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TRAINING
MANUAL

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TUCSON POLICE DEPARTMENT'S FIELD TRAINING PROGRAM

FIELD TRAINING MANUAL

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PREFACE

The Tucson Police Department's Field Training Program is a police selection process that combines pre-field training with field training and objective evaluations to ensure that the standards of a competent beat officer are met.

Conventional methods for police officer selection and training have come under sharp attack from the courts and other community groups as well. In order to satisfy these demands, examination of the pre-employment selection process, training and post employment probationary performance was necessary.

Historically, law enforcement has responded to internal and external demands for professionalization by raising the standards for entry level police officers. With these raised standards there appeared to be a better qualified police candidate. However, these same standards also disqualified a higher number of applicants. Legal challenges by disqualified applicants caused law enforcement to question the validity of their selection procedures. The end result is that a selection process must be valid and unbiased.

Today, the probationary period is part of the selection process. In the past, little use was made of this period to compensate for pre-selection errors. The most common training method was the assignment of a rookie to a veteran officer who was not necessarily qualified as or interested in being a trainer or an evaluator. A continuing problem was the training officer's reluctance to negatively evaluate another officer. Further complicating the situation was the department's reluctance to go along with a training officer's recommendation in those rare instances when he felt that termination was called for. This has resulted in various agencies operating today with some personnel who are not qualified as police officers.

These events led to the development of the Tucson Police Department's Field Training Program. The program is a joint effort of the Field Operations Bureau and the Administrative Services Bureau. Functionally, the Field Training Program is the responsibility of the Field Services Bureau.

ACKNOWLEDGEMENTS

The Field Training Manual is dedicated to the memory of Sergeant Raymond Meicke (1946-1977), who was largely responsible for the development of the pilot program. The spirit of Sgt. Meicke's efforts to upgrade police recruit training is reflected in this manual and in the enthusiasm with which this program has developed City-wide.

This Field Training manual was compiled to meet the needs of the Tucson Police Department. It has drawn heavily from the Field Training Programs of the San Jose Police Department, Santa Clara County Sheriff's Department and the San Diego Police Department.

This program began in the fall of 1977, on a trial basis, in Operations East. The success of the program led to its adoption City wide. Since its inception, the Field Training Manual has been regularly reviewed and revised.

The efforts of the following Tucson Police Department Personnel are greatly appreciated and acknowledged:

Peter Ronstadt, Chief of Police

William Gilkinson, Chief of Police (Retired 1981)

Leonard Dietsch, Deputy Chief of Police

Sergeant John Patla, Past Program Coordinator

Sergeant Raymond Hardyman, Past Program Coordinator

Sergeant John W. Harris, Past Program Coordinator

Sergeant Jack J. Harris, Past Program Coordinator

Mr. Bill Condron, Police Illustrator

Sergeant Ed Schaefer
Field Training Coordinator
October 1984

TO: ALL DEPARTMENT MEMBERS
FROM: PETER RONSTADT, CHIEF OF POLICE
DATE: SEPTEMBER 1, 1983
SUBJECT: POLICY STATEMENT: FIELD TRAINING PROGRAM

The Department must use its present and future training programs for the purpose of developing, maintaining and improving the professional standards of the Tucson Police Department.

To this end we have instituted the Field Training Program. This program is designed to provide the recruit the necessary instruction and guidance under field conditions to meet the standards of the Department.

An integral part of this program is the comprehensive curriculum and standardization evaluation system. These will enable the recruit to demonstrate his/her proficiency in patrol operations. These standards of proficiency are the guidelines for the acceptance of the recruit as a permanent officer, at the end of the probationary year.

The Field Operations Bureau is responsible for the administration and success of the program and the Training Center will provide the necessary support.

INTRODUCTION

This manual is used to instruct new officers in various duties which they are most likely to perform during their careers. Obviously, all situations and problems that the officer is likely to encounter cannot be included. The subjects found in this manual constitute a basis which will help the officer build a good foundation for his future activities with the Tucson Police Department.

The Field Training Officers (FTO's) have been carefully selected and trained to do the field training. The officer trainee is expected to carry his/her field training manual while on duty. Training officers, supervisors, and the Field Training Coordinator will periodically check the training manual to ensure that the officer trainee is progressing through the Field Training Program.

In addition to the field training, the officer trainee is expected to do home study. The broad background of knowledge needed by the effective officer can not be gained entirely on the job or in the academy. The reading list, contained in this manual, coincides with material that will be covered during the Field Training Program. The responsibility for reading this material lies solely with the officer trainee. He/she will be tested on this material throughout the program.

Each officer trainee should be aware that a police library exists at the ALETA academy and is available to him/her. Officer trainees are expected to have and maintain a current copy of Departmental Rules and Procedures, Title 13, Title 28 and City Code. These materials should be available for ready reference.

DUTIES AND RESPONSIBILITIES OF THE OFFICER TRAINEE

The officer trainee is expected to enter the Field Training Program with certain knowledge and skills that are required by the Training Center for graduation. The officer should understand that the broad background of knowledge needed by the effective beat officer cannot be gained entirely on the job or in the academy. Further, in addition to the instruction that the officer trainee will receive from the field training officer, he/she will be required to do home studying. The officer trainee checklist and reading list, contained in this manual, will be the guide to home study.

Throughout the thirteen week program, each officer trainee will be involved in a student/teacher relationship with the training officer. The officer trainee is not a partner in a two man unit. Despite your progress in the program you will not be accelerated through the program. Each officer trainee will spend thirteen (13) weeks in the Field Training Program.

This program is intended to give the new officer instruction, direction, supervision, guidance and experience so that he/she may develop judgement, efficiency and good habits of conduct and appearance.

This program serves as an evaluation of both the officer and the curricula of the Training Center. It also serves to help determine if the officer trainee has all the requisites to become a permanent member of the Department. The program is divided into four phases. After completion of a phase officer trainees will be assigned to a new training officer for the next phase. During the last phase, the officer trainee will return to the first training officer for final evaluation.

The officer trainee (rookie) checklist was established to show those items that must be mastered before an officer trainee is considered qualified to enter the field as a one officer unit. The checklist will be maintained by the training officer and available to his/her chain of command. An officer trainee may review the checklist at any time and will be constantly advised by his/her training officer as to progress in the program.

Each officer trainee should feel free to talk to any training officer, sergeant or the Field Training Coordinator at any time that he/she feels the need for advice or needs to discuss a personal or professional problem.

At the end of each phase the officer trainee shall evaluate his/her training officer (FTO #145). It is the belief of this Department that a training officer who is truly interested in doing his/her best will welcome this feedback. With this in mind, the officer trainee is encouraged to honestly appraise and evaluate the training officer. Training officers will not receive these evaluations until the end of the FTO Program. The feedback to the training officer will be verbal, and the identity of the evaluator will not be revealed. The phase evaluation form and the evaluation of the training officer will be sent or given directly to the Field Training Coordinator.

DUTIES AND RESPONSIBILITIES OF THE FIELD TRAINING OFFICER

The training officer is the primary means by which the goal of the program is achieved; specifically, the establishment of a police officer able to work a solo assignment in a safe, skillful, productive and professional manner.

The training officer has two primary goals to fulfill: that of a police officer assuming full beat responsibilities and that of a trainer of officer trainees.

His/her beat responsibilities are defined in Departmental Rules & Procedures, Legal Bulletins, Command and Information Directives.

In his/her role as a trainer they provide ongoing instruction in the traditional sense, utilizing innovative and practical techniques. The training officer must have the necessary skills to become a reliable evaluator of an officer trainee's performance. He/she is required to write daily evaluations of this performance and submit additional documentation as needed.

The officer trainee's first week is the orientation week. This "limbo period" is designed to familiarize the officer trainee with his/her new surroundings without the stress of daily written evaluations. Written daily evaluations begin the first day of Week #2 and are required for each day thereafter.

On an alternate week basis, the training officer shall prepare a bi-weekly evaluation of the officer trainee's overall performance (FTO #104). The "Phase Activity Report" (FTO #152) is to be completed at the end of each phase.

At each phase board the training officer will ensure that the following are available for review:

1. The Officer Trainee's checklist
2. The Phase Activity Report
3. Phase Change Board Report (FTO #225)

During the last two weeks of the program, the officer trainee will operate in a quasi-solo capacity. He/she will operate the police vehicle and carry on all police activities without the direct supervision of the training officer. The training officer will not be in uniform. He/she will wear clothing that conforms to the Detective dress code for the day. He/she shall not interfere with the officer trainee's performance except as follows:

1. PHYSICAL DANGER IS IMMINENT
2. TO AVOID EMBARRASSMENT TO YOU OR THE DEPARTMENT
3. IMMORAL, ILLEGAL OR UNETHICAL CONDUCT

Upon completion of Phase 4 the training officer shall, if he/she believes that the officer trainee has gained sufficient skill and knowledge to operate as a solo beat officer, make a recommendation to the Field Training Coordinator that the officer trainee be released to solo status. The final decision for an officer trainee's release to solo status lies with the Deputy Chief of Police.

In that his/her performance is subject to evaluation and scrutiny, the training officer's professional and personal conduct should be exemplary. A training officer should possess and recognize the need for possessing a higher sense of idealism than what is generally found throughout the Department. The training officer should understand that the effectiveness, image and future of the Department is substantially decided by the quality of its personnel.

It cannot be over-emphasized that the training officer must maintain a student-teacher relationship with the officer trainee. During the Field Training Program the training officer and the officer trainee are not a two man unit. The student-teacher relationship is the foundation of this program. THE FTO SHALL MAINTAIN DIRECT SUPERVISION OVER THE TRAINEE'S ACTIONS EXCEPT UNDER EXIGENT CIRCUMSTANCES.

In addition to being responsible for turning in his/her evaluations of the officer trainee, the training officer is to ensure that the officer trainee submits all required reports.

The training officer shall insure that the rookie book is passed on to the team coordinator at the end of the program.

revised: 04-12-85

DUTIES AND RESPONSIBILITIES OF THE FIELD SERGEANT

The Field Sergeant has the dual responsibility of squad supervision and the training and evaluation of probationary personnel. His/her role as a squad sergeant is the same as any other sergeant assigned to the Field Operations Bureau. As officer trainees are assigned to the Field Training Program, the duties of the sergeant become more complex. In addition to his/her other responsibilities, the supervisor must ensure that the training and evaluation processes are accomplished. Various sources of information should be used to achieve these goals. Daily observation reports, oral communication with the training officer and the Field Training Coordinator, tests and personal evaluations of the officer trainee's performance are all used to summarize the officer trainee's bi-weekly progress.

The sergeant is also responsible for weekly review of the officer trainee's checklist. If it is not up to date the sergeant should find out why. Consideration should then be given to remedial training for either the officer trainee and or the training officer. Reports written by the officer trainee should be reviewed by the supervisor. These reports serve to identify deficiencies, especially ones of spelling, grammar, neatness, attention to detail and general organization of thought.

The sergeant and the training officer must accept the importance of documentation of the officer trainee's performance. Documentation shall address both deficient and acceptable performance. This provides a ready reference in the event that the Department has to respond to questions concerning the program and or the officer trainee's performance.

Should the question of termination arise, it is the responsibility of the sergeant to notify the Field Training Coordinator and assist him in gathering memoranda and other supporting data from the training officer. This information, along with the sergeant's recommendation, should be forwarded to the Field Training Coordinator. The actual written recommendation for termination will be initiated by the Field Training Coordinator.

Whenever possible, the sergeant should attend the various training sessions. This will provide additional information regarding the officer trainee's performance and will allow him/her the opportunity to evaluate the instructional techniques of the training officer. The evaluation of the training officer must occur to ensure that the topic areas are covered properly and follow Departmental guidelines.

The sergeant must monitor the overall training and evaluation of the officer trainee to ensure that personality conflicts between the training officer and the officer trainee do not arise and that the training officer maintains objectivity throughout his contacts with the trainee. If a personality conflict or loss of objectivity is observed, the sergeant shall immediately counsel the training officer. If necessary, he/she should contact the Field Training

Coordinator and recommend that the officer trainee be reassigned to another training officer. In order to minimize ill feelings and/or misunderstandings, the recommendation to reassign the officer trainee to another training officer should be made on a memorandum and discussed with both officers.

The sergeant shall communicate with the officer trainee during his time with the squad, this can also take the form of riding with the officer trainee and observing his performance first hand. In addition to evaluating the officer trainee the sergeant can indirectly evaluate the training officer from the officer trainee's performance, comments and answers to questions.

The need for discipline in the Field Training Program is more acute than perhaps anywhere else in the Department. The process used to select training officers has led to the use of officers who seldom pose disciplinary problems. If problems do arise action must be swift and sure. The failure to effectively discipline personnel interferes with the primary goals of the program and the expenditure of time and effort that could be better used elsewhere. With this in mind, individual training officer files should be periodically reviewed.

In reviewing the daily evaluations written by the training officer, the sergeant shall initial the report. The sergeant shall prepare a weekly evaluation of the officer trainee's overall performance (FTO #100). At the end of the training program the sergeant shall complete an evaluation of the training officer's performance (FTO #162). This evaluation will be sent to him by the Division Commander.

When a remedial training problem presents itself that goes beyond the scope of the training officer the sergeant shall contact the Field Training Coordinator so that outside remedial assistance can be arranged.

DUTIES AND RESPONSIBILITIES OF THE FIELD TRAINING COORDINATOR

The Field Training Coordinator has the responsibility for the administration of the Field Training Program. The officer trainee is closely scrutinized during this program. He/she is evaluated daily by the training officer and weekly by the squad sergeant. These are forwarded to and reviewed by the Team coordinator and the Field Training Coordinator. He/she maintains all records relating to the officer trainee's performance. The daily evaluations, bi-weekly evaluations and other documentation of the officer trainee's performance are kept in the officer trainee's training file.

The Field Training Coordinator conducts each board. The boards are held to summarize the officer trainee's progress in the program, to highlight his/her strong and weak areas of performance, and provide or recommend remedial training.

The Field Training Coordinator has the responsibility to see that the training officers and sergeants, who have direct control of the officer trainee, complete the required evaluations. He/she is also responsible for making sure that appropriate action is taken to correct deficiencies in a trainee's performance.

If an officer trainee is not performing at the minimum standards of the Department, the Field Training Coordinator is responsible for the compilation of all memoranda, evaluations and other documentation. If a recommendation for termination is made the Field Training Coordinator will review the officer trainee's training file and initiate the recommendation. He/she will then make this recommendation to the Deputy Chief of Police and the Division Commander.

The Field Training Coordinator, thru each team coordinator, is responsible for completing the evaluation control sheets (FTO #185, 195, 205, & 215), and maintaining a file on each officer trainee. The file will contain all evaluations and other information relative to the trainee's performance in the Field Training Program. He/she will also maintain a file on each of the training officers. These files will contain evaluations written by the sergeants and the trainees as well as any other information relative to the training officer's performance.

It is the Field Training Coordinator's responsibility to review and reevaluate the program. He/she is responsible for updating the reading list, officer trainee checklist and making necessary organizational changes.

This overview of the duties and responsibilities of the Field Training Coordinator has been written as a general summary so that future Field Training Coordinators may assume the responsibility of the job with a minimum of difficulty.

CHAIN OF COMMAND

All activities related to the Field Training Program move upward from the officer trainee level through the Training Officer - Squad Sergeant - Field Training Coordinator - Lieutenant - Division Commander - Deputy Chief - Chief of Police.

All non-training activities are handled through the Field Services Bureau's normal chain of command.

BEHAVIORAL SCIENCES UNIT

The purpose of this unit is to provide assistance in the areas of human behavior and interpersonal relationships as they affect the Department, the employees and/or their families. To this end the unit will render all assistance necessary to ensure the officer trainee the best opportunity for successful completion of the Field Training Program. You are encouraged to use this very worthwhile resource.

PHASE CHART

PHASE 1: Weeks 1-3
FTO #1 Week #1, limbo period (no daily evaluations)
Week #2, daily evaluations begin
Weekly quizzes
1st sequential examination
Phase board

PHASE 2: Weeks 4-7
FTO #2 Weekly quizzes
2nd sequential examination
Phase board

PHASE 3: Weeks 8-11
FTO #3 Weekly quizzes
3rd sequential examination
Officer Trainee check list must be completed
Phase board

PHASE 4: Weeks 12-13
FTO #1 Evaluation only
Quasi-single person unit, Training Officer in plain clothes
Final examination (comprehensive)
Phase board

Officer Trainees will not be passed into Phase 4 until all of the following criteria are met:

1. All areas in the officer trainee's checklist have been taught
2. The officer trainee has demonstrated proficiency in all areas of the check list
3. The training officer, squad sergeant and Field Training Coordinator agree that the trainee is ready to operate as a single person unit.

An officer trainee will not be passed from Phase 4 to the probationary period until he/she demonstrates the ability to operate as a single person unit, his/her overall performance in each of the "critical performance tasks" is at or above the minimum level and all other traits show consistency for acceptable performance.

If at the end of the 13th week the officer trainee has not completed the Field Training Program the Department will either:

1. Provide the trainee with remedial training
2. Terminate the trainee's employment for failure to meet or maintain minimum Departmental performance standards (Rule 3.48 Y).

ORGANIZATION AND MISSION OF BOARDS

BOARD

COMPOSITION:

The first, second, third and fourth boards are chaired by the Field Training Coordinator and are composed of the training officer and squad sergeant. The team coordinator, Assistant Division Commander and/or Division Commander may attend.

BOARD

FUNCTION:

First, second, third and fourth boards will review and discuss reports and evaluations pertaining to the officer trainee. The board may call upon any Department member who may have information that would be helpful.

Each of these boards will determine one of the following:

1. If the trainee is ready to leave his current phase of training and move on to the next phase.
2. If the trainee needs remedial training in one or more areas.
3. If the trainee is progressing satisfactorily for retention.

The officer trainee will be advised of the board's recommendation immediately after its meeting. The findings of the board are to be documented on the, "phase change board report" (FTO #255).

SEQUENTIAL EXAMINATIONS

1. For the purpose of confirming the officer trainee's job knowledge, a Quiz will be given near the end of each week. Each quiz will cover the material on the reading list and officer checklist for the week just completed.
2. Sequential exams will be given near the end of each phase. The exam will cover all of the material on the reading list and the officer checklist for the phase nearing completion.
3. These tests will be written by the Field Training Coordinator. Sequential exams will be administered to all officer trainees who are currently in the program, as a group, at the Training Center. Weekly quizzes will be administered by the training officer and graded by the Team Coordinator.
4. The final sequential examination will be given during the last week of the Field Training Program. It is a comprehensive exam, covering all the material found in weeks 1 - 11.

PROCEDURE FOR RECOMMENDING TERMINATION OF EMPLOYMENT

If, beginning with Phase II of the Field Training Program, it is concluded that an officer trainee should be recommended for termination the Field Training Coordinator shall be notified immediately. The Field Training Coordinator will call for and gather all memoranda and documentation relative to the eventual decision. This information should summarize the officer trainee's performance, remedial training given and/or offered, and the trainee's response or lack of response to this remedial training. A Personnel Report should contain only the writer's point of view and should not be influenced by other's opinion of the trainee's performance. The documentation shall reflect both the positive and negative aspects of the trainee's performance. This information shall be held in strict confidence.

Although the training officer is encouraged to keep the officer trainee appraised of his level of performance, it is not the training officer's responsibility to inform the trainee of an impending termination. The decision to recommend termination will be made only after all reports are reviewed by the supervisor involved, the Division Commander, and the Field Training Coordinator. The Field Training Coordinator is responsible for notifying the trainee of the intention to recommend his/her termination from the Department.

When the Chief concurs with the recommendation for termination the Field Training Coordinator will notify the officer trainee and give him/her a copy of the Personnel Action Form (PAF).

Even though an officer trainee may elect to resign, rather than be terminated, all of the reports and evaluations shall be completed and maintained in his/her training file for future reference.

OFFICER TRAINEE'S TRAINING FILE

The officer trainee's training file is confidential and shall be reviewed only by those personnel connected with the Field Training Program. Others requesting review of any training file shall first secure approval from the Deputy Chief of Police. Agencies conducting background investigations on our former employees shall be directed to the Field Training Coordinator for information. Access to an officer trainee's training file will be granted only when the agency has a release, signed by the officer trainee in their possession.

JOB ANALYSIS: FTO

PERFORMANCE RATING SCALES

The design and implementation of the Field Training Program within the Tucson Police Department is based primarily on the Field Training Program used by the San Jose Police Department (SJPd).

In 1973 the SJPd conducted a job analysis in an effort to identify the knowledge, skills and behaviors that are required for the satisfactory performance of a police officer. In addition, they developed a performance evaluation report to evaluate these identified areas.

It should be remembered that the Field Training Program is a test of trainee job behavior. As long as the evaluation standards are applied uniformly to all trainees there will be few EEO problems and the program will be operating within the guidelines of the Equal Employment Opportunity Commission and Affirmative Action. According to EEOC standards, employees should be tested on the job behaviors, relative to the job. Where the Field Training Program is concerned, the test is the job, so it is the ideal measure of trainee behavior.

The San Jose survey examined critical employee behavior. Such behaviors included what is especially desirable or undesirable about an employee's performance. The documentation of such behavior is highly descriptive and useful for job analysis purposes. The critical incident design has been incorporated into the present trainee evaluation form.

The San Jose survey asked over one hundred officers to list behaviors in the categories of appearance, attitude, knowledge, performance and relationships. The behaviors are listed on page one of the evaluation form. The second page asks you to discuss the most acceptable and least acceptable behavior displayed during the shift. A rating scale was developed as a result of this survey. The behaviors listed on the evaluations reflect what experienced officers believe are the best standards by which to judge trainees. They also felt that these categories of behavior best describe what the officer does in the performance of his duty.

San Jose has found the form quite successful. Several departments have now adopted the form and are meeting with the same results.

As the reader studies this manual he/she will discover programs for both formal and informal field training as well as the operational formats for trainee evaluations. This integration of teaching and evaluation, coupled with a formalization of the training officer's duties and responsibilities, has the net result for placing accountability for the trainee performance in the hands of the training officer. The implementation of the Field Training Program has resulted in a higher number of well qualified officers, as well as a higher number of resignations from those less qualified.

It is the position of the Tucson Police Department that the demand for the more professional police officer can best be answered by the Field Training Program, as outlined in this manual.

SCALE VALUE APPLICATION

Perhaps the most difficult task facing the rater is the application of the numerical value that represents the behavior he/she is evaluating. The rater's dilemma involves his/her rating philosophy vs. 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 scale 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 rating 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, might see an officer trainee's exposure of his weapon to a suspect as worth a "1" rating. FTO "B" might see the same officer trainee behavior as a "3" rating. Should we or the trainee really be concerned? No, as long as both officers see the performance as "unacceptable" under Guideline #5 (Officer Safety-General). A lack of standardization occurs when "A" sees the behavior as acceptable. Again, we have no difficulty accepting differences in officers' perceptions unless these perceptions differ from unacceptable to acceptable performance.

The second principle that may come into play in the above example or any other performance of the job task items has to do with the value assigned when an officer trainee is not responding to training. A trainee who performs at a less than acceptable level might be assigned a "2" or "3" for that task. The training officer is under an obligation to retrain the trainee and evaluate his performance when he/she has an opportunity to perform the task again. If the officer trainee is retrained and again fails to perform the task satisfactorily, a reduction in the scale value might be appropriate.

The question arises during the rating process as to what constitutes demonstrated proficiency in any of the categories of behavior listed on the evaluation form. Demonstrated proficiency may be done in three ways:

1. By successfully performing the behavior in an actual field situation.
2. By successfully performing the behavior in a role-play situation, plus written or verbal testing.
3. For subjects which cannot be physically demonstrated, such as criminal code knowledge. Written and/or verbal testing should be used.

STANDARD EVALUATION GUIDELINES

In the following section twenty-eight (28) specific kinds of police behavior are discussed in great detail.

Historically, these performance criteria evolved from an analysis of the narrative comments of Field Training Officers about present and previous rookie officers' performance. After an extensive study the Tucson Police Department concluded that these twenty-eight performance criteria were those most commonly given a numerical evaluation score. These were a common reference point among all Field Training Officers which resulted in the development of specific scores for specific behavior in each of the described performance criteria. In order to promote standardization of the evaluation process, there was a clear need to articulate and document these undefined reference points. In other words, the discussed common reference points used in the evaluation process needed to be articulated in order to explain the rationale behind a numerical score of "1", "4", or "7" in each of the twenty-eight performance criteria.

To accomplish this task and to promote standardization of the evaluation process, an extensive study of the evaluation process itself was launched. The Field Training and Evaluation Program Curriculum Committee of the San Jose Police Department, through a well-designed questionnaire, identified and analyzed the specific behavior criteria employed by seventy past and present Field Training Officers. These seventy training officers were requested to put "into words" the exact behavioral criteria that they were referring to when they gave a numerical rating of 1,4,etc.. The result of the study was the establishment of specific criteria to be used in the evaluation in any of the twenty-eight areas.

Because law enforcement, like so many other professions, has within it a wide variety of techniques and procedures, it becomes very important that standardization of performance evaluation takes place. Evaluation without standardization is not possible.

An examination of the Standardized Guidelines and Scale Value Definitions which follow should help you understand San Jose's evaluation concept and procedure and the evaluation form adopted by the Tucson Police Department.

It is imperative that both good and poor performances by an officer trainee be properly documented on the back of the Daily Observation Report.

Every rating either below or above a "4" MUST be documented as in the following examples: "Most Acceptable Performance of the Day: No. 10 - Able to find unfamiliar locations on map and get to them quickly."

"Least Acceptable Performance of the Day: No. 5 - offered his gun to traffic violator and approached stopped vehicle with objects in both hands. "Additional comments: No. 9 - did not ask the victim the questions necessary to get the

facts of the case." It is not necessary to write a lengthy sentence for each comment, as long as the basic thought is documented and specific.

The minimum acceptable performance by an officer trainee is a "4" rating. It is unlikely that an officer trainee will perform at that level, in most areas of performance, when they graduate from the Academy. It is expected that the officer trainee's evaluations will show a gradual improvement in each area as they progress through the Field Training Program.

The Daily Observation Report is divided into 5 performance sections. Each section has specific kinds of police behavior to be evaluated.

The first section is "CRITICAL PERFORMANCE TASKS." It has thirteen (13) separate areas of police behavior to be evaluated. These are mandatory skills required by a police officer. The officer trainee must perform at the minimum acceptable level of "4" or above in each of the thirteen areas to successfully complete the program.

"FREQUENT AND OTHER PERFORMANCE TASKS" is the second section. This section has seven (7) areas of performance to be evaluated. The officer trainee must show gradual improvement in each area as he/she progresses through the program and should be up to at least the "4" level in all seven areas at the end of the program.

The third section on the Daily Observation Report is "KNOWLEDGE". It has four (4) separate areas to be evaluated. The officer trainee must show continued improvement in the four areas listed and should be up to at least the "4" level or higher in all four areas at the end of the program.

The fourth section is "ATTITUDE/RELATIONS". This section is comprised of three (3) areas. The officer trainee should be at least a "4" level or higher upon completing the program.

The last section is "APPEARANCE". The officer trainee must be professional in his appearance and should be at least a "4" level or higher throughout the program.

Before an officer trainee can complete the Field Training Program, his/her overall performance in each of the listed behavior categories must be up to at least the "4" level.

The task of evaluating and rating an officer trainee's performance shall be based on the following numerical scale value definitions. These definitions serve as a means of program standardization and continuity.

(1) 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 or loses control on corners.
4. Acceptable: Maintains control of vehicle, Evaluates driving situations and reacts properly, Proper speed for conditions.
7. Superior: High degree of reflex ability and competence in driving skills, superior judgement shown in use of light and siren, and in speed control.

(2) DRIVING SKILLS: NON-STRESS CONDITIONS

1. Unacceptable: Continually violates Vehicle Code (red lights, speed, stop signs, etc.). Involved in chargeable accidents. Lacks dexterity and coordination during vehicle operation.
4. Acceptable: Able to maintain control of vehicle while being alert to activity outside vehicle. Practices good defensive driving techniques.
7. Superior: Sets good examples of lawful, courteous driving while exhibiting good manipulative skill required of an officer ie: operate radio, use street index etc.

(3) ORIENTATION SKILL: STRESS CONDITIONS

1. Unacceptable: Becomes disoriented when responding to stressful situations. Is unable to relate his/her location to their destination. Unable to use street index and/or City map under stress. Unable to determine compass directions during stressful situation.
4. Acceptable: Aware of his/her location. Able to use street index and/or City map effectively under stress. Demonstrates good sense of direction when responding to stressful situations.

7. Superior: Always responds quickly to stressful calls by the most appropriate route. Does not have to refer to street index or City map. Does not become disoriented during stressful situations.

(4) FIELD PERFORMANCE: STRESS CONDITIONS

1. Unacceptable: Becomes emotional and panic stricken, unable to function, loses temper.
4. Acceptable: Exhibits calm and controlled attitude, does not allow situation to deteriorate further.
7. Superior: Maintains control and brings order under any circumstances without assistance.

(5) OFFICER SAFETY: GENERAL

1. Unacceptable: Frequently fails to exercise officer safety, ie:
 - a. Exposes weapons (baton, handgun, etc.) to suspect.
 - b. Fails to keep gun hand free during enforcement situations.
 - c. Stands directly in front of violator's car door.
 - d. Fails to control suspect's movements.
 - e. Does not maintain sight of violator while writing citation.
 - f. Failure to use illumination when necessary.
 - g. Fails to advise radio when leaving vehicle.
 - h. Fails to maintain good physical condition.
 - i. Fails to utilize and/or maintain personal safety equipment properly.
 - j. Does not foresee potentially dangerous situations.
 - k. Points weapon at other officers.
 - l. Stands too close to vehicular traffic.
 - m. Stands in front of door when knocking.
 - n. Fails to have weapon ready when appropriate.
 - o. Fails to cover other officers.
 - p. Fails to search police vehicle prior to duty or after transporting prisoners. Fails to check equipment.
 - q. Fails to properly search and/or handcuff prisoners.
4. Acceptable: Understands principles of officer safety and generally applies them.

7. Superior: Always maintains position of safety and advantage. Does not become paranoid, over-cautious or overconfident.

(6) OFFICER SAFETY: WITH SUSPICIOUS PERSONS AND PRISONERS

1. Unacceptable: Frequently violates officer safety standards. Fails to "pat search" or confronts suspicious persons while seated in patrol vehicle. Fails to handcuff prisoners. Fails to thoroughly search prisoners and/or their vehicles. Fails to maintain position of advantage with prisoners.
4. Acceptable: Generally displays awareness of potential danger from suspicious persons and prisoners. Maintains position of advantage.
7. Superior: Always maintains position of advantage and is alert to changing conditions.

(7) CONTROL OF CONFLICT: VOICE COMMAND

1. Unacceptable: Improper voice inflection, ie: too soft, too loud, indecisive, confused commands, etc.. Few problems resolved as a result of officer's verbal direction.
4. Acceptable: Speaks with authority in a calm, clear voice.
7. Superior: Always appears to be in complete command through voice tone and bearing.

(8) CONTROL OF CONFLICT: PHYSICAL SKILL

1. Unacceptable: Cowardly, physically unable to handle most situations, or uses too much or too little force for given situations.
4. Acceptable: Maintains control without excessive force. Maintains self in good physical condition.
7. Superior: Excellent knowledge of and ability to use restraining holds. Always ready to use necessary force. Maintains above average physical condition.

(9) INVESTIGATIVE PROCEDURES

1. Unacceptable: Does not plan an investigative strategy. Cannot define investigative goals, ie: successful prosecution, arrest, recovery of property, developement of informants. Leaves out important steps in investigations. Fails to connect legal and Departmental guidelines while conducting investigation. Cannot coordinate aspects of the investigation, ie: interviews, searches, field note taking, reports, etc.
4. Acceptable: Maintains command of a crime scene. Able to assess the requirements of the situation concerning collection and preservation of evidence, interviews and interrogations. Undertakes most of these functions with little or no direction.
7. Superior: Requires no supervising in organizing and undertaking an investigation. Identifies all possible sources of physical evidence. Identifies all potential witnesses and victims. Conducts complete interviews. Uses time efficiently.

(10) REPORT WRITING: ORGANIZATION AND DETAILS

1. Unacceptable: Totally incapable of organizing events into written form. Leaves out many important details. Puts in inappropriate information. Much of the work will have to be redone.
4. Acceptable: Converts field situations into a logical sequence of thought to include all elements of the situation. The narrative leaves the reader with a good understanding of what took place.
7. Superior: A complete and detailed account of what occurred from beginning to end. Written and organized so that any reader has a clear understanding of what occurred. Full consideration is given to the needs of investigator/prosecutor.

(11) PROPER FORM SELECTION: ACCURACY AND DETAILS

1. Unacceptable: Unable to determine proper form for given situation. Forms filled out incorrectly or incomplete.
4. Acceptable: Knows most standard forms and understands format. Completes forms with reasonable accuracy.
7. Superior: Consistently and rapidly completes detailed forms with no assistance. High degree of accuracy.

(12) RADIO: LISTENS AND COMPREHENDS TRANSMISSIONS

1. Unacceptable: Repeatedly misses call sign and is unaware of radio traffic in adjoining beats. Frequently has to ask radio to repeat transmissions or does not understand message.
4. Acceptable: Copies most radio transmissions directed at him/her. Generally aware of adjoining beat radio traffic.
7. Superior: Always comprehends radio transmissions and makes a written record. Always aware of and reacts to radio traffic in adjoining beats.

(13) RADIO: ARTICULATION OF TRANSMISSIONS

1. Unacceptable: Does not plan before transmitting message. Under or over modulation; resulting in dispatcher or other units constantly asking for a repeat.
4. Acceptable: Uses proper procedure with short, clear, concise transmissions.
7. Superior: Always uses proper procedure with clear, calm voice; even under stress conditions.

(14) ORIENTATION SKILL: NON-STRESS CONDITIONS

1. Unacceptable: Unaware of his/her location while on patrol. Does not understand proper use of street index. Unable to relate location to destination. Not familiar with Division and beat structure.
4. Acceptable: Reasonable knowledge of his/her location in most situations. Can quickly use street index to find streets and then use map to get to location.
7. Superior: Remembers prior street locations. Is able to get to destination without referring to street index or City map.

(15) REPORT WRITING: GRAMMAR/SPELLING/NEATNESS

1. Unacceptable: Illegible, misspelled words, incomplete sentence structure.
4. Acceptable: Grammar, spelling and neatness are satisfactory in that errors in this area are rare and do not impair understanding.
7. Superior: Very neat and legible. No spelling mistakes and excellent grammar.

(16) REPORT WRITING: APPROPRIATE TIME USED

1. Unacceptable: Requires 2-3 hours to correctly complete a basic simple report.
4. Acceptable: Correctly completes simple basic reports in thirty minutes.
7. Superior: Correctly completes simple basic reports in no more time than that of a skilled veteran officer. (Depending on the type of report, the time will vary)

(17) FIELD PERFORMANCE: NON-STRESS CONDITIONS

1. Unacceptable: Confused and disoriented as to what action should be taken in a given situation. Numerous specific examples of bad judgement can be shown.
4. Acceptable: Able to assess situation and take proper action.
7. Superior: Requires no assistance and always takes proper action. Excellent field judgement.

(18) SELF-INITIATED ACTIVITY

1. Unacceptable: Does not see and/or avoids activity. Does not follow-up on situations, rationalizes suspicious circumstances. Gets involved inappropriately too often. Ignores Division defined problems.

4. Acceptable: Recognizes and identifies suspected criminal activity. Makes cases from routine activity.
7. Superior: Catalogs, maintains and uses information given at briefings and from Daily Bulletins for reasonable cause to stop persons and/or vehicles. Makes good quality arrests. Shows balance in type and extent of self-initiated activity.

(19) PROBLEM SOLVING/DECISION MAKING ABILITY

1. Unacceptable: Acts without thought or is indecisive. Relies on others to make decisions. Numerous examples of bad decisions, or indecision, can be shown.
4. Acceptable: Is able to reason out problems and relate them to what he/she was taught. Has good perception and ability to make own decisions.
7. Superior: Excellent perception in foreseeing problems and arriving at advanced decisions. Makes timely, good quality decisions.

(20) RADIO: APPROPRIATE USE OF "TEN CODE"

1. Unacceptable: Misinterprets communication codes and definitions. Fails to use them in accordance with set policy. Fails or refuses to improve.
4. Acceptable: Has a good working knowledge of the majority of communication code definitions and practices same.
7. Superior: Uses communication codes correctly in all receiving and transmitting situations.

(21) KNOWLEDGE OF DEPARTMENTAL RULES AND PROCEDURES

1. Unacceptable: Has no knowledge of Departmental Rules & Procedures. Makes no attempt to learn them. Frequent violations of Rules & Procedures.
4. Acceptable: Familiar with most commonly applied Rules & Procedures, and is able to apply them to most field situations.
7. Superior: Exceptional working knowledge of Rules & Procedures.

(22) KNOWLEDGE OF CRIMINAL LAW

1. Unacceptable: Does not know elements of basic sections. Reports and or performance continually show inability to apply Title 13 to field situations.
4. Acceptable: Has a working knowledge of commonly used sections. Relates elements to observed criminal behavior.
7. Superior: Outstanding knowledge of Title 13. Is able to apply laws to normal and unusual criminal activity.

(23) KNOWLEDGE OF TRAFFIC LAW

1. Unacceptable: Does not know the elements of basic sections. Reports and/or actions continually show inability to apply Title 28 to field situations.
4. Acceptable: Has a working knowledge of commonly used sections. Relates elements to observed traffic related activity.
7. Superior: Outstanding knowledge of Title 28. Is able to apply laws to normal and unusual traffic related activity.

(24) KNOWLEDGE REFLECTED IN VERBAL AND/OR WRITTEN TESTS

1. Unacceptable: Consistently scores below 75% on written and/or verbal tests. Consistently unable to answer the training officer's questions.
4. Acceptable: Scores between 75% - 90% on tests and quizzes. Is able to answer most of the training officer's questions.
7. Superior: Scores above 90% on all tests. Is able to answer all of the training officer's questions.

(25) ACCEPTANCE OF FEEDBACK: VERBAL/BEHAVIOR

1. Unacceptable: Argumentative, rationalizes, refuses to admit mistakes, refuses to make corrections. Always considers feedback negative.
4. Acceptable: Accepts criticism in positive manner and applies it to further learning process. Accepts responsibility for his/her mistakes.
7. Superior: Solicits feedback and criticism in order to improve performance. Never argues or blames others.

(26) RELATIONSHIP WITH CITIZENS

1. Unacceptable: Abrupt, belligerent, overbearing, officious, ~~int~~roverted and or uncommunicative.
4. Acceptable: Courteous, friendly and empathetic. Communicates in a professional and unbiased manner.
7. Superior: Establishes rapport and is always objective.

(27) RELATIONSHIPS WITH FTO'S, SUPERVISORS AND/OR OTHER OFFICERS

1. Unacceptable: Constantly argues with training officer and or other superior officers. Belittles training officer and or supervisors in front of other people. Fails to adhere to chain of command. Insubordinate.
4. Acceptable: Is able to establish a good student-teacher relationship with training officer. Understands and adheres to chain of command. Respects other officers.
7. Superior: Establishes excellent student-teacher relationship with training officer. Possesses thorough understanding of chain of command, and adheres to it. Utmost respect shown to superior officers and peers as well.

(28) GENERAL APPEARANCE

1. Unacceptable: Overweight, dirty shoes, uniforms and leather. Long unkept hair. Offensive body odor.
4. Acceptable: Neat, clean and well pressed uniform. Cleaned and shined shoes and leather. Well groomed hair.
7. Superior: Tailored uniforms, spit-shined shoes and leather. Command bearing.

FORM IDENTIFICATION NUMBERS

FTO 81 ----- DAILY OBSERVATION REPORT

FTO 91 ----- EVALUATION CONTINUATION SHEET

FTO 100 ----- WEEKLY SUPERVISOR'S REPORT (YELLOW)

FTO 104 ----- BI-WEEKLY EVALUATION (BLUE)

FTO 110 ----- REMEDIAL TRAINING WORKSHEET (PINK)

FTO 145 ----- TRAINEE'S EVALUATION OF THE TRAINING OFFICER

FTO 152 ----- TRAINEE'S PHASE ACTIVITY REPORT

FTO 162 ----- SUPERVISOR'S APPRAISAL OF TRAINING OFFICER'S PERFORMANCE

FTO 185 ----- FIELD TRAINING COORDINATOR'S EVALUATION CONTROL SHEET (GREEN)

FTO 195 ----- FIELD TRAINING COORDINATOR'S EVALUATION CONTROL SHEET (GREEN)

FTO 205 ----- FIELD TRAINING COORDINATOR'S EVALUATION CONTROL SHEET (GREEN)

FTO 215 ----- FIELD TRAINING COORDINATOR'S EVALUATION CONTROL SHEET (GREEN)

FTO 220 ----- FIELD TRAINING COORDINATOR'S EVALUATION CONTROL SHEET, REMEDIAL
TRAINING

FTO 225 ----- PHASE CHANGE BOARD REPORT

FTO 242 ----- REPORT EVALUATION COVER SHEET

FTO 272 ----- TRAINING OFFICER APPLICATION FORM

FTO 282 ----- TRAINING OFFICER APPLICATION REVIEW FORM

DESCRIPTION AND ROUTING OF FORMS

All forms are subject to review by the officer trainee's entire chain of command.

FTO 81

DAILY OBSERVATION REPORT

1. This is an evaluation of the trainee's performance for one shift.
2. Evaluation is made on a daily basis by the training officer beginning on the first day of Week #2.
3. The officer trainee and training officer review, discuss and sign the evaluation.
4. It is reviewed and initialed by the squad sergeant and the Team Coordinator.
5. It is then placed into the trainee's file.

FTO 91

EVALUATION CONTINUATION SHEET

1. This form is used as a continuation sheet for the daily observation report, when additional space is needed.
2. It is attached to the daily observation report.

FTO 100

WEEKLY SUPERVISOR'S REPORT (YELLOW)

1. This form is completed at the end of each week by the officer trainee's squad sergeant.
2. It is reviewed by the Team Coordinator and placed into the trainee's file.

FTO 104

BI-WEEKLY EVALUATION (BLUE)

1. This is an evaluation of the trainee's overall performance for the past two weeks.
2. The evaluation is made on a bi-weekly basis by the training officer and reviewed with the squad sergeant; beginning at the end of the third week of training.
3. The squad sergeant, training officer and the officer trainee sign the form after it has been reviewed and discussed.
4. It is reviewed and initialed by the Team Coordinator.
5. It is then placed in the trainee's file.

FTO 110

REMEDIAL TRAINING WORKSHEET (PINK)

1. This form is completed when the "N.R.T." (not responding to training) block is checked on a daily or bi-weekly evaluation form.
2. It is filled out by the training officer and reviewed by the squad sergeant.
3. It is then discussed with the trainee and a copy of it is given to him/her.
4. The training officer, trainee and squad sergeant sign the form.
5. At the completion of the remedial training the follow-up portion of this form is filled out by the training officer.
6. It is reviewed by the sergeant and discussed with the trainee.
7. The training officer, trainee and squad sergeant sign the form.
8. It is forwarded to the Team Coordinator who reviews and initials it.
9. It is then placed in the trainee's file.

FTO 145

TRAINEE'S EVALUATION OF THE TRAINING OFFICER

1. This is an evaluation of the training officer that the trainee completes at the end of each phase.
2. The trainee turns this in to the Field Training Coordinator after completing his sequential exam.
3. The Field Training Coordinator reviews and initials it.
4. It is then placed in the training officer's file.

FTO 152

TRAINEE PHASE ACTIVITY REPORT

1. This report shows what reports and how many the trainee has handled mostly by himself.
2. It is filled out by the training officer. There is one report completed for each phase.
3. At each Phase Board it is reviewed by the Field Training Coordinator.
4. It is kept in the officer trainee's rookie book.

FTO 162

SUPERVISOR'S EVALUATION OF TRAINING OFFICER

1. This is an evaluation of the training officer's performance that is completed by the squad sergeant.
2. It is completed by the training officer's supervisor at the end of the thirteen week program if the training officer has participated in at least two phases of training.
3. The form is signed by the training officer, squad sergeant, assistant division commander and the division commander.
4. It is then forwarded to the Field Training Coordinator and filed in the training officer's file.

FTO 185
FTO 195
FTO 205
FTO 215
FTO 220

EVALUATION CONTROL SHEET (GREEN)

1. These forms are used to log all the evaluations that the Team Coordinator receives.
2. They are kept in the trainee's file.
3. The date of the completed report will be entered in the appropriate space when the report is recieved.
4. It is suggested that each training officer maintain a copy of these control forms to ensure that all required reports are completed.

FTO 225

PHASE CHANGE BOARD REPORT

1. The report is used to summarize the trainee's performance during a phase, and is a record of any suggestions and/or recommendations that are given to the trainee at the phase board.
2. It is completed by the training officer at the trainee's phase board.
3. It is reviewed and initialed by the Field Training Coordinator.
4. It is then placed in the trainee's file.

FTO 242

REPORT EVALUATION COVER SHEET

1. This report is used to illustrate a particularly well written or poorly written report made by the trainee.
2. A training officer who wishes to submit a report written by a trainee completes this form as a cover sheet.
3. If the report is an example of a poorly written report, the following will be done:
 - a. A copy of the original version will be made.
 - b. The training officer will circle in red, all errors and/or omissions on the copy.
 - c. The trainee will correct or rewrite the original report.
 - d. The completed cover sheet and the marked copy of the report are stapled together and attached to the daily evaluation.
4. The form is reviewed, discussed with and signed by the trainee, training officer and squad sergeant.
5. It is reviewed and initialed by the Team Coordinator.
6. It is then placed in the trainee's file.

FTO 272

FTO APPLICATION FORM

1. This form is used by officers who are applying to become Field Training Officers.
2. It is forwarded to the Field Training Coordinator.

FTO 282

FTO APPLICATION REVIEW

1. This form is used to summarize an applicant's personnel file and performance.
2. It is filled out by the Field Training Coordinator.
3. It is attached to the applicant's application and is considered in the selection process.

READING LIST

Training officers and trainees will note that this reading list gives reference, by section, to various sources of authority that govern policy and procedure within this Department. Training officers shall refer trainees to the proper place and assist them in locating the material in question. The reading list is divided into weekly blocks, corresponding to the Officer Checklist.

The trainee is responsible for reading the material in the week that it is assigned. He/she will be given weekly quizzes as well as sequential examinations near the end of each phase.

In addition to the material in this reading list, the trainee will be responsible for new or amended information as published in Rules and Procedures revisions, Legal Bulletins, Command Directives or Information Directives.

Although this reading list does not cover every section of Title 13, Title 28, City Code, Command and Information Directives and Departmental Rules and Procedures, every officer is required to have a working knowledge of these sources of information (Departmental Rule: 3.01).

Any suggestions as to material that should be added, deleted or revised are encouraged and welcomed by the Field Training Coordinator.

READING LIST

ARS - ARIZONA REVISED STATUTES
CC - TUCSON CITY CODE
TM - FIELD TRAINING MANUAL
RULES - DEPARTMENT RULES
PROCEDURES - DEPARTMENT PROCEDURES
CD - COMMAND DIRECTIVES
ID - INFORMATION DIRECTIVES
LB - LEGAL BULLETINS
RWM - REPORT WRITING MANUAL

WEEK #1

Station Orientation and First Day Policy

PROCEDURES: CHAPTER 1600
TM: 45-46
CD: 85-0020, 85-0027

Vehicle/ Equipment and Checkout

RULES: 6.01, 6.02, 6.05, 6.06, 6.07, 12.35 - 12.50
PROCEDURES: CHAPTER 1000
TM: 47-48
CD: 83-0045
ID: 84-0011, 84-0072

Response Codes & Emergency Vehicle Operation

RULES: 6.03, 6.04
PROCEDURES: 201-203
TM: 46, 65-68
ARS: 28-101.1, 28-624
CD: 85-0008
LB: 85-2

Radio Procedure & 10-Code

PROCEDURE: 801-836
TM: 50-55
ID: 82-0017, 84-0058
CD: 85-0001, 85-0008

Personal Conduct

RULES: 2.61, 3.00-3.15, 3.21, 3.31-3.35, 6.15, 8.00-8.11, 12.05,
12.21 - 12.30
CD: 84-0038, 85-0009, 85-0012, 85-0023
RWM: 28-1, 41-1, 43-1

Department Firearm Regulations

RULES: 5.10-5.25, 5.80
PROCEDURES: 120 - 129
CD: 85-0018

Use of Force

ARS: 13-403-411, 13-413
RULES: 3.14 A, 5.00-5.02, 5.31-5.33, 5.36, 5.61-5.73
PROCEDURES: 313 D
CD: 83-0101
LB: 82-4, 83-9 (NOTICE OF DAMAGED PROPERTY, HANDCUFFING & MIRANDA)

Officer Safety

PROCEDURES: 204, 205, 1101 - 1103
TM: 56-64, 75-83
ID: 84-0027, 84-0051, 85-0088
CD: 84-0029

Criminal Justice System

ARS: 13-2702, 13-3883, 13-3971
RULES: 3.18
PROCEDURES: 136
TM: 93-96
LB: 82-9 (FELONY WAIVERS)
ID: 85-0053
CD: 83-0072, 85-0039, 85-0040

WEEK #2

Laws of Arrest

ARS: 13-1001-1004, 13-3871, 13-3881-3884, 13-3888
PROCEDURES: 230.B & C, 321, 327, 332
LB: 82-9, 82-10, 82-11, 82-14, 83-4 (ARREST, PETTY OFFENSES, MISDEMEANOR ARREST, DEAF PERSONS, CITY CODE/STATE STATUTES), 84-5 (NCIC HITS)
CD: 83-0072

How to Arrest

ARS: 13-2501-2512
RULES: 3.13.C
PROCEDURES: 320, 328, 331, 357
TM: 59-64
LB: 82-3, 82-7, 82-10 (CVC, FELONY ARRESTS, HANDCUFFING, FOLLOW-UP), 85-3 (BONDSMEN)
CD: 84-0029, 85-0037
RWM: 2-1, 44-1
ID: 85-0063

Investigative Procedures

ARS: 13-3005
PROCEDURES: 206, 255, 300-315, 501 A&B, 503, 505, 881-882
LB: 83-8, 82-11 (DEAF)
CD: 85-0026, 85-0037
ID: 83-0053, 85-0084
RWM: 11-1, 23-1, 24-1, 26-1, 36-1, 37-1

Prisoner Processing

RULES: 3.14, 6.13, 6.15
PROCEDURES: 326, 351-375, 505 C.1, 381-389
CD: 83-0099, 85-0024
ID: 84-0001, 84-0073
RWM: 16-1

Traffic Enforcement

PROCEDURES: 601-604
TM: 69-74
LB: 84-5 (MUD FLAPS)
ID: 84-0045, 84-0057, 84-0061, 85-0028
85-0041, 85-0076, 85-0089
RWM: STEP CARDS, 9-1, 25-1, 30-1, 39-1
CD: 85-0035

Criminal & Vehicle Codes

ARS: 13-1101-1105, 13-1701-1704,
28-645-647, 28-701, 28-855, 28-907, 28-958.01
PROCEDURES: 604
CD: 83-0001
ID: 84-0022

WEEK #3

Traffic Accident Investigations

PROCEDURES: 210, 213, 510/A.5, 601/E, 244
TM: 84-89
CD: 83-0033, 83-0063, 84-0006, 84-0031, 84-0034
ID: 85-0052, 85-0076
RWM: 1-1, 10-1

Family Disputes

ARS: 13-2810, 13-2904, 13-2916, 13-3601, 13-3602, 13-3612-3619
RULES: 3.16
PROCEDURES: 334-336
TM: 56-57
LB: 82-7, 82-11, 83-6, 83-9, 84-3
(DOMESTIC VIOLENCE, PROTECTION ORDERS), 84-5, 84-6, 85-2
OTHER: DOMESTIC VIOLENCE CARD, TPD SOCIAL SERVICE REFERRAL GUIDE)
CD: 85-0037
RWM: 38-1

Search & Seizure Procedures

PROCEDURES: 504-509
LB: 82-8, 83-1, 83-3, 83-5, 83-7, 83-8, 83-9
ID: 83-0047, 84-0008

Handling the Drunk Driver "DUI's"

ARS: 28-691-692.02
PROCEDURES: 467, 468, 605, 606
LB: 82-5, 82-6, 82-8, 82-14, 83-2
83-4, 83-6, 83-8, 83-9 84-4
CD: 85-0021, 850030, 85-0033
ID: 84-0019, 84-0034, 85-0052
RWM: 5-1, 6-1, 7-1, 13-1, 17-1, 18-1

Report Writing

LB: 82-2, 82-7, 82-9, (MULTIPLE OFFICERS, FOLLOW-UP INVESTIGATIONS,
FELONY WAIVERS)
CD: 84-0012
ID: 85-0001
RWM: 1-11, 12-1, 14-1, 21-1, 22-1, 31-1, 40-1

Criminal & Vehicle Code

ARS: 13-2402-2409, 13-2901-2907.01, 13-1302
28-661-666
LB: 82-1
ID: 84-0045, 84-0085, 85-0080

WEEK 14
10/10/14

Burglary 10/10/14

ARS: 13-1501-1508
TM: 90-92
LB: 82-3 (VICTIM INFORMATION FOR BURGLARY REPORTS)

Handling Drunks/liquor Law Violations

ARS: 4-241 A&B, 4-244.9, 4-244.12, 4-244.15, 4-244.20, 4-247
PROCEDURES: 230 D3d
OTHER: LARC
ID: 84-0024, 84-0086, 85-0030
LB: 84-3

III. Injured or Hospitalized Suspects

PROCEDURES: 225, 232, 375-377, 3.14A2 - A3
LB: 82-3 (BOOKING PROCEDURES)
RWM: 15-1

Criminal & Vehicle Codes

ARS: 13-1601-1604, 13-2001-2005, 13-2310
28-693, 28-704, 28-721, 28-724
LB: 82-4 (TRESPASS, THEFT CASES)

WEEK #5

Sex Crimes

ARS: 13-1401-1414, 13-3201-3210, 13-3603, 13-3620
PROCEDURES: 514, 421 H
LB: 82-5 (PROCEDURE, CC: 11-54, 11-44 & 11-45
PROSTITUTION)
OTHER: SEXUAL ASSAULT KIT
RWM: 35-1
CD: 85-0005, 85-0042

Vehicle Codes

ARS: 28-723, 28-725, 28-729, 28-730, 28-891

WEEK #6

Shoplifting Calls

ARS: 13-1805
PROCEDURES: 423
LB: 82-9 (SHOPLIFTING & THEFT)

Robbery Calls

ARS: 13-1901-1904
PROCEDURES: 243, 245
TM: 90-92
LB: 82-7 (LINE UPS)
OTHER: ROBBERY CAMERA PROGRAM, NO COMPOSITE WHEN PHOTO IS OBTAINED
ID: 85-0040

Traffic Control

TM: 84-87

Criminal & Vehicle Codes

ARS: 13-1801, 13-1802, 13-1806, 13-2307
28-326, 28-411, 28-425, 28-423
LB: 82-4, 82-5 (THEFT CASES), 84-5 (LEGIBLE LICENSE)
ID: 84-0041, 85-0069

WEEK #7

Assault Cases

ARS: 13-1201-1206
CD: 83-0072
LB: 84-5 (HARRASSMENT)

Juvenile Cases

ARS: 13-3620-3623, **13-3620-DUTY TO REPORT**
PROCEDURES: 230-236, 240, 241
LB: 82-5, (4.244.01, 8.232.01, JUVENILE LAWS, JUVENILES
IN CUSTODY)
ID: 85-0002, 85-0030, 85-0055, 85-0081
RWM: 20-1, 29-1
CD: 85-0002, 85-0028, 85-0032

Handling Evidence

RULES: 3.12 M, 5.42
PROCEDURES: 401-429, 471-477
ID: 84-0023, 84-0091, 85-0030
RWM: 32-1, 33-1, 34-1

Misconduct Involving Weapons

ARS: 13-3101-3103, 13-3107, 13-2904 A.6
PROCEDURES: 315 B
CC: 21-3.5/2. & 3
LB: 82-8 (BRASS KNUCKLES, CONCEALED WEAPONS, POCKET
KNIVES), 84-4
ID: 85-0062

Criminal & Vehicle Codes

ARS: 28-424, 28-445, 28-474, 28-475, 28-644
CC: 11-34
LB: 82-13 (ALTERED DRIVERS LICENSE, MILITARY)

WEEK #8

Missing Persons

PROCEDURES: 265 A.4-6, 265 D.4, 822

Stolen & Abandoned Vehicles

ARS: 13-1803, 28-1401.01
PROCEDURES: 214, 215, 461, 464, 465, 466, 601 H
LB: 82-7, 82-10 (JUNK CAR ORDINANCE)
CC: JUNK CAR ORDINANCE
ID: 84-0081, 85-0077, 85-0087
RWM: 19-1
CD: 85-0043

Warrant Service & Subpoenas

ARS: 13-3911-3924
PROCEDURES: 136 B, 322-326, 333, 341, 342, 355, 361, 362
LB: 82-2, 82-4, 82-5,
82-6, 82-10, 82-11, 82-12, 82-13, 82-14, 84-5 (NCIC HITS)
CD: 85-0014

Criminal & Vehicle Codes

ARS: 13-2506, 13-2507, 13-3401-3410
28-751-754, 28-955
CC: 11-1
LB: 82-1, 82-6, 82-11, 82-13 (LOITERING, DRUGS, TRAFFIC)
ID: 84-0050

WEEK #9

Attempted Suicides/Mental Patients

PROCEDURES: 281-285
LB: 82-4 (EMERGENCY ADMISSION OF MENTAL PATIENTS)
ID: 85-0086

Death Cases

PROCEDURES: 476, 510-514
ID: 85-0078

Credit Card Fraud

ARS: 13-2101-2104

Criminal & Vehicle Codes

ARS: 13-1304, 13-2601, 13-2602
28-771-776, 28-792

WEEK #10

Bomb Threats

ARS: 13-2904 A.5, 13-2907, 13-3103, 13-3104
CC: 11-4
PROCEDURES: 265 E, 421 D
ID: 85-0026
RWM: 8-1
CD: 85-0003

Repossessions

PROCEDURES: 134

Calls Involving Animals

ARS: 13-2910-2910.04
CC: CHAPTER 4, 21-3.7(1), 21-3.7 (5b), 21-3.7 (8)
RULES: 5.31 D
PROCEDURES: 421 E, 271 - 273
ID: 85-0085, 84-0071
CD: 85-0037

Calls Involving Bicycles

ARS: 28-811-817
CC: CHAPTER 5
PROCEDURES: 429
LB: 82-7 (TRICYCLES ON SIDEWALKS)
ID: 84-0053, 85-0073
RWM: 3-1, 4-1

Criminal & Vehicle Codes

ARS: 28-1003
CC: 11-3

WEEK #11

Liquor Laws

ARS: 4-244
ID: 84-0066, 85-0030

Landlord Tenant Disputes

PROCEDURES: 132, 133
LB: 82-9 (LANDLORD TENANT INFORMATION)
OTHER: LANDLORD TENANT ACT

Air Support Unit

PROCEDURES: 265 A

Criminal & Vehicle Codes

ARS: 13-2902, 13-2903
28-1006
CC: 20-155

CURRENT AS OF : DECEMBER 31, 1985

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FIRST DAY POLICY INSTRUCTION

The training officer should discuss the following topics, in detail, with the trainee on the first day that they are together.

DEPARTMENTAL RULES AND PROCEDURES MANUAL

1. The training officer should describe the purpose and importance of the Department's Rules & Procedures.
2. The training officer should point out that our Rules & Procedures are often more restrictive than Title 13 and Title 28. When such a conflict arises, the officer should remember that although a particular action may be justified under Title 13 or 28 it may be prohibited under Departmental Rules & Procedures. He/she has an obligation to work within the parameters of Departmental Rules & Procedures.
3. The trainee should be encouraged to study the Rules & Procedures and it should be made clear that future tests will cover Rules & Procedures.

DEPARTEMENTAL FIREARMS POLICY

The training officer should introduce Rules, Chapter 5 and direct the trainee to begin studying it the first night. The training officer should ensure that the officer trainee understands the contents of Chapter 5 and must specifically cover the following:

1. Department policy, R: 5.00 & 5.01
2. Drawing and exhibiting firearms, R: 5.02
3. When a firearm may be discharged, R: 5.30 & 5.31
4. Warning shots, R: 5.32
5. Procedure when a firearm is discharged, R: 5.33, 5.34 & 5.36
6. Shooting boards, R: 5.35
7. Handling of firearms, R: 5.15, 5.16 & 5.17
8. Inspection of weapons coming into officer's possession, R: 5.42
9. Approved firearms, R: 5.11, 5.12 & 5.14
10. Ammunition, R: 5.18

POLICIES REGARDING PROBATION

The following information is derived from the City of Tucson Civil Service Rules.

1. New officers are on a probationary status for one year, starting on the day the new officer begins training at the Academy.
2. Any officer who is on unpaid authorized leave status for more than three consecutive weeks during the probationary period will have the probationary period extended for the length of time by which the leave exceeded three weeks.

3. City personnel will notify the police personnel section of the expiration date of each new officer's probationary period, prior to that date. Police personnel then notifies the officer's supervisor who in turn makes out a City evaluation form, recommending that the new officer:
 - a. Be retained on a permanent status
 - b. Be discharged
4. During the probationary period the new officer may be disciplined or discharged without right of appeal or hearing. However, the reasons for any such discharge must be documented and submitted to the Director of the City Civil Service Commission. This documentation is filed as a permanent record.
5. Officers are eligible to use vacation leave only after six months from their date of hire.

STATION ORIENTATION

The training officer should take the officer trainee on a tour of the main police station and answer any questions that he/she might have.

EVALUATION PROCESS

The training officer should discuss the various evaluations and evaluation standards with the trainee. A few minutes spent talking about evaluations could eliminate problems that often erupt later in the program.

VEHICLE INSPECTION PROCEDURES

Daily, before starting patrol, the vehicle should be inspected for damage, contraband, weapons and safety defects. The trainee should learn to check the following:

1. Inspect the exterior of the car for damage. If any dents or other damage is present, the damage locator should be checked to ensure that the damage has been reported. If it is not already in the locator, a Sergeant should be notified and a Personnel Report must be made.
2. Inspect all five tires, including the spare, for flats or partial inflation. Proper inflation is especially important with radial tires. Improper inflation can drastically effect the handling characteristics of the vehicle.
3. In recent years, explosive devices have been found propped under tires of police vehicles or attached to their undercarriages, placed in exhaust pipes, etc.. The vehicle should be inspected for the presence of suspicious looking objects. If any are found, treat them as you would an explosive device.
4. Inspect the interior for cleanliness, suspicious objects and for contraband. The rear seat cushion should be lifted out and the entire rear floor area inspected, including the area under the front seat that can be reached from the back. Check behind the backrest of the back seat by running your hand under the bottom edge while the seat is pulled forward. Baggies of marijuana are often found pushed under the backrest. If any contraband is found a Sergeant shall be notified, a case, property and Personnel Report shall be made.
5. Start the engine and check the guages. The oil pressure, alternator, temperature and fuel gauges should all be functioning properly. The temperature guage should start registering shortly after the engine is started. If the fuel guage is below the "Full" mark, the tank should be topped off prior to starting patrol.
6. Check under the hood: Check the oil, coolant, power steering fluid and transmission fluid level. Also check the water level in the battery. If it is the sealed type, check the charge indicator light, which should be green. If it is red, the battery needs to be replaced. If any fluid levels are low, add as necessary.
7. Turn on the radio and make sure it is functioning properly.
8. Check the P.A. system.

9. Check the vehicle's routine lighting. The headlights should be functioning on both high and low beams and all lamps should be operative. The spot light and both alley lights should work. The tail lights and brake lights should be checked, and the dash lights should be working.
10. Check out the siren; only if you are at the main station or the Santa Cruz sub-station. Officers at the Pantano Sub-station are prohibited from testing their siren at the station.
11. Check the emergency lights to ensure that they are working properly.
12. Check the trunk for the required items:
 - a. Flares
 - b. First Aid Kit
 - c. Blanket
 - d. Spare Tire
 - e. Jack and Handle
 - f. Fully charged Fire Extinguisher
 - g. Measuring Tape
 - h. Marking Chalk
 - i. Traffic Cones

EMERGENCY VEHICLE OPERATION, CODE 3 DRIVING

Under ordinary conditions, members of the Department will obey all provisions of the law pertaining to the operation of vehicles. Under specified conditions, an officer may be exempt from obedience to certain motor vehicle laws when such obedience would cause unnecessary and unreasonable delay.

CODE 3 DRIVING

The training officer should introduce the trainee to Command Directive 82-0025, Rules 6.05 & 6.25 and Procedure 202. He should ensure that the officer trainee knows the definition of an "emergency vehicle" (28-101), the guidelines for responding to an emergency call (28-694 A) and the required equipment when responding Code 3. In addition, the trainee should be instructed in the following:

1. An officer is authorized to respond Code 3 when responding to a Priority One or Priority Two call; regardless of whether it is a dispatched or on sight. The officer may exercise this prerogative without further authority.
2. The radio dispatcher should be notified when an officer is responding Code 3. This is not mandatory, but highly recommended.

ARS 28-624 D states the "provisions of this section shall not relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons, nor shall these provisions protect the driver from the consequences of his reckless disregard for the safety of others".

POLICE RADIO

Aside from the revolver, the police radio is the single most important tool and safety device available to an officer on the street. In many cases it is more important than the gun. It is certainly used more often.

If the officer gets into the habit of getting out of the car without checking out on the radio or not taking the portable radio with him, the officer is ignoring the tool. He is also ignoring his own personal safety.

If he does not understand and use the proper radio procedure, and if he does not use proper 10-code, the tool becomes useless. The officer may even become a menace to other officers by unnecessarily tying up air time, cutting in on their transmissions, misunderstanding radio transmissions or giving an incorrect meaning to his own transmissions. In a critical situation it is better to abandon the 10-code entirely and use plain English than to use incorrect 10-code.

- A. The Tucson Police Department uses six (6) radio frequencies:
 - 1. F-1 (10-91)--used by Operations Division South
 - 2. F-2 (10-92)--used by Operations Division West
 - 3. F-3 (10-93)--used by Operations Division Mid-town
 - 4. F-4 (10-94)--used by Operations Division East
 - 5. F-5 (10-95)--surveillance frequency used mainly by TOF, and METRO
 - 6. F-6 (10-96)--used for 10-27's, 10-28's, 10-29's and cross talk between officers
- B. Car-to-station capability. Each police radio channel actually uses two different frequencies. In normal operation, the dispatcher transmits on one frequency; which is the frequency on which the field units receive. The dispatcher receives on the frequency on which the field units transmit. The only reason that field units can hear other field units is because their transmissions are simultaneously re-broadcast on the dispatcher's transmitting frequency.

Occasionally, an officer has confidential radio traffic which he does not want other units to hear. At such a time he would request the dispatcher to go, "car-to-station". The dispatcher pushes a button, and the simultaneous rebroadcast of the field unit's transmission is discontinued. The dispatcher is not able to select a single field unit and advise him of confidential information. Whenever the dispatcher transmits, all field units, on that frequency, will hear her. You should remember that car-to-station does not keep civilians with scanners from hearing your transmissions.

When the "car-to-station" mode is in use, all field units can still hear the dispatcher's transmissions but will only hear a beeping sound when a field unit is transmitting. The dispatcher can hear all transmission from any field unit.

C. Patrol Unit Designators

1. Patrol unit designators are made up of a combination of four letters and/or numbers.
 - a. The first number represents the officer's Division
 1. "1" - Operations Division South
 2. "2" - Operations Division West
 3. "3" - Operations Division Mid-town
 4. "4" - Operations Division East
 - b. The second character represents the type of unit.
 1. "A"--Single officer unit
 2. "B"--Two officer unit
 3. "C"--Community Service officer
 4. "R"--Reserve Officer
 5. "T"--Training Unit
 6. "V"--Lead Police Officer
 7. "W"--Walking Beat
 8. "X"--Extra unit
 - c. The third character represents the officer's squad number.
 - d. The fourth character represents the officer's beat assignment.
2. A squad sergeant's designator consists of a combination of three letters and/or numbers.
 - a. The first number represents the sergeant's Division.
 - b. The second character is the letter "U".
 - c. The third character represents the sergeant's squad.
3. First sergeant's designators consist of Division number followed by, "Lincoln Two".
4. Assistant Division Commanders designators consist of the Division number followed by, "Lincoln One".
5. Division Commanders use their payroll numbers as their designators.

D. Detective Designators

1. Detectives designators consist of a combination of three or four letters and/or numbers.
 - a. Division Investigators/Detectives
 1. The first number represents the officer's Division.
 2. The second character is "D".
 3. The third character is a one or two digit number.
 - b. Central Investigation Detective designators are "9D" followed by a two digit number.

E. Specialized Units

1. "Adam I"---Unit assigned to Adam I area
2. "AIR"-----Helicopter
3. "CR"-----Community Resources
4. "Crisis"---Civilian from Victim Witness Program
5. "Delta"---Division Criminal Intelligence Officer
6. "Edward"---Bomb Unit
7. "Frank"---Warrant Officer
8. "George"---Street Gang Unit
9. "ID"-----Identification Unit
10. "India"---Intelligence
11. "METRO"---Narcotics
12. "Motor"---Motorcycle Officer
13. "Paul"-----Behavioral Science Unit
14. "Sam"-----Service Dog Unit
15. "SR"-----School Resource Officer
16. "TAC"-----Major Offenders Unit
17. "Traffic"---DWI squad & Traffic Investigators
18. "Zebra"---Undercover unit, working with another agency

F. Officers not having designators will use their payroll numbers.

G. Radio Procedures

1. Use common courtesy when transmitting. Except in an emergency, an officer should never interrupt another unit's transmissions. The dispatcher will usually state the time at the end of each radio conversation. This indicates that the air is clear for a new transmission.
2. When transmitting, it is necessary to speak clearly and enunciate carefully. The microphone should be held near, but not touching, the officer's lips. A normal tone of voice should be used.
3. When a unit's designator is called by the dispatcher, the proper response is for the officer to give his/her location. He/she should not reply, "go ahead". This response may be proper if the unit has asked radio for information.
4. While patrolling, each officer should continuously monitor transmissions to and from other officers in his beat and surrounding beats.
5. When requesting 10-27's, 10-28's or 10-29's, the officer should change his/her radio frequency to 10-96. Before changing to 10-96, the officer should say, "switching to 10-96." After changing to 10-96, the officer should make his request and then wait for the dispatcher to tell him to go ahead before giving the pertinent information. When 10-96 is closed, the dispatcher will advise you, and this information should be requested on your working frequency.

6. If a hot chase is initiated, the officer should immediately notify radio of the location, direction of travel, type of vehicle, estimated speed and the reason for the pursuit. During a chase an officer usually becomes excited and tends to shout into the microphone. He does this with the mistaken belief that he has to shout over the sound of the siren. The situation is often aggravated by the driver's window being rolled down, thus increasing the volume of the siren and allowing other outside noises to add to the interference. The net result is usually more noise which nobody can understand. When a chase has begun, the officer should immediately roll up his window. He should remain calm and keep his voice at a normal level. With the siren on it will be difficult for the officer to hear the radio, so it should be turned up. The microphone should not be left dangling, lying on the dash, or in any position from which it can be jarred loose and become a hazard to the officer. The officer should keep the dispatcher well informed of his location and direction of travel. If the helicopter is involved in the chase the pursuing driver should let the helicopter observer advise radio of the direction of travel and coordinate the response of the other units.
7. During major incidents, an intermittent tone is heard in the background which sounds similar to a busy signal on the telephone. This is the "10-39" tone. When it is in use, only radio traffic pertaining to the incident in progress should be transmitted, unless a priority situation or another new emergency arises. Routine radio traffic, ie: switching frequencies, routine traffic stops, ID checks, call information, checking out 10-10 or code 7, is prohibited while the "10-39" tone is on.

H. Formats for requesting information

When making a traffic stop or requesting a 10-27, 10-28, or 10-29 the dispatcher has to set up the computer terminal before the information can be entered. Once the terminal is set up the information has to be entered in proper sequence or the requested information will not be returned. The following formats should be used when making requests for information:

1. Traffic
 - a. Unit designator, "traffic", slight pause, license plate (if other than Arizona plate, give state), location.
 - b. Should sound like, "1A62 traffic," pause, "RNG642, 12th and Ajo."

- c. By pausing after you say "traffic" the dispatcher has time to set up the computer before you give her the license number. While you are making your traffic stop, the dispatcher is often doing several things at once: pulling your locator card, time stamping it, setting up the computer, writing locations, etc. For your own safety you should give the location of the stop last. What the dispatcher hears last is what is remembered best. If you need help it is much more important that the dispatcher know where you are than the license number of the vehicle you stoppped.
- d. Ideally, the officer will receive a 10-29 return before he gets out of his car. However, slow computers, heavy call load, an emergency situation and a host of other situations prevents this from always happening.
- 2. 10-27's
 - a. Unit designator, "10-27," wait for dispatcher to say "go ahead," last name, first name, middle initial, race, sex, date of birth.
 - b. Should sound like, "2A45, 10-27," when dispatcher says go ahead, "Jones, Peter, G-George, #5, male, 031051."
 - c. Out of state 10-27's can be run by telling the dispatcher what state and using the same format.
 - d. A return of, "no record found" does not mean that the subject does not have a license. There are a variety of reasons why 10-27's often come back this way.
 - e. A 10-27 can also be run using a driver's license number.
- 3. 10-28's
 - a. A 10-28 request does not return 10-29 information. If you want a 10-29 with the 10-28, say so.
 - b. Vehicle plate, Arizona
 - 1. Unit designator, "10-28 a plate," wait for "go ahead," plate number.
 - 2. Should sound like, "2A62, 10-28 a plate," "go ahead," "Robert John Adam 432" (RJA432).
 - 3. Request for motorcycle 10-28's should sound like, "2A62, 10-28 a motorcycle plate," "go ahead," Henry Charles 24 Mary Charles" (HC 24 M/C).
 - c. Vehicle plate, out of state
 - 1. Unit designator, "10-28 a" name of state, "plate," wait for "go ahead," plate number, year of resignation, type of vehicle (passenger car, truck, motorcycle).
 - 2. Should sound like, "1A62, 10-28 an Illinois plate," "go ahead," "Robert Sam Henry 402, 82, passenger vehicle" (RSH 402).
 - d. Vehicle Identification Number (VIN)
 - 1. An in state request should sound like, "1A25, 10-28 a VIN," "go ahead," Henry Charles 43567 Victor 7456" (HC43567V7456).
 - 2. An out of state request should sound like, "1A25, 10-28 a New York plate," "go ahead," "Henry Charles 43567 Victor 7456, 1983, Chevy Impala." (HC43567V7456)

4. 10-29's
 - a. A person
 1. Unit designator, 10-29 a person, wait for go ahead, last name, first name, middle initial, race, sex, date of birth.
 2. Should sound like, "3A24, 10-29 a person," "go ahead," "Donovan, Daniel, S-Sam, number 5 male, 042150."
 - b. A plate
 1. Unit designator, 10-29 a plate, wait for go ahead, (if out of state , give state) plate number.
 2. Should sound like, "4T44, 10-29 a plate," "go ahead," "Robert William Young 729" (RWY 729).
 3. Out of state should sound like, "3A21, 10-29 a New York plate," "go ahead," "44 Tom Mary 32" (44 TM 32).
 - c. A VIN
 1. Unit designator, 10-29 a VIN, wait for go ahead, VIN.
 2. Should sound like, "3X45, 10-29 a VIN," "go ahead," "Tom Henry 7694, Adam Boy 29563" (TH 7694 AB 29563).

I. Miscellaneous Information

1. When running 10-27's or 10-29's on people the actual middle name is irrelevant. Use the proper phonetic letter for the middle initial. If the dispatcher needs more information, she will ask for it.
2. When giving the race, use the following numbers to designate race:
 - a. #1--Hispanic
 - b. #2--Indian
 - c. #3--Black
 - d. #4--Oriental
 - e. #5--White
3. Use the phonetic alphabet for any uncommon names.

OFFICER SAFETY

FUNDAMENTALS

1. Care
2. Caution
3. Planning
4. Training
5. Proper Tactics
6. Common Sense

PREPARATION

THE TEN DEADLY ERRORS

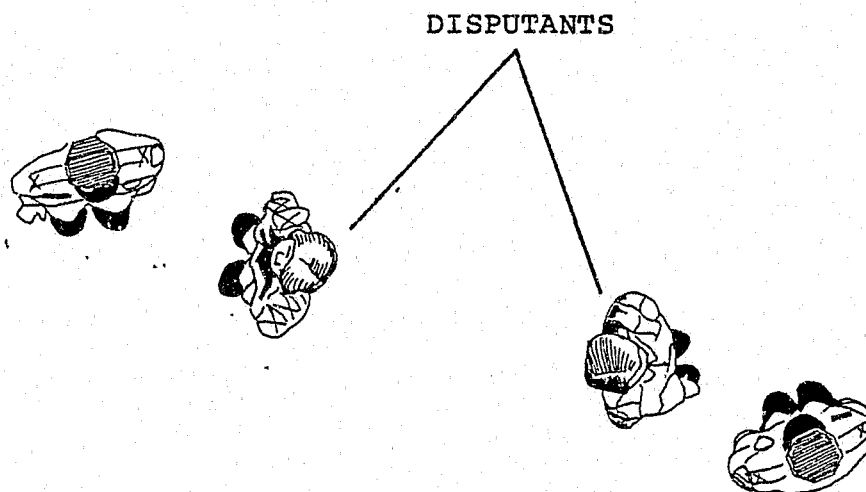
1. Failure to maintain proficiency and care of weapon, vehicle and equipment
2. Improper search and use of handcuffs
3. Being sleepy or asleep
4. Relaxing too soon
5. Missing the danger signs
6. Taking a bad position
7. Failure to watch the hands
8. Tombstone courage
9. Preoccupation
10. Apathy

Each day a police officer could face a situation where the outcome could be death. Hundreds of police officers lose their lives each year. Most of the officers that were killed committed one or more of the deadly errors and lost their lives needlessly.

PRIMARY PATTERNS OF OFFICER'S ERRORS

1. Lack of communication between officers
2. Lack of prior planning
3. "Tombstone Courage," "John Wayne Syndrome," "Hero Complex"
4. Failure to assert control
5. Carelessness, "letting your guard down"
6. Partners splitting up
7. Overconfidence

FAMILY DISPUTE:
POSITIONING OF OFFICERS AND DISPUTANTS



OFFICERS SHOULD PREVENT DISPUTANTS FROM HAVING EYE CONTACT WITH EACH OTHER, BUT SHOULD MAINTAIN EYE CONTACT BETWEEN THEMSELVES. OFFICERS SHOULD NEVER LOSE SIGHT OF ANYONE INVOLVED IN THE DISPUTE.

FIGURE 2.

APPROACHING SUBJECTS



In this diagram both officers are approaching a suspect in an "L" pattern, or at right angles.

This approach minimizes the possibility of a cross fire situation.

This approach also makes it difficult for the suspect to shoot both officers.



INTERROGATION STANCE



In this diagram the officer stands in a position just out of reach of the suspect.



With his weapon worn on the right side, the weapon is the furthest point from the suspect's reach.

FIGURE 1

ARREST AND CONTROL

All officers at one time or another are subjected to the dangers of searching a suspect. These dangers are varied depending on the suspect(s) involved. Some are highly agitated, due to alcohol, drugs, embarrassment, or other emotional upsets, and others are not agitated. Then again, the suspects may have just committed a crime and may not want to be caught. Any of these conditions can make the police officer's job not only difficult, but dangerous as well.

Searching techniques have been designed to give the officer a margin of safety by giving him/her an advantage over the suspect. In order to maintain this advantage the officer should, in most instances, handcuff the suspect before searching. This is the recommended procedure, as taught by the training staff of the Tucson Police Department.

In order to minimize the dangers to the officer, the following searching methods should be used:

1. Cursory Searching Technique
2. Standing Searching Technique
3. Kneeling Searching Technique
4. Prone Searching Technique

For years, police officers from around the country have used the "wall search" technique for searching their prisoners. This technique has some serious drawbacks and should not be used for the following reasons:

1. When leaning against a wall, the suspect has four points of balance, his hands and feet.
2. The suspect can do any of the following from the wall search position:
 - a. Fall into the wall and shoot the officer, if he is armed
 - b. Swing his elbow to the officer's head
 - c. Hold his position and shoot the officer with a gun held in his other hand
 - d. Grab the officer's arm and pull him to the ground
 - e. Kick the officer's feet out from under him. The officer cannot react fast enough to avoid this maneuver
 - f. Twist into an offensive position
3. Some inmates around the country spend a great deal of time practicing the above tactics. Many of them also practice pushing themselves off the wall with their fingertips and into a standing position.

CURSORY SEARCHING TECHNIQUE

PURPOSE

1. To search the subject's body, above the thigh area, for weapons which are readily available to him/her.
2. To maintain a greater degree of control and advantage over a subject during the search (frisk).

METHOD

1. Direct subject into proper position, using simple terms
 - a. Hands above head
 - b. Face away from officer
 - c. Inter-lock fingers behind head
 - d. Spread legs
2. Making physical contact
 - a. Grasp subject's hands and fingertips
 - b. Free hand pushes subject's hips forward to break balance
 - c. Place your hip or thigh against back of subject's leg
3. Searching
 - a. If searching the subject's right side, your right leg is forward and your right hand will do the searching
 - b. Quick systematic search
 - c. Begin at front of waist
 - d. Feel do not pat
4. Switch sides
 - a. Switch hand grip
 - b. Free hand keeps tension on small of suspect's back
 - c. Change leg position
 - d. Search
5. Cursory search completed
 - a. Allow subject to turn around and complete necessary documentation
 - b. Maintain your officer safety at all times during the contact

STANDING SEARCH POSITION

PURPOSE

1. To handcuff and search a subject on most misdemeanor arrest situations.
2. To maintain control over the subject during the handcuffing procedure.

METHOD

1. Direct subject into the proper position using simple terms
 - a. Hands above head
 - b. Face away from the officer
 - c. Inter-lock fingers behind head
 - d. Spread legs apart and point toes out
2. Making physical contact
 - a. Have your handcuffs in the ready position before making the approach
 - b. Direct the subject to reach back toward you with the left hand, palm up (right handed officer)
 - c. Apply a twist lock control to the subject's left hand and handcuff
 - d. Regrip the handcuffs, direct the subject to place his right hand behind his back, palm up
 - e. Apply a twist lock control to the subject's right hand and handcuff
3. Searching
 - a. If searching the left side first, your leg is forward and your left hand does the searching (the right hand secures the handcuffs)
 - b. Systematic search
 - c. Check the area of the hands first
 - d. Work head to toe
 - e. Feel, don't pat
4. Switch sides

KNEELING SEARCHING TECHNIQUE

PURPOSE

1. To search the subject's body above the thigh area
2. To maintain a greater degree of control and advantage over the subject than with the Standing Search Technique.

METHOD

1. Direct subject into the proper position by using simple terms
 - a. Hands above head
 - b. Face away from the officer
 - c. Inter-lock fingers behind head
 - d. Kneel down
 - e. Knees together, ankles crossed, sit on ankles
2. Making physical contact
 - a. Have the handcuffs in the ready position before making the approach
 - b. Direct the subject to reach back toward officer with the left hand, palm up (right handed officer)
 - c. Apply a twist lock control to the subject's left hand and handcuff
 - d. Regrip the handcuffs, direct the subject to place his right hand behind his back, palm up
 - e. Apply a twist lock control to the subject's right hand and handcuff
3. Searching
 - a. If searching the subject's left side, your left leg is forward and your left hand will do the searching
 - b. Systematic search
 - c. Check the area of the hands first
 - d. Work from head to thigh
 - e. Feel, don't pat
4. Switch sides
5. Stand subject to search legs

PRONE SEARCHING TECHNIQUE

PURPOSE

1. To control and search a subject that may be armed and dangerous
2. Gives you the greatest margin of safety and advantage over a subject in high risk situations
3. Best control over multiple subjects

METHOD

1. Officer's position
 - a. Weapon drawn and close to body
 - b. Balanced stance
 - c. Maintain proper distance and cover, if possible
 - d. Direct movement with free hand, not weapon hand
2. Direct subject into the proper position using simple terms
 - a. Hands above head
 - b. Inter-lock fingers behind head
 - c. Kneel down
 - d. Hands on ground, arms away from body
 - e. Lay flat on stomach, arms extended, palms up
 - f. Cross ankles
 - g. Turn head away from officer

In this method, the subject is facing the officer. If the subject is armed and the weapon is located at his front, the officer can maintain visual contact with the weapon at all times. There will be no mistake when the subject attempt to grab his weapon.

An optional method would be to have the subject face away from the officer, when directing him into the search position.

3. Approaching
 - a. Approach the side not visible to the subject
 - b. Never step near the subject's hands
 - c. Optional: cover the subject while approaching
4. Making physical contact
 - a. Place subject into a reverse wristlock
 - b. Raise arm perpendicular with shoulder, keeping the elbow locked
 - c. Continue to bend the wrist, pointing the fingers toward the elbow
 - d. Maintain the wristlock and straddle the arm with both legs
 - e. Handcuff the arm which is controlled
 - f. Handcuff the second arm

5. Searching
 - a. Roll subject onto side facing away from you
 - b. Place your leg against his thigh to keep him from kicking back at you
 - c. Systematic search
 - d. Check area of hands first
 - e. Work from head to toes
 - f. Feel, don't pat
6. Switch sides
 - a. Lay subject back on stomach
 - b. Walk around head
 - c. Search other side
7. Bringing subject to his feet
 - a. Roll subject onto his back
 - b. Sit subject up
 - c. Help to knees
 - d. Stand up

RESPONSE TO AND PROCEDURES AT ALARM CALLS

Officers responding to alarm calls should generally use the same procedures as they would when they respond to in-progress calls. Additionally, officers should:

1. RESPONSE

- a. Units should respond to the scene in a safe and quiet manner.
- b. The most efficient route should be utilized to avoid detection.
- c. The first unit at the scene should park about one block from the scene with lights out and radio low. Wait for backup unit(s).
- d. As the backup unit approaches the scene, he should advise the first unit so both units will arrive at the scene simultaneously, at their proper quads.

Note: The primary unit or the beat officer should coordinate the response of responding units.

Officers should familiarize themselves with Departmental Bank Alarm Response Procedures. (P:243)

2. SECURING QUADS

- a. Units should arrive at their designated positions at approximately the same time.
- b. Two units will secure opposite corners of the building and maintain their positions until properly cleared.
- c. A third officer should respond to check the perimeter of the building for a point of entry.
- d. A representative of the business should be contacted.
- e. Should a building search be required, the building will be searched by a dog unit, if available. If a dog unit is not available, the search will be done by two officers.

Note:

1. Officers should approach and check the building with extreme caution.
2. Officers should always be aware of activity around them. Some officers approach and check a building with tunnel vision; they fail to watch the areas to their sides and/or above them. Always check the roofline of the building involved and those of neighboring buildings.
3. Officers should be careful to avoid silhouetting other officers with their flashlights or spotlights.
4. If a point of entry is found, other officers at the scene and the radio dispatcher should be advised. The entry point should be guarded by an officer.

3. BUILDING SEARCH

- a. Search the building with a dog.
 - 1. If a dog unit responds, the dog handler will control and supervise the interior search of the building.
 - 2. Units will remain on their quad or in position until cleared by the dog handler.
- b. Two officer search
 - 1. The primary searching officer will be responsible for the majority of the interior search.
 - 2. The second searching officer's major responsibility is to keep visual contact with the primary officer and provide him with cover.
 - 3. The search should be conducted in as systematic a manner as possible.

- Note:
- 1. Should an officer become involved in a shooting inside the building the units on the quads must exercise extreme discipline in returning fire into the building.
 - 2. For the safety of the searching officers, proper target acquisition must be acquired before an officer on a quad employs deadly force.
 - 3. If a Code 4 is received from a business before the police arrive, one unit should still respond to make sure that the Code 4 was given voluntarily. This unit should exercise as much caution as if no Code 4 had been received.

RESPONSE TO AND PROCEDURES AT CRIMES IN PROGRESS CALLS

GENERAL POINTS

1. Each patrol officer should become thoroughly familiar with his beat. His ability to respond to and his safety at in-progress calls may depend on his knowledge of key factors relating to his beat. Some of the factors are:
 - a. What are the best routes, given prevailing traffic conditions, to important or busy locations in the beat.
 - b. Precisely where on a particular block or intersection are important or busy locations situated.
 - c. Does a particular business have a side door, back door, alley in the back, etc.
 - d. What businesses have employees working at unusual hours.
 - e. Where can you best observe a location without being spotted by a perpetrator.

RESPONSE TO IN-PROGRESS CALLS

1. Each unit responding to an in-progress call should clearly understand that his primary responsibility during his response is to select a speed and manner of response that will most likely get him safely to the call in a reasonable time period. Undue heroics are not welcome.
2. The response routes should be both speedy and non-hazardous to the officer and other drivers.
3. The primary response unit should normally designate where each unit is to respond.

APPROACH TO AND ARRIVAL AT THE SCENE

1. The approach to the scene should be made so that you come into sight of the premises at the last possible moment.
2. At night, as the officer arrives at the scene he should turn off his lights to avoid exposing his presence or other officers.
3. As the officer gets out of his vehicle he should take his keys with him and secure them so they do not jingle.
4. The officer should exit his car in a quiet manner. Be careful not to slam the car door.

APPROACH TO THE SCENE FROM THE SQUAD CAR

1. The officer should anticipate what equipment he may need, such as flashlight, baton, shotgun, etc., and have it ready.
2. As the officer approaches the scene he should evaluate the situation.
 - a. Number of backup units available
 - b. Presence of any suspicious vehicles or persons at or near the scene.
 - c. Location of good cover to protect his approach to the scene
 - d. Adverse lighting conditions that would put him at a disadvantage

3. The officer should take reasonable care to protect other officers or citizens against danger.

DUTIES AT THE SCENE

1. The primary duty is to protect and aid the victim.
2. The officer should not enter the building until adequate backup has arrived.
3. When available, a dog unit should always be used to search a building.
4. Once an in-progress call has been stabilized, the officer in charge should advise radio as soon as possible.

VEHICLE STOPS: CONVENTIONAL

SINGLE OFFICER UNIT

1. Upon observing a violation an officer should start thinking and planning ahead for:
 - a. A safe location to make the stop
 - b. Traffic hazards that might be involved in the stop
 - c. Actions of occupant(s) in the violator's vehicle
 - d. Mentally preparing himself for self-protection
2. Making the stop
 - a. Advise radio of the stop, including the location and license number
 - b. Complete all radio traffic prior to activating the red lights, when possible
 - c. Activate the red lights. If at night, direct the spotlight into the rear window to illuminate the occupants and vehicle interior or use the "take down" lights. This lighting has a blinding effect during the daytime.
 - d. Use the horn or siren as necessary
 - e. Follow at a safe distance in case the violator brakes suddenly.
 - f. Be prepared for a quick exit
 - g. Stop the patrol car 15 to 20 feet behind the violator. (see figure #3)
 - h. The patrol car should be offset approximately three (3) feet to the left and parallel to the violator's vehicle.
 - i. Make sure the gear selector is in park, the emergency brake is on, and the passenger door is unlocked.
 - j. Activate the outside speaker just prior to exiting. Check to make sure it is safe to exit your vehicle.
3. The approach
 - a. As the officer steps from the vehicle, he should pause behind the door to observe the action of the occupant(s) and the surrounding area. (see figure #4)
 - b. All necessary equipment should be secured before leaving the cover of the door, ie: radio, baton, flashlight, etc.
 - c. The officer must keep his gun hand free. The less carried the better.
 - d. As the officer begins his approach, he should first check the trunk area of the violator's vehicle. Then move up, checking the rear seat area, stopping at the rear of the violator's door. Ask for the drivers license and registration at this time and also look into the interior of the vehicle for weapons, contraband, etc. At some point during the initial contact the officer should advise the violator of the reasons for the stop.
 - e. All transactions should be conducted to the rear of the driver's door.

- f. As the officer returns to the passenger side of the patrol car, for writing the citation, he/she should keep the occupants under observation as much as possible.
 - g. Upon reaching the patrol vehicle, stand behind the passenger door and write the citation or use the radio as needed.
 - h. The officer should remain outside his patrol car at all times.
 - i. The re-approach for citation signature or additional information should be done in a manner similar to the original approach. Be aware of any changes to or within the vehicle or to its occupants.
 - j. After completing the transaction, back away from the vehicle and watch the violator leave. Assist the violator to re-enter traffic if necessary. Do not go 10-8 until you are clear of the stop.
4. DO NOT
- a. Sit in the patrol car to write a citation or conduct any other business.
 - b. Permit the violator to sit in the patrol vehicle while a citation is being written.
 - c. Stand or permit the violator to stand between the vehicles or next to the police car doors.
 - d. Remove more persons from a vehicle than you can safely handle.
 - e. Allow occupants to wander about; keep them under control and together.
 - f. Hesitate to request a back-up unit.

TWO OFFICER VEHICLE STOPS

- 1. Observation, same as single officer unit.
- 2. Making the stop
 - a. The driver officer maintains command unless situation dictates otherwise.
 - b. The passenger officer handles the radio.
 - c. The passenger officer should continually observe the violator's vehicle and the surrounding area.
- 3. The approach
 - a. Both officers exit the vehicle as soon as possible.
 - b. Both officers pause behind their doors to observe the activity of the occupants and surrounding area. (see figure #4)
 - c. Normally the driver officer should begin the approach.
 - d. The passenger officer can begin the approach. This is a deviation from the expected.
 - e. After contact is made, the other officer must observe the occupant(s) at all times.
 - f. If at night, illuminate the interior with your flashlight. As the driver looks for his registration check the glove compartment or headliner.

- g. As one officer returns to the patrol car to write the citation and/or use the radio, the other officer should continue watching the occupants and the immediate surroundings.

NOTE: Both officers should remain alert to the occupants and the immediate surroundings. The second officer merely provides additional protection and coverage.

- h. When the violator is released, the passenger officer should cover the driver officer as he returns to the car.
- i. If practical, allow the violator to drive away first. Assist the violator to re-enter traffic if necessary.

SINGLE OFFICER TRAFFIC STOP

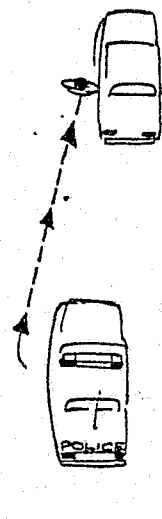
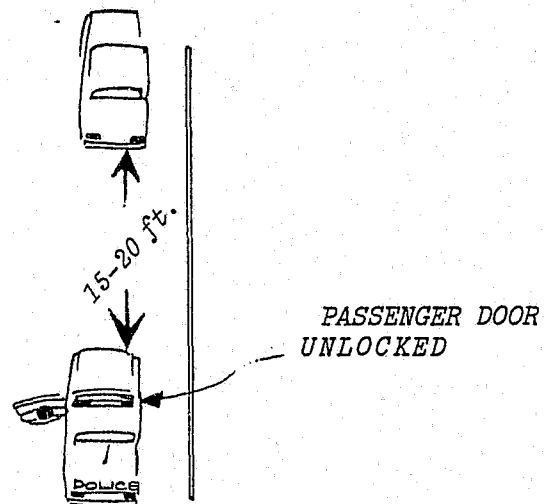
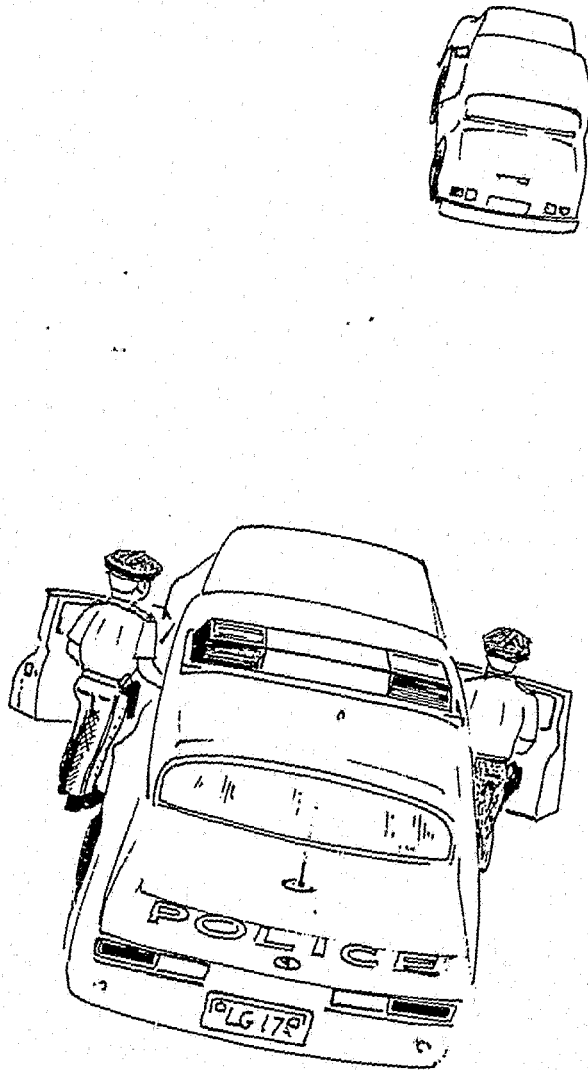


FIGURE 3

TWO OFFICER TRAFFIC STOP



TWO OFFICER TRAFFIC STOP

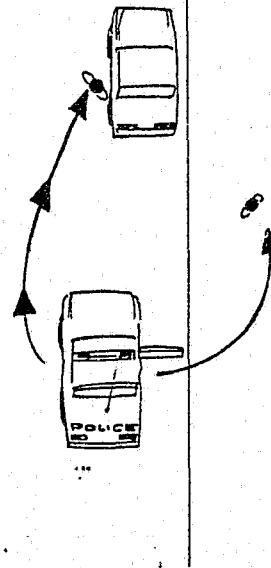
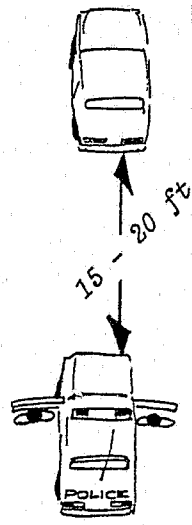


FIGURE 5

VEHICLE STOPS: HIGH RISK

There has been a significant increase in the number of physical attacks on police officers. An officer can protect himself by being conscious of his personal safety during traffic enforcement stops and when apprehending known or suspected criminals.

The examples given in this guide are not intended to be all-inclusive, but are provided to assist the officer in recognizing situations which require caution. They also suggest methods of control which will minimize the potential hazard.

An officer who recognizes personal danger and has an opportunity to call for assistance, yet rushes into action without a backup is not being heroic. Such unwise action could cost him or another officer his life. When opportunity exists, the officer who realizes that he is in a potentially dangerous situation should advise radio and request a backup. Only rare situations should force an officer into a potentially dangerous situation without assistance. Even then the officer should consider moving to a point of observation and wait for assistance! Superiority in numbers, not the bravery of one officer, is the best deterrent against officer assaults.

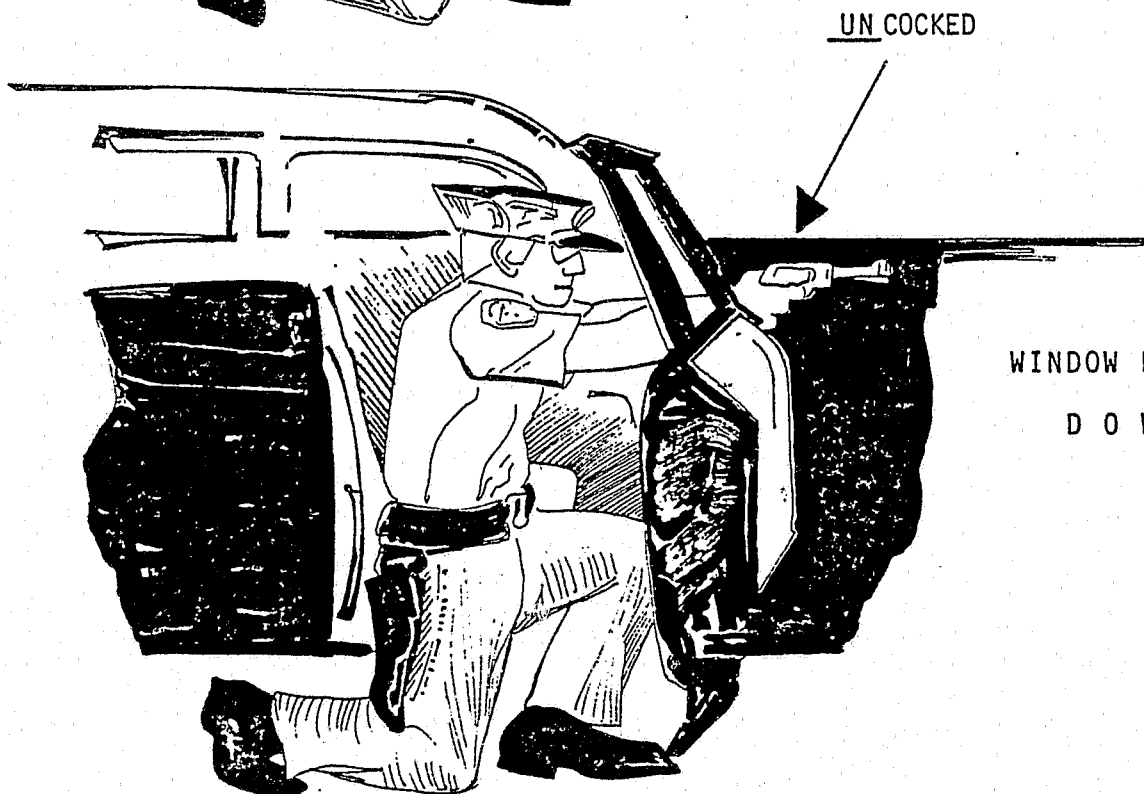
The following information is set forth to help the officer in safely controlling stops known to contain dangerous suspects and situations that escalate after a vehicle has been stopped for a routine traffic violation.

DEFINITIONS

1. High Risk Stop
The stopping of a vehicle when the officer has advance knowledge of reasonable cause to believe that the vehicle contains a potentially dangerous felony suspect. Reasonable cause may be based on personal observation, knowledge of an outstanding felony warrant or want, information received via the police radio or other means upon which the officer may reasonably rely. A high risk stop requires more than a mere suspicion. A high risk stop is also referred to as a felony stop.
2. "Ready" Position of Firearm
Revolver--Removed from the holster, pointed at the suspect and UNcocked. (see figure #6)
Shotgun--Removed from the stored position, pointed at the suspect with a round chambered and with the safety ON. (see figure #6)
3. "Use" of Firearm
"Use" of firearm means the firing of the weapon for the purpose of shooting a suspect. Warning shots shall not be fired! Approved use of weapon is contingent upon legal and moral considerations, the professional judgement of the officer and Department policy.



WINDOW ROLLED
DOWN



WINDOW ROLLED
DOWN

READY POSITION
FELONY SITUATION

PROCEDURE

1. The unit (hereinafter called the primary unit) initially observing the vehicle or subject shall notify Radio immediately and supply the following:
 - a. Location, direction of travel, speed, number of occupants, license number, description of vehicle and any other pertinent information.
 - b. Request the dispatcher to notify a patrol sergeant.
2. The primary unit should follow and observe at a discreet distance and formulate a plan of action to include:
 - a. The number of backup units needed
 - b. The location the stop will be made
 - c. The position the backup unit(s) will take
 - d. Contingency plan for unforeseen actions by the suspect, ie: evasive action, flight, fire fight.
3. The primary unit will advise Radio and other units of the plan of action.
4. Radio traffic should be held to a minimum by all units not involved in the stop. The dispatcher will use the 10-39 tone when requested.
5. The primary unit will have full command of the situation when the stop is made, unless a supervisor directs otherwise. Additional units will assist at the direction of the primary unit.

SINGLE OFFICER STOP

1. A single officer should not intentionally make a high risk stop. It is expected that the officer will follow the suspect until assistance arrives and the basic procedures can be implemented.
2. If in a remote area or help is not available, the officer should maintain surveillance and keep radio informed.
3. If the suspect vehicle should stop, the officer should attempt to avoid a confrontation.
4. Should a single officer stop be unavoidable, the following procedure is recommended:
 - a. Notify radio of the stop, request additional units and give the exact location of the stop.
 - b. During the darkness, maximum use of the spotlight and headlights should be used.
 - c. See diagram #8 for vehicle position.
 - d. Roll the driver's window down, this will add to the stopping power of the door.
 - e. Swing the door open using it for cover.
 - f. Display your weapon in the "ready" position.
 - g. Order the occupants of the vehicle to remain in the vehicle facing forward.
 - h. If possible, use the public address system of the police vehicle.
 - i. Use short, audible and understandable commands.
 - j. Preface your order to indicate to whom you are speaking. ie: "Driver" or "man with the red shirt" face the front.

- k. Order the driver to roll the window down and remove the keys with his left hand and throw them out the window.
- l. If the driver or passenger leaves the vehicle before ordered to do so, order them to face the front with their hands open and extended upward. Order all suspects into one easily observable area.
- m. Be prepared! Anticipate the unexpected! Don't shoot unless necessary and justified. Do not chase a single running subject and leave others standing at the scene of the stop. Maintain control of the stop.
- n. Remain behind the cover of your patrol car.
- o. Prepare to back your car out of the kill zone. (see figure #8)
- p. Wait for your backup before proceeding.
- 5. In the case of a two officer unit, the passenger officer will take a position as indicated in figure #8, insert. Ideally, the passenger officer will be armed with a shotgun.

TWO UNIT STOP

- 1. The primary unit is positioned approximately 30-40 feet to the rear of the suspect vehicle and offset 3 feet to the left.
- 2. The backup unit is positioned to the left of the primary unit in a manner which allows both the backup and primary unit's doors to be opened for cover. (see figure #7)
- 3. The primary officer remains in a position which allows him to observe the occupants of the suspect vehicle and directs the commands to the suspects.
- 4. The backup officer maintains a position of cover behind his door. (see figure #7, #2)
- 5. A passenger officer or another officer will handle the arrest and control of the suspects. (see figure #7, #3)
- 6. When possible, officer #2 and any other officers flanking the patrol units should be armed with a shotgun.
- 7. Every part of the stop should be done in a slow, deliberate manner. Control of the scene and the suspects is the main objective.
- 8. Once the officers have positioned themselves as shown (figure #7), the primary officer will begin to direct the suspects out of the suspect vehicle.
- 9. Use short, audible and understandable commands.
- 10. The driver is the first suspect ordered out of the vehicle. He is directed to open the door from the outside with his left hand and push the door open with his foot. As he exits the vehicle, he is directed to face the police units keeping his fingers inter-locked behind his head. After visually searching the driver for weapons, he is directed to face away from the officers and walk backwards toward the center of both police units. (see figure #9, position #1)
- 11. At a point just in front of the police units doors, the driver is directed to stop and drop to a kneeling search position. (figure #9, position #2)

12. The backup officer handcuffs the driver and frisks him for weapons.
13. After handcuffing and frisking, the driver is brought back to the rear of the police units and searched. (figure #9, position #3)
14. The driver is then secured in a police vehicle and the other occupants of the suspect vehicle are directed out in the same manner, one at a time.

IDEAL METHOD

1. Four or more units are used.
2. The third and fourth units control traffic at both ends of the stop. (figure #10) They are responsible for the protection of citizens who may drive unexpectedly into a high risk situation.
3. An observer is positioned laterally from the suspect vehicle. His primary responsibility is to observe action inside the suspect vehicle and provide this information to the primary officer.
4. Four or more officers are involved in the physical apprehension of the occupants of the suspect vehicle.
 - a. The officers in the center of the police units consist of the primary officer and the arrest and control officer.
 - b. The officers flanking the police units provide additional observation and firepower if needed. When possible, these officers are armed with shotguns.

HIGH RISK STOP



FIGURE 7

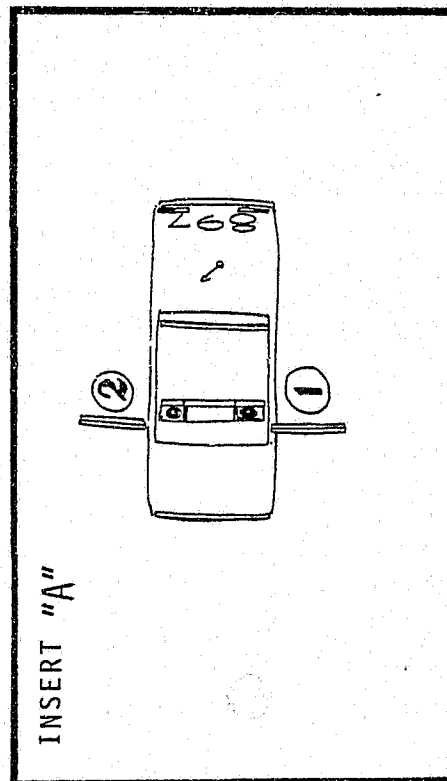
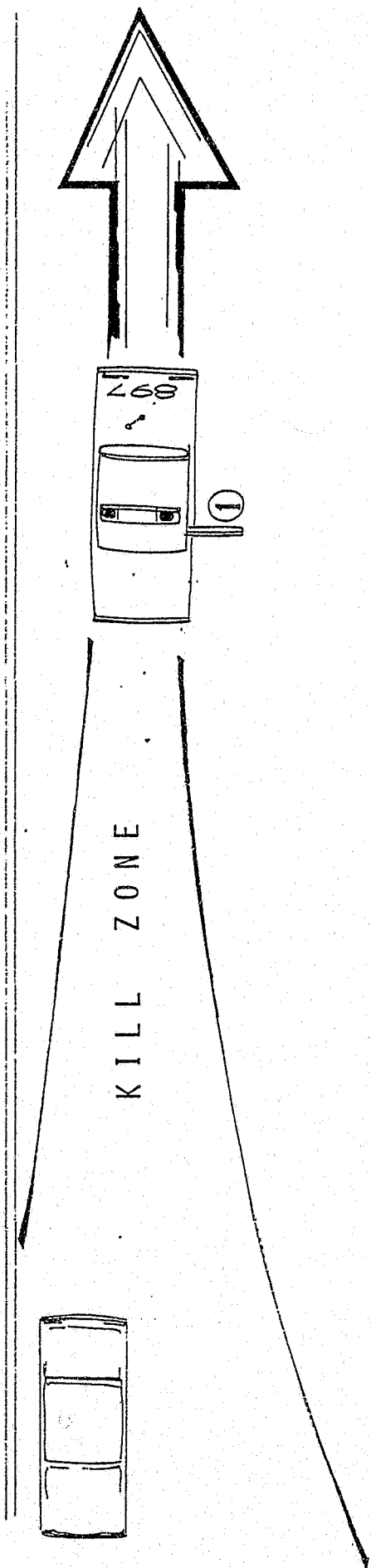


FIGURE 8

HIGH RISK STOP

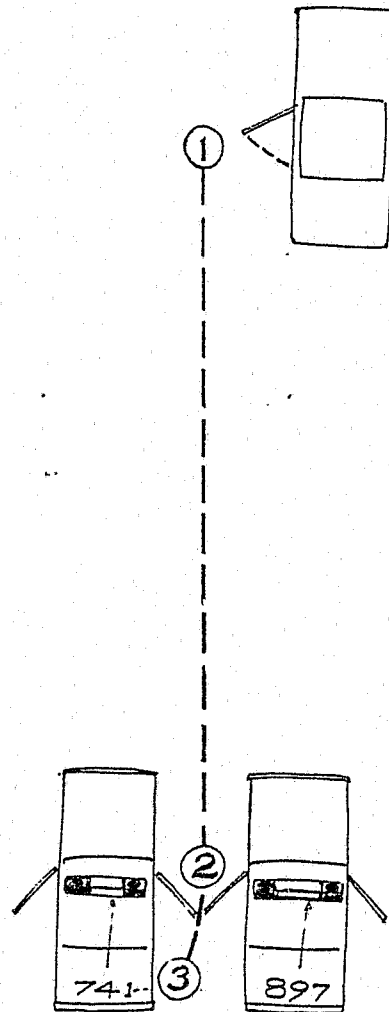


FIGURE 9

HIGH RISK STOP
IDEAL METHOD

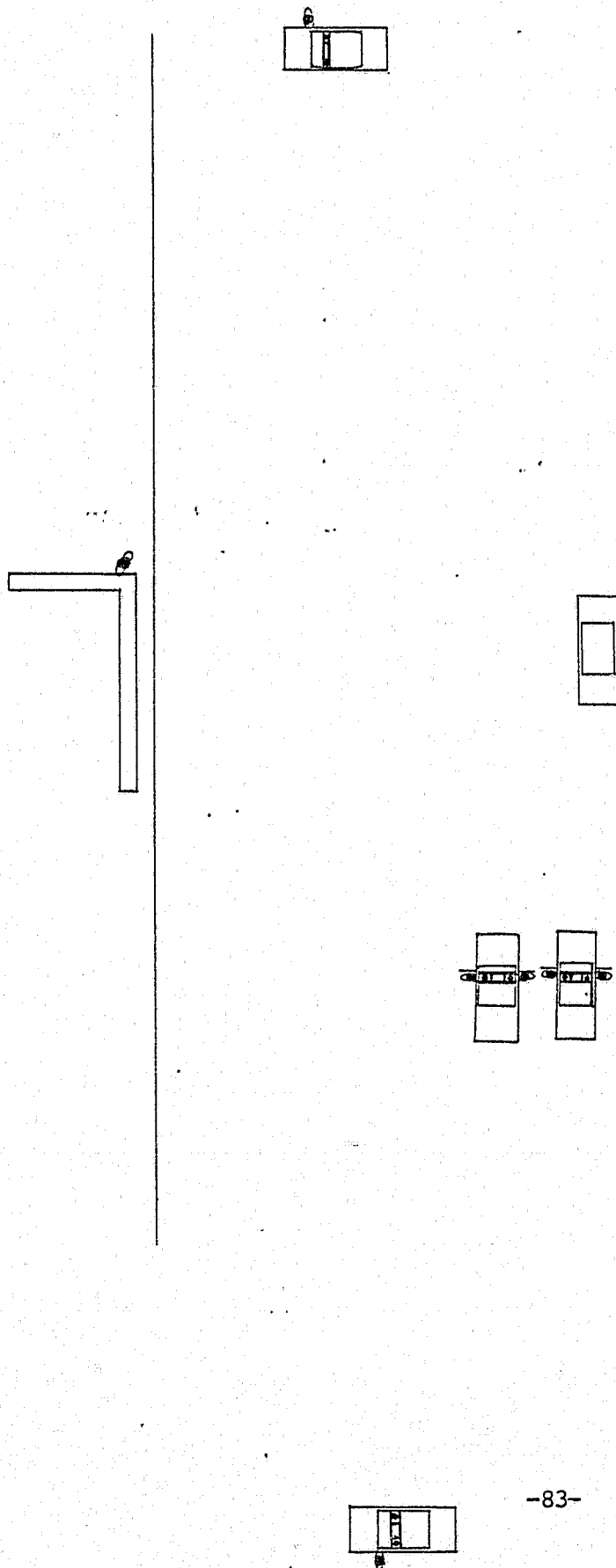


FIGURE 10

TRAFFIC CONTROL

SIGNALS AND GESTURES

When you have to direct traffic, it is your job to tell people how, when and where they should move in vehicles or on foot. You must, therefore, pay attention to both cars and pedestrians and see to it that they are given a chance to move.

What you actually do is tell them how to behave. If you were not on hand to make decisions and direct movements when traffic is heavy, drivers and pedestrians would foolishly try to move at every chance. This causes repeated traffic jams. Motorists would also, without realizing it, get into danger which they could not see.

Your most important job while directing traffic is to let drivers and pedestrians know what you want them to do. If they don't understand you, they will have trouble, and so will you. The instructions that follow are concerned with how to make your meaning clear to motorists.

Drivers are not often where they can hear you when you want them to stop, so you can't just talk to them. You have to use a type of sign language which is clearly understood by everyone. You could of course, motion drivers to stop, start or turn in many different ways. Suppose that you do it in a way that is entirely your own and different from all other officers who direct traffic. Perhaps some of the drivers approaching your corner would catch on, but most of them would be puzzled. Since they had never come across such motions before they would probably fail completely to understand your directions and ignore you.

Therefore, it is important in directing traffic for all officers to do it the same way. Equally important, the gestures should be made so that the driver can see them from a long way off.

When directing traffic you first want people to know that you are the individual who will tell them what to do. You must also know how to tell them to stop, start and turn by using gestures alone.

Let people know that you are in charge by standing where they cannot fail to see you. This is usually right in the center of the crossing. And stand there as though you mean business. Don't give the idea that you have been caught in traffic and are just waiting for a chance to get out. Stand straight with your weight the same on each foot. When not signalling with your hands, let them hang easily at your side. Do not face vehicles authorized by you to move; stand with your side toward them.

To Stop Traffic Two motions are used. First, point with your arm and finger and look straight at the driver you want to stop. Watch him and hold this point until he sees you, or at least until he has had plenty of time to do so. Then, raise your pointing hand (but not your whole arm) so that the palm is toward the driver. Hold this until he stops.

You have to stop traffic from both directions to give traffic on the cross-street a chance to move. Because you cannot look both ways at once, stop the traffic coming from one side first, then that from the other. After you have halted traffic with one hand, hold that hand in the stop position and turn to the other side and repeat the process. Don't lower either arm until cars coming from both ways are halted.

To Start Traffic Place yourself so that your side is toward the traffic to be started. Point your arm and finger toward the car you want to start. Hold it until you get the driver's attention. Then with your palm up, swing your hand up and over toward your chin. Bend your arm only at the elbow. If you get the attention of the driver first you won't have to make the signal a second time. After traffic has been started from one side, start the traffic from the other side in the same way. Give the go-ahead signal to slow and/or timid drivers.

Right Turn Signals for right turns are usually not required at an intersection. When it is necessary, the arm you signal with will be determined by the car's direction. If it approaches you from the right, point toward the driver with your right arm. Give the driver time to see your gesture and then swing your arm in the direction he is to go. Keep pointing in that direction until he begins to make the turn.

If the car approaches you from the left, point with your left arm. When the driver sees your gesture, swing your arm in the direction he is to go. Because of your position you will not be able to make a complete swing with your arm. If you prefer, bend your arm at the elbow and point in the direction the driver is to go.

Left Turn In helping a driver make a left turn you may have to stop traffic coming from the opposite direction. If the car approaches you from the left, give the stop signal with your right arm to stop traffic in the lane(s) through which the turning vehicle is to pass. Hold the stop signal with your right arm and give the turning signal with your left arm.

If the car approaches from your right, turn around so that you face the direction that the car making the turn is to go. Stop traffic with your right arm and give the turning gesture with your left arm.

Left Turn Bays To start traffic when left turn bays are present it is recommended that the turning traffic be handled first. After allowing a reasonable number of cars to turn, allow the through traffic to begin.

TWO OFFICER SIGNALLING

There is sometimes a need for more than one officer at a busy intersection for point control. One of the two officers must originate all signals and gestures. In other words, one officer is leader and makes the decisions as to changes in traffic flow. The other officer assists by helping to make those decisions known.

SIGNALLING AIDS

The Whistle is used to get the attention of drivers and pedestrians. It is used as follows:

1. One long blast with the stop signal.
2. Two short blasts with the go signal.
3. Several short blasts to get the attention of a driver or pedestrian who does not respond to a given signal.

Be judicious in the use of your whistle at all times. Whistle blasts directed to pedestrians usually need not be as shrill as those directed to a motorist.

The Voice is seldom used in directing traffic. Arm gestures and/or whistles are usually sufficient. There are several reasons why verbal commands are not used:

1. They are not easy to give or to understand.
2. They often lead to misinterpretations, which are dangerous.
3. In order to be heard, directions have to be shouted. This will often antagonize the motorist or the pedestrian.

Occasionally a driver or pedestrian will not understand your arm signals. When this happens move reasonably close to the person; politely and briefly tell them what you want them to do. In all instances, address people as, "sir, madam or miss." Don't shout or lose your temper, even though you may be provoked.

The Illuminated Baton The illuminated baton is helpful in making signals and gestures at night or during bad weather when visibility is low. It is not a good substitute for illuminating an officer at a regular post.

The illuminated baton is confusing to the motorist if it is used improperly. To stop a vehicle, face the moving line of traffic, standing aside from its direct path. Hold the baton in front of you with your right hand, in a vertical position. Swing the baton from the left to right side of your body in an arc of about 45 degrees.

The go signal is given in the same manner as without a baton. The signal should be exaggerated and repeated in poor visibility. When the signal is given properly it will give added stop emphasis to opposing cross traffic.

To permit a left turn, after stopping opposite through traffic, point the lighted end of the baton at the car which is to make the turn. Next, swing the baton in an arc toward the direction of the left turn. This signal should be repeated as necessary.

Be certain to exaggerate your gestures slightly when using an illuminated baton. The light in the baton should be turned off when not using it for signalling.

A flashlight can be used to halt traffic in an emergency. It is a poor substitute for an illuminated baton. To stop traffic, slowly swing the flashlight, at arm's length, across the path of approaching vehicles. Do not stand directly in front of the moving vehicles. After the vehicles have stopped, give arm signals in the usual manner, illumination from headlights will make them visible.

TRAFFIC ACCIDENT INVESTIGATION

When responding to a traffic accident you should have a predetermined plan of what actions you will take upon arrival at the scene. Whatever your plan is it must be flexible and include contingencies for a variety of situations. The first step is to arrive quickly, while keeping safety foremost in your mind. You must plan your route, considering traffic conditions, traffic patterns, traffic signals and congestion caused by the accident. Upon arrival, your first priority is to care for the injured. One of the first steps to accomplish this is to park your vehicle in such a manner which will protect the scene. While caring for the injured you should assess the situation and call for whatever assistance you need. Point and crowd control must receive priority attention to prevent further collisions or injury. Clearing the roadway should be accomplished as soon as practical. Actual investigation cannot begin until the situation is under control.

The priorities of the investigation must be based on the particular situation. Certain items tend to disappear or become altered with the passage of time. ie: skid mark shadows, witnesses, debris, pools of liquid, etc.. This type of information should be recorded and/or marked as soon as possible.

Once the scene is returned to normal and all the information has been gathered, it is necessary to do the required reports.

PLACEMENT OF FLARES AND CONES AT ACCIDENT SCENES

The following scale may be used to determine the proper placement of flares or cones. For the sake of safety, it may be wise to place the cones or flares as if the speed limit were 5-10 miles per hour higher.

<u>SPEED LIMIT</u>	<u>PLACE FIRST CONE OR FLARE</u>
25	65 Feet from vehicles
30	80 Feet from vehicles
35	90 Feet from vehicles
40	105 Feet from vehicles
45	120 Feet from vehicles
50	130 Feet from vehicles
55	145 Feet from vehicles
60	160 Feet from vehicles
65	170 Feet from vehicles

With the above flare/cone placement, an oncoming motorist should be able to stop before coming to the involved vehicles, even if he does not see the flares and/or cones until he arrives at the first one, which is often the case.

PRELIMINARY INVESTIGATION

CIVIL CASES

When investigating a crime, the investigating officer needs to keep certain basic points in mind. First of all, he has to determine whether a crime has actually occurred. In many situations in which the police are called, the situation involves a civil dispute between two or more people, one of whom feels aggrieved by one of the others. He feels that the other party has committed a crime against him and has called the police to report it. However, if all the elements of a crime are not present the problem is a civil one and the parties involved should be so advised. The officer's main responsibility at a civil dispute is to preserve the peace.

CRIMINAL CASES

If it is established that all the elements of a crime are present, the officer must secure the scene as best he can until it is checked for evidence by himself or the detectives.

If the incident involves a major crime, secure the scene and allow no unauthorized persons (including other officers) to enter the area.

All witnesses, victims and suspects should be kept separated as much as possible. They should not be allowed to discuss the case amongst themselves.

The detectives should be notified as soon as it is determined that they are needed. When a detective arrives the investigation is turned over to him and the patrol officer provides any assistance needed.

GATHERING EVIDENCE

Whatever the nature of the crime, it is impossible to gather too much evidence. The officer should proceed as if he can never get enough evidence. Even if a suspect has been arrested and made a confession, the officer should proceed in his gathering of evidence as if the perpetrator were unknown.

Different types of evidence need to be handled differently from each other. Bloody clothing in sex crimes, assaults, homicide cases, etc. should be placed in clean paper bags, one piece of clothing per bag.

Items in major cases should be photographed in place before being marked, tagged, bagged, or disturbed in any other way, if possible.

If a gun is involved, it need not be emptied immediately in most cases. It should not be touched until after it is photographed in place, as it was found. If the scene is secured, the gun poses no threat of danger to anyone and should be emptied after it is photographed.

When emptying the cylinder of a revolver, it should be noted which chambers held loaded rounds and which held expended rounds, in relation to the hammer.

The rounds, especially the expended ones should not be marked. They should be placed in envelopes, sealed and marked with the finder's initials and payroll number on both of the sealed edges on the envelope. Bullets may have fingerprints on them and should be handled in such a manner as to ensure that the handler's prints are not superimposed over any others that may be present.

Bullets lodged in walls should be removed very carefully, preferably by lab personnel, to avoid scratching them. It is sometimes necessary to remove a section of the wall surrounding the slug and take the whole section with you.

In rape cases, all of the victim's clothing should be taken for examination. Any part of the clothing could contain evidence left behind by the suspect. Again, each piece of clothing should be packaged separately, in a clean paper bag. If a suspect is arrested, his clothing should also be taken as evidence and handled the same way.

In homicide and assault cases, any item that has blood on it should be bagged separately in a paper bag. All bloody items should be taken as evidence.

The area surrounding the scene as well as the immediate area of the incident should be checked for footprints. Any good, clear footprints can be photographed or can sometimes be cast.

Members of the Service Dog Unit can often be used at crime scenes to track the suspect and/or locate evidence. The helicopter unit can be used to help search large areas.

VICTIMS AND WITNESSES

In cases of major crimes when victims and/or witnesses are present and are able to answer questions, the officer conducting the preliminary investigation must secure enough information to establish that a crime has in fact occurred. However, extensive interviews should be left for the detectives assigned to the case. This practice avoids making a witness or victim repeat the story several times.

Remember to keep witnesses and/or victims apart from each other until they have been interviewed. This prevents their recollection of the events from being contaminated by the recollections of the others.

Victims of crimes are often known to the investigating officer from past cases in which they have been a suspect. Such persons should be treated the same as any other citizen who has been victimized. Such prior knowledge of the victim should not interfere or influence the officer's handling of the investigation.

ARRESTS

If a suspect is apprehended during the officer's investigation and no detective is responding, the arrestee must be interrogated by the arresting officer.

After reading the suspect his rights and obtaining his waiver of rights, the officer should question the suspect regarding the facts of the case.

1. Get his version of what happened.
2. Does he admit to committing the crime? It is amazing how many times an officer does not get a confession simply because he never asked the suspect if he committed the crime.
3. If so, why did he do it? What was his intent and what motivated him to do it?

REPORTS

The case report should be as complete as possible, showing all available suspect information; items stolen, recovered or taken as evidence; burglary points of entry and exit; as accurate times as possible; and witness information. The narrative must include all the elements of the crime. All pertinent facts concerning the incident must be recorded either in the narrative of the case report or in a supplemental report. This ensures that the detective assigned to handle the case will have all of the facts that you were able to gather.

It is just as important for the officer to have the facts at hand to refresh his memory when he/she gives a deposition or when the case goes to trial. In many cases this takes place months or years later.

Every investigation should be done to the best of the officer's ability. Officers should be aware of becoming lax in the investigations of routine calls. After handling many burglary and vandalism calls, many officers regard them as something to get through quickly and with as little effort as possible. They don't bother to investigate; they become nothing more than report takers. Too often there is very little, if any evidence to be found. What might be there should at least be looked for and recorded if found.

COURTROOM APPEARANCE AND DEMEANOR

An officer's appearance, demeanor and attitude in the courtroom are extremely important to the successful prosecution of a case. Months of painstaking investigation can be rendered useless if the officer's manner and appearance raises doubts about his professionalism in the minds of the jury. Careless or sloppy dress; impressions of a lackadaisical or uncaring attitude; hesitancy, evasiveness or uncertainty in answering questions; all contribute to creating an impression of a "less than professional" officer in the minds of those who observe him. In these instances his/her testimony is less readily accepted as being trustworthy.

The following guidelines have been developed to assist officers in making the proper impression and testifying in the proper manner:

1. APPEARANCE/DEMEANOR/DEPARTMENT POLICY

- a. When appearing in court, all officers shall wear either the official uniform of the day or clothing conforming to the standard for officers working in plainclothes. Members shall present a neat and clean appearance, avoiding any mannerisms which might imply disrespect to the court.
- b. All Superior Court subpoenas must be honored unless the officer is excused by the Deputy County Attorney handling the case.
- c. Within twenty four (24) hours of appearing in City Court, the officer shall call 791-4883 to verify if his/her case is still on the court docket. If the case is not listed, it has been reset or otherwise disposed of; the officer should not appear. The officer will not receive overtime for appearing for a case that is not on the docket.
- d. Prior to the court appearance, the reports should be reviewed and the officer should be prepared to testify.
- e. The officer is responsible for bringing any evidence with him/her.
- f. The officer is required to arrive fifteen (15) minutes prior to a City Court case and thirty (30) minutes prior to a Superior Court case.
- g. Upon arriving at Superior Court, the officer should check in with the Deputy County Attorney handling the case. Weapons may be secured in the presiding judge's office.
- h. Upon arrival at City Court, the officer should put his weapon in one of the lockers provided and sign in on the court log. He/she should then check in with the prosecutor handling the case.

2. TESTIMONY

- a. The officer should be impersonal in his attitude toward the defendant. The defendant should be referred to as, "Mr.", "Mrs.", or "Miss" whoever.

- b. The officer should be as courteous to the defense counsel as he/she is to the prosecutor.
- c. The officer should be respectful at all times. The judge should be addressed as, "your honor." Even though you may be the arresting officer, in court you are merely an impartial witness.
- d. Always tell the truth! Fabrication, assumption and lying are easily uncovered by cross examination. Bluffing can also be disastrous. You may permanently lose your credibility with a judge and/or prosecutor by even one lie.
- e. Speak slowly and distinctly. Use simple, conversational English. Avoid using slang unless it is a direct quote. Do not use "police jargon". Example: you should say, "I approached Mr. Brown's car," not "I exited my police vehicle and approached the subject's vehicle".
- f. Be sincere, courteous and professional. Never portray anger or personality conflicts. Do not act cocky or sarcastic. Don't try to be humorous and avoid reacting to humorous statements of defendants an/or attorneys.
- g. Be open and impartial in testifying. Give testimony that is both beneficial and damaging to the defendant.
- h. Always listen to the entire question before giving an answer. Allow time for the lawyers to object to the question before giving the answer. If an objection is made, wait for the court's ruling before answering the question. This is especially important during jury trials.
- i. Do not volunteer information that is not requested. If your testimony is attacked, it is the prosecutor's job to reinstate your original testimony.
- j. Don't hurry your testimony. If you don't understand a question, say so. If you are pressed for a "yes" or "no" answer, and that answer would not be a fair representation, say you cannot answer the question with a simple "yes" or "no".
- k. Answering questions clearly, concisely and to the point is much more effective and forceful than a rambling answer.
- l. Never hesitate to correct a mistake. Human errors are understandable. Attempt to cover up your errors will discredit your entire testimony.
- m. Give narrative answers, if requested. Tell who, what, when, where, how and why in chronological order. State only the facts unless you are specifically asked to give your opinion.
- n. Don't give expert testimony unless you are an expert on that particular subject. Testify only to facts that are directly within your knowledge. Be familiar with the concept of hearsay testimony, and avoid it.
- o. During a jury trial, speak to the jury and look at them. During a bench trial speak to and look at the judge.

3. CROSS EXAMINATION

- a. The purpose of cross examination is to show that there is another side of the story. The defense will try to show inconsistencies, problems and/or mistakes in the testimony given on direct examination.
- b. Defense attorneys may try to make you angry and confused. Remaining calm and courteous will turn aside the most pointed attack. A defense attorney may try to "buddy up" to you by being very friendly and/or using your first name. You shouldn't be overly friendly, just polite.
- c. Consider each question carefully and deliberately. Allow time for legal objections to questions. Don't raise objections to questions; that is the job of the prosecutor.
- d. Do not allow your testimony to be misquoted. Correct any misstatement of testimony to clarify your actual testimony.
- e. Ask lawyers to restate any questions that are long, involved or confusing. If you do not understand a word used, say so. The lawyer may then look out of place for using inappropriate words. It is a sign of intelligence and humility to admit that you don't know something.
- f. Don't be trapped by "shotgun" tactics of short, rapid fire questions. Rather than speed up your answers, remain calm and answer at a slower pace. This will dispel the "shotgun" approach.
- g. Cross examination may cover testimony already given. When asked a question that has already been asked and answered, answer again. To preface your answer with, "as I have already said...." is a waste of time and appears to be quarrelsome.

4. LEAVING THE WITNESS STAND

- a. A witness should never leave the witness stand without permission from both attorneys and the judge.
- b. When leaving, leave quietly and with dignity. Return directly to your seat, or if "The Rule" has been invoked leave the courtroom.
- c. An officer should not leave the building unless he/she has confirmed that he/she is no longer needed, and with the permission of the prosecutor.

5. COURT OVERTIME

- a. Court overtime is granted when an officer appears in court on his off duty time.
- b. The amount of overtime will be a minimum of three hours unless the overtime period begins one (1) hour or less before his scheduled on-duty time, or one (1) hour or less after his scheduled off-duty time on a work day.
- c. When an officer appears on his/her day off he/she will be paid a three (3) hour minimum.

- d. In City Court the officer should fill out a Departmental overtime slip. Making sure the prosecutor signs the slip at the end of his appearance. The overtime slip is then put in the box in the sign in room.
- e. In Superior Court, a Departmental overtime slip shall be filled out and signed by the Deputy County Attorney. The officer then returns the slip to his/her squad sergeant.
- f. He/she then must complete a regular overtime form and turn it in within three working days.

OFFICER TRAINEE CHECKLIST

On the right side of the pages in the Officer Trainee Checklist are two columns. The training officer shall place his initials and payroll number in the first column when he has instructed the trainee in that particular area. When the trainee has satisfactorily demonstrated his ability to perform the task, the training officer places his initials and payroll number in the second column. An officer trainee demonstrates his ability to perform the task in one of three ways:

1. By successfully performing the behavior in an actual field situation.
2. By successfully performing the behavior in a role-play situation, PLUS written or verbal testing.
3. For topics that cannot be physically demonstrated, written and/or verbal tests should be used.

If the task was not taught or demonstrated during the scheduled week, the date that it is completed, and the training officer's initials and payroll number shall be entered in the appropriate columns when the training is completed. If any tasks are not taught or demonstrated during the scheduled week, the training officer shall explain the reason(s) why on the back of the page. It is the training officer's responsibility to make sure that training items in prior phases are completed before passing the checklist on.

Under no circumstances will an officer trainee be allowed to go into Phase IV until each area in the Checklist is both taught and demonstrated.

The following forms should be completed by the Officer Trainee during the Field Training Program. The training officer should list the case number and his initials when the trainee completes a satisfactory report.

Miscellaneous Incident Report

FTO _____

Multi-Purpose (Case) Report

1. Classification _____
2. Classification _____
3. Classification _____
4. Classification _____
5. Classification _____
6. Classification _____
7. Classification _____
8. Classification _____
9. Classification _____
10. Classification _____

CASE #	_____	FTO	_____
CASE #	_____	FTO	_____
CASE #	_____	FTO	_____
CASE #	_____	FTO	_____
CASE #	_____	FTO	_____
CASE #	_____	FTO	_____
CASE #	_____	FTO	_____
CASE #	_____	FTO	_____
CASE #	_____	FTO	_____
CASE #	_____	FTO	_____

Supplementary Report

1. Classification _____
2. Classification _____
3. Classification _____
4. Classification _____
5. Classification _____

CASE #	_____	FTO	_____
CASE #	_____	FTO	_____
CASE #	_____	FTO	_____
CASE #	_____	FTO	_____
CASE #	_____	FTO	_____

Vehicle Report

- Stolen/Recovered
- Stored/Impounded

CASE #	_____	FTO	_____
CASE #	_____	FTO	_____

Property Report

- Evidence
- Found Property
- Narcotics
- Money over \$1,000

CASE #	_____	FTO	_____
CASE #	_____	FTO	_____
CASE #	_____	FTO	_____
CASE #	_____	FTO	_____

Accident Report

- Fatal/Serious Injury
- Minor/No Injury
- Hit & Run
- Property Damage, City

CASE #	_____	FTO	_____
CASE #	_____	FTO	_____
CASE #	_____	FTO	_____
CASE #	_____	FTO	_____

Multi-Purpose Card

Juvenile Interim Report

CASE #	_____	FTO	_____
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Juvenile Paper Referral

CASE #	_____	FTO	_____
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Arrest Information (Booking) Slip

Felony Arrest Interim

Injured Prisoner Report

Driving Under the Influence Report

Officer's Affidavit (Intoxilizer)

Officer's Affidavit (Blood/Urine)

Intoxilizer Check List

Citations

Traffic

Serious Traffic

Parking

Criminal

LARC Card

Citizen's Mail in Form

Activity Sheet

Abandoned Vehicle Sticker (Red Tag)

Junked Vehicle Violation Notice

Alarm Card

Consent to Search Form

Building Evacuation Notice

Temporary Custody Notice

P.L.A.N. Reporting Form

CASE # _____

FTO _____

CASE # _____

FTO _____

CASE # _____

FTO _____

CASE # _____

FTO _____

CASE # _____

FTO _____

CASE # _____

FTO _____

CASE # _____

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CASE # _____

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CASE # _____

FTO _____

CASE # _____

FTO _____

CASE # _____

FTO _____

The following subjects will be covered during the 1st week of the Field Training Program.

1. STATION ORIENTATION & FIRST DAY POLICY

- a. Location of supplies
- b. Location of E & S bins
- c. Location of equipment and checkout procedures
- d. Location of Pantano Substation
- e. Location of Santa Cruz Substation

2. VEHICLE & EQUIPMENT CHECKOUT

- a. Check the vehicle upon approach
- b. Inspect for damage and wear
- c. Inspect for suspicious objects
- d. Damage locator
- e. Deadlining procedure
- f. Check trunk for required items
- g. Check rear seat
 - 1. Under seat cushion
 - 2. Behind backrest
 - 3. Floor area, including under front seat
- h. Start engine and check guages
 - 1. Gasoline
 - 2. Alternator
 - 3. Oil pressure
 - 4. Temperature
- i. Check under hood
 - 1. Coolant level
 - 2. Oil level
 - 3. Power steering fluid level
 - 4. Transmission fluid level
 - 5. Battery acid level
- j. Check cleanliness of vehicle
- k. Check out radio
- l. Check out PA system
- m. Check out siren (main station & Santa Cruz station only)
- n. Check regular lighting
- o. Check emergency lights
- p. Vehicle wash cards and location of car washes

[illegible]

WEEK # 1

3. RESPONSE CODES AND VEHILCE OPERATION

- a. Code 2
- b. Code 3
 - 1. Reasonable and prudent
 - 2. Necessity of use
 - 3. Determination to use Code 3
 - 4. Civil liability

4. RADIO PROCEDURES

- a. Use of 10-code
- b. Radio courtesy
- c. Use of 10-27, 10-28 & 10-29
- d. 10-39 tone
- e. Unit designator system

5. PERSONAL CONDUCT

- a. Off duty
 - 1. Equipment
 - 2. Police station
 - 3. Court attendance
- b. On duty
 - 1. Basic police responsibilities
 - 2. Prohibited conduct
 - 3. Relating to the public
 - 4. Relating to fellow officers and supervisors
 - 5. Obedience to traffic laws

6. DEPARTMENT FIREARM REGULATIONS

- a. Authorized firearms
- b. Auxiliary firearms
- c. Ammunition
- d. Shotguns and special weapons
- e. Use of firearms range

7. USE OF FORCE POLICY

- a. When deadly force can be used
- b. Use of lesser force (Baton)
- c. Carotid control hold

TAUGHT	DEMO

WEEK # 1

3. Federal courts
4. Military property
5. Indian land
6. National monuments
7. National forests
8. Veterans hospital
9. Colleges and Universities
- b. Criminal process
 1. Arrest and initial appearance
 2. Arraignments
 3. Trials
- c. Courtroom demeanor
 1. Appearance
 2. Attendance
 3. Testifying
 - a. Telling the truth
 - b. Demeanor
 - c. Listen to & answer questions
 - d. Do not volunteer information
 - e. Talk to jury or judge
 - f. Handling civil court testimony
 4. Prepare before testifying
 5. Overtime policy

12. BEAT STRUCTURE

- a. Division boundaries
- b. Beat boundaries

13. USE OF STREET INDEX & MAP

- a. Street index from telephone book
- b. City map
- c. Determining most efficient route to a call
- d. Practical application of the hundred blocks of major streets

TAUGHT	DEMO

The following subjects will be covered during the 2nd week of the Field Training Program.

1. LAWS OF ARREST

- a. 13-3871, 13-3881 - 3906
- b. Use of citation for criminal summons
 - 1. Corrections to citation
 - 2. Theft and vandalism cases, item and value listed
 - 3. Civil vs. criminal offenses (arraignment times)

2. HOW TO ARREST

- a. Use of force
- b. Receiving prisoners from citizens
- c. Forcible entry
- d. Advising suspects of Miranda Warnings
- e. Transportation of prisoners
- f. Searching/handcuffing procedures (double locking handcuffs)
- g. Searching members of the opposite sex

3. PRISONER PROCESSING

- a. Procedure
 - 1. Adults, male/female
 - 2. Juveniles, male/female
 - 3. Disposition of prisoner's vehicle
- b. Reports prior to booking
 - 1. Arrest information slip
 - 2. Felony interim complaints
 - 3. Juvenile interim
- c. Where to book
 - 1. Adults, male/female
 - 2. Juveniles, male/female
- d. Injured prisoners
- e. Mileage when transporting

TAUGHT	DEMO

WEEK # 2

4. TRAFFIC ENFORCEMENT

- a. Recognizing a violation
- b. Performing traffic stops
- c. Completion of the citation
- d. Recording notes on back of citation
- e. Demeanor toward violator
- f. Refusal to sign citation
- g. Drivers with a suspended or revoked license
- h. 10-27's and 10-28's
- i. Vehicle stops, routine traffic
 1. Selecting area for stop
 2. Radio check out
 3. Vehicle position
 4. Use of spotlight
 5. Approaching violator's vehicle
 6. General officer safety
 7. Return to police vehicle
 8. Positions of officers in a two man unit.

TAUGHT	DEMO

5. CRIMINAL & VEHICLE CODES

- a. Homicide
- b. Arson
- c. Red light violation
- d. Pedestrian control signals
- e. Flashing signals
- f. Speeding violations
- g. Stop sign violations

6. REVIEW OFFICER SAFETY

7. IMPORTANT CITY LOCATIONS

- a. Main police station
- b. Pantano Substation
- c. Santa Cruz Substation
- d. Adam I
- e. County jail and jail annex

The following subjects will be covered during the 3rd week of the Field Training Program.

1. TRAFFIC ACCIDENT INVESTIGATIONS

- a. Response
 - 1. Safety first, speed second
 - 2. Remember - rescue is also enroute
- b. Actions upon arrival
 - 1. Immediate
 - a. Care for the injured
 - b. Protect the scene
 - c. Request needed assistance
 - 2. Subsequent, at scene
 - a. Gather information
 - b. Statements from drivers
 - c. Statements from witnesses
 - d. Measurements
 - 1. Degree of accuracy
 - 2. From curblin or fixed point
 - 3. What needs to be measured
 - e. Clear roadway
 - 3. Follow-up
 - a. Injured at hospital
 - b. Complete reports
 - c. Field closures
- c. Reports
 - 1. Arizona Traffic Accident Report
 - 2. Private property accidents
 - 3. Use of the MI card at accidents
 - 4. Use of case reports
 - a. Fatalities
 - b. Very serious injury
 - c. Hit and Run
 - d. Extensive property damage
 - 5. Fatal supplement
 - 6. Scale diagram
 - a. Fatalities
 - b. Very serious injury
 - 7. Making supplemental reports without a case number.
 - 8. Project Life Awareness Network
- d. Traffic Investigators
 - 1. Fatalities
 - 2. Very serious injury
- e. Use of ID
- f. Resume

TAUGHT	DEMO

Week # 3

2. HANDLING FAMILY DISPUTES

- a. Danger involved
- b. Impartiality
- c. Determine if crime has occurred
- d. Techniques and procedures
- e. Referral agencies
- f. Domestic violence
- g. Main function is to preserve the peace
- h. Officer Safety
 - 1. General officer safety
 - 2. Maintaining visual contact with other officer
 - 3. Preventing subjects from getting behind and/or between officers.

3. SEARCH AND SEIZURE

- a. Incident to arrest
- b. Hot pursuit
- c. Plain view
- d. Automobile
 - 1. Containers in vehicles
 - 2. Exigent circumstances
- e. Inventory
- f. Stop and Frisk
- g. Strip and body cavity search

4. HANDLING THE DRUNK DRIVER

- a. Recognizing the drunk driver
- b. Officer safety
- c. Field sobriety tests
 - 1. Required tests
 - 2. Importance of notes
 - 3. Use of flat, well lit surface
- d. Driving under the influence report
- e. Intoxilizer
 - 1. Implied consent
 - 2. Refusal
- f. Drawing of blood
 - 1. Cooperation from hospital personnel
 - 2. Applied consent
 - 3. Refusal

TAUGHT	DEMO

WEEK # 3

- 4. Marking and disposition of blood sample
- 5. Documentation
 - a. Who drew blood
 - b. Antiseptic used
- g. Disposition of vehicle
- h. Field release procedure
- i. Juvenile drunk drivers

5. REPORT WRITING

- a. Filling out case report with victim
- b. Field notes
- c. Legible reports
- d. Elements of crime in narrative
- e. Narrative
 - 1. Clear
 - 2. Concise
 - 3. Well written
- f. Importance of good reports

6. DICTATING SUPPLEMENTS

- a. Proper line to use
 - 1. Arrest
 - 2. Priority situations
 - 3. Non-priority cases
- b. Heading
- c. Enunciation, volume of voice
- d. Meaning of tones
- e. Closing
- f. Background noises
- g. How to make corrections

7. CRIMINAL AND VEHICLE CODES

- a. Obstruction of Public Administration
- b. Offenses Against Public Order
- c. Injury/fatal accidents
- d. Property damage accidents
- e. Duty to render aid
- f. Accident with unattended vehicle
- g. Duty to report

[illegible]

WEEK # 3

8. REVIEW OFFICER SAFETY

- a. General
- b. Felony stops

9. IMPORTANT CITY LOCATIONS

- a. City court
- b. City Prosecutor's office

TAUGHT	DEMO

The following subjects will be covered during the 4th week of the Field Training Program.

1. HOW TO HANDLE BURGLARY CALLS
 - a. Burglary in progress
 1. Response, coordination and arrival
 2. Determining necessary coverage
 3. Use of helicopter and/or dogs
 4. Waiting for backup
 5. Securing the scene
 6. Building search without dogs
 7. Detective notification
 - b. Investigation, burglary over
 1. Interviewing victim(s)
 2. Interviewing witness(es)
 3. Interrogation of suspects
 4. Dusting for fingerprints
 5. Use of ID
 6. Determining entry and exit points
 7. Checking surrounding area for evidence and/or witnesses
 8. Use of mail in form
 9. Home security survey
2. HANDLING DRUNKS
 - a. Detoxification programs (LARC)
 - b. Reports
 - c. Diabetics
3. ILL, INJURED OR HOSPITALIZED SUSPECTS
 - a. Misdemeanant
 - b. Felon
 1. Setting up guard detail
 2. Visitor policy and log book
 - c. Handcuffing to the bed
4. CRIMINAL AND VEHICLE CODE
 - a. Criminal Damage to Property
 - b. Fraudulent Schemes and Artifacts
 - c. Forgery
 - d. Reckless driving
 - e. Impeding flow of traffic
 - f. Driving on the right
 - g. Passing on the right

TAUGHT	DEMO

WEEK # 4

5. REVIEW OFFICER SAFETY

- a. General
- b. Family fights

6. IMPORTANT CITY LOCATIONS

- a. Kino Hospital
- b. Superior court
- c. County Attorney's office

TAUGHT	DEMO

The following subjects will be covered during the 5th week of the Field Training Program.

1. HANDLING SEX CRIME CASES

- a. Rape
 - 1. Interviewing the victim
(Detailed interview by detective)
 - 2. Medical treatment for victim
 - 3. Elements of investigation
 - 4. Preservation of scene
 - 5. Use of Canine Unit
 - 6. Evidence gathering and handling
 - a. At the scene
 - b. At the hospital
 - 7. Victim Witness Program
 - 8. County Health Service follow-up
- b. Child Molesting (under 15 years old)
 - 1. Interviewing victim
 - 2. Medical treatment for victim
 - 3. Elements of investigation
 - 4. Duty to report, Child Protective Services
 - 5. "Chicken Hawks"
- c. Incest
 - 1. Interviewing victim and family
 - 2. Dealing with victim's family
 - 3. Elements of investigation
 - 4. Special difficulties likely to be encountered
- d. Molesting (adult)
 - 1. Interviewing victim
 - 2. Determining if case is molesting or assault
- e. Indecent exposure - ID release of suspect or arrestee
- f. Broadcasting suspect description
- g. Use of detectives
- h. Resume

2. HANDLING PROWLER CALLS

- a. Response, coordination and arrival
- b. Checking trees, roof tops, cars, etc.
- c. Contacting the complainant
- d. Techniques of prowler apprehension
- e. Walking in vs. driving in to the scene

TAUGHT	DEMO

WEEK # 5

3. CRIMINAL AND VEHICLE CODES

- a. Passing on the left
- b. Unsafe lane change
- c. Following too close
- d. Unsafe backing

4. REVIEW OFFICER SAFETY

- a. General
- b. Routine traffic stops

5. IMPORTANT CITY LOCATIONS

- a. Airports
- b. South Tucson Police Department
- c. U of A Police Department
- d. United States Border Patrol

TAUGHT	DEMO

1. HANDLING SHOPLIFTING CASES

- a. Evidence
 - 1. Items photographed and left at store
 - 2. Property form filled out and signed by reportee
 - 3. Photographs attached to case report
- b. Field release of suspects (crime not committed in your presence)
- c. Disposition of juveniles
- d. Necessary reports
- e. Item and value on citation

2. HOW TO HANDLE ROBBERY CALLS

- a. Initial broadcast
- b. Response, coordination and arrival
- c. Deployment
- d. Use of helicopter and/or dogs
- e. First unit at scene, in progress
 - 1. Visual check of scene and surrounding areas
 - 2. Stay out of sight
 - 3. Positioning of vehicle
 - 4. Wait for backup
 - 5. Use of cover/concealment
 - 6. Directing other unit
- f. First unit at scene, suspect gone
 - 1. Supplemental broadcast; description, direction of travel, etc.
 - 2. Preserve the scene
 - 3. Elements of investigation
- g. Robbery camera program
 - 1. Calling camera technician
 - 2. Not making composite when photo has been taken
- h. Use of ID
- i. Checking area for evidence/witnesses
- j. Robbery alarms
 - 1. Handled as a 10-43 in progress
 - 2. Code 4 from business
 - 3. Intentional false alarm
- k. Response to bank alarms
- l. Resume

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WEEK # 6

3. HOW TO PERFORM TRAFFIC CONTROL

- a. Officer safety
- b. Mechanics
 - 1. Officer position
 - 2. Hand signals
 - 3. Use of whistle
 - 4. Use of flashlight or illuminated baton
- c. Controlled intersections
- d. Uncontrolled intersections
- e. Use of flares and/or cones
- f. Reflective belt or vest (required use of)

4. CRIMINAL AND VEHICLE CODES

- a. Theft
- b. Failure to Return Rented Property
- c. Trafficking in stolen property
- d. Altering a VIN
- e. No operator's license
- f. Mutilated driver's license
- g. No driver's license in possession

5. REVIEW OFFICER SAFETY

- a. General
- b. Felony vehicle stops

TAUGHT	DEMO

1. HANDLING ASSUALT CASES

- ## 2. HANDLING JUVENILE CASES

- a. Juvenile interim report
- b. Officer's responsibilities reference
 - 1. Citing
 - 2. Advising of rights, including juvenile waiver
 - 3. Notifying parents
 - 4. Notifying supervisor
- c. Juvenile arrest records
 - 1. Location
 - 2. Use
 - 3. Confidentiality
- d. Curfew violations
- e. Adult violations against juveniles
 - 1. Child abuse-DUTY TO REPORT TO CPS
 - 2. Contributing to the delinquency
- f. Children's shelteres
- g. Function of Child Protective Services
- h. Other agencies dealing with juveniles
- i. Obtaining juvenile fingerprints and mug shots

TAUGHT	DEMO

1. HANDLING MISSING PERSON CALLS

- TAUGHT DEMO

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WEEK # 8

4. CRIMINAL AND VEHICLE CODE

- a. Failure to appear
- b. Forging/altering prescription
- c. Drug offenses
- d. BB guns (City code 11-1)
- e. Turning from improper lane
- f. Turning into proper lane
- g. Mufflers

5. REVIEW OFFICER SAFETY

- a. General
- b. Routine traffic stops

6. IMPORTANT CITY LOCATIONS

- a. City shops
- b. Federal court

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The following subjects will be covered during the 9th week of the Field Training Program.

1. ATTEMPTED SUICIDES

- a. Evidence of ingested substances
- b. Notifying paramedics and/or hospital of found drugs, medicines and possible amounts taken
- c. Looking for notes or other indications of intent
- d. Mental Health referrals
- e. Emergency admission of mental patients
- f. Reports

2. MENTALLY ILL PERSONS

- a. Detection
- b. Dealing with individual
 - 1. Ignoring verbal abuse
 - 2. Avoiding sarcasm
 - 3. Avoiding lying to person
 - 4. Use of physical restraint
 - 5. Ambulances with restraints
 - 6. Transporting to hospital
 - 7. Officer safety
- c. Department psychologist
- d. Emergency mental commitment procedure
- e. MAC team
- f. Reports

3. DEATH CASES

- a. Determining death
- b. Protecting scene
- c. Natural causes
- d. Unnatural deaths
- e. Medical examiner's cases
- f. Mortuary Associates
- g. Use of detectives

4. CREDIT CARD FRAUD

[illegible]

WEEK # 9

5. CRIMINAL AND VEHILCE CODES

- a. Kidnapping
- b. Bribery
- c. Right of Way (28-771 - 776)
- d. Pedestrian in crosswalk

6. REVIEW OFFICER SAFETY

- a. General
- b. Routine traffic stops

7. IMPORTANT CITY LOCATIONS

- a. Department of Public Safety
- b. Office of the Medical Examiner

TAUGHT DEMO

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The following subjects will be covered during the 10th week of the Field Training Program.

1. HANDLING BOMB THREAT CALLS

- a. Radio
- b. Building evacuation
 - 1. Responsibility
 - a. Threat only
 - b. Suspicious object found
 - 2. Evacuation notice
 - a. When use
 - b. Refusal to sign
- c. Building search
 - 1. Time element
 - 2. Use of canine unit
 - 3. Use of bomb squad
 - 4. Suspicious object found
 - a. Bomb squad notified
 - b. Do not touch

2. REPOSSESSIONS

- a. Writ of Replevin
- b. Rights of creditor
- c. Rights of buyer
- d. Department procedure

3. HANDLING CALLS INVOLVING ANIMALS

- a. Barking dog calls
- b. Cruelty to animals
- c. Keeping of bees or fowl
- d. Leash law enforcement
- e. Animal bites
- f. Animals struck by vehicles
- g. Procedure for shooting animals
- h. Agency concerned with:
 - 1. Dead animals on roadway
 - 2. Injured or vicious animals
 - 3. Livestock

4. HANDLING CALLS INVOLVING BICYCLES

- a. Citations and bicycle warnings
- b. Stolen bikes
- c. Found bikes
 1. Check for stolen report

[illegible]

WEEK # 10

2. Storage lot procedures
 3. Forms and reports
 4. Claiming of bikes
 - d. Storage lot locations
 - e. City bike registration
 - f. Authority to impound bikes
 - g. Returning bikes to owners
5. CRIMINAL AND VEHICLE CODES
- a. Tampering with motor vehicles
 - b. Projecting load of passenger vehicles
6. REVIEW OFFICER SAFETY
- a. General
 - b. Family fights
7. IMPORTANT CITY LOCATIONS
- a. Bike storage lots
 - b. Pima Community College
 1. West campus
 2. East campus
 3. Downtown campus
 - c. City Hall
 1. Main building
 2. Annex
 3. Eastside Annex

TAUGHT	DEMO

1. LIQUOR LAWS, TITLE 4

- TAUGHT DEMO

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WEEK # 11

6. IMPORTANT CITY LOCATIONS

- a. Salvation Army
- b. American Red Cross
- c. LARC
- d. Davis Monthan Air Force Base

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