T.O. Through:

<u>COURT APPEARANCE AND LEGAL PROCESS</u>	Instructional Methods		Actual Field Experience	
	DATE	F.T.O.	DATE	F.T.O.
A. Court appearances				
1. City (traffic)				
2. City (non-traffic)				
3. Criminal				
4. Grand Jury				
5. Civil				
B. Courtroom procedures				
1. Courtroom demeanor				
2. Invoking the rule				
3. Talking to jury				
4. Talking to defendant				
5. Prosecutor cannot prohibit an officer from talking with the defense attorney. Discretion should be used prior to talking with the defense attorney.				
C. Legal processes				
1. Search warrants				
2. Arrest warrants				
3. Receiving subpoenas, subpoenas Togs, and County Court standby procedures.				
D. Procedures for taking evidence to court				

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PENAL CODE		Instructed and Tested By F.T.O. Through:			
		Instructional Methods		Actual Field Experience	
		DATE	F.T.O.	DATE	F.T.O.
A. Bribery	36.02				
B. Tampering with Witness	36.05				
C. Retaliation	36.06				
D. False Report to Peace Officer	37.08				
E. Tampering with or Fabricating Physical Evidence	37.09				
F. False Alarm or Report	42.06				
G. Impersonating Public Servant	37.11				
H. False Identification as Peace Officer	37.12				
I. Aiding Suicide	22.08				
J. Arson	28.02				
K. Failure to Identify as Witness	38.02				
L. Perjury	37.02				

DATE \_\_\_\_\_

Instructed and Tested By  
F.T.O. Through:

<u>ANIMAL COMPLAINTS.</u>	Instructional Methods		Actual Field Experience	
	DATE	F.T.O.	DATE	F.T.O.
A. Found animals				
B. Wounded or injured animals				
C. Dead animals				
D. Shooting of animals by officers				
E. Animal bite cases				
F. Rabid animals				
G. Dog complaints				
H. Prisoner's animals				
<u>PENAL CODES</u>				
A. Cruelty to Animals 42.11				

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RECRUIT TRAINING GUIDEWEEK 18

Instructed and Tested By F.T.O. Through:			
<u>DISCIPLINE</u>		Instructional Methods	
		DATE	F.T.O.
A. Disciplinary procedures G.O. 500			
1. Requirements for making formal complaints			
2. Time limit on accepting complaints			
3. Anonymous complaints			
4. Authority and responsibility			
5. Investigation of externally originated complaints			
6. Investigation of internally originated complaints			
7. Completion of complaint investigation			
8. Confidentiality			
9. Summary punishment for less serious infractions of rules			
10. Summary punishment for serious infractions of rules			
B. Employee's rights during internal investigation			
1. Requirement to answer questions			
2. Supervisor's presence during interview			
3. Counsel's presence during interview			
4. Miranda warning			
5. Search of equipment			
6. Special examinations			
7. Appeal procedure			

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RECRUIT TRAINING GUIDEInstructed and Tested By  
F.T.O. Through:

	Instructional Methods		Actual Field Experience	
	DATE	F.T.O.	DATE	F.T.O.
C. Behavioral cause investigation 1. Authority and responsibility 2. Who may undergo a behavioral cause investigation				
D. Employee relations board 1. Composition of board 2. Conditions of the hearing 3. Conduct of the hearing 4. Voting 5. Legal advice 6. Reporting of the hearing				
E. Grievance procedures G.O. 417				

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RECRUIT TRAINING GUIDEWEEK 20

<u>RECORDS - FILES</u>		Instructed and Tested By F.T.O. Through:			
		Instructional Methods		Actual Field Experience	
		DATE	F.T.O.	DATE	F.T.O.
A. Conducting record searches. 1. Offense report files 2. Case report files 3. Criminal history files 4. Known offender and nickname files 5. Mug shot files 6. Warrant files 7. Accident files					
B. Information and assistance available from other official agencies 1. Local 2. County agencies 3. State agencies 4. Federal agencies					

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RECRUIT TRAINING GUIDE

<u>PATROL OPERATIONS</u>		Instructed and Tested By F.T.O. Through:			
		Instructional Methods		Actual Field Experience	
		DATE	F.T.O.	DATE	F.T.O.
A. Distinguishing characteristics of First Watch 1. Major problems 2. Traffic considerations 3. Selective enforcement			=		
B. Techniques 1. Information sources - First Watch 2. Enforcement demands					
C. Administrative Services 1. First watch chain-of-command 2. Scheduling during First Watch phase					
<u>ALARMS</u> A. Arriving at location 1. Eliminate noise 2. Lights off at night 3. Cover and contain location 4. Be aware of lookouts, good-eyes.					
B. Use of Canine					
C. Use of helicopter					
D. Bank alarms					

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RECRUIT TRAINING GUIDE

		Instructed and Tested By F.T.O. Through:			
		Instructional Methods		Actual Field Experience	
		DATE	F.T.O.	DATE	F.T.O.
E. Robbery alarms					
F. Alarm Ordinances					
1. Determination of alarm permit and status					
2. Correct address, to include suite or apartment number					
3. Determination of responsible party					
4. Issuance of citation, if applicable					
5. Written report required:					
(a) If citation is issued.					
(b) If location has no permit.					
(c) If permit is revoked.					
<u>PENAL CODE</u>					
A. Public Intoxication 42.09					
B. U.U.M.V. 31.07					
C. Obstructing Highway or Other Passageway 42.03					
D. Disrupting Meeting or Procession 42.05					
E. Resisting Arrest or Search 38.03					
F. Evading Arrest 38.04					
G. Hindering Apprehension 38.05					
H. Escape 38.07					

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RECRUIT TRAINING GUIDE

<u>PATROL OPERATIONS</u>		Instructed and Tested By F.T.O. Through:			
		Instructional Methods		Actual Field Experience	
		DATE	F.T.O.	DATE	F.T.O.
A. Distinguishing characteristics of Second Watch 1. Major problems 2. Traffic considerations 3. Selective enforcement			=		
B. Techniques 1. Information sources - Second Watch 2. Enforcement demands					
C. Administrative Services 1. Second watch chain-of-command 2. Scheduling during Second Watch phase					
<u>JUVENILE PROCEDURES</u> A. General information 1. Involvement in crime 2. Juvenile gangs 3. Dispostion of juvenile cases 4. Use of juvenile officers 5. Gaining respect of juveniles 6. Source of information 7. Evaluation of competency of juveniles					

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RECRUIT TRAINING GUIDE

		Instructed and Tested By F.T.O. Through:			
		Instructional Methods		Actual Field Experience	
		DATE	F.T.O.	DATE	F.T.O.
B. Selected Cases: <ol style="list-style-type: none"> <li>1. Liquor law violations</li> <li>2. Glue and paint sniffing</li> <li>3. Truancy</li> <li>4. Unfit home and child neglect cases</li> <li>5. Battered and abused child cases</li> <li>6. Traffic offenses</li> <li>7. D.W.I.; D.U.I.D.</li> <li>8. Protective Custody Arrests</li> <li>9. Found child</li> </ol>			=		
C. Transporting juveniles to Youth Division or detention facility <ol style="list-style-type: none"> <li>1. When and where, what documents are necessary</li> <li>2. Location and procedure upon arrival</li> <li>3. Notification of parents</li> <li>4. Arrests at school</li> <li>5. Finger printing procedure</li> <li>6. Photographing procedure</li> </ol>					
<u>PENAL CODE</u>  A. Forgery 32.21					

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# RECRUIT TRAINING GUIDE

SECOND WATCH  
Continued

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The above subjects were explained to me and I have performed them and/or have been tested to determine my knowledge of them.

RECRUIT TRAINING GUIDE

<u>PATROL OPERATIONS</u>		Instructed and Tested By F.T.O. Through:			
		Instructional Methods		Actual Field Experience	
		DATE	F.T.O.	DATE	F.T.O.
A. Distinguishing characteristics of Third Watch					
1. Major problems					
2. Traffic considerations					
3. Selective enforcement					
B. Techniques					
1. Information sources - Third Watch					
2. Enforcement demands					
C. Administrative Services					
1. Third watch chain-of-command					
2. Scheduling during Third Watch phase					
<u>DISTURBANCES</u>					
A. Neighborhood disputes					
B. Family quarrels					
C. Mechanical disturbance					
D. Public nuisances					
E. Vehicular disturbances					
F. Loud noise, party, etc., complaints					
G. Street meetings					
H. Incident recognition					
1. Criminal					

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RECRUIT TRAINING GUIDE

		Instructed and Tested By F.T.O. Through:			
		Instructional Methods		Actual Field Experience	
		DATE	F.T.O.	DATE	F.T.O.
2. Civil					
I. Officer's position in civil matters					
<u>VICE OPERATIONS</u>					
A. General Information					
1. Primarily a vice operations					
2. Develop sources of information and provide information to Vice Control Division					
B. Gambling					
C. Prostitution					
D. Liquor Law Violations					
1. Required licenses					
2. T.A.B.C. regulations					
3. Patrol checks of licensed establishments					
E. Drugs					
1. Impact of dealers, addicts, etc.					
2. Arrest procedures					
3. Evidence procedures					
<u>PENAL CODE</u>					
A. Disorderly Conduct 42.01					
B. Harassment 42.07					

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THIRD WATCH  
Continued

The above subjects were explained to me and I have performed them and/or have been tested to determine my knowledge of them.



LOCATION FAMILIARIZATION GUIDE

<u>LOCATION</u>	PHASE or WATCH	DATE	F.T.O.
1. Police and Courts Building -- 106 South Harwood  a. Crimes Against Persons b. General Assignments Section c. Vice Division d. Intelligence Division e. Internal Affairs Division f. Legal Liaison Division g. Planning and Research Division h. Youth Section i. I.D. and PES Section j. Report Division - Direct Entry k. City Courts (Observe trial) l. Warrants m. Property Room and Drug Lock Box n. Community Services Division o. Parking for City Court	WATCH / 2 or 3		
2. Dallas County Courts Building -- 600 Commerce Street  a. Civil and Criminal Courts (Observe criminal trials) b. Assistant D.A.'s Office c. Grand Jury Room d. Old Red Court House (Juvenile Cases) e. Dallas Sheriff's Office f. Parking for County Courts g. Old County Jail	WATCH / 2		
3. Central Patrol Division  a. Tactical Division b. Alarm Unit c. Traffic Division	WATCH / 2		
4. Property Division and Quartermaster	WATCH / 2 or 3		

I have visited the above locations and have become familiar with their physical configurations and functions.

LOCATION FAMILIARIZATION GUIDE

<u>LOCATION</u>	PHASE or WATCH	DATE	F.T.O.
5. Division Equipment Services Facility (Garage) (Also Central Division Equipment Service Facility for first watch repairs)	PHASE I		
6. Division Investigative Unit (4 Hours Minimum)	PHASE I or II		
7. Communications (4 Hours Minimum)	PHASE I or II		
8. City Animal Shelter (Prisoner's animals) a. West of Trinity River - 525 Shelter Place b. East of Trinity River - 8414 Forney Road	WATCH / 1, 2 or 3		
9. Auto Pounds	PHASE I		
10. Radio Repair Facility	PHASE I		
11. Salvation Army Shelter and Detox Center	PHASE I		
12. Alford's Refrigerated Warehouse (Bulk perishables)	WATCH / 2 or 3		
13. Stand-by Fire Stations in Division	PHASE I		
14. Youth Action Centers (DISD) (When school is in session)	WATCH / 2		
15. Lew Sterrett Justice Center - I.D. Unit	PHASE I or II		

I have visited the above locations and have become familiar with their physical configurations and functions.

