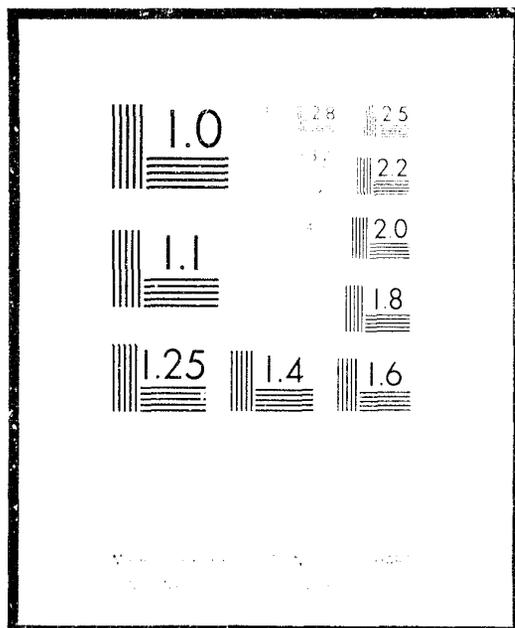


# NCJRS

This microfiche was produced from documents received for inclusion in the NCJRS data base. Since NCJRS cannot exercise control over the physical condition of the documents submitted, the individual frame quality will vary. The resolution chart on this frame may be used to evaluate the document quality.



Microfilming procedures used to create this fiche comply with the standards set forth in 41CFR 101-11.504

Points of view or opinions stated in this document are those of the author(s) and do not represent the official position or policies of the U.S. Department of Justice.

U.S. DEPARTMENT OF JUSTICE  
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION  
NATIONAL CRIMINAL JUSTICE REFERENCE SERVICE  
WASHINGTON, D.C. 20531

Date filmed

8/28/75

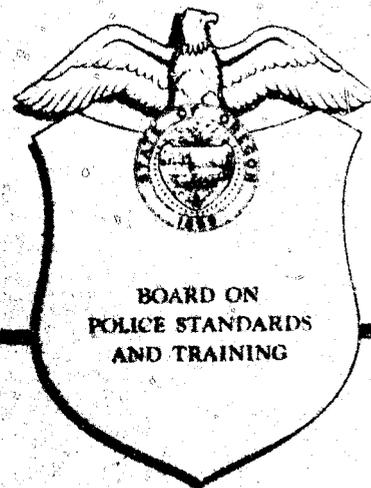
# A PROJECT IN LAW ENFORCEMENT IMPROVEMENT

PROVIDING STATEWIDE ADMINISTRATIVE SERVICES  
and  
IMPROVING INSTRUCTION, TRAINING AIDS AND  
SUPERVISION IN POLICE TRAINING COURSES

Date: May 1973

A. 71-DF-741

( and 095.602 )



014281



## BOARD ON POLICE STANDARDS AND TRAINING

SUITE 404, THE EXECUTIVE HOUSE

325 13th STREET N.E. • SALEM, OREGON • 97310 • Phone 378-3674 378-3675

### PROJECT REPORT

PROVIDING STATEWIDE ADMINISTRATIVE SERVICES  
AND  
IMPROVING INSTRUCTION, TRAINING AIDS AND  
SUPERVISION IN POLICE TRAINING COURSES

GRANT 71-DF-741  
(095,501 AND 095,602)

7-01-71 TO 1-31-73

#### STAFF:

KAREL HYER; CHIEF, ACADEMY & SPECIAL PROGRAMS

JAMES L. MURPHY, MANAGEMENT ANALYST

KENNETH LEISY, TRAINING COORDINATOR



LAW ENFORCEMENT ASSISTANCE  
ADMINISTRATION  
OFFICE OF LAW ENFORCEMENT  
PROGRAMS

DISCRETIONARY GRANT  
PROGRESS REPORT

1. Grantee:	4. Grant No. 71-DF-741	5. Date of Report: <input type="checkbox"/> April 1 <input type="checkbox"/> October 1 <input checked="" type="checkbox"/> Other
2. Implementing Subgrantee: Board on Police Standards and Training	6. Grant Amt. 59,572.00	7. Character of Report: <input type="checkbox"/> Interim <input checked="" type="checkbox"/> Final
3. Title or Character of Project: Improving Police Academy Service and Providing Statewide Administrative Services	8. Covering Period: 7/1/71 to 1/31/73	

To:  Cognizant Regional Office  
Law Enforcement Assistance Administration

State Planning Agency, State of Oregon

Submitted herewith is the grantee's progress report for the period shown above:

*Karel Hyer*

Project Director (signature)

Karel Hyer, Project Director  
(Typed Name and Title)

[Commence report below and add continuation pages as required.]

Instructions Appear on Reverse Side

FORWARD

Board on Police Standards and Training

The Advisory Board on Police Standards and Training was created by House Bill 1590, enacted by the Fifty-First Legislative Assembly. This advisory role of the Board became effective as law in August, 1961.

During the first six and one-half years of its existence in an advisory capacity, the Board developed and recommended minimum standards for recruitment and training for law enforcement agencies throughout Oregon. Also during this period, the first basic recruit classes were structured and held at the Oregon Police Academy, Camp Withycombe, Clackamas, Oregon. Course length of the basic recruit classes increased from two weeks in 1961 to four weeks in 1967.

The results of a survey conducted in 1967 became the basis for the Police Standards and Training Act -- adopted by the 1967 Legislative Assembly and made effective January 1, 1968. This Act deleted the advisory nature of the Board thus granting the Board the authority to: (1) Establish reasonable minimum standards for the selection and training of county and municipal police officers; (2) Certify officers as qualified based upon training; (3) Examine and evaluate both instructors and courses of instruction; (4) Certify the extent of the qualifications as stated above.

Expanded training in supervision, middle management, executive and specialized courses was commenced in 1968 at the Oregon Police Academy. Also regional training was given additional attention at this time.

The 1969 Legislative Assembly provided further authority to the Board allowing certificate revocation for cause, and certificate withdrawal from those officers out of law enforcement for a period of three months or more. Further, the year 1969 found the Board authorized to conduct studies of local law enforcement agencies and to provide administrative counseling or services upon request.

July 1, 1970, became the effective date for expanding the required Basic Course at the Oregon Police Academy to five weeks or two hundred hours of classroom instruction, ten hours of first aid training and forty hours of field training, to meet the criteria for certification.

The 1971 Legislative Assembly enacted H.B. 1179 requiring that all fines and bail forfeitures in Oregon courts include a penalty assessment for financing the BPST training programs and a system of salary reimbursement for all recruits and newly-appointed supervisors.

The two programs addressed in this report commenced July 1, 1971. The timing for receiving this federal assistance was ideal in that the Board on Police Standards and Training had accepted simultaneously the responsibility for full academy operation and the responsibility for the management of this new funding source, resulting from the enactment of H.B. 1179.

STATE OF OREGON  
BOARD ON POLICE STANDARDS AND TRAINING

Members of the Board

Chairman	James H. Jones, Chief, Ontario Police Department (Term Expires June 30, 1974)
Vice Chairman	Rollie T. Pean, Chief, Coos Bay Police Department (Term Expires June 30, 1976)
Members	Don Eva, Attorney, Portland (Term Expires June 30, 1976) Byron W. Hazelton, Deputy Superintendent, Oregon State Police (Term Expires June 30, 1973) Rupert L. Gillmouthe, Sheriff (Retired), Hood River (Term Expires June 30, 1974) Robert Mack, City Manager, Grants Pass (Term Expires June 30, 1975) Julius L. Mattson, Special Agent in Charge, FBI, Portland (Term Expires June 30, 1974) Wallace W. McCrae, President, Blue Mountain Community College, Pendleton (Term Expires June 30, 1973) J. Bardell Purcell, Sheriff, Multnomah County, Portland (Term Expires June 30, 1975)

Staff

Salem Headquarters

Paul Bettiol, Executive Director	James L. Murphy, Management Analyst
Robert Gheysen, Chief, Regional Training	William L. Bell, Training Coordinator
Karel Hyer, Chief, Academy & Special Programs	Leonard Skinner, Training Coordinator
C. Jerry McNew, Chief, Professional Standards	M. D. (Val) Valburg, Training Coordinator

Wilma Sipprell, Administrative Secretary	Monica Majeski, Secretary
Mary Keirse, Secretary	Pat Stevenson, Secretary
Charlaine Knox, Receptionist	

Oregon Police Academy

Ken Leisy, Training Coordinator	Leo Gregory, Chief Cook
William L. Colbert, Class Counselor	Pat Newton, Domestic Worker
Dalton Eggleston, Class Counselor	Rosemary Gregory, Domestic Worker
	Joann Ostrander, Domestic Worker

TABLE OF CONTENTS

Introduction: Program I . . . . .	ix
Program II . . . . .	xi
Program I: Providing Statewide Administrative Services	
Goal I: Supply ideas, concepts and methods . . . . .	8
Goal II: Examine Board's operations, records and management . . . . .	9
Goal III: Establish procedures for providing administrative services . . . . .	14
Goal IV: Identify and evaluate crime prevention and community relations programs . . . . .	16
Goal V: Establish a file and retrieval system . . . . .	17
Goal VI: Assist staff with field studies, re- search and data analysis . . . . .	20
Program I Addendum . . . . .	21
Program II: Improving Instruction, Training Aids and Supervision in Police Training Classes . . . . .	23
Goal I: Assist instructors with visual aid equipment, provide instruction and office space . . . . .	24
Goal II: Provide storage facilities . . . . .	24
Goal III: Provide supervision and counseling . . . . .	24
Goal IV: Provide remote instructor monitoring and evaluation . . . . .	25
Goal V: Develop instructor pool for law enforcement . . . . .	25
Goal VI: Coordinate Board efforts with Division of Continuing Education in establish- ment of a training aid library . . . . .	25
Goal VII: Provide videotape recordings of lectures and demonstrations . . . . .	25

Program II Exhibits:

Exhibit 1:	Oregon Police Academy: Introduction . . .	27
2:	Office and Service Area Floorplan . . .	28
3:	Photographs of office, service and classroom area. . . . .	29
4:	Distribution Chart of Attendees . . . .	33
5:	History of Recruit Training Growth. . .	34
6:	Advanced Training Class Attendance. . .	35
7:	Facility Use Chart for the Grant Period. . . . .	36
8:	Audiovisual Library Inventory . . . . .	38
9:	Requirements for Successful Completion of the Basic Recruit Course . . . . .	43
10:	Course Evaluation Checklist . . . . .	46
11:	Student Evaluation by Counselor . . . .	52
12:	The Basic Beseler R-E-S System. . . . .	53
13:	Sample Specifications for the 7-Week Course . . . . .	55
14:	A 7-Week Basic Course Curriculum. . . .	59
15:	A 10-Week Basic Course Curriculum . . .	69
Program I Appendix. . . . .		79
List of Appendices . . . . .		81
Program I Addendum.		
Sample Field Reporting Handbook. . . . .		

INTRODUCTION

The Federal Discretionary Grant reported in this document is an integral part of the efforts of the Board on Police Standards and Training to upgrade law enforcement in the State of Oregon.

Originally there were two grant proposals: "Administrative Services for Law Enforcement Agencies" and "Improving Instruction, Training Aids and Supervision in Police Training Courses." These proposals, identified below as programs I and II were merged into one discretionary grant by L.E.A.A. officials to simplify accountability, fully realizing the distinct difference in the two programs.

This report will deal with the two programs separately for easier readability.

Program I -- Administrative Services for Law Enforcement Agencies

The purpose of this program is to supplement an approved State Action Grant of the same title for the same period. The sister grant from block funds (L.E.A.A. 71-A 259.3) was approved to establish an administrative counseling and technical assistance unit to provide to police agencies, upon request, such services as policy articulation, agency manual development and professional guidance in records management, budgeting personnel and training.

It was recognized that such a unit, to perform effectively, would require a close examination and possible modification of the Board on Police Standards and Training's present goals, organization and capabilities. Further, such a unit would necessarily draw upon a reservoir of factual information from both federal and state sources -- and that such a resource file did not yet exist in a usable form. Additional requirements for the operation of an administrative services unit would include the establishment of methods and procedures for acknowledging, processing and accomplishing requests for technical or professional services; the development of a system by which queries from the field and any solutions proposed could become common knowledge to all Board staff members; and in general, that a more distinct organization framework should be developed and coordinated with both emerging supervisory roles and the State of Oregon's request that all agencies conform to the practice of program budgeting.

The accomplishments of the discretionary award providing for assistance to L.E.A.A. 71-A 259.3 is discussed here as Program I of Discretionary Grant Number 71-DF-741. A diagram illustrating the relationship of the two programs within this grant with the sister grant from block funds immediately follows.

STATE  
ACTION GRANT  
L.E.A.A. 71-A 259.3

ADMINISTRATIVE SERVICES  
FOR  
LAW ENFORCEMENT AGENCIES

Account Code: 095.6B

PROGRAM I:  
ADMINISTRATIVE SERVICES  
FOR  
LAW ENFORCEMENT AGENCIES

Account Code: 095.6D1

DISCRETIONARY GRANT  
L.E.A.A. 71-DF-741

PROGRAM II:  
IMPROVING INSTRUCTION,  
TRAINING AIDS AND  
SUPERVISION IN POLICE  
TRAINING COURSES

Account Code: 095.6D2

"Sister Grants" have  
common titles and  
similar objectives.

The two programs  
reported in this  
document are similar  
only in that:

- (a) they deal with  
two aspects of  
police training.
- (b) they are reported  
herewith as one  
L.E.A.A. grant.

Program II -- Improving Instruction, Training Aids and Supervision  
in Police Training Courses

This program's primary concern is the improvement of instruction and supervision during police training at the Oregon Police Academy, Camp Withycombe, Clackamas, Oregon. Camp Withycombe is a World War II military complex owned and operated by the Oregon Military Department. Within this facility are the Oregon Military Academy, a National Guard Company, and a large repair and storage depot.

The military training is primarily a weekend operation, except for one or two 2-week periods each summer when the National Guard encampments are held at the facility. During the remainder of the year the facility is available to the Board on Police Standards and Training for law enforcement training.

Prior to the receipt of this grant the police training programs at the academy were administered by the Board from its Salem office, a distance of 50 miles. Upon approval of this grant, a full-time staff Training Coordinator was employed at the academy to accomplish the many details of administering nine 5-week recruit classes for a total of 514 recruit officers; utilizing approximately 45 instructors for each class; presenting 26 weeks of advanced and specialized training for 1,100 officers; developing audiovisual support for this training; providing secure storage for all weapons; ammunition, chemical agents and range equipment; renovating space for personnel offices, curriculum material storage and an audiovisual preview room for instructors; and purchasing and installing a Student Response Evaluation System and video monitoring equipment in the primary classroom.

The above items were all accomplished, indicating a very successful program which has had a significant effect in improving the academy training effort.

The body of this report presents in detail, and with samples and illustrations, the significant accomplishments of the two programs funded by this grant.

PROGRAM I

PROVIDING STATEWIDE ADMINISTRATIVE SERVICES

PROGRAM I: ADMINISTRATIVE SERVICES FOR LAW ENFORCEMENT AGENCIES

The state action grant to which this discretionary assistance was made stated in the initial proposal "that Oregon efforts to improve law enforcement through establishing minimum standards of recruitment and training should be supported by a corresponding improvement in local agency administration."

It was recognized at the time of this request for state action grant funds to assist the agencies throughout the state that certain modifications, adaptations and improvements to the operational staff functions of the Board would be required. Program I of the discretionary grant was designed therefore to supplement the approved state action grant program by focusing on the management analysis of the Board's own operation as well as those of the local law enforcement agencies.

The impact and results of this approach would be expected to indirectly improve the working environment of the law enforcement officer in the field by providing at the Board and individual agency levels a higher degree of coordination of information on existing services provided throughout the state; a refinement in the research and analytical procedures used to identify significant comparative parameters regarding service; and finally, the development of a cataloging method of resource material for use by the Board and interested agencies.

Through the assigned management analyst the primary goals of Program I have been broadly outlined as:

- I. To supply ideas, concepts, and methods from other business or professional fields to test and improve current law enforcement management.
- II. To examine the Board's operation, records, and management and make recommendations and help implement needed improvements.
- III. To establish procedures for providing administrative services and counseling to law enforcement agencies.
- IV. To identify and evaluate new and valid crime prevention and community relations programs recently tested or in use in other states.
- V. To establish a file and retrieval system for all resource materials identified.
- VI. To assist staff and special consultants with field studies, research, and data analysis.

PROGRAM I: (continued)

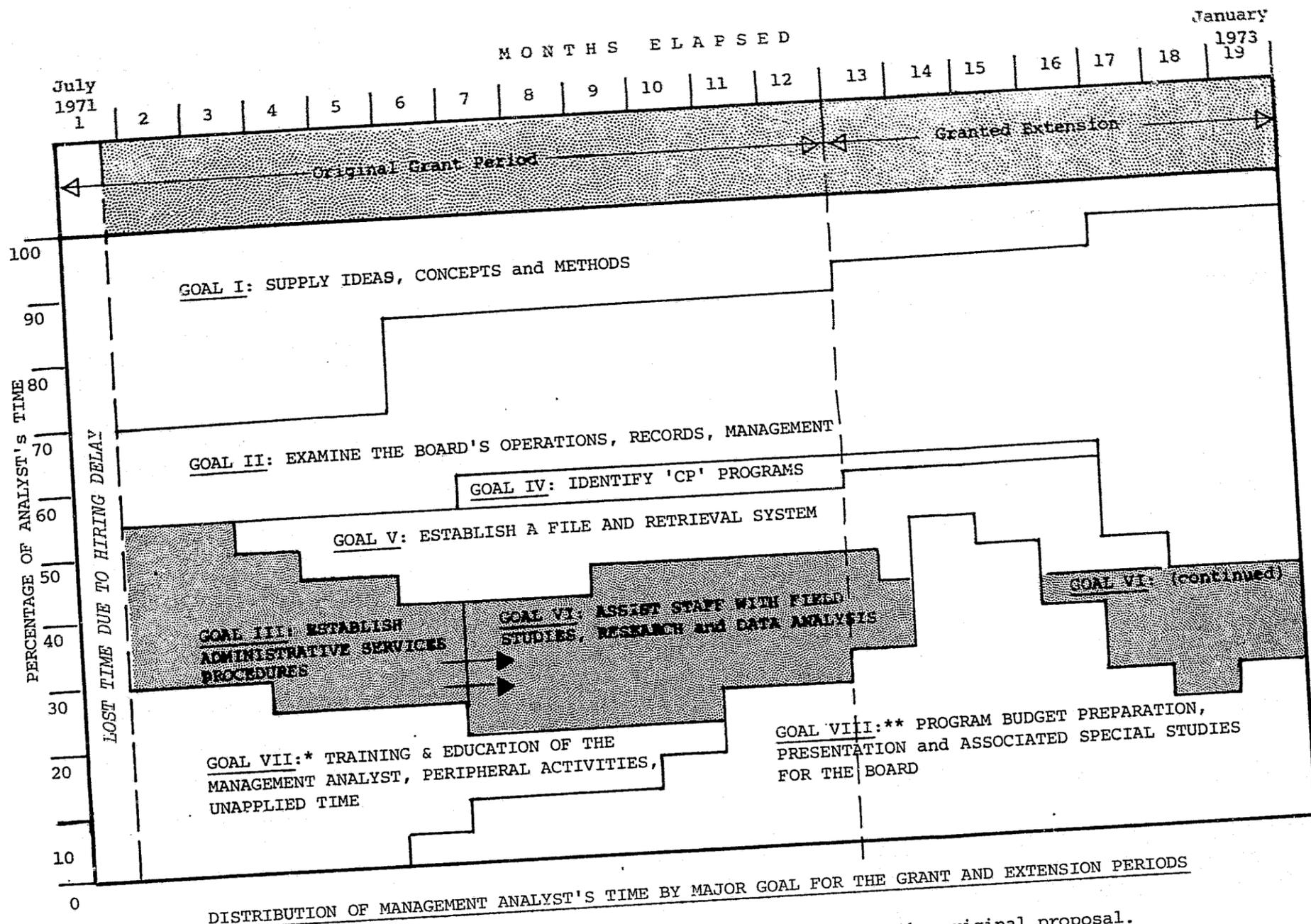
It was recognized at the time of the proposal that the success attained in meeting these goals would be a direct function of the agency's ability to identify and employ an individual with a broad knowledge of both technical and administrative methods of instituting changes. In addition, and as stated in Goal I, it would be beneficial if the analyst could bring to bear techniques from business and professional fields outside of law enforcement. It is the opinion of the Board, as overall administrator of the grant, that the above goals have been met.

The following table and chart illustrate the distribution of the management analyst's time as applied to the six major goals.

DISTRIBUTION OF MANAGEMENT ANALYST'S TIME BY MAJOR GOAL FOR THE GRANT AND EXTENSION PERIODS

<u>MAJOR GOAL</u>	<u>PROPOSED PERCENTAGE OF TOTAL MAN MONTHS</u>	<u>ACTUAL PERCENTAGE OF TOTAL MAN MONTHS</u>	<u>VARIANCE IN PERCENTAGE</u> +- OVER PLAN -- UNDER PLAN	<u>ACTUAL MAN MONTHS</u>
I. SUPPLY IDEAS, CONCEPTS and METHODS	15	15.1	+ 0.1	2.87
II. EXAMINE THE BOARD'S OPERATIONS, RECORDS, MANAGEMENT	30	27.5	- 2.5	5.23
III. ESTABLISH ADMINISTRATIVE SERVICES PROCEDURES	10	5.9	- 4.1	1.12
IV. IDENTIFY 'CP' PROGRAMS	10	2.1	- 7.9	.40
V. ESTABLISH A FILE AND RETRIEVAL SYSTEM	15	8.5	- 6.5	1.62
VI. ASSIST STAFF WITH FIELD STUDIES, RESEARCH and DATA ANALYSIS	20	10.4	- 9.6	1.98
VII. TRAINING & EDUCATION OF THE MANAGEMENT ANALYST, PERIPHERAL ACTIVITIES, UNAPPLIED TIME	0	9.1	+ 9.1	1.73
VIII. PROGRAM BUDGET PREPARATION, PRESENTATION and ASSOCIATED SPECIAL STUDIES FOR THE BOARD BOARD	0	17.4	+17.4	3.30
TOTAL APPLIED MAN MONTHS	100	96.4	- 4.0	18.25
LOSS TIME DUE TO HIRING DELAY	0	4.0	+ 4.0	.75
TOTAL PROGRAM, MAN MONTHS	100	100.0	0	19.00

VARIANCE I, VII, VIII, PLUS LOST TIME = 30.6% OR 5.8 MAN MONTHS, THE MAJOR PORTION OF THE EXTENSION PERIOD OF 7 MAN MONTHS.



DISTRIBUTION OF MANAGEMENT ANALYST'S TIME BY MAJOR GOAL FOR THE GRANT AND EXTENSION PERIODS

\* - \*\* - GOALS VII and VIII were not anticipated at the time of the original proposal.

GOALS VII and VIII were not anticipated at the time of proposal preparation, but because they account for 26.5% of the total analyst time available, it is essential that they be highlighted. These activities, although not itemized in the proposal or anticipated earlier to be of significant proportion, were essential to the success of the program and should be fully anticipated by agencies planning similar administrative services activities in other states.

GOAL VII, titled Training and Education, Peripheral Activities and Unapplied Time, represents the time utilized for formal and informal training sessions in introducing the analyst to the organization and procedures of state government, to the role of the Board on Police Standards and Training in the State of Oregon, and to the details of the operating systems and procedures to be analyzed for potential improvement. It is this area also that is charged with the time spent by the analyst in visiting law enforcement agencies at city, county and state levels to identify the content of new or modified procedures referred to in GOAL III.

GOAL VIII, Program Budgeting and Presentation, Special Studies. In the final analysis, this is a continuation of GOALS I and II. This goal -- through the media of new budgetary planning and assembly, new organization, and the "task force approach" to special studies is the application of ideas, concepts and methods from other businesses and professions to the operations, records and management of the Board on Police Standards and Training. Consuming 3.3 man months it is by far the greatest single element of activity during the nineteen month program. It is within this activity that the new organizational structure (developed in GOAL II) was applied. Around the new organization, in turn, a more comprehensive two-year operating budget was developed and submitted in full conformance with State of Oregon administrative rules. It should be noted that the operating budget for the Board on Police Standards and Training during this grant period exceeded the previous period by 235%. For the forthcoming period an additional increase in training and certification activities is expected to demand an additional increase of 33% in operating funds. The application of L.E.A.A. discretionary funds to a program of this type during this unprecedented growth period for the Board on Police Standards and Training has proved to be most rewarding. The effects of planning made possible by this grant in areas of organization, management selection and budgetary configuration particularly, will be beneficial to law enforcement in Oregon for many years to come. The results of this program, both positive and negative, should be useful to other states for enforcement training and standards boards or commissions during their early developmental periods.

The goals of this program are discussed below:

PROGRAM I: ADMINISTRATIVE SERVICES FOR LAW ENFORCEMENT AGENCIES

GOAL:

I. Supply ideas, concepts and methods from other business or professional fields to test or improve current law enforcement management.

A. Provide identification and accountability of time and effort by project for administrative services activities.

B. Evaluate and improve reporting requirements and formats to state government on agency accomplishments.

ACCOMPLISHMENT:

A. This goal required the design and installation of a Project Numbering System, a Time Sheet for use by administrative services personnel and a Contact Report form for recording in a consistent manner any and all queries from law enforcement agencies throughout the state.

The system is operational and working well. Samples of the Time Sheet and Contact Report (illustrating the Project Numbering System) are a part of this report. See Appendix IA1 and IA2.

B. Inventory and cataloging of state-provided forms for all office purposes accomplished. Statistical summary reports to Governor revised to more accurately reflect training, certification, and administrative services activities on a monthly basis. See Appendix IB1 and IB2.

PROGRAM I: ADMINISTRATIVE SERVICES FOR LAW ENFORCEMENT AGENCIES

GOAL:

II. Examine the Board's operation, records and management and make recommendations and help implement needed improvements.

A. Policies and Procedures

B. Organizational Chart

C. Staff Position Descriptions

ACCOMPLISHMENT:

A. Developed and installed a policy and procedure documentation method for recording policy, procedure and administrative memos to the staff. This manual (BPST Management Memos) has been distributed to key members of the staff for use by their operating personnel as a reference source and in training new personnel as needed. See Appendix IIA1 for a sample memo.

B. The final draft for 1973-75 is enclosed, and has been submitted for Personnel Division evaluation. This structuring of functions within BPST has been useful in defining managerial responsibilities, and in the preparation of operating budgets. Further, it delineates areas of interest to the Board's constituents and to related law enforcement/criminal justice planners. See Appendix IIB1.

C. As a result of acceptance of the organizational chart submitted above, new supervisory positions at the section level required the assembly and documentation of comprehensive position descriptions for each functional section. This was a necessary step in structuring the organization, identifying responsibilities and providing for the program budgeting activity described later in this report as GOAL VIII. These position descriptions have been accepted and the Board is structured now to accept significant increases in training and certification responsibilities. See Appendix IIC1 for the position description for the supervisor of ACADEMY & SPECIAL PROGRAMS as shown on the organization chart.

PROGRAM I: ADMINISTRATIVE SERVICES FOR LAW ENFORCEMENT AGENCIES

GOAL:

ACCOMPLISHMENT:

II. (Continued)

D. Clerical workload and application of work sampling techniques.

D. Comparative studies of two 3-month periods were made. Two significant conclusions were drawn resulting in improvements to the Board's operations for the forthcoming 1973-75 period.

The conclusions recorded were:

1. Although the number of officers records maintained by the Board will increase at a slower rate than heretofore, the number of transactions\* per officer processed by the section staff will continue to increase at 37 - 40% per year over the next 3 years. The combination of both growth rates would double the required clerical staff within 3 years unless steps were taken to utilize electronic data processing methods. (Plans and progress on this subject are discussed below, see item II G.)
2. Examination of the Board's procedures in accounting in conjunction with the work distribution of the secretarial staff indicated that the handling of payables alone would justify the employment of a full-time accounting clerk. This position has been requested and tentatively approved for the coming biennium.

\*Any change in personal status; i.e., employment, rank, certification level, educational level, completion of basic or advanced training, etc.

PROGRAM I: ADMINISTRATIVE SERVICES FOR LAW ENFORCEMENT AGENCIES

GOAL:

ACCOMPLISHMENT:

II. (Continued)

E. Examination of accounting services monthly reporting.

E. The Accounting Services Division functions as a service bureau to this Board and many other state agencies. At the inception of the grant in mid-1971 the computer accounting system was capable of providing monthly budget center expense reports, revenue reports and the usual array of preliminary accounting trail listings and summaries.

With reference to the chart provided earlier on the management analyst's time, the increase occurring in GOAL II at the end of the fifth month is largely the effect of introducing these reports (formerly held by accounting) to the individuals within the Board responsible for the financial management of each section as identified on the organization chart. A significant portion of the time was spent in acquainting these program managers and their clerical assistants with the new chart of accounts, the functions of the accounting system and the variations between state and federal expense categories.

Section managers within the agency have become acquainted with expense budgeting by chart of account; relationships between organization and budgeting have been identified and, in general, these managers have participated in the planning activities to a greater extent than in the past.

With the 73-75 Budget completed and distributed to each program manager plans are to use this two-year period as a model for exercising closer managerial control of expenditures and the development of more definitive budgetary accounts for subsequent periods.

A sample of the Budget Center Expense Report can be found in the final financial report for this grant.

PROGRAM I: ADMINISTRATIVE SERVICES FOR LAW ENFORCEMENT AGENCIES

GOAL:

ACCOMPLISHMENT:

II. (Continued)

F. Physical Facilities.

F. The required physical relocation of the agency in March, 1972, reduced the amount of time available to the management analyst for accomplishing the original six goals of this grant. However, benefits were derived from the relocation that indirectly improved operations, records and management of the Board, and most significantly, forced the issue of "implementation" in a short span of time.

Accomplishments as a result of the relocation include:

1. Physical location of the staff in conformance with the new organization chart.
2. Expansion of working space and the creation of library and conference areas.
3. Installation of graphic and document copying equipment.
4. Expanded parking facilities for visitors.
5. A positive effect upon staff and visitors as a result of added space and modernized facilities.

This relocation was the chief reason for the agency's request for an extension of the grant. Provided by the analyst were physical planning and layout; contract negotiation; space renovation plans; general contractor coordination and arrangements for the physical move of furniture, fixtures and equipment. Moving charges were held at 36% below mover's estimate as a result of firm planning and the cooperation of the staff in preparations.

12

PROGRAM I: ADMINISTRATIVE SERVICES FOR LAW ENFORCEMENT AGENCIES

GOAL:

ACCOMPLISHMENT:

II. (Continued)

G. Law Enforcement Officers Certification and Training Records.

G. This has been the largest and most unwieldy of the information files maintained by this agency. Early in the grant period the entire 4,500 officer records have been reviewed and identification numbers assigned to each individual. This is the first step in automation of the file in line with the ultimate objectives of the Law Enforcement Personnel Inventory System (LEPIS).

Although data processing expenses for systems design and input preparation were not provided for in this grant, other sources are available. Initial profiling of law enforcement personnel (certified) has commenced dealing with location, rank, tenure and level of certification. Continuation of this work at the pre-EDP stages (officer profiling, data base design, systems analysis) will continue beyond the close of this grant period (1/31/73). Professional data processing assistance was obtained in April, 1973. This was ninety days after the close of the grant. Without the impetus provided by this grant the utilization of automatic data processing would not have been possible. This project has been accepted by the Law Enforcement Council as one of the fiscal 1973 goals in the request for discretionary funding (LEAA) entitled Oregon Comprehensive Data Systems Plan. Operation of LEPIS can be expected by September, 1973. The nature of the officer profile information now being collected is shown on the Course Registration Form, Appendix IIG1.

13

PROGRAM I: ADMINISTRATIVE SERVICES FOR LAW ENFORCEMENT AGENCIES

GOAL:

ACCOMPLISHMENT:

14  
III. Establish procedures for providing administrative services and counseling to law enforcement agencies.

Management analyst activity took place in two related areas:  
(A) establishment of standards and procedures for law enforcement agency surveys; (B) field participation on reviews or surveys of the agencies with emphasis upon police records and information flow.

A. Accomplishments within this area have included the drafting of a new Contractor Agreement to accomplish short-term specialty assignments; continued work with the Contact Report as a means of recording in this agency requests for service in a consistent and identifiable manner; identification of a series of police officer reports that will, with minor modifications, serve as a recommended series of input documents for law enforcement agencies throughout the state; designed, among other forms, a standard Complaint Report form for use by non-computerized departments in recording calls for any and all police service. (See Appendix IIIA1, IA2, and IIB1.)

B. In the field survey area, the analyst has provided the records section analysis and recommendations for five city and one consolidated county study for which comprehensive surveys have been completed. Counseling activity, or informational visits, account for an additional three cities.

A more detailed discussion of the field survey activities is provided in the final project report 71A 259.3, the report mentioned earlier as a sister block grant for the same period.

PROGRAM I: ADMINISTRATIVE SERVICES FOR LAW ENFORCEMENT AGENCIES

GOAL:

ACCOMPLISHMENT:

15  
III. (Continued)

Establish procedures for providing administrative services and counseling to law enforcement agencies.

C. It was the intent at the time the proposal was submitted that the management analyst would visit comparable police standards and certification boards and commissions in the western states to study techniques and procedures in use in the administrative services areas. The priority needs of the agency in other goal-identified areas prevented full application of out-of-state travel allowances; however, consulting funds were utilized to bring to this agency a number of authorities in police management fields for consultation purposes. Most notably:

Mr. Gene Muehleisen	California POST
Mr. Bradley Koch	California POST
Mr. William Crumbaker	Law Enforcement Consultant
Mr. Jerome Needle	Public Administration Service Chicago
Mr. John Angell	Dayton Criminal Justice

The advice provided by these gentlemen was of immeasurable assistance in accomplishing this goal.

PROGRAM I: ADMINISTRATIVE SERVICES FOR LAW ENFORCEMENT AGENCIES

GOAL:

ACCOMPLISHMENT:

IV. Identify and evaluate new and valid crime prevention and community relations programs tested or in use in other states.

The major relocation of library facilities delayed the proper cataloging and use of law enforcement source materials. The topics mentioned here are only two of perhaps several hundred "key" retrieval headings needed by this agency and local departments. Professional law enforcement organizations; libraries at federal, state and local levels and other state boards and commissions have been helpful in forwarding reports and studies on these and other subjects. They are, however, unable to supply us with a logical retrieval classification system to meet our needs.

This agency is pleased with the performance of the highly publicized inquiry service announced by the LEAA Technical Information Service. Such a timely and responsive service has been of great assistance in meeting the goals identified as IV and V of this report.

16

PROGRAM I: ADMINISTRATIVE SERVICES FOR LAW ENFORCEMENT AGENCIES

GOAL:

ACCOMPLISHMENT:

V. Establish a file and retrieval system for all resource materials identified and of interest to inquiring law enforcement agencies.

Activity in this area is best summarized by relating the major quarterly accomplishments as previously reported. Particular note should be taken by other agencies considering such a file and retrieval system installation that all aspects of business management are involved ranging from expense and capital budgeting through physical facilities to personnel and staff requirements.

First Quarter:

- \*Examination of Board needs and the existing resource file system.
- \*Restructuring of subject categories to improve retrieval speed. Examination of the Dewey Decimal System and its applicability to law enforcement needs. (Rejected).
- \*Final subject classification drafted and submitted for approval.
- \*Plans for second quarter entailing the actual coding and classification of resource materials.
- \*Law enforcement publications review underway to identify and purchase initial inventory of books and periodicals for the Oregon Police Academy library.

Second Quarter:

- \*Classification system established.
- \*Coding and assembly of periodicals for Board Library use in progress. Completion to follow March 1, 1972, office relocation.

Third Quarter:

- \*Initial orders placed - Thirty volumes received and catalogued for Academy use. Review of forthcoming books is on-going process. Additional fifty volumes to be purchased prior to close of period.

17

PROGRAM I: ADMINISTRATIVE SERVICES FOR LAW ENFORCEMENT AGENCIES

GOAL:

ACCOMPLISHMENT:

V. (Continued)

Establish a file and retrieval system for all resource materials identified and of interest to inquiring law enforcement agencies.

Fourth and Fifth Quarter:

\*Although a classification system has been established and the final library resource location is now designated, the sheer magnitude of classifying all incoming material of significance has proved to be beyond the time capabilities of the analyst and part-time clerical assistance assigned. Text and Reference Books are handled under established library routines. The problem of time and clerical requirements arise when material of a periodical (or one-time report) variety is approached. A typical monthly magazine in the law enforcement field may well touch upon twenty to thirty major classifications, and perhaps, an equal number of desirable cross references.

\*Progress to date has not been comprehensive because of limited staff time and the board requirements placed on the analyst to meet other goals of this project. Further inquiry work into library and cataloging methodology is under way, but the impression at this time is that a project of this magnitude warrants individual study and funding to produce a logical system for Oregon and other state use.

Sixth Quarter:

\*Progress this quarter has been limited to (a) physical sorting and location of periodicals, (b) registry of our interests with the LEAA NCJRS, and the local SPA information center, (c) letters of inquiry to higher education and other state departments for law enforcement reference or directory materials.

18

PROGRAM I: ADMINISTRATIVE SERVICES FOR LAW ENFORCEMENT AGENCIES

GOAL:

ACCOMPLISHMENT:

V. (Continued)

Establish a file and retrieval system for all resource materials identified and of interest to inquiring law enforcement agencies.

Close of Grant Period:

\*Preliminary systems design and clerical/librarian procedures are being written, tested, and critiqued by a professional librarian. Library areas are established and the classification and handling of resource materials assigned to a member of the secretarial staff. System is operational.

19

PROGRAM I: ADMINISTRATIVE SERVICES FOR LAW ENFORCEMENT AGENCIES

GOAL:

ACCOMPLISHMENT:

VI. Assist staff and special consultants with field studies, research and data analysis.

With reference to the chart showing the distribution of the management analyst's time, this activity did not take place until completion of Goal III, some six months into the 19-month period. By the thirteenth month; assistance had been provided on:

- A. Research and data analysis of internal Board operational reporting, financial analysis and program budgeting. (See Goal VIII.)
- B. Statistical & graphical assistance provided for three Comprehensive Agency surveys, three training syllabi, and general office visuals.
- C. Field study counseling with departmental staff, LaGrande, Oregon.
- D. A scheduling chart prepared for the Administrative Services Section.
- E. Development and use of a broad spectrum of supportive tables, charts and graphics for annual and special reports. Samples are enclosed as Appendix VIE1, VIE2, VIE3.

By the fourteenth month, the impact of all effort applied to Goals I, II and V (combined with the indoctrination of the management analyst as represented by GOAL VII) allowed for the consolidation of plans in personnel realignment, organization and anticipated future growth. This occurred simultaneously with the requirement that budget information be assembled for the forthcoming 1973-75 biennium. The affect was to reduce the actual field study activities but provide as a trade-off significant planning data in detailed form for the 1973-75 operations of all sections.

PROGRAM I ADDENDUM

During the course of Program I, Providing Statewide Administrative Services, a search was undertaken for a series of officer report forms (Field Reporting Handbook) that could be a model series of report forms for use by law enforcement agencies throughout the state. Such a series was found to be in use in the Columbia Region Information Sharing System area.

Late in the grant extension period these forms and instructions from CRISS were examined in depth and modifications proposed and incorporated to allow use of the series in agencies throughout Oregon. As a result of requested funds transfer within this grant the cost of new negatives and other production costs were defrayed. In addition the Board on Police Standards and Training has been provided with a sufficient number of the complete series to see that all city and county law enforcement agencies are supplied with this latest revision in sample quantities. Mailings will be made in mid-July, 1973. Adoption of the series by individual agencies will be voluntary. Procedures for forms supply are being developed from a central source to allow for the lowest possible cost to each agency.

A partial sample, 28 pages, of the Field Reporting Handbook is included in this report immediately following the Program I Appendix.

P R O G R A M I I

IMPROVING INSTRUCTION, TRAINING AIDS AND  
SUPERVISION IN POLICE TRAINING CLASSES

PROJECT II: Improving instruction, training aids and supervision in police training courses

GOAL:

ACCOMPLISHMENT:

24

- I. Assist instructors with visual aid equipment, provide substitute teacher, furnish office to study or do research, and regulate class discipline.
- II. Provide on-campus, private and secure storage facilities with temperature control for training materials, i.e., course outlines, textbooks, instruction manuals, ammunition and weapons, audio-visual aids, etc.
- III. Provide supervision and counseling by Board staff on full-time basis to all trainees. Have office space for such activities and for regular subjective evaluation of the trainee's notebooks.

- I. Personal contacts with instructors teaching more than 400 separate teaching assignments during the project period, substituting as needed, constant supervision of instruction and immediate attention given to disciplinary matters has provided a service to both the trainee and instructor that was unavailable prior to this grant.  
  
Student counseling is provided as needed, with approximately 25% of recruits and 10% of advanced trainees needing assistance with academic or personal problems. Audiovisual equipment is utilized in over 90% of all classes. The Student Response Evaluation System is being utilized in 75% of the basic training classes or about 33,000 training manhours per year. The training staff is constantly exploring new uses of the system, installed January 1, 1973. (Exhibit 3, Figures 1 & 2 and Exhibit 12)
- II. 525 square feet of good administrative office space has been renovated, 775 square feet of storage area has been provided, and 224 square feet of instructor preparation and audiovisual preview area has been provided with adequate temperature control. (Exhibit 1, Figures 1 & 2)
- III. Two full-time counselors are in residence at the Academy 24 hours per day. The trainees are evaluated as to their interest, attitude and application to their studies. The students' notebooks are closely evaluated in terms of completeness, format, clarity, spelling, neatness, and general appearance, following a uniform format for each student. (Exhibit 2, Figure 2 and Exhibit 9 & 11)

PROJECT II: (continued)

GOAL:

ACCOMPLISHMENT:

25

- IV. Provide nearly constant evaluation of instructors by monitoring classes and videotaping presentations.
- V. Develop a pool of competent, highly qualified instructors in the law enforcement field.
- VI. Coordinate Board efforts with Division of Continuing Education Audiovisual Center in establishing a law enforcement training aids library.
- VII. Provide videotapes of lectures and demonstrations for the smaller, more remote law enforcement agencies so that they will have an opportunity to witness the very finest instructors in the most critical and complex subjects.

- IV. Video monitoring equipment has been installed for staff supervision of & V. classroom instruction. This has had a significant effect on the quality of instruction with a resulting 44% replacement of basic training instructors. (Exhibit 2, Figure 1)  
  
Videotaping of presentation has not been achieved due to constraints on BPST staff time. The need for a fulltime audiovisual specialist is apparent if this type program is to be successful. (See Exhibit 3, Figure 3)  
  
In conjunction with the above supervision, development of a standard critique form for use of trainees in evaluating instructor presentations and of a comprehensive critique form for use in selected situations has raised the total instructor evaluation grade by 20%. (See Exhibit 10)
- VI. This goal was determined to be nearly impossible to accomplish due to shortages in funding for D.C.E. Audiovisual Center. The Board on Police Standards and Training purchased numerous films and slide-sound programs with other funds and our goal is to create an audio-visual library for loaning materials to other agencies. (See Exhibit 8)
- VII. Six training videotapes (not finished - raw footage only) have been prepared and are in use in regional training efforts. Liaison with other agencies has located fourteen videotapes available for Board use in training the more remote agencies. Many of the subjects have been examined and found to be well covered by slide-sound programs which do not require the sophisticated playback equipment, thereby providing a wider distribution to the very agencies needing the training the most. (See Exhibit 8)

## THE OREGON POLICE ACADEMY

The Oregon Police Academy officially commenced operation with Basic Class One, October 8 - October 21, 1961, with a total of thirty-four city and county officers completing the two-week course. Class Five began a three-week curriculum and this was maintained through Class Twelve. A four-week course was instituted with Class Thirteen and continued through Class Twenty-Six. The course was increased to five weeks with Class Twenty-Seven and has continued at this level to the present time.

The Oregon Police Academy was concerned primarily with basic recruit training until early in 1968. At this time the Board on Police Standards and Training assumed a greater responsibility in advanced training, particularly in the area of regional training. At this time the Board assumed full direction of the mandated training program for law enforcement recruits. Commencing in March, 1968, a program offering advanced training at the Academy was undertaken by the Board. This training covers such subjects as Firearms Instructor training, Police Management, Instructor training, Police Supervision, Command/Executive/Management courses, Advanced Latent Fingerprints, Accident Investigation, Oregon Criminal Code, Advanced Criminology, and specialized training in D.U.I.L. - Negligent Homicide Enforcement and others.

Effective July 1, 1970, the mandatory basic training requirement was raised from a minimum of 120 hours to 250 hours, and simultaneously 32 hours of supervisory training was established as a minimum for newly appointed sergeants. See Appendix A for the requirements.

In July, 1971, through Federal L.E.A.A. funding, a full-time staff coordinator was provided at the academy, with office and storage space. Also, through another L.E.A.A. project, a video studio was constructed and the training program provided with a wide range of video instruction capability.

In August, 1971, the Legislature placed the responsibility for direct operation of the Oregon Police Academy with the Board on Police Standards and Training. This has allowed better supervision and control of the facility, programs, and the operating budget.

Exhibits 4, 5, and 6 depict the impact of the training supervised by this grant throughout the State's 14 Administrative Districts and the types of training offered at the Oregon Police Academy during this grant period.

Exhibits 13, 14, and 15 indicate the present planned seven-week basic course specification, adopted by the Board on Police Standards and Training at its December 19, 1972, Board Meeting and to become effective July 1, 1973, and the ten-week basic curriculum draft which is now being considered for the future.

The accompanying chart (Exhibit 7) depicts Oregon Police Academy facility use for the period 7/1/71 through 1/31/73.

## THE OREGON POLICE ACADEMY

## EXHIBITS

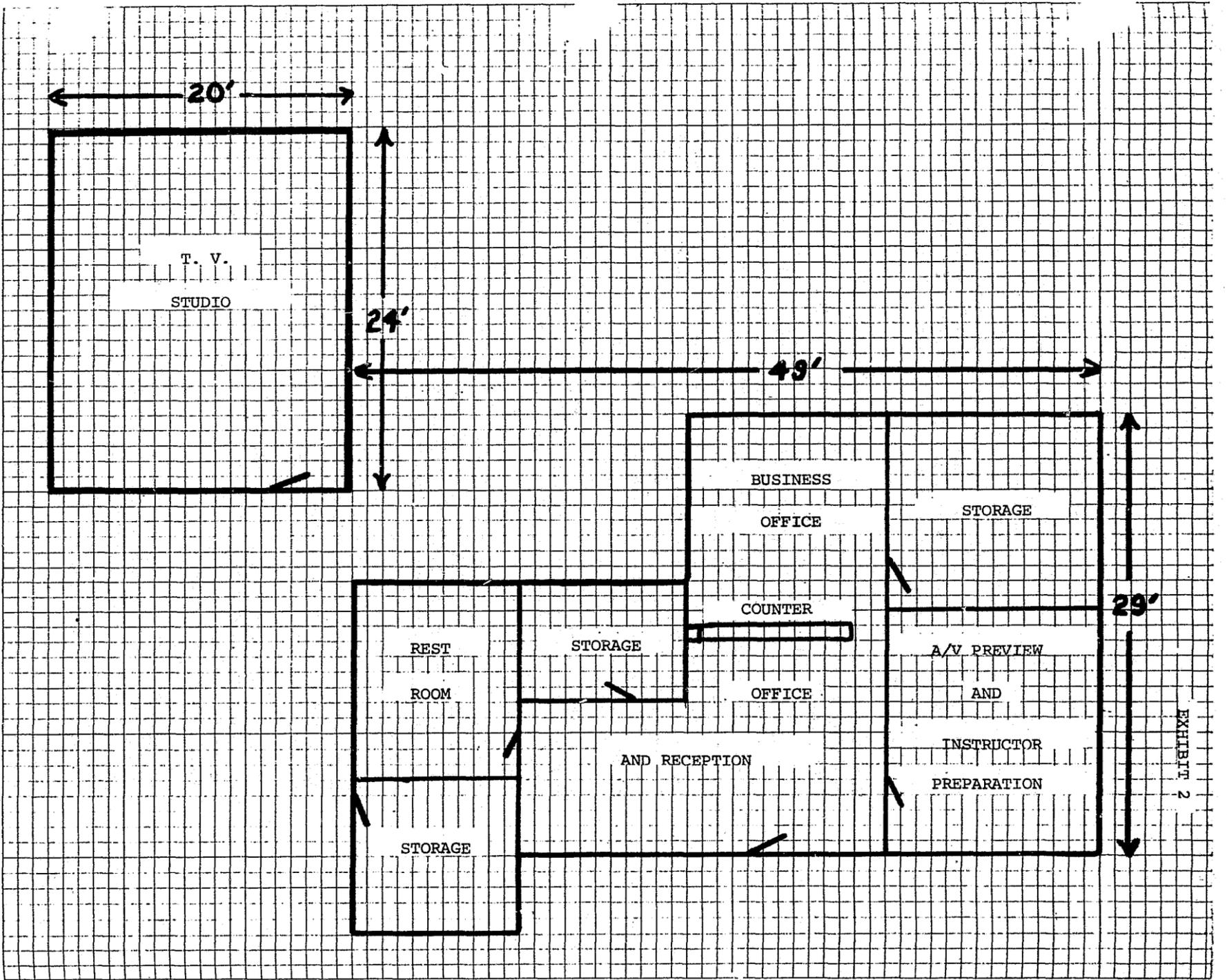


EXHIBIT 2

Figure 2 Floor Plan of Office & Storage Facility

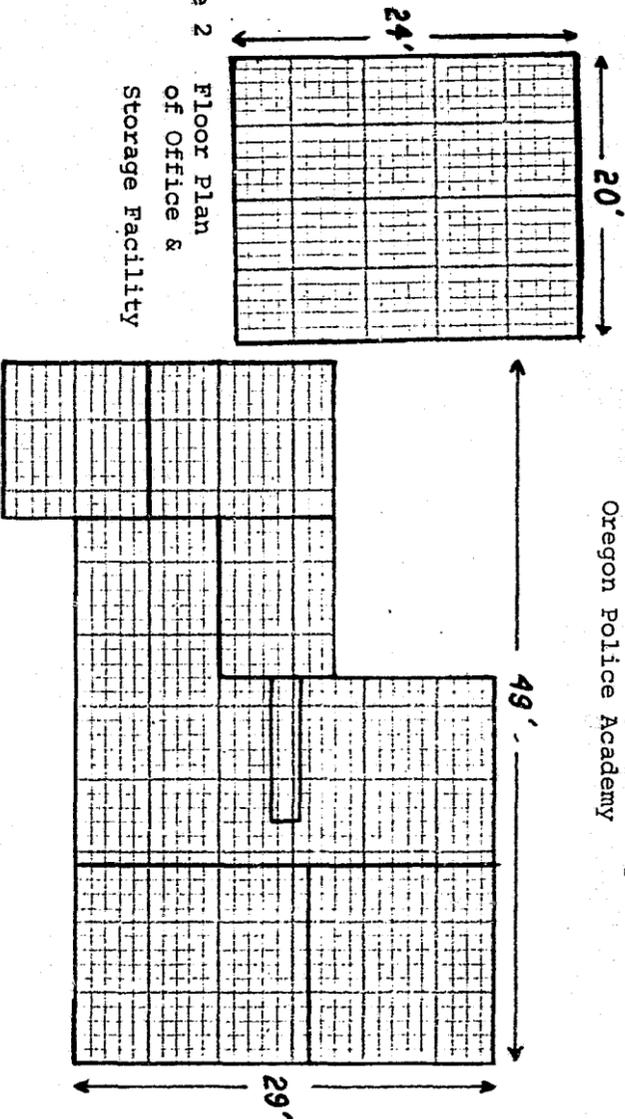


Figure 1 Office & Storage Facility Oregon Police Academy

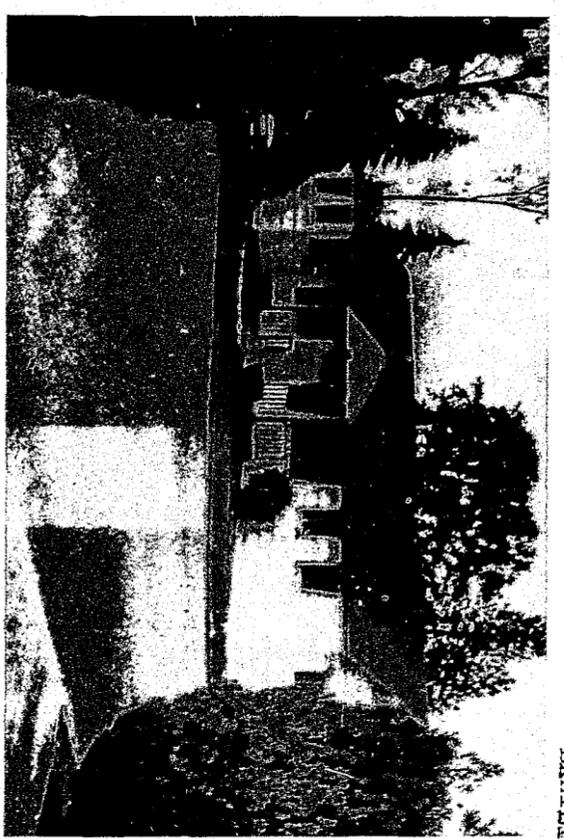


EXHIBIT 3



Figure 3 Front Entrance Basic Training Classroom



Figure 4 Staff Training Coordinator viewing t.v. monitor. Camera in main classroom sends constant audio and visual signal to training officer



Figure 5 Class counselor assisting recruits with class notebooks.

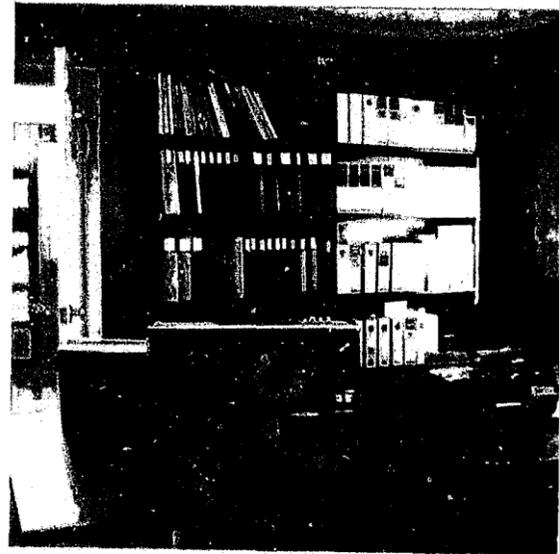


Figure 6 Audiovisual preview room and instructor preparation office.

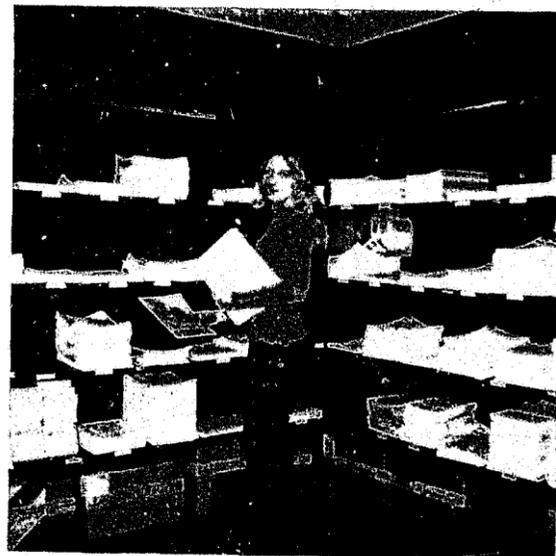


Figure 7 Secretary in one of the curriculum materials storage areas.



Figure 8 Instructor utilizing the Student Response Evaluation System console.

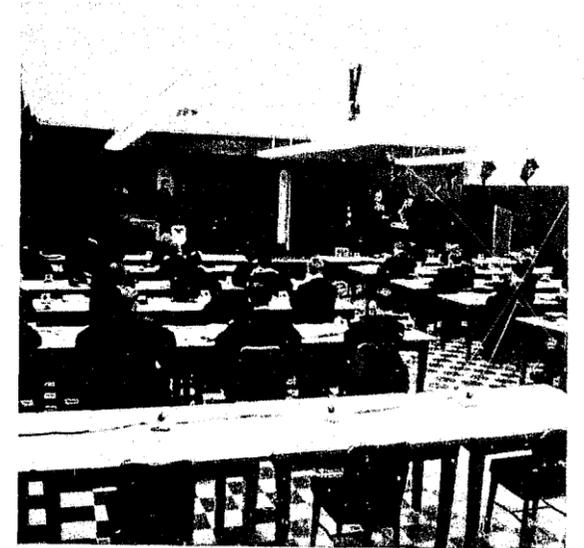


Figure 9 View of main classroom showing individual student responder units.

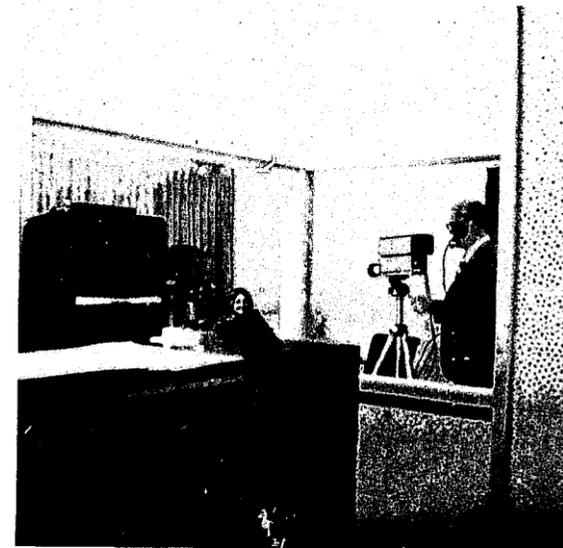


Figure 10 Staff videotaping session in the television studio.

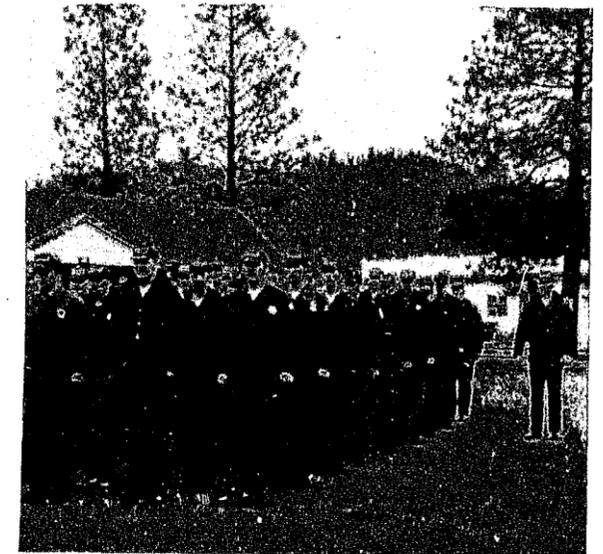
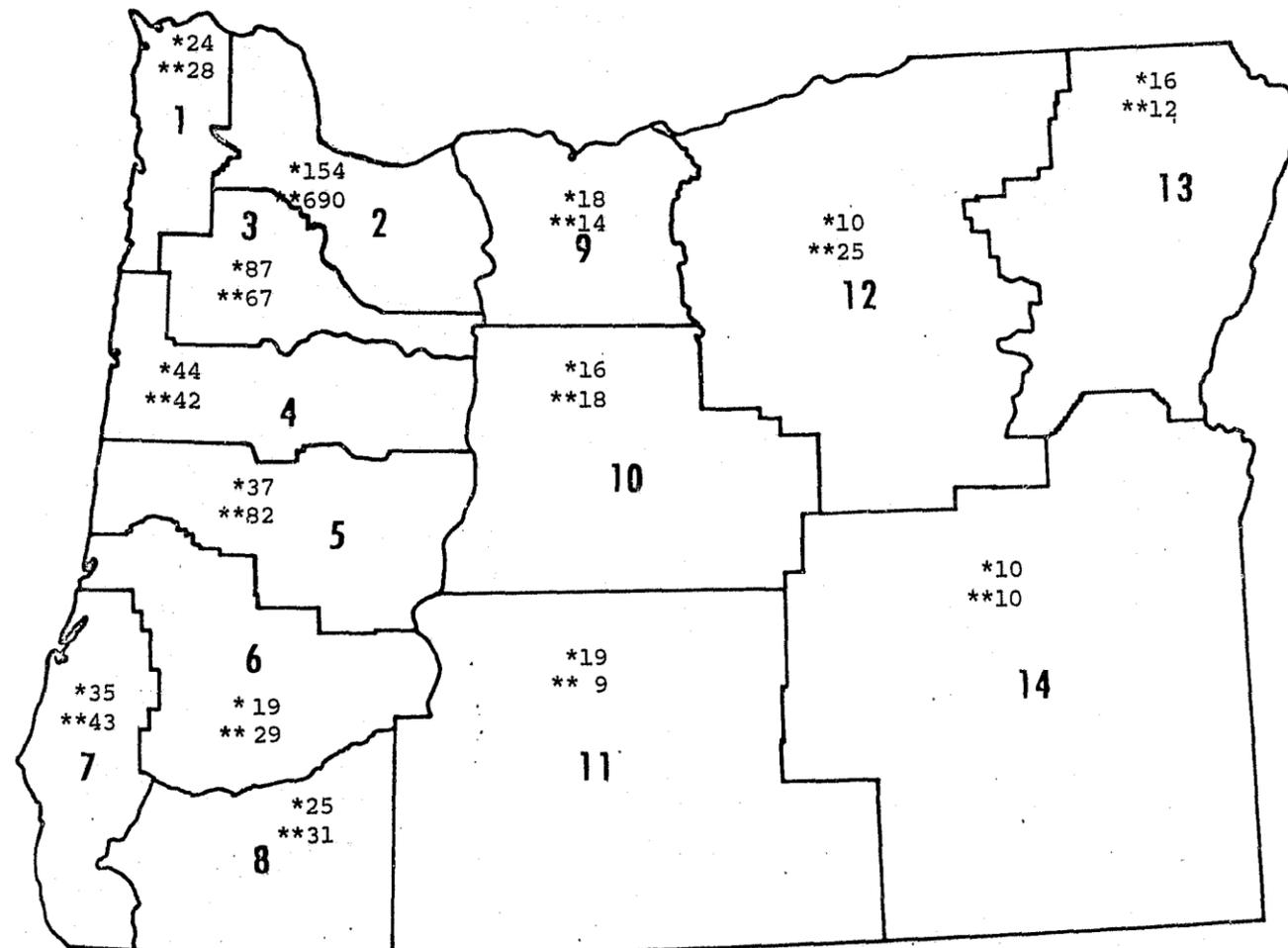


Figure 11 Recruit class in formation marching to class.

NUMBER OF OFFICERS COMPLETING COURSES  
 AT OREGON POLICE ACADEMY DURING PROJECT PERIOD  
 7/1/71 THROUGH 1/31/73

(By Administrative District)



\* RECRUIT TRAINEES 514 TOTAL  
 \*\* ADVANCED TRAINEES 1,100 TOTAL

OREGON POLICE ACADEMY  
BASIC TRAINING SCHOOLS ATTENDANCE

Class Number	Fiscal Year											
	61	62	63	64	65	66	67	68	69	70	71	72
	62	63	64	65	66	67	68	69	70	71	72	73*
1	34											
2		35										
3		34										
Two-Week Courses												
4			39									
5			34									
6				34								
7					37							
8					40							
9					35							
10					22							
11						39						
12						34						
Three-Week Courses												
13						38						
14							31					
15							31					
16							30					
17							30					
18								32				
19								38				
20								39				
21								40				
22									38			
23									41			
24									40			
25									38			
26									26			
Four-Week Courses												
27										40		
28										40		
29										38		
30										27[4]		
31											41[8]	
32											41[8]	
33											39[10]	
34											40[3]	
35											43[6]	
36												39[9]
37												40[6]
38												41[6]
39												40[7]
TOTAL	34	69	73	34	134	111	122	149	183	145[4]	204[35]	160[28]
CUMM												
TO DATE	34	103	176	210	344	455	577	726	909	1054	1258	1418
										[4]	[39]	[67]

[ ] - Officers completing the one-week basic supplemental course in Oregon Law subjects.

\* - The FY 72-73 figures only reflect activity through 1/31/73.

ADVANCED TRAINING CLASSES ATTENDANCE

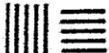
1968-1972

Advanced Firearms Instructor School	3/25-29/68	F	40	25	25
Firearms Training	7/17-18/68	F	12	15	40
Police Management	9/09-13/68	F	30	30	70
Instructor Training	2/10-14/69	B	40	27	97
Police Supervision	2/18-21/69	F	32	25	122
Police Supervision	2/24-27/69	F	32	25	147
Instructor Training	3/17-21/69	B	40	20	167
Advanced Latent Fingerprints	3/17-21/69	F	32	25	192
Command Course	3/24-28/69	F	32	27	219
Supervision of Police Personnel	8/04-15/69	N	80	40	259
Supervision of Police Personnel	8/18-29/69	N	80	46	305
Accident Investigation	10/06-17/69	N	80	44	349
Advanced Latent Fingerprints	10/13-17/69	F	32	22	371
Advanced Latent Fingerprints	10/20-24/69	F	32	22	393
Command/Executive Seminar	12/01-05/69	N	35	44	437
Command/Executive Seminar	12/08-12/69	N	35	45	482
Accident Investigation	2/02-13/70	N	80	44	526
Advanced Latent Fingerprints	4/13-17/70	F	32	25	551
Command/Executive Seminar	11/02-06/70	N	35	32	583
Accident Investigation	11/09-20/70	N	80	31	614
Police Supervision	11/30-12/04/70	F	32	35	649
Instructor Training	11/30-12/18/70	N	80	30	679
Supervision of Police Personnel	2/01-12/71	N	80	45	724
Command/Executive Seminar	2/22-26/71	N	35	41	765
Supervision of Police Personnel	4/12-23/71	N	80	47	812
Supervision of Police Personnel	9/13-24/71	N	80	45	857
Instructor Training	10/04-15/71	N	80	21	878
Advanced Criminology	11/15-19/71	[F]	40	31	909
Criminal Code	11/29-30/71	[B]	14	117	1026
Criminal Code	12/01-02/71	[B]	14	87	1113
Criminal Code	12/20-21/71	[B]	14	80	1193
Supervision of Police Personnel	1/17-28/72	N	80	43	1236
Command/Executive Seminar	2/07-11/72	N	35	33	1269
Game Enforcement	2/29-3/02/72	O	24	50	1319
D.U.I.L. Negligent Homicide Seminar	3/02-3/03/72	B	14	65	1384
Game Enforcement	3/07-3/09/72	O	24	50	1424
Police Management	4/03-4/07/72	F	32	51	1485
Advanced Recruit Class	5/07-26/72	O	120	44	1529
Game Enforcement	8/06-11/72	O	40	50	1579
Video Technicians School	9/11-15/72	[B]	40	33	1612
Supervision of Police Personnel	9/11-22/72	N	80	36	1648
Advanced Recruit Class	10/15-11/03/72	O	120	40	
Accident Investigation	11/27-12/08/72	N	80	34	1722
Supervision of Police Personnel	1/08-19/73	N	80	50	1772

\* \* B = Board on Police Standards and Training  
 F = Board on Police Standards and Training with FBI  
 N = Board on Police Standards and Training with Northwestern University Traffic Institute  
 O = Oregon State Police

[ ] = District Advanced Training Classes conducted at the Academy

FACILITY USE CHART  
OREGON POLICE ACADEMY  
7/1/71 - 1/31/73

 Recruit Training  
 Special School

 FBI Courses, BPST Sponsored  
 Traffic Institute, BPST Sponsored

36

	July	August	September	October	November
BPST RECRUIT TRAINING					
BPST - NUTI SUPERVISION					
BPST - NUTI INSTRUCTOR					
BPST - FBI ADV. CRIMINOLOGY					
SPECIALIZED SCHOOLS (Criminal Code)					

	January	February	March	April	May	June
BPST RECRUIT TRAINING						
OSP RECRUIT TRAINING						
BPST - NUTI SUPERVISION						
BPST - NUTI EXECUTIVE						
BPST - FBI SUPERVISION						
SPECIALIZED SCHOOLS (Game Enforcement, DUI - Neg. Homicide)						

EXHIBIT 7 (cont.)

37

1972	July	August	September	October	November	December
BPST RECRUIT TRAINING						
OSP RECRUIT TRAINING						
BPST - NUTI SUPERVISION						
BPST - NUTI ACCIDENT INVEST.						
BPST VIDEO TECHNICIANS COURSE						
SPECIALIZED SCHOOLS (Game Enforcement - OSP)						

1973	January	February	March	April	May	June
BPST RECRUIT TRAINING						
BPST - NUTI SUPERVISION						

OSP = State Police  
BPST = Board on Police Standards and Training  
NUTI = Northwestern University Traffic Institute  
FBI = Federal Bureau of Investigation

## Board on Police Standards and Training

AUDIOVISUAL LIBRARY

Contents of Board Audiovisual Library are listed on the following pages. These audiovisual programs are primarily for the Board's training programs, both at the Academy and regionally. When not needed by the Board, these program materials may be loaned out for other departmental training efforts.

The 16mm motion picture films can be shown on any suitable sound projector.

The 35mm slide-sound programs are designed for use with a synchronized 35mm projector and cassette player but may be shown with any projector and cassette player if slide advance is handled manually.

The videotapes in possession of the Board are all 1/2" black and white Sony format and must be replayed on compatible equipment. These tapes are not production models. They are raw footage for the most part and are designed to be supportive to an instructor's presentation. Some are composites of several tapes developed by other agencies and provided to the Board for editing to accomplish a particular training objective. Others are footage from commercial television studios depicting an actual situation of training value and some are lectures by well-known personalities which offer a meaningful message to the viewer.

The following listing indicates program title and the title of the class or classes in which the Board on Police Standards and Training has utilized the program.

16MM FILMS:

<u>Film Title</u>	<u>Class Title</u>
1. The Strangest Secret	Individual Motivation
2. Initial Interviews	Interviewing Witnesses and Suspects
3. Courtroom Demeanor and Testifying	Officer in Court
4. Tough-Minded Supervision for Law Enforcement	Police Supervision
5. Techniques of Arrest	Techniques and Mechanics of Arrest
6. Play it Cool	Police-Community Relations
7. Disturbance Calls	Family Crisis Intervention, Answering Disturbance Calls
8. Defensive Tactics II (Short Baton)	Use of Police Baton
9. Defensive Tactics III (Survival)	Field Survival

<u>Film Title</u>	<u>Class Title</u>
10. Defensive Driving I (Attitude)	Professional Police Driving, Patrol Procedures
11. Defensive Driving II (Routine Calls)	Professional Police Driving, Patrol Procedures
12. Defensive Driving III (Emergency Calls)	Professional Police Driving, Patrol Procedures
13. Patrol Procedures I (Violent Crimes)	Homicide and Robbery Investigation, Criminal Investigation
14. Patrol Procedures II	Patrol Procedures

35MM SLIDE-SOUND:

<u>Program Title</u>	<u>Class Title</u>
1. The Oregon Criminal Code	Criminal Law
2. The Board on Police Standards and Training	Introduction to Law Enforcement
3. On the Stand	Officer in Court
4. Answering The Burglary Call	Burglary Investigation, Preliminary Investigation, Patrol Procedures
5. Traffic Direction and Control	Traffic Direction and Control
6. Oregon State Crime Lab System	Oregon Crime Detection Laboratory

SIGHT-SOUND SERIES:

International Association  
Chiefs of Police  
Volume I through V

Class Title

<u>VOLUME I</u>	<u>Class Title</u>
1. Felony in Progress Calls	Patrol Techniques
2. Searching Arrested Persons	Techniques and Mechanics of Arrest
3. Principles of Investigation	Case Preparation, Laws of Evidence, Patrol Techniques
4. The Traffic Violator	Officer-Violator Relationships, Motor Vehicle Laws
5. Rescue Breathing	Accident Investigations, Patrol Techniques
6. Crime Scene Procedures	Crime Scene Search and Preservation of Evidence
7. Testifying in Court	Officer in Court
8. Directing Traffic	Patrol Techniques, Accident Investigation
9. Field Inquiry	Patrol Techniques, Laws of Evidence
10. Felony Arrests	Techniques and Mechanics of Arrest
11. Crime and Its Prevention	Patrol Techniques
12. Safe Driving Techniques	Patrol Techniques

SIGHT-SOUND SERIES: (Continued)

I.A.C.P.

Volume I through VClass TitleVOLUME II

13. Gathering Information From People	Sources of Information, Interrogations, Confessions and Signed Statements
14. Stopping the Felony Suspect	Patrol Techniques, Techniques and Mechanics of Arrest
15. Handling Disturbance Calls	Answering Family Disturbance Calls, Patrol Techniques
16. Aggressive Patrol	Patrol Techniques
17. Crowd Control	Basic Crowd Control Techniques
18. The Accident Scene	Accident Investigation
19. Guide to Evidence Collection	Crime Scene Search and Preservation of Evidence
20. The Preliminary Investigation	Patrol Techniques, Case Preparation
21. The Police Image	Police Career and Ethics
22. How to Be Supervised	Supervisor-Patrolman Relations
23. Search and Seizure	Search and Seizure
24. Professional Police Ethics	Police Career and Ethics

VOLUME III

25. Controlling Serious Bleeding	Accident Investigation, Patrol Techniques
26. Auto Theft	Auto Theft Investigations
27. Use of Firearms	Firearms Training
28. The Effects of Alcohol	Motor Vehicle Laws
29. Guidelines For Interviewing	Interrogations, Confessions and Signed Statements
30. Burglary Prevention	Patrol Techniques
31. Juvenile Delinquency	Juvenile Procedures
32. Skid Mark Evidence	Accident Investigation
33. Use of Police Baton	Basic Crowd Control Techniques Defensive Tactics
34. Dangerous Drugs	Narcotics and Dangerous Drugs
35. The Prowler	Patrol Techniques, Answering Family Disturbance Calls
36. Severe Mental Illness	Patrol Techniques, Recognition and Handling of Abnormal Persons

VOLUME IV

37. Shock	First Aid Patrol Techniques
38. Use of Handcuffs	Techniques and Mechanics of Arrest
39. Report Writing	Report Writing
40. Driving Under the Influence	Traffic Law Enforcement, Drunk Driving Laws
41. Hit and Run Investigation	Accident Investigation
42. Transporting Prisoners	Jail Procedures, Patrol Techniques

SIGHT-SOUND SERIES: (Continued)

I.A.C.P.

Volume I through VClass Title

43. The Nature of Prejudice	Police - Community Relations
44. Homicide	Homicide Investigations
45. Witness Perception	Field Interviews, Preliminary Investigations, Criminal Investigations
46. Fingerprints	Fingerprints, Jail Procedures
47. Emergency Care of Fractures	First Aid
48. One-man Patrol	Patrol Techniques

VOLUME V

49. Follow-up Investigation	Criminal Investigations
50. Emergency Traffic Control	Traffic Direction and Control
51. Robbery	Robbery Investigations
52. The Child Molester	Sex Crimes Investigations
53. Identification and Care of the Diabetic	Patrol Procedures, First Aid
54. Improving the Officer-Citizen Contact	Police-Community Relations
55. Investigating the Crime of Rape	Sex Crime Investigations
56. The Informer	Criminal Investigations, Obtaining Search Warrants, Search and Seizure
57. Aspects of Scientific Investigations	Scientific Investigations, Crime Scene Investigation and Preservation of Evidence
58. Rules, Regulations and Procedures	Introduction to Law Enforcement
59. Recognition of Drugs	Narcotics and Dangerous Drugs
60. Records	Police Records

VIDEOTAPES:Lectures:

James Fisk, Deputy Chief  
Los Angeles Police Dept.  
Norval Morris, Criminologist  
Donald McEvoy, National Conference of Christians and Jews

Police-Community Relations  
Criminology

Police-Community Relations

TrainingTapes:

Listening — On Police-Youth Relations  
Assaults and Explosives  
Silent Alarm  
Homicide Seminar, Lane County  
D.A. - #1, 2, 3, 4

Police-Community Relations  
Terrorism and Bombings  
Bank Robbery Investigation  
Homicide Investigation

Training  
Tapes:

	<u>Class Title</u>
Bomb Incidents - Policy and Planning	Bomb Incidents
Juvenile Crime - Deputy D.A. HART	Juvenile Delinquency
Lock Homicide Confession Lane County SO	Homicide Investigation
Davis Homicide Scene Lane County SO	Homicide Investigation
Officer and The Law Series, 1971	
1. Arrest, Search & Seizure Part 1 & 2	Arrest, Search & Seizure Part 1 & 2
2. Interrogation & Confession Part 1 & 2	Interrogation & Confession Part 1 & 2
3. The Juvenile & The Law Part 1 & 2	The Juvenile & The Law Part 1 & 2



TOM McCALL  
GOVERNOR

JAMES H. JONES  
Chief  
Ontario  
Chairman

ROLLIE T. PEAN  
Chief  
Coos Bay  
Vice Chairman

## MEMBERS

DON EVA  
Attorney  
Portland

RUPERT L. GILLMOUTHE  
Sheriff  
Hood River County

BYRON W. HAZELTON  
Major  
Oregon State Police  
Salem

ROBERT MACK  
City Manager  
Grants Pass

LIUS L. MATTSON  
Special Agent in Charge  
Federal Bureau of  
Investigation  
Portland

WALLACE W. McCRAE  
President, Blue Mountain  
Community College  
Pendleton

J. BARDELL PURCELL  
Sheriff  
Multnomah County  
Portland

## STAFF

PAUL E. BETTIOL  
Executive Director

KAREL HYER, Chief  
Academy and Special Programs

C. JERRY McNEW, Chief  
Professional Standards

ROBERT A. GHEYSEN, Chief  
Regional Training

## BOARD ON POLICE STANDARDS AND TRAINING

SUITE 404, THE EXECUTIVE HOUSE

325 13th STREET N.E. • SALEM, OREGON • 97310 • Phone 378-3674 378-3675

### REQUIREMENTS FOR SUCCESSFUL COMPLETION

### OF BASIC COURSE, OREGON POLICE ACADEMY

1. ABSENCE - No unauthorized absence will be allowed. Attendance at all training sessions will be required unless specific permission is obtained from Board on Police Standards and Training staff to be absent. In every case, absence from class will require make-up of topics missed. The procedures for make-up sessions will be at the discretion of the Board.
2. PARTICIPATION IN PHYSICAL ACTIVITIES - All attendees must be physically capable of complete participation in all physical activities of the course unless temporarily incapacitated. Permanent incapacitation will be cause for rejection of application to attend the basic course. Any incapacitation will be evaluated for acceptance or rejection, at the discretion of the Board.
3. EXAMINATIONS - Enrollees must maintain the following:
  - a) Written examinations - must complete each examination within the time allotted and maintain a 70% average on the written exams. A score of less than 70% on any exam may be cause for requiring the enrollee

## EXHIBIT 9 (cont.)

REQUIREMENTS FOR SUCCESSFUL COMPLETION  
OF BASIC COURSE, OREGON POLICE ACADEMY

Page Two

to repeat the material covered at the next session, prior to the issuance of certificate of completion, but no certificate of completion shall be issued if the enrollee receives less than 70% overall average on all exams.

b) Enrollees must attain a minimum score of 60% in firearms. Those receiving less than 60% may qualify by shooting 60% at a subsequent session, but failure to comply within six months after completing the basic course will be cause for denial of certificate of completion and subsequent denial of certification as a police officer.

c) Enrollees must achieve a score of 70% on the first aid examination to qualify for Standard Red Cross Certificate.

d) If an enrollee completes the basic training program and fails to qualify for the certificate of completion by an unacceptable grade level, and the problem area is identified as one in which a make-up session is feasible, a "conditional" certificate of completion may be issued by the Board, with a written directive to the particular department head, specifying the problem area and requirements to be met for certification.

REQUIREMENTS FOR SUCCESSFUL COMPLETION  
OF BASIC COURSE, OREGON POLICE ACADEMY  
Page Three

4. CONDUCT - DISCIPLINE - PROCEDURES - Enrollees must read the Academy Rules and Regulations and attest that they understand and agree to comply with said Rules and Regulations. Breaches of required conduct will either be handled by the Board staff or in serious cases, the respective enrollee's agency head will be notified. The Board on Police Standards and Training will at all times have ultimate authority to discipline or terminate any enrollee at the Oregon Police Academy when it is in the best interest of law enforcement.

STUDENT EVALUATION OF COURSE AND INSTRUCTOR  
Oregon Police Academy

Class No. \_\_\_\_\_

INSTRUCTIONS: Supply in the appropriate space the numerical unit that best signifies your evaluation. Complete evaluation immediately after each class.

- 4. Excellent      2. Good
- 3. Very Good    1. Poor

If item does not apply, rate with 4.

Instructor	Course Title	Date of Class	Introduced Subject	Subject Matter Organization	Instructor Enthusiasm	Personal Interest in Students	Poise & Personal Appearance	Ability as Teacher & Speaker	Answered Questions Satisfactorily	Generated Class Discussions	Use of Responder Unit	Remarks
1.												
2.												
3.												
4.												
5.												
6.												
7.												
8.												
9.												
10.												
12.												
13.												
14.												

EXHIBIT 10

NOTE: If additional space is needed for comments, turn to reverse

e, identify instructor by name and add comments.

Student Signature

(Requ 3)

BOARD ON POLICE STANDARDS AND TRAINING

INFORMATION SHEET

Evaluation of Course of Instruction

INTRODUCTION

In order for the instructor participating in classes to gain the most from the critique of his instruction, he must have honest and constructive criticism, so that he will understand his strengths and weaknesses in presenting himself and his material.

Each student in a class is affected differently by an instructor; it is felt that the instructor will gain a better insight into his required improvements of technique if each member of the class gives an honest opinion of the lesson.

The attached "Lesson Evaluation Sheet", is an attempt to provide you with guidelines as to what to look for in forming an opinion of the instructor's performance.

PROCEDURE

In an attempt to establish a scale for classifying an instructor you should be as objective as possible, using the following criteria:

Write one of the following ratings in the rating column according to your evaluation of the instructor in meeting the goals established by each question.

Rating: Outstanding - 4 Excellent - 3 Good - 2 Fair - 1 Poor - 0

Upon completing the rating column, add the ratings, then apply this final value to the scale below for an overall rating.

- 93 - 100 Outstanding - A
- 85 - 92 Excellent - B
- 77 - 84 Good - C
- 70 - 76 Fair - D
- 0 - 69 Poor - F

BOARD ON POLICE STANDARDS AND TRAINING

Lesson Evaluation Sheet

Course of Instruction By: \_\_\_\_\_

Lesson Title: \_\_\_\_\_

- |  | <u>Rating</u> |
|--|---------------|
| 1. <u>Introduction (Step I)</u>  |               |
| a. Did the instructor introduce himself and place his name and title on board?   | _____         |
| b. Did he indicate title of lesson on board?   | _____         |
| c. Did he get your attention, make you curious, get interest and give you a desire to learn the lesson?  | _____         |
| d. Did the introduction make it clear to you <u>WHY</u> you should learn the lesson, in other words, would knowing this lesson be of value to you? | _____         |
| e. Was the time used for the introduction appropriate for the lesson?  | _____         |
| 2. <u>Presentation (Step II)</u>   |               |
| a. Did the lesson appear to be well organized going from simple to complex for informational topics or in production order for manipulative jobs?  | _____         |
| b. Was the lesson presented in a logical easy to learn order?  | _____         |
| c. Was it delivered at a rate permitting good classroom note-taking?   | _____         |
| d. Did it appear that he had planned his lesson so as to cover the <u>MUST KNOW</u> material in the time allotted?                                 | _____         |
| e. Were key points and safety factors stressed?  | _____         |
| f. Did he use "Teaching Aids" wherever possible and illustrate important points of the lesson?   | _____         |
| g. Were "Teaching Aids" clear, understandable and easy to read?  | _____         |
| h. Was his speech clear and understandable and without mannerisms, such as "ah" used frequently or other disturbing habits?                        | _____         |
| i. Rate the quality of his voice, was tone and pitch varied, did it have "color".  | _____         |

(over)

- |  | <u>Rating</u> |
|--|---------------|
| j. Rate his appearance and bearing, was his dress appropriate, did he stand erect and appear professional?                 | _____         |
| k. Did he show any mannerisms that detracted from his presentation, such as poor eye contact or read from his lesson plan? | _____         |
| l. Did he demonstrate a knowledge of his subject?  | _____         |
| m. Did he maintain your interest throughout the lesson?  | _____         |
| 3. <u>Application (Step III)</u>   |               |
| a. Would the planned application be practical and appropriate for this lesson?   | _____         |
| b. From the instruction do you believe you understood how to apply the knowledge and techniques given in the lesson?       | _____         |
| 4. <u>Prior Preparation</u>  |               |
| a. Did the presentation indicate that the instructor had planned well for the lesson?                                      | _____         |
| b. Were "Teaching Aids" well planned and used to advantage?  | _____         |
| c. Were all materials necessary to teach the lesson available and ready?   | _____         |
| 5. In your <u>honest opinion</u> do you feel that you could use the knowledge or do the job as taught in this lesson?      | _____         |
| 6. Rating (circle one)   |               |
| a. How would you rate this man as an instructor? (4) Outstanding (3) Excellent (2) Good (1) Fair                           |               |
| 7. What do you feel would improve this lesson:   |               |
| 8. Suggestions for improvement of content.   |               |

7/1/72

BOARD ON POLICE STANDARDS AND TRAINING

SEMINAR OR CONFERENCE EVALUATION SHEET

Seminar or Conference By: \_\_\_\_\_

Seminar or Conference Topic: \_\_\_\_\_

- |  | <u>Rating</u> |
|--|---------------|
| 1. Was there evidence that the seminar or conference leader knew what he was trying to accomplish by clearly presenting the problem? | _____         |
| 2. Was the topic question (What?) clearly stated in keeping with his introduction of the problem?                                    | _____         |
| 3. Did the visual aids or chart headings direct the groups thinking to the specific areas to be discussed?                           | _____         |
| 4. Did the leader exhibit resourcefulness in the use of suitable and effective devices to stimulate or clarify thinking?             | _____         |
| 5. Were his charts and other teaching aids neat, legible, with writing large enough to be read by all members?                       | _____         |
| 6. Was his spelling correct and only standard abbreviations used?  | _____         |
| 7. Did he use "action" words to begin entries on charts and other aids?  | _____         |
| 8. Did he summarize and make concise comments and/or chart entries for each member's contribution?                                   | _____         |
| 9. Did leader try to force his ideas on the group?   | _____         |
| 10. Did the leader keep an open-mind and gather facts of the conference as actually developed by this group?                         | _____         |
| 11. Did he get every members' contribution down or seem to select only those ideas that suited his purpose?                          | _____         |
| 12. Was the leader able to keep still and let the group talk?  | _____         |
| 13. Did the leader avoid being side-tracked and demonstrate ability to hold discussion to the main topic under consideration?        | _____         |
| 14. Did he know when and how to get back to the main question after being side-tracked?  | _____         |
| 15. Did the leader throw questions back to the group in accordance with good conference procedure?                                   | _____         |
| 16. Was good distribution of discussion secured or were a few individuals permitted to monopolize it?                                | _____         |
| 17. Did the leader maintain control of the group without appearing to dominate?  | _____         |

(over)

- |   | <u>Rating</u> |
|---|---------------|
| 18. Did he use tact to bring members in "side-conferences" back into the discussion?                                      | _____         |
| 19. Did the leader exhibit resourcefulness in the use of suitable and effective devices to stimulate or clarify thinking? | _____         |
| 20. Did the leader guide the group through the proper steps of conference procedure?                                      | _____         |
| 21. Was the leader tactful in handling of any difficult situations?   | _____         |
| 22. Did he maintain continued interest of the group?  | _____         |
| 23. Did leader encourage group to talk with one another and really discuss points brought out by the members?             | _____         |
| 24. Was his topic suitable and within the experience of the group?  | _____         |
| 25. Did his "summary" or "recommendations" actually reflect the groups thinking?  | _____         |

DIRECTIONS FOR RATING THE SEMINAR OR CONFERENCE LEADER

In an attempt to establish a scale for classifying a seminar or conference leader during his session you should be as objective as possible, using the following scale for each question. If a question does not apply in a particular situation, then give maximum rating for that question.

PROCEDURE

Write a rating scale figure in the Rating Column according to your evaluation of the session leader in meeting the goals established by each question.

RATING SCALE

4 - Outstanding      3 - Excellent      2 - Good      1 - Fair      0 - Poor

Upon completion of rating column, add the ratings, then apply this final value to the scale below for an overall rating.

93 - 100 Outstanding; 85 - 92 Excellent; 77 - 84 Good; 70 - 76 Fair

0 - 69 Poor

7/1/72

OREGON POLICE ACADEMY

COUNSELOR'S EVALUATION OF STUDENT

Student's Name: \_\_\_\_\_ Department \_\_\_\_\_ Class # \_\_\_\_\_

**STUDENT EVALUATION:**      FIRST    SECOND    THIRD    Fourth    Fifth    Sixth  
    WEEK    WEEK    WEEK    Week    Week    Week

Interest						
Attitude						
Application						

**NOTEBOOK EVALUATION:**      FIRST    SECOND    THIRD    FOURTH    FIFTH    SIXTH  
    WEEK    WEEK    WEEK    WEEK    WEEK    WEEK

Completeness						
Format						
Clarity						
Up-to-Date						
Spelling						
Neatness						
General Appearance						
<b>TOTAL</b>						

COUNSELOR: \_\_\_\_\_ FIRST WEEK

COUNSELOR: \_\_\_\_\_ SECOND WEEK

COUNSELOR: \_\_\_\_\_ THIRD WEEK

COUNSELOR: \_\_\_\_\_ FOURTH WEEK

COUNSELOR: \_\_\_\_\_ FIFTH WEEK

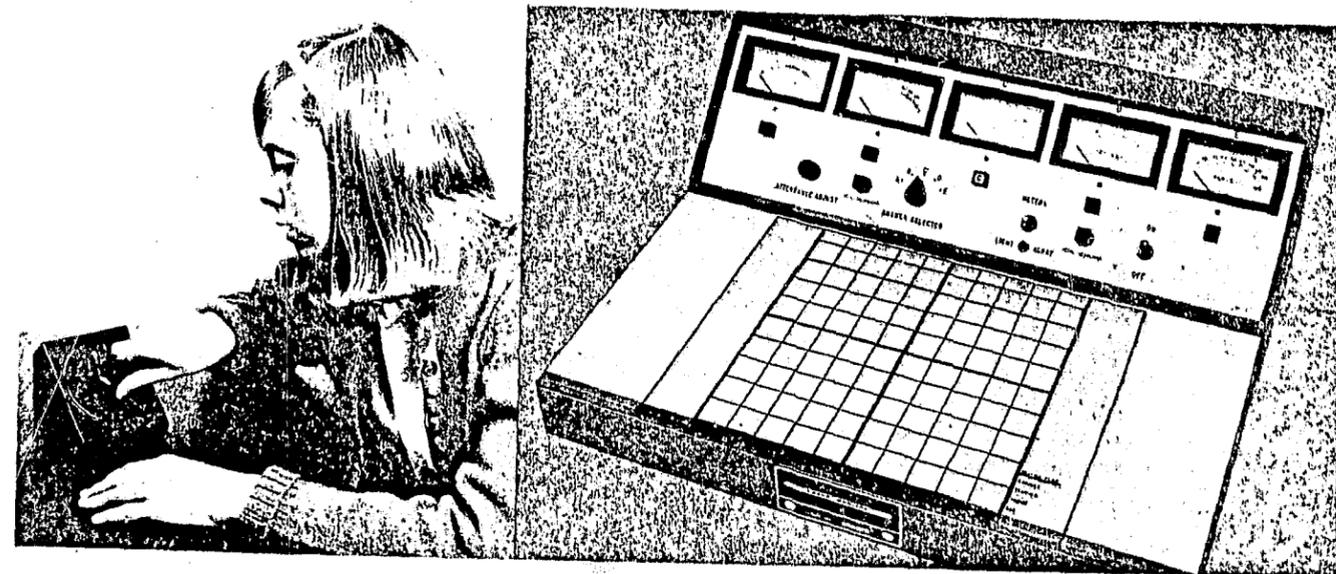
COUNSELOR: \_\_\_\_\_ SIXTH WEEK

Final Average Grade  
by Counselor \_\_\_\_\_

**DIRECTIONS:** Scale 1-4 Poor    4-6 Good    6-8 Very Good    8-10 Excellent

The norm will be 5. Work up or down from this norm. Grades below the norm will be explained to the student with directions given as to how the grades can be improved.

# THE BASIC BESELER R-E-S SYSTEM



**DESK TOP STUDENT RESPONDER UNIT** consists of answer selector knob and a window through which five possible answers (A, B, C, D and E) to the teacher's question are dialed by the student. Narrow angle lens over window assures privacy and discourages cheating.

Optional equipment includes a "reinforcement" lamp which is teacher-activated and lights when a correct answer is selected.

**GROUP MONITOR**, with its student light array, is the heart of the R-E-S system. At a glance, the teacher can evaluate the effectiveness of her presentation to the entire group by checking the five meters at the top of the console. Each meter indicates the percentage of the class that selected one of the five possible answers.

There is an "attendance adjust" control for adjusting the meters to various class sizes. There is also an optional accessory pushbutton on the monitor panel which activates the "reinforcement" lamp in the student responder unit.

**LIGHT ARRAY** The student light array indicates responses of individual students. There is a light for each student which corresponds to a classroom seating plan that is written on a clear plastic overlay. To operate the light array, teacher turns her "answer selector" switch on the group monitor to any answer she chooses. When the student gives that answer, it shows up on the light array.



## BOARD ON POLICE STANDARDS AND TRAINING

SUITE 404, THE EXECUTIVE HOUSE

325 13th STREET N.E. • SALEM, OREGON • 97310 • Phone 378-3674 378-3675

Oregon Police Academy Workshop  
on  
The Charles Beseler Student Response Evaluation System

### A. The System Provides:

1. Instant feedback of students comprehension.
2. Instant check on clarity of instructional presentation.
3. One to one teacher-student relationship.
4. Attendance check.
5. Immediate reinforcement.
6. Immediate test item evaluation.
7. Ability to pose questions to the entire class without calling for response from just one or two individuals.
8. Simple method for identifying difficult instructional areas.
9. Immediate test scoring.

### B. Unit Operational Procedure:

1. Plug console into power outlet.
2. Flip panel switch to on position.
3. Set all student response units to off position.
4. Flip panel switch to light array position.
5. Push total response button to determine that all units are in off position.
6. Flip panel switch to meter position.
7. Select "A" on panel answer selector.
8. Have all students in attendance select the "A" response.
9. Push attendance adjust button on panel. Meter "A" should register 100%, all other meters should read zero.
10. Flip panel switch to light array position. Check attendance.
11. Push student reinforcement button.
12. Push total response button to make sure everyone present has his selector on "A" response.

### C. Questions and Answer Operational Procedure:

1. Select correct response on panel answer selector.
2. State or project question and offer two to five possible responses.
3. Have students select their response on student responder.
4. Flip panel switch to light array and check correct respondents.
5. Flip panel switch to meters and note percentage response for each possible choice.
6. Push reinforcement button.
7. Flip panel switch to light array.
8. Push total response button to make sure everyone has responded.
9. Select other possible responses on panel answer selector to determine which students made what wrong response and discuss reasons for that response if desired.
10. State or project the next question.



STATE OF OREGON

INTEROFFICE MEMO

All Board Members

DATE: December 7, 1972

FROM: Paul Bettiol, Executive Director  
Board on Police Standards and Training

SUBJECT: Attached Sample Specification for a  
7-Week Basic Course

The attached sample specification for a 7-week Basic Course is for your consideration. It is the staff recommendation for inclusion in the next Administrative Rules change with the Secretary of State. Approval for this procedural change and authorization for the Executive Director to do necessary follow-up work will be requested at the December 19, 1972, Board Meeting.

The column which indicates the percentage increase or decrease in hours by category will not be included in the proposed Rules change.

The increases and/or decreases are explained as follows:

Introduction to Law Enforcement - This additional two hours is to utilize the Board's new sound and slide program in explaining the Board's activities and programs and how they effect the career of newly employed police officers.

Criminal Law - The increase is to allow the Board's multi-media Criminal Code program to be utilized in the Basic Course.

Criminal Evidence - No change.

Administration of Justice - A new class in Introduction to the Criminal Justice System is being prepared; other offerings will be Civil-Legal Liabilities, Jurisdiction of State and Federal Agencies and Law Enforcement Data Systems.

Juvenile Procedures - No change.

Firearms - The classroom portion will be shortened and additional time for shotgun training and night firing is being planned.

Criminal Investigation - Hours will remain unchanged but some changes are planned in subject matter. Preliminary Investigations will be expanded to eight hours and will include sources of information, surveillances, field notetaking and some basic interview techniques. Some time is planned for Burglary & Fraud cases, Bomb Incidents, and Photography. Some of the old subjects have been eliminated and will be covered within other topics.

Offensive - Defensive Tactics & Physical Training - Hours have been reduced due to elimination of Crowd Control Formations. Not included in the listed 280-hours, but to be continued in the training program, is the 17 hours of Physical Education, which is 1/2 hour of exercise, running, and calisthenics each morning.

All Board Members  
December 7, 1972  
Page Two

Patrol Techniques - The increase is due to increasing class hours in Patrol Procedures and Report Writing and adding a new class in Field Survival.

Traffic Operations - Motor Vehicle Laws, Traffic Direction and Control, and Accident Investigation have been increased. New classes are Driving Training and Breathalyzer Training.

Community - Police Relations - Subjects such as Human Relations, Family Crisis Intervention, and Public Relations have been lengthened significantly. One new class in Psychology for Police has been included in this category.

General Topics - The increase is due primarily to inclusion of first aid training.

The course description for those subjects included in the 250-hour Basic Course can be found in the Board's Policies and Procedures Manual. The course descriptions of the new subjects which are planned for the 7-Week Basic Course are in development stage at this time and will be provided to the Board members for their consideration prior to the next Board Meeting.

(Effective July 1, 1973)

BOARD ON POLICE STANDARDS AND TRAINING

S-7

SPECIFICATION S-7

TITLE: THE BASIC COURSE

The minimum amount of training for which certification will be granted in the Basic Course shall be a total of 330 hours, with 280 hours received in the training school, including first aid training, and 50 credit hours received for successful completion of the Board on Police Standards and Training field training course.

REQUIREMENT

1. Successful completion of the Board's supervised field training program in the employing department and submission to the Board of completed Manual F-24, including the Field Training Record Form F-23.
2. Successful completion of a First Aid course which shall qualify students for the Standard Red Cross First Aid certificate or a Board approved equivalent.
3. Retention on a permanent basis by the employing department documentation of the successful completion of the required Basic Course, including classroom work, first aid course, and the field training course.
4. Successful completion of the 280 hours of instruction in the following minimum prescribed subject areas at a certified training school.

This column will not show in final specification

Subject	Hours	% Increase From 200 Hours
Introduction to Law Enforcement	4	100%
Criminal Law	19	58%
Criminal Evidence	8	0%
Administration of Justice	20	150%
Juvenile Procedures	6	0%
Criminal Investigation	44	0%
Physical Training	15	- 12%
Patrol Techniques	24	41%
Traffic Operations	58	152%
Firearms	25	- 3.8%
Community - Police Relations	38	73%
General Topics (Includes examinations)	19	27%
TOTAL	280	



# BOARD ON POLICE STANDARDS AND TRAINING

SUITE 404, THE EXECUTIVE HOUSE

325 13th STREET N.E. • SALEM, OREGON • 97310 • Phone 378-3674 378-3675

TOM McCALL  
GOVERNOR

JAMES H. JONES  
Chief  
Ontario  
Chairman

ROLLIE T. PEAN  
Chief  
Coos Bay  
Vice Chairman

#### MEMBERS

DON EVA  
Attorney  
Portland

RUPERT L. GILLMOUTHE  
Hood River County

BYRON W. HAZELTON  
Major  
Oregon State Police  
Salem

ROBERT MACK  
City Manager  
Grants Pass

JULIUS L. MATTSON  
Special Agent in Charge  
Federal Bureau of  
Investigation  
Portland

WALLACE W. McCRAE  
President, Blue Mountain  
Community College  
Pendleton

J. BARDELL PURCELL  
Sheriff  
Multnomah County  
Portland

#### STAFF

PAUL E. BETTIOL  
Executive Director

KAREL HYER, Chief  
Academy and Special Programs

C. JERRY McNEW, Chief  
Professional Standards

ROBERT A. GHEYSEN, Chief  
Regional Training

A 7-WEEK BASIC COURSE

Adopted by:  
The Board on Police Standards and Training  
December 19, 1972  
Effective July 1, 1973

## JOB DESCRIPTION FOR PATROLMAN:

Below are identified sixteen activities which every patrolman performs. The training needs are described under each of the sixteen categories. Those training needs preceded by an asterisk (\*) are of a specific local nature and generally can better be provided at the local level.

## I PATROLS ASSIGNED BEAT OR POST

- \*Care and operation of departmental equipment and vehicles
- \*City and county ordinances
  - Penal code
- \*Departmental rules, regulations, general and special orders
- \*Discipline and department academy
- Principles of beat patrol and observations
- Human relations
- Public relations
- \*Geography of the city, district, and beat
- Techniques of arrest, search, and seizure
- Law of arrest, search, and seizure
- Gymnasium and calisthenics
- Defensive Driving

## II ADVISES, DIRECTS, AND GIVES INFORMATION TO THE GENERAL PUBLIC

- \*Geography of the city, district, and beat
- \*Departmental procedures in handling lost children
- \*Location and use of emergency health and medical facilities
  - Human relations
  - Public relations

## III RESPONDS TO AND HANDLES EMERGENCY CALLS

- \*Geography of the city, district, and beat
- \*Care and operation of departmental equipment and vehicles
- \*City and county criminal and traffic ordinances
  - Penal code
  - Law of arrest, search, and seizure
  - First aid
  - Life saving
- \*Departmental procedure in handling catastrophes, disasters, and fires
- \*Departmental procedures in handling juveniles, lost children, sick, injured, and mentally deficient persons
  - Self defense
  - Firearms
  - Vehicle code
  - Traffic accident investigation procedure
  - Gymnasium and calisthenics

## IV ENFORCES STATE LAWS, CITY AND COUNTY ORDINANCES

- \*City and county ordinances
  - Law of arrest, search, and seizure
  - Law of evidence
  - Criminal procedure

## IV Enforces State Laws, City and County Ordinances (continued)

- Philosophy of law enforcement
- Civil rights (guarantees)
- Self defense
- Firearms
- Juvenile law & procedures
- Traffic law enforcement

## V MAKES ARRESTS AND SEARCHES

- Penal code
- \*City and county ordinances
  - Civil rights
  - Techniques of arrest, search, and seizure
- \*Departmental procedure in the transportation of prisoners
- \*Departmental procedure in stopping suspicious vehicles
- \*Departmental rules and regulations
  - Law of arrest, search and seizure
  - Law of evidence
  - Self defense
  - Firearms
  - Gymnasium and calisthenics

## VI INVESTIGATES CITIZENS COMPLAINTS AND MAKES PRELIMINARY INVESTIGATIONS OF MAJOR CRIMES

- Penal code
- \*City and county ordinances
  - Laws of evidence, arrest, search, and seizure
  - Civil rights
- \*Departmental procedure relating to civil complaints, domestic complaints, mental illness, dog bite cases, ambulance reports, trespass complaints, prowler complaints, drunk and drunk driving complaints, and the like
- Conduct preliminary investigations of auto thefts, burglaries, robberies, assaults, rapes, and other sex cases
- Crime scene protection and investigation
- Collection and preservation of physical evidence
- Crime laboratory services
- Scientific investigation techniques
- \*Departmental records and forms
  - Report writing
  - Conduct field interrogations
  - Conduct general interrogations and interviews
- \*Departmental procedure in conducting police - community relations and public relations activities

## VII INTERROGATES AND INTERVIEWS VICTIMS, COMPLAINTS, WITNESSES, AND SUSPECTS

- Civil rights
- \*Departmental procedure in taking statements, admissions, and confessions
  - Field notetaking
- \*Departmental records and forms
  - Report writing
- \*Departmental rules and regulations
  - Penal code
  - Techniques of interviewing and interrogation

## VIII MAKES NECESSARY REPORTS AND RECORDS

- \*Organization and functions of the police records division - departmental reports, records and forms
- \*Departmental rules and regulations
- Basic record procedures
- Field notetaking and principles of report writing

## IX SAFEGUARDING PROPERTY

- \*Organization and function of the police property section, departmental procedure in handling lost, stolen, and recovered property, and prisoner's property
- \*Departmental procedure in handling of impounded vehicles
- Police duties at catastrophes, disasters, and fires
- \*Departmental procedure in protecting property at scenes of crimes, public gatherings, and recreational facilities

## X COLLECTS, PRESERVES, AND SAFEGUARDS EVIDENCE

- Patrolman's duties at crime scenes
- Collection and preservation of physical evidence
- Basic principles in scientific investigations
- Laws of evidence, arrest, search, and seizure
- Principles of criminal identification
- Principles of criminal investigation

## XI TESTIFIES IN COURT

- Organization of State and local courts
- Organization and functions of the medical investigator's office
- \*Departmental rules and regulations
- Criminal procedure
- Jurisdiction and venue
- Law of evidence
- Court demeanor and testimony

## XII REGULATES AND CONTROLS TRAFFIC

- General traffic procedure
- Philosophy of traffic law enforcement
- \*Departmental procedure in handling traffic violators and traffic summonses
- Traffic accident investigation
- Traffic direction and control
- Traffic engineering
- Traffic safety education
- Scientific techniques for drunk driving control
- Traffic law

## XIII COOPERATION WITH OTHER POLICE UNITS AND ALLIED AGENCIES

- Federal law enforcement agencies and principal areas of cooperation
- Local law enforcement agencies and principal areas of cooperation
- State law enforcement agencies and principal areas of cooperation
- \*Organization and administration of the city government, police department, and of local allied agencies

## XIV OPERATES AND CARES FOR DEPARTMENTAL AND PERSONAL EQUIPMENT

- \*Care and operation of departmental equipment, vehicles, emergency equipment, and weapons
- \*Departmental rules and regulations
- Traffic laws
- \*Organization and function of the police property section
- \*Departmental procedure in purchasing equipment

## XV PERFORMS MISCELLANEOUS DUTIES AND PROVIDES SERVICES

- Handling of bombs and explosives
- \*Police procedures in bomb calls, other emergencies and disasters, procedures in handling strikes, mobs, racial disturbances, and the like
- \*Election duties
- \*Licensing bicycles and taxicabs
- \*Specialized duties including the work of jailor, warrant clerk, information clerk, complaint clerk

## XVI MAINTAINS A PROFESSIONAL ATTITUDE

- History of law enforcement
- Philosophy of law enforcement
- Career opportunities in law enforcement
- Law enforcement as a profession
- Police ethics
- Civil rights
- \*Departmental rules and regulations
- \*Civil service rules and regulations
- \*Discipline and deportment
- Introduction to professional police associations
- Introduction to professional police publications
- Introduction to police education programs
- Police - Community relations
- Human relations
- Public relations

Although at first glance it appears that there is unnecessary duplication in the above training recommendations, close scrutiny reveals that the duplication serves a real purpose. For example, knowledge of the geography of the beat, district, and city is required not only of category 1 (patrol), but also of categories 2 (advises, directs, and gives information to the general public), and 3 (response to and handling of emergency calls). Further, care of equipment and vehicles is required not only in category 14 but also in categories 1 and 3.

## 7-WEEK BASIC COURSE

	<u>Hours</u>
INTRODUCTION TO LAW ENFORCEMENT	
Orientation	4*
Introduction	4
	<hr/> 8
CRIMINAL LAW	
Criminal Law	15
Laws of Arrest	4
	<hr/> 19
CRIMINAL EVIDENCE	
Rules of Evidence	4
Search and Seizure	4
	<hr/> 8
ADMINISTRATION OF JUSTICE	
Introduction to the Criminal Justice System (Including Oregon Judicial System)	4
U.S. and Oregon Constitution	2
Officer in Court	4
Civil Legal Liabilities	2
Jurisdiction of State and Federal Agencies #	4
Law Enforcement Data Systems	4
	<hr/> 20
JUVENILE PROCEDURES	
Juvenile Laws	2
Juvenile Investigations and Procedures	4
	<hr/> 6
FIREARMS	
Classroom	6
Range	19 (3 HRS*)
	<hr/> 25
CRIMINAL INVESTIGATIONS	
Preliminary Investigation (Including Field Notetaking, Memo Book, and Sources of Information)	8
Burglary and Fraud	4
Auto Theft	4
Bomb Incidents	2
Death Investigations and Basic Forensic Pathology	4
Narcotics and Dangerous Drugs	8
Interrogations and Confessions	4
Crime Scene Investigation and Preservation of Evidence	6
Fingerprints, Rolled and Latent	4
	<hr/> 44

#Includes State Police, OLCC, Alcohol, Tax and Firearms Service, Immigration Service, FBI and FBI Lab, OSBI and State Crime Lab, Parole and Probation.

PHYSICAL TRAINING

Calisthenics and Exercise  
Offensive-Defensive Tactics  
Techniques and Mechanics of Arrest  
Use of Police Baton

Hours

17\*\*  
8  
4  
3  

---

32

PATROL TECHNIQUES

Patrol Procedure  
Field Survival  
Report Writing  
Misdemeanor Citation  
Tactical Use of Chemical Agents  
Chemical Agents - Field Demonstration

7 (3 HRS\*)  
4  
8  
2\*  
2  
1  

---

24

TRAFFIC OPERATIONS

Motor Vehicle Laws  
Traffic Accident Investigation  
Breathalyzer  
D.U.I.L. - Implied Consent  
Driver Training  
Uniform Traffic Citation  
Accident Report Forms  
Traffic Direction and Control

7  
6  
24  
4  
10  
1\*  
2\*  
4  

---

58

COMMUNITY-POLICE RELATIONS

Psychology for Police  
Family Crisis Intervention  
Crowd Behavior  
Human Relations  
Public Relations  
Public Speaking  
Career and Ethics  
Officer-Violator Relations  
Recognition and Handling of Abnormal Persons  
Use of Discretion in Law Enforcement

4  
8  
2  
6  
2  
6  
2  
2  
2  
4  

---

38

GENERAL TOPICS

Jail Procedures (Includes Field Trip)  
First Aid

4  
8  

---

12

Hours

STAFF TIME

Course Critique	2
Examinations	4
Graduation	4 (2 HRS*)
Director's Time (Includes Reading Assignments and Classroom Discussion)	19
	<hr/> 29

TOTAL HOURS.....323 .

\*Evening classes - 12  
\*\*Morning sessions - 17

The 17 hours of physical education and training is conducted at reveille each morning.

NOTE: It is the intention of the Board to make this curriculum a unique learning experience. Traditional lecture teaching methods are to be utilized as little as possible. The latest audiovisual aids, i.e. films, slides, TV Tapes and student responder equipment will be utilized and the SIMULATED LAW ENFORCEMENT EXPERIENCE LAB will be utilized whenever appropriate.



## BOARD ON POLICE STANDARDS AND TRAINING

SUITE 404, THE EXECUTIVE HOUSE

325 13th STREET N.E. • SALEM, OREGON • 97310 • Phone 378-3674 378-3675

**TOM McCALL**  
GOVERNOR

**JAMES H. JONES**  
Chief  
Ontario  
Chairman

**ROLLIE T. PEAN**  
Chief  
Coos Bay  
Vice Chairman

### MEMBERS

**DON EVA**  
Attorney  
Portland

**RUPERT L. GILLMOUTHE**  
Hood River County

**BYRON W. HAZELTON**  
Major  
Oregon State Police  
Salem

**ROBERT MACK**  
City Manager  
Grants Pass

**JULIUS L. MATTSON**  
Special Agent in Charge  
Federal Bureau of  
Investigation  
Portland

**WALLACE W. McCRAE**  
President, Blue Mountain  
Community College  
Pendleton

**J. BARDELL PURCELL**  
Sheriff  
Multnomah County  
Portland

### STAFF

**PAUL E. BETTIOL**  
Executive Director

**KAREL HYER, Chief**  
Academy and Special Programs

**C. JERRY McNEW, Chief**  
Professional Standards

**ROBERT A. GHEYSEN, Chief**  
Regional Training

A TEN WEEK

BASIC COURSE CURRICULUM

BOARD ON POLICE STANDARDS AND TRAINING  
FIRST DRAFT: May 15, 1972

## A TEN WEEK BASIC COURSE CURRICULUM

## FORWARD:

The Kerner Commission Report in its discussion on the police and the community eloquently described the extraordinary and difficult problems faced by the police: "His role is one of the most difficult in our society. He must deal directly with a range of problems and people that test his patience, ingenuity, character and courage in ways that few of us are ever tested."

The Task Force on the Police of the President's Commission on Law Enforcement and the Administration of Justice has said: "It is obviously difficult and often impossible for police officers to respond in an appropriate manner to the numerous incidents called to their attention. They are under constant pressure to handle a volume of cases that are beyond their capacity. They lack adequate training with respect to some of the more complex social problems. And, there has been little effort to provide individual officers with the guidelines which they require if they are expected to make more effective and judicious decisions in disposing of the incidents which come to their attention. In the absence of adequate resources, training and guidance, the tendency is for individual police officers to attempt to meet largely by improvisation the varied demands made upon them."

Both Commissions have recommended police training guidelines and have placed particular emphasis on the need for training programs that prepare recruits to exercise discretion properly and to understand the community, the role of the police, and what the criminal justice system can and cannot do.

A comprehensive study by California Peace Officer Standards and Training is now underway, to determine the role of the police officer and subsequently, to design and offer a curriculum for training which is more relevant than many of those now in existence. This is probably a year away, at the earliest. This is Project S.T.A.R.

It must be noted at this time that the procedures to be followed in offering this ten week curriculum may be different than the historical or traditional procedures followed at the Oregon Police Academy. Consideration will be given to the needs of local police agencies and their respective city and county governments. It may be more effective and/or convenient to offer the ten weeks of training in blocks of 4-3-3 weeks with a week or two break between each block for local orientation and field training. This possibility has been considered in past 5 week basic classes, and will certainly be considered in an expanded ten week class.

The attached Job Description for Patrolman and ten week basic course curriculum is offered to accommodate the recommendations of both commissions, supra. It is subject to change in accordance with the recommendations of Project S.T.A.R.

## JOB DESCRIPTION FOR PATROLMAN:

Below are identified sixteen activities which every patrolman performs. The training needs are described under each of the sixteen categories. Those training needs preceded by an asterisk (\*) are of a specific local nature and generally can better be provided at the local level.

## I PATROLS ASSIGNED BEAT OR POST

- \*Care and operation of departmental equipment and vehicles
- \*City and county ordinances
- Penal code
- \*Departmental rules, regulations, general and special orders
- \*Discipline and deportment
- Principles of beat patrol and observations
- Human relations
- Public relations
- \*Geography of the city, district, and beat
- Techniques of arrest, search, and seizure
- Law of arrest, search, and seizure
- Military drill
- Gymnasium and calisthenics
- Defensive driving

## II ADVISES, DIRECTS, AND GIVES INFORMATION TO THE GENERAL PUBLIC

- \*Geography of the city, district, and beat
- \*Departmental procedures in handling lost children
- \*Location and use of emergency health and medical facilities
- Human relations
- Public relations

## III RESPONDS TO AND HANDLES EMERGENCY CALLS

- \*Geography of the city, district, and beat
- \*Care and operation of departmental equipment and vehicles
- \*City and county criminal and traffic ordinances
- Penal code
- Law of arrest, search, and seizure
- First aid
- Life saving
- \*Departmental procedure in handling catastrophes, disasters, and fires
- \*Departmental procedures in handling juveniles, lost children, sick, injured, and mentally deficient persons
- Self defense
- Firearms
- Vehicle code
- Traffic accident procedure
- Gymnasium and calisthenics

## IV ENFORCES STATE LAWS, CITY AND COUNTY ORDINANCES

- \*City and county ordinances
- Law of arrest, search, and seizure
- Law of evidence
- Criminal procedure

## IV Enforces State Laws, City and County Ordinances (continued)

Philosophy of law enforcement  
 Civil rights (guarantees)  
 Self defense  
 Firearms  
 Juvenile law  
 Traffic law

## V MAKES ARRESTS AND SEARCHES

Penal code  
 \*City and county ordinances  
 Civil rights  
 Techniques of arrest, search, and seizure  
 \*Departmental procedure in the transportation of prisoners  
 \*Departmental procedure in stopping suspicious vehicles  
 \*Departmental rules and regulations  
 Law of arrest, search and seizure  
 Law of evidence  
 Self defense  
 Firearms  
 Gymnasium and calisthenics

## VI INVESTIGATES CITIZENS COMPLAINTS AND MAKES PRELIMINARY INVESTIGATIONS OF MAJOR CRIMES

Penal code  
 \*City and county ordinances  
 Laws of evidence, arrest, search, and seizure  
 Civil rights  
 \*Departmental procedure relating to civil complaints, domestic complaints, mental illness, dog bite cases, ambulance reports, trespass complaints, prowler complaints, drunk and drunk driving complaints, and the like  
 Conduct preliminary investigations of auto thefts, burglaries, robberies, assaults, rapes, and other sex cases  
 Crime scene protection and investigation  
 Collection and preservation of physical evidence  
 Crime laboratory services  
 Scientific investigation techniques  
 \*Departmental records and forms  
 Report writing  
 Conduct field interrogations  
 Conduct general interrogations and interviews  
 \*Departmental procedure in conducting police - community relations and public relations activities

## VII INTERROGATES AND INTERVIEWS VICTIMS, COMPLAINTS, WITNESSES, AND SUSPECTS

Civil rights  
 \*Departmental procedure in taking statements, admissions, and confessions  
 Field notetaking  
 \*Departmental records and forms  
 Report writing  
 \*Departmental rules and regulations  
 Penal code  
 Techniques of interviewing and interrogation

## VIII MAKES NECESSARY REPORTS AND RECORDS

\*Organization and functions of the police records division - departmental reports, records and forms  
 \*Departmental rules and regulations  
 Basic record procedures  
 Field notetaking and principles of report writing

## IX SAFEGUARDING PROPERTY

\*Organization and function of the police property section, departmental procedure in handling lost, stolen, and recovered property, and prisoner's property  
 \*Departmental procedure in handling of impounded vehicles  
 Police duties at catastrophes, disasters, and fires  
 \*Departmental procedure in protecting property at scenes of crimes, public gatherings, and recreational facilities

## X COLLECTS, PRESERVES, AND SAFEGUARDS EVIDENCE

Patrolman's duties at crime scenes  
 Collection and preservation of physical evidence  
 Basic principles in scientific investigations  
 Laws of evidence, arrest, search, and seizure  
 Principles of criminal identification  
 Principles of criminal investigation

## XI TESTIFIES IN COURT

Organization of State and local courts  
 Organization and functions of the coroner's office  
 \*Departmental rules and regulations  
 Criminal procedure  
 Jurisdiction and venue  
 Law of evidence  
 Court demeanor and testimony

## XII REGULATES AND CONTROLS TRAFFIC

General traffic procedure  
 Philosophy of traffic law enforcement  
 \*Departmental procedure in handling traffic violators and traffic summonses  
 Traffic accident investigation  
 Traffic direction and control  
 Traffic engineering  
 Traffic safety education  
 Scientific techniques for drunk driving control  
 Traffic law

## XIII COOPERATION WITH OTHER POLICE UNITS AND ALLIED AGENCIES

Federal law enforcement agencies and principal areas of cooperation  
 Local law enforcement agencies and principal areas of cooperation  
 State law enforcement agencies and principal areas of cooperation  
 \*Organization and administration of the city government, police department, and of local allied agencies

XIV OPERATES AND CARES FOR DEPARTMENTAL AND PERSONAL EQUIPMENT

- \*Care and operation of departmental equipment, vehicles, emergency equipment, and weapons
- \*Departmental rules and regulations
- Traffic laws
- \*Organization and function of the police property section
- \*Departmental procedure in purchasing equipment

XV PERFORMS MISCELLANEOUS DUTIES AND PROVIDES SERVICES

- Handling of bombs and explosives
- \*Police procedures in bomb calls, other emergencies and disasters, procedures in handling strikes, mobs, racial disturbances, and the like
- \*Election duties
- \*Licensing bicycles and taxicabs
- \*Specialized duties including the work of jailor, warrant clerk, information clerk, complaint clerk

XVI MAINTAINS A PROFESSIONAL ATTITUDE

- History of law enforcement
- Philosophy of law enforcement
- Career opportunities in law enforcement
- Law enforcement as a profession
- Police ethics
- Civil rights
- \*Departmental rules and regulations
- \*Civil service rules and regulations
- \*Discipline and deportment
- Introduction to professional police associations
- Introduction to professional police publications
- Introduction to police education programs
- Police - Community relations
- Human relations
- Public relations

Although at first glance it appears that there is unnecessary duplication in the above training recommendations, close scrutiny reveals that the duplication serves a real purpose. For example, knowledge of the geography of the beat, district, and city is required not only of category 1 (patrol), but also of categories 2 (advises, directs, and gives information to the general public), and 3 (response to and handling of emergency calls). Further, care of equipment and vehicles is required not only in category 14 but also in categories 1 and 3.

A TEN WEEK BASIC COURSE CURRICULUM

	<u>Hours</u>
INTRODUCTION TO LAW ENFORCEMENT	
Orientation	4*
Introduction	4
	<hr/> 8
CRIMINAL LAW	
Criminal Law	15
Laws of Arrest	4
	<hr/> 19
CRIMINAL EVIDENCE	
Rules of Evidence	4
Search and Seizure	4
	<hr/> 8
ADMINISTRATION OF JUSTICE	
Introduction to Criminal Justice System and Agencies	4
U.S. and Oregon Constitution (An Overview)	2
Officer in Court	4
Civil - Legal Liabilities and Responsibilities (Use of Force, Child Custody, Landlord - Tenant Disputes)	4
Law Enforcement Data System	4
	<hr/> 18
JUVENILE PROCEDURES	
Juvenile Delinquency -- Laws and Procedures	16
	<hr/> 16
CRIMINAL INVESTIGATION	
Preliminary Investigations	8
Auto Theft	6
Answering Burglary Calls	4
Interrogations, confessions, signed statements	4
Bomb Incidents and Bombings	4
Death Investigations -- Basic Forensic Pathology	4
Crime Scene Investigation and Preservation of Evidence	8
Commercial Crimes (Shoplifting, Checks, Frauds)	4
Robbery -- Violent Crimes	4
Fingerprints, Rolled and Latent -- Basic Police Photography	8
Narcotics and Dangerous Drugs	16
	<hr/> 70
OFFENSIVE - DEFENSIVE TACTICS	
Physical Education and Training	25**
Defensive Tactics	16
Techniques and Mechanics of Arrest - Field Survival	9
Crowd Behavior	4
Baton Training	8
Use of Chemical Agents and Field Demonstration	4
	<hr/> 65

A Ten Week Basic Course Curriculum (Continued)

	<u>Hours</u>
<b>PATROL TECHNIQUES</b>	
Report Writing -- Officers Memorandum Book - Field Notetaking	16
Patrol Procedures	16
	32
<b>TRAFFIC OPERATIONS</b>	
Motor Vehicle Laws	16
Breathalyzer	24
DUIL and Implied Consent Cases	4
Traffic Direction Techniques	4
Accident Investigation	8
Accident Report Forms and Uniform Traffic Citation	2
Driver Training	10
	68
<b>FIREARMS</b>	
Classroom	6
Range	19
	25
<b>COMMUNITY - POLICE RELATIONS</b>	
Psychology for Police Officers	16
Crisis Intervention and Disturbance Calls	4
Civil Rights	2
Human Relations	6
Public Relations	2
Public Speaking	10
Police Career and Ethics	2
Recognition and Handling of Abnormal Persons	2
Crime Prevention Techniques	8
Use of Discretion in Law Enforcement	4
	56
<b>GENERAL TOPICS</b>	
Jail Procedures (includes field trip)	4
Jurisdiction of Federal and State Agencies	1
FBI	
OSP	
OLCC	
ATFS	
Immigration	
LEDS - NCIC	
Parole and Probation	
First Aid	8 *
	13

A Ten Week Basic Course Curriculum (Continued)

	<u>Hours</u>
<b>EXAMINATIONS</b>	
Weekly	8
Midterm	2
Final	2
	12
<b>OTHER</b>	
Director's Time	8
Graduation	2
Assigned Reading	8
	18
TOTAL COURSE HOURS.....	428

\*\* The 25 hours of physical education and training will be conducted each morning before breakfast at the present facility. Some changes are planned in this scheduling when another facility is available.

\* Evening classes.

**NOTE:** It is the intention of the Board to make this curriculum a unique learning experience. Traditional lecture teaching methods are to be utilized as little as possible. The latest audiovisual aids, i.e. films, slides, T.V. Tapes and student responder equipment will be utilized and the SIMULATED LAW ENFORCEMENT EXPERIENCE LAI will be utilized whenever appropriate.

The eight hour block of Director's Time will be utilized by the academy staff for instruction in classroom Notetaking, Alternatives To Incarceration, Apprenticeship and Training information and any other subject needing immediate attention. It will also serve as a cushion for the staff to use when an instructor must cancel an agreed upon time due to circumstances beyond his control. The cancelled class can be given during the Director's Time and the subjects scheduled to be covered during Director's Time can be given during time the cancelled class was scheduled.

APPENDIX TO PROGRAM I

PROVIDING STATEWIDE ADMINISTRATIVE SERVICES

APPENDIX TO PROGRAM I

Providing Statewide Administrative Services

- IA1 Timesheet
- IA2 Contact Report.
- IB1 Monthly Progress Report - Training
- IB2 Monthly Progress Report - Standards and Certification
- I I Sample Management Memo
- IIA1 Organization Chart - Oregon Board on Police Standards and Training
- IIB1 Sample Position Description
- IIIC1 Sample Registration Forms for Law Enforcement Officers
- IIIG1 Course Registration Forms for Law Enforcement Officers
- IIIA1 Personal and Professional Service Agreement
- IIIB1 Standard Complaint Report
- VIIE1 Sample Training Chart
- VIE2 Comparative Recruit Training Chart By Subject Area
- VIE3 A Record System Flow Diagram
- Field Reporting Handbook (28 pages)

S  
AS

For the week ending:

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
 (Last Name) F.I. SS No. (last 4) Month Day Year

STANDARDS ACTIVITIES		S	M	T	W	Th	F	S	State	Fed
		u						a		
		n						t		
ST 4 0 0	Officer Certification									
ST 4 0 0	Officer Certification									
ST 4 0 1	Field Training Program									
ST 4 0 1	Field Training Program									
ST 4 0 2	Inspection, Administration									
ST 4 0 3	Inspection, Field									
ST 4 9 9	9 9 Gen'l Adm/Supervision(Stds)									
ADMINISTRATIVE SERVICES ACTIVITIES										
AS 7 9 4	9 9 1 Adm/Supervision/Research									
AS 7 9 5	9 9 2 BPST Conference/Planning									
AS 7 9 6	9 9 3 Field Contact									
AS 7 9 9	9 9 4 Travel, to/from									
AS 6 9 3	9 9 Administrative Counseling									
AS 6 9 4	9 9 Recruitment/Career Counseling									
AS 6 9 5	9 9 College Programs									
AS 6 9 6	9 9 BPST Systems Development									
	Project _____									
AS	1 Adm/Supervision/Research									
AS	2 BPST Conference/Planning									
AS	3 Field Contact									
AS	4 Travel, to/from									
	Project _____									
AS	1 Adm/Supervision/Research									
AS	2 BPST Conference/Planning									
AS	3 Field Contact									
AS	4 Travel, to/from									
B.P.S.T. ADMINISTRATIVE ACTIVITIES										
GA										
GA										
Total Hours This Week										

IAI

# Contact Report

BOARD ON POLICE STANDARDS AND TRAINING

Inquiry Rec'd by: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ a.m.  
\_\_\_\_\_ p.m.

Office visit       Telephone  
 Letter/Memo       Field

Individual and Agency Affiliation \_\_\_\_\_  
\_\_\_\_\_  
(telephone number) \_\_\_\_\_

Problem/Question/Inquiry: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Counseling/Answers Provided: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Action Required: \_\_\_\_\_  
\_\_\_\_\_

Route to sequence: \_\_\_\_\_  
\_\_\_\_\_ PB    CJM    KH    RG    JLM    LS    WB    MV \_\_\_\_\_

File after action and routing: (1) Agency File \_\_\_\_\_ (2) Personnel File \_\_\_\_\_  
(3) A/S File # \_\_\_\_\_: \_\_\_\_\_ Counseling \_\_\_\_\_ Limited Survey \_\_\_\_\_  
\_\_\_\_\_ Comprehensive Survey \_\_\_\_\_

**CONTINUED**

**1 OF 2**

# BOARD ON POLICE STANDARDS AND TRAINING

A PROGRESS SUMMARY for the period: \_\_\_\_\_

BASIC TRAINING	ADMINISTRATIVE DISTRICT														TOTAL		
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Offi- cers	Man Hours	
Officers Completing The Certified Basic Curriculum This Period																	
Withycombe																	
Eugene																	
Portland																	
Salem																	
Other																	
Total Officers and Manhours This Period .....																	
<b>ADVANCED TRAINING</b>																	
Officers Completing Advanced Courses This Period																	
<u>Field Training</u>																	
<u>Advanced Officer Course</u>																	
Withycombe																	
In District																	
<u>Supervisory Course</u>																	
Withycombe																	
In District																	
<u>Middle Management</u>																	
Withycombe																	
In District																	
<u>Executive Course</u>																	
Withycombe																	
In District																	
<u>Specialized Courses</u>																	
Withycombe																	
In District																	
Total Officers and Manhours This Period.....																	
<b>OTHER ACTIVITIES</b>														<b>TOTALS</b>			
Instructors Certified														This			
Courses Certified														Period			
Police																	
College																	
Total																	

IBI

**BOARD ON POLICE STANDARDS AND TRAINING**

A PROGRESS SUMMARY for the period: \_\_\_\_\_

	ADMINISTRATIVE DISTRICT														Total Certified Officers
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	
<b>OFFICER CERTIFICATION</b>															
Total Beginning of this Period: _____															
Activity This Period															
Certificates Issued, Basic															
Certificates Issued, Inter															
Certificates Issued, Adv															
Certificates Revoked															
Certificates Lapses															
Certificates Denied															
Total Number of Certificates in force at close of this period: _____															
Distribution: Basic: _____ Intermediate: _____ Advanced: _____															
<b>ADMINISTRATIVE SERVICES ACTIVITY</b>															<b>Total This Period</b>
<u>Agency Counseling</u>															
New Service Request															
Service In Progress															
Service Completed															
<u>Limited Survey</u>															
New Service Request															
Service In Progress															
Service Completed															
<u>Comprehensive Survey</u>															
New Service Request															
Service In Progress															
Service Completed															
<b>DEPARTMENTAL PERSONNEL RECORDS AND STANDARDS INSPECTIONS</b>															<b>Total This Period</b>
<u>Field Inspections</u>															
Administrative Inspections															
Total Inspections															
<b>CAREER COUNSELING AND STAFFING</b>															<b>Total This Period</b>
<u>Agency Openings Processed</u>															
Certification and Career Counseling															
College Program Consultation															

IB2

**BPST Management Memo**

To: The Staff  
 xc: Edward R. Cooper  
 Law Enforcement Council  
 Subject: Coordination of Administrative Services Activities with the Law Enforcement Council

Date: August 17, 1971	No. 50-01
Revision Date:	By: jlm
Approval: <i>[Signature]</i>	

To assure full coordination of effort between the Law Enforcement Council and the Board on Police Standards and Training an agreement was reached on June 8, 1971 between Edward Cooper and Paul Bettiol stating--

"---it is agreed between the two agencies that before any administrative or other type study is to be undertaken by the Board on Police Standards and Training during the next fiscal year, the Executive Director of the Board will:

1. Notify in writing the Law Enforcement Council through the State Planning Coordinator that a study is to be undertaken describing the agencies involved and type of study to be undertaken.
2. The State Planning Coordinator will advise the Executive Director of Police Standards and Training of other similar studies currently being conducted or proposed to be conducted in any region.
3. If studies have been proposed or are being conducted in a region which could conflict with a study being proposed or conducted by the Board on Police Standards and Training, the Board, after notification from the Law Enforcement Council, will either withdraw its study from the region or coordinate its activities with other state agencies involved."

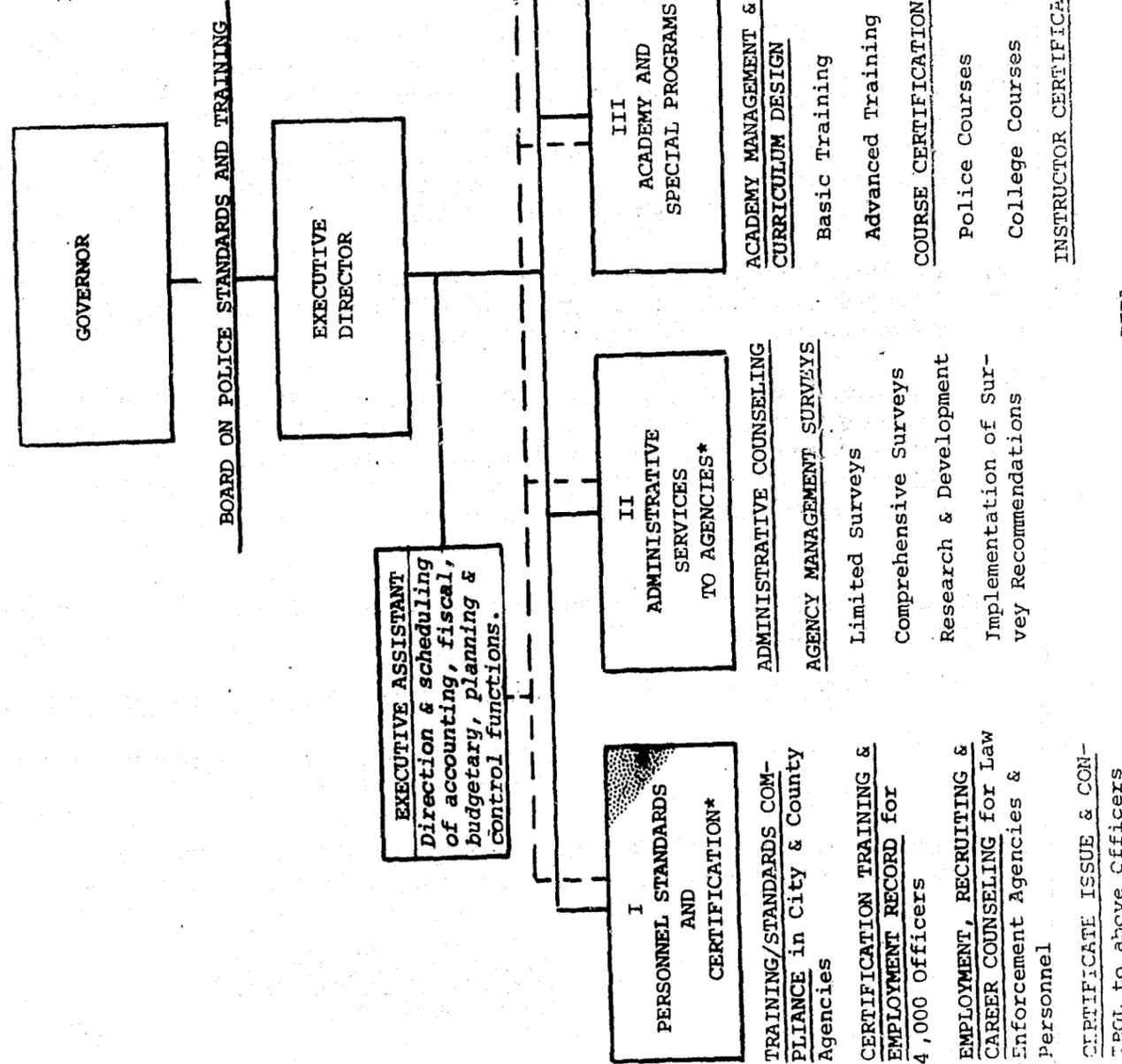
A standard form for Board use is provided herewith. This form is to be completed in duplicate, and routed as follows:

Original: To the Law Enforcement Council as addressed.  
 Copy: To be held in the Project Director's suspense file to await LEC reply.

It is understood that further action on a project will await either a reply from the LEC, or expiration of the reply date shown on the bottom of the form.

*Paul Bettiol*  
 Executive Director

11A



\* - Sections I and II directed by one individual for 1973-75.

- Section I will also function as the administrative section for the Board for accounting purposes.

STATE OF OREGON  
EXECUTIVE DEPARTMENT PERSONNEL DIVISION  
**POSITION DESCRIPTION**  
PD 122

STUDY ATTACHED INSTRUCTIONS CAREFULLY BEFORE COMPLETING  
THIS FORM IS USED TO DESCRIBE A NEW POSITION OR TO RE-DESCRIBE AN EXISTING POSITION

1. APPROVED CLASS (THIS BLOCK FOR PERSONNEL DIVISION USE) USE		CLASS NO.	POSITION INVENTORY NO <b>S A M P L E</b>
2. RECOMMENDED CLASS		3. PRESENT CLASS, IF EXISTING POSITION <b>Police Standards Coordinator - 7175</b>	
4. AGENCY <b>Board on Police Standards &amp; Training</b>		5. WORK UNIT <b>Headquarters</b>	6. LOCATION (ROOM NO - BUILDING - CITY) <b>325 13th Street N.E., Salem, Ore</b>
7. THIS POSITION IS OCCUPIED BY: (NAME)		8. WORKING TITLE OF POSITION <b>Section Chief, Academy Programs</b>	
9. THIS DESCRIPTION IS INTENDED TO SHOW: <input type="checkbox"/> A NEW POSITION <input checked="" type="checkbox"/> CHANGES IN EXISTING POSITION		10. THIS POSITION IS <input checked="" type="checkbox"/> PERMANENT <input type="checkbox"/> LIM. DURATION <input type="checkbox"/> SEASONAL <input checked="" type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME	
11. SUMMARY STATEMENT OF THE DUTIES OF THIS POSITION (DESCRIBE IN ONE SENTENCE IF POSSIBLE) <b>Directs the development and operation of all academy-based training for city and county law enforcement personnel as required by ORS 181.</b>			
12. DESCRIPTION OF DUTIES—NOTE: THIS IS THE MOST IMPORTANT ITEM ON THIS FORM. BE SURE THAT YOU UNDERSTAND THE INSTRUCTIONS BEFORE COMPLETING THIS SECTION. SHOW APPROXIMATE TIME SPENT ON EACH DUTY BY PERCENTAGE OF TOTAL TIME, OR HOURS PER DAY, WEEK, OR MONTH.			
TIME	WORK PERFORMED		
45%	Directs operation of the Oregon Police Academy for training 280 recruits and 350 supervisory or command personnel each year. (a) Supervises cook and 3 domestic workers in purchasing food and kitchen operation. 75% full-time. (b) Supervises two class counselors 75% full-time. (c) Supervises two full-time Training Coordinators. (d) Supervises over 40 part-time instructors six times per year. (e) Supervises janitorial contractor. (f) Maintains liaison with Oregon Military Department, facility owner.		
10%	Directs curriculum planning and development for academy-based courses.		
5%	Writes, edits and publishes Board publications; Newsletter, monthly and annual reports, Board minutes.		
5%	Administers examination and certification of 200 instructors and 300 courses each year for compliance with Board requirements.		
10%	Prepares applications, makes proposals to granting bodies, and directs academy-oriented federal grant programs. Supervises personnel involved.		
2%	Evaluates performance of personnel within the section.		
2%	Prepares and justifies biennial section budget currently in excess of _____		
5%	Prepares long and short-term goals for the academy. Construction planning for a new facility presently under consideration and study.		
1%	Manages procedures for hearings in contested cases of agency administrative rules dealing with the curriculum of the Basic and Supervisory courses.		
5%	Drafts numerous contracts and identifies contractors. Monitors fulfillment of the contracts, usually educational in nature.		
(See continuation page)*			
13. IF ANY OTHER POSITIONS IN YOUR AGENCY HAVE ABOUT THE SAME DUTIES, LIST TITLES AND NAMES OF EMPLOYEES. THREE ARE SUFFICIENT. None			
*Not included in this example.			

USE EXTRA SHEETS IF NECESSARY

IIB1

IIC1

14. LIST DIVISIONS, SECTIONS, UNITS, ACTIVITIES, AREAS, WARDS, ETC. SUPERVISED OR FOR WHICH INCUMBENT IS RESPONSIBLE (1) Oregon Police Academy (2) Course and Instructor Certification, (3) Police Traffic Services training, (4) Board publications and minutes, monthly and annual reports, (5) Curriculum development of academy-based programs.

15. IF INCUMBENT DIRECTLY SUPERVISES FIVE OR FEWER EMPLOYEES, LIST THEIR NAMES AND CLASSIFICATIONS. IF MORE THAN 5, SHOW THE NUMBER OF EMPLOYEES FOR EACH CLASS.

NAME AND NUMBER OF EMPLOYEES	CLASS	WORKING TITLES
Police Standards Coordinators (full-time) 2		Training Coordinator
Cook 2 (full-time) 1		Cook 2
Cook 1 (full-time) 1		Cook 1
Domestic Workers (full-time) 2		Domestic Workers

16. DESCRIBE THE AMOUNT AND KIND OF SUPERVISION EXERCISED OVER THIS POSITION; HOW IS WORK ASSIGNED AND REVIEWED? Supervision through personnel contact and written directives. Work is assigned by written directive with dates for accomplishment. Reviewed at least weekly in personal interviews and consultations.

17. NAME CLASSIFICATION, AND WORKING TITLE OF IMMEDIATE SUPERVISOR

Executive Director

18. DESCRIBE THE KIND AND AMOUNT OF CONTACTS REQUIRED Daily contacts with police administrators (and Academy staff) regarding training needs and rules compliance. Multi weekly contacts with trainees re: effects of BPST rules on their careers.

19. WHAT ARE THE TYPE AND FREQUENCY OF DECISIONS REQUIRED AND RESULT OF ERRORS Daily decisions regarding agency or individual compliance with BPST rules. Almost daily decisions on curriculum and instructor performance. Weekly decisions on acceptance or rejection of trainees. Improper decisions would have lasting effect on acceptance of BPST goals and trainees career in law enforcement.

20. A.  IF JOB REQUIRES TYPING, % TIME CHECK HERE B.  IF JOB REQUIRES THE TRANSCRIPTION OF MACHINE DICTATION, CHECK HERE C.  IF JOB REQUIRES THE TAKING AND TRANSCRIPTION OF SHORTHAND, CHECK HERE

21. LIST ANY MAJOR EQUIPMENT, TOOLS, MACHINES, OFFICE MACHINES OR MOTOR VEHICLES OPERATED ON JOB AND SHOW PERCENT OF TIME

22. WORK SCHEDULE—CHECK MON.  TUES.  WED.  THURS.  FRI.  SAT.  SUN.   
 23. WORKING CONDITIONS: DESCRIBE UNUSUAL RISKS, EXERTIONS, OR DISAGREEABLE ELEMENTS  
 Long hours, considerable driving in all weather.

24. A. FORMAL EDUCATION REQUIRED FOR THIS POSITION

LESS THAN HIGH SCHOOL  HIGH SCHOOL  BUSINESS/VOCATIONAL SCHOOL  SOME COLLEGE  COLLEGE GRADUATION  GRADUATE STUDY

B. ACADEMIC COURSE WORK AND/OR MAJOR YEARS DEGREE C. SPECIAL TRAINING REQUIRED

General Studies - Public Admin. 2 - 4

25. EXPERIENCE REQUIRED Administrative experience in law enforcement, involvement in leadership of state-wide law enforcement organizations, background in law enforcement training.

26. SPECIAL SKILLS REQUIRED Leadership, instruction and writing ability, knowledge of sound law enforcement operational and administrative practices, state-wide acceptance by law enforcement administrators.

27. IF RECLASSIFICATION IS REQUESTED, GIVE REASON, AND SUMMARIZE MAJOR CHANGES IN THE POSITION Program growth and additional employees create a need for this supervisory position. Additional courses at the Academy require a year-around facility with full-time employees. The new planning and development requirements of the section are significant and include curriculum development, instructor utilization, new facility planning and further utilization of audio-visual instructor techniques. Since the original position requirement, the number of FTE personnel supervised has grown from 0 to 8.8. Expenditure levels have tripled in just over two years. An intermediate level of supervision is a must.

I HEREBY CERTIFY THAT I HAVE READ THE INSTRUCTIONS AND THAT THE ANSWERS ARE MY OWN AND ARE TRUE TO THE BEST OF MY KNOWLEDGE.

SIGNED DATE

DEPARTMENT HEAD OR REPRESENTATIVE: PLEASE ADD ANY COMMENTS, CRITICISMS, OR SUGGESTIONS.

TO THE BEST OF MY KNOWLEDGE, THE STATEMENTS MADE HEREIN ARE ACCURATE AND COMPLETE EXCEPT AS NOTED ABOVE. I UNDERSTAND THAT IF THE PROPOSED CHANGE IS APPROVED THE INCUMBENT MUST QUALIFY FOR THE NEW CLASS.

SIGNED (NAME - TITLE)

IIGI (Continued)

(Hand print or "X" the circle for all entries not shaded)

1 0 2-6 7-30

Name (Last, First, M.I.)

Department

32-34

Administrative District Number

35-36

For this course: Commuting (1) Live-in (2)

Estimated One-Way Mileage From Your Department: (X one)

0-9 miles (1) 10-49 mi (2) 50-99 mi (3) 100 or more miles (4)

Length of Service in Law Enforcement, years: (X one)

less than 1 (1) 1 to 3 (2) 3 to 6 (3) 6 to 10 (4) 10 or more (5)

Sex:

M (1) F (2)

Date of Birth:

41-46 (M,D,Y) 47

Marital Status:

S (1) M (2) D (3)

CERTIFICATION LEVEL ATTAINED: (X one)

None (0) Basic (1) Intermediate (2) Advanced (3)

Month & Year of Current Employment (M,Y)

49-52

Educational Level Completed (X one)

GED (0) H.S (1) 1 year College (2) 2 years College (3) 3 years College (4) 4-year or Degree (5) Post-Grad Work (6)

Course Number

54-58

Course Title and Course Length, hours:

64-69

Short Title

59-63

Course Start Date

64-69

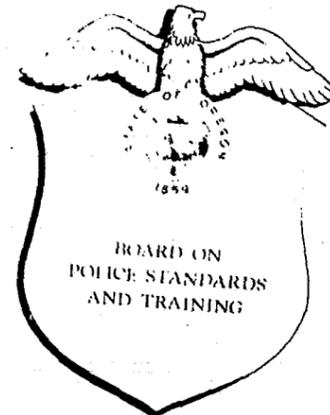
Loc Code

70-72

Number of Hours Credited if different from above.....

# Hours

73-75



BOARD ON POLICE STANDARDS AND TRAINING  
STATE OF OREGON  
COURSE REGISTRATION

SDT-1 (rev)

STATE OF OREGON  
BOARD ON POLICE STANDARDS AND TRAINING  
CONTRACT  
Personal and Professional Services Agreement

This agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, by and between the Oregon Board on Police Standards and Training, here and after called the Board, and \_\_\_\_\_, here and after called the contractor.

WITNESSETH

WHEREAS, the Board has need for the professional services of a special consultant in the field of \_\_\_\_\_, and

WHEREAS, the proper performance of such services requires the particular training, ability, knowledge and experience in such field,

NOW, THEREFORE, it is agreed between the parties as follows:

I. The CONTRACTOR will receive compensation at the rate of \_\_\_\_\_ per hour/day. Per diem and travel expense where applicable to be reimbursed in accordance with the current Executive Department Administrative Rules.

The CONTRACTOR agrees to perform during the period of \_\_\_\_\_, 19\_\_\_\_, through \_\_\_\_\_, 19\_\_\_\_, inclusive, the following Personal and/or Professional Services:

II. In performing the above services it is understood and agreed that:

- (1) The CONTRACTOR is engaged as an independent contractor and will be responsible for any federal or state taxes applicable to this payment.
- (2) The CONTRACTOR will not be eligible for any benefit from these contract payments of federal Social Security, State Workmen's Compensation, unemployment insurance or the Public Employes' Retirement System (unless presently a member of the Public Employes' Retirement System), except as a self-employed individual.
- (3) If this payment is to be charged against federal funds, the CONTRACTOR certifies that he is not currently employed by the Federal Government.
- (4) It is certified that the CONTRACTOR is/is not a newly appointed, prospective, or present state employe.
- (5) The CONTRACTOR certifies that he is in an "off-duty" status with his regular employer, during time he is performing the services under this agreement.
- (6) It is certified that the CONTRACTOR is/is not a member of the Public Employes' Retirement System. The CONTRACTOR'S present contribution rate is \_\_\_\_\_%.

III. Agreements wherein federal funds from Oregon Law Enforcement Council are used for compensation, travel, or subsistence, the CONTRACTOR agrees and understands the following:

- a. Federal, state, and local agency auditors will have access to the CONTRACTOR'S records for purposes of audit and that the records will be complete and available for five years.
- b. Oregon Law Enforcement Council shall not be obligated or liable for any breach of contract or other action in law to any party other than the subgrantee of an Oregon Law Enforcement Council funded project.

c. CONTRACTOR, at the conclusion of the contract, will submit to the Board a brief but comprehensive report giving a clear statement of the problems investigated or services performed and the results achieved.

IV. This contract and any amendments to this contract will not be effective until approved by the Executive Department or Department of General Services as applicable.

V. It is certified by the requesting agency that sufficient funds are available to finance costs of this contract within the agency's current appropriation or limitation as shown on line \_\_\_\_, page \_\_\_\_ of the 19\_\_ - \_\_\_\_ biennial budget or as indicated below.

CONTRACTOR'S FIRM (if applicable)  
 Name (print) \_\_\_\_\_ Federal I.D. \_\_\_\_\_ State I.D. \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ CONTRACTOR'S PRIMARY AGENCY (State only) \_\_\_\_\_

By \_\_\_\_\_ Date \_\_\_\_\_  
 Telephone Number \_\_\_\_\_ APPROVALS

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ LAW ENFORCEMENT COUNCIL (if applicable)  
 By \_\_\_\_\_ Date \_\_\_\_\_

Public Employees' Retirement Number \_\_\_\_\_ EXECUTIVE DEPARTMENT  
 Date of Birth \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ By \_\_\_\_\_ Date \_\_\_\_\_  
 (director or delegate)

Contractor Code: (check one)  
 State Employee (non academic) E 9996 \_\_\_\_\_  
 State Employee (academic) E 2900 \_\_\_\_\_  
 Non-State but PERS member E 9999 \_\_\_\_\_  
 Non-State, Non-PERS member E 9995 \_\_\_\_\_

BOARD ON POLICE STANDARDS AND TRAINING

Contractor's Signature \_\_\_\_\_ Date \_\_\_\_\_ Executive Director \_\_\_\_\_ Date \_\_\_\_\_

PERSONAL SERVICES		
MEALS		
LODGING		
MILEAGE OR TRANSPORTATION		
MISCELLANEOUS (specify)		
	TOTAL	

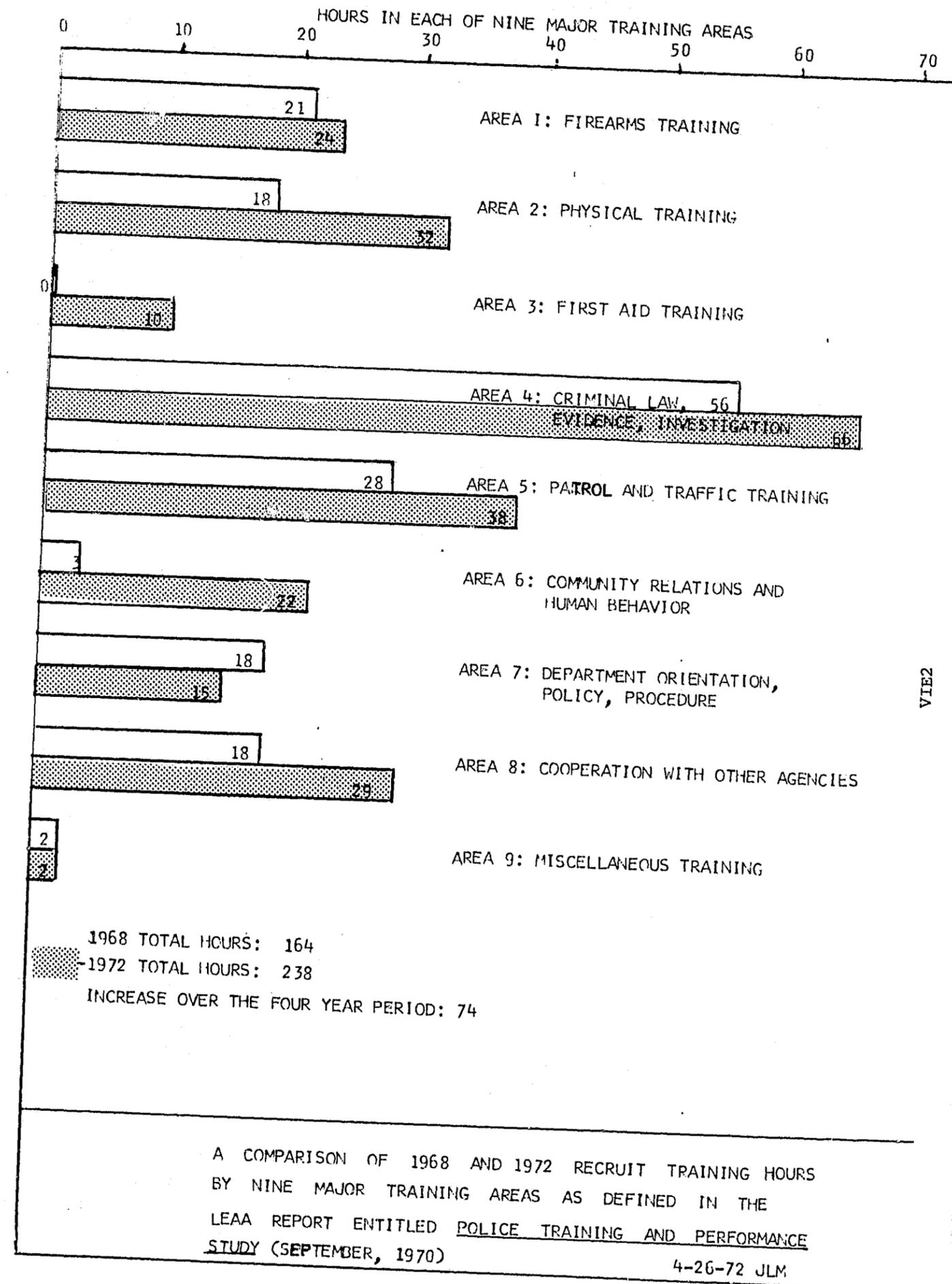
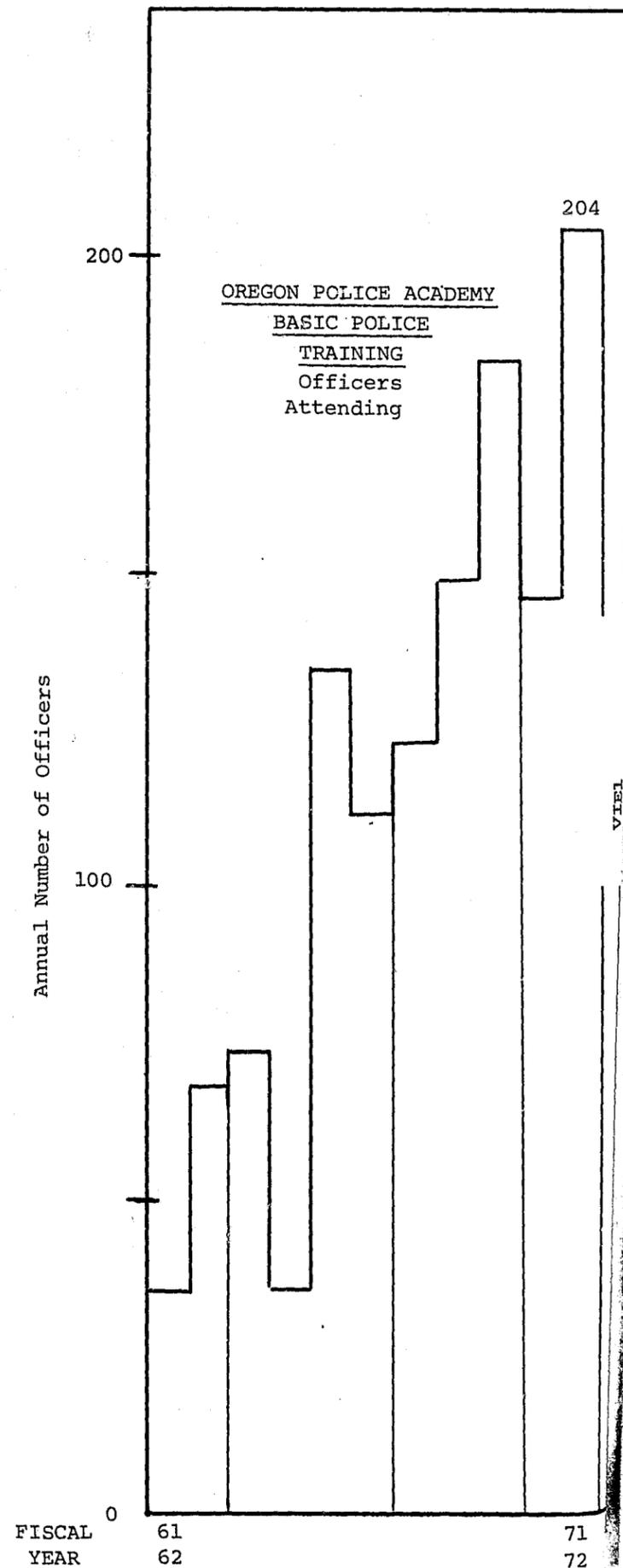
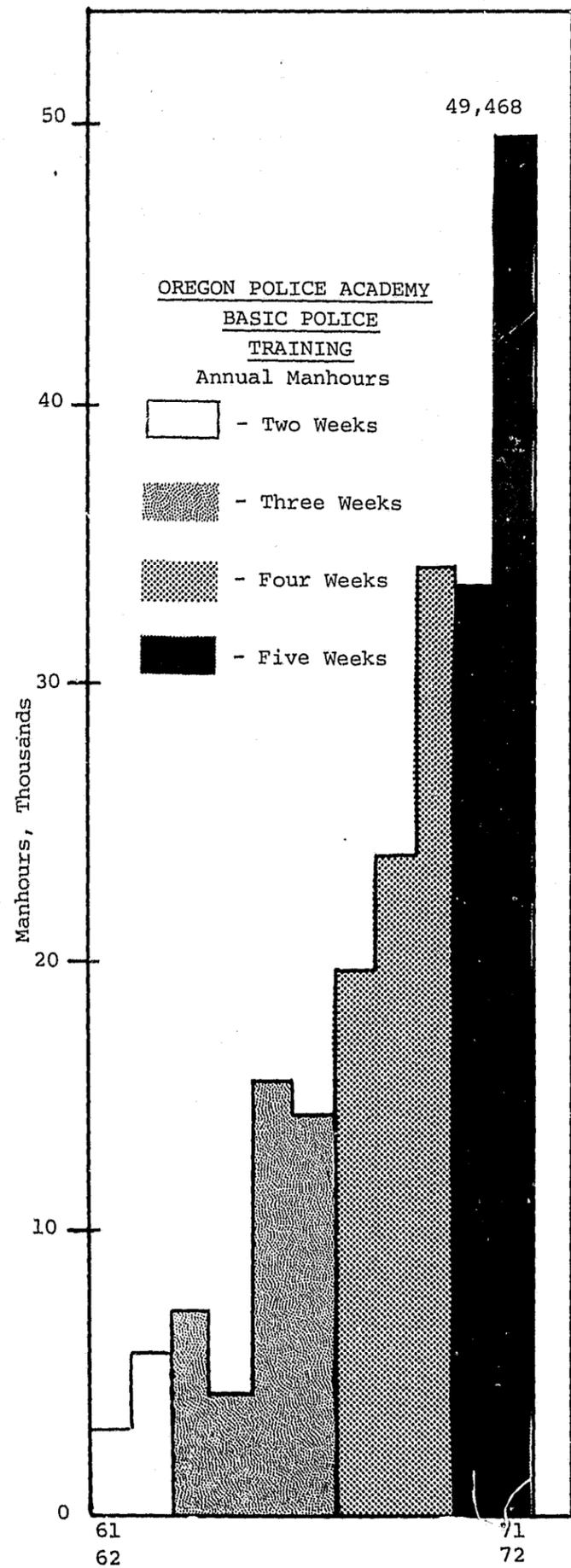
It is certified that the above services have been satisfactorily completed and payment is authorized.

Charged to: \_\_\_\_\_  
 Code to: \_\_\_\_\_  
 By \_\_\_\_\_  
 Executive Director

IIIAL (continued)

Case No.	Teletype _____	Other _____
	On View _____	Counter _____
Rec'd By:	Phone _____	Desk _____
Date & Time Rec'd:	Classification:	
Incident:	Date/Time of Incident:	
Location:	Contact Complainant At:	
Complainant:	Telephone No. _____	
Address of Complainant:	Date of Birth: _____	
Details:		
Assigned To:	see report _____	closed _____
	unfounded _____	cleared _____
Date & Time:		

**COMPLAINT REPORT**



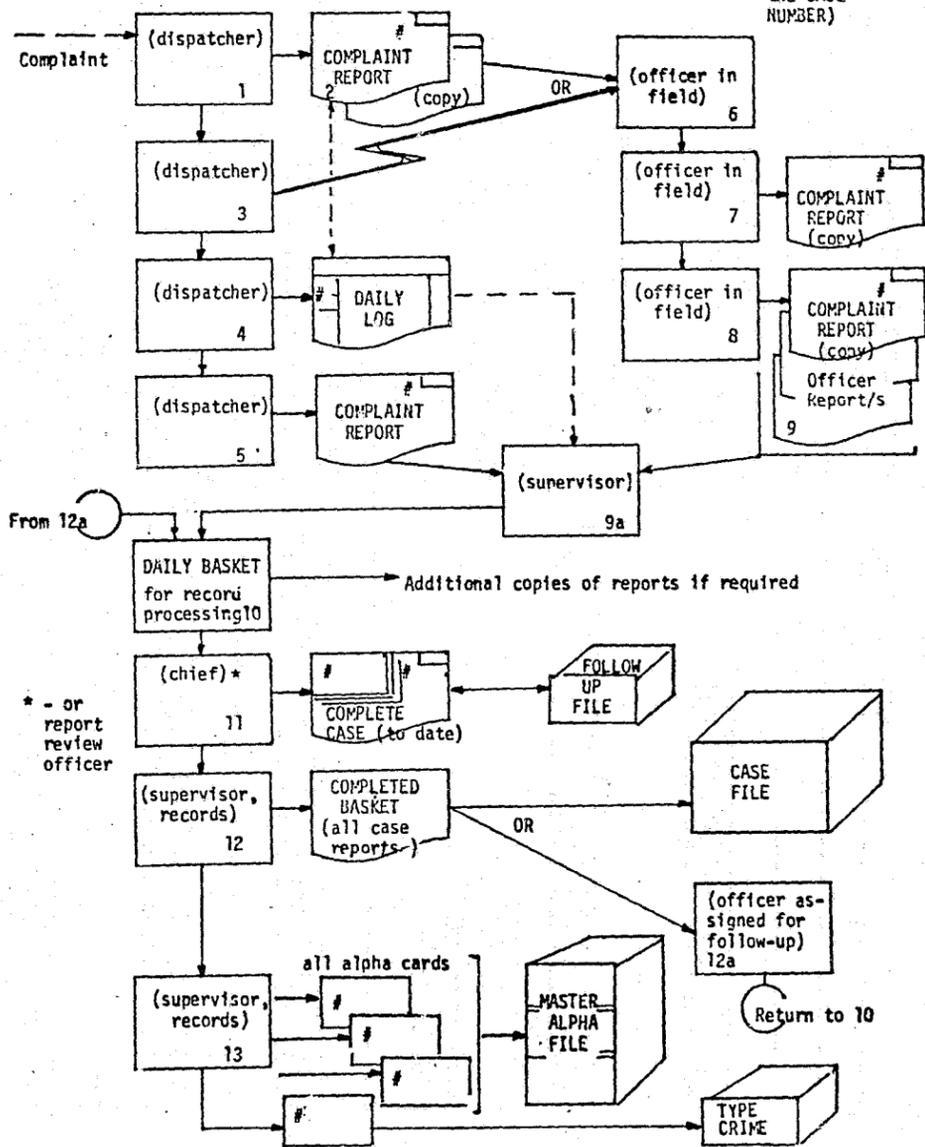
THE COMPLAINT-TO-CASE FILE FLOW DIAGRAM

Explanation of the Proposed System

1. Receipt of the complaint. Information recorded is determined by the design of the COMPLAINT REPORT. (See Appendix and sample form in this chapter.)
2. Dispatcher completes the COMPLAINT REPORT in two copies. The original and the officer's copy both carry the CASE NUMBER from the DAILY LOG--the log acts as an on-going case number register. Officer's copy of the COMPLAINT REPORT may be taken into the field, or held in the records section depending upon the method of dispatching.
3. Dispatching.
4. Dispatcher types information from the COMPLAINT REPORT to the DAILY LOG in brief form. Includes only essential details. Long narrative remains on COMPLAINT REPORT.
5. Original COMPLAINT REPORT is held in suspense basket awaiting the return of the officer assigned and his copy of the COMPLAINT REPORT and/or other reports.
6. Officer in the field receives dispatch. If assignment is made in the department the officer's copy of the COMPLAINT REPORT is taken for note purposes.
7. Officer completes initial investigation. Original information checked/corrected.
8. Officer completes additional report forms as required for the incident. (Crime, accident, arrest, clearance, etc.)
9. Officer returns the forms for each case number to the supervisor (9a.)
- 9a-10. Supervisor attaches original COMPLAINT REPORT to the officer's reports; reviews all documents and marks items requiring index or type-crime cards; initials and dates the case if all items complete--or returns it to the officer for corrections. All material for each case is clipped together and deposited in the "Daily Basket" for processing by the records section. Processing includes typing of the master index cards, type-crime card and follow-up card (if required.) The Daily Basket case reports and cards with all case numbers accounted for is forwarded to the Chief with the DAILY LOG. Additional copies of the reports may be reproduced at this point or following step 12 depending upon the Chief's preference.
11. Chief reviews reports and cards, inserts or removes follow-up cards in a chronological file. New follow-up cards are added as assignment of officers is made, removed as earlier assignments are completed. Chief initials all report forms and all card entries as read during this review process.
12. Case reports and cards are returned to the "Completed Basket" if case is terminal (closed, cleared, unfounded.) Reports filed in CASE FILE, cards to step 13.
- 12a. Reports requiring further action are returned to the Daily Basket (step 10) to await supplemental reports before being cycled again to supervisor, Chief and records. Index cards for these cases may be filed, and case report so noted.
13. Index cards are filed in the consolidated MASTER ALPHA FILE--a single alpha file containing all cards regardless of whether suspect, victim, accident or other sub-classification. TYPE CRIME cards are filed according to the instructions provided in the Manual of Police Records (FBI).

A FLOW DIAGRAM--PROPOSED SYSTEM

(# - indicates the CASE NUMBER)



VIE3

FIELD REPORTING HANDBOOK  
(SAMPLES ONLY)

## GENERAL REPORTING REGULATIONS

### I. FIELD REPORTING HANDBOOK

The Handbook is designed to provide officers with an efficient method for the preparation of reports by incorporating the use of a minimum number of forms, convenient storage of blank forms, instructions for the proper completion of each form, and a firm surface for report writing.

The Field Reporting Handbook is an item of issue to each uniformed officer responsible for the preparation of reports in the field.

### II. PURPOSE OF THE REPORTS

A. From the standpoint of the officer, it is important that every completed assignment be recorded. This protects the Police Agency and the investigating officer from unwarranted accusations that improper police action was taken or that nothing was done at all.

B. Reports are necessary to serve as the official memory of the organization, but beyond this, they serve to insure that the report of an investigation is available for other officers who may be called upon to investigate the matter further.

C. Even more important, supervising officers must give supervision and guidance to their subordinates in individual investigations. One way to accomplish this is to record the action taken on a report which is turned over to the reporting officer's superior for review and approval. In addition to reviewing the propriety of actions taken in individual cases, supervisory personnel will use reports to evaluate the work performance of members under their command.

### III. REPORTING POLICY

Officers on or off duty who investigate any criminal or non-criminal offense in response to a radio call, a direct citizen complaint or referral by another officer or by a superior, will in all cases submit an official report of the incident in the approved manner.

These reports will contain the investigator's (1) clear (2) concise (3) accurate (4) complete and (5) objective account of the incident reported and the action taken.

The policy concerning outside reports or calls for assistance outside this Jurisdiction is as follows. When an incident happened within our jurisdiction but the request is for the officer to go to an address outside, the complainant will be advised to contact the police agency in that outside area. That agency will take the report, sending a copy to this Agency for handling as our report.

Where an incident happened outside our jurisdiction, but the person is calling for an officer to an address within our jurisdiction, an officer will be sent and a copy of the report forwarded to the proper agency.

However, in either of the above cases, the complainant may go to the proper police agency and make the report in person.

#### IV. REPORT SYSTEM DESCRIPTION

Officers using the Field Reporting Handbook for the preparation of reports will prepare the report using the appropriate form. It is suggested the reporting officer carry the Reporting Handbook to the scene of the investigation, completing the appropriate sections of the report as the investigation progresses and utilizing the form as a checklist to assure that he has completed his investigation. The remainder of the report may then be completed at his convenience.

Prior to the distribution of a report, it will be submitted to a supervisor for review, critique and approval, except in those cases where immediate distribution is necessary and a supervisor is not available. For example, this exception would apply in the apprehension and detention of juveniles requiring the immediate preparation and submission of the Custody Report, or in those instances where investigators called to the scene have requested an immediate report from the officer. In the latter instance, it will then be the responsibility of the investigators to deliver such report to the Records Division for processing at the earliest possible time.

Reports completed by the writing officer after his normal duty hours will be submitted for review to a superior officer of the relief then on duty.

#### V. REPORT REQUIREMENTS

##### A. Legibility

1. All handwritten reports will be written with a ball point pen using dark ink. (Felt tip pens are acceptable.) Typed reports using black ribbon are authorized.
2. Without exception, all reports must be completely legible. Reports may be written in long hand, providing they are legible and readable; otherwise the reports must be printed. Print all information entered in Report Boxes.
3. If it is necessary to delete a word or item from a report, the reporting officer will do so by drawing a single line through the incorrect word or item. Do not attempt to completely obliterate the word. Smudged or indistinct corrections are not acceptable.
4. If possible, all illegible reports will be corrected prior to transmittal to the Records Division for distribution.

##### B. Accuracy

1. Attention should be given to correct spelling of all words in a report, with special emphasis on the correct spelling of proper names, articles, brands,

locations, etc. Misspelled words and names detract from the report's professional appearance and adversely affect the filing and retrieval of the report. If the reporting officer is unsure of the correct spelling of a word, he should look the word up or use a similar word that he can spell correctly.

2. Reports must accurately and objectively report the facts of each incident, the results of the officer's investigation, and any action taken. Reports must also contain reference to the disposition of any property or evidence taken into custody, the results of records searches, uninvestigated leads, witnesses' statements, etc.

##### C. Clarity

1. The quality of a report is never directly related to its length, but more precisely to whether or not it clearly, completely, concisely and accurately portrays the incident being reported. Simple and easily understood words and phrases should therefore be used. Use exact quotes when taking direct statements.
2. The details or narrative portion of reports should be separated into paragraphs, each dealing with a single, central theme or subject. Paragraphs containing long, complicated sentences should be avoided.
3. Improper punctuation can drastically effect the meaning of a report. A serious error is the failure to enclose the direct words of a person in quotes. The too frequent use of commas creates sentences that are long and easily misunderstood.
4. Slang terminology or easily misunderstood words should not be used unless part of a direct quote or when necessary to accurately report the incident investigated.

#### VI. ITEMS COMMON TO MOST REPORTS

##### A. Distribution

The original copy of all reports will be routed to the Records Division for processing and distribution. Copies of reports will be distributed,

1. To the reporting officer's precinct or division,
2. To other units as designated by the reporting officer,
3. To other units designated by our policy and by Records Division operational orders. Copies of all Crime Reports and Clearances are routinely sent to the Detective Division, and to the Oregon State Bureau of Identification if they involve a felony crime, morals or narcotics violation.

It is the responsibility of the reporting officer to designate any special distribution of the report outside that listed in number 3 above, as the report may contain the names of persons or places, facts and implications that require its distribution to other units. This is not always apparent when the report is reviewed at the Records Division prior to its processing and distribution.

The Records Division will, however, screen the distribution list of each report and add those units omitted by the reporting officer when such additions are called for and apparent from a review of the report.

B. Page Number

This section will only be used in those instances where a Continuation form is used. For the purposes of numbering, each additional Continuation form used will be considered a page. For example, an original or primary (Crime, Vehicle, Custody, etc.) report would be marked Page 1 of 2 Pages, and the Continuation form as Page 2 of 2 Pages. If additional Continuation forms are used, continue to progressively number them.

C. Type of Report

Reporting officers will indicate the basic type of report being written by a check mark or an X in the appropriate box.

D. Names

Names will be recorded accurately and, where possible, should be obtained from printed documents. Names will be printed in full, with the last name appearing first in capital letters, followed by the first name and middle name in regular form: i.e., SMITH, John Andrew.

1. "NMI" will be used to indicate no middle initial or name. If the first name is an initial only, use the word "only" behind the initial: i.e., SMITH, L. (only).
2. The names of companies and corporations will be printed in capital letters as they normally appear. The principle of the last name first does not apply: e.g., FRED MEYER, INC.

E. Addresses

List each address by number, street and city. The apartment, room or space number is an integral part of the address and will always be shown. Reports concerning persons temporarily visiting in the city should list their permanent home address in the assigned section of the report, and their temporary address in the details section. If the address given is rural, give the route and box numbers and the name of the road or highway. If obtainable, list the place of employment or business address of all persons named in the report.

 This symbol is to assist the officer in pinpointing a location when the exact address is unavailable. The appropriate section will be blacked in to indicate the exact corner of an intersection or the side of a street.  = N.E. Corner.

F. Telephone numbers

Print legibly and accurately the full number, including the extension number if applicable: i.e., 226-7551, Ext. 231.

G. Sex, Race, Date of Birth

The sex, race, and date of birth (age or approximate age if date of birth cannot be obtained) of all complainants (victims) and suspects must be reported as accurately as possible.

The following abbreviations will be used to indicate sex:

- M - Male
- F - Female

The following abbreviations will be used to indicate race.

- C - Chinese
- I - Indian
- J - Japanese
- N - Negro
- W - White (Includes Mexicans and Latins)
- O - All others (Includes Asians, Filipinos, etc.)

Date of birth will be recorded by giving the month, day and year, in that order, using the numerical term for the month: i.e., 01-11-50, or 02-07-12.

H. Boxed Items

The information entered on the report in the called-for information boxes must be clearly printed. All boxes must be completed if possible; however, there are occasions when some of the boxes will not apply to the incident being reported. The boxes will then be left blank. Except where clearly indicated otherwise, all boxes will be completed with the required information or one of the following notations:

- |    |      |              |  |
|----|------|--------------|--|
| 1. | No   | (None)       | Means that the answer to the information required is negative.   |
| 2. | Ref. | (Refused)    | Means that the person was asked but refused to offer information.  |
| 3. | Unk. | (Unknown)    | Means there is information applicable to the incident, but it cannot be obtained. The reason should be explained in the details section of the report. |
| 4. | SA#  | (Same as # ) | Used when the information already appears in another box.  |

I. Details or Narrative Section

Enter the data on additional victims and witnesses and a listing of all stolen/recovered property in that order, before beginning the Details Section of the Crime Report. Show additional victims as V-2, V-3; witnesses as W-3, W-4, etc. Use one line for each item of stolen or recovered property.

J. Signature Box

The reporting officer will legibly sign the report, enter his badge number, Precinct or Division, relief, and district or working assignment in the spaces provided. When two officers conduct the investigation, the reporting officer will print the name and badge number of the other officer in the upper space.

K. Times (All times will be entered by the 24-hour clock.)

In the Radio Call Times section, enter the time the call was received, the time of arrival, and the time of return to service. If the report originates from other than a radio dispatch, enter the appropriate times in the REC and CLR sections, and the word "Patrol" in the center ARR section.

### I. Flagged Boxes

All data in flagged boxes will be entered in the computer. Officers should make every effort to complete the boxes containing black flags.

## VII. UNIFORM CRIME REPORTING

To provide meaningful crime data on a nationwide basis, the International Association of Chiefs of Police developed the Uniform Crime Reporting program in 1930. The F.B.I. was subsequently authorized to collect and compile the crime statistics according to guidelines developed by the I.A.C.P. Police agencies submit monthly reports to the F.B.I. that list the number of crimes reported, cases cleared and persons arrested.

Crimes are divided into two major categories - Class I and Class II. Some crimes are further subdivided for a more comprehensive report. Each crime or attempted crime is counted in only one crime classification. If several different offenses are committed by a person *at one time*, the highest one on the UCR list is counted.

Example: A robber enters a bank, assaults the guard, holds up the bank, runs outside and steals a car to make his getaway. According to UCR guidelines, only one crime is counted - the robbery.

However, if crimes are separated by time or space, each one is counted.

Example: A robber steals a car on Tuesday, robs a bank on Wednesday and uses the stolen car to make his getaway. Two crimes are counted - auto theft and robbery.

Police reports must contain enough information to permit an accurate classification.

NOTE: The UCR classification has nothing to do with the criminal charges placed against the defendant.

### CLASS I CRIMES

This category includes seven crimes considered to be serious because of their nature or the frequency with which they occur. In addition, these are the crimes most likely to be reported to the police and therefore provide a better basis for comparison. They are listed below in descending order of seriousness.

#### 1. Criminal Homicide

A. Murder and non-negligent manslaughter. This category includes all persons *willfully killed by another*. It does not include suicides, accidental deaths or attempts to murder. Attempts are counted as aggravated assaults.

B. Manslaughter by negligence. Each person who is killed by the *gross negligence of another* is counted in this category. If a person is killed by his own gross negligence, no offense is counted. All traffic deaths are also included.

Each report written must contain the age, sex and race of the victim, the weapon used and the circumstances surrounding the death.

#### 2. Forcible Rape

Any rape or attempt involving *force* is counted here. Statutory rape is not included in this category.

#### 3. Robbery

For an offense to be classified as a robbery, force or fear must be used. Robbery always takes place in the presence of the victim. The report must indicate whether or not a weapon was used, the location of the robbery (street, bank, gas station, etc.), the type of property obtained (money, jewelry, etc.), and the value of each type of property obtained.

#### 4. Assault

Assaults are divided into two major categories - aggravated and not aggravated. In order for this classification to be made, reports must contain information about the type of weapon used (gun, knife, fist, etc.), the seriousness of the injury and the intent of the assailant to cause serious injury (if known).

#### 5. Burglary

If a structure is entered unlawfully by a person with the intent to commit a theft or any felony, it is a burglary. This includes forcible entry, unlawful entry and attempted forcible entry. All reports of burglaries must include the type of premise (residence, hotel, etc.), how entry was gained or attempted, the time the burglary occurred, the type of property taken and the value of each type of property taken.

#### 6. Larceny

Larceny is the wrongful taking of property from another. It does not include fraud, embezzlement, bad checks or auto theft. The categories are:

- a. pocketpicking - includes rolling drunks
- b. pursesnatch - excessive force would be a robbery
- c. shoplifting
- d. thefts from motor vehicles
- e. thefts of automobile parts and accessories - attached to the interior or exterior of the vehicle
- f. bicycles
- g. thefts from buildings
- h. thefts from coin-operated devices
- i. all other larcenies.

Larceny reports must include the type of larceny (a-i above), the location of the item when stolen (in auto, bldg., etc.) the type of property stolen and the value of each type of property stolen.

#### 7. Auto Theft

All motor vehicle thefts are included in this category. Joyrides are counted as auto thefts. The value of the vehicle must be listed in the report.

### CLASS II CRIMES

All other offenses are classified as Class II Crimes

1. Simple Assaults
2. Arson
3. Forgery and Counterfeiting
4. Fraud (includes bad checks)
5. Embezzlement

6. Stolen Property (buy, receive, possess)
7. Vandalism
8. Weapons (carrying, possessing)
9. Prostitution and Commercialized Vice
10. Sex offenses (except rape and prostitution)
11. Narcotic Drug laws (indicate the type of drug involved)
12. Gambling (indicate whether lottery, bookmaking, etc.)
13. Offenses against the family and children (abuse, neglect, etc.)
14. Driving under the influence (liquor or drugs)
15. Liquor laws (unlawfully make, sell, furnish, etc.)
16. Drunkenness
17. Disorderly Conduct
18. Vagrancy (begging, loitering, etc.)
19. All other offenses
20. Suspicion (not used in Oregon)
21. Curfew and Loitering (Juveniles only)
22. Runaway (Juveniles only)

#### MULTIPLE OFFENSES

Officers frequently encounter situations where there are several crimes committed. The following guidelines will be followed in determining how many police reports must be written.

*Offenses against the Person.* In all cases of criminal homicide, forcible rape and assault, a crime report must be submitted for *each victim*.

*Offenses against Property.* In cases of robbery, burglary, larceny and auto theft, a police report must be submitted for each "distinct operation." A distinct operation means all actions that occur at one time and place. If actions are separated by time or space, more than one police report will be required.

Examples:

#### ROBBERY

1. Seven customers in a tavern are held up by armed robbers. One crime report is written.

#### BURGLARY

1. Apartments -- one report for each apartment entered.
  2. Office Buildings -- one report for each business burglarized.
- EXCEPTION: The Hotel Rule -- When a burglary occurs in a structure where lodging transients is the main business, there is only one report regardless of the number of rooms entered.

#### LARCENY

1. Five machines in a laundromat -- 1 report
2. Five parking meters -- 5 reports
3. Batteries from three cars on a used car lot -- 1 report
4. Batteries from three cars on the street -- 3 reports

#### AUTO THEFT

1. One report for each motor vehicle stolen.

#### CASE CLEARANCES

One indicator of the effectiveness of a police agency in combating the crime problem is the number of cases that are cleared. There are only three ways that a case may be cleared -- unfounded, cleared by arrest and exceptional clearance.

#### UNFOUNDED

A crime is unfounded when investigation proves that the crime did not occur. This situation most frequently occurs in negligent homicide, auto theft and rape cases.

Example:

1. All traffic deaths that are not caused by the gross negligence of another are cleared as unfounded.
2. A woman reports that she has been raped. Your investigation shows that she filed the report because her husband caught her coming home late. The crime did not occur and the case may be cleared as unfounded.

A case cannot be cleared as unfounded merely because the victim refuses to prosecute or the D.A. refuses to issue a complaint.

#### CLEARED BY ARREST

A crime may be cleared by arrest when at least one person is arrested, *charged with the commission of the crime* and turned over to the court for prosecution.

In addition, a crime may be cleared by arrest when at least one person is arrested, *charged with a related offense* and turned over to the court for prosecution. Charging a person with a related offense means that the investigation shows that the person arrested is the one who committed the crime but the evidence is not strong enough to charge him with the original crime. He is, therefore, charged with a related offense and the case may be cleared.

Example: A burglary is committed and a color TV set is stolen. The burglar is observed leaving the scene in a brown car. Your investigation leads you to John Smith. John Smith owns a brown car and the stolen color TV set is found in his house two days after the burglary. The witness is unable to identify the burglar. Smith is arrested for Theft by Receiving and the burglary case can be cleared.

#### EXCEPTIONAL CLEARANCE

There are situations where the criminal cannot be arrested and turned over to the court for prosecution even though the investigation has proved he committed a crime. In these instances, a case may be exceptionally cleared. In order to exceptionally clear a case, the following facts must exist:

1. The identity of the offender has definitely been established.
2. There is enough evidence to support an arrest and prosecution.
3. The exact location of the offender is known but there is some reason beyond police control that prevents his arrest.

Examples:

- a. The offender is dead.
- b. The offender is already in custody on a different charge.
- c. The victim refuses to prosecute.

**CLEARANCES GENERALLY**

1. A case may be cleared only one time.  
Example: Five men rob a bank and are arrested a few days later. Only one clearance report is submitted. (Five custody reports would be written.)
2. Several cases may be cleared with the arrest of one person.  
Example: A burglar is arrested at the scene of the crime and confesses to six previous burglaries. Clearance reports must be submitted for the six prior burglary reports.
3. If the offender is arrested at the scene of the crime, or before the crime report is submitted, a separate clearance report is not required.
4. Clearances are written on the Special Report form. The type of clearance should be entered in Box #9. The "details" section of the report must include the name, sex, race and d.o.b. of the arrested person; arrest information such as charge, warrant number, etc.; and recovered property information such as type and value of recovered property.

**PERSONS ARRESTED**

In addition to crime data, the number of persons arrested is reported to the F.B.I. All statistics are obtained from the custody reports. Therefore, a custody report must be submitted for every person arrested, including juveniles, taken into custody and adults who are issued citations in lieu of custody.

Reports must contain the age, sex, race and d.o.b. of the arrested person and all charges placed against him. As with all other UCR statistics, only the highest charge will be counted.

Additional Information	Special	Fire investigation, not arson	Special
Alarms, False (no Suspects)	MSR	*Firearms, illegal possession or use	Special
Ambulance, check for	MSR	*Firebomb, possession of	Special
Animals, Cruelty to	Special	*Flag desecration	Special
Animals, lost or noisy	MSR	Forgery	Worthless Document
Animals, stolen	Crime	Found Property	Property
Arrest	Custody	Fraud (documents not involved)	Crime
Arson	Crime	*Fugitive (information)	Special
Assault	Crime	*Furnishing liquor to minors	Special
Assistance rendered		*Gambling	Special
(civil or non-criminal matter)	MSR	Gas leak	MSR
Attempts, felony		Hazards	MSR
or misdemeanor Crimes	Crime	Hit and Run	Hit and Run
Auto Theft	Vehicle	Homicide	Crime
Barking Dog	MSR	Hospital report	Person
Battery, assault	Crime	Impersonating an officer	Special
Bicycle theft	Crime	Incest	Crime
Bomb or bomb threat	Crime	Indecent exposure	Crime
Burglary	Crime	Information	Special
*Burning trash	MSR	Interfering with an officer	
Carrying concealed weapon	Custody	(arrest)	Custody
Checks (forged, altered,		Investigations, special	Special
nsf, etc.)	Worthless Document	Junk dealer, violations	Special
Checks, theft of	Crime	Kidnapping	Crime
Child Abandonment		Larceny, auto	Vehicle
(information)	Special	Larceny, other than auto	Crime
Child Abuse	Crime	Lewd phone calls	Crime
Child Molest	Crime	License violations (city issued)	Special
Civil Matter	MSR	*Liquor violations	Special
Clearance	Special	*License violations	Special
Conspiracy to commit a felony	Crime	Unlawful sale to minor	
Contributing to delinquency of a minor	Crime	Furnishing to minor	
Counterfeiting	Crime	Minor in possession	
Credit card, lost	Property	Attempt by minor to buy	
Credit Card,		Lost person aided	MSR
misuse of or use of stolen	Worthless Document	Lost Property	Property
Crimes, committed or attempted	Crime	Malicious mischief	Crime
Cruelty to animals	Special	Mayhem	Crime
Curfew	Custody	Mental Illness, commitment	Person
Damage to property, willful	Crime	Minor in possession, alcohol or tobacco	Custody
Death (suicide, accidental,		Missing person	Person
natural)	Person	Misuse of credit card	Worthless Document
Defraud	Crime	Molest	Crime
*Discharge firearms in city	Special	Murder	Crime
Disorderly conduct, arrest	Custody	*Narcotics	Special
Disturbance, no arrest	MSR	Neighborhood problem	MSR
Dog bite	Person	Noise	MSR
Domestic complaint, no arrest	MSR	Obscene phone calls	Crime
Driving under the influence	Custody	OMFP, OPFP	
*Drugs, narcotics	Special	(documents not involved)	Crime
Drunkenness	Custody	Peeping Tom	Crime
Embezzlement	Crime	Pickpocket	Crime
Embezzlement, auto	Vehicle	Pointing firearm at another	Crime
Escape from custody	Special	Prostitution	Special
Ex-convict in possession of		Prowler, trespass, (unfounded)	MSR
of firearm, arrest	Custody	Prowler, trespass	Crime
Extortion	Crime	Purse snatch	Crime
False alarm—no suspects	MSR	Radio, loud	MSR
Family disturbance	MSR	Rape	Crime
Fire, assist with traffic	MSR	Recovered auto	Vehicle

Recovered stolen property	Special	Supplemental information	Special
Robbery	Crime	Suspicious auto	MSR or Special
Runaway	Person	Suspicious person	MSR or Special
Safe Burglary	Crime	Tamper with auto	Crime
Serious accidental injuries	Person	Threat to commit a felony	Crime
Sex offenses	Crime	Threats, phone	Crime
Shoplifting	Crime	Towed vehicle	Vehicle
Sick or injured person aided	MSR	Traffic problem	MSR
Standby	MSR	Trespass	Crime
Stray animal	MSR	Vandalism	Crime
Suicide	Person	*Weapons, violations	Special
Suicide, attempt	Person	Wire down	MSR

\* Use a custody report form if an arrest was made or a citation in lieu of custody was issued.

### CRIME REPORT

The "Crime Report" form will be used to record the information on any complaint or investigation which involves the commission of a crime. The exceptions are,

1. On-sight arrests for offenses which do not involve a crime against persons or property.  
Examples: carrying concealed weapons, possession of narcotics, prostitution, etc. Use "Custody Report" form.
2. Theft of motor vehicles from streets, parking lots, public garages, etc. Use "Vehicle Report" form. However, if the vehicle is stolen during the commission of another crime (robbery, burglary, etc.) use the "Crime Report" form to report the crime and submit the "Vehicle Report" form as an accompanying report.
3. Crimes which involve the use of a worthless document as the instrument used to commit the crime will be reported on the "Worthless Document Report" form.

In the appropriate instances, "Vehicle", "Custody", and "Special" reports will be submitted as accompanying reports.

- 1-2. Date and time the crime was reported.
- 3-4. Exact weekday, date and time crime occurred. If unknown, estimate as accurately as possible. Use a range: Wed. 2-18-70 8PM - Thu. 2-19-70 10AM.
- 5. The exact street address where the crime occurred. If in front of or adjacent to an exact address, so indicate. If it is necessary to use a street location only, list which side and the nearest cross street. Example: W side SE 52 at Powell.
- 6. Leave blank.
- 7. Enter the name of the person attacked or the owner or person suffering the loss. If reported by an employee, store detective, parent or guardian, enter this information in #20. Enter additional victims in the details section as V-2, V-3, etc.
- 8. The permanent residence mailing address of the victim. List any temporary city visiting address in the details section.
- 9. The victim's residence telephone number.
- 10-12. Victim's personal identifiers. Estimate age if date of birth is unobtainable.
- 13. Victim's normal occupation, whether employed or not.
- 14. The victim's actual hours of work. Do not use shift designations, such as "Days", "Nights", etc.
- 15. Victim's business address or where they may be contacted during working hours.
- 16. Phone number at victim's place of employment. Include extension number if applicable.
- 17. Complete this section only when a firm is involved or suffers a loss.
- 18. Street address of the firm involved.
- 19. Phone number of the firm involved.
- 20. Name of the person reporting the crime. Enter the name of the relative, neighbor, employee,

- store detective, parent, guardian, etc., if other than the victim or complainant suffering the loss. Do not enter the names of persons who are witnesses only.
- 21. Residence address of the person reporting the crime.
- 22. Residence phone number of the person reporting the crime.
- 23. Business phone of the person reporting the crime. Include extension number, if applicable.
- 24. The names of persons who witnessed related events preceeding, during or after the commission of the crime, who may assist in the detection, arrest and prosecution of the offender, or the recovery of stolen property. Enter additional witnesses in the details section as W-3, W-4, etc.
- 25. Residence address of the witness.
- 26. Residence phone number of the witness.
- 27. Business phone number of the witness. Include the extension number, if applicable.
- 28. The type of premises where the crime was committed: street, supermarket, doctor's office, single family residence, multiple dwelling, apartment house, service station, parking lot, garage, etc.
- 29. If premises were entered to commit the crime, list both (A) the method of entry, and (B) the point of entry.
- 30. Describe the actual (A) instrument, tool or weapon, and (B) the force or duress used to commit the crime.
- 31. The victim's location during the commission of the crime. If present, be specific: backyard, in office, at office counter, in bedroom, etc. If absent from the scene, so indicate.
- 32. Victim's activity immediately prior to the commission of the crime. If absent from the scene, state why: shopping, vacationing, doctor's

- appointment, etc.
- 33. Enter the exact location from which the property was stolen: cash register in apparel section, from vehicle's trunk, SE corner bedroom, attached garage, etc.
- 34. List the unusual characteristics of the suspect during the commission of the crime. Be specific as to the actions, method, and speech.
- 35. Enter the complete description of each item reported, including serial number if known. Include the actual or estimated value.
- 36. Enter all available information on bonafide suspects only. Do not list those persons named by the victim or witnesses, unless supported by competent evidence in the details section of the report. Do not list the names of suspects based solely upon the similarity of the MO, description, etc. Include in the details section supportive information to justify the listing of any suspects. If a suspect is arrested, enter the complete description. Enter additional suspects immediately below box #36 in the details section as S-4, S-5, etc.
- 37. Include all or any portion of the suspect auto license number obtained. Indicate unknown characters by question marks.
- 38. Enter the state issuing the license plate. If unknown, list the colors of the numbers and background.
- 39. Enter the year of manufacture of the suspect auto. If unknown, estimate a range.
- 40. Enter the make of the suspect auto. Use standard abbreviations only.
- 41. Enter the model of the suspect auto: Corvair, Pinto, Galaxie, Skylark, etc.
- 42. Enter the body style of the suspect auto. Use standard abbreviations only.
- 43. Enter the color(s) of the suspect auto. If two-tone, list the top color first.

15

CRIME		<h1>CRIME REPORT</h1>		COMPUTER ENTRY		DISTRIBUTION			
A. Case Number				PERSONS <input type="checkbox"/>					
B. Classification				VEHICLE <input type="checkbox"/>					
C. Type Offense				CRIME <input type="checkbox"/>					
D. Accompanying Reports SPECIAL VEHICLE <input type="checkbox"/> CUSTODY PROP/REC. <input type="checkbox"/>				PROPERTY <input type="checkbox"/>					
E. Evidence		BOOKING <input type="checkbox"/>							
F. Type Cr.		Date _____ Opr _____							
1. Reported Date		2. Time	3. Occurred Date		4. Time	5. Location of Occurrence		6. Computer Entry	
Victim	7. Last Name		First	Middle	8. Res. Address		9. Res. Phone		
	10. Sex	11. Race	12. D.O.B.	13. Occupation	14. Work Hours	15. Business Address	16. Bus. Phone		
	17. Firm Name (If Involved)				18. Address		19. Phone		
	20. Reported By			21. Res. Address		22. Res. Phone	23. Bus. Phone		
Witnesses	24. Last Name		First	Middle	25. Res. Address		26. Res. Phone	27. Bus. Phone	
	28. Type Premises Where Crime Committed				29. Method & Point of Entry		30. Instrument & Force Used		
31. Location of Victim at Time of Crime				32. Victim's Activity at Time of Crime		33. Location of Property When Stolen			
34. Unusual Actions, Methods, Speech of Suspect:									
35. Detailed Description of Property									
Quantity	Item	Brand	Model/Style	Serial #	Predom. Color	Engraving/Inscription	Size	Peculiarities	Value
(A)									
(B)									
(C)									
(D)									
(E)									
(F)									
Reporting Officer(s)			Off. I.D. Number		Prec/Div	Relief/Shift	Assn./Dist		
				Radio Call Times:		Approved By			
				REC:		ARR:	CLR:		



Check the appropriate box or boxes directly under the report heading to indicate the type of incident being reported.

- 1-2. Date and time the incident was reported.
- 3-4. Exact week day, date and time the incident occurred. If unknown estimate as accurately as possible. Use a range: Wed. 2-18-70 8PM - Thu. 2-19-70 10AM.
- 5. Enter the last known location of the vehicle reported stolen or embezzled, or the exact location of the recovery or tow. If in front of or adjacent to an exact address, so indicate. If it is necessary to use a street location only, list which side and the nearest cross street. Example: W side SE 52 at Powell.
- 6. Leave blank.
- 7. Enter the name of the registered owner.
- 8. Enter residence address of person in #7.
- 9. Enter residence phone for person in #7.
- 10-12. Enter sex, race and date of birth for person in #7. If exact date of birth is unobtainable, estimate age as accurately as possible.
- 13. Enter the name of the person reporting the incident if different from the registered owner.
- 14. Enter Residence address of person listed in #13.
- 15. Enter Residence phone of person listed in #13.
- 16-18. Enter sex, race and date of birth for person listed in #13. If exact date of birth is unobtainable, estimate age as accurately as possible.
- 19. Enter the license number of the vehicle.
- 20. Enter the name of the state issuing the vehicle license.
- 21. Enter the year the vehicle license expires.
- 22. Enter the type of license if other than regular passenger vehicle type: trailer, truck, motorcycle, etc.
- 23. Enter the vehicle identification number.
- 24. Enter year vehicle was manufactured.
- 25. Enter manufacturer's name: Ford, Pontiac, Volkswagen, etc. If homemade or assembled, so indicate.
- 26. Enter vehicle model: Corvair, Firebird, etc.
- 27. Enter body style or type: 4 dr hardtop, station wagon, motorcycle, ambulance, etc.
- 28. Enter the vehicle color(s). If two-tone, list the top color first.
- 29. Enter type of premises where incident occurred. Example: Driveway, residence garage, etc.
- 30-32. (Stolen, embezzled, locate only). Check the appropriate boxes.
- 33. Check the appropriate boxes according to information obtained from the reporting person (for stolen, embezzled and locate vehicles) or from the reporting officer's observations (recovered or towed vehicles). Further explanation and description is required for each "Yes" answer in the last three categories.
- 34-36. (Towed vehicles only) Indicate if the vehicle was towed as evidence or property. If an investigative hold is being placed, indicate the reason for the hold and the unit and member notified.
- 37. (Towed vehicles only) Indicate by check mark if the vehicle was towed at private or department request and name of person requesting tow. Include the citation number and violation in spaces provided.
- 38-39. Enter the name of the tow company and the location to which the vehicle was towed.
- 40. (Recovered vehicles only) Obtain signature, residence phone number of person accepting vehicle at the scene of the recovery.

NOTE: For stolen and embezzled vehicles, the person authorized to make the report must sign in the designated space on the back of the report form. Immediately after this the writing officer will contact the Records Division, Auto Records Section, and furnish the descriptive information of the vehicle for teletype, NCIC entry, etc. A report number will be assigned and this will be entered on the face of the report.

PAGE _____ Of _____																
<b>VHCL</b>																
A. Case Number			<b>VEHICLE REPORT</b>				<b>COMPUTER ENTRY</b> PERSONS <input type="checkbox"/> VEHICLE <input type="checkbox"/> CRIME <input type="checkbox"/> PROPERTY <input type="checkbox"/> BOOKING <input type="checkbox"/>		<b>DISTRIBUTION</b> _____ _____ _____ _____							
B. Classification			Stolen <input type="checkbox"/> Unauthorized Use <input type="checkbox"/> Recovered <input type="checkbox"/> Abandoned <input type="checkbox"/> Towed <input type="checkbox"/>				Date _____ Opr _____									
C. Accompanying Reports SPECIAL <input type="checkbox"/> CRIME <input type="checkbox"/> CUSTODY <input type="checkbox"/>			1. Reported Date			2. Time		3. Occurred Date		4. Time		5. Location of Occurrence		6. Computer Entry #		
7. Regis. Owner Last Name				First		Middle		8. Res. Address				9. Res. Phone		10. Sex	11. Race	12. D.O.B.
13. Reptd. By				14. Res. Address				15. Res. Phone				16. Sex	17. Race	18. D.O.B.		
19. License Number			20. License State		21. License Year		22. License Type		23. Vin							
24. Vehicle Year			25. Make			26. Model		27. Body Style		28. Color(s)						
29. Type Premises			30. STOLEN VEHICLE INFO: DELINQUENT IN PAYMENTS			YES <input type="checkbox"/> NO <input type="checkbox"/>		31. THEFT INSURANCE:		YES <input type="checkbox"/> NO <input type="checkbox"/>		32. ANYONE GIVEN PERMISSION TO USE:		YES <input type="checkbox"/> NO <input type="checkbox"/>		
33. Stolen/Reported Condition <input type="checkbox"/>			Recovered Inventory <input type="checkbox"/>			DRIVEABLE <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> KEYS IN <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> IGNITION LOCKED <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> VEHICLE LOCKED <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> RADIO <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> TAPE DECK <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> SEATS <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> BUCKET <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> BENCH <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>		WHEELS <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> STANDARD <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> CUSTOM <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> ENGINE <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> STANDARD <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> HIGH PERFORMANCE <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> TRANSMISSION <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> STANDARD <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> AUTOMATIC <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>		WEAPONS IN AUTO <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> VALUABLES IN AUTO <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> BODY DAMAGE <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> STOLEN VALUE _____ RECOVERED VALUE _____						
34. HOLD YES <input type="checkbox"/> NO <input type="checkbox"/> Reason Held _____			35. UNIT & PERSON NOTIFIED:				36. Date Time By									
37. PRIVATE REQ. <input type="checkbox"/> DEPT. REQ. <input type="checkbox"/> By: _____			Citation No. _____				Charge: _____									
38. Towed By _____			39. Location Where Towed _____				40. Released To: _____									
41. Details: (Obtain Signature of Person Reporting a Stolen Auto on Reverse Side)																
Reporting Officer(s)			Off. I.D. Number			Prec/Div		Relief/Shift		Assn/Dis:						
										Approved By						
						Radio Call Times		REC: _____		ARR: _____		CLR: _____				

"O.R.S. 162.375 SECTION 212. INITIATING A FALSE REPORT. (1) A person commits the crime of initiating a false report if he knowingly initiates a false alarm or report which is transmitted to a fire department, law enforcement agency or other organization that deals with emergencies involving danger to life or property. (2) Initiating a false report is a Class C misdemeanor." I accept the liability for towing and storage costs.

(Include Suspect Info)

Signature of Person Reporting Theft

### CUSTODY REPORT

The "Custody Report" form will be used to record the information on any person (adult or juvenile) arrested or taken into the custody of the Police Bureau for incarceration or safekeeping, with the exception of mental commitments which will be reported on the "Person Report" form.

Persons arrested and released on a citation in lieu of custody are deemed to have been arrested, and will be reported on the "Custody Report" form.

A separate report must be submitted for each person apprehended.

#### Adult Arrests:

The reporting officer will complete the top portion of the report in duplicate through #38, and will furnish the duplicate copy to the patrol wagon or jail booking desk. The remainder of the report may then be completed at the reporting officer's convenience.

Box #47 (signature of private complainant) will be completed if appropriate.

#### Juvenile Custody:

The reporting officer will complete the "Custody Report" in its entirety prior to delivering the juvenile to the holding authority. In the event the juvenile is released by the reporting officer to the custody of their parents, he may complete the report at his convenience.

If the juvenile is detained in custody, the reporting officer will complete the "Custody Report", and deliver it to the detention authority. The original of his report will then be submitted through normal channels.

If the "Custody Report" is related to and submitted as an accompanying report to a "Crime Report", all information pertinent to the arrest will be reported on the "Crime Report." It is not necessary to repeat the details of the arrest in the "Custody Report." If the reporting officer desires, he may enter a short re-cap of the facts surrounding the arrest on the "Custody Report."



**SPECIAL REPORT**

The "*Special Report*" form will be used as an original information report containing basically narrative type information which does not, at the time of writing, relate to a crime already reported.

The "*Special Report*" will be used as a supplemental to submit additional information to a report already on file.

The "*Special Report*" will be used as a clearance when submitting information and requesting the clearance of a case according to the accepted clearance standards. If the case is being cleared by arrest, the "*Custody Report*" will also be submitted; however, it will not be necessary to fill in the narrative portion of the "*Custody Report*".

D. Case Status (check one)

- 1. Cleared by arrest - Defendant was taken into custody.
- 2. Referred - case will be investigated by an outside agency.
- 3. Suspended - no further leads. Case will be filed.
- 4. Unfounded - crime did not occur.
- 5. Pending - case is active.
- 6. Exceptional clearance - see instructions for rules of exceptional clearance.

- 1-2. If the report is submitted as a **supplemental** or **clearance** report, enter the date and time of the original report. If the report is submitted as an **information** report, leave blank.
- 3-4. Enter the date and time the report is written.
- 5. If submitted as a **supplemental** or **clearance** report enter the same location of occurrence as listed on the original report. If the report is submitted as an **information** report, enter the location of the incident being reported.
- 6. Leave blank.
- 7. If the report is submitted as a **supplemental** or **clearance** report, enter the name of the victim of complainant listed on the original report. If the report is submitted as an **information** report enter the name of the person supplying the information to the reporting office.
- 8. Enter the residence address of the person listed in #7.
- 9. Enter the residence telephone number of the person listed in #7.
- 10-12. Enter the sex, race, and date of birth of the person listed in #7. Estimate age if date of birth is unobtainable.
- 13. Enter a brief description of the subject matter of the report. Example: recovered stolen property, additional stolen property, additional suspects description, suspicious circumstances, information on suspected narcotic offenders, etc.
- 14. If the report concerns recovered property, enter the total value. Itemize property in the details section.

<b>SPECIAL REPORT</b>		<b>COMPUTER ENTRY</b> PERSONS <input type="checkbox"/> VEHICLE <input type="checkbox"/> CRIME <input type="checkbox"/> PROPERTY <input type="checkbox"/> BOOKING <input type="checkbox"/> Date _____ Opr. _____	<b>DISTRIBUTION</b> <table border="1" style="width: 100%; height: 50px;"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>					
A. Case Number _____ B. Classification _____ C. Type Report Supplemental <input type="checkbox"/> Information <input type="checkbox"/> Clearance <input type="checkbox"/> D. Case Status 1. Clr. By Arrest <input type="checkbox"/> 2. Referred <input type="checkbox"/> 3. Suspended <input type="checkbox"/> 4. Unfounded <input type="checkbox"/> 5. Pending <input type="checkbox"/> 6. Exceptional <input type="checkbox"/>		1. Original Report Date _____ 2. Time _____ 3. This Report Date _____ 4. Time _____ 5. Location of Occurrence _____ 6. Computer Entry # _____						
7. Victim or Complainant _____		8. Residence Address _____	9. Res. Phone _____					
13. Subject of This Report _____		10. Sex _____	11. Race _____					
15. Details:		12. D.O.B. _____						
14. Total Value of Recovered Prop. (Itemize Below)								
Reporting Officer(s) _____ Off. I.D. Number _____ Prec/Div _____ Relief/Shift _____ Assn/Dist _____ Radio Call Times _____ REC: _____ ARR: _____ CLR: _____ Approved By _____								

**END**