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San Bernardino Police Department Training Program

By the time a person enters the San Bernardino Field Training Officer Program, that person has already devoted a part of their life to the pursuit of a law enforcement career. Numerous obstacles and tests have already been successfully addressed to bring the trainee to this point.

The Field Training Officer Program is intended to provide the trainee with an opportunity to apply the knowledge learned and the skills and talent possessed in closely supervised, actual police situations. It is of utmost importance that the trainer and the trainee give serious attention to this program. The tasks to be performed and lessons to be learned have purposely been selected to provide the trainee with the best opportunity to succeed as a police officer with the San Bernardino Police Department.

The trainer must be a conscientious, innovative, approachable and a firm mentor. The trainee must be a studious, alert, adaptive, responsive and committed student. This important stage of an officer's selection process will significantly impact the performance and success of the trainee during his/her formative years with this department.

Eric McBride
Chief of Police
Community Policing and Problem Solving in the City of San Bernardino

Historical Overview:
The officer on a regularly assigned foot beat was probably the first attempt at Community Oriented Policing and Problem Solving (COPPS). The officer was familiar with his beat, its environs, and inhabitants. In the early days, with no radio or telephone, the officer's only support was from sympathetic members of the community for which the officer was responsible.

In the COPPS role, a police officer shifts from an incident-driven enforcer to a results-driven problem solver. Enforcement strategies become "tools" for use by the officer. COPPS is an approach that addresses the causes of crime, encourages community support and participation, and makes better use of existing resources. It simply makes good sense.

Key to an understanding of community policing is recognizing that it is not merely an "add on" to an existing structure. It is a philosophy, a management style, and an organizational strategy.

Definition:
The San Bernardino Police Department has developed a unique, locally based model of community-oriented policing and problem solving. To the San Bernardino Police Department, COPPS is a management style and organizational strategy, which promotes proactive problem solving and a police-community partnership. Partnership refers to any combination of neighborhood residents, schools, churches, businesses, community-based organizations, elected officials, and government agencies who work cooperatively with the police to resolve problems that impact them.

Problem solving is a process of identifying areas of concern, or problems, through coordinated efforts and community partnerships. Collecting and analyzing information and developing, implementing, and evaluating innovative responses will eliminate or reduce problems.
Vision Statement of the San Bernardino Police Department:

To be a leader in establishing the standard for excellence in policing

The vision of the San Bernardino Police Department, “to be a leader in establishing the standard for excellence in policing”, is an overarching goal. The dedication to excellence sets our sights high. Excellence requires vigilance in constantly striving to improve others and us. Our vision does not represent unrealistic expectations or unreachable goals, but reaffirms the potential through cooperative synergy, between the community and the department.
Mission Statement of the San Bernardino Police Department:

The San Bernardino Police Department is committed to providing:

- **Progressive, quality police services;**
- **A safe environment to improve the quality of life;**
- **A reduction in crime through problem recognition and problem solving.**

Our Mission Statement makes clear what we are all about, and who we are. It defines our relationship to those we serve, and sets our course for the future. Nothing we do should be in conflict with our mission. We understand that we represent the Chief of Police, the City Council, and the citizens of San Bernardino. We value the responsibility and trust placed in us and understand that the key to success is working together. Our mission gives us direction, reassurance, and purpose.
Core Values of the San Bernardino Police Department:

- Commitment to Public Service and Safety
- Integrity
- Loyalty
- Respect for the law
- Accountability

**Commitment to Public Service:** It is our responsibility to cultivate an organizational benchmark of responsiveness in order to develop and maintain the public trust.

**Integrity:** Wholeness through excellent qualities of character must become integral to our entire lives, both professional and private.

**Loyalty:** Fidelity to the principles embodied in the Law Enforcement Code of Ethics is a fundamental part of professional community service.

**Respect for the Law:** We believe that the law is to be enforced according to its spirit.

**Accountability:** We are held to a higher standard in terms of our conduct and demeanor as it reflects on our profession, the organization, and the men and women who work here.
Elements of the San Bernardino Police Department’s Policing Model Initiatives:

- Higher Standards
- Leadership Development
- Efficient Structure
- Cooperative Problem Solving Philosophy

**Higher Standards:**
The San Bernardino Police Department has adopted a Vision, Mission, and set of Core Values that are fundamental to the way that we treat each other, serve the public, manage our resources, and represent the citizens of San Bernardino. They are more than nice words. They are our way of doing business.

**Leadership Development:**
An ongoing program of study and leadership development prepares our leaders to lead. We have learned that one of the most important tasks of a leader is to prepare others for leadership.

The COPPS program recognizes the importance of empowering the individual at the most effective level of decision making. Our leadership development program builds the type of leader that will allow that to occur.

**Efficient Structure:**
To provide more efficient and effective service to the community, we have adopted an area command model of organization. The area commanders are accountable for all police services within their respective areas. Each area has the resources, through a coordinated effort, to meet the needs of the community. Each officer is empowered to make decisions and to solve problems. The idea is to enhance service and responsiveness, and reduce bureaucracy.

**Problem Solving Philosophy:**
A fundamental ingredient to problem solving is the synergy between an informed, involved and empowered community, and an organizational commitment to dedicating the time and resources to solve problems rather than merely treat symptoms.

Initiative management, crime prevention, early recognition of problem areas, and a structured systematic approach to problem solving are all important. This philosophy recognizes the long-term efficiency and cost effectiveness of early intervention and a planned approach to problem solving.
The Law Enforcement Code of Ethics:

As a law enforcement officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception; the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the constitutional rights of all men to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminal, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession...law enforcement.
Peace Officer Bill Of Rights

If you are a peace officer under Sections 830.1(a) and (b) of the Penal Code, you have the following rights:

You have a right to engage in political activity off duty and out of uniform.

You have a right to refuse to engage in political activity if you so choose.

You have a right not to be subjected to punitive action, or be denied promotion, or be threatened with any such treatment, because of the lawful exercise of your rights granted by Government Code Section 3301-3311 or the exercise of any rights under any existing administrative grievance procedure.

You have a right to have any interrogation conducted at a reasonable hour, with a representative of your own choosing present, preferably at a time when you are on duty, or during your normal working hours, unless the seriousness of the investigation requires otherwise.

You have a right to be compensated at the normal rate of your department for time spent in interrogations that are conducted in your off duty time. You shall not be released from employment for any work missed.

You have a right to be informed of the names, ranks, and commands of the officer in charge of an interrogation, the interrogation officer, and all persons to be present during the interrogation, in advance of the interrogation.

You have a right to have all questions directed to you under interrogation through no more than two interrogators at one time.

You have a right to have the interrogating session limited to a reasonable period, taking into consideration the gravity and complexity of the issue being investigated.

You have a right, during interrogations, to be allowed to attend to your own personal physical necessities.

You have a right not to be subjected to offensive language or threatened with punitive action, except that an officer refusing to respond to questions or submit to interrogation shall be informed that failure to answer questions directly related to the investigation may result in punitive action. No promise of regard shall be made as an inducement to answering any question.

You have a right not to be subjected to visits by the press or news media without your express consent, or shall your home address or photograph be given to the press or news media by the department without your express consent.
You have a right of access to any tape recordings of any interrogations or to have your own tape recorder present.

You have a right to a transcribed copy of any notes made by a stenographer, or to any reports or complaints made by investigators or other persons, except those deemed by the investigating agency to be confidential. No notes or reports, which are deemed to be confidential, may be entered in your personnel file.

You have a right to be informed of your constitutional rights if it is deemed that you may be charged with a criminal offense before the interrogation starts.

You have a right to have a representative present if formal charges have been made, or if punitive action may be taken as a result of the interrogation.

You have a right not to be loaned, or temporarily reassigned, to a location or duty assignment if a sworn member of your department would not normally be sent to that location or would not normally be given that duty assignment under similar circumstances.

You have a right that no punitive action, or denial of promotion on grounds other than merit, shall be undertaken by any public agency without providing you with an opportunity for administrative appeal.

You have a right not to have any comment, adverse to your interest, entered in your personal file, or any other file used for personal purposes by your employer, without you having first read and signed the instrument containing the adverse comment, indicating that you are aware of such comment. If you refuse to sign the document, it will be so noted and placed in your file.

You have a right to refuse to inform your employer of information regarding items of property, income, assets, source of income, debts, or personal or domestic expenditures and those of your family, except such information as required by state law, or which is necessary for the employer to ascertain the desirability of assignment to a special unit in which there is a strong possibility that there is a conflict of interest of where there is the possibility of bribes or other improper inducements being offered.

You have a right to have your locker free of search except when you are present, notified, or by other legal means.

You have a right to thirty days within which to file a written response to any adverse comment entered in your personnel file and have it attached to, and accompany, the adverse comment.

You have a right to refuse to submit to a polygraph examination. No disciplinary action, records, or testimony may be given to indicate the fact that you refused the polygraph.
The Police Image

No other form of public service is more likely to cause ill feeling among the public it serves than the agency whose duty it is to enforce laws, restrict citizen's activities, and control conduct. Actually, it is the governmental agency that restricts the activities of its citizens; but, so far as the individual is concerned, the government is an abstraction. The public often regards its symbol—the police officer—as the cause of their troubles, and their resentment is reserved for the officer and no one else.

Despite the difficulties involved, every effort must be made to create as many favorable contacts as possible between the police and the public. The constant accumulating affect created by these thousands of person-to-person contacts determines the degree of public acceptance. If a police department cannot gain and maintain the confidence of the citizens in the community, its effectiveness will be curtailed and its integrity and ability questioned.

High visibility of the police officers’ uniform sets them apart from the rest of society. In the eyes of the public they shed their individuality, and acquire the identity of the group. Isolated incidents of individual misconduct or incompetence are not associated with this specific officer, but become symbolic of the entire department. When an officer is careless about personal appearance, is rude, or displays an improper attitude, it is thought to be a measure of the agency that permits these problems to exist.

Police Officers who consider themselves above the law or act in a rude manner, destroy public respect for not only themselves, but for other members of the department. Citizens will judge and misjudge officers according to many factors. To avoid portraying a negative image, the following is suggested.

**Uniform Appearance**
Citizens have more respect for an officer who has a "sharp" appearance. Officers should keep their uniforms clean and tailored, shoes shined, and leather gear maintained. Grooming shall be in accordance with departmental standards.

**Driving Habits**
Abide by the laws you enforce. Drive at the speed limit, unless circumstances warrant otherwise. Avoid sudden lane changes, signal all turns and lane changes, and avoid parking improperly, except under emergency conditions.

Above all, be courteous!

**Coffee & Lunch Stops**
Avoid congregating at coffee and lunch stops. Seeking gratuities is prohibited by department policy and creates an unprofessional public perception. Citizens resent the fact that officers abuse their positions, and not only accept, but seek out gratuities.
Treatment of Citizens
A simple rule to follow is: "Treat all citizens as you, yourself, would care to be treated." Your actions are constantly being viewed and judged by not only those you are dealing with directly, but by bystanders, who are judging your demeanor.

Off-Duty Demeanor
Always remember that the image you portray off-duty reflects not only on you personally, but upon the department and law enforcement. Even when off-duty, you will be held up to public scrutiny. Always keep your private life unsullied.

The image you portray creates either a positive or negative feeling towards law enforcement. Never forget that the less fear citizens have in a community, the more cooperation they will give to law enforcement.
Goals of the Field Training Program

- To provide adequate training ensuring that trainees are able to meet the Minimum Performance Standards established by the Standardized Evaluation Guidelines (Anchors) and function as a single officer patrol unit.

- To evaluate and identify acceptable and unacceptable performance, rated on a 1-5 performance scale, and based on the Standardized Evaluation Guidelines.

- To evaluate each trainee’s performance objectively, and avoid evaluations of style over technique.

- To provide positive and negative reinforcement through objective, consistent evaluation of performance based on the Standardized Evaluation Guidelines.

Each phase is designed with these goals in mind to ensure that as much experience and exposure as possible can be given under controlled conditions. You will be given every possible opportunity to reach the minimum performance standards.
Role of the Trainee

The role of the trainee, undergoing field training, is that of a junior partner to the Field Training Officer. While this partnership is equal in the respect that both are sworn, full-time police officers, it is obvious that the trainee cannot be as fully trained and prepared to handle the many varied situations as the Field Training Officer. The Field Training Officer is in charge. The trainee must remain in the presence of and under the supervision of the FTO unless he/she is temporarily assigned to other duties, for example the front desk, dispatch, or other non-field assignments.

First, consider that as the most experienced officer in the car, the Field Training Officer will make the final decision on any issue or problem, unless he or she has requested that the trainee do so, they are incapacitated, or an emergency exists where they are not available. In those cases the trainee must take charge.

Second, remember that the Field Training Officer is just that, a Field Training Officer. Ask questions. If they cannot give the answers immediately, they will get them later. Questions about a specific assignment, or the job in general, should be asked. Keep the Field Training Officer aware of any problem areas you have so they can be worked on together.

Third, you must remember to follow all instructions and directions of the Field Training Officer unless, they are illegal or in direct violation of a supervisor's order or a department policy. In those cases, you shall contact a supervisor immediately.

In addition to the responsibilities mentioned, you must remember that it is still your responsibility to carry out all of the functions of a full-time police officer. You must be concerned with doing a proper job and maintaining a neat, clean appearance. Your conduct, both on and off the job, must be exemplary.

You must follow the chain of command in all your dealings with the department, and should keep your Training Sergeant informed of any and all problems.

It is also essential that you be familiar with how the department is organized as well as the roles, relationships and responsibilities of each unit and individual assignments.
## Agency Orientation

The primary purpose of orientation is the smooth transition from the Basic Academy or prior agency experience to the Field Training Program. This orientation includes firearms, weaponless defense, impact weapons and conducted energy device qualifications, as well as an introduction into other important areas of operations that provide a solid foundation for entry to the Field Training Program. Orientation will be completed prior to beginning the filed portion of the FTO Program.

### Day 1

<table>
<thead>
<tr>
<th>Time</th>
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<tbody>
<tr>
<td>0700-0800</td>
<td>FTO &amp; Agency Orientation</td>
</tr>
<tr>
<td>0800-0845</td>
<td>Issue Equipment &amp; Lockers</td>
</tr>
<tr>
<td>0845-0930</td>
<td>Payroll</td>
</tr>
<tr>
<td>0930-1030</td>
<td>Organizational Overview &amp; Building Tour</td>
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<tr>
<td>1030-1230</td>
<td>TB Testing &amp; Police Officers Association</td>
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<tr>
<td>1230-1330</td>
<td>Lunch</td>
</tr>
<tr>
<td>1330-1430</td>
<td>Swearing in</td>
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<tr>
<td>1430-1700</td>
<td>Range Qualification</td>
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### Day 2

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<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>0700-0900</td>
<td>Force Options Simulator</td>
</tr>
<tr>
<td>0900-1100</td>
<td>Training and POST Certificates</td>
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<tr>
<td>1100-1200</td>
<td>FTO Program Overview &amp; Meeting with Program Manager</td>
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<tr>
<td>1200-1300</td>
<td>Lunch</td>
</tr>
<tr>
<td>1300-1430</td>
<td>Front Desk &amp; Dispatch Orientation</td>
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<tr>
<td>1430-1700</td>
<td>City Hall</td>
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### Day 3

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<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>0700-1200</td>
<td>Traffic Division, Records, MET, Narcotics &amp; Task forces</td>
</tr>
<tr>
<td>1200-1300</td>
<td>Lunch</td>
</tr>
<tr>
<td>1300-1700</td>
<td>Property, Detective Division, Forensic Division</td>
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### Day 4

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<th>Time</th>
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<tbody>
<tr>
<td>0700-0900</td>
<td>Internal Affairs, Community Affairs &amp; Crime Analysis</td>
</tr>
<tr>
<td>0900-1200</td>
<td>Defensive Tactics, Use of Force Policy, Arrest &amp; Control</td>
</tr>
<tr>
<td>1200-1300</td>
<td>Lunch</td>
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<tr>
<td>1300-1700</td>
<td>Conducted Energy Device Qualification</td>
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Additional time may be needed for training with the department issued weapon, or other training needs as identified. Dates and times are subject to change based on necessity.
FIELD TRAINING PROGRAM OVERVIEW

Training Chain Of Command

- Each trainee is assigned to a different Field Training Officer for each phase of field training. Each Field Training Officer will monitor and document the trainee’s daily, weekly, and phase progress through one phase of the program.

- Each trainee is also assigned to a Training Sergeant for the duration of the training program, who will monitor the officer’s progress through the basic academy and all four phases of field training.

- The Field Training Facilitator coordinates the Field Training Program. It is the Field Training Facilitator's responsibility to coordinate all aspects of field training within the Patrol Division.

- The chain of command within the field training program moves upward from the trainee, to the Field Training Officer, to the Field Training Sergeant, to the Field Training Facilitator.

The department continues to grow and each new trainee offers fresh challenges to the training program. The challenges of the times require that we periodically update the Field Training Manual. This periodic updating expands and formalizes the existing system.

The field training and evaluation program is designed to provide the trainee with an environment in which to apply the training received in the academy to the practical needs of the beat officer. The Field Training Officer is provided to assist the trainee in this transition. It is the police officer, at the lowest levels working on the street, who has the widest range of alternatives handling the function they are called on to perform. Because of the existence of this discretion and the power inherent in the police role, police have been considered by many as the most important decision-makers in society today. The actions they take, or the absence thereof, can seriously affect the lives of many citizens. It is the goal of the field training program to ensure that the trainee's performance meets this responsibility.

The Field Training Program is divided into three stages.

Stage I
Stage I is the basic academy training. Successful completion of the academy automatically passes the trainee into Stage II.

Stage II
Stage II covers the time after the academy in which the trainee puts the skill obtained in the academy to use on the street with the assistance of a Field Training Officer. The trainee will complete a Critical Task List (CTL) of tasks to ensure that the trainee has mastered the basic police skills. The trainee will be rated daily on how well those skills have been utilized in job performance. This stage should successfully be completed within four training phases.
The trainee will retain possession of the Field Training Manual, which will be made available to all Field Training Officers, Training Sergeants, and the Field Training Facilitator upon request.

**Overview of Stage II**
Stage II of the Field Training Program begins after completion of a POST approved Basic Academy. The Field Training Program consists of four phases totaling 19 weeks in duration, or as close to that allotted time as possible.

Phases #1, #2 and 3 are each designed to be six weeks in duration. Daily evaluations will be completed by the FTO and provided to the trainee at the end of each shift or prior to the start of the following shift. The evaluations will be reviewed by the assigned training sergeant. As the trainee progresses through his/her phases of training, they are expected to take on more responsibility and rely less upon direction from their FTO.

A training phase may be extended or remediated entirely if deficiencies are noted in the trainee’s performance. Any phase extensions/remediation will require the approval of the Training Facilitator and only after he/she has conferred with the Patrol Division Commander.

Phase #4 is the “Ghost Phase”. The Ghost Phase is 1 week in duration and it is meant to serve as a final period of evaluation to determine if the trainee is prepared to operate in a solo officer capacity. The trainee shall ride with an FTO who will serve as their evaluator. The FTO will be in full patrol officer uniform however he/she will not provide any immediate direction, advice or assistance to the trainee. They will only intervene as a matter of officer safety or if they are witness to any violation of law, departmental policy violation or any other act that would bring discredit upon the San Bernardino Police Department.

The FTO must complete an end of phase evaluation including the recommendation that the trainee progress from the Field Training Program to Stage III of the training program. Upon review by the training facilitator, the Competency Attestation will be completed and signed off on by the Chief of Police or his/her designee.

**Stage III**
In Stage III the trainee is assigned to an Area Command for patrol duty assignment as a single officer patrol unit. If the trainee fails to reach an acceptable level of performance, the probationary officer may be placed back into Stage II phases of training for further remediation/evaluation.

In Stage III the trainee's performance will be monitored by a Field Sergeant and will be reported on the Employee Evaluation Report for probationary officers.

**Stage III Training and Assignment to a Field Sergeant**
The department recognizes that after you have completed the Field Training Program, there may be areas in which your experience and training may not be adequate for a specific situation and you may require the advice and assistance of a more seasoned police officer.
If you feel that you need the advice of a field sergeant on a call, DO NOT HESITATE TO CALL FOR A SERGEANT. However, for those situations in which a sergeant is not immediately needed, or for those situations in which you wish to ask general questions, you should attempt to contact your assigned sergeant.

To request days off, or for advice on administrative matters, first ask your assigned sergeant.

Patrol field sergeants will be responsible for closely monitoring your work. You should not be surprised if they show up unannounced, on your calls. This is necessary in order for the department to make sure that your work product and performance remains at the high level it was when you first completed the field training program. Patrol supervisors also need to observe your performance in order to properly evaluate your performance for your probationary evaluations.

**Phase Progression**
In Phase #1 trainees can expect their responsibilities to increase to approximately 50% of the workload and the FTO will still perform the remaining 50% of the work. In Phase #2 the trainee can expect responsibility for the workload to increase to approximately 75-80%. By the end of Phase #3, the trainee is expected to be responsible for 95% of the workload. In Phase #3 the FTO takes a less active role in decision-making, but is still available to guide the trainee.

**Phase One:**
To move from Phase #1 to Phase #2 the trainee must complete at least 90% of the Critical Task List (CTL) for Phase #1, consistently meet the Minimum Performance Standards established in the Standardized Evaluation Guidelines, and receive approval from the FTO, Training Sergeant, and Field Training Facilitator.

**Phase Two**
To move from Phase #2 to Phase #3 the trainee must complete 100% of the Phase #1 CTL, 90% of the Phase #2 CTL, consistently meet the Minimum Performance Standards established in the Standardized Evaluation Guidelines, and receive approval from the FTO, Training Sergeant, and the Field Training Facilitator.

**Phase Three**
To move from Phase #3 to Phase #4 the trainee must complete 100% of the CTL for Phases 1-3, consistently meet the Minimum Performance Standards established in the Standardized Evaluation Guidelines, and receive approval from the FTO and the Field Training Facilitator.

The FTO must submit a memo to the Field Training Facilitator providing a phase summary evaluation of the trainee’s performance including a recommendation that he/she be moved to the next phase of training. This memo will contain the trainee’s strengths and weaknesses as well as what remediation has been completed to bring weak areas up to Minimum Performance Standards.

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SBPD Rev 07/2014
When a trainee is progressing from one phase to the next, the Training Sergeant, the trainee and their current FTO as well as their next phase FTO will meet before the trainee is moved to the next phase. The FTO’s will discuss the trainee’s strengths and weaknesses, as well as what remediation has been provided and how the trainee is progressing.

Phase Four
Following completion of Phase #4 the trainee, will be assigned to a district and will, when possible, work a patrol shift with the same days off as a patrol sergeant or Field Training Officer from the same district.

**FTO Intervention:**
During the phase training process the FTO will intervene in the following circumstances.

1. Law violation by the trainee.
2. Policy violation by the trainee.
3. Officer Safety issues.
4. Tap In / Tap Out.

Tap In / Tap Out occurs when the trainee is not sure how to proceed on the call. He can “Tap-in” by using a pre-determined signal, and the FTO will provide some direction without taking over the call. The FTO will then “Tap-out” when he has given the trainee enough direction to allow the trainee to continue handling the call.

**Range Qualification Requirements:**
Range qualification is required of all personnel and personnel in field training will meet the following requirements.

<table>
<thead>
<tr>
<th>Phase</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase I</td>
<td>Weekly qualification, if needed based on performance.</td>
</tr>
<tr>
<td>Phase II</td>
<td>Monthly qualification, based on performance, and at the discretion of the FTO and the training sergeant.</td>
</tr>
<tr>
<td>Phase III</td>
<td>Monthly qualification, based on performance, and at the discretion of the FTO and the training sergeant</td>
</tr>
<tr>
<td>Phase IV</td>
<td>Qualify quarterly as required by SOP.</td>
</tr>
</tbody>
</table>

**Training Dead Time:**
When the trainee is off work ill, injured, or on light duty, this time will not count toward phase training time. In this event, the Field Training Facilitator or Training Sergeant will be notified as soon as possible. Should the trainee miss a significant amount of days during any given phase, the training duration of that phase may be extended at the discretion of the training staff.
Re-Phasing:
If the trainee, while in solo patrol, makes a critical error, or shows a serious deficiency in an area, a supervisor shall bring this to the attention of the Area Commander. At his/her discretion, the Area Commander will have the option of coordinating with the Field Training Facilitator in order to reassign the trainee to field training. The purpose being, to provide remedial training in an attempt to correct any noted deficiencies.

During re-phasing, daily and weekly E.R.'s will be completed by the FTO for tracking purposes and shall be titled "Re-Phase."

FTO Meetings:
FTO meetings will be held quarterly or as directed by the Field Training Facilitator, but must be held annually. These meetings will assist in identifying and providing remedial training based on input from the Training Staff. The strengths and weaknesses of each trainee will be discussed as well as what remedial training has been completed or is planned. FTO meetings will include in service training for Field Training Officers.

FTO Training:
- Every newly appointed FTO shall successfully complete a POST certified Field Training Officer Course prior to training new officers, and complete 24 hours of updated training every three years following completion of the Field Training Officer Course. The update training shall be satisfied by completing a Post certified Field Training Officer Update Course or completing 24 hours of department specific training in the field training topics contained in the Field Training Officer Update Course.

- Every reassigned FTO, after a three year or longer break in service as an FTO shall successfully complete a Post certified Field Training Officer Update Course prior to training new officers and complete 24 hours of updated training every three years. The update training shall be satisfied by completing a Post certified Field Training Officer Update Course or completing 24 hours of department specific training in the field training topics contained in the Field Training Officer Update Course.

Field Training Manual Review:
Once a year, at the discretion of the Field Training Facilitator, the Field Training Manual and Field Training Program may be reviewed for updating. If changes are made, the FTO’s will provide input. Suggested changes will be forwarded to the Chief for final approval. The Field Training Facilitator or his designee will ensure that the manual is updated accordingly.

Latitude for Training:
When an FTO is falling behind schedule in completing the CTL due to a heavy load of calls for service, he/she should bring it to the attention of the Field Training Facilitator or Training Sergeant. They will make arrangements with the shift sergeant to allow the FTO and the trainee time to do what is necessary. Overtime may be used when approved by the Field Training Facilitator or Training Sergeant.
When the trainee is lacking exposure to certain calls and those calls are being assigned to other beats, the FTO may volunteer to take the call or respond to observe, if it will be helpful in the training process.

FIELD TRAINING OFFICER SELECTION PROCESS

Application

- Each FTO applicant shall submit a memo, containing a “Statement of Interest and Qualifications” to the Division Commander. A written response to a question formulated by the Training Staff.
- Each FTO applicant shall submit a copy to his or her immediate supervisor.
- The immediate supervisor shall review the “Statement of Interest and Qualifications”, and forward to the Division Commander a memorandum addressing the applicant’s suitability for the desired assignment.

Minimum qualifications and training requirements

The minimum qualification and training requirements for FTO’s are outlined in SOP 436 are that FTO’s possess a Basic POST Certificate and have two years continual service as an officer with the San Bernardino Police Department.

Desirable qualifications

- Ability to model and teach Core Values to trainees.
- Maintain a professional appearance.
- Proven knowledge of the law and department policies.
- Strong investigative and report writing skills.
- No sustained discipline (reprimand or greater) within the last three (3) years.
- Highly motivated and willing to accept the challenges of teaching the future culture of our organization.
- Willingness to accept assignment to any shift, to meet the needs of the training program.

Selection process

The FTO selection process is outlined in SOP 436.

FIELD TRAINING OFFICER/PROGRAM EVALUATION

Evaluation of FTO’s

The San Bernardino Police Department is committed to providing a positive learning atmosphere for police trainees. We are also committed to ensuring that the trainer is conscientious, innovative, approachable and a firm mentor.

Because of this, the trainee will have the opportunity to critique his/her Field Training Officer through a Field Training Officer Critique form. The Training Sergeant will provide the critique form to the trainee at the completion of each phase during the Field Training Program. At that
time the trainee will complete the FTO critique form on the FTO and return it to the Training Sergeant. At the conclusion of the training program the Training Sergeant will review the FTO critiques with each FTO.

This evaluation instrument will assist the Field Training Staff in providing a positive trainer/trainee relationship. After the evaluation has been completed, the Field Training Facilitator and the officer’s Training Sergeant will meet with the trainee on a relaxed and informal basis. This is the trainee’s opportunity to provide additional feedback about the effectiveness of the training program and the Field Training Officers.

As part of the FTO’s annual evaluation, the evaluating supervisor shall confer with the training program facilitator for input as to the FTO’s abilities will serving in their FTO capacity.

**Evaluation of the Field Training Program**
Every trainee shall complete an evaluation of the Field Training Program at the end of the training program.

**TRAINING STAFF DUTIES**

**The Field Training Officer:**
- All Field Training Officers must be selected through the department’s FTO selection process.
- The FTO will train, evaluate, and document the trainee’s performance on a daily and phase basis. Evaluations will be based on the Standardized Evaluation Guidelines.
- FTO’s will identify weak performance areas and provide remedial training to correct the deficiencies.
- FTO’s have a dual responsibility of caring for their beat, and turning a trainee into an officer capable of working the field in a solo capacity, in a safe and efficient manner.
- The FTO will serve as a mentor and role model as to how a fully trained officer should function.
- It is important that the FTO maintain a friendly but professional relationship with the trainee during the training program. To avoid the appearance of impropriety, FTO’s shall not associate with any trainee outside of the work environment. This is critical if FTO’s are to objectively evaluate trainees, and provide the best possible training.
- It is the FTO’s responsibility to provide training that is consistent with the goals of the Field Training Program.

**The Field Training Sergeant**
The Field Training Sergeant is a field sergeant assigned to the Patrol Division. The training sergeant is designated by the Field Training Facilitator as having the following duties:
- Monitoring the trainee’s progress through the entire training process, from the Basic Academy through all four phases of field training.
- Ensuring the trainee's evaluations are being completed on time, accurately, and objectively based on the Standardized Evaluation Guidelines.
- Ensuring that appropriate remediation tasks are being provided and properly documented.
• Providing for smooth communication between the FTO's and the Field Training Facilitator.
• Assisting the Field Training Facilitator in making decisions concerning the assignment of trainees to FTO's.
• Assisting the Field Training Facilitator in all the duties listed above.

The Field Training Facilitator
• Assigning a Training Sergeant to oversee the entire training process for each trainee.
• Scheduling the trainees with different FTO’s for each phase of training, different shifts, and different districts.
• Providing the tools needed for the FTO (training, equipment, direction etc.)
• Notifying the Patrol Division Commander that the trainee is ready for solo assignment following successful completion of the program, or initiating the termination process when the trainee is not responding to training (NRT).
• The Field Training Facilitator shall successfully complete a Post certified Field Training Supervisor/Administrator/Coordinator (SAC) Course prior to or within 12 months of the initial appointment to the position.

Probationary Phases

<table>
<thead>
<tr>
<th>POST Basic Academy</th>
<th>23 weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field Training</td>
<td>19 weeks</td>
</tr>
<tr>
<td>Phase I</td>
<td>6 weeks</td>
</tr>
<tr>
<td>Phase II</td>
<td>6 weeks</td>
</tr>
<tr>
<td>Phase III</td>
<td>6 weeks</td>
</tr>
<tr>
<td>Phase IV</td>
<td>1 week</td>
</tr>
<tr>
<td>Solo Officer</td>
<td>Remainder of the probationary period after completion of the Field Training Program</td>
</tr>
</tbody>
</table>

EVALUATION PROGRAM OVERVIEW

Daily Evaluations
At the end of each shift, the FTO shall complete a Daily Evaluation Report (ER) using the Standardized Evaluation Guidelines (Anchors) listed in the Field Training Manual. The FTO will review the ER with the trainee, who will then sign it. Any performance ratings other than a three (3) must be accompanied by comments in the remarks section of the evaluation. "Routine Tour" is not acceptable. Materials discussed, good or bad actions taken by the trainee, and tests given should be included.

The trainee shall be provided with a copy of their daily evaluation. The Training Sergeant will review the daily evaluation and will sign off on them as a designee of the Training Program Facilitator.

If the regular FTO is away from work for one or two days (sick, court time etc...) the trainee will be assigned to another FTO, the desk, dispatch or other areas of training by the FTO, Training
Sergeant, or Field Training Facilitator. If not assigned to another FTO, the regular FTO will make certain that a daily E.R. is completed for the trainee, and that all sections are marked as “not observed.” This ER is for timekeeping purposes.

If the regular FTO will be off for an extended period of time, (vacation, injury, school etc.) the Field Training Facilitator or Training Sergeant will be made aware of the absence and the trainee will be placed with another FTO.

Daily Evaluation Reports will indicate the training period phase and will be dated to ensure completeness and chronological order. All evaluations and documents pertinent to each trainee will be routed through the chain of command, and all reports on each trainee will be kept in the patrol training files. These records will be available to all Field Training Officers, the Training Sergeant and the Field Training Facilitator.

Field Training Officers will complete the Daily Evaluation Report and narrative, which they will review with each trainee at the end of each shift.

**Minimum Performance Standards:**
Trainees are to be evaluated on the basis of the Minimum Performance Standards established by the Standardized Evaluation Guidelines (SEG). They are not to be evaluated on the basis of the Field Training Officer's personal level of performance or that of any other individual officer.

Trainees must be evaluated on technique and not on style. The FTO’s personal preferences are not the standard. As long as the trainee is utilizing an accepted POST approved technique that is within department policy he/she cannot receive a negative evaluation simply because the technique is in conflict with the style of the FTO.

One of the primary purposes of the field training and evaluation program is to answer the question, "Shall this particular trainee be retained as a permanent employee?"

**Rating Behavior / Performance**
The most difficult part of the evaluation process for FTO’s is to render their own opinion of what the trainee’s performance should be. FTO’s **must** rate the trainee’s performance according to the SEGs. **FTO’s shall have no discretion in this matter.** It is the only way that objective evaluations will be accomplished. If each evaluator (FTO) uses the same measuring device (SEGs), you should see consistent results.

**Common Performance Evaluation Errors**
The evaluation process is a tool and, like any tool, if it is used in a way other than how it was designed to be used, it will not be effective. There are a number of common performance evaluation errors, which, if present in the Field Training Program, may destroy the goals of the program and the morale of its participants.
If the objectivity of the evaluation process is called into question, it is most likely because FTO’s did not follow the guidelines and one or more of the following “evaluation errors” crept into the evaluation process.

Error of Leniency
This occurs when the rater assigns scores beyond those that are deserved. In an FTO program, this often occurs because the FTO introduces the variable of “experience” or the amount of time the trainee has spent in the program. In other words, the FTO recognizes the performance as less than adequate, but considers it “OK” given the amount of experience the trainee has had. The same performance, seen several weeks later, may result in the awarding of an Unacceptable score. If the performance does not change, the score should remain the same regardless of how long the employee has been in the program. Standards don’t fluctuate…a mile is 5,280 feet long no matter where in the country you may measure it!

Error of Personal Bias (also called the Halo or Horns Effect)
This occurs when the rater allows personal feelings about the employee to affect the ratings. Particular “likes” or “dislikes” limit appraisal objectivity. What is rated in the Field Training Program is whether or not an individual can do the job as described…period. This is seen most often when FTO’s are not familiar with the guidelines and with the language therein.

Error of Central Tendency
This is seen when the rater routinely “bunches” scores toward the center of the rating scale. This error is often present because written comments are required for scores other than 3. Lazy FTO’s avoid the “mandatory” reporting rule and simply assign ratings of 3. Central tendency errors also occur when the rater does not give close attention to performance and, to be on the “safe side,” or to avoid any controversy, rates in the middle of the scale.

Error of Related Traits
This happens when the rater gives the same rating to traits that he/she considers related in some way. The value of rating each trait separately is lost and the overall rating loses specificity.

Event Bias
This comes into play when one or two traits (or a particular behavior) dominate the appraisal. The rater may evaluate all remaining traits based on the dominant trait or performance. An outstanding bit of work or a severe mistake, not treated as an individual occurrence may bring about the Halo/Horns Effect.

“No Rookie Ever Gets a 5”
This is a belief too often expressed. The SEG’s are based on real-life experiences and do not reflect artificial standards. While it may be difficult for many trainees to perform at a Superior level in a number of categories, that score could be attainable for some. There is no place for unrealistic expectations/goals in a job-related performance evaluation system. The trainee should receive whatever rating is supported by the SEG’s.

The “Room to Grow” Theory
This has been around for a long time, too long as a matter a fact. The evaluator, wanting to
“motivate” the trainee to work harder, assigns a score less than what the employee deserves. As human beings we know when we have done well and not so well. When someone fails to get the recognition that they deserve they experience a loss, rather than a gain, in terms of motivation.

Averaging scores
This has no place in an evaluation system! FTO’s who assign a score based on an average of the trainee’s performance for the day have not selected a score that is accurate nor is it indicative of the true nature of performance. A trainee stopping at thirty of more traffic lights during the day, goes through one without stopping. Some will say that “on the average” the trainee obeys traffic signals and an acceptable rating is given. It is not acceptable to go through a red light but the score suggests to the trainee that it is “OK”. Additionally, no one will know what the trainee did unless the FTO includes a written comment about the fault. Inconsistency results when the rater assigns an acceptable score but documents unacceptable performance.

FTO’s are often uncomfortable about giving an Unacceptable rating when a trainee has performed well in an area throughout the day with one or two exceptions. Objective evaluations require that the rater acknowledge the mistake(s) by assigning a score less than Acceptable (3). The FTO does not want to appear “picky” to the trainee, particularly with one who is doing very well, is in the latter stages of the program, and will likely be retained. The FTO must give the trainee an Unacceptable (1 or 2) rating in an area regardless of how minor or infrequent the mistake when weighed against the trainee’s otherwise good performance. The FTO will mediate any hard feelings on the part of the trainee by adding documentation that acknowledges the good performance as well as the mistake.

Finally, there are other errors that trainers must guard against. These are biases that have a tendency to influence us when rating the performance of another. Taking into account a person’s standing in the academy class: his or her relationship to another member of the department: the presence or absence of educational achievement: his or her age, gender, race or sexual orientation: physical appearance; etc. are only a few of a person’s characteristics that dilute objectivity. Performance-related evaluations are to be more objective and to center on what the individual does rather than who the individual is. Employees want their performances, not their personalities, discussed during a performance review. In this way, defensiveness on the part of the person being rated will diminish and the rater will be able to avoid these common appraisal errors.

The only measure that an FTO should use when evaluating the behavior and performance of a trainee is the Standardized Evaluation Guidelines. The objective rater deliberately avoids all other subjective influences that are present.

To make the most effective use of the narrative portions of written evaluations, it is important for the FTO to remember four goals of documentation:
1. Clear
2. Concise
3. Complete
4. Correct
When you write the narrative portion of the evaluation ask yourself this question. If my trainee submitted a report of this quality, would it be acceptable? The following suggestions will aid the FTO in accomplishing these goals:

**Set the stage**
Provide a description of the situation you are evaluating.

**Use quotes**
Report what was said when possible instead of trying to describe what was said. For example: The trainee when counting a prisoner’s money said, “Where does a low life jerk like you get this much money?” This angered the prisoner and resulted in an unnecessary physical confrontation.

**Report the facts and avoid conclusions**
Do not form conclusions unless they are clear from the facts. For example: The trainee lacks motivation or confidence. Despite training in vehicle stops, the trainee, although admitting that he saw the violation, had to be told to make these stops on five separate occasions.

**Remember your audience**
Who will read this report? Write as though someone other than the trainee will read the report. A judge, the Chief, or an attorney may read it.

**Watch your grammar, spelling, and legibility**
Don’t write in codes or jargon. Be a good role model. Your credibility and professional reputation are at stake.

**Speak to performance, not personality**
Criticize the act not the person. Criticizing the person brings out defensiveness. Writing in an impersonal style relieves some of the stress.

**Use lists, if appropriate**
This will save time and space.

**Think remediation**
What have you tried? How did it work? What will you try next? Evaluation and training go hand in hand. Once you have identified a weakness it is your job help the trainee improve. Be creative and get help from other FTO’s and training supervisors if necessary.

**Use quantification**
For example: It took Officer Smith five attempts to complete a burglary report.

**Do not predict**
Avoid statements like, “Officer Smith should improve with time.” The FTO should instead write what is expected of the trainee. For example: “When Officer Smith can complete a report of this nature within 30 minutes he will be meeting the minimum performance standard.”
**REMEDICATION**

If the trainee is consistently failing in a certain area, after instruction, the FTO will document the fact in the daily and weekly evaluations. FTO’s will provide remedial training for the trainee and document what remedial training was provided including how much time was spent on each remediation task. When the trainee is no longer responding to training (NRT) this will be documented in the daily and weekly evaluations.

**Remedial Training Strategies**

For any identified deficiency, the number of remedial training strategies are countless, limited only by imagination and feasibility. Strategies should not be dangerous, demeaning, harassing, or expose the department to liability. Factors involving ethics, legality, and morality must be carefully weighed before undertaking a remedial training plan. No agency’s policies, procedures, or safety standards can ever be violated for the sake of training.

These suggestions may be applicable for assisting trainees in gaining proficiency with items in the training guide, or designing remedial training plans. Remember, the first step is to accurately diagnose the problem!

**Common Remidual Training Strategies**

**Role Plays and Scenarios**

This is a superb tool for a variety of performance tasks. Care should be taken regarding the following:

- All participants must be made aware that the situation is a training exercise, not an actual event.
- No loaded weapons should ever be used in field training scenarios.
- Choice of location (so as not to involve unknowing concerned citizens)
- Selecting role players who understand the win-win philosophy (If the trainee does it right, they win!).

**Role Reversals**

Similar to role playing, here the FTO reverses roles with the trainee. The trainee then watches the FTO perform a task in the same incorrect manner that the trainee did earlier. The trainee is then required to critique the FTO and offer suggestions for improvement.

**Commentary Driving**

This technique involves the senses of touch, sight, and hearing in the learning process. The trainee is advised to maintain a running commentary on what is observed while operating the vehicle (in the case of Driving Skill) or while acting as either the driver or passenger (in the case of Self-Initiated Activity).

When Driving Skills are being taught, the trainee’s recitation should focus on street/traffic conditions, traffic control devices, and defensive driving information.
When Self-Initiated Activity is being taught, the trainee should direct his/her attention to people and things, which would be of police interest. The intent of this training is to move the trainee from “looking” as a civilian to “seeing” as a police officer does.

When Geography Skills are being taught, the trainee provides a commentary of the direction of travel, location by intersection, and identification of landmarks.

**Commentary Thinking**
This technique is especially useful for those trainees who routinely know what to do, but once subjected to stressful situations, become muddled or disjointed in their ability to think. Commentary thinking is simply thinking out loud. Trainees are instructed to talk out their thoughts. They are not allowed to think silently. If they are en route to a particular stressful call, then they must tell the FTO what the call is, how they will get there and, once there, what their actions will be. In this way, they must order their thoughts and present them to the FTO in a clear and logical manner.

An important benefit to trainees from this exercise is not only organizing their thoughts and actions, but also slowing their thought processes preventing “overload”. We have all been in situations where our minds raced so fast that our actions have not been able to keep up. An example might be when we try to write down an interesting idea. Our thoughts flow much faster than we can write. This is what happens to some trainees when confronted with a situation with which they are uncomfortable. Having them “talk out” their thoughts will help them slow to a more manageable pace. This process will also have a calming effect and reduce stress.

**Flash Cards**
Making flash cards enhances the learning process because more than one “learning sense” comes into play, and is most helpful to visual learners. Flash cards are particularly effective with such subjects as Radio Codes, Orientation Skills, Vehicle or Criminal Statutes and Elements, and Report Form Selection, Report Writing Format, and Spelling.

**Spelling Quizzes**
The FTO keeps track of words that are frequently misspelled. The trainee is provided a list of these words and advised a few days in advance of the quiz. If the trainee finds it helpful, he/she may wish to practice writing the words a number of times.

**Self-Evaluations**
This technique, especially valuable when the trainee has difficulty accepting feedback, entails having the trainee keep notes during the shift and complete a daily evaluation at the end. The evaluation should be labeled “Self-Evaluation”. As with the FTO’s evaluation, both parties review and compare the evaluation at the end of the shift.

This technique should be employed infrequently, no more than once every two or three weeks, or it will lose its effectiveness.
**Directing Traffic**
- The FTO draws diagrams for the trainee to place self, flow of traffic, ideal locations for fire and medical responses, etc.
- Shut down an intersection and let the trainee practice. Start with quiet intersections and build to busier.
- Have the trainee speak with other FTO’s, traffic officers, etc.
- Have the trainee speak with fire and medical responders for their perspective.
- Request special assignment for these types of calls.

**Traffic Stops**
- Making practice stops on parked vehicles to properly position the police car.
- Role-play, in a parking lot, using other FTO’s and vehicles.
- Videos.
- Film trainees in action so they can watch themselves.
- Have trainee speak/ride with a traffic officer.
- FTO draws a diagram for the trainee to place self, vehicle positions, ideal locations for the stop, etc.
- Develop a checklist; first written, then mental.
- Verbal and written quizzing on traffic codes and elements.
- Have the trainee practice completing citations and warnings on copied blank forms.

**Report Writing**
- Use report writing exercises located in the FTO Office.
- Obtain copies of some good and bad reports as examples. Be sure to remove the author’s name.
- Interview detectives, instructors, attorneys, and judges as to what they think makes a good report.
- Have the trainee enroll in a writing class.
- Have the trainee read books on the subject.
- Develop a checklist to include elements of crimes for the more common calls.
- Suggest the trainee purchase an electronic speller.
- Have the trainee view training videos.

**DUI**
- Role reversal with the FTO making actual stops and the trainee doing the critique.
- Role-play in a parking lot using other FTO’s and vehicles.
- Training videos.
- Film trainees in action so they can watch themselves.
- Previous DUI arrests.
- Interview DUI officer, instructors and attorneys.
- Review old DUI reports. Be sure to delete the author’s names.
- Review actual case law at the library.
- Have the trainee ride with a traffic officer.
• Develop a checklist for procedures and forms.

Courtroom Demeanor
• Interview detectives, instructors, attorneys and judges as to what they think makes a good witness.
• Take the trainee through various courtrooms.
• Have the trainee observe a trial.
• Conduct a mock trial.
• Have the trainee perform a courtroom role-play, using one of his/her citations or arrests.

Investigative Procedures
• Interview detectives, instructors, and attorneys as to what they think makes a good investigation.
• Verbal and written quizzing on elements of crimes.
• Have the trainee spend some time with an I.D. technician.
• Tour the crime laboratory.
• Follow one of the trainee’s cases through with the assigned detective.
• Create a mock crime scene.

High-Risk Vehicle Stops
• Practice visualization techniques.
• Role-plays with trainee as officer and suspect, in daylight and darkness.
• FTO draws diagrams for trainee to place self, vehicle positions, ideal locations for stop, etc.
• Develop a checklist for verbal commands.

Domestic Disputes
• Role-play using other FTO’s, etc.
• Request special assignments for these types of calls.

City Geography
• Give the trainee copies of the map, which contains the streets but no names. Trainee fills in the names.
• Verbal and written quizzes on the hundred blocks, landmarks, and other important locations.
• Throughout shift ask the trainee, “Where are we now?”
• Give the trainee addresses, transparencies, and a marker. Have the trainee trace the route to the location.
• Have trainee obtain and study the Fire Map Book.

Radio Procedures and Codes
• Role play.
• Have trainee call out stops, etc. while you are on patrol and you role-play as the dispatcher, tape record for review. This can help auditory learners.
- Have a trainee speak in codes rather than in English.
- Assign trainee to a shift in Dispatch to work with a dispatcher. Have trainee log the codes and then decipher into English, turning in the final product.
- Have the trainee listen to a scanner.
- Have the trainee read all license plates phonetically.

**Collision Investigation**
- Have the trainee ride with a Traffic officer.
- Develop a checklist for steps in completing an accident report.
- Review past reports and diagrams. Be sure to delete the author’s names.
- Create a scenario and have the trainee draw a diagram.
- Request special assignments for these types of calls.

**Rapport with Citizens**
- Increase exposure to public:
  - Traffic stops;
  - Neighborhood Watch meetings;
  - Front desk.
- Role-playing.
- Audiotape or videotape the trainee’s contacts. Have the trainee review and critique his/her performance.

**Total Confusion**
- Have the trainee complete a self-evaluation.
- Develop a flow chart of basic tasks.
- Flash cards.
- Read past case reports. Be sure to delete the author’s names.
- Role-play.
- Organize the car the way the trainee is comfortable.
- Have the trainee list his/her perceptions of the job.

**Summary**
- Diagnose the problem.
- Provide feedback.
- Use all the resources available.
- Be creative.
- Document the trainee’s performance and your efforts.

**WEEKLY/PHASE TESTING**

At the end of each week, the FTO will arrange time and give the trainee a standardized written weekly test, taken from the FTO Manual. At the end of each phase, the FTO will arrange a time and give the trainee a written uniform phase test, taken from the FTO Manual. The weekly and phase tests will be placed in the officer’s field training file.
TRAINING EVALUATION REPORTS

A trainee evaluation report, completed by the Field Training Officer at the end of each shift, provides the essential information to ensure administrative control over relative progress of each trainee. It also provides immediate feedback to the trainee regarding the daily performance. Observations made by the Field Training Officer are entered on the form along a 5-point continuum, “not acceptable by training program standards” (1) to “superior by training program standards” (5). Midpoint on the scale is “acceptable level” (3) Specific narrative comments are required for all ratings other than (3).

Acceptability or unacceptability by training program standards is evaluated in terms of meeting the minimum performance standards to function safely and skillfully as a single officer patrol unit, according to the Standardized Evaluation Guidelines.

The daily and weekly evaluation report form includes five distinct areas (performance tasks, report writing, knowledge, attitude, and appearance) which are subdivided into 29 measurable or observable behaviors, listed below.

Performance Tasks
There are twenty-nine task performance areas, in which the trainee must perform at a minimal performance standard, established by the Standardized Evaluation Guidelines. The below listed task descriptions are designed to help trainees understand what is expected of them. Specific task requirements and evaluation criteria are listed in the Standardized Evaluation Guidelines.

1. Driving Skill/Stress Conditions: Are the driving behaviors observed safe and prudent for the situation?
2. Driving Skill/Normal Conditions: Are the driving behaviors observed safe and prudent for the situation?
3. Performance in stress conditions: Under conditions of stress, how acceptable is the trainee's field performance?
4. Officer Safety: The trainee is aware of and understands principles of officer safety. The trainee applies all principles of officer safety.
5. City Geography: Does the trainee know where he/she is? Can the trainee efficiently use the map book? Can the trainee respond to a location within a reasonable length of time?
6. Radio Procedures/MDT Use: How well does the trainee know and use the appropriate radio codes? How acceptable is the trainee's ability to listen to and comprehend radio transmissions? Are the trainee's radio transmissions clear and understandable? Is the trainee able to perform basic MDT functions such as signing on and off, self-dispatch to assist another officer already dispatched on a call or in a pursuit, running a plate or subject, changing location, and obtaining street locations.
7. Situation Control: Physical/Voice: In conflict or potential conflict situations, does the trainee use appropriate physical skills (force) to affect an efficient and productive outcome?

8. Self-Initiated Field Activity: Without benefit of direction or instruction from the Field Training Officer, does the trainee initiate field activity? When it is apparent that some action has to be taken, does the trainee delay for no apparent reason? Are these behaviors consistent?

9. Problem-Solving and Decision-Making Ability: Does the trainee reason out a problem and relate it to circumstances? Does the trainee display an ability to make correct decisions?


11. Weekly Testing: How acceptable is the trainee's performance in testing?

12. Range Performance: Is the trainee able to qualify with the duty weapon?

**Report Writing**

13. Knowledge of Routine Forms: Accuracy and Completeness: To what degree of acceptability does the trainee fill out sections of routine forms accurately and completely? Does the trainee know most standard forms and understand format?

14. Organization and Details: How acceptable are the trainee's abilities to organize his/her reports? Does the trainee convert field situations into a logical sequence of thought and systematically write those reports? Does the trainee follow the department’s report writing manual guidelines and format?

15. Grammar, Spelling and Neatness: Can the trainee efficiently and clearly communicate, in writing, the events, which have occurred? Is his/her spelling acceptable? Are his/her reports neat and legible?

16. Appropriate Use of Time: Does he/she complete reports within an acceptable time limit? Does trainee complete basic reports in 30 minutes per written page?

**Knowledge**

17. Department Policies and Procedures: Does the trainee possess an acceptable level of knowledge and understanding of policies and procedures reflected in field performance and in verbal and written tests?

18. Criminal Statutes: Does the trainee possess an acceptable level of knowledge and understanding of criminal statutes as reflected in field performance and verbal and written tests?
19. Health and Safety Code: Does the trainee possess an acceptable level of knowledge and understanding of health and safety codes as reflected in field performance and verbal and written tests?

20. Traffic Codes: Does the trainee possess an acceptable level of knowledge and understanding of traffic codes as reflected in field performance and in verbal and written tests?

21. Municipal Codes/Welfare & Institution Codes: Does the trainee possess an acceptable level of knowledge and understanding of city ordinances and welfare and institution codes, as reflected in field performance and verbal and written tests?

Attitude/Relationships
22. Acceptance of Feedback: Verbal/Behavioral: Are criticisms and corrections accepted in the manner given? Is there resentment as a result of criticism? Is the behavior following criticism positive? Was the trainee able to turn the criticism into something productive or did the trainee engage in rationalizing and justification of his/her actions?

23. Towards Police Work: From what the trainee says and does, is his/her attitude towards police work positive?

24. Towards Departmental Personnel: Is the trainee’s relationship with the Field Training Officer productive? Is the relationship with other supervisors compatible with the goals of the training program? Are the relationships between trainees in training productive and compatible with the goals of the training program?

25. Towards Citizens: To what degree of acceptability does the trainee relate well with citizens, especially minorities, which results in effective, efficient and productive outcomes?

26. Self-Confidence: To what degree does the trainee reflect self-confidence?

Appearance
27. Uniform: Is the uniform clean, neat, and well fitting? Are the shoes shined? Is personal hygiene acceptable?

28. Equipment: Does the trainee have the proper equipment? Is it clean and workable?

29. Physical Ability & Performance: Is the trainee able to function normally? Is the trainee able to climb fences, and exhibit reasonable recovery from physical exertion?
TERMINATION PROCEDURE

During the course of the training program, it is not our intent or our desire to terminate anyone. It is our intent and desire to train. The department does have an obligation to the citizens of the City of San Bernardino to retain only competent officers. The reality of that obligation is when the goals of the Field Training Program are not met termination is appropriate. Termination is the last resort when all other practical avenues have been utilized and the trainee is not responding to training (NRT).

When the trainee is not responding to training (NRT) the Field Training Facilitator or Training Sergeant will be notified as soon as possible.

Before the trainee is identified as not responding to training (NRT), the FTO will have documented the reasons for failure in the daily evaluation reports. He/she will have assigned remediation tasks for the problem(s) and documented the results, including what has been discussed in counseling sessions. When documenting deficiencies, FTO’s should include specific examples. When the trainee has claimed to receive conflicting information from previous Field Training Officers, the FTO must verify the claims with the previous FTO and document the results in the trainee’s daily evaluation reports.

If the trainee is deficient in officer safety, or is not responding to training (NRT) the Field Training Facilitator may choose to place the trainee in a non-interactive role that is not demeaning to the trainee, until a decision is made as to how to proceed, or pending termination of employment.

It is the Department’s intent and desire to train each probationary officer to become a successful police officer.
STANDARDIZED EVALUATION GUIDELINES
(Anchors)

Performance Tasks:

1. **Driving skills: Stress Conditions**
   - #1) Unacceptable
     - Involved in preventable accident(s)
     - Unauthorized Code 3
     - Overuse of red lights and siren
     - Fails to slow for intersections
     - Loses control on corners
     - Excessive and unnecessary speed
   
   #3) Acceptable
   - Maintains control of vehicle
   - Evaluates driving situations and reacts properly
   - Exhibits concern for public safety
   - Appropriate use of Code 3
   - Knows location and direction of travel

   #5) Superior
   - High degree of reflex ability and competence in driving skills
   - Able to use proper radio procedures
   - Maintains composure and clear thinking

2. **Driving Skills: Normal Conditions**
   - #1) Unacceptable
     - Continually violates vehicle code
     - Involved in preventable accident(s)
     - General disregard for public safety
     - Inappropriate speed
     - Lack of dexterity and coordination during vehicle operation
     - Inability to exit vehicle safely

   #3) Satisfactory
   - Defensive driving posture
   - Ability to control vehicle while being alert to activity outside vehicle
   - Vehicle speed consistent with conditions
   - Control of vehicle at all times
   - Adhere to vehicle code
   - Ability to properly exit vehicle

   #5) Superior
   - Lawful, courteous, defensive driving
High reflexive ability and competence under all conditions
Sets good example of driving skills
Ability to quickly and safely exit vehicle

3. **Performance in Stress Conditions:**
   #1) Unacceptable
   Cannot control situation
   Loses temper
   Becomes emotional and panic-stricken
   Unable to function properly
   Visibly nervous and agitated

   #3) Acceptable
   Exhibits calm and controlled attitude
   Does not allow situation to deteriorate further
   Control of temper

   #5) Superior
   Excellent visible and self-control
   Able to resolve or defuse situations without assistance
   Able to coordinate actions of fellow officers

4. **Officer Safety:**
   #1) Unacceptable
   Exposes weapons to suspect (baton, mace, handgun, etc.)
   Fails to keep gun hand free during enforcement situations
   Stands directly in front of violator’s car door
   Fails to control suspect’s movements
   Does not maintain sight of violator while writing citation
   Failure to use illumination when necessary
   Fails to advise dispatch when leaving vehicle
   Fails to maintain good physical condition
   Fails to utilize or maintain personal safety equipment properly
   Does not foresee potentially dangerous situations
   Points gun at other officers
   Stands to close to vehicle traffic
   Stands in front of door when knocking
   Fails to have weapon ready when appropriate
   Fails to cover other officers
   Fails to search police vehicle prior to duty and after transporting
   Fails to check equipment
   Fails to utilize contact and cover techniques

   #3) Acceptable
   Recognition of potential hazards
Adequately covers partner and/or other officers
Takes a position of control and safety
Understands principles of officer safety and applies them

#5) Superior
Safety training reflected in all situations
Is alert to changing conditions

5. **City Geography:**

#1) Unacceptable
Unaware of the officers’ location(s) while on patrol
Unable to relate quickest route to destination
Not familiar with beat area(s)
Constantly refers to maps to find familiar locations
Does not use map books when needed

#3) Acceptable
Reasonable knowledge of location in most situations
Knows beat area
Can quickly use map books
Uses map books sparingly

#5) Superior
Always aware of location
Ability to get to destination by quickest route
Retains prior map book information

6. **Radio Procedures/ MDC Use:**

#1) Unacceptable
Repeatedly misses call sign and is unaware of traffic in own or other areas
Frequently has to ask radio to repeat transmissions or does not comprehend message
Does not have complete knowledge of radio codes
Shy or afraid of using radio
Does not write down important information
Not able to perform basic MDC functions,

#3) Acceptable
Comprehends most radio transmissions
Aware of radio traffic in adjoining areas
Proper use of radio codes
Uses short, concise transmissions
Can perform all basic MDC functions

#5) Superior
Always comprehends radio transmissions
Always aware of and reacts quickly to adjoining area activity
Uses clear, calm voice
Writes down important information
Consistently uses MDC correctly in all field situations

7. **Situation Control: Physical/Voice:**
   
   #1) Unacceptable
   Overly aggressive posture
   Poor voice command and inflection
   Confused commands
   Incites prisoners with verbal abuse

   #3) Acceptable
   Maintains control without excessive force
   Speaks with authority in a calm and clear voice
   Establishes working rapport with prisoners
   Gives clear and concise commands

   #5) Superior
   Always in ready position to take command of situation
   Bearing and voice tone excellent
   Use of body language projecting control

8. **Self-Initiated Field Activity:**
   
   #1) Unacceptable
   Does not see, or avoids activity
   Shy, withdrawn, passive
   Does not follow up on situations
   Rationalizes suspicious circumstances

   #3) Acceptable
   Generally recognizes and identifies suspected criminal activity
   Observant, inquisitive
   Makes cases from routine activity
   Initiates contacts with good probable cause and subsequently, good quality arrests
   Identifies vehicle code violations and takes appropriate action

   #5) Superior
   Catalogs, maintains, and uses APB and briefing information for probable cause to stop vehicles and subjects leading to quality arrests
   Perceptive, analytical

9. **Problem Solving/Decision Making Ability:**
   
   #1) Unacceptable
   Unable to make decisions or makes too hasty a decision
Does not take all information into account before attempting to solve problem or make decision
Reacts without reason
Fails to solicit opinions or viewpoints

#3) Acceptable
Usually reaches proper conclusion after assessing pertinent information
Ability to make an independent decision based on available information
Solicits other opinions and viewpoints
Flexible

#5) Superior
Quickly analyzes situations and makes proper decisions
Utilizes foresight in problem solving
Acknowledges errors and corrects on own initiative

10. Investigative Skills:
#1) Unacceptable
Doesn't preserve crime scene
Does not handle physical evidence properly
Does not relate evidence to crime
Does not follow through on relevant leads
Conducts improper search

#3) Acceptable
Identifies and protects crime scene and evidence
Knows and applies search and seizure laws
Ability to relate evidence to crime
Recognizes those who must be interviewed/interrogated

#5) Superior
Immediately recognizes relevant evidence
Follows through on leads as far as practical
Conducts thorough searches after determining their legality
Utilizes techniques to put people at ease while interviewing

11. Weekly Testing:
#1) Unacceptable Less than 60%
#2) Unacceptable 60% - 69%
#3) Acceptable 70% - 79%
#4) Acceptable 80% - 89%
#5) Superior 90% - 100%

12. Range Performance:
#1) Unacceptable Failed to qualify, Less than 65%
#2) Unacceptable  Failed to qualify, 65% - 69%
#3) Acceptable  Attained a qualifying score, 70% - 79%
#4) Acceptable  Attained qualifying score, 80% - 89%
#5) Superior  Attained qualifying score, 90% - 100%

**Report Writing**

13. **Knowledge of Routine Forms: Accuracy/Completeness:**
   #1) Unacceptable
   Elements of crime missing
   Omission or misstatement of facts
   Unable to determine proper form for given situation
   Forms incomplete

   #3) Acceptable
   Knows most standard forms and understands format
   Complete statement of facts
   Completes forms with reasonable accuracy and thoroughness
   Identifies correct forms to be used

   #5) Superior
   Consistently and rapidly completes detailed forms with no assistance
   High degree of accuracy
   Written and organized so as to assist any reader in comprehending the occurrence

14. **Organization / Detail:**
   #1) Unacceptable
   Totally incapable of organizing events into written form
   Confusing or misleading narrative
   Unable to put events in chronological order
   Fails to take notes when necessary

   #3) Acceptable
   Converts field situation into a logical sequence of events
   Specific crime elements present
   Narrative clear and concise
   Takes notes when needed
   Follows narrative format in report writing manual

   #5) Superior
   Special attention to appropriate detail
   All events and elements of crime present in report
   A complete and detailed account of what occurred from beginning to end

15. **Grammar/Spelling/Neatness:**
   #1) Unacceptable
Continual spelling errors
Frequent use of improper grammar
Illegible
Incomplete sentence structure

#3) Acceptable
Minimal spelling errors
Correct grammar
Legible
Narrative neatness and structure do not impair understanding

#5) Superior
No spelling errors
Very neat and legible
Excellent grammar
Precise language

16. Appropriate Use of Time:
#1) Unacceptable
Excessive time used in completion of necessary reports
Unable to complete traffic citation in a reasonable amount of time

#3) Acceptable
Reasonable time used in completion of reports
Able to complete traffic citation in a reasonable amount of time (less than 20 minutes)
Completes narratives at a rate of 30 minutes per handwritten page

#5) Superior
Completes simple basic reports in no more time than that of a skilled veteran officer
Articulate this dependent on the type of report; indicate what you consider normal time to complete

Knowledge
17. Department Policies and Procedures:
#1) Unacceptable
Has limited knowledge of department policies
Makes no attempt to learn
Does not comply with SOP's which are known
Consistently cannot answer FTO's questions on the SOP
After counseling, still fails to follow the rules of the SOP

#3) Acceptable
Familiar with most of the commonly used policies
Most of the time can answer FTO's questions on the SOP
Researches information in the SOP on policies and procedures
#5) Superior
Exceptional working knowledge of department's policies and SOP
Can answer all of the FTO's questions on the SOP
Consistent application of department policies and procedures

18. **Criminal Statues (Penal Code):**
   #1) Unacceptable
   Doesn't know elements of basic sections
   Does not learn and/or makes no attempt to learn
   Consistently cannot answer FTO's questions

   #3) Acceptable
   Working knowledge of commonly used sections
   Able to relate elements to observed criminal activity
   Can answer most of FTO's questions

   #5) Superior
   Outstanding knowledge of Penal Code
   Ability to apply knowledge to both normal and unusual situations
   Can answer all of FTO's questions

19. **Health & Safety/ B&P Codes:**
   #1) Unacceptable
   Doesn't know elements of basic sections
   Does not learn and/or makes no attempt to learn
   Consistently cannot answer FTO's questions

   #3) Acceptable
   Working knowledge of commonly used sections
   Able to relate elements to observed criminal activity
   Can answer most of FTO's questions

   #5) Superior
   Outstanding knowledge of Business & Professions as well as Health and Safety Codes
   Ability to apply knowledge to both normal and unusual situations
   Can answer all of FTO's questions

20. **Traffic Codes:**
    #1) Unacceptable
    Doesn't know elements of basic sections
    Does not learn and/or makes no attempt to learn
    Consistently cannot answer FTO's questions
#3) Acceptable
Working knowledge of commonly used sections
Able to relate elements to observed criminal activity
Can answer most of FTO's questions

#5) Superior
Outstanding knowledge of Vehicle Code and traffic investigations
Ability to apply knowledge of both normal and unusual situations
Can answer all of FTO's questions

21. Municipal and Welfare and Institution Codes:
#1) Unacceptable
Doesn't know elements of basic sections
Does not learn and/or makes no attempt at improvement
Consistently cannot answer FTO's questions

#3) Acceptable
Working knowledge of commonly used sections
Able to relate elements to observed criminal activity
Can answer most of FTO's questions

#5) Superior
Outstanding knowledge of both Municipal and Welfare & Institution Codes
Ability to apply knowledge to both normal and unusual situations
Can answer all of FTO's questions

Attitude
22. Acceptance of Feedback: Verbal/Behavioral:
#1) Unacceptable
Rationalizing and/or argumentative
Refuses to make corrections or has the "know it all" attitude
Considers criticism as negative and not in a positive manner
Immature, pouts, or becomes sullen

#3) Acceptable
Accepts criticism in a positive manner and applies it to further learning
Able to question without being argumentative or defensive
Mature, doesn't pout

#5) Superior
Solicits criticism in order to improve performance
Never argues or blames others, accepts responsibility for acts
Confident
23. Towards Police Work:
#1) Unacceptable
Abuses authority (badge heavy)
Shows minimal interest in police work
Reluctant to comply with supervision

#3) Acceptable
Expresses active interest toward the job
Participatory
Willingly complies with supervision

#5) Superior
Utilizes off duty time to further professional knowledge
Maintains high ideals toward professional responsibilities
Highly motivated, enthusiastic

24. Towards Department Personnel:
#1) Unacceptable
Patronizes or is insubordinate to supervisors or FTO
Acts superior to other trainees or to civilian employees
Belittles or rejects duties or rules of other department personnel
Sarcastic

#3) Acceptable
Accepts training from FTO without attempting to justify mistakes
Good peer relationships and respect for duties of other employees
Respect of command
Sincere and considerate

#5) Superior
Actively assists other department personnel in their duties
Respects and supports command officers and their functions
Assumes leadership role

25. Attitude Towards Citizens:
#1) Unacceptable
Introverted and uncommunicative
Abrupt, belligerent, and overbearing
Displays prejudice toward ethnic groups other than own
Unable to establish courteous interpersonal contacts

#3) Acceptable
Communicates in a professional and unbiased manner
Courteous, friendly and empathetic
Non-discriminatory
Generally establishes courteous interpersonal contacts

#5) Superior
Establishes rapport and is always objective.
Always appears to be at ease in any person to person situation

26. **Self-Confidence:**
   #1) Unacceptable
   Behavior indicates negative self-image
   Lack of self-confidence
   Extremely critical of self/others
   Timid and/or avoids others

   #3) Acceptable
   Behavior indicates positive self-image
   Most often is confident
   Positive interaction with others
   Self-reliant and self-motivated

   #5) Superior
   Always confident
   Always gives appearance of complete command through voice tone and bearing

**Appearance**

27. **Uniform:**
   #1) Unacceptable
   Grooming indicates lack of professional pride
   Shoes and uniform dirty or in disrepair
   Lack of personal hygiene
   Unable to pass inspection

   #3) Acceptable
   Grooming indicates sense of professional pride
   Neat, clean uniform, shoes shined
   Well-groomed hair

   #5) Superior
   Grooming indicates professional pride in appearance
   Clean tailored uniform
   Exemplary personal hygiene
   Shoes shined to a high gloss

28. **Equipment:**
   #1) Unacceptable
   Does not have required equipment and is not prepared to enter the field
Does not bring necessary equipment to calls

#3) Acceptable
Has required equipment and is prepared to enter the field
Carries necessary equipment on calls

#5) Superior
Has equipment to handle all routine and non-routine field encounters
Carries additional equipment, forms, and supplies which enhance job performance
Hardware always clean and fresh

29. Physical Performance and Ability:
#1) Unacceptable
Unable to climb fences or maintain reasonable foot pursuit
Clumsy performing routine tasks
Unreasonable recovery time from physical stress/exertion

#3) Acceptable
Able to climb fences and can maintain a reasonable foot pursuit
Reasonable recovery from physical stress/exertion
Able to perform several associated actions

#5) Superior
Officer demonstrates exceptional physical ability in performing routine police work
Can easily scale fences and can outrun suspects
Excellent stamina
Regular self-initiated conditioning/exercise
ACCELERATED FIELD TRAINING PROGRAM FOR LATERAL OFFICERS

Introduction
The San Bernardino Police Department actively recruits and accepts police officers who have had experience in other agencies. The department recognizes that the specialized knowledge, skills and abilities officers develop while serving their communities are an extremely valuable resource. Officers from other agencies, who have left those agencies in good standing, are a valuable commodity.

This training policy has been reviewed by the Chief of Police and is a reflection of his commitment to the success of the lateral officer. The department recognizes that each officer may have different strengths and weaknesses, and flexibility is built into this policy to provide the optimum training environment for the lateral officer.

Definitions
Lateral Officer: A lateral officer, as defined for the purpose of this policy, is an officer who at a minimum has a basic P.O.S.T. certificate and has completed at least two full years of field experience in a metropolitan police agency. The department recognizes that officers who have come from other agencies, but who have been limited in their experience to corrections (jail) environments are still valuable resources. However, the key evaluation criteria for admission into the Accelerated Field Training Program are how much field experience an officer may possess.

Accelerated Field Training Program: The training program is designed to accommodate the lateral officer. The program will generally consist of core instruction, focusing on a review of the Field Training Manual with emphasis on local policies, procedures and practices. The program will, on the average, be fourteen weeks long.

Overview of the Accelerated Field Training Program
Entrance requirements into the program for lateral officers are defined below. The program may be extended, for remediation, using the same procedures as the regular training program. Entrance into the Accelerated Field Training Program will consist of four steps.

1. Personnel and Training will alert the Field Training Facilitator that a newly hired officer may be a potential candidate for accelerated training. This will be done when Personnel and Training determines, through the hiring process, that the candidate fits the criteria of a lateral officer.

2. The lateral officer will be assigned to a Field Training Officer for a one-week evaluation period. The FTO will use this period for evaluation of the trainee's knowledge, skills and abilities and will form a judgment as to whether or not the lateral officer is a good candidate for the Accelerated Field Training Program. If the FTO believes that the officer is a good candidate, he will submit a memorandum to the officer’s Training Sergeant recommending placement in the Accelerated Field Training Program. If the FTO determines that the lateral officer does not fit the criteria, the FTO will submit a memorandum to the lateral officer’s
Training Sergeant explaining why he believes that the lateral officer should proceed through the regular training program.

3. The lateral officer will be given the standardized Lateral Officer Written Examination consisting of 60 questions, which will test his/her basic knowledge of statutes (Penal Code, Health & Safety Code, Calif. Vehicle Code, Welfare & Institutions Code). The passing rate for the test will be 70 percent (42/60). This examination will be used to fulfill some of the requirements of the Critical Task List of the Field Training Manual for knowledge of the particular sections tested. If the lateral officer is placed in the Accelerated Field Training Program, the test will be evaluated and used as a teaching instrument by the FTO to assist the lateral officer in review of those areas that require remediation.

4. If the FTO believes that the lateral officer is a good candidate for the Accelerated Field Training Program and has submitted a memo requesting assignment of the lateral officer to the program, the Field Training Facilitator and Training Sergeant will meet in conference with the FTO and the lateral officer. The conference will be a review of the trainee's background, experience, and a review of the FTO's memo. The Field Training Facilitator and Training Sergeant will discuss the Accelerated Field Training Program with the lateral officer and ask for his opinions regarding accelerated training. The Field Training Facilitator will then make the decision to approve or deny placement in the Accelerated Field Training Program.

The following three weeks will be used to cover a majority of the Critical Task List in the Field Training Manual and will generally cover the same amount of material that a regular trainee would cover in Phases 1 and 2 of the training program.

The lateral officer will then be assigned to another FTO who will cover the remainder of the Field Training Manual with the lateral officer in the following five weeks. The lateral officer will then complete Phase 4 of the regular training program.

In summary, the time span for accelerated training will be as follows:

| Week 1 | Evaluation week. |
| Week 2-4 | Phases 1 and 2 of the Field Training Manual. |
| Week 5-9 | Phase 3 of the Field Training Manual with a different FTO than the first 4 weeks of training. |
| Week 10 | Phase 4 |

The entire Critical Task List must be completed and submitted to the Training Sergeant; however, the FTO will be given the discretion in signing off critical tasks based on competency tests, role playing, and interviewing the lateral officer.
Weekly Testing
The Accelerated Field Training Program weekly testing will consist of the same weekly tests taken in the regular training program, however the test will be taken at an accelerated rate. The accelerated rate for the weekly test will be as follows:

Week 1       No Test  
Week 2       All of Phase 1 tests  
Week 3       Phase 2 test weeks 1, 2 and 3  
Week 4       Phase 2 test weeks 4, 5 and 6  
Week 5       Phase 3 test weeks 1 and 2  
Week 6       Phase 3 test weeks 3  
Week 7       Phase 3 test weeks 4 and 5  
Week 8       Phase 3 test weeks 6  
Week 9       Cumulative test  
Week 10      No Tests  

Remediation
The Accelerated Field Training Program is established for the benefit of the department. If an FTO determines during the accelerated program that the lateral officer needs specific remediation, that concern will be expressed in writing to the officer’s Training Sergeant. A remediation program will then be established to ensure that the lateral officer receives the necessary instruction in the deficient areas.

The Field Training Facilitator has the authority at any time, based on information received from the FTOs, the Training Sergeant, or other department sources to discontinue the Accelerated Field Training Program and place the lateral officer in the regular training program. Generally, the time spent in the Accelerated Field Training Program will be counted as time in the regular training program.

The same procedures will be used for a lateral officer as would be used for a "trainee" officer if it is determined that the lateral officer will not be able to successfully complete the Field Training Program and termination procedures must be implemented.
SAN BERNARDINO POLICE DEPARTMENT TRAINING MANUAL

Introduction
This guide is designed to familiarize new officers with the various duties you will most likely perform during your career. All situations and problems are not included, but the subjects found herein constitute the basis of a good foundation for future activities on the job.

The Field Training Officers have been carefully selected to provide the on-the-job training. You are expected to carry your training guide with you at all times and be prepared at any time to show it upon request. Field Training Officers and supervisors will make regular checks of these guides to ensure that definite progress is being systematically made.

In addition to the instruction you will be receiving under the direction of a Field Training Officer, it is beneficial to you to do home studying. The broad background of knowledge needed to become an effective officer cannot be gained entirely on the job or at the basic academy. You should be aware that officers are advised to maintain a copy of the Penal Code, Vehicle Code, and know locations of other reference materials. Also helpful is a list of community reference services.
**ABANDONED VEHICLES (PHASE 3)**

If you respond to a call regarding an abandoned vehicle the following procedures should assist you. If the vehicle is located upon a roadway or public lands and is not a hazard:

- Attempt to determine the owner and status of vehicle (stolen vehicle, etc.)
- Examine the condition of the vehicle (stripped, extremely dirty, etc.)
- If the vehicle is not believed to be stolen “Blue Tag” the vehicle and follow the procedure (see “Blue Tag” section).
- If the vehicle is still at the location you may store the vehicle per CVC 22669.

If the abandoned vehicle is on the roadway and presents an immediate hazard it may be stored immediately. Use one of the following sections:

- **CVC 22651(a)** – A vehicle left abandoned on a bridge, via duct or causeway and it creates a hazard.
- **CVC 22669** – Abandoned vehicle on highway.

If the vehicle is located on private lands the property owner will be responsible for the removal of the abandoned vehicle (expect for stolen vehicles).

**ABSENTEE BOOKING / JAIL CHECKS (PHASE 1)**

During the course of making arrests, you will occasionally encounter a suspect who has a medical condition (i.e. Blood pressure, Heart issues, etc.) or is injured or who became injured during the arrest. You are required to ensure the suspect receives medical treatment.

**Minor Injuries Jail Checks**

If the suspect has sustained a minor injury, they must be transported to Arrowhead Regional Medical Center for treatment. A pre-jail check medical release from the treating doctor must be obtained before booking.

The suspect will then be booked under standard procedures. Injured suspects must be booked at the West Valley Detention Center. Indicate the injury and treatment for the suspect on the booking application. While at the hospital, you shall be alert to any of the suspect's movements and ensure they do not escape or conceal evidence or narcotics.

**Serious injuries (Absentee Booking)**

If the suspect is more seriously injured and is admitted to the hospital the procedure is different. However, your concern for officer safety and the safety of others should not be lessened. If it is at all possible, the suspect should be searched and you shall maintain close observation while they are still in your custody.

If the prisoner is going to be admitted, the Deputy Sheriff assigned to the hospital will accept custody of hospitalized prisoners, after they have been formally admitted to the hospital and absentee booked.
Fill out the Booking Application and Probable Cause Declaration. Then telephone the Officer of the Day (OD) at the West Valley Detention Center for absentee booking approval. Notify the hospital deputy who will then accept custody of your prisoner. Provide a copy of the Booking Application and Probable Cause Declaration with a booking number to the Hospital Deputy. Take the booking paperwork and the prisoner’s property to West Valley Detention Center for formal booking.

If the injuries were the result of actions on the part of an officer or the injuries occurred while the subject was in police custody:
- Contact a supervisor and advise him of the circumstances.
- Request a Forensic Technician take photos of the injuries.

**Report**
When completing your report, be sure to obtain the following information:
- The injuries sustained by the suspect.
- The doctor treating the suspect.
- The treatment given.
- The location of the suspect.

**AIR SUPPORT (PHASE 3)**
SBPD Policy 438

If a supervisor or officer in charge of an incident determines that the use of a helicopter would be beneficial, a request to obtain helicopter assistance may be made. While it is recognized that the availability of helicopter support will generally provide valuable assistance, a helicopter will rarely replace the need for officers on the ground.

**Circumstances for Requesting Air Support**
Police helicopters may be requested under any of the following conditions:
- When the helicopter is activated under existing mutual aid agreements;
- Whenever the safety of law enforcement personnel is in jeopardy and the presence of the helicopters may reduce such hazard;
- When the use of the helicopters will aid in the capture of a suspected fleeing felon whose continued freedom represents an ongoing threat to the community;
- When a helicopter is needed to locate a person who has strayed or is lost and whose continued absence constitutes a serious health or safety hazard;
- Vehicle pursuits;
- Foot pursuits;
- Rooftop checks on burglary calls;
- During service of search or arrest warrants in high profile cases.
ALL POINTS BULLETINS (PHASE 2)
SBPD Policy 365

Officers shall prepare APB’s on felony crimes when sufficient suspect or suspect vehicle information exists that if distributed to other employees or law enforcement agencies would aid in the identification and apprehension of responsible suspects, the recovery of evidence or stolen property, or would assist law enforcement in protecting the public. Employees will act upon APB information in a timely manner.

Preparation Responsibilities
An APB will be completed when a felony crime report is taken and the suspect's identity is known or significant physical or suspect vehicle descriptions are available that may aid employees or other law enforcement agencies in later solving the crime. The reporting officer is normally responsible for preparing the APB form and submitting it to supervision for approval and distribution.

The exception is when investigative personnel respond and assume control and responsibility for the investigation. It is then the assigned investigator's responsibility to complete the APB. Teletypes or other information received from other law enforcement agencies will be placed on an APB by complaint desk personnel and forwarded to supervision for approval and distribution.

Approval and Distribution
Supervisors or Watch Commanders are responsible for approving APB's, ensuring that sufficient information is available to warrant its release, and for determining the extent of distribution (i.e., local, county, or state wide).

An approved APB is to be assigned the next sequential APB number, and a copy of the APB is to be placed on the felony briefing board located at the compliant desk. If a photo is available, the original photo is to appear on the copy of the APB that is maintained on the felony briefing board. The original APB is routed to the Records Bureau for necessary teletypes and distribution to the assigned investigator. The original APB is filed with the original corresponding report.

Updates
Employees having additional information related to approved APB's or who act upon the APB are responsible for updating the felony briefing board copy with the additional information or the results of the follow up investigative efforts.

All updated information will include the date and time of the update as well as the employee's name. Warrant information obtained by the assigned investigator will be added as received.

APB Arrests
Employees will only make arrests based on APB information within a reasonable time period that is generally outlined below:

- 72 hours (excluding weekends and holidays) in cases where APB information is limited only to suspect's identity known or the suspect vehicle's license plate being known.
• Seven (7) days in cases where the APB information includes the suspect vehicle's license plate number or the suspect's identity is unknown.
• 30 days in cases where warrants of arrest have been issued for the suspect. These APB's may be extended by the assigned investigator based upon the seriousness of the offense.
• In situations that fall outside the defined reasonable time periods, a supervisor may be summoned and an arrest may be made when a determination that extenuating circumstances exist.

Cancellations
When a suspect is arrested, with or without a warrant, it is the arresting officer's responsibility to place the cancellation information on the felony briefing board copy of the APB and to notify Dispatch of the cancellation. The Records Bureau is to receive the felony briefing board copy in order to add it to the original report.

APB's will be retained on the felony briefing board at the complaint desk for a period of 30 days unless canceled prior to that date. After 30 days, those received from other law enforcement agencies will be placed in a shred box for destruction. Those reflecting a SBPD report number will be routed to the Records Bureau.

ASSAULTS

Your response to an assault case differs depending upon whether the assault is now occurring ("in-progress"), has just occurred or had occurred some time ago. Upon receiving the assignment from communications, you should ask communications when the assault occurred.

In-Progress or Just Occurred
An "in-progress" situation requires information on your way to the assignment, if it is available. Information such as description of suspect, weapons, etc. is crucial in effecting an arrest at the scene. If the incident has just occurred (and this is the most common) not only do you need the above information, but also a direction and means of escape. Upon arrival, your first concern (after assuring your own safety) is the welfare of the victim. If medical attention is needed, request it. Render any assistance you can until the arrival of paramedics and/or ambulance. If your victim is comfortable it will be easier for them to give you necessary information for your report and/or subsequent apprehension of the suspect.

Preserve the scene as much as possible. Frequently this will also entail preserving the peace. You must be the stabilizing influence in an unstable condition. If there is physical evidence present, secure it--especially weapons!

If your victim has been attended to and peace has been restored, your next job is to get all the information for a report. Often officers will take too shallow an interest in assault cases. However, more than one assault case has been reclassified to a homicide upon the death of the victim. If the victim is hospitalized, obtain the victim's condition, a brief summary of the treatment rendered by the hospital, and the name of the attending physician.
If you feel the victim should be photographed, along with the crime scene, you should request a Forensic Technician. Ask other units in the field to assist in searching for the suspect(s).

If you have a suspect in custody, treat your investigation with the same procedures as any other case. That is, if you wish to pursue the questioning of the suspect, read him/her their rights per Miranda. Conduct the investigation professionally and be as thorough as you possibly can.

Occurred Some Time Ago
When you respond to an assault case that has occurred sometime ago, it is easy to allow yourself not to take sufficient interest in the case. Each case you are assigned to is worth, at least, your professional attention. Many victims of assault delay reporting them to the police out of fear (either fear of the suspect, or, in some cases, fear of the reaction of the police and medical staff). These cases are just as serious as a crime in progress. A crime has been committed and your job is to make your report as thorough and concise as possible. This may in turn result in the apprehension of a suspect. Inform the victim to be sure to contact the investigation division if they do not hear from them within a reasonable length of time.

Be sure the following steps are followed in all major crime scene investigations:
- Identify the victim and if needed summon medical aid.
- Detain the suspect or put out a broadcast.
- Protect the scene/evidence.
- Identify witnesses.
- Conduct the investigation.

AUDIO/VIDEO RECORDERS (PHASE 1)
SBPD Policy 365

The San Bernardino Police Department provides members with access to portable recorders for use during the performance of their duties. The use of recorders is intended to enhance the mission of the Department by accurately capturing contacts between members of the Department and the public.

Privacy
All recordings made by personnel acting in their official capacity as members of this department shall remain the property of the Department and should not be considered private, regardless of whether those recordings were made with department-issued or personally owned recorders.

Member Responsibilities
Prior to going into service, each uniformed member will be responsible for making sure that he/she is equipped with a portable recorder, issued by the Department, and that the recorder is in good working order. Uniformed members should wear the recorder in a conspicuous manner.
Each officer shall be responsible for maintaining his/her own recordings until the media is placed into evidence/safekeeping, or downloaded in accordance with the current procedure for storing digital files. All recordings shall be downloaded at least weekly in the digital storage system.

**Activation of the Audio Recorder**

Members of the Department shall activate their recorders at any time that the officer reasonably believes that a recording of an on-duty contact with a member of the public may be of future benefit. Once started, recordings should continue without interruption until the contact ends, if feasible.

At no time should an officer jeopardize his/her safety in order to activate a recorder or change the recording media. However, the recorder should be activated in required situations as soon as practicable. Officers are prohibited from utilizing department recorders and recording media for personal use.

**Surreptitious Use of the Audio Recorder**

Members of the Department may surreptitiously record any conversation during the course of a criminal investigation in which the officer reasonably believes that such a recording will be beneficial to the investigation (Penal Code § 633). Members shall not surreptitiously record another department member without a court order or unless lawfully authorized by the Chief of Police or the authorized designee.

**Prohibited Use of Portable Recorders**

Members are prohibited from using department-issued portable recorders and recording media for personal use and are prohibited from making personal copies of recordings created while on-duty or while acting in their official capacity.

Members are also prohibited from retaining recordings of activities or information obtained while on-duty, whether the recording was created with department-issued or personally owned recorders. Members shall not duplicate or distribute such recordings, except for authorized legitimate department business purposes. All such recordings shall be retained at the Department.

Members are prohibited from using personally owned recording devices while on-duty without the express consent of the Division Captain. Any member who uses a personally owned recorder for department-related activities shall comply with the provisions of this policy, including retention and release requirements.

Recordings shall not be used by any member for the purpose of embarrassment or ridicule. Any member who may have questions regarding the application of this policy is encouraged to seek clarification from supervisory personnel.

**Retention of Recordings**

Any time a member records any portion of a contact that the member reasonably believes constitutes evidence in a criminal case, the member shall record the related case number and
download the file in accordance with the Computers and Digital Evidence Policy and document the existence of the recording in the related case report.

Any time a member reasonably believes a recorded contact may be beneficial in a non-criminal matter (e.g., a hostile contact), the member should promptly notify a supervisor of the existence of the recording. Members should upload the file, in accordance with current procedure for storing digital files, at the end of their shift and any time the storage capacity is nearing its limit.

**BLUE SHEET / STIPULATION OF PROBABLE CAUSE AND RELEASE (PHASE 1)**

When a person is taken into custody and is released without charge pursuant to PC 849 (b)(1):
- They must be furnished with a certificate of release (Blue Sheet) per PC 851.6.
- The releasing officer or supervisor must sign this form.
- Form must be photocopied and a copy given to the person released.
- The original must be maintained in department records.

**BLUE TAGS - 72 HOUR PARKING VIOLATIONS (PHASE 2)**

SBPD Policy 524

It is not uncommon to respond to a call involving a parking violation or an abandon vehicle. The following procedures should assist you.

*Procedures for Marking Vehicles*

Vehicles suspected of being in violation of the SBPD 72-Hour Parking Ordinance shall be marked and noted on the SBPD Marked Vehicle Card (Blue Tag) as follows:
- Complete the tag and place upper portion on the vehicle being tagged;
- Retain the lower portion and place and submit it to Traffic (No Case # required);
- A visible chalk mark should be placed on the left rear tire tread at the fender level unless missing tires or other vehicle conditions prevent marking. Any deviation in markings shall be noted on the Blue Tag.

The investigating officer should make a good faith effort to notify the owner of any vehicle subject to towing prior to having the vehicle removed. This may be accomplished by personal contact, telephone or by leaving notice attached to the vehicle at least 24 hours prior to removal.

If a marked vehicle has been moved or the markings have been removed during a 72-hour investigation period, the vehicle shall be marked again for the 72-hour parking violation and a second Blue Tag completed and forwarded to the Traffic Bureau.

Parking citations for the 72-hour parking ordinance shall not be issued when the vehicle is stored for the 72-hour parking violation.
Vehicle Storage Procedures
Any vehicle in violation shall be stored by the authorized towing service and a vehicle storage report (CHP form 180) per CVC 22651 (k) and shall be completed by the officer authorizing the storage of the vehicle. The storage report form shall be submitted to the Records Bureau immediately following the storage of the vehicle.

BOMB THREATS & CALLS
SBPD Policy 416

In recent years, bomb threats and related calls are becoming more prevalent. While at any scene where a bomb threat has been made or a possible bomb has been reported do not touch anything that looks suspicious. When confronted with an incident involving explosives, safety shall always be the primary consideration. The following guidelines shall apply regarding bomb related calls. The procedure may be changed and innovations may be included to ensure the safety of persons and property. The dispatcher shall notify the Watch Commander and a field supervisor. In all bomb related calls a field supervisor will be dispatched to the scene.

Bomb Threat
Upon arrival at the location of a bomb threat, the officer should conduct the following:
- The officer will contact the person who received the call.
- Contact the person in charge and advise him of the bomb threat (if unaware).
- Advise the person of the possibility of an actual bomb being present and advise them they should evacuate the premises and conduct a search. The decision to evacuate shall remain with the person in charge and their name shall be noted.
- If the person in charge desires a search, request that an experienced employee be assigned to assist in the search. These personnel will be capable of spotting unusual objects or conditions on the premises.
- If a device is located secure the area, notify a supervisor and evacuate the premises.
- Obtain as much information as possible and promptly relay the information to the Watch Commander. This information should include the stated threat, the exact comments, the time of threat, the exact location of the device and the type of the device if known.

Bomb Threat at the Police Station via Telephone
The following questions should be asked if a call of a bomb threat is received at the Police Department:
- When is the bomb going to explode?
- Where is the bomb?
- What kind of bomb is it?
- What does it look like?
- Why did you place the bomb?
- Who are you? (to avoid possible termination this should be the last question)
Attempt to keep the caller on the line as long as possible and obtain expanded answers to the above six basic questions. During this time, document the following:

- Time of the call.
- Exact words of the person as accurately as possible.
- Estimated age and gender of the caller.
- Speech patterns and/or accents.
- Background noises.

If the incoming call is received at the police facility on a recorded line, steps shall be taken to ensure that the recording is preserved in accordance with current department evidence procedures. The employee handling the call shall ensure that the Watch Commander is immediately advised and fully informed of the details. The Watch Commander will then direct and assign officers as required for coordinating a general building search or evacuation as he/she deems appropriate.

**Found Explosives or Suspicious Article/Device**

When handling an incident involving a suspected explosive device, the following guidelines should be followed:

- Have the immediate area evacuated of all unnecessary personnel.
- Establish a minimum perimeter of 300 feet should be established around the device. An access point should be provided for support personnel.
- All equipment within 300 feet of the suspected device capable of producing radio frequency energy should be turned off. This includes two-way radios, cell phones and other personal communication devices.
- No known or suspected explosive item should be considered safe regardless of its size or apparent packaging.
- If a device is located, the device should not be touched or moved except by qualified bomb squad personnel who are the only to handle an explosive device or suspicious article/device.
- Contact the Watch Commander (WC) and request that the San Bernardino Sheriff's Department Bomb Squad respond to the scene. The SBSO Bomb Squad is on call 24-hours each day, but should be requested only if a suspicious package or actual bomb has been located.
- Provide the WC with as much information as possible to include, the time of discovery, exact location of the device and a full description of the device (e.g., size, shape, markings, construction).
- A search of the area should be conducted for secondary devices or other objects that are either hazardous or foreign to the area and a perimeter should be established around any additional suspicious device found.
- Consideration should be given to evacuating any buildings near the device.
- Have the Edison Company and the Southern California Gas Company notified of the situation, and request that they stand by near the location.
- Contact ambulance services and request that they stand by near the location.
Explosion or Bombing Incidents

When an explosion has occurred, there are multitudes of considerations which may confront the responding officers. As in other catastrophic incidents, a rapid response may help to minimize injury to victims, contamination of the scene by gathering crowds, or additional damage by resulting fires or unstable structures.

Whether the explosion was the result of an accident or a criminal act, the responding officers should consider the following actions:

- Assess the scope of the incident, including the number of victims and extent of injuries.
- Assist with first aid (Fire Department has primary responsibility).
- Assist with evacuation of victims (Fire Department has primary responsibility).
- Identify and take appropriate precautions to mitigate scene hazards such as collapsed structures, bloodborne pathogens, hazardous materials and secondary explosive devices.
- Request additional resources as needed.
- Identify witnesses.
- Preserve evidence.

When an explosion has occurred, the following people shall be notified as soon as practicable if their assistance is needed:

- Fire Department
- Bomb Squad
- Additional officers
- Field supervisor
- Watch Commander
- Detectives
- Forensic Specialist

The following are general procedures, which should be followed:

- Only authorized personnel with a legitimate need shall be permitted access to the scene. Spectators and other unauthorized individuals shall be excluded to a safe distance as is reasonably practicable given the available resources and personnel.
- The handling officer is responsible for protection of the scene, collection of evidence, and the crime report in the case of an explosion or arson.
- As in any other crime scene, steps should immediately be taken to preserve the scene. The scene could extend over a long distance. Evidence may be imbedded in nearby structures or hanging in trees and bushes.
- When the Bomb Squad is called, no evidence shall be disturbed until their arrival.
- The handling officer will assist the Bomb Squad.

Investigations responsibilities are as follows:

- The police department shall have the responsibility for final investigation of any explosion caused by a detonating device such as dynamite, pipe bomb, etc.
- Notify the San Bernardino Sheriff's Department Bomb Squad, if not already done.
- Detectives and arson investigators shall assist each other.
BOOKING PROCEDURES (PHASE 1)

There are several items which are prohibited inside of a jail facility for safety reasons those items include:
- Firearms,
- Ammunition;
- Knives;
- Batons; and
- OC.

Prior to entering a jail facility, the above items shall be secured in vehicles or lock boxes provided at the jail facility.

Specific notification and procedures may be required when booking a suspect for the following:
- Alcoholics;
- Narcotic/Drug users;
- Mentally ill;
- Sex offenders;
- Escape risks;
- Non-conformists.

Suspects often warrant special considerations for any of the following:
- Injured or sick;
- Females (including pregnant females);
- Elderly;
- Gang members or police informants;
- Current or former police officers, judges, etc.;
- High-profile prisoners;
- Any other prisoner(s) who may need specialized classification/housing needs.

For officer and inmate safety, each inmate is put through a classification process to determine the appropriate level of housing. Topics considered during the classification process include:
- Sex;
- Age;
- Criminal sophistication;
- Seriousness of offense;
- Assaultive behavior;
- Medical disabilities;
- Gang Affiliation;
- Overt sexual behavior.
BURGLARY CALL RESPONSE

Silent/ Audible Alarms
Silent and audible alarms are handled in the following manner:

- The alarm company, an eyewitness, a second-hand informant or victim notifies communications, who dispatches appropriate unit(s).
- Dispatch should advise what areas are covered and if a reporting party is responding. If not, request the information.
- The Watch Commander is advised of low response and no response conditions of the alarm. He/she determines how to respond to the call (whether it's immediately, when units are available or not at all). The status of the alarm condition is never given to the field officer over the air (due to problems with alarm technology--the alarm status may be misleading to a field officer).
- Silent alarms are usually accompanied by an audible alarm that may reset before responding officers arrive.

In Progress Calls
An in progress call typically includes:

- A passing patrol unit observes a burglary in progress.
- A citizen calls reporting a burglary in progress.

Response and Arrival
During response and upon arrival the following procedures will be utilized:

- Acknowledge that you received the call.
- Dispatch should keep the reporting party on the phone, for update information until the unit(s) arrives.
- Plan your approach.
- Remain alert for anything while en route and once you arrive.
- Think about escape routes.
- During darkness, drive safely and make an attempt to turn off your lights so the suspects will not see you arriving.
- Look for any suspicious vehicles or persons.
- Park your vehicle where the suspect(s) can't see you but in a position where you can establish a perimeter around the building.
- Park far enough away so you can see the rooftop of the building.
- Always communicate and coordinate with other units that may be at the scene.
- Attempt to remove innocent bystanders from the scene.
- What you want is an unexpected approach that may delay a suspect's awareness of your presence until you have a chance to assess the situation you're confronting.
- Detain the suspect as he exits the building.

Assess the Situation
When assessing the situation the following procedures should be utilized:

- Stop, look and listen.
• Survey the scene and plan the safest approach to check for the point of entry.
• Check for point of entry.
• Direct back-up units to assist in sealing off the area if there is any merit to the call (open door, suspect information window smash, etc).
• Utilize 40 King when possible.
• Search the scene.
• Locate any witnesses or complainant if the suspect is gone.
• Obtain description of suspect(s) and broadcast.

Conducting Building Searches
When conducting a building search without the use of a canine unit the following procedures will be utilized:
• Establish a perimeter if one has not already been established.
• Organize a search team. Never search a building by yourself.
• Enter the building from only one point, preferably at a place where the suspect least expects it.
• Search from the bottom up or the top down depending on the perimeter security. Bring all elevators to the top or bottom floor and shut them off. Search all stairways simultaneously.
• Search all hiding places.
• Be cautious and safety conscious. Do not allow yourself or other officers to come into a crossfire situation.
• One officer moves at a time while other officers cover him/her.
• Use the wedge method of searching around corners.
• If necessary to use the flashlight, hold it away from your body, and do not illuminate other officers. Use a "blink" of the flashlight to illuminate your area, and avoid using a steady beam.
• Close doors behind you as you search.
• Stay in the shadows to avoid silhouetting yourself.
• If you know a suspect is inside, force him to come out to you.

Requesting a Canine Unit
When requesting a canine unit the following procedures will be utilized:
• Secure the perimeter and notify all units.
• Enter the building only at the request of the canine handler.
• The canine handler will be in charge of the building search when they are at the scene.
• Accept custody of prisoners from the canine unit so that the search may continue for other suspects.
• Notify all units when the canine unit has finished.
• Advise "Code four" as soon as possible, when it has been determined that there is no merit to the call, when it has been determined that suspect(s) are GOA, or when all suspects are in custody.
Investigation
When conducting an investigation the following procedures will be utilized:
- Locate the point of entry and secure for possible evidence.
- Locate tools/evidence.
- Prove "corpus delicti." Was it a 459, 594, etc...
- Call for a Forensic Technician if necessary.
- Determine the property loss.
- If closed business, locate the owner. Use the RP file in dispatch or contact the alarm company.
- Identify all suspects, if possible.
- Securing the premises prior to leaving the scene.

Notifications
Notifications typically include:
- Field sergeant.
- Have owner/responsible person respond.

CANINE PROGRAM (PHASE 3)
SBPD Policy 318

The Canine Unit's mission is to supplement police operations to locate individuals, evidence and contraband, and to apprehend criminal offenders. The request for use of a canine team by any department member is solicited and encouraged.

When the canine is called to assist, the handler will appraise the situation and determine if utilization of the animal is technically feasible. Although canine teams may be used as cover or back-up for other officers, building searches, area searches, evidence searches, etc., it must be recognized that each animal has certain capabilities and limitations.

Canine Capabilities
Each of the department's canine teams have been trained to perform the following tasks:
- Location of person(s) in buildings.
- Location of person(s) in yards, fields and wooded areas.
- Location of articles recently handled by and dropped by person(s).
- Tracking person(s) through vegetation.
- Apprehension of fleeing suspect(s).
- Handler protection.
- Detection of narcotics (specific teams).

Officers need to understand the following "basic training" of the animals, to clearly understand the general capabilities of the canine team. The canines used by this department are not trained to follow specific man scent. They are trained to follow the most recent human scent in the area they are searching. It is imperative that the area to be searched is not contaminated with the
scent of police officers. Officers should try to protect the suspect’s path from contamination by other officers in order to maximize effective use of the canine.

Once a scene has been contaminated (e.g., following a foot pursuit after the suspect has been lost) the responding handler will need to be briefed on the amount and area of the contamination. Remember, the canine follows the most recent scent. If that happens to be you, the dog will follow the track you left and not the suspect(s). If you cannot provide proper briefing to the handler, do not expect a successful search.

In all cases when the person being sought is not in sight and use of a canine to locate that person is solicited, stay out of the area, establish a perimeter and wait for the canine team's arrival. Generally, time is on your side.

**Canine Limitations**

It is important to understand the limitations of a canine, which include not being able to:

- Search inside attics, drop ceiling areas, air conditioning ducts.
- Search areas with sharp metal shavings or large amounts of broken glass.
- Search areas with other loose dogs, strays, etc...
- Tracking across asphalt surfaces for long distances or more than 10 minutes old and/or contaminated by vehicular traffic.
- Search of animal hospitals, animal shelters, etc...
- Search for PCP.

If you have doubt as to the use of the canine, call for a handler or field supervisor to make the determination.

The canine teams are a valuable tool. They offer a margin of safety in searching for suspects and speed in completing the search in a thorough manner. When backing the canine team in a search, your primary function is to watch for suspects. The handler must devote a portion of his attention to the canine and is therefore vulnerable to attack. The handler will take charge of the search upon arrival. Follow instructions and a safe search will be conducted.

**General Use of Canines**

A canine may be used to locate and apprehend a suspect if the canine handler reasonably believes that the individual has either committed or threatened to commit any serious offense and if any of the following conditions exist:

- There is a reasonable belief that the individual poses an imminent threat of violence or serious harm to the public, any officer, or the handler.
- The individual is physically resisting or threatening to resist arrest and the use of a canine reasonably appears to be necessary to overcome such resistance.
- The individual(s) is/are believed to be concealed in an area where entry by other than the canine would pose a threat to the safety of officers or the public.
Absent reasonable belief that an individual has committed or threatened to commit a serious offense, mere flight from pursuing officer(s) shall not serve as good cause for the use of a canine to apprehend the individual.

**Use of Canines for Narcotics Detection**
A narcotic-detection-trained canine may be used in accordance with current law under the following circumstances:

- To assist in the search for narcotics during a search warrant service.
- To obtain a search warrant by using the detection canine in support of probable cause.
- To search vehicles, buildings, bags and any other articles deemed necessary.

A narcotic-detection canine will not be used to search a person for narcotics.

**Use of Canines for Non-Apprehension**
Because canines have senses far superior to those of humans, they may often be effectively utilized to track or search for non-criminals (e.g. lost children, individuals who may be disoriented or in need of medical attention) or even suspects wanted for minor criminal offenses. In such circumstances, it will be necessary for the handler to evaluate the conditions and ability of the canine to determine the feasibility of such an application.

Absent a change in circumstances that present an imminent threat to officers, the canine or the public, such applications should be conducted on leash or under such conditions that will minimize the likelihood that the canine will bite or otherwise injure the individual.

Throughout the deployment of the canine in such circumstances, the handler should consider issuing periodic verbal assurances that the canine will not bite or hurt the person.

Unless otherwise directed by a supervisor, assisting personnel should take direction from the handler in order to minimize interference with the canine.

Once the individual has been located, the canine should be placed in a down stay or otherwise secured as soon as it becomes reasonably practicable.

**When a Canine Handler is Down**

- Call to the handler, he/she will call the dog off if possible.
- Call another handler or person familiar with canine training to the scene.
- Use approved departmental techniques for securing the canine (e.g., use of protective agitator’s sleeve from the trunk of a canine unit to secure the canine in another unit or to the push-bar of a vehicle).
- Call animal control if all other attempts fail.
- Never rush in on a downed handler. The dog is trained for handler protection.

**If a Canine Bites You**

- Remain calm, the more excited you get the more the canine will react.
- Call for the handler.
• Do not slap at, pull away from, or kick at the canine. This will cause the dog to fight harder and possibly cause a more serious injury.
• Remain as still as possible during and immediately after the canine has released.

Other Considerations
• If a canine is loose or if an officer comes between a suspect and a canine, stand still and remain calm.
• When a suspect is found, only the canine handler is to give commands to the suspect. Additional officers giving commands may distract the canine.
• If you are conducting a search with the canine and handler and you are not sure what to do, ask the handler.
• On a high-risk car stop if the canine is requested to clear the vehicle, if possible leave a door open so the canine can make entry.
• On a narcotics search of a vehicle, leave the vehicle doors closed and windows up if possible. This will keep the odors of narcotics inside.
• You do not use deadly force on a suspect who is injuring or attempting to injure a canine. Although the canine is often thought of as an officer, the canine is just another tool available to the department.

CITATIONS: PARKING AND TRAFFIC (PHASE 2)
SBPD Policy 516/517

To reduce traffic collisions and prevent criminal activity, it is necessary to enforce traffic laws. Law enforcement officers have a duty imposed by statute to arrest (or cite) persons who commit traffic violations in their presence; however, officers are given wide discretion in deciding when a citation is appropriate.

Completing the Citation

Citations will be completed in the following manner:
• Fill in appropriate spaces on the citation accurately and completely.
• Set the date of appearance in accordance with department policy.
• Cite violators under the age of 18 into juvenile traffic court, and if the offense warrants, instruct them to appear with a parent or guardian. Advise them to read the back of their citation for additional information.
• Show violations of vehicle code number with subsection; i.e.VC 21453(a) with a brief explanation of violation. Example: "Failed to stop for a red traffic signal."
• Show approximate speed and lawful speed of zone on all speeding violations.
• Sign the citation and write in your identification number.
• Keep information to a minimum, but give pertinent facts. No changes will be made on the citation unless such changes can be made on the violator's copy. Vehicle Code section 40505 prohibits any additions or deletions on a citation delivered to a magistrate if the same information does not appear on the violator's copy.
The violator's signature is required on the citation. Explain the required signature of a violator on a citation is not an admission of guilt but only a promise to appear.

If the violator refuses to sign the citation during business hours, the officer will transported the violator to the court "forthwith" (VC 40302). Contact will be made at the second floor traffic window for an appointment to see a judge without unnecessary delay.

Place absentee parking citations under the windshield wiper of the vehicle.

**Citation Errors**
When a traffic citation is issued and in need of correction, the officer issuing the citation shall submit the citation and a citation amendment form to his/her immediate supervisor. The citation and the form shall then be forwarded to the Traffic Bureau. If the violation is a misdemeanor then you must also complete a Seslin form along with a cite amendment form.

**Voiding Citations**
When a citation has been written in error, return all copies to the station. Staple copies together and print "void" boldly across the citation. Attach a small piece of paper that gives a brief reason why the citation was in error and voided. Give it to a field supervisor.

**Dismissing Citations**
Officers do not have the authority to dismiss a citation once it has been issued. Only the court has the authority to dismiss a citation that has been issued (Vehicle Code § 40500(d)). Any request from a recipient to dismiss a citation shall be referred to the Traffic Bureau Manager.

**Parking Citations**
Department employees will complete a parking citation for California Vehicle Code infractions on:

- **CVC parking violations using San Bernardino Municipal Code § 10.16.130.**
- **California Vehicle Code § 4000(a) - unregistered vehicle (provided that the vehicle is not towed per California Vehicle Code § 22651(o)).**
- **Abandoned vehicles (California Vehicle Code § 22524). The LAST registered owner's copy of the citation shall be left in the vehicle when it is towed. No citation may be issued if there is "No Record On File" with the DMV. In that case, the vehicle may be towed but no citation issued.**

Vehicles being towed as abandoned vehicle violations will be towed in compliance with San Bernardino Municipal Code § 10.16.230 and California Vehicle Code § 22669. Parking citation books may be checked out from the Records Bureau.

**CIVIL DISPUTES (PHASE 3)**

**Landlord-Tenant Disputes**
The police officer's role as a keeper of the peace requires he/she deal with all areas of human conflict, including the handling of landlord-tenant disputes. Although the traditional practice has been to regard landlord-tenant conflicts as civil matters, very often such disputes involve a misdemeanor violation or result in some type of violence.
The officer should try to avoid arrests and achieve a lasting solution to the problem by explaining to the parties what conduct is not lawful and suggesting lawful solutions.

Unlawful Conduct by the Landlord

- Tenant lockout - PC 418
- Seizure of tenant's property CA Civil Code 51816(a)
- Removal of door or windows - PC 594
- Termination of services - Cal. Civil Code 789.3
- Trespassing - PC 602

The landlord may enter an apartment or rental dwelling without the tenant's consent only in the following situations:

- In an emergency at any time.
- To make necessary repairs or agreed-on repairs, or to show apartment to prospective tenants, purchasers, workman or contractors, or mortgage holders with reasonable notice during normal business hours.
- When tenant has moved out.
- When a court order authorizing entry is in effect.
- To show the unit to prospective buyers, tenants or workers.

In all other cases the landlord must give the tenant reasonable notice (typically 24 hours) and must only enter during normal business hours. Any lease which denies the tenant the right to possession or allows unreasonable entry by the landlord is void.

Response

If the tenant's complaint is that the landlord has locked him out, seized property, removed premises doors and windows, interfered with the use of utilities, or unreasonably trespassed, the officer can often successfully resolve the dispute by:

- Informing the landlord that he/she has committed a misdemeanor violation.
- Briefly explaining to the landlord that if legal grounds for evicting the tenant are present, an Unlawful Detainer action should be initiated.

Eviction

The best legal way for a landlord to evict a tenant is by bringing an Unlawful Detainer action in court. There are several steps in this procedure:

- If the tenant has violated any of the conditions of the lease or rental agreement (e.g., failed to pay rent when it was due, keeping a pet when specifically prohibited) the landlord must give the tenant a three-day written notice to either correct the condition or move, prior to bringing an action in court to evict him. This means that if the tenant pays the total rent due within the three-day period, the landlord cannot have him evicted.
- In addition, a landlord has the right to terminate a month-to-month tenancy for almost any reason, even if the tenant has not violated any provisions of the rental agreement. The landlord must first serve the tenant with a written notice instructing him to vacate in 30 days.
Service of Notices
A 30-day notice must be served in one of these ways:
- Personally handed to the tenant.
- Handed to a responsible child or adult on the premises and a copy sent to the tenant by mail.
- If no one is home, the notice may be posted in a conspicuous place and a copy sent by mail.

Unlawful Detainer Action
If the tenant has been properly served with a 3 or 30 day notice and does not comply with it, the landlord can bring court action to evict them. The landlord initiates this action by filing an "Unlawful Detainer" complaint with either the Municipal or the Small Claims Court.

Landlord Requirements
The landlord must fulfill requirements and must maintain:
- A structure that is weatherproof, waterproof, and rodent-proof.
- A workable plumbing system.
- One working toilet, bathtub, and bathroom sink.
- One working kitchen sink.
- Adequate heating facilities.
- Safe electrical wiring.
- Adequate garage and trash storage and removal facilities.

The landlord cannot waive these requirements by placing the burden to repair these facilities on the tenant as part of the conditions of the lease.

CODE THREE RESPONSE (PHASE 1)
SBPD Policy 316

Code Three operations of a police emergency vehicle require that the officer display common sense in handling the vehicle. Strict adherence to the following procedures will make the Code Three response as safe as possible for citizens and officers alike.

Procedures
Officers dispatched "Code-3" shall consider the call an emergency response and proceed immediately. Officers responding Code-3 shall continuously operate emergency lighting equipment, including at minimum a steady forward facing red light, and shall sound the siren as reasonably necessary pursuant to Vehicle Code Section 21055. Officers should only respond Code-3 when so dispatched or when circumstances reasonably indicate an emergency response is required. Personnel are required to operate vehicles in strict compliance with the rules of the road, unless exempted under Code Three conditions, pursuant to, and in conformance with CVC 21055, 21056, 21806, and 21807. When it is determined the Code-3 response is no longer needed or reasonable, the responding officer shall be notified and the Code-3 response terminated.
Circumstances Justifying Code Three Responses:
- The preservation of life.
- A crime of violence in progress wherein the suspect may still be present (gunshot victims, stabbing victim, beating victims, etc.)
- Fire department paramedics are requested and the perpetrator is on scene or presumed to be in the area. In these cases paramedics will respond No Code and stage out of the immediate area until the police department secures the area. It is imperative that the area is secured before medical aid arrives at the scene.
- Felonies in progress.
- Officers requesting Code Three (999, 11-11) assistance.

Reasonable Operation
Responding with emergency light(s) and siren does not relieve the officer of the duty to continue to drive with due regard for the safety of all persons. The use of any other warning equipment without a red light and siren does not provide any exemption from the Vehicle Code. Allowing for the exceptions in Policy Manual Section 314, no more than one police unit will respond Code-3 to a given response simultaneously, unless approved by a supervisor or the Watch Commander. Officers not authorized to respond Code-3 shall observe all traffic laws and proceed without the use of emergency lights and siren.

It is the duty of the driver of an authorized emergency vehicle to exercise that amount of care that, under all circumstances, would not impose upon others an unreasonable risk of harm. The standard of conduct that is reasonable under all circumstances must, of course, take into consideration the unusual circumstances confronting the driver of an authorized emergency vehicle. The emergency necessitates immediate action and the duty imposed upon the driver to take reasonable and necessary measures to alleviate the emergency.

The term "emergency call", as it applies to police work, cannot be defined with exactness; an act or an event may reasonably be an emergency under a given set of circumstances and not be an emergency under different though similar circumstances. With few exceptions, emergency calls received by officers are dispatched from central locations. The officer to whom the call is directed is fully protected in accepting the dispatcher's information and, if this information so indicates, should respond Code Three. When emergency calls are based on information received from any other source, the officer must have sufficient information to justify the conclusion that a situation exists, which requires police attention for the protection of persons or property.

Civil/Criminal Liability
CVC 17001 and 17002, makes the city liable for the negligent operation of a vehicle by an officer when he/she is acting within the scope of employment. In addition, they provide that the City is entitled to collect from such employee the full amount of any judgment rendered against the City.

When the requirements of CVC 21055 are met, the driver of the authorized emergency vehicle is exempt from certain provisions of the Vehicle Code. An arbitrary or negligent exercise of the
privileges granted means an act performed either with knowledge that serious injury to another will probably result, or with wanton and reckless disregard of the possible consequences.

CVC 17004 restricts sections 17001 and 17002 and makes officers non liable for accidents incurred while operating an authorized emergency vehicle on an emergency in the line of duty and within the scope of the employee's employment. It should be emphasized that these sections do not provide immunity from criminal responsibility, and officers may find themselves in a situation where in they could be criminally charged for an arbitrary act.

Responsibility of Responding Officer
Officers shall exercise sound judgment and care with due regard for life and property when responding to an emergency call. Officers shall reduce speed at all street intersections to such a degree that they shall have complete control of the vehicle. The decision to continue a Code-3 response is at the discretion of the officer. If, in the officer's judgment, the roadway conditions or traffic congestion does not permit such a response without unreasonable risk, the officer may elect to respond to the call without the use of red lights and siren at the legal speed limit. In such an event, the officer should immediately notify Dispatch.

An officer shall also discontinue the Code-3 response when directed by a supervisor. Upon receiving authorization or determining a Code-3 response is appropriate, an officer shall immediately give the location from which he/she is responding. If an officer believes a Code-3 response to any call is appropriate, the officer shall immediately notify Dispatch. Code-3 escorts of other vehicles are prohibited.

Failure of Emergency Equipment
If the emergency equipment on the vehicle should fail to operate, the officer must terminate the Code-3 response and respond accordingly. In all cases, the officer shall notify the Watch Commander, field supervisor, or Dispatch of the equipment failure so that another unit may be assigned to the emergency response.

COMMUNICATION SYSTEMS (PHASE 1)

Radio Communications

Radio Brevity Codes
It is required for all department personnel to understand and utilize radio brevity codes and the phonetic alphabet. The San Bernardino Police Department uses the following codes:

- Ten Series Codes;
- Eleven Series Codes;
- 900 Series Codes;
- Codes Series Codes;

A complete list of the above codes and the phonetic alphabet is located in the Appendix of this manual.
Radio Frequency System
The primary radio frequency channels assigned to the San Bernardino Police Department are System 10 in the 800 MHz system. The back-up system is System 7. SBPD also uses channels in System 23. Channels are reserved as follows:

- 10SBPD1: Primary dispatch
- 10SBPD2: Administrative frequency
- 10SBPD3: Back-up dispatch
- 10SBPD4: Open
- 10SBPD5: Car to car traffic

Additionally, department personnel have access to the following frequencies in System 10:

- CLEMARS: 800 MHz CLEMARS
- CHASE FREQUENCY: Pursuit Channel

In addition to the above channels, there are several ATAC channels in both System 10 and System 7 that can be used as tactical frequencies. There is list of available frequencies in each vehicle packet.

Radio Procedures
Officers are required to understand and demonstrate knowledge of SBPD’s radio procedures and proficient use of the radio including:

- Waiting until the air is clear before pressing the transmit button;
- Pressing the transmit button firmly and speaking calmly and clearly into the microphone;
- Avoiding over-modulation by speaking moderately into the microphone;
- Knowing the meaning of “emergency traffic only” and always saving routine and non-emergency transmissions until the termination of “emergency traffic only” status;
- Knowing the call signs, assignments, and beat locations of other units in the area.

Crime Broadcast
Officers are required to properly utilize the radio to complete a crime broadcast. This description shall minimally include:

- Type of incident and number of suspects;
- Complete known description of suspect(s), including height, weight, hair color and style, eye color, clothing description, and distinguishing characteristics;
- Loss (if any), including approximate value and denomination of bills;
- Weapon(s) used;
- Vehicle(s) used;
- Direction(s) of flight/travel.

Pursuit Broadcast
Officers are required to properly use of the police radio and transmissions to maintain control of a vehicle pursuit. Appropriate transmissions are indicated in SBPD Policy 314 and shall minimally include:

- Identification of the vehicle in pursuit;
• What the vehicle or occupant(s) is wanted for;
• Complete description of the vehicle, including license number;
• Number of occupants and possibility of weapons;
• Direction of travel;
• Approximate speed;
• Conditions (light or moderate traffic, dry or wet pavement, damage to suspect vehicle, etc.);
• Necessity for backup and number of units needed;

In-Progress Broadcast
Officers are required to properly use the police radio and transmissions to maintain control of the situation as it occurs (foot pursuit, crime in progress, etc.). Appropriate transmissions should include:
• Voice control so as not to escalate the situation;
• Control of possible escape routes and establishment of perimeter;
• Control of response of other police units.

Emergency Radio Use
SBPD Policies 829 and 831 outline the proper procedures for emergency radio use and include:
• Emergency procedures and responsibilities;
• HT emergency button use;
• Declaring a "10-3";
• Canceling the Marker Tone;
• Use during bomb calls.

Information Systems

Law Enforcement Information Systems
Officers are required to understand and provide examples where inquiries into a law enforcement information system (i.e. CLETS) would be necessary. These examples may include:
• To locate information on lost, stolen, or recovered property (including vehicles);
• To establish probable cause for a search or an arrest;
• To verify the validity of a warrant;
• To verify the validity of a driver’s license, vehicle registration, or occupational license;
• To determine if a person is wanted;
• To determine the status of a person on parole or community supervision;
• To report or locate a missing person.

Officers are required to understand and identify the law enforcement information systems used SBPD including:
• Automated Property System (APS);
• Stolen Vehicle System (SVS);
• Wanted Persons System (WPS);
• Automated Firearms System (AFS);
• Domestic Violence Restraining Order System (DVROS);
• Missing Unidentified Person System (MUPS).

Officers are required to understand and demonstrate how to conduct a system inquiry for the following categories:
• Wanted persons;
• Property, vehicles, and firearms;
• Criminal histories;
• DMV information;
• Miscellaneous information.

Additionally, Officers are required to understand and explain misuse of law enforcement information systems.

Basic Use of Mobile Data Terminal’s
Officers are required to understand and perform basic functions on the Mobile Data Terminal’s (MDT). Basic functions include:
• Log on/off;
• Criminal histories;
• Run license plates;
• Conduct warrant checks;
• Conduct CDL checks;
• Conduct calls dispositions;
• Query pending and prior calls;

Additional functions may be required by the FTO depending on the circumstances.

Mobile Data Terminal’s Use Policies
SBPD Policies 448 and 833 outline the proper procedures for MDT use and include:
• Use while driving;
• MDT emergency activation;
• Documentation of activity;
• Use during bomb calls;
• Repair procedures;
• Misuse of MDT’s.

COMMUNITY ORIENTED POLICING AND PROBLEM SOLVING (PHASE 3)
SBPD Policy 401

The following is a brief explanation of Community Oriented Policing and Problem Solving (COPPS). As a trainee police officer, it is important that you be familiar with the terms and responsibilities of a police officer in an organization that uses the COPPS concept.
Purpose
The goal of the San Bernardino Police Department is to reduce crime and the fear of crime, strengthen community partnerships, and develop and empower personnel.

Procedure
Community and problem oriented policing are comprised of three basic elements – each dependent upon the other:

- A permanent team of officers assigned to the community policing effort;
- Maximum interaction and communication among team members to bridge all shifts;
- Maximum communication and interrelation between team members and the citizens of San Bernardino;
- Non-traditional methods to resolve traditional police problems.

To be successful, guidelines for community and problem oriented policing should allow for individual discretion, imagination, and flexibility. The following guidelines should not restrict, but should be used as a concept.

Non-Traditional Police Service – The Holistic Approach
Personnel must take a holistic approach to community safety and welfare. The total environment of an area can contribute to crime and, thus, adversely affect the safety and welfare of the citizens. Attacking blighted/problem areas by informing other city departments of their existence can be a major source of crime prevention.

Success must be measured by result. Activities aimed at achieving crime reduction and community safety will be accomplished through a method of thinking that is not restricted by the traditional police role. It is better to remove a problem that is allowing crime into an area than to arrest criminals who have been drawn to that area by existing conditions. For instance, abating a vacant building that is a refuge for narcotic users will remove a narcotics problem from the area more effectively than making narcotic arrests in that same area repeatedly. This is based on the crime triangle theory.

Police Community Relationships / Citizen Participation
Community trust and citizen participation are the cornerstones of community and problem oriented policing. The human element consciously included in the delivery of police service is the most distinct difference between community and problem oriented policing and what may be called traditional police service delivery. Once supportive police/community relationships have been established, team members will be made aware of neighborhood problems and concerns through the area community service offices and Neighborhood Watch meetings. The teams are then able to work with community members and other city departments to resolve these problems.

If we are to be successful in our commitment to enhance the quality of life and to reduce crime, we must have the participation of the community in crime prevention and crime reduction. Community and problem oriented policing will have its most significant impact on crime problems when citizens of the community are conscious of and participate in crime reduction.
Departmental Support and Communication
Teams will greatly enhance their problem solving potential by the utilization of available resources throughout the department. Each department division has specific tasks, assignments, and duties; however, their work should be accomplished to enhance the success of the area teams and, therefore, the police mission.

Team Structure / Responsibilities

Sergeants
In addition to field supervision, personnel inspections, and training, the team sergeant has additional responsibilities. He/she will be responsible for building a liaison between team members to bridge all shifts. He/she will carry out those community and problem oriented policing policies as described under area command through training and example. He/she will encourage problem resolution by their subordinates. He/she will be responsible for the team area in the absence of the area commander.

Corporals
In addition to those duties normally associated with a field officer/training officer, the team corporals have additional responsibilities. They will communicate with the team sergeants to keep abreast of all current problems in their area of responsibility. They will assist the sergeants in notifying team members of these problems. They will set an example for team members to follow in initiating problem resolution and in promoting the concept of community and problem oriented policing.

Patrol Officers
It will be the patrol officer's responsibility to thoroughly understand the concept of community and problem oriented policing and to apply those principles in his/her daily contacts with members of the community. He/she will no longer think in terms of temporary resolution; instead he/she will look for ways to work with community members for permanent solutions. He/she will no longer work within the narrow scope of believing that police action is the only recourse, but will, instead, look at police action as one tool in an arsenal of weapons that will include community involvement in crime prevention as well as the enlistment of other city agencies to get at the root of an environment that is harboring, or perpetuating crime.

Community Service Officers (CSO)
The community service officers (CSO's) will assist the team in all concepts of community and problem oriented policing by performing those duties normally assigned to the patrol officer, which are of a non-hazardous nature. The CSO's responsibilities will include the investigation and reporting of crime, abatements (which will include notifications to appropriate city agencies), crime prevention/Neighborhood Watch, the keeping of team records, and maintaining a liaison with Crime Analysis.

Watch Commander
Watch Commanders (WC's) are responsible for the 24-hour supervision of personnel, station operations and are functionally responsible for the administration and management of the city, in the absence of a higher authority, on a shift basis.
COMMUNITY RELATIONS AND PROFESSIONAL DEMEANOR (PHASE 2)

Building relationships with the community is the responsibility of the agency and of every officer. Both as an agency and as an individual officer there is a responsibility and role in community relations and community service.

Roles in Community Service
The roles encompassed in the agency’s responsibilities to provide community service include, but are not limited to:
- Protection of life and property;
- Maintaining order;
- Crime prevention;
- Public education;
- Delivery of service;
- Enforcement of law(s);
- Community partnerships, such as:
  - COPPS;
  - PAL;
  - DARE.

Victim and Crisis Services
Police officers have a duty to advise the community of various services available to victims. In addition to being aware of the various services available, for example the DA Victim Support, Domestic Violence and Sexual Assault Support services, officers must be able to effectively communicate with emotional and sometimes irrational people to continue to build community relationship and provide community service.

COURT ORDERS

The Superior Court will often issue restraining orders to prohibit certain activity on the part of one or both of the principals. These orders are not merely "civil" in nature. The violation of a court order is a distinct crime for which the offender may be arrested and prosecuted (PC 166.4).

Therefore, it is neither correct to advise the parties that the violation of a court order is "civil" nor fail to take action. The primary purpose of issuing and enforcing the court orders is to prevent harm rather than to wait for a battery (PC 242) or a disturbance of the peace (PC 415) to occur. Therefore, the enforcement of court orders should be considered another tool for the field officer to utilize in maintaining peace.

Temporary Restraining Orders (TRO) (See SBPD 367 Policy)

Violations of the restraining orders and injunctions are declared to be a misdemeanor, punishable under Penal Code § 166, criminal contempt. Often the harassing tactics will not stand alone to
constitute a violation of the Penal Code. Officers should be aware that the orders are only valid for the period ordered by the court and there may have been subsequent modification or even termination of the order, which was not sent to the police agency.

A temporary restraining order granted under the section remains valid for a maximum of 15 days, but may be earlier modified or terminated by the court. An injunction may be issued for a maximum of three years. The court may extend an injunction upon application made within three months of the expiration date.

The following procedure should be adhered to for verification and enforcement:

- The officer will verify from the department or the victim's copy the TRO the terms, duration, and type of order (Domestic Violence Protection Act (DVPA) Family Law Act (FLA), Uniform Parentage Act (UPA), Harassment, or Criminal Stay Away Order).

- The officer will verify from the department or the victim's copy of proof of service that the suspect been served with a copy of the TRO (this establishes prior knowledge of terms of the order by the suspect).

- The officer determines if there is evidence of prior knowledge by the suspect of the terms of the order by checking with the appropriate department to see if there is a police report showing prior admonishment of the TRO by another officer. The TRO can be checked to see if the suspect was present in court when the order was issued. The TRO can be verified with the department to see if proof of service has been filed. The officer can check with the victim to see if the victim has a copy of the proof of service.

- Once the officer has verified the terms, type, and duration of the order and if the suspect has not been served, the officer should inform the suspect of the terms of the order. Admonish the suspect to comply and warn the suspect that if he/she doesn't comply he/she will be arrested. If the suspect complies, write a report containing the date, the terms of the admonishment, and give the victim the report number. If the suspect doesn't comply after admonishment, arrest him/her.

- The officer should make an arrest when the order is verified and the violation occurs in the presence of the officer. Arrest for PC 273.6, if DVPA, FLA, UPA, or Harassment order. Arrest for PC 166.4, if it is a normal stay away order. Complete a crime report, refer the victim to the D.A.’s Office, and provide the victim with a case number. The suspect should be booked at the San Bernardino County Jail.

- If the misdemeanor TRO violation is not committed in the officer’s presence, the officer should advise the victim of the right to make a person’s arrest if the suspect is present. If the suspect is not at the location write a crime report and refer the victim to the D.A.’s Office.
COURTROOM TESTIMONY (PHASE 3)
SBPD Policy 348

Officers are always representatives of the San Bernardino Police Department, and must keep in mind that other people are always evaluating them both inside and outside the courtroom. This is never truer than when officers appear in court.

Officer Expectations
Officers waiting in the hallway to testify in a case should keep in mind that defense attorneys, prosecutors, and jurors are also sometimes in the hallway, so it is critical that officers maintain a professional demeanor no matter where they are.

Officers must be punctual when appearing in court and shall be prepared to proceed immediately with the case for which they are subpoenaed. This applies to both criminal and civil cases. Officers shall refrain from chewing gum in the courtroom.

Failure to Appear
An officer who fails to comply with the terms of any valid and properly served subpoena may be subject to discipline as well as court imposed civil and/or criminal sanctions.

Courtroom Attire
Officers shall dress in uniform or business attire. Suitable business attire for men would consist of a coat, tie, and dress pants. Suitable business attire for women would consist of a dress jacket, dress blouse, and skirt or slacks.

Preparation for Court
Officers that must appear in court should properly prepare for their appearance as witnesses before arriving at the courthouse. Before the date of testifying, the subpoenaed officer shall request a copy of relevant reports and become familiar with their content in order to be prepared for court.

Conduct
Do not try to help the prosecution or resist the defense attorney during your testimony. The best approach is to maintain objectivity, treating both attorneys in the same manner, and testifying in a way that indicates you do not have a personal preference as to the outcome of the case. Remember your testimony should be directed to the jurors who will actually decide the case.

Be aware that defense attorneys will try to bait you into a confrontation or suggest that you are lying about some part of your testimony, so it is important that you do everything you can to dispel this impression. Be aware that defense attorneys will try to catch you with your guard down or twist your testimony in an attempt to discredit you. Maintaining objectivity is the best way to resist this.
Be aware that defense attorneys may become irate, offensive, threatening, argumentative or overly friendly when asking questions of you. Maintaining your calm composure and professional demeanor is the best approach to dealing with all these approaches.

Above all officers should provide completely honest and truthful testimony. Do not try to place a spin on any of your answers. If it is necessary to refer to reports when on the witness stand this is acceptable and is preferable to making an error in testimony; however, the more familiar you are with your report the easier your testimony will be.

CROWD CONTROL AND RIOTS (PHASE 3)
SBPD Policy 467

While the individual officer could not hope to handle a riot or disaster alone, he/she may be dispatched on a call or observe a scene that has developed to such a state that it could be called a riot, major disturbance, or disaster. While it is not possible to plan for all contingencies, some preplanning and general guidelines are helpful. The first officer on the scene at such a call shall:

- Quickly assess the situation without becoming embroiled in the conflict or disaster.
- Set up a command post near enough to observe but not so near that you become part of the problem.
- Advise the Watch Commander or field sergeant of the problem, necessary manpower and equipment to handle the problem, approximate area affected, the number of people involved, reason for disturbance or disaster, actions of the crowd, weapons in evidence, mobility and direction.
- Remain in the area as the direct link between the scene and the station until properly relieved by the first supervisor at the scene.

The first officer may give aid to the injured and should protect the scene when possible depending on the size and nature of the disturbance or disaster. In no case should you become so involved that you cannot maintain adequate contact with the dispatcher or other officers, call for necessary help.

Law enforcement response to crowd management situations will include incident planning and crowd containment strategies.

Philosophy for Crowd Management Situations
The philosophy for a response to crowd management situations includes the following:

- Crowd Management at large planned/organized gatherings:
  - Protests/Demonstrations/First Amendment activities;
  - Labor disputes;
  - Concerts;
  - Sporting events/celebrations;
  - Holiday celebrations;
  - Cultural programs;
  - Religious gatherings;
- Community activities.

- Incident Planning
  - Establishing a command post;
  - Coordination of resources;
  - Planning, preparation, and coordination with event promoters;
  - Deploying sufficient personnel with proper equipment;
  - Establishment of a unified chain of command;
  - Establishment of rules of conduct for the crowd, law enforcement, media, etc;
  - Preparing to handle multiple arrests;
  - Planning and coordinating the response of medical personnel or additional resources, if needed;
  - Making contingency plans for response if a riot situation ensues;
  - The construction of written plans for the Incident Command System, State Emergency Management System, and National Incident Management System;
  - Authorized/designated law enforcement personnel interacting with the media;

- Containment:
  - Establishment of a flexible and controllable perimeter for the crowd, whenever possible;
  - Using officers to control the entry and exit of the crowd within the perimeter;

**Philosophy for Crowd Control Situations**

The philosophy for a response to crowd control situations includes the following:

- Isolation and containment:
  - Establishment of a perimeter around the crowd;
  - Consideration of barricades and placement of additional personnel to maintain the perimeter;
  - In situations involving the potential for violence, officers should maintain the integrity of squads and platoons and avoid becoming isolated in the crowd.

- Law enforcement presence:
  - Coordination of resources;
  - Communication;
  - Deploying sufficient personnel with proper equipment;
  - The announcement of dispersal orders (prepared announcement/amplified sound, multiple announcements in appropriate language);
  - Use of force options;
  - Law enforcement documenting its own response (video/audio);
  - Making selective arrests (arrest teams/communication);
  - Establishment of a unified chain of command;
  - Preparing to handle multiple arrests;
  - Planning and coordinating the response of medical personnel or additional resources, if needed;
  - Authorized/designated law enforcement personnel interacting with media.
Crowd Dispersal
If the only unlawful act at a crowd control situation is the forming of an unlawful assembly, the crowd should be given an opportunity to disperse voluntarily prior to law enforcement initiating any arrests.

Clarity of Purpose, Objective, Mission, and Policy
If any peace officer at a crowd management or crowd control incident is not absolutely clear on the law enforcement objective, mission, or agency policies relating to the incident, it is that officer’s responsibility to IMMEDIATELY contact a supervisor to obtain clarification.

Riot Control Techniques
Although law enforcement does not necessarily plan on riots erupting in all crowd situations, riot control is generally a contingency of a well-prepared crowd management plan. A discussion of riot control techniques will minimally include the following:

- Specific operational tactics/formations;
- Additional resources, equipment, and personnel that may be required for a response
- Assignment of specific tasks;
- Agency policies and procedures for mounting a quick, effective response to violence or violations of the law;
- Dispersal orders;
- Clarity on agency policies and guidelines for the use of less-lethal force (i.e. chemical agents, baton, beanbag rounds, taser, etc.);
- Clarity on the agency policy for the use of deadly force.

Principles of Riot Control
The principles of riot control include the following:

- Containment:
  - Flexible outer perimeter controlling ingress and egress of the crowd;
  - Denying access and preventing others from joining the existing crowd;
- Isolation:
  - Developing an inner perimeter so officers can focus on gaining control and rioters may feel vulnerable and more likely to disperse;
- Dispersal:
  - Dispersal can commence once the inner and outer perimeters have been established and control forces are in place to support and control crowd movement, ingress, and egress;
- Restoration of order:
  - Medical aid;
  - Detention, arrest, cite and release, transportation;
  - Criminal investigation;
  - Authorized/designated law enforcement personnel interacting with the media.
Law Enforcement Conduct in Response to Crowd Situations
All law enforcement personnel responding to crowd situations must conduct themselves legally and professionally, and in a calm and unbiased manner. Officers shall respond to any incident safely and professionally; and all law enforcement personnel shall follow the law and agency policies in any type of response to a crowd situation.

CUSTODY SEARCHES (PHASE 1)
SBPD Policy 902

Custody searches include booking and strip and cavity searches. Further information on custody searches can be found in PC 4030.

Definitions of Searches
Booking Search - This search is used in the jail and again involves a thorough patting down of an individual's clothing. All pockets, cuffs, etc., on the clothing are checked to locate all personal property, contraband, or weapons. The prisoner's personal property is taken and inventoried.

Strip Search or Visual Body Cavity Search - This is a search that requires a person to remove or rearrange some or all of his/her clothing to permit a visual inspection of the underclothing, breasts, buttocks or genitalia of such person. This includes monitoring of an arrestee changing clothes where the arrestee's underclothing, buttocks, genitalia or female breasts are visible to the monitoring employee.

Physical Body Cavity Search - This is a search that includes physical intrusion into a body cavity. Body cavity means the stomach or rectal cavity of a person, and the vagina of a female person.

Booking Searches
Absent emergency circumstances in which no reasonable alternative exists, no person arrested for a misdemeanor or infraction not involving weapons, controlled substance or violence may be placed in the general jail population, unless all of the following conditions exist:
- The person is not cited and released;
- The person is not released on his or her own recognizance;
- The person is not able to post bail within a reasonable time not less than three hours.

Any person taken into custody may be subjected to pat-down searches, metal detector searches, and thorough clothing searches in order to discover and retrieve concealed weapons and contraband prior to being placed in a booking cell.

Strip Searches
No person held at a San Bernardino Police Department facility shall be subjected to a strip search unless there is reasonable suspicion based upon specific and articulable facts to believe the person has a health condition requiring immediate medical attention or is concealing a weapon or
contraband. Factors to be considered in determining reasonable suspicion include, but are not limited to:

- The detection of an object during a pat-down search that may be a weapon or contraband and cannot be safely retrieved without a modified strip search or strip search.
- Circumstances of a current arrest that specifically indicate the person may be concealing a weapon or contraband. A felony arrest charge or being under the influence of a controlled substance should not suffice as reasonable suspicion absent other facts.
- Custody history (past possession of contraband while in custody, assaults on staff, escape attempts).
- The person's actions or demeanor.
- Criminal history (level of experience in a custody setting).

No transgender or intersex prisoner shall be searched or examined for the sole purpose of determining the prisoner's genital status. If the prisoner's genital status is unknown, it may be determined during conversations with the prisoner, by reviewing medical records, or, if necessary, as part of a broader medical examination conducted in private by a medical practitioner.

Strip Search Procedures

Strip searches at San Bernardino Police Department facilities shall be conducted as follows:

- Written authorization from the Watch Commander shall be obtained prior to the strip search.
- All employees involved with the strip search shall be of the same sex as the person being searched, unless the search is conducted by authorized medical personnel.
- All strip searches shall be conducted in a professional manner under sanitary conditions and in a secure area of privacy so that the search cannot be observed by persons not participating in the search. The search shall not be reproduced through a visual or sound recording.
- Whenever possible, a second officer of the same sex should be present during the search for security and as a witness to the finding of evidence.
- Employees conducting a strip search shall not touch the breasts, buttocks or genitalia of the person being searched.

The primary employee conducting the search shall prepare a written report to include:

- The facts that led to the decision to perform a strip search.
- The reasons less intrusive methods of searching were not used or were insufficient. The written authorization for the search, obtained from the Watch Commander. A copy of the written authorization shall be retained and made available upon request to the prisoner or the prisoner 's authorized representative.
- The name of the person who was searched.
- The name and sex of the persons who conducted the search.
- The name, sex and role of any person present during the search.
- The time and date of the search.
- The place at which the search was conducted.
• A list of the items, if any, recovered during the search.
• The facts upon which the employee based his/her belief that the person searched was concealing a weapon or controlled substance, if the person was not arrested for a felony.

No employee should view a prisoner’s private underclothing, buttocks, genitalia or female breasts while the prisoner is showering, performing bodily functions or changing clothes, unless the prisoner otherwise qualifies for a strip search. However, if serious hygiene or health issues make it reasonably necessary to assist the prisoner with a shower or a change of clothes, a supervisor should be contacted to ensure reasonable steps are taken to obtain the prisoner’s consent and/or otherwise protect the prisoner’s privacy and dignity.

Physical Body Cavity Search
The following procedures must be followed if a body cavity search in conducted:
• No person arrested on a misdemeanor or infraction shall be subjected to a body cavity search without a search warrant.
• A copy of the search warrant and the results of any body cavity search shall be included with the related reports and made available, upon request, to the arrestee or authorized representative.
• Only a physician, nurse practitioner, registered nurse, licensed vocational nurse, or Level II Emergency Medical Technician (EMT) may conduct a physical body cavity search.
• Except for the above mentioned licensed medical personnel, persons present must be of the same sex as the person being searched. Privacy requirements, including restricted touching of body parts, are the same as the strip search standard.

DEATH INVESTIGATIONS (PHASE 3)
SBPD Policy 360

The investigations of cases involving death include those ranging from natural cause to homicide. Some causes of death may not be readily apparent and some cases differ substantially from what they appeared to be initially. The thoroughness of death investigations cannot be emphasized enough.

Investigation Considerations
Paramedics shall be called in all suspected death cases unless the death is obvious (decapitated, decomposed, etc.). The Paramedics will have the responsibility of pronouncing death.

The body shall not be disturbed or moved from the position or place of death without permission of the coroner. Coroner’s deputies are the only ones who should touch, search or handle the body in any way minus extreme exigent circumstances. The only exception is that an officer is permitted to search the body of a person killed in a traffic collision for the limited purpose of locating an anatomical donor card.

Whenever possible, a witness, preferably a relative to the deceased or a member of the household, should be requested to remain at the scene with the officer pending the arrival of the
Coroner or a designee. The name and address of this person shall be included in the narrative of the death report. Whenever personal effects are removed from the body of the deceased by the Coroner or a designee, a receipt shall be obtained. This receipt shall be attached to the death report.

If the initially assigned officer suspects that the death involves a homicide or other suspicious circumstances, the Investigations Division shall be notified to determine the possible need for a detective to respond to the scene for further immediate investigation and to assume the investigation.

If the identity of a dead body cannot be established after the Coroner arrives, the Coroner's office will issue a John Doe" or "Jane Doe number for the report.

Notifications
The following notifications shall be made:
- Patrol Sergeant;
- Coroner's Office (See SBPD Policy 360.2.1 for required notifications);
- Detectives with a sergeant’s approval;
- Cal-OSHA (for industrial accidents and deaths only).

In all cases when other than natural death is suspected, the victim’s phone shall not be used to make notifications (due to possibility of evidence).

Protection of Scene
- This is the primary responsibility of the reporting officer(s);
- Prevent contamination by witnesses, curious onlookers, media, and other police officers;
- In all cases when other than natural death is suspected, a crime scene log is required.

Suicides
- Treat as a homicide, until suicide is clearly established.
- If death is due to hanging, do not untie the knot. If you need to move the victim to check for vital signs or to attempt a rescue, cut the rope at a location other than at the knot.
- If a weapon is involved, do not touch or unload it until you are satisfied that the incident is not criminal or unless essential for officer safety.

Coroner's Duties and Responsibilities
- Responsible for remains, deceased's property and premises.
- Nothing can be removed from the deceased's premises without the permission of the Coroner.
- The premises will be sealed by the Coroner or left in the possession of the next of kin, at the Coroner's discretion.
- The Coroner is responsible for death notification to relatives except when victim is a police officer, in which case the Chief of Police or highest ranking member available shall make notification.
Death Investigation Reporting

- All incidents involving a death shall be documented on the appropriate form.

DEMONSTRATIONS AND PROTESTS (PHASE 3)

Our primary concern at any critical incident, major events, demonstration, or labor dispute is to maintain the peace. This can be accomplished by the careful enforcement of laws. More specifically the police are to maintain an impartial, non-personal position and to protect the rights of those exercising their rights to free expression.

We must keep in mind that the laws enforced are designed to protect society from those who would express themselves irresponsibly and with no regard for the rights of others. Officers must maintain their composure during demonstrations. Sometimes this will mean taking verbal abuse, which normally might not be tolerated. An officer's behavior could prevent a minor incident from escalating into a major one.

Crowds, Events and Gatherings (SBPD Policy 400.3)

Officers may encounter gatherings of people, including but not limited to, civil demonstrations, civic and social events. Officers should monitor such events as time permits in an effort to keep the peace and protect the safety and rights of those present. A patrol supervisor should be notified when it becomes reasonably foreseeable that such an event may require increased monitoring, contact or intervention.

Officers responding to an event or gathering that warrants law enforcement involvement should carefully balance the speech and association rights of those present with applicable public safety concerns before taking enforcement action. Officers are encouraged to contact organizers or responsible persons to seek voluntary compliance that may address relevant public safety/order concerns.

Officers should consider enforcement of applicable state and local laws, such as Penal Code 602.1 (obstructing or intimidating business operators), when the activity blocks the entrance or egress of a facility or location and when voluntary compliance with the law is not achieved.

Police Actions at the Scene of a Disturbance

Each officer at the scene of a civil disturbance must keep in mind that the news media is very concerned with what happens. The press cameras react as we do, to the acts of the demonstrators and as a result, the actions of the demonstrators are not on film even though yours are. There are several rules to follow:

- Act in unison and only on command by the officer in charge.
- When you act, act with restraint. Temper your actions, keeping in mind that the cameras are on you.
- Once you have a person down and are restraining him, do not hit him. If you do, it is sure to make the news and then we become the bad guys. Do not overreact.
Individual Breaches of Peace
At a demonstration, individual breaches of peace are not necessarily a reflection of the entire group. Because one or more persons engage in illegal activity is no basis for the arrest or dispersal of the entire group. Officers' actions must be confined to the responsible individual rather than extended to the group. It is also imperative to advise the individuals that their activity is illegal, and if it continues, they will be arrested. If the acts are malicious or violent there is no need to warn prior to arrest.

At certain times an entire group can be in violation of the law, such as blocking building entrances, driveways, etc. If these circumstances occur; a warning should be given as prescribed by PC 726 (Riot Act). Other applicable sections such as PC 407, 408 (unlawful assembly) PC 404 (riot) are common violations. Remember, to have a riot, the elements require the use of force or violence by two or more people acting together and without authority of law.

Picketing
- Picketing should not interfere with persons’ access into and out of buildings or on sidewalks. If it does, it is illegal.
- Persuasive picketing is not illegal, but law does not allow the pickets to interfere with the ingress and egress of the customers to the establishment.
- If pickets occasionally stray across an entrance or driveway, they should be warned of their conduct. If the action continues, it becomes obvious the object is not persuasion, but interference. It is important that proper warnings, pursuant to PC 726, be given to allow persons not involved to leave.
- When officers arrive at a picket line, the picket "captain" should be identified.
- Established ground rules should be communicated to the picket leaders.

Arrests
When making arrests, officers should fill out arrest information forms, be photographed with suspects, and attempt to have evidence (rocks, bottles, picket signs, etc.) photographed.

DOMESTIC VIOLENCE (PHASE 3)
SBPD Policy 320

The investigation of domestic violence cases often places officers in emotionally charged and sometimes highly dangerous environments. The responsibility of all officers to exercise due caution and reasonable care in providing for the safety of any officers and parties involved. When officers arrive on scene at a domestic violence call, they should first secure the situation. Officers should then determine if medical aid should respond if anyone is injured.

The San Bernardino Police Department's response to incidents of domestic violence and violations of related court orders shall stress enforcement of the law to protect the victim and shall communicate the philosophy that domestic violence is criminal behavior. It is also the policy of this department to facilitate victims' and offenders' access to appropriate civil remedies and community resources whenever feasible.
Definitions

Court order - All forms of orders related to domestic violence, that have been issued by a court of this state or another, whether civil or criminal, regardless of whether service has been made.

Abuse - Intentionally or recklessly causing or attempting to cause bodily injury or placing another person in reasonable apprehension of imminent serious bodily injury to themselves or another.

Domestic Violence - Abuse committed against an adult or fully emancipated minor who is a spouse, former spouse, co-habitant, former co-habitant, or person with whom the suspect has had a child, or is having or has had a dating or engagement relationship. Co-habitant means two unrelated adult persons living together for a substantial period of time resulting in some permanency of relationship. Factors that may determine whether persons are co-habitating include, but are not limited to:

- Sexual relations between the parties while sharing the same living quarters.
- Sharing of income or expenses.
- Joint use or ownership of property.
- Where the parties hold themselves out as husband and wife.
- The continuity of the relationship.
- The length of the relationship.

Domestic Violence Investigations
The following guidelines should be followed by officers when investigating domestic violence cases:

- Calls of reported, threatened, imminent or ongoing domestic violence and the violation of any court order are of extreme importance and should be considered among the highest response priorities. This includes incomplete 9-1-1 calls.
- When practicable, officers should obtain and document statements from the victim, the suspect and any witnesses, including children, in or around the household or location of occurrence.
- Officers should list the full name and date of birth (and school if available) of each child who was present in the household at the time of the offense. The names of other children who may not have been in the house at that particular time should also be obtained for follow-up.
- When practicable and legally permitted, video or audio record all significant statements and observations.
- All injuries should be photographed, regardless of severity, taking care to preserve the victim's personal privacy. Where practicable, photographs should be taken by a person of the same sex. Victims whose injuries are not visible at the time of the incident should be asked to contact the Detective Bureau in the event that the injuries later become visible.
- Officers should request that the victim complete and sign an authorization for release of medical records related to the incident when applicable.
• If the suspect is no longer at the scene, officers should make reasonable efforts to locate the suspect to further the investigation, provide the suspect with an opportunity to make a statement and make an arrest or seek an arrest warrant if appropriate.

• Seize any firearms or other dangerous weapons in the home, if appropriate and legally permitted, for safekeeping or as evidence. If the domestic violence involved threats of bodily harm, any firearm discovered in plain view or pursuant to consent or other lawful search must be taken into temporary custody (PC 18250).

• When completing an incident or arrest report for violation of a court order, officers should include specific information that establishes that the offender has been served, including the date the offender was served, the name of the agency that served the order and the provision of the order that the subject is alleged to have violated. When reasonably available, the arresting officer should attach a copy of the order and the proof of service to the incident or arrest report. If proof of service on the restrained person has not been received, the employee shall the restrained person of the terms of the order and then enforce the order.

• When a complainant is a domestic violence incident requests officers to remove a person from the premises in the absence of a valid restraining order, SBPD employees shall enforce any applicable penal code sections concerning trespass including, by way of example and not by way of limitation, PC 602n and 602.5 in the same manner as they would in a non-domestic situation.

• Officers shall not encourage a complainant to leave the premises lawfully occupied by the complainant unless it appears to the officers that the complainant is in immediate and serious danger of physical harm. If, however, the complainant requests officers to stand by while the complainant removes personal belongings from the premises, the officers should if priorities permit, stand by for a reasonable time until the complainant has safely left the premises. The length of time the officers remain at the scene is at the discretion of the officers. Upon request, the SBPD employee shall assist in transportation of a complainant to a shelter.

• Personnel shall distribute a copy of the Victim Information card to victims of domestic violence.

Officers should take appropriate enforcement action when there is probable cause to believe an offense has occurred. Factors that should not be used as sole justification for declining to take enforcement action include:

• Marital status of suspect and victim.
• Whether the suspect lives on the premises with the victim.
• Claims by the suspect that the victim provoked or perpetuated the violence.
• The potential financial or child custody consequences of arrest.
• The physical or emotional state of either party.
• Use of drugs or alcohol by either party.
• Denial that the abuse occurred where evidence indicates otherwise.
• A request by the victim not to arrest the suspect.
• Location of the incident (public/private).
• Speculation that the complainant may not follow through with the prosecution.
• The racial, cultural, social, professional position or sexual orientation of the victim or suspect.

Standards for Arrests
Officers investigating a domestic violence report should consider the following:
• An arrest should be made when there is probable cause to believe that a felony or misdemeanor domestic violence offense has been committed (PC 13701).
• Any decision to not arrest an adult when there is reasonable cause to do so requires supervisor approval.
• Officers are only authorized to make an arrest without a warrant for a misdemeanor domestic violence offense if the officer makes the arrest as soon as probable cause arises (PC 836).
• An officer responding to a domestic violence call who cannot make an arrest will advise the victim of his/her right to make a private person's arrest. The advisement should be made out of the presence of the suspect and shall include advising the victim how to safely execute the arrest.
• Officers shall not dissuade victims from making a lawful private person's arrest. Officers should refer to the provisions in the Private Persons Arrests Policy for options regarding the disposition of private person's arrests.
• Officers shall not cite and release a person for the following offenses (PC 853.6(a)(3)):
  - PC 243(e)(1) (battery against spouse, cohabitant).
  - PC 273.5 (corporal injury on spouse, cohabitant).
  - PC 273.6 (violation of protective order) if violence or threats of violence have occurred or the suspect has gone to the workplace or residence of the protected party.
  - PC 646.9 (stalking).
  - Other serious or violent felonies specified in PC 1270.1.
• In responding to domestic violence incidents, including mutual protective order violations, officers should generally be reluctant to make dual arrests. Officers shall make reasonable efforts to identify the dominant aggressor in any incident.
• The dominant aggressor is the person who has been determined to be the most significant, rather than the first, aggressor (Penal Code § 13701). In identifying the dominant aggressor, an officer shall consider:
  - The intent of the law to protect victims of domestic violence from continuing abuse.
  - The threats creating fear of physical injury.
  - The history of domestic violence between the persons involved.
  - Whether either person acted in self-defense.
• An arrest shall be made when there is probable cause to believe that a violation of a domestic violence court order has been committed (PC 13701; PC 836), regardless of whether the offense was committed in the officer's presence. After arrest, the officer shall confirm that a copy of the order has been registered, unless the victim provides a copy (PC 836).
If a Suspect is Arrested
If a suspect is arrested, officers should:

- Advise the victim that there is no guarantee the suspect will remain in custody.
- Provide the victim's contact information to the jail staff to enable notification of the victim upon the suspect's release from jail.
- Advise the victim whether any type of court order will be in effect when the suspect is released from jail.

If NO Arrest is Made
If no arrest is made, the officer should:

- Advise the parties of any options, including but not limited to:
  1. Voluntary separation of the parties.
  2. Appropriate resource referrals (e.g., counselors, friends, relatives, shelter homes, victim witness unit).
- All domestic violence related calls shall be supported with a written report. Absent probable cause for a crime report, officers shall document domestic violence related calls and entitle the report "PC 13700" followed by the words "Incident Domestic".

Declaration in Support of Bail Increase
Any officer who makes a warrantless arrest for a felony or misdemeanor violation of a domestic violence restraining order shall evaluate the totality of the circumstances to determine whether reasonable cause exists to seek an increased bail amount. If there is reasonable cause to believe the scheduled bail amount is insufficient to assure the arrestee's appearance or to protect the victim or family member of a victim, the officer shall prepare a declaration in support of increased bail (PC1269c).

Victim Assistance
Victims may be traumatized or confused. Officers should:

- Recognize that a victim's behavior and actions may be affected.
- *Provide the victim with the department's domestic violence and victim information handout, even if the incident may not rise to the level of a crime.*
- Alert the victim to any available victim advocates, shelters and community resources.
- *Provide a domestic violence referral card to all involved parties.*
- Stand by for a reasonable amount of time when an involved person requests law enforcement assistance while removing essential items of personal property.
- Seek medical assistance as soon as practicable for the victim if he/she has sustained injury or complains of pain.
- Ask the victim whether he/she has a safe place to stay. Assist in arranging to transport the victim to an alternate shelter if the victim expresses a concern for his/her safety or if the officer determines that a need exists.
- Make reasonable efforts to ensure that children or dependent adults who are under the supervision of the suspect or victim are being properly cared for.
- Seek or assist the victim in obtaining an emergency order if appropriate.
Verification of Court Orders
Determining the validity of a court order, particularly an order from another jurisdiction, can be challenging. Therefore, in determining whether there is probable cause to make an arrest for a violation of any court order, officers should carefully review the actual order when available, and, where appropriate and practicable:

- Ask the subject of the order about his/her notice or receipt of the order, his/her knowledge of its terms and efforts to respond to the order.
- Check available records or databases that may show the status or conditions of the order.
- Contact the issuing court to verify the validity of the order.
- Contact a law enforcement official from the jurisdiction where the order was issued to verify information.

Officers should document in an appropriate report their efforts to verify the validity of an order, regardless of whether an arrest is made. Officers should contact a supervisor for clarification when needed.

Dispatchers are not required to verify the validity of a court order before responding to a request for assistance. Officers should request that dispatchers check whether any of the involved persons are subject to the terms of a court order.

Foreign Court Orders
Various types of orders may be issued in domestic violence cases. Any foreign court order properly issued by a court of another state, Indian tribe or territory shall be enforced by officers as if it were the order of a court in this state. An order should be considered properly issued when it reasonably appears that the issuing court has jurisdiction over the parties and reasonable notice and opportunity to respond was given to the party against whom the order was issued. An otherwise valid out-of-state court order shall be enforced, regardless of whether the order has been properly registered with this state.

Emergency Protective Orders (See SBPD Policy 321 for Further)
An officer who obtains an emergency protective order from the court shall serve it on the restrained person if the person can be reasonably located, and shall provide the person protected or the person's parent/guardian with a copy of the order. The officer shall carry copies of the order while on-duty and shall file a copy with the court as soon as practicable.

At the request of the petitioner, an officer at the scene of a reported domestic violence incident shall serve a court order on a restrained person.

Any officer serving a protective order that indicates that the respondent possesses weapons or ammunition shall request that the firearm/ammunition be immediately surrendered. During the service of a protective order any firearm discovered in plain view or pursuant to consent or other lawful search shall be taken into temporary custody.
Reports and Records
A written report shall be completed on all incidents of domestic violence. All such reports should be documented on the appropriate form, which includes information and notations specific to domestic violence incidents as required by PC 13730.

Reporting officers should provide the victim with the case number of the report. The case number may be placed in the space provided on the domestic violence victim information handout provided to the victim. If the case number is not immediately available, an explanation should be given regarding how the victim can obtain the information at a later time.

Officers who seize any firearm or other deadly weapon in a domestic violence incident shall issue the individual possessing such weapon a receipt and notice of where the weapon may be recovered, along with the applicable time limit for recovery.

DOMESTIC VIOLENCE EMERGENCY PROTECTIVE ORDERS (PHASE 3)
SBPD Policy 321

Family Code section 6250 and 6251 allows the court to issue Ex-Parte Protective Orders in domestic violence cases. These sections allow law enforcement officers to issue temporary Ex-Parte Protective Orders upon the telephonic approval of a judge, commissioner, or referee of the Superior Court.

A judicial officer may issue an ex parte emergency protective order where a law enforcement officer asserts reasonable grounds to believe any of the following:

- That a person is in immediate and present danger of domestic violence, based on the person's allegation of a recent incident of abuse or threat of abuse by the person against whom the order is sought.
- That a child is in immediate and present danger of abuse by a family or household member, based on an allegation of a recent incident of abuse or threat of abuse by the family or household member.
- That a child is in immediate and present danger of being abducted by a parent or relative, based on a reasonable belief that a person has an intent to abduct the child or flee with the child from the jurisdiction or based on an allegation of a recent threat to abduct the child or flee with the child from the jurisdiction.
- That an elder or dependent adult is in immediate and present danger of abuse as defined in Welfare & Institutions § 15610.07, based on an allegation of a recent incident of abuse or threat of abuse by the person against whom the order is sought, except that no emergency protective order shall be issued based solely on an allegation of financial abuse.

The availability of an emergency protective order shall not be affected by the fact that the endangered person has vacated the household to avoid abuse.
When officers respond to a domestic violence call during non-business Superior Court hours (0800-1700 hours weekdays) officers should make use of the Emergency Protective Order as a last resort. The emergency protective order is not designed to supersede current laws governing domestic violence. In all instances where an emergency protective order is desired, such order shall receive the approval of the on-call judge, commissioner, or referee of the Superior Court of San Bernardino County.

Emergency Protective Approval
Prior to such approval, the officer shall:

- Describe the circumstances involved in the incident to the Watch Commander or supervisor.
- Upon approval of the Watch Commander/supervisor, complete the application for the emergency protective order listing the grounds for its issuance.
- Contact the on-call judge, commissioner, or referee of the Superior Court to describe the circumstances involved in the incident. The SBSO dispatch center maintains the number of the on-call judge.
- If approval of the order is received, sign the order as prescribed by the document.
- If approval is denied, list the name of the judge, commissioner, or referee and note on the order that approval was denied and the reason for denial, if provided.

Emergency Protective Order Statement
Upon approval of an emergency protective order by the court, the officer shall read the protective order statement to the protected party and the restrained party, if present. In the event the restrained party is absent, the officer shall reasonably attempt to locate the restrained party. However, the absence of the restrained party will not invalidate the order.

Dissemination of the Order
A copy of the emergency order shall be filed with the police department. Copies shall be provided to both parties if present, and the original order shall be returned to the Superior Court clerk of San Bernardino County for filing as soon as possible.

Expiration of Emergency Protection Order
The emergency protective order is designed to provide protection to victims of domestic violence whether or not the Superior Court is in session. An emergency protective order expires at the earlier of the following times:

- The close of judicial business on the fifth court day following the day of its issuance.
- The seventh calendar day following the day of its issuance.

Filing of Emergency Protection Order
Emergency protective orders shall accompany the crime report in a criminal case. In those instances where there has been no criminal offense committed, yet an emergency order was completed (regardless of court approval), a case number shall be obtained and the order filed pursuant to existing policy on restraining order documents. The officer who requests the emergency protective order, while on duty, shall carry copies of the order.
DRIVING UNDER THE INFLUENCE (PHASE 2)
SBPD Policy 514/525

In the apprehension of any traffic violator, consider the possibility of drunk driving, as impaired reaction and judgment are factors of this offense. Every effort should be made to stop and apprehend an erratic driver to prevent injury to themselves or others. Upon stopping a suspected drunk driver, if working alone, notify dispatch and request an assisting officer. Officers should not enforce DUI laws to the exclusion of their other duties unless specifically assigned to DUI enforcement. All officers are expected to enforce these laws with due diligence.

DUI Examination & Investigation
When an officer stops a driver suspected of being under the influence of alcohol, drugs, or a combination thereof, the following procedure will be followed:

- Conduct a field sobriety examination to determine if the individual is under the influence of alcohol or drugs. If there is doubt, seek the assistance of a Drug Recognition Expert (DRE).

Base your determination of the degree of intoxication on observations, and standardized field sobriety tests, given at time of the arrest. The best evidence is the officer's observation and his/her ability to relate these observations in a court of law. Place strong emphasis on the use of the DUI card to record actions and reactions of a suspected drunk driver. Speech, attitude, and mode of dress should be recorded for future reference. You must also be alert to disease or sickness that could cause a person to be uncoordinated. If there is any doubt, obtain medical advice.

Field Sobriety Test
The Traffic Sergeant should identify the primary field sobriety tests (FSTs) and any approved alternate tests for officers to use when investigating violations of DUI laws. Typical FST’s include:

- Horizontal Gaze Nystagmus
- The Walk and Turn
- The One Leg Stand

Preliminary Alcohol Screening
Officers may use a preliminary alcohol screening (PAS) test to assist in establishing reasonable cause to believe a person is DUI. The officer shall advise the person that the PAS test is being requested to assist in determining whether the person is under the influence of alcohol or drugs, or a combination of the two. Unless the person is under the age of 21, he/she shall be advised that the PAS test is voluntary. The officer shall also advise the person that submitting to a PAS test does not satisfy his/her obligation to submit to a chemical test as otherwise required by law (VC 23612).

Preliminary Alcohol Screening for Minors
If an officer lawfully detains a person under 21 years of age who is driving a motor vehicle and the officer has reasonable cause to believe that the person has a blood alcohol content of 0.01 or
more, the officer shall request that the person take a PAS test to determine the presence of alcohol in the person, if a PAS test device is immediately available. If a PAS test device is not immediately available, the officer may request the person to submit to chemical testing of his/her blood, breath or urine, conducted pursuant to VC 23612 (VC 13388).

If the person refuses to take or fails to complete the PAS test or other chemical test, or if the result of either test reveals a blood alcohol content of 0.01 or more, the officer shall proceed to serve the person with a notice of order of suspension pursuant to this policy (VC 13388).

**DUI Arrests**

In addition to the arrest authority granted to officers pursuant to PC 836, an officer may make a warrantless arrest (VC 40300.5) of a person that the officer has reasonable cause to believe has been driving under the influence of an alcoholic beverage or any drug, or under the combined influence of the same when:

- The person is involved in a traffic accident.
- The person is observed in or about a vehicle that is obstructing the roadway.
- The person will not be apprehended unless immediately arrested.
- The person may cause injury to him/herself or damage property unless immediately arrested.
- The person may destroy or conceal evidence of a crime unless immediately arrested.

If an arrest is made for DUI, the following procedure will be followed:

- Complete the SBPD DUI Evaluation/Arrest form.
- Complete the arrest/booking application.
- Complete the arrest report and attach any exemplar taken from the violator.
- Complete a Notice to Appear charging California VC 23152 (a)/(b).

The violator's signed copy of the citation will be left at the jail. However, do not issue a citation for VC 23153 (DUI causing injury) or VC 23175 (DUI with three or more priors within a seven-year period) as these are felony offences.

Officers will complete a DS 367 form (Administrative Per Se Officers Statement) when the following circumstances are present:

- Subject refuses to submit to or fails to complete a chemical test pursuant to VC 13353.
- Subject submits to a breath test, which shows a BAC of 0.08 percent or greater.
- Subject submits to a blood or urine test and the officer believes the BAC is 0.08 percent or greater.

The arresting officer will provide a copy of the DS 367 form to the violator coupled with the violator's copy of the Notice to Appear citation. These documents will serve as the violator's 30-day temporary driver's license. Officers will not issue a 30-day temporary driver's license to out-of-state drivers or drivers whose license has expired, been suspended, or never issued.

The arresting officer will confiscate the violator's driver's license and staple it to the Order of Suspension form. Officers will not confiscate out-of-state driver's licenses. When a driver's...
license is confiscated, it is the department's policy to require the arresting officer to admonish the violator that their driver's license will be confiscated and that they will be issued a temporary 30-day permit to drive (when applicable). The violator will be informed of the toll free telephone number where he/she can obtain information or ask questions regarding the Admin Per Se action taken against them.

The officer serving the arrested person with a notice of an order of suspension shall immediately (VC 23612):
- Forward a copy of the completed notice of suspension or revocation form and any confiscated driver's license to the Department of Motor Vehicles (DMV).
- Forward a sworn report to DMV that contains the required information in VC 13380.
- Forward the results to the appropriate forensic laboratory if the person submitted to a blood or urine test.

DUI Driver with Prior Convictions
When an officer makes an arrest for DUI and it is found that the violator has three or more DUI convictions within a seven-year period (VC 23175), a felony, the following procedure will be followed:
- Complete all necessary DUI arrest processes as indicated above with the exception of issuing a citation due to the felony status of the crime.
- Use VC 23175 on the booking application.
- Include the date of offense for prior DUI convictions in the arrest narrative. Do not include conviction dates.

Drivers Under 21 Years of Age
The following are the procedures for handling drivers under 21 years of age who have an odor of alcohol on their breath or are under the influence the driver must submit to a PAS test:
- If the device indicates a BAC between 0.01 and 0.04, no citation is issued and the officer completes the DS 367m. The driver's vehicle may be towed pursuant to VC 22651(h)(2).
- If the device indicates a BAC between 0.05 and 0.08, the driver is in violation of VC 23140(a). It is unlawful for a person under the age of 21 years who has a 0.05 percent or more, by weight, of alcohol in his/her blood to drive a vehicle. The officer completes the DS 367m. The driver's vehicle may be towed pursuant to VC 22651(h)(2).
- If the device indicates a BAC of 0.08 or greater, then proceed as you would for VC 23152(a)/(b) and use the DS 367m form.

DUI Involved Collisions
When an officer responds to a traffic collision and the investigation reveals that a DUI is involved, the following procedure will be followed:
- Complete all necessary DUI arrest processes as indicated above. Officers need not seek a citizen's arrest if they have probable cause to believe the violator was operating the vehicle under the influence of alcohol, drugs, or a combination of both at the time of the collision (VC 40300.5).
  - List witness/es on the DS 367 who can place the driver behind the wheel driving at the time of the collision.
- The DUI narrative should be incorporated into the narrative portion of the collision report under the heading "Intoxication".
- If the collision involved injury to someone other than the DUI violator, and the DUI driver caused the collision, the driver is in violation of California VC 23153(a)/(b).
  - Complete all necessary DUI arrest processes as indicated above.
  - Complete a Probable Cause Declaration form.
  - Do not issue a citation.
  - Complete the collision report with the primary collision factor as VC 23152(a)/(b).
  - Ensure photographs of the collision scene are taken.
- If the collision involves a death, the Traffic Sergeant will be notified, and he/she will coordinate a team to respond to the scene to assist with the investigation.

Chemical Tests
A person is deemed to have consented to a chemical test or tests under any of the following:
- The person is arrested for driving a vehicle while under the influence (VC 23152).
- The person is under 21 years of age and is arrested by an officer having reasonable cause to believe that the person's blood alcohol content is 0.05 or more (VC 23140).
- The person is under 21 years of age and detained by an officer having reasonable cause to believe that the person was driving a vehicle while having a blood alcohol content of 0.01 or more (VC 23136).
- The person was operating a vehicle while under the influence and proximately caused bodily injury to another person (VC 23153).
- The person is dead, unconscious or otherwise in a condition that renders him/her incapable of refusal (VC 23612(a)(5)).

Statutory Warning
An officer requesting that a person submit to chemical testing shall provide the person with the mandatory warning pursuant to VC 23612(a)(1)(D) and VC 23612(a)(4).

Choice of Test
A person arrested for DUI has the choice of whether the test is of his/her blood or breath, and the officer shall advise the person that he/she has that choice. If the person arrested either is incapable, or states that he/she is incapable, of completing the chosen test, the person shall submit to the remaining test.

If the person chooses to submit to a breath test and there is reasonable cause to believe that the person is under the influence of a drug or the combined influence of alcohol and any drug, the officer may also request that the person submit to a blood test. If the person is incapable of completing a blood test, the person shall submit to and complete a urine test.

Breath Test
The Traffic Sergeant should ensure that all devices used for the collection and analysis of breath samples are properly serviced and tested and that a record of such service and testing is properly maintained.
Officers obtaining a breath sample should monitor the device for any sign of malfunction. Any anomalies or equipment failures should be noted in the appropriate report and promptly reported to the Traffic Sergeant.

When the arrested person chooses a breath test, the handling officer shall advise the person that the breath-testing equipment does not retain a sample, and the person may, if desired, provide a blood or urine specimen, which will be retained to facilitate subsequent verification testing (VC 23614).

The officer should also require the person to submit to a blood test if the officer has a clear indication that a blood test will reveal evidence of any drug or the combined influence of an alcoholic beverage and any drug. Evidence of the officer's belief shall be included in the officer's report (VC 23612(a)(2)(C)).

**Blood Test**

Only persons authorized by law to withdraw blood shall collect blood samples (VC 23158). The withdrawal of the blood sample should be witnessed by the assigned officer. No officer, even if properly certified, should conduct the blood withdrawal. Officers should inform an arrestee that if he/she chooses to provide a blood sample, a separate sample can be drawn for alternate testing. Unless medical personnel object, two samples should be drawn and retained as evidence, so long as only one puncture is required.

If an arrestee cannot submit to a blood test because he/she is a hemophiliac or is using an anticoagulant, he/she shall not be required to take a blood test. Such inability to take a blood test should not be treated as a refusal. However, the person may be required to complete another available and viable test.

**Urine Tests**

If a urine test will be performed, the person should be promptly transported to the appropriate testing site. The officer shall follow any directions accompanying the urine evidence collection kit. Urine samples shall be collected and witnessed by an officer or jail staff of the same sex as the person giving the sample. The person tested should be allowed sufficient privacy to maintain his/her dignity, to the extent possible, while still ensuring the accuracy of the specimen.

The collection kit shall be marked with the person's name, offense, San Bernardino Police Department case number and the name of the witnessing officer. The collection kit should be refrigerated pending transportation for testing.

**Refusals**

When a person refuses to provide a viable chemical sample, officers should:

- Advise the person of the requirement to provide a sample (Vehicle Code § 23612).
- Audio-record the admonishment and the response if practicable.
- Document the refusal in the appropriate report.
Upon refusal to submit to a chemical test as required by law, officers shall personally serve the notice of order of suspension upon the person and take possession of any state-issued license to operate a motor vehicle that is held by that person (VC 23612(e); VC 23612(f)).

**Blood Sample Without Consent**
A blood sample may be obtained from a person who refuses a chemical test when any of the following conditions exist:

- A search warrant has been obtained; or
- The officer can articulate that exigent circumstances exist.

Exigency does not exist solely because of the short time period associated with the natural dissipation of alcohol in the person's blood stream. Exigency can be established by the existence of special facts such as a lengthy delay in obtaining a blood sample due to an accident investigation or medical treatment of the person.

**Forced Blood Sample**
If a person indicates by word or action that he/she will physically resist a blood draw, the officer should request a supervisor to respond. The responding supervisor should:

- Evaluate whether using force to obtain a blood sample is appropriate under the circumstances.
- Ensure that all attempts to obtain a blood sample through force cease if the person agrees to, and completes a viable form of testing in a timely manner.
- Advise the person of his/her duty to provide a sample (even if this advisement was previously done by another officer) and attempt to persuade the person to submit to such a sample without physical resistance. This dialogue should be recorded on audio and/or video if practicable.
- Ensure that the withdrawal is taken in a medically approved manner.
- Ensure the forced withdrawal is recorded on audio and/or video when practicable.
- Monitor and ensure that the type and level of force applied is reasonable under the circumstances:
  - Unless otherwise provided in a warrant, force should generally be limited to handcuffing or similar restraint methods.
  - In misdemeanor cases, if the suspect becomes violent or more resistant, no additional force will be used and a refusal should be noted in the report.
  - In felony cases, force which reasonably appears necessary to overcome the resistance to the blood being withdrawn may be permitted.
- Ensure the use of force and methods used to accomplish the blood sample draw are documented in the related report.

If a supervisor is unavailable, officers are expected to use sound judgment and perform as a responding supervisor, as set forth above.

**Drug Analysis**
If there is no odor of alcohol, and drugs are suspected, indicate on the envelope containing the sample what drug tests are desired.
Medical Clearance (jail check)
If the arrested person complains of injuries or has visible injuries, take the subject to the hospital prior to transportation to jail. Obtain a pre-jail check release from the examining doctor before booking the prisoner. If the violator is injured and to be admitted at the hospital, cite release him/her at the hospital. If they are unable to sign due to injury, indicate the inability to sign on the citation and leave them the goldenrod copy.

EVIDENCE COLLECTION, PRESERVATION AND HANDLING (PHASE 3)
SBPD Policy 804

Definitions
Property - Includes all items of evidence, items taken for safekeeping and found property.
Evidence - Includes items taken or recovered in the course of an investigation that may be used in the prosecution of a case. This includes photographs and latent prints.
Safekeeping - Includes the following types of property:
  • Property obtained by the Department for safekeeping such as a firearm.
  • Personal property of an arrestee not taken as evidence.
  • Property taken for safekeeping under authority of a law (e.g., W&I 5150).
Found property - Includes property found by an officer or citizen with no apparent evidentiary value and where the owner cannot be readily identified or contacted.

Crime Scene Integrity
The protection and integrity of a crime scene is of the utmost importance for the successful apprehension of criminals and successful prosecution. The first officer at the scene of a crime or major incident is generally responsible for taking reasonable efforts to preserve the scene. Officers shall also consider officer safety and public safety, including reasonable efforts to render medical aid to any obviously injured parties. Once an officer has assumed or been assigned to maintain the integrity of the scene, the officer shall continue to do so until he/she is relieved by a supervisor.

Sources of Physical Evidence
Physical evidence obtained during an investigation typically come from three basic sources:
  • Crime Scene
  • Victim
  • Suspect

Preservation of Evidence
One of the most important considerations in evidence handling is the protection of the crime scene. This is the responsibility of the first officer on the scene of the crime. Failure of the first officer to secure the crime scene could result in the disturbance or destruction of valuable evidence. When in doubt secure a large perimeter around the crime scene, you can always reduce it once the scene is stabilized. Conversely, if you make the initial perimeter too small you will lose evidence that may never be recovered.
In order to effectively secure a crime scene it is imperative to remove all unnecessary or unauthorized persons. This includes, but is not limited to, unnecessary police officers and members of the press. After clearing the scene, make sure all entrances and exits to the crime scene are secured, and watch to prevent unauthorized people from entering. Remind yourself of the possibility of losing prints. Ensure a chronological crime scene log is created and maintained noting critical times and personnel allowed access.

In order to ensure proper preservation of evidence, the first officer at the crime scene must secure it. In addition, he must also take all possible precautions to keep human fluid stains, fingerprints, etc., intact by not disturbing them.

Generally, in complicated or serious cases, a Forensic Specialist from either the department’s Forensic bureau or the SBSD crime lab will perform this job. Ensure the chain of evidence is not broken.

Evidence & Property Handling
Any employee who comes into possession of any property shall retain such property in their possession until it is properly tagged and placed in the designated property locker or storage room. Care shall be taken to maintain the chain of custody for all evidence. All property must be booked prior to the employee going off-duty unless otherwise approved by a supervisor.

It is of great importance that the officer collecting the evidence be careful they do not mix the evidence being collected. This can not only contaminate the evidence, it can also become confusing when it comes time to book the evidence into property. The officer should note in they report who collected the evidence and from where it was collected. A photo of the item where it was located should be taken if possible. Ask an FTO or supervisor for direction if you have any questions.

Where ownership can be established as to found property with no apparent evidentiary value, such property may be released to the owner without the need for booking. The property form must be completed to document the release of property not booked and the owner shall sign the form acknowledging receipt of the items.

Evidence & Property Tagging
Employees shall package all property, except narcotics and dangerous drugs in a suitable container available for its size. Employees booking property shall observe the following guidelines:

- Complete the property form (PR-1) describing each item of property separately, listing all serial numbers, owner's name, finder's name, and other identifying information or markings.
- The original PR-1 shall be submitted with the case report.
- Complete evidence/property log and evidence/property tag(s). Attach the tag(s) to each package or envelope in which the property is stored. Both parts of the tag are left attached. A property tag shall be securely attached to the outside of all items or group of items packaged together.
• Place the tag number in the upper right hand corner of the bag or envelope.
• Once properly packaged, the evidence or property is placed in an evidence locker and the locker door is secured.
• Envelopes are placed in the envelope slot in the booking area.
• When the property is too large to be placed in a locker, the item may be retained in the auxiliary storage room in the B-Building via the roll-up door.

Exceptional Handling
Certain items require a separate process. The following items shall be processed in the described manner:

• Bodily fluids such as blood or semen stains shall be air dried prior to booking. Bloody or contaminated clothing requiring drying will be covered with butcher paper, tagged, and hung in the designated drying room. Bloody or contaminated clothing will be processed only in the drying room. Within four calendar days the officer will check to see if the clothing is dry enough for packaging and will continue to check until the evidence is ready to be moved. Remove the evidence from the drying rack and place it in paper bags using the same evidence tag. Place packaged bloody or contaminated clothing in the evidence lockers in the drying room. Officers handling contaminated clothing will use universal precautions.
• License plates found not to be stolen or connected with a known crime, should be placed in the designated container for return to the Department of Motor Vehicles. No formal property booking process is required.
• All bicycles and bicycle frames require a property record. Property tags will be securely attached to each bicycle or bicycle frame. The property may be released directly to the property and evidence technician, or placed in the bicycle storage area until a property and evidence technician can log the property.
• All cash shall be counted in the presence of a supervisor and the envelope initialed by the booking officer and the supervisor.
• Documents that are evidence such as hold-up notes, suicide notes, extortion notes, checks, etc., should be placed in a large size envelope, attached with a property tag. A photocopy of the document marked with the case number should be attached to the report. Be aware that fingerprints can sometimes be recovered from certain types of documents.
• Perishables taken as evidence should be photographed and return it to the victim, if possible. If this is not possible, contact a field supervisor for instructions.
• Knife blades are to be wrapped for safety and placed in envelopes or bags.
• Sexual assault kits are placed in the evidence refrigerator after being logged and packaged.
• City property, unless connected to a known criminal case, should be released directly to the appropriate City department. No formal booking is required. In cases where no responsible person can be located, the property should be booked for safekeeping in the normal manner.
Special Consideration During Packaging & Tagging
Certain items require special consideration during packaging and shall be tagged separately as follows:
- Narcotics and dangerous drugs.
- Paraphernalia as described in Health and Safety Code § 11364.
- Firearms (ensure they are unloaded and booked separately from ammunition and magazines).
- Fireworks.
- Contraband.

Narcotics and Dangerous Drugs
All narcotics and dangerous drugs shall be booked separately using a separate property tag. The officer seizing narcotics and dangerous drugs shall retain such property in their possession until it is properly weighed, packaged, tagged, and placed in the designated narcotics locker. Prior to packaging and if the quantity allows, a presumptive test should be made on all suspected narcotics. If conducted, the results of this test shall be included in the officer's report.

Narcotics and dangerous drugs shall be packaged in an envelope of appropriate size available in the tagging room. The procedures for tagging narcotics by type are posted in the tagging room. Narcotics and dangerous drugs shall not be packaged with other property.

A completed property tag shall be attached to the outside of the container. The chain of evidence shall be recorded on the back of this tag. The defendant’s name, date of birth, address, officer’s name, contents, and case number are required on the tag. If the narcotics are for destruction, only a case number, officer’s name, contents and "for destruction" are required.

Narcotics Paraphernalia
Paraphernalia as defined by H&S11364 shall also be booked separately. Syringes, needles, and glass pipes will be photocopied and placed in a hazardous container for destruction. The photocopy of the item will be included with the report.

Firearms
All firearms will be unloaded prior to tagging into property. ALL firearms that are brought into Property must have an orange zip-tie attached rendering the firearm(s) unloaded and safe. If tagging in a handgun, please lock the slide back, then run the zip-tie through the side of the ejection port through the barrel and out through the muzzle. Then, fold the end of the zip-tie and slide it back through the muzzle and back into the barrel. If tagging in a rifles or shotguns run the zip-tie through the magazine well or loading port and up through the ejection port, then secure the zip-tie.

The magazine and ammunition removed from the firearm will be placed into a separate envelope and tagged separate from the firearm. Additional ammunition must be tagged separately. Each envelope or bag will have a separate tag.
Fireworks and Explosives

Only fireworks that are considered stable and safe and road flares or similar signaling devices may be booked into property. All such items shall be stored in proper containers and in an area designated for the storage of flammable materials.

Officers who encounter a suspected explosive device shall promptly notify their immediate supervisor or the Watch Commander. The bomb squad will be called to handle explosive-related incidents and will be responsible for the handling, storage, sampling and disposal of all suspected explosives. Explosives will not be retained in the police facility.

Authority to Release Property

Case agents or authorized personnel shall authorize the disposition or release of all evidence and property coming into the care and custody of the Department.

EXTRAORDINARY LAW ENFORCEMENT SERVICES (PHASE 3)
SBPD Policy 389

Pursuant to Chapter 8.82 of the S.B. Municipal Code, fees may be charged in situations where an event generates extraordinary cost to the city over and above the cost of providing normal law enforcement services and police protection citywide. These events are classified as scheduled and unscheduled.

Scheduled Event

A scheduled event is a planned activity registered with Chief of Police prior to event taking place where extraordinary law enforcement services may be required such as a concert.

Unscheduled Event

Unscheduled events include, but are not limited to: loud and boisterous conduct, noises and activities; disturbing the peace; congregations of persons in intoxicated condition or under the influence of drugs or alcohol; fighting; use of obscene or inflammatory language; loud music constituting a nuisance or disturbing the peace; activities causing excessive pedestrian or vehicular traffic; parking problems and congestion; vehicular racing and cruising; events occurring after 11:00 p.m. to 6:00 a.m. of the following day; use and display of narcotics, illegal drugs, controlled substances and paraphernalia for its use; the congregation of two or more persons using illegal drugs, narcotics, or controlled substances; congregating in a noisy or rowdy crowd; indecent exposure and lewd conduct.

Examples of applicability are parties, abatement of residences, excessive disturbance calls at bars, narcotic search warrants, the disruptive congregation of persons/vehicles in the parking lots of convenience stores and fast food restaurants, and demonstrations such as those experienced at family planning clinics.
When an officer responds to an unscheduled event, which appears likely to generate extraordinary cost for the City, the police officer investigating the matter will:

- Advise a field supervisor.
- Advise the person in charge that if a return call is required, a fee will be assessed for all personnel and equipment costs associated with any recalls. The person in charge is the owner, manager, or occupant in charge of or in control of the premises where the event is occurring.
- Complete the Extraordinary Law Enforcement Services Warning and have the person in charge sign it. If the person refuses to sign, write "refused" in the signature block.
- Give the person in charge his/her copy of the warning.
- If no return calls are required, the warning form will be routed to the appropriate area commander for nuisance monitoring.

Return Call Required
Should a return call be required, the responding officer will:

- Request a supervisor.
- Complete the Violation Notification portion of the Extraordinary Law Enforcement Services form and have the person in charge sign it, if practical.
- Give the person in charge his/her copy of the violation.

In instances where it is not feasible to leave the location, such as an unlawful assembly; in addition to being notified of the unlawful assembly, the person in charge will be advised a fee will be assessed for all personnel and equipment costs associated with the dispersal of the unlawful assembly. If the matter is not resolved as directed by the officer, the officer will complete the Violation Notification portion of the Extraordinary Law Enforcement Services form and have the person in charge sign it, if practical, and give the person in charge his/her copy.

**FAMILY DISTURBANCES**

Family disturbances have become a common call for service. Family disturbances calls can often be difficult to resolve and officer safety should always be a priority. There are elements of the law such as PC 415, which are commonly violated as a result of a family disturbance. PC 415 provides in part, that "every person who maliciously and willfully disturbs another person by loud and unreasonable noises" is guilty of disturbing the peace.

**Officer Safety**
The following procedures should be followed when dealing with family disturbances:

- Two units should always be sent on family disturbance calls when working one man units.
- When one two-man unit is dispatched, officers should have prearranged plans as to who will interview whom, and when to separate parties.
- Officers should always be able to see each other in case a problem arises.
- Use caution as these calls may involve armed persons with mental problems, assaults with deadly weapons, or homicides. More officers are killed or wounded on this type of call than on any other.

General Procedures
- On arrival at the scene, attempt to determine the nature of the call before entering. Remember that a primary function of the police is to protect the lives of those who might be endangered.
- Note the condition of the room and surroundings to substantiate a possible charge.
- Calm the involved parties by separating them and talking to them one at a time, advising them as to point of law.
- The most important function you serve is that of a peacemaker and take further action as the situation requires.
- Do not reveal the informant's name or address if the call came from an outside source.
- If a private person’s arrest is made, have the complainant witness sign a private person’s arrest form.
- You may want to refer involved parties to a community agency that can assist them with their particular problems.
- If no law enforcement is required, your responsibility does not end. You should make proper referrals when possible.
- If the situation persists, it may be necessary on a second or subsequent return to the location, to file a PC 415 crime report; however, you must have a complaining victim willing to prosecute.
- Be aware of the fact that a PC 273.5 arrest may be in order. Current law requires the acceptance of such an arrest if the facts warrant the charge.
- For repeat calls also consider using the Extraordinary Law Enforcement form.

FIELD INVESTIGATIONS (PHASE 3)

A primary function of a patrol officer is responding to calls and conducts at least the initial investigation. It is imperative to obtain as much information as possible and conduct a thorough investigation.

Initial Investigation
An officer’s responsibilities associated with the initial investigation and reporting of in-progress or fresh crimes against property include:
- Identity or description of suspect(s);
- Description of loss;
- Direction of flight of suspect(s);
- Possibility of weapons being involved;
- Radio broadcasts of all known and important information;
- Pursuit and/or apprehension of suspects, if possible.
The steps to take initially at a scene where a serious injury or death has occurred include:

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

Identifying and Locating Witnesses
It is important to place an emphasis on identifying and locating witnesses as they often provide very valuable information. It is also a good practice to conduct a canvas of the area to locate witnesses. Witnesses are often reluctant to come forward and give statements to officers for different reasons. While conducting investigation listen to conversations of onlookers--many witnesses have been found in this way. Don't wait too long before locating witnesses. Many witnesses will leave if you do not contact them.

Video Recordings
In additional to locating witnesses you should also attempt to locate and video surveillance footage from surrounding residences, businesses and other locations.

Searches at Scenes
Officers arriving at a scene are often faced with the immediate need to search for and render aid to victims and determine if suspects are present and continue to pose a threat. Once officers are satisfied that no additional suspects are present and/or there are no injured persons to be treated, those exigent circumstances will likely no longer exist. Officers should thereafter secure the scene and conduct no further search until proper authority for the search is obtained.

Consent Searches at Scenes
Officers should seek consent to search from authorized individuals where possible. However, in the case of serious crimes or major investigations, it may be prudent to obtain a search warrant. Consent may be sought even in cases where a search warrant has been granted.

Investigator Notification and Response
There are times when an officer may request that an on-call detective respond to the crime scene. This is done for crimes of the most serious nature and requires WC approval. If investigative personnel are called to the scene, continue to protect the scene until relieved by investigators. Refer to SBPD Policy 406.4 for a list if the crimes an investigator may be called out on.
FIREARMS USE AND QUALIFICATION (PHASE 1)
SBPD Policy 312

Authorized Weapons
Employees will be issued the Glock, Model 17 GEN4, 9mm, which is the authorized department handgun. All other firearms and weapons must be approved by range master and the Chief of Police. See SBPD Policy 312.2 for further guidance.

Authorized Secondary Firearm
Employees may be allowed to carry authorized secondary firearms other than the department issued handgun only if approved by the Chief of Police or his designee. The secondary weapon must be good working order and the employee must qualify with the secondary weapon once a quarter. See SBPD Policy 312.2.2 for further guidance.

Authorized Off-Duty Firearm
Employees may be allowed to carry authorized off-duty firearms other than the department issued handgun only if approved by the Chief of Police or his designee. The off-duty weapon must be good working order and the employee must qualify with the off-duty weapon once every twelve months. See SBPD Policy 312.2.3 for further guidance.

Authorized Ammunition
Officers shall carry only department-authorized ammunition. Officers carrying personally owned authorized firearms of a caliber differing from department issued firearms shall be responsible for purchasing their own ammunition. See SBPD Policy 312.2.4 for further guidance.

Safe Handling of Firearms
Employees shall maintain the highest level of safety when handling firearms on and off-duty. See SBPD Policy 312.3 for further guidance.

Firearms Qualifications
All sworn personnel are required to qualify quarterly with their duty weapon and annually with their off-duty weapon and secondary weapon on an approved range course. While in the Field Training Program officers will be required to qualify on a more frequent basis. See SBPD Policy 312.4 for further guidance.

Warning and Other Shots
Generally, warning shots or shots fired for the purpose of summoning aid are discouraged and may not be discharged unless the officer reasonably believes that they appear necessary, effective and reasonably safe. See SBPD Policy 312.4 for further guidance.

Destruction of Animals
Officers are authorized to use firearms to stop an animal in circumstances where the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective. With the approval of a supervisor, an officer...
may euthanize an animal that is so badly injured that human compassion requires its removal from further suffering. See SBPD Policy 312.6 for further guidance.

Maintenance and Repair
Firearms carried on duty shall be maintained in a clean, serviceable condition. See SBPD Policy 312.9 for further guidance.

FIRE AND ARSON CALLS
The first officer at the scene is responsible for traffic control, requesting further assistance (if the fire department has not yet arrived) and aiding the injured until the arrival of an ambulance or paramedic crew. The fire department arson investigator will assist with the investigation involving an arson or incendiary device.

Officers at fire and arson calls are primarily responsible for traffic control and roadblocks. The officer must also determine if the fire is of a suspected criminal nature and if so work with fire department personnel. The officer is responsible for the face page of the investigation while the fire department conducts the arson investigation and collects the evidence. At the request of fire officials the officer will request a Forensic Technicians to take photos.

Remove onlookers from private property to prevent damage to lawns, shrubbery, fire hoses, etc. The best method is to move the onlookers across the street, getting them out of danger and preventing them from impeding firefighting operations. The media is allowed in the area unless it is a crime scene.

FOOT PURSUITS (PHASE 3)
SBPD Policy 458

Foot pursuits are inherently dangerous and require common sense, sound tactics and heightened officer safety awareness. It is the policy of this department when deciding to initiate or continue a foot pursuit that officers must continuously balance the objective of apprehending the suspect with the risk and potential for injury to department personnel, the public or the suspect.

Officers are expected to act reasonably, based on the totality of the circumstances. Absent exigent circumstances, the safety of department personnel and the public should be the primary consideration when determining whether a foot pursuit should be initiated or continued. Officers must be mindful that immediate apprehension of a suspect is rarely more important than the safety of the public and department personnel.

Decision to Pursue
Officers may be justified in initiating a foot pursuit of any individual the officer reasonably believes is about to engage in, is engaging in or has engaged in criminal activity. The decision to
initiate or continue such a foot pursuit, however, must be continuously re-evaluated in light of the circumstances presented at the time.

Mere flight by a person who is not suspected of criminal activity shall not serve as the sole justification for engaging in an extended foot pursuit without the development of reasonable suspicion regarding the individual's involvement in criminal activity. Deciding to initiate or continue a foot pursuit is a decision that an officer must make quickly and under unpredictable and dynamic circumstances.

It is recognized that foot pursuits potentially place department personnel and the public at significant risk. Therefore, no officer or supervisor shall be criticized or disciplined for deciding not to engage in a foot pursuit because of the perceived risk involved. If circumstances permit, surveillance and containment are generally the safest tactics for apprehending fleeing persons.

In deciding whether to initiate or continue a foot pursuit, an officer should continuously consider reasonable alternatives to pursuit based upon the circumstances and resources available, such as the following:

- Containment of the area.
- Canine search.
- Saturation of the area with patrol personnel.
- Aerial support.
- Apprehension at another time when the identity of the suspect is known or there is information available that would likely allow for later apprehension, and the need to immediately apprehend the suspect does not reasonably appear to outweigh the risk of continuing the pursuit.

Guidelines for Foot Pursuit

Unless the officer reasonably believes that exigent circumstances exist (e.g. a serious threat to the safety of personnel or members of the public), officers should consider alternatives to engaging in or continuing a foot pursuit under the following conditions:

- When directed by a supervisor to terminate the foot pursuit. Such an order shall be considered mandatory.
- When the officer is acting alone.
- When two or more officers become separated, lose visual contact with one another, or obstacles separate them to the degree that they cannot immediately assist each other should a confrontation take place. In such circumstances, it is generally recommended that a single officer keep the suspect in sight from a safe distance and coordinate the containment effort.
- The officer is unsure of his/her location and direction of travel.
- When pursuing multiple suspects and the pursuing officers do not reasonably believe that they would be able to control the suspect should a confrontation occur.
- When the physical condition of the officers renders them incapable of controlling the suspect if apprehended.
- When the officer loses radio contact with Dispatch or with backup officers.
• When the suspect enters a building, structure, confined space or a wooded or otherwise isolated area and there are insufficient officers to provide backup and containment. The primary officer should consider discontinuing the pursuit and coordinating containment pending the arrival of sufficient officers.
• The officer becomes aware of unanticipated or unforeseen circumstances that unreasonably increase the risk to officers or the public.
• The officer reasonably believes that the danger to the pursuing officers or public outweighs the objective of immediate apprehension.
• The officer loses possession of his/her firearm or other essential equipment.
• The officer or a third party is injured during the pursuit, requiring immediate assistance, and there are no other emergency personnel available to render assistance.
• The suspect's location is no longer definitely known.
• The identity of the suspect is established or other information exists that will allow for the suspect's apprehension at a later time, and it reasonably appears that there is no immediate threat to department personnel or the public if the suspect is not immediately apprehended.
• The officer's ability to safely continue the pursuit is impaired by inclement weather, darkness or other conditions.

Initiating Officer Responsibilities
Unless relieved by another officer or a supervisor, the initiating officer shall be responsible for coordinating the progress of the pursuit. When acting alone and when practicable, the initiating officer should not attempt to overtake and confront the suspect but should attempt to keep the suspect in sight until sufficient officers are present to safely apprehend the suspect.

Early communication of available information from the involved officers is essential so that adequate resources can be coordinated and deployed to bring a foot pursuit to a safe conclusion. Officers initiating a foot pursuit should broadcast the following information as soon as it becomes practicable and available:
• Unit identifier
• Location and direction of travel
• Reason for the foot pursuit
• Number of suspects and description
• Whether the suspect is known or believed to be armed Officers should be mindful that radio transmissions made while running may be difficult to understand and may need to be repeated.

Absent extenuating circumstances, any officer unable to promptly and effectively broadcast this information should terminate the pursuit. If the foot pursuit is discontinued for any reason, immediate efforts for containment should be established and alternatives considered based upon the circumstances and available resources.
When a foot pursuit terminates, the officer will notify Dispatch of his/her location and the status of the pursuit termination (e.g., suspect in custody, lost sight of suspect), and will direct further actions as reasonably appear necessary.

Assisting Officer Responsibilities
Whenever any officer announces that he/she is engaged in a foot pursuit, all other officers should minimize non-essential radio traffic to permit the involved officers maximum access to the radio frequency.

Any officer who is in a position to intercept a fleeing suspect or who can assist the primary officer with the apprehension of the suspect, shall act reasonably and in accordance with department policy, based upon available information and his/her own observations.

Reporting
The initiating officer shall complete the appropriate crime/arrest reports documenting, at minimum, the following:
- The reason for initiating the foot pursuit.
- The identity of involved personnel.
- The course and approximate distance of the pursuit.
- Whether a suspect was apprehended as well as the means and methods used. Any use of force shall be reported and documented in compliance with the Department Use of Force Policy.
- Any injuries or property damage.

Assisting officers taking an active role in the apprehension of the suspect shall complete supplemental reports as necessary or as directed. In any case in which a suspect is not apprehended and there is insufficient information to warrant further investigation, a supervisor may authorize that the initiating officer need not complete a formal report.

FRONT DESK DUTIES (PHASE 3)

Telephones
The phones will be answered, "Police Department", your name, and "May I help you?"

Line 885-6993 is the Watch Commander's private line. When the Watch Commander does not answer it, you answer it "Hello". Do not say "Police Department" (occasionally this number gets out to the public - we do not want citizen's using this line for routine calls).

Transferring Calls
- Hold the phone to your ear.
- Push the Transfer button once.
- Dial the desired extension.
- When the party answers the extension tell them of the incoming call and hang up your receiver.
Paging
- Pick up the receiver.
- Dial "88".
- Push the asterisk (*) twice.
- Make your announcement and hang up.

Desk Reports
Desk reports typically include reports for documentation purposes with no suspect info and minimal solvability. Typical desk reports include:
- Stolen Identification
- “Beer Run”
- Metal Theft
- Vehicle Burglaries
- Court Violations
- Traffic Collisions (CHP 555-03)

Report Numbers
- Report numbers for desk reports are generated by the CAD system. If you have not had CAD system training, contact dispatch for a report number for desk reports.

Call out Books
- Call out books are in the Watch Commander’s office. The most current information is contained in the call out book.

Missing Persons
- Reports are taken and routed per the SBPD Policy 332.

Keep the Peace Requests
- When a party calls in to the desk asking that an officer to go to a location to keep the peace (to pick up property from an ex-girlfriend etc.) ask the Watch Commander and he/she will make the decision.

Requests to Talk to the Watch Commander
- Get the caller's name and address, and reason he/she needs to talk to the Watch Commander. Many times you can handle the request and it is not necessary to talk to the Watch Commander. If it is about a complaint on an officer notify the Watch Commander.

Dial in Emergencies
- When someone calls the desk by mistake in an emergency situation (burglary in progress, beating in progress etc.) get his/her name, address and phone number. Then transfer them to radio by pushing the "Transfer" button and dial extension #5759/5758. When dispatch answers tell them you are transferring a call and hang up.
Requests for Employees Phone Numbers

- When you receive a call from someone wanting a home phone number of an employee or officer, do not release it unless you are sure they are a fellow employee (recognize by voice or other means) or you get permission from the Watch Commander.
- If in doubt and no one can assist you take a message and forward it to the employee.

Warrant Checks

It is not uncommon for an individual to walk in to the police station request a warrant check on themselves. If the individual can provide photo identification a warrant check can be conducted. Warrant check cannot be conducted over the telephone. If the warrants check reveals the individual has an active warrant confirm the warrant with the Sheriff’s Department at 387-3695.

If the warrant is out of county confirm the warrant with the issuing county. If the warrant is out of state confirm the warrant with the issuing state and determine if the warrant is extraditable.

Advise the WC of the warrant and obtain guidance regarding arresting the individual (advise, cite release per pc 827.1 or arrest and lodge) based on the type and amount of the warrant.

HANDCUFFING AND RESTRAINTS (PHASE 1)
SPBD Policy 306

Purpose

The purpose for the use of handcuffs and restraints is to temporarily restraint a suspect to:

- Prevent attack;
- Prevent escape;
- Prevent the destruction or concealment of evidence or contraband.

Approved Restraints

The only approved restraints for use are as follows:

- Hobble;
- Flex cuffs;
- Axillary restraints.

Considerations for the Use of Handcuffs and Restraints

Handcuffs, including temporary nylon or plastic cuffs, may be used only to restrain a person's hands to ensure officer safety. Although recommended for most arrest situations, handcuffing is discretionary and not an absolute requirement of the Department. Officers should consider handcuffing any person they reasonably believe warrants that degree of restraint. When deciding whether to use any restraint, officers should carefully balance officer safety concerns with factors that include, but are not limited to:

- The circumstances or crime leading to the arrest.
- The demeanor and behavior of the arrested person.
• The age and health of the person.
• Whether the person is known to be pregnant.
• Whether the person has a hearing or speaking disability. In such cases, consideration should be given, safety permitting, to handcuffing to the front in order to allow the person to sign or write notes;
• Whether the person has any other apparent disability.

Application Principles
The proper application principles of handcuff and restraints are as follows:
• Positioning of the suspect’s hands, key outlets, and double locking mechanisms;
• Reasonable degree of tightness;
• Control of suspect(s) and the handcuffs;
• Observation of restrained suspect(s);
• Safe and controlled removal of handcuffs and other restraint devises;

Restraint of Detainees
Situations may arise where it may be reasonable to restrain an individual who may, after brief investigation, be released without arrest. Unless arrested, the use of restraints on detainees should continue only for as long as is reasonably necessary to assure the safety of officers and others. When deciding whether to remove restraints from a detainee, officers should continuously weigh the safety interests at hand against the continuing intrusion upon the detainee.

Restraint of Pregnant Persons
Persons who are known to be pregnant should be restrained in the least restrictive manner that is effective for officer safety and in no event shall these persons be restrained by the use of leg irons, waist chains or handcuffs behind the body. No person who is in labor, delivery or recovery after delivery shall be handcuffed or restrained except in extraordinary circumstances and only when a supervisor makes an individualized determination that such restraints are necessary for the safety of the arrestee, officers or others.

Medical Considerations
Prior to booking or release, the individual shall be examined at a medical facility when they have:
• Sustained a visible injury;
• Expressed a complaint of injury or continuing pain;
• Have been rendered unconscious or;
• Is believed to have sustained an internal injury.

If any such individual refuses medical attention, such a refusal shall be fully documented in related reports and, whenever practicable, should be witnessed by another officer and/or medical personnel. If an audio recording is made of the contact or an interview with the individual, any refusal should be included, if possible.
Persons who exhibit extreme agitation, violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics and imperviousness to pain (sometimes called "excited delirium"), or who require a protracted physical encounter with an officer(s) to be brought under control, may be at an increased risk of sudden death and should be examined by qualified medical personnel as soon as practicable. Any individual exhibiting signs of distress after such an encounter shall be medically cleared prior to booking.

Use and Application of Leg Restraint Devices
Leg restraints may be used to restrain the legs of a violent or potentially violent person when it is reasonable to do so during the course of detention, arrest or transportation. Only restraint devices approved by the Department shall be used.

In determining whether to use the leg restraint, officers should consider:

- Whether the officer or others could be exposed to injury due to the assaultive or resistant behavior of a suspect.
- Whether it is reasonably necessary to protect the suspect from his/her own actions (e.g., hitting his/her head against the interior of the patrol unit, running away from the arresting officer while handcuffed, kicking at objects or officers).
- Whether it is reasonably necessary to avoid damage to property (e.g., kicking at windows of the patrol unit).

Guidelines for Use of Leg Restraints
When applying leg restraints the following guidelines should be followed:

- If practicable, officers should notify a supervisor of the intent to apply the leg restraint device. In all cases, a supervisor shall be notified as soon as practicable after the application of the leg restraint device.
- Once applied, absent a medical or other emergency, restraints should remain in place until the officer arrives at the jail or other facility or the person no longer reasonably appears to pose a threat.
- Once secured, the person should be placed in a seated or upright position, secured with a seat belt, and shall not be placed on his/her stomach for an extended period, as this could reduce the person's ability to breathe.
- The restrained person should be continually monitored by an officer while in the leg restraint. The officer should ensure that the person does not roll onto and remain on his/her stomach.
- The officer should look for signs of labored breathing and take appropriate steps to relieve and minimize any obvious factors contributing to this condition.
- When transported by ambulance/paramedic unit, the restrained person should be accompanied by an officer when requested by medical personnel. The transporting officer should describe to medical personnel any unusual behaviors or other circumstances the officer reasonably believes would be potential safety or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration).
Required Documentation and Notifications
If an individual is arrested, the use of restraints other than handcuffs shall be documented in the related report. The report should include, as appropriate:

- The amount of time the suspect was restrained;
- How the suspect was transported and the position of the suspect;
- Observations of the suspect's behavior and any signs of physiological problems;
- Any known or suspected drug use or other medical problems.

Whenever an officer transports a person with the use of restraints other than handcuffs, the officer shall inform the jail staff upon arrival at the jail that restraints were used. This notification should include information regarding any other circumstances the officer reasonably believes would be potential safety concerns or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration) that may have occurred prior to, or during transportation to the jail.

HATE CRIMES (PHASE 3)
SBPD Policy 338

Hate crimes can take many forms. Threats of assault, attempted assaults and actual physical assaults can be considered a hate crime in certain circumstances. Threatening phone calls, computer messaging, a swastika left in a neighborhood, or other property damage can be considered as evidence in a hate crime.

It is important that you use the appropriate code sections when documenting a possible Hate crime, and that you ensure that a thorough initial investigation is conducted. Your investigation should include having photos taken, and the collection of forensic evidence, if applicable.

If you are dispatched to any crime that you suspect to be a possible Hate crime, you are required to do the following:

- Notify a supervisor of the incident, investigate the reported act.
- Interview potential victims and witnesses.
- Complete a report documenting all available evidence indicating the likelihood of a hate crime. The report needs to be clearly marked as a "Hate Crime" report and, absent prior approval of a supervisor, shall be completed and submitted by the assigned officer(s) before the end of their shift.
- The supervisor should make a determination as to whether Detectives will be needed for an immediate response, or if the initial documentation can be handled by Patrol.

To help guide your future investigations, the following Penal Code Sections will cover most of the Hate type crimes that you will respond to in the field:
PC 422.5 - (a) "Hate crime" means a criminal act committed, in whole or in part, because of one or more of the following actual or perceived characteristics of the victim:

- Disability.
- Gender.
- Nationality.
- Race or ethnicity.
- Religion.
- Sexual orientation.
- Association with a person or group with one or more of these actual or perceived characteristics.

PC 594.3 - Any person who knowingly commits any act of vandalism to a church, synagogue, mosque, temple, building owned and occupied by a religious educational institution, or other place primarily used as a place of worship where religious services are regularly conducted or a cemetery is guilty of a crime.

PC 11410 - It is the right of every person regardless of actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with these actual or perceived characteristics, to be secure and protected from fear, intimidation, and physical harm caused by the activities of violent groups and individuals.

PC 11411 - Any person who hangs a noose, knowing it to be a symbol representing a threat to life, on the private property of another, without authorization, for the purpose of terrorizing the owner or occupant of that private property or in reckless disregard of the risk of terrorizing the owner or occupant of that private property, or who hangs a noose, knowing it to be a symbol representing a threat to life.

PC 11412 - Any person who, with intent to cause, attempts to cause or causes another to refrain from exercising his or her religion or from engaging in a religious service by means of a threat, directly communicated to such person, to inflict an unlawful injury upon any person or property, and it reasonably appears to the recipient of the threat that such threat could be carried out is guilty of a felony.

PC 11413 - Any person who explodes, ignites, or attempts to explode or ignite any destructive device or any explosive, or who commits arson, in or about any of the places listed in subdivision (b), for the purpose of terrorizing another or in reckless disregard of terrorizing another.

For more information regarding the investigative responsibilities of Hate Crimes, please refer to Department's Policy 338.
HIGH-RISK VEHICLE STOPS (PHASE 2)

One-Officer Unit
- A single officer should not intentionally make a high risk vehicle stop, but should follow the suspect until assistance arrives.
- If the subject does stop, try to assert complete control over the situation as soon as possible and maintain it until help arrives.
- Instruct the driver to throw the keys out the window. Then instruct all occupants to interlace their hands behind their heads and wait until assistance arrives.

Two-Officer Unit
When a two-officer unit makes the observation, the same procedures should be followed in notifying dispatch and requesting back up. The officers should preplan the anticipated stop and:
- Assume they are armed felons.
- Radio for assistance.
- Specify your location and direction of travel.
- Follow the suspect vehicle until assistance arrives.
- You determine the location of the stop. Pick a location that gives you the advantage. Consider lighting, traffic, escape routes, and environment.

Positioning the Patrol Car
- Leave a safety corridor and stop approximately 30 feet behind the suspect vehicle.
- At night use your spotlights, takedown, and high beams to illuminate the suspect vehicle.
- The assisting unit should stop next to your vehicle, preferably to your left.
- Leave enough room between units so you can walk between them with the doors of both units open.
- Additional units line up behind the primary and secondary unit.
- Maintain cover behind the patrol vehicle.

Officer Deployment
- The driver of the first patrol car is the primary officer.
- The second officer on scene takes a position at the open passenger door of the primary unit.
- The third officer takes a position at the open driver’s door of the second unit and covers the vehicle.
- The fourth officer takes a position at the open passenger door of the second unit and is the handcuffing officer.
- Any additional units may maintain traffic control and assist with suspect control.
- Only the primary officer will give commands, unless an officer sees a weapon. In this case tell the suspects and officers that you see a weapon.

Control of Suspects
- Remove each occupant from the suspect vehicle one at a time.
• Secure each suspect is a separate patrol car before allowing another suspect to exit the suspect vehicle.
• Instruct the last occupant to leave the driver’s door open. This will allow a Canine to clear the vehicle.
• Clear the vehicle and trunk for additional suspects or victims.

Public Relations
It is recognized this procedure may generate citizens’ complaints. If the suspect turns out to be an innocent citizen, merely caught in a set of incriminating circumstances, a proper explanation should be given in an attempt to promote understanding and support for the officers’ actions. Additionally, the officer should notify a supervisor when an innocent citizen is caught in a set of incriminating circumstances.

IMPOUNDING AND STORING VEHICLES (PHASE 3)
SBPD Policy 510

There are several circumstances, which may require the storage of impoundment of a vehicle. If a vehicle presents a hazard, such as being abandoned on the roadway, it may be towed immediately per the appropriate section. Other circumstances may require a different approach such as an impound for parking or registration violations.

When circumstances permit, for example when towing a vehicle for parking or registration violations, the handling employee should, prior to having the vehicle towed, make a good faith effort to notify the owner of the vehicle that it is subject to removal. This may be accomplished by personal contact, telephone or by leaving a notice attached to the vehicle at least 24 hours prior to removal.

Vehicle Storage Report
Department members requesting towing, storage or impound of a vehicle shall complete CHP Form 180 and accurately record the mileage and a description of property within the vehicle. A copy (yellow copy) of the storage report should to be given to the tow truck operator and the original shall be submitted to the Records Bureau as soon as practicable after the vehicle is stored. The electronic teletype 180 form in the Mobile Field Reporting System shall be completed as soon as practicable after the vehicle is stored and if access to the electronic form is available.

When completing the CHP 180 the following shall be done:
• Pull a case number;
• Fill in the require sections;
• Indicate the vehicle code section and reason for tow;
• Accurately mark damages;
• Complete property inventory.
Vehicle Inventory
All property in a stored or impounded vehicle shall be inventoried and listed on the vehicle storage form. This includes the trunk and any compartments or containers, even if closed and/or locked. Members conducting inventory searches should be as thorough and accurate as practical in preparing an itemized inventory. These inventory procedures are for the purpose of protecting an owner's property while in police custody, to provide for the safety of officers, and to protect the Department against fraudulent claims of lost, stolen, or damaged property.

Security of Vehicles and Property
Unless it would cause an unreasonable delay in the completion of a vehicle impound/storage or create an issue of officer safety, officers should make reasonable accommodations to permit a driver/owner to retrieve small items of value or personal need (e.g., cash, jewelry, cell phone, prescriptions), which are not considered evidence or contraband.

If a search of a vehicle leaves the vehicle or any property contained therein vulnerable to unauthorized entry, theft or damage, personnel conducting the search shall take such steps as are reasonably necessary to secure and/or preserve the vehicle or property from such hazards.

Removal From Traffic Collision Scenes
When a vehicle has been involved in a traffic collision and must be removed from the scene, the officer shall have the driver select a towing company, if possible, and shall relay the request for the specified towing company to the dispatcher. When there is no preferred company requested, a company will be selected from the rotational list of towing companies in Dispatch.

If the owner is incapacitated, or for any reason it is necessary for the Department to assume responsibility for a vehicle involved in a collision, the officer shall request the dispatcher to call the official towing garage for the City of San Bernardino Police Department. The officer will then store the vehicle using a CHP Form 180 per CVC 22561(g).

Storage at Arrest Scenes
Whenever a person in charge or in control of a vehicle is arrested, it is the policy of this department to provide reasonable safekeeping by storing the arrestee's vehicle subject to the exceptions described below. The vehicle, however, shall be stored whenever it is needed for the furtherance of the investigation or prosecution of the case, or when the community caretaker doctrine would reasonably suggest that the vehicle should be stored per CVC 22561(g) (e.g., traffic hazard, high crime area).

The following are examples of situations where consideration should be given to leaving a vehicle at the scene in lieu of storing, provided the vehicle can be lawfully parked and left in a reasonably secured and safe condition:
- Traffic related warrant arrest.
- Situations where the vehicle was not used to further the offense for which the driver was arrested.
- Whenever the licensed owner of the vehicle is present, willing, and able to take control of any vehicle not involved in criminal activity.
• Whenever the vehicle otherwise does not need to be stored and the owner requests that it be left at the scene. In such cases the owner shall be informed that the Department will not be responsible for theft or damages.

Impoundment at Sobriety Checkpoints
Whenever a driver is stopped at a sobriety checkpoint and the only violation is that the operator is driving without a valid driver's license, the officer shall make a reasonable attempt to identify the registered owner of the vehicle. The officer shall release the vehicle to the registered owner if the person is a licensed driver, or to another licensed driver authorized by the registered owner, provided the vehicle is claimed prior to the conclusion of the checkpoint operation.

If the vehicle is released at the checkpoint, the officer shall list on his/her copy of the notice to appear the name and driver's license number of the person to whom the vehicle is released. When a vehicle cannot be released at the checkpoint, it shall be towed (CVC 22651(p)). When a vehicle is removed at the checkpoint, it shall be released during the normal business hours of the storage facility to the registered owner or his/her agent upon obtaining a release from the Police Department.

Evidence Hold for Investigation
If a peace officer has probable cause to believe a vehicle was used as the means of committing a public offense the peace officer should impound the vehicle and place an “evidence hold” on the vehicle. This applies to vehicle found upon a highway or public or private property. Hold must be released after 24 hours if owner demands release. The two vehicle sections used to impound the vehicle are:

• CVC 22655.5(a) – The vehicle was used as the means of committing a crime.
• CVC 22655.5(b) – The vehicle itself is evidence of a crime being committed.

An example would be reasonable cause to believe the vehicle has been involved in a hit and run and the driver failed to comply with provisions 20002 CVC through and including 20006 CVC.

Storage Sections
The following are vehicle removal sections classified as “storage” sections:

• CVC 22651(c) – A vehicle located on public property, which has been reported stolen or embezzled.
• CVC 22651(g) – The driver of the vehicle is incapacitated by a physical injury or illness.
• CVC 22651(h) – The driver of the vehicle is arrest and the vehicle cannot be parked illegally of safely.
• CVC 22669 – Abandoned vehicle on highway (see abandoned vehicle section).
• CVC 22653(a) – A vehicle located on private property, which has been reported stolen or embezzled.

Impound Sections
The following are vehicle removal sections classified as “Impound” sections:
- **CVC 22651(i)** – A vehicle other than a rented vehicle, is found upon a highway or public land, and it is known that the vehicle has been issued five or more notices of parking violations which 21 calendar days or older.

- **CVC 22651(p)** – The driver is operating the vehicle without a valid driver’s license (including expired). It is the officer’s discretion to use this section if the driver has never been issued a license and no one else with a valid driver’s license can drive the vehicle away. The driver should be cited for CVC 12500(a). This section also applies for drivers with a suspended or revoked license and service of suspension is needed.

- **CVC 22651(a)** – A vehicle found to be parked or operated on a public roadway or off-street parking facility with registration expired over six months and no fees have been paid to the DMV.

- **CVC 14602.6(a)** – The driver is operating the vehicle with a suspended or revoked driver’s license (except for child support reasons) with service completed by DMV or law enforcement or has never been issued a license. If the driver is not the registered owner, it is important to establish the owner gave the person permission to diver and had knowledge they did not have a license or their license was suspended. The driver should be cited for the appropriate vehicle code section associated with the suspension. This is a 30 Day impound.

- **CVC 23109.2(a)** – The driver is participating in a speed contest (CVC 23109) or driving reckless (CVC 23103) and is the registered owner. This is a 30 Day impound.

**Illegal and Excessive Parking**

There are several sections that apply to the removal of vehicle parked illegally or for an extended period of time. The following sections may apply:

- **CVC 22651(a)** – A vehicle left abandoned on a bridge, via duct or causeway and it creates a hazard (see abandoned vehicle section).

- **CVC 22651(b)** – A vehicle left parked or standing on a roadway in a manner where it obstructs the movement of traffic.

- **CVC 22651(d)** – A vehicle illegally parked and blocking the entrance to a private drive.

- **CVC 22651(e)** – A vehicle blocking a fire hydrant.

- **CVC 22651(f)** – A vehicle left parked or standing on a freeway for more than four (4) hours.

- **CVC 22651(j)** – A vehicle illegally parked with no license plates or other evidence of registration displayed.

- **CVC 22651(k)** – A vehicle left parked on a public roadway in excess of 72 hours. Officers should first “blue tag” the vehicle (see “blue tag” section).

- **CVC 22651(l)** – A vehicle left parked on a public roadway in violation of any local ordinance prohibiting standing or parking and such a notice was posted at least 24 hours prior to the date and time of removal (temporary no parking).

**Requesting a Tow**

When requesting a tow truck the following procedures should be followed:

- Request a tow truck on channel 2, or send an MDT message to Dispatch.
- Give the location and reason for the tow.
- Give the license number and vehicle description if necessary.
- Advise of special towing needs (dollies, flatbed, etc...)
- Auto Club requests--give auto club number, description, location, and vehicle license number.

**Canceling Tow**

When canceling a tow truck the following procedures should be followed:
- Advise radio as soon as possible to cancel if tow has not arrived
- If the tow truck has arrived and vehicle is picked up, the driver must deal with the tow truck driver for the fee.

**Driving a Non-City Vehicle**

Vehicles which have been towed by or at the direction of the Department should not be driven by police personnel unless it is necessary to move a vehicle a short distance to eliminate a hazard, prevent the obstruction of a fire hydrant or to comply with posted signs.

**Private Persons Initiating Vehicle Removal**

If a vehicle is parked on private property, without permission, the owner, manager or other person in charge of a specific area or private property may cause the vehicle to be towed away under the following circumstances:
- If the San Bernardino Police Department has been notified of the situation.
- If signs are displayed in public view which prohibit public parking, and which contain the telephone number of the San Bernardino Police Department.

Example: "Public parking is prohibited. Vehicles parked at this location without the property owner’s permission are in violation of CVC 22658 (a), and will be towed away. San Bernardino Police Department - 384-5742."

The person causing a vehicle's removal must immediately give notice, in writing, to the registered and legal owner of the vehicle, which may be available from the vehicle's registration papers or from the Department of Motor Vehicles.

If the vehicle owner's name or address cannot be determined, or if for any other reason a written notice cannot be delivered to the owner, and the vehicle is not returned to the owner within 20 hours, a written report of its storage must be mailed to: The California Department of Motor Vehicles, Sacramento, CA 95814.

Written reports to owners, or to the Department of Motor Vehicles, a copy of which must also be delivered to the proprietor of the garage at which the vehicle is stored, should include the following:
- A complete description of the vehicle (make, model, license number, color, etc.)
- The date and time the vehicle was towed.
- The place from which it was towed.
- The legal reasons for its removal.
• The location where the vehicle is stored.

CVC 22658 (a) states that the owner of a vehicle removed from private property may recover for any damage to the vehicle resulting from negligent or intentional acts by the person causing the removal of the vehicle, or by the person actually removing the vehicle.

INTERVIEWING TECHNIQUES AND NOTE TAKING (PHASE 1)

We all realize the importance of complete and thorough report. It is the basis upon which all investigations are conducted, and the basis by which court cases are built or disregarded. It is the source of information and descriptions for our fellow officers. It is the department's permanent record of incidents and reports are essential to our job. It is also essential the report be accurate and understandable. To accomplish this you must be able to discover what took place and relate this to others, which should dictate your technique in interviewing and taking notes.

Basic Rules
The basic rules in statement taking and interviewing include, but are not limited to:
• Asking direct and brief questions. Let the person being interviewed do the majority of the talking.
• Controlling the interview. Avoid rambling by the person being interviewed.
• Avoiding leading questions except when absolutely necessary.
• Putting the person being interviewed at ease.
• Writing statements verbatim (when appropriate) from the person being interviewed, not improvising or making assumptions.

What took place?
If you have been given an assignment from dispatch for a specific crime, you may already have a direction in which to proceed with your interview. However, you should not presume that the information you have been given is completely accurate. After all, the dispatcher receiving the information may not have the whole idea as to what has happened. Therefore, you should keep an open and inquisitive attitude to all assignments. Following are the objectives of your interviews:
• Who are you to speak with, interview, or interrogate? Who is the victim, the witness, and the suspect? Interview all victims and available witnesses.
• What took place? Is there a crime report? What crime? It is not as easy to discover this as it may seem. You must not only ask the right questions of the right people, but you must also listen! Pay attention. Don't have a preconceived idea of what happened. Listen to the person being interviewed.
• When did the incident take place?
• Where are the individuals involved and where can they be reached?
• How did this take place? This might take a bit of investigation on your part. Ask questions, make observations, and evaluate the information you compile.
• Why? This question is often thought to be so obvious that it is frequently overlooked. However, the answer might be the way of solving who did what.
• All this information should be sought during the interview(s). The progression may not exactly follow the above format (it most likely won't) and you may not always have each of these questions answered to your full satisfaction, but you certainly should attempt to obtain what is available.

Obtaining these answers is not always easy and they will not always be obtained in the same way. You are dealing with people and every person is different than the other. They see the same incidents differently, they all react differently to police officers, and will need to be approached in a manner which best suits them and you. We are all different too, which necessitates that there is no single best approach. There are, however, some approaches that must be avoided.

Talking constantly
You must be curious and ask questions, but you will never learn anything if you do not stop talking and listen. Do not just hear the words and wait for your turn to talk, but actively listen and try to learn what your victim, witness or suspect is really saying.

Talking too little or without sufficient self-confidence
If you do not assert yourself and control the conversation, there are numerous people who will control it for you and talk about anything and everything. This situation has to be avoided if you are to complete your report.

Being overly aggressive
Remember that you are speaking to human beings. Your effectiveness as a report taker, and for that matter, as an officer is not measured by the number of complaints you compile.

Being meek
If you are not confident and positive, your effectiveness will be completely lost. You must display a demeanor that will give the person to whom you are speaking confidence in your ability.

Taking notes of your interview
This is the next step in preparing your police report, and relies on your ability to take notes in such a manner you can fill out the report accurately and in an understandable manner. Your notebook should provide a record of what you have done. It should be organized in such a manner that you can find what you are looking for, and when you look at it, you recognize what you see. Hopefully, the following format will aid you in accomplishing this.

3. When 6. Why

If you can assemble your notes in this manner, you will have what you need to complete the report and help you recall incidents at a later date. The best of memories can use a little help. If
you have taken proper notes, your memory will be much better served than someone who takes haphazard notes or none at all.

Note taking will also include recording things other than conversations, such as diagrams and personal observations. As long as the notes are kept in some order, and you keep in mind the objectives of taking notes (namely, compiling information to be shared and reported) you should put whatever you deem important in your notebook.

**JUVENILE LAW AND PROCEDURES (PHASE 2)**

The encounters between an officer and a juvenile may be of tremendous importance to the juvenile and his/her family. What the officer said and how he/she said it will be remembered and repeated.

A juvenile's first contact with a police officer may well determine his/her attitude toward law enforcement for the rest of his/her life. Kids are interested in police officers and think and talk a great deal about any contact they may have with an officer (not only with other youths, but with adults as well). If the first contact is with an officer who is overbearing and who attempts to cover his/her own shortcomings with browbeating or name calling, the youth will pass on his/her unfavorable contact and feelings to many other people, including the next officer he/she happens to meet. The uniform, the badge, and the gun symbolize the law to most kids and the officer with these articles must always be sure that his/her conduct, attitude and conversation do nothing to lessen respect of the law that he/she represents.

The relationship between police and youth, despite professional admonitions concerning its regulation, is varied and complex. There are all kinds of police officers and there are all kinds of kids and they all behave as individuals. Every young person and every officer has his own perceptions. Each interprets his course of action based on his experience, attitude and personal needs. No one is immune to this, neither police officers nor juveniles.

Police officers are people and kids are people; as such, they are subject to all the influences affecting the behavior of people. If a juvenile feels threatened by an officer, he is going to react defensively. Depending on how he sees the threat, he may run, may fight, or may give up. If an officer feels that his authority is being challenged he may rise aggressively to the challenge or he may try to reason calmly with the youth. If the young person is alone when confronted by an officer, both may react differently than they would in the presence of others (peer groups especially) before whom they might lose face.

The approach of a police officer to a juvenile offender must be fitted to the individual case. An officer cannot be expected to take any great risk of injury or death at the hands of an offender just because he/she is a juvenile.

Yet, judicious handling, taking into account the age, action and circumstances in cases involving juveniles, is the proper procedure for the officer. He has a job to do on behalf of society.
Juveniles are not exempt from the enforcement of the law (they must be held to answer for their wrongs against society). Tender years, immaturity and irresponsibility are not excuses for theft, vandalism, or violence. The fact that one is an adult does not permit police to use more force in arresting him, nor does the fact that one is a juvenile per se require the use of less force.

What is being stressed is that the first contact between the youth and the police officer is very critical. If the first contact is with an officer who is firm, fair, courteous, truthful, impartial, unpredisposed and interested in the youth as a person, with or without a problem, a good foundation has been laid, not only for that officer's interview or interrogation if that is the purpose of the meeting, but for future contacts other officers may have with him. The manner in which these contacts are handled form opinions and attitudes that remain with the juvenile throughout adulthood.

Juveniles can be influenced by their parents in many ways. The parent's view of the police may be formulated by the contact you have had with their child. Establishing a rapport with the parents in many cases can help this view be a positive one. Take time to talk with the parents so they understand what has occurred and know what to expect following an arrest, should this be the cause of the contact. For many parents, an arrest of a child can be one of the most stressful times in their lives. The simple fact that their child has committed an offense may result in deep feelings of guilt or inadequacy as a parent.

The juvenile justice system is a very complex system, and the system is presently searching for ways to effectively meet social and societal demands. The basic philosophy of juvenile law is the protection of the child, and to effectively work out a program for their adjustment in society without dealing out punishment. In spite of the coming changes that will affect the handling of minors, this philosophy will probably remain the foundation of the juvenile justice system.

**Juvenile Laws**

W&I 300 describes the jurisdiction of the court when handling dependent children under 18 years of age (abuse, neglect, unfit home etc.).

W&I 601 deals with the persistent and habitual disobedience of a person under 18 years of age. This includes runaway and incorrigible juveniles (RAJ is not normally an arrestable offense if the RAJ is local). If from out of state or out of county, the juvenile can be held in Juvenile Hall for 72 hours, so parents can be contacted and transportation arranged. Incorrigibles should be referred to the Crisis Unit through Juvenile Probation.

W&I 601.1 deals with juveniles who disobey school authority and are habitual truants. As this relates to contacts with juveniles on the street, the San Bernardino County District Attorney's Office states,"There is no longer any lawful basis for a police detention for truancy on other than actual knowledge of a student's truant status before the encounter." However if the juvenile is initially stopped for some other offense he may then be turned over to the School Police as a truant juvenile. W&I 601.2 deals with the failure of parents or guardians to cooperate with school authorities.
W&I 602 specifies the violation of any law by a minor. Whenever a juvenile is arrested for breaking any law, they fall under the jurisdiction of the juvenile justice system through this section.

**Be aware that Juvenile Law is constantly changing. You should consult the appropriate reference material to get current definitions and code sections (Welfare and Institutions Code, Penal Code, Department Policy, etc).**

**Juvenile Citations (SBPD Policy 420)**
A misdemeanor citation is an alternative method to physical arrest of juveniles in some W&I 602 cases. A list of citable offenses for juveniles is available through juvenile probation. Completion of criminal citations for juveniles is generally not appropriate with the following exceptions:

- Misdemeanor traffic violations of the Vehicle Code
- Violations of the City of San Bernardino Municipal Code
- All other misdemeanor violations for juveniles shall be documented with a case number and the case should be referred to the Detective Bureau for further action including diversion.

**Juvenile Arrests**
Section W & I 625 states a peace officer may, without a warrant, take into temporary custody a minor under 18 years of age, when such officer has reasonable cause for believing that such minor is a person described in Section 300, 601, or 602 of the Welfare and Institution Code. What this means is that a police officer can arrest a minor for a misdemeanor not committed in his/her presence, based upon probable cause.

W&I 627 states that following the taking of a minor into custody or placing him/her any other place (with CPS) the officer shall take steps to notify the parents or guardian, telling him/her the location of the minor. If the child is taken under W&I 300 and placed in a shelter care home calling CPS is all that is necessary.

Juvenile Probation handles all cases when a minor has been arrested. The probation officer located in the police building will decide if the arrest is going to be handled at his 1evel or formally in the court system.

When a juvenile is in custody for a misdemeanor, juvenile probation has 24 hours from the time of arrest to physically get the report to Juvenile Hall to keep him in custody (not counting weekends or holidays)

On a felony arrest, probation has 48 hours to get the report to Juvenile Hall. It is for this reason that reports dealing with arrested juveniles must be done before the end of the shift.

**Juvenile Miranda Admonishment (SBPD Policy 324.5 and W&I 625)**
*In all cases,* a minor shall be advised of their constitutional rights (Miranda Rights), without delay, after being taken into custody, *whether or not he is questioned.* No interview or
interrogation of a juvenile should occur unless the juvenile has the apparent capacity to consent, and does consent to an interview or interrogation.

Gladys R
Penal Code 26 states juveniles under the age of 14 are incapable of committing crimes, in the absence of clear proof that at the time of committing the act charged against them, they knew its wrongfulness.

After Mirandizing juveniles under 14, the officer should take reasonable steps to verify and document the child's ability to differentiate between right and wrong, particularly in relation to the alleged offense. Complete the Gladys R form and include it with your report. If the juvenile does not waive Miranda, whenever possible, complete the parent’s section of the Gladys R form.

Formal Booking (SBPD Policy 324.14)
Juveniles who are subject to the W&I 602 jurisdiction may be lodged at Juvenile Hall. Any juvenile, 14-years of age or older, who is taken into custody for a felony, or any juvenile whose acts amount to a sex crime, shall be booked, fingerprinted, and photographed. Prior to booking a juvenile into Juvenile Hall, authorization and clearance is needed from the Juvenile Hall supervisor, which is based on available space.

It is for this reason that the staff at Juvenile Hall requests that you release minor or misdemeanor violators so there is sufficient space to lodge juveniles arrested for violent felonies. Following the completion of a Juvenile Application for either W & I 300 or 602 the original application with the officer's original signature goes with CPS or to the hall. One copy is turned in to Records.

Medical Treatment
Juveniles in need of medical treatment who have been arrested will be seen at San Bernardino County Medical Center, the same as if they were adults. Children taken into custody under W&I 300 (abuse/neglect) who need treatment will also be seen at SBCMC under the authority of your W & I 300 Petition. Any minor not falling under these conditions in need of medical treatment (i.e., minor in a traffic accident with no parents to authorize treatment) will need a W & I 300(a) petition completed. Child Protective Services will be called to handle these situations.

When emergency medical attention is required for a juvenile, medical assistance will be called immediately and the WC shall be notified. Department members should administer first aid as applicable.

Restraint of Juveniles (SBPD Policy 306/324.9)
A juvenile under 14 years of age should not be restrained unless he/she is suspected of a dangerous felony or when the officer has a reasonable suspicion that the juvenile may resist, attempt escape, injure him/herself, injure the officer or damage property.

A juvenile offender may be handcuffed at the department when the juvenile presents a heightened risk, combative or threatening. Restraints shall only be used so long as it reasonably
appears necessary for the juvenile's protection or the protection of others. Juveniles in restraints shall be kept away from other unrestrained juveniles or monitored in such a way as to protect the juvenile from abuse.

**Temporary Custody of Juveniles (SBPD Policy 324)**
The department is committed to releasing juveniles from temporary custody as soon as reasonably practicable and keeping juveniles safe while they are in temporary custody at the San Bernardino Police Department. Juveniles should be held in temporary custody only for as long as reasonably necessary for processing, transfer or release and in no event shall a juvenile be held beyond six hours from the time of his/her entry into the San Bernardino Police Department. Juveniles taken into custody shall be held in non-secure custody unless otherwise authorized.

Officers should take custody of a juvenile and temporarily hold the juvenile at the San Bernardino Police Department when there is no other lawful and practicable alternative to temporary custody. Authorization shall be obtained from the arresting officer's supervisor or the WC. Any juvenile taken into custody shall be released to the care of the juvenile's parent or other responsible adult or transferred to a juvenile custody facility or to other authority as soon as practicable.

**Juvenile Non-Offenders**
Non-offenders taken into protective custody should generally not be held at the San Bernardino Police Department. Custodial arrangements should be made for non-offenders as soon as reasonably possible. Juvenile non-offenders shall not be held in secure custody.

**Juvenile Offenders**
Juvenile offenders should be held in non-secure custody while at the department unless another form of custody is authorized or is necessary due to exigent circumstances. Generally, a juvenile offender may be taken into custody when authorized by a court order or when there is probable cause to believe the juvenile has committed an offense that would subject an adult to arrest.

A juvenile offender who is 14 years of age or older and suspected of using a firearm in violation of W&I 625.3 shall be transported to a juvenile facility. A juvenile offender suspected of committing murder or a sex offense that may subject a juvenile to criminal jurisdiction under W&I 602(b), or a serious or violent felony should be referred to a probation officer for a decision on further detention.

In all other cases the juvenile offender may be:
- Released upon warning or citation.
- Released to a parent or other responsible adult after processing at the Department.
- Referred to a probation officer for a decision regarding whether to transport the juvenile offender to a juvenile facility.
- Transported to his/her home or to the place where the juvenile offender was taken into custody.
In determining which disposition is appropriate, the investigating officer or supervisor shall prefer the alternative which least restricts the juvenile's freedom of movement, provided that alternative is compatible with the best interests of the juvenile and the community.

**Temporary Custody Requirements**
Members and supervisors assigned to monitor or process any juvenile at the department shall ensure the following:

- The Watch Commander should be notified if it is anticipated a juvenile may need to remain at the department more than four hours. No juvenile may be held at the department more than six hours.
- A staff member of the same sex shall supervise personal hygiene activities and care, such as changing clothing or using the restroom, without direct observation to allow for privacy.
- The Juvenile Custody Log shall be completed and personal safety checks and significant incidents/activities shall be noted on the log.
- There shall be no viewing devices, such as peep holes or mirrors, of which the juvenile is not aware. Therefore, an employee should inform a juvenile under his/her care that the juvenile will be monitored at all times, unless he/she is using the toilet. This does not apply to surreptitious and legally obtained recorded interrogations.
- Juveniles shall have reasonable access to a restroom, water and chairs or benches. Blankets shall be provided as reasonably necessary.
- Food shall be provided if a juvenile has not eaten within the past four hours or is otherwise in need of nourishment, including any special diet required for the health of the juvenile.
- Juveniles shall have reasonable opportunities to stand and stretch, particularly if handcuffed or restrained in any way.
- Juveniles shall be permitted to remain in their personal clothing unless the clothing is taken as evidence or is otherwise unsuitable or inadequate for continued wear while in custody.
- Juveniles shall have the right to the same number of telephone calls as an adult in custody.

**Juvenile Custody Logs**
Any time a juvenile is held in custody at the Department, the custody shall be promptly and properly documented in the juvenile custody log, including:

- Identifying information about the juvenile being held.
- Date and time of arrival and release from the department.
- WC notification and approval to temporarily hold the juvenile.
- Any charges for which the juvenile is being held and classification of the juvenile as a juvenile offender, status offender or non-offender.
- Any changes in status.
- Time of all safety checks.
- Any medical and other screening requested and completed.
- Circumstances that justify any secure custody.
Any other information that may be required by other authorities, such as compliance inspectors or a local juvenile court authority.

The Watch Commander shall initial the log to approve the custody, including any secure custody, and shall also initial the log when the juvenile is released.

Secure Custody
Only juvenile offenders 14 years of age or older may be placed in secure custody with prior WC approval. Secure custody should only be used for juvenile offenders when there is a reasonable belief the juvenile is a serious risk of harm to him/herself or others. Factors to be considered when determining if the juvenile offender presents a serious security risk to him/herself or others include:

- Age, maturity and delinquent history;
- Severity of offense for which the juvenile was taken into custody;
- The juvenile offender's behavior;
- Availability of staff to provide adequate supervision or protection of the juvenile offender;
- Age, type and number of other individuals in custody at the facility. Members of this department shall not use secure custody for convenience when non-secure custody is, or later becomes, a reasonable option.

Suicide Prevention of Juveniles in Custody
Department members should be alert to potential symptoms based upon exhibited behavior that may indicate the juvenile is a suicide risk. These symptoms may include depression, refusal to communicate, verbally threatening to kill him/herself or any unusual behavior which may indicate the juvenile may harm him/herself while in either secure or non-secure custody.

Advisements (SBPD Policy 324.5)
Officers shall take immediate steps to notify the juvenile's parent, guardian or a responsible relative that the juvenile is in custody, the location where the juvenile is being held and the intended disposition.

Whenever a juvenile is taken into temporary custody, he/she shall be given the Miranda rights advisement regardless of whether questioning is intended. Anytime a juvenile offender is placed in secure custody, he/she shall be informed of the purpose of the secure custody, the length of time the secure custody is expected to last and of the maximum six-hour limitation.

Juveniles taken into custody for an offense shall immediately be advised (or at least within one hour from being taken into custody, if possible) that they may make three telephone calls: one call completed to his/her parent or guardian; one to a responsible relative or his/her employer; and another call completed to an attorney. The calls shall be at no expense to the juvenile when completed to telephone numbers within the local calling area. Juveniles should be asked whether they are a caregiver and provided two more phone calls in the same manner as provided to adults in the Temporary Holding Facility Policy.
Personal Property
The officer taking custody of a juvenile offender or status offender at the department shall ensure a thorough search of the juvenile's property is made and all property is removed from the juvenile, especially those items that could compromise safety, such as pens, pencils and belts.

The personal property of a juvenile should be placed in a property bag. The property should be inventoried in the juvenile's presence and sealed into the bag. The property should be kept in a monitored or secure location until the juvenile is released from the custody of the San Bernardino Police Department.

Release of Information Concerning Juveniles
Juvenile arrests are confidential. Do not place their names on face pages (CR-1, CHP 180, etc.), co-mingle their names with adult suspects on the suspect page and do not include names on a press release. Court decisions and legislation have combined to carefully specify situations in which information may be given out or exchanged when a case involves a juvenile. Members of this department shall not divulge any information regarding juveniles unless they are certain of the legal authority to do so. W&I 827 and W&I 828 authorize the release of certain information.

LAWS OF ARRESTS (PHASE 1)
An arrest is taking a person into custody (PC 834), in a case and in a manner authorized by law, by a peace officer (PC 836) or a private person (PC 837).

Elements of Safe Arrests
- Caution;
- Planning;
- Superior manpower.

Force During an Arrest
PC 835 and PC 843
PC 835 states, An arrest is made by an actual restraint of the person, or by submission to the custody of an officer. The person arrested may be subjected to such restraint as is reasonable for his arrest and detention.

PC 843 states, When the arrest is being made by an officer under the authority of a warrant, after information of the intention to make the arrest, if the person to be arrested either flees or forcibly resists, the officer may use all necessary means to effect the arrest.

Peace Officer’s Authority to Make an Arrest
PC 836
A police officer may make an arrest in obedience to a warrant or without a warrant when:
- You have reasonable cause to believe that the person to be arrested has committed a public offense in your presence.
- When a person arrested has committed a felony, although not in your presence.
Whenever you have reasonable cause to believe the person has committed a felony, whether or not a felony has, in fact, been committed.

Private Person’s Laws of Arrest
PC 837
- For a public offense committed or attempted in your presence.
- When a person has committed a felony, although not in your presence.
- When a felony has, in fact, been committed and you have reasonable cause for believing the person arrested committed it.

Domestic Violence Private Person’s Arrest:
PC 836 (b)(c)
- Officers responding to domestic violence calls must make a good faith effort to inform victims of their right to make a private person’s arrest. Officers may make an arrest for violation of a protective or restraining order when he has reason to believe that one exists even though it may be a misdemeanor not committed in his presence.

Accepting Private Person’s Arrest:
PC 142 & PC 847
PC 847 states, "Any peace officer who has the authority to receive or arrest a person charged with a criminal offense and willfully refuses to receive or arrest such person is guilty of a misdemeanor/felony."

PC 847 states, "A private person who has arrested someone for the commission of a public offense must, without unnecessary delay, take the person arrested before a magistrate, or deliver him to a peace officer.”

“There shall be no civil liability on the part of, and no cause for action shall arise against, any peace officer, acting within the scope of his authority, for false arrest or false imprisonment arising out of any arrest when:
- Such arrest was lawful or when such peace officer, at the time of such arrest, had reasonable cause to believe such arrest was lawful;
- When such arrest was made pursuant to a charge made, upon reasonable cause, of the commission of a felony by the person to be arrested;
- When such arrest was made pursuant to the requirements of PC 142, 838, or 839”.

Prior to accepting custody, the arresting person shall be advised of any alternatives to making a physical arrest (For example, crime report long form). If, after being advised of the alternatives, the person still insists on making a physical arrest, the officer must take custody of the arrestee.

When accepting custody of the arrestee, the following options are available, depending on whether, in the officer’s opinion, the arrest is lawful or unlawful.
Lawful Private Person’s Arrest:
- Transport the arrestee for booking.
- Transport the arrestee to a booking facility where they may be released on a misdemeanor citation in lieu of booking.
- Release the arrestee in the field on a misdemeanor citation if applicable.

Unlawful Private Person’s Arrest:
When the arrest is determined to be unlawful, the officer shall confidentially advise the person making the arrest of the fact and shall inform him of the civil liability for making such a false arrest. If the party still insists on making the physical arrest, the officer may exercise one of the following options:
- Transport the arrestee to the station to be released on a misdemeanor citation.
- Transport the arrestee to a booking facility to be released on a misdemeanor citation for a charge more consistent with the facts of the case.
- Transport the arrestee to the station where he may be released pursuant to PC 849(b)(1).
- Release the arrestee in the field pursuant to PC 849(b)(1).

Reports Required:
The following reports are required on all private person’s arrests. It is ultimately the officer's responsibility for the completion of the proper reports, not the private person making the arrest. However, the private person should be advised and assisted regarding the completing of forms, if possible:
- Crime report.
- Arrest report.
- Private person’s arrest form.

Arrest Time Limitations and Exceptions
PC 840
An arrest for the commission of a felony may be made on any day and at any time of the day or night. An arrest for the commission of a misdemeanor or an infraction cannot be made between the hours of 1000 hours of any day and 0600 hours of the succeeding day, unless:
- The arrest is made without a warrant pursuant to Section 836 or 837.
- The arrest is made in a public place.
- The arrest is made when the person is in custody pursuant to another lawful arrest.
- The arrest is made pursuant to a warrant which, for good cause shown, directs that it may be served at any time of the day or night.

Information Required When Arrested
PC 841
- The officer or citizen must inform the person to be arrested of the intention to arrest;
- Cause of arrest (violation, etc.);
- Authority of arrest must be established (identification as a police officer).
Arrest Entry Requirements
PC 844 and PC 845

PC 844 states, To make an arrest, a private person, if the offense is a felony, and in all cases a peace officer, may break open the door or window of the house in which the person to be arrested is, or in which they have reasonable grounds for believing the person to be, after having demanded admittance and explained the purpose for which admittance is desired.

PC 845 states, Any person who has lawfully entered a house for the purpose of making an arrest, may break open the door or window thereof if detained therein, when necessary for the purpose of liberating himself, and an officer may do the same, when necessary for the purpose of liberating a person who, acting in his aid, lawfully entered for the purpose of making an arrest, and is detained therein.

Arrest Requirements
PC 849(a)
PC 849(a) states, When an arrest is made without a warrant by a peace officer or private person, the person arrested, if not otherwise released, shall, without unnecessary delay, be taken before the nearest or most accessible magistrate in the county in which the offense is triable, and a complaint stating the charge against the arrested person shall be laid before such magistrate.

Release for Insufficient Evidence/Grounds
PC 849(b)(1)
PC 849(b)(1) states, Any peace officer may release from custody, instead of taking such person before a magistrate, any person arrested without a warrant whenever he or she is satisfied that there are insufficient grounds for making a criminal complaint against the person arrested.

Mandatory Appearances
VC 40302
The arrested person shall be taken without delay before a magistrate in the following cases:
- When any person arrested for any Vehicle Code violation fails to present a California driver’s license or other satisfactory evidence of their identity for examination. Satisfactory evidence of identity is in the mind of the officer.
- When the person arrested refuses to sign a written promise to appear in court.
- When the person arrested demands an immediate appearance before a magistrate.
- When a person arrested is charged with violating Section CVC 23152.

Optional Appearance
VC 40303
When a person is arrested for the following offenses and the officer is not required to take the person before a magistrate, the arrested person shall, in the judgment of the officer, either be given a written notice to appear or be taken before a magistrate without delay:
- Section 10852 or 10853 - Injuring or tampering with a vehicle.
- Section 23103 or 23104 - Relating to reckless driving.
- Section 2800 - When person arrested has attempted to evade arrest, or failed to stop and submit to a vehicle inspection (misdemeanor).
- Section 20002, or 20003 - Failure to stop in the event of an accident.
- Section 23109 - Engaging in a speed contest.
- Section 14601, 14601.1, and 14601.2 - Driver's license revoked or suspended.

**Arrest Exemptions**

There are three primary exemptions for conducting an arrest:

- Diplomatic immunity (22 U.S. Const. 252);
- Stale misdemeanor rule (Hill v. Levy, 117 CA 2nd, 667) (Roynin v. Battin, 55 CA 2nd 861);
- Congressional exceptions (Art. 1, Section 6, US Const.) (Art. 4, Section 2, Cal. Const.).

**LEWD PHONE CALLS/LETTERS**

If you respond to a call for service regarding lewd phone calls or lewd mail complaint, the following procedures should assist you:

- The lewd phone call or letter is more than just an irritating incident, and it can be extremely upsetting.
- Have the victim give you specific times and dates of the incidents.
- Explain how to turn the ringer down or off on the telephone, if they wish to do so.
- If there is any physical evidence, handle it with great care to preserve any prints, etc. Advise the victims that if any further evidence arrives, do not handle it. If it comes in an envelope, advise the victim to not open it.

The applicable Penal Code Sections for these crimes are:

- Lewd Phone Calls – PC 653(m)
- Obscene Letters or Matter – PC 311.2

If the calls are only occasional and not a business phone, the victim should be advised to change numbers with the aid of the telephone company.

**MAJOR CALL RESPONSES**

Response to a major call, such as a disaster, an officer involved shooting, a barricaded suspect, or a hostage situation, is often one of the most difficult assignments an officer can face. Confusion will always exist during the handling of these calls, and it is the management of confusion that usually results in a successful conclusion. A starting point is mental preparation while responding to a scene, and later, the development of a plan before a course of action is undertaken.
The first officer at the scene of a crime or major incident is generally responsible for taking reasonable efforts to preserve the scene. Officers shall also consider officer safety and public safety, including reasonable efforts to render medical aid to any obviously injured parties. Once an officer has assumed or been assigned to maintain the integrity of the scene, the officer shall continue to do so until he/she is relieved by a supervisor.

First Responder Considerations (SBPD Policy 406.2.1)
The following list generally describes the functions which the first responder should reasonably attempt to take at the scene and during an investigation. This list is not intended to be all-inclusive, is not necessarily in order and may be altered according to the demands of each situation, the availability of resources, capacity of personnel and totality of each circumstance:

- Ensure no suspects are still in the area.
- Broadcast emergency information, including all requests for additional assistance.
- Provide first aid to injured parties if it can be done safely.
- Evacuate the location as required.
- Secure the inner and outer perimeter if needed.
- Protect items of apparent evidentiary value.
- Identify potential witnesses.
- Start a chronological log noting critical times and personnel allowed access.

Basic Concepts
The basic concepts or responses to major calls are simple:

- Contain
- Control
- Evaluate
- Communicate
- Coordinate

Contains:
- First unit set up a command post
- This can be temporarily located and moved at a later time.
- Often your initial response to the call places the command post too close to the action to be effective. Advise the responding supervisor where the best place for a permanent command post is.

Control:
Critical to success in attaining a solution will be a strong command control. The senior officer in the first unit at the scene shall take charge of the situation until relieved by a sergeant or person of higher rank. There will be no shifting of command to a more senior officer, as this adds to confusion. Prior to being relieved of command, the officer in charge shall be certain the supervisor assuming control understands all the facts of the incident.
An officer in charge, may, order any of the department's resources. Participation in the problem causes lack of control. The officer in charge should not participate in the incident until relieved of command.

**Evaluate:**
Evaluate the type of situation:
- Disaster
- Hostage situation
- Barricaded suspect
- Sniper, etc.

Evaluate the extent of the situation:
- Injuries
- Hostages
- Number of suspects or persons involved
- Type of weapon
- Physical description of the location
- Extent of further hazard

Evaluate if additional personnel and/or equipment is needed:
- Supervisor
- MET
- Hostage negotiator, traffic control, crowd control, and containment officers
- Ambulance
- Fire department
- Special equipment

**Communications:**
- Advise Watch Commander of the situation and needs.
- Maintain communication

**Coordinate with outside agencies:**
- Often outside agencies will respond to a major call.
- They should not be used to handle the actual call. If needed, use them for perimeter, traffic, and pedestrian control.
- Intermixing agency personnel causes loss of command and control.

**MEDICAL AID CALLS**
The primary objective in responding to any injury accident or medical aid call is to provide care for the injured. A secondary purpose is to assure the community such care will be provided rapidly and effectively whether by the police, the fire department, or other emergency units.
Paramedic Responses

- The paramedic's philosophy is to stabilize the victim as much as possible at the scene, then transport him to the hospital.
- It is imperative that police officers be familiar with objective symptoms of certain injuries and be aware when to call for paramedic's assistance.

When to Request Paramedics

The paramedics should be called for the following injuries or circumstances (even when victim initially refuses medical treatment):

- All head injuries
- Abdominal injuries
- Chest injuries
- When the victim has lost consciousness
- Symptoms of shock are present
- All heart attacks
- Broken legs and arms (e.g., when a femur breaks, the victim will lose two or more units of blood and may possibly go into life threatening shock.)

The circumstances of the injury will often dictate whether or not the paramedics should be called. Presume an injury has occurred, (e.g., if the damage in a traffic collision is major and the steering wheel is bent or broken) even if the victim states that he/she is not injured. The victim may be in a state of shock and in fact, seriously injured. Call for the paramedics when any doubt exists. If the police arrive at the scene of an injury before other dispatched units or the paramedics, the officer should advise dispatch of prevailing conditions, such as:

- Heart cases - any known history regarding the heart condition of the victim.
- Bleeding - how bad and from what area of the body.
- Unconsciousness - possible cause and is the victim breathing?
- "T/C" with injuries
- The number of victims.
- Man Down calls
- A child or an adult
- A drunk or a seizure victim
- Heart attack or overdose

Paramedic Response Type

There are two Paramedic response types:

- "Code 3", which is used for emergencies;
- "Code 2" or "No Code", which is used for non-emergency transports.

Officer Responsibilities

When the paramedics arrive at the scene, the officer shall advise them of the location of the injured and the extent of the injury. The paramedics will be in charge of the victim. The police department will be in charge of the scene in the matters of handling traffic, protection of
property, and the preservation of evidence. In life-threatening situations, special care should be taken that the crime scene not be contaminated. In these cases, it is imperative that the two agencies work closely together.

MENTALLY ILL: W&I 5150
SBPD Policy 418

The commitment of a person under Welfare and Institutions Code 5150 does not constitute an arrest. If an officer believes that a person falls within the provisions of Welfare and Institutions Code § 5150, he/she shall transport that person to the designated facility for evaluation and commitment.

72-hour Hold Commitment Criteria
Pursuant to W&I 5150 when any person, as a result of mental disorder is:
- a danger to others, or
- to himself or herself, or
- gravely disabled as a result of a mental disorder, a peace officer, or other individual authorized by statute may, upon probable cause, take, or cause to be taken, the person into custody and place him or her in a facility designated by the county and approved by the State Department of Mental Health as a facility for 72-hour treatment and evaluation.

A person is gravely disabled when, as a result of a mental disorder, they are unable to provide for their basic personal needs of food, clothing and shelter.

If the probable cause is based on the statement of a person other than the officer, or other individual authorized by statute, such person shall be informed that they may be liable in a civil action for intentionally giving a statement which he or she knows to be false.

Common Mental Illness Symptoms
You must be able to recognize the danger signals of the mentally ill person so you can provide medical attention. Common mental illness symptoms include:
- Change of attitude toward friends and relatives.
- Unusual or bizarre mannerisms.
- An increase or decrease in efficiency.
- Argumentative or uncooperative.
- Development of hostility and distrust.
- Disorganized thinking and morbid interest in such potential tools of destruction as guns and knives.
- Subject to hallucinations and delusions.

Officer Considerations and Responsibilities
Any officer responding to or handling a call involving a suspected mentally disabled individual or an involuntary mental illness commitment should consider utilizing the following as time and circumstances reasonably permit:
- Determine the identity and any other personal information;
- Any available information that might assist in determining the cause and nature of the mental illness or developmental disability (change in medication, psychiatric treatment, recently release from the hospital, etc.).
- Conflict resolution and de-escalation techniques.
- Language that is appropriate for interacting with a mentally disabled person.
- If circumstances permit, alternatives to deadly force.
- Any available community resources that can assist in dealing with a mentally disabled individual.

**Request Assistance**

In situations dealing with a mentally ill individual it is a good practice and officer safety issue to request additional officers. Doing so has the following benefits if time allows:

- Delay of time will serve a double purpose:
  - Passage of time may calm them down.
  - Allows time to formulate a plan of action.
- Determine how the person will be removed.
- Determine who will enter and deal with the person.
- Ensure all escape routes are covered.

**Force and Communication**

- Use the least amount of force reasonable.
- Force or harsh words may only make matters worse.
- Attempt to assure person you will not harm them.
- Restrain and calm the person.
- Ignore verbal abuse and remember this person is sick, confused and frightened.
- Avoid excitement.
- Do not lie.
- Disperse large crowds.

While the form of assistance may differ, always bear in mind the help you give to a mentally ill person is just as vital as administering first aid to an injured person.

**Protection of Rights**

The procedures required of officers for safeguarding the rights of a person detained under the authority W&I 5150 include:

- The circumstance under which the person's condition was called to their attention and the observation constituting probable cause for detention must be recorded on the Application for 72-Hour Detention For Evaluation and Treatment;
- Advisement of Miranda rights, as appropriate, when criminal action is involved;
- Reasonable precaution must be made to safeguard personal property in the possession of or on the premises occupied by the person;
- The person must be informed of the officer’s name and agency and the reason the person is being detained;
• If taken into custody at a residence, inform person of personal items that may be brought along (with approval), right to a telephone call, and right to leave a note to friends or family.

Resources
When dealing with individuals with mental illness issues, it is important to understand the resources available to you. A very valuable resource is the Community Crisis Response Team (CCRT). The CCRT is available 24 hours a day to assist with both adults and juveniles with mental illness issues.

In many cases the CCRT will respond to your location or the hospital and assume responsibility of the individual. In cases involving juveniles you should always contact CCRT as they will assist in locating a bed for the psychiatric evaluation and transporting the juvenile to a facility for you. However, if the individual is violent or displaying violent tendencies CCRT will not be able to assist. CCRT can be reached at (909) 644-8481.

Transportation
Officers may transport individuals in the patrol unit and shall secure them in accordance with the Department handcuffing policy. Violent patients or those that are medically unstable or injured may be restrained and transported by ambulance and ambulance personnel.

The officer will escort the individuals into the facility and place that person in a designated treatment room as directed by a staff member. As soon as a security staff member becomes available, he/she should relieve the officer and physically remain in the treatment room with the individuals.

Based on the circumstances there are different locations that will accept individuals for psychiatric evaluation. The most commonly used locations are San Bernardino County Hospital Ward B and San Bernardino Community Hospital. Juveniles may need to be transported to a different facility than the adult facilities, which is why it is important to contact CCRT.

Restraints
If the patient is violent or potentially violent, the officer will notify the staff of this concern. The staff member in charge will have discretion as to whether soft-restraints will be used. If these restraints are desired, the officer will wait while they are being applied to help provide physical control of the patient, if needed.

Securing of Weapons
If a receiving and secured facility prohibits weapons or if an extraordinary event occurs in the treatment facility and officers determine a need to secure their firearms, the firearm shall be secured in the appropriate gun locker at the facility or in the police unit.

Mentally Ill Person Charged with a Crime
Any person charged with a crime who also appears to be mentally ill shall be taken to a designated facility for evaluation prior to booking into jail. If the person has injuries or some
other medical condition, he/she may be taken directly to the hospital with the approval of a supervisor.

Documentation
An application in writing stating the circumstances (probable cause) under which the person's condition was called to the attention of the officer, or other individual authorized must be completed in ink pen and must be free of correction marks.

The officer will complete an Application for 72-Hour Detention for Evaluation and Treatment form (MH-302) and provide it to the staff member assigned to that patient. The officer will retain a copy of the 72-hour evaluation for inclusion in the case report. The officer shall also provide a verbal summary to an emergency department staff member regarding the circumstances leading to the involuntary detention.

If the subject has committed any crime, the report will be titled with the crime section. At the bottom of the WIC 5150 form, the officer can request the police department be contacted before the subject is released from the hospital. This will allow for booking if necessary.

If the subject is transported by paramedics or AMR the officer may not need to complete a WIC 5150 application. If the subject is admitted to the hospital for a self-induced injury the application will be completed by the medical professionals at the hospital if needed. Confer with a supervisor if this situation occurs.

Confiscation of Firearms and Other Weapons
Whenever a person has been detained or apprehended for examination pursuant to W&I 5150, the handling officer should seek to determine if the person owns or has access to any firearm or other deadly weapon (prohibited by PC 19100 & 21310). Any such firearm or other deadly weapon should be confiscated in a manner consistent with current search and seizure law (W&I 8102(a)).

Officers are cautioned that a search warrant may be needed before entering a residence or other place to search unless lawful, warrantless entry has already been made (e.g., exigent circumstances, valid consent).

The officer taking custody of any firearm or other deadly weapon shall issue the individual possessing such weapon a receipt, fully describing the weapon (including any serial number) and indicating the location where the weapon may be recovered, along with any applicable time limit for recovery. The handling officer shall further advise the person of the below described procedure described below for the return of any firearm or other deadly weapon which that has been confiscated.
MIRANDA INTERVIEWING / INTERROGATION (PHASE 1)

Per the Miranda decision, all persons arrested and interviewed must be advised of their constitutional rights against self-incrimination before any questions are asked.

Misdemeanor Arrests / Felony Arrests
- The interviewing officer should advise the subject arrested of their rights.
- Always advise Miranda rights by reading the department issued Miranda warning card or Miranda warning form. Never try to advise a person of their rights from memory.

These are considerations when interviewing or interrogating relating to a Miranda rights advisal:
- Is the field officer conducting a field investigation to determine if a detained person is a suspect?
- Is the field officer or investigator conducting an interrogation following a suspect's arrest and is seeking a confession, admission, or any other information to establish the suspect's involvement?
- Any custodial interrogation will require a Miranda warning. It is the state of mind of the person being interviewed that it important. If the person reasonably believes he is not free to leave, then the interview may be considered a custodial interrogation.

You may ask general investigation questions of a detained person without advising them of their Miranda rights. Once the questions become accusatory, the finger of suspicion points toward the suspect, and they are not free to leave, they must be advised of their Miranda rights. A good rule to follow is: Custody + Interrogation = Miranda.

Use caution---there is a fine line between general investigatory and accusatory questioning. In some cases it is better not to advise the arrested person of their Miranda rights and question them specifically about the crime they are charged with.

On major crimes where detectives are responding, questioning should be done by the detectives. It may be prudent to let the investigators Mirandize the suspect. If the suspect is advised and refuses to waive his/her rights, detectives cannot question the suspect unless the suspect requests to talk to detectives. If there is ample probable cause to arrest, or the suspect was actually caught in the commission of the crime, there is a great likelihood that no questioning is necessary.

Confession Verses Admission
Interrogation is a basic part of police work. It is most important to know the difference between an admission and a confession, as well as what conversation may be used as admissible evidence. A confession is an acknowledgement by the defendant of guilt for the crime for which they are charged. An admission is a statement, by the accused, admitting acts pertinent to the crime tending, in connection with other facts, to prove guilt.

Procedures
Separate subjects being interviewed or interrogated as soon as possible. Questions should always be kept on a practical basis and related to the point at issue. In most instances, courtesy
will accomplish more than a rough attitude. Use the logical approach in dealing with appropriate groups, sympathy with individuals, such as in sex cases and, flattery in cases involving a "show-off" type of personality.

Do not make use of a notebook until the basic part of the interrogation is completed, as it tends to create a psychological deterrent, possibly resulting in the lack of cooperation on the part of the person being interrogated. Record all pertinent information when the interrogation is complete. In major felony cases, a written and taped statement should be obtained.

Be alert for the suspect who tells a too perfect story (preplanned). Be suspicious of all suspects. Never take anyone's word for anything. Seek specifics, not generalities. The interrogator should not roam but should stick to the case being investigated. Do not jump to conclusions. An honest person may give some inaccurate statement that could later be cleared up by additional interrogation or evidence.

The technique of playing on a suspect's ego and allowing him to play a role, or boast, will often break through his defense. Remember that a lie is soon forgotten and may be used to cross up a suspect in later questioning. Confronted with the fact that the lie was detected, the suspect’s interrogation defense may falter, thus giving the interrogator the edge to achieve the interrogation goal. Be flexible during the interview.

Confessions obtained by threat, duress or promise are of no value, and the use of the third degree method will definitely not be tolerated. The suspect should be subjected to only such inconveniences that are reasonable. Consider the hours of questioning, smoking, eating, making use of the restroom, etc. Always bear in mind what is reasonable. Do not forget the time element in the booking. Too long might be considered duress.

The psychological effect of carrying on an interrogation at the police department is a point of advantage. The interrogation room should be private with no distracting objects present. The suspect should be seated in a straight-backed chair, away from desks and tables. If the suspect is made comfortable, he may enjoy the interrogation. Interruptions should be avoided.

The tone of voice and the actions of the interrogator are most important. The interrogator must be thoroughly acquainted with the particular offense, and must be familiar with the jargon of the suspect's age group or class. Acquire as much information about the crime as possible prior to the interview.

If at the time of interrogation, it is felt that the suspect is going to be tested on the lie detector, it is most important not to divulge key points regarding the case. Their knowledge of these facts could adversely affect the final outcome.

Do not divulge too much information to the suspect as they may build up answers to additional questions. Do not, under any circumstances, bluff in the interrogation. If not certain of a point at issue, do not question.
The interrogator should be on the lookout for various signs of emotion, such as physical nervousness, changes in breathing, difficulty in swallowing, facial color change, etc. These symptoms are not proof of guilt, but are indications that can be used as a guide to break down the suspect's defense.

The interrogator should allow the suspect to do the talking except under questioning in which a direct answer is desired. You should allow the suspect to ramble on, but should not allow the suspect to go too far afield. Each suspect should be studied, catalogued, and the appropriate interrogating technique should be employed, that best suits his or her personality.

Patience and practice are essential in becoming a good interrogator. Remember--you have an idea of what has occurred but the suspect knows what has occurred. Through the suspect you can attain the desired goal, but only when you apply the techniques of interrogation keep in mind the laws governing interrogations and the admissibility of confessions or admissions received.

If a suspect who has been advised of his rights says he does not want to discuss the matter further, the questioning must stop. If he wants an attorney present, any further questioning must be done in the presence of an attorney.

**MISDEMEANOR CITATIONS**

Penal Code § 853.6 requires law enforcement agencies to use citation release procedures in lieu of arrest for misdemeanor offenses with certain exceptions. A misdemeanor citation is an alternative method to physical arrest of adults in misdemeanor cases allowing officers to save time and minor violators to be released without being confined.

Release by citation for misdemeanor offenses can be accomplished in two separate ways:
- A field release is when the violator is released in the field without being transported to a jail facility.
- A jail release is when a violator is released after being transported to the jail and booked.

**Field Citations**
In most misdemeanor cases an arrestee 18 years or older may be released on citation provided the individual can be satisfactorily identified, there is no outstanding arrest warrant for the individual and none of the below described disqualifying circumstances are present.

**Jail Release**
In certain cases, it may be impractical to release a person arrested for misdemeanor offenses in the field. The person arrested may instead be released after booking at the jail or other booking facility. Any person arrested for a misdemeanor offense shall be released on his/her written promise to appear after the booking procedure is completed, unless disqualified for reasons listed below.
Disqualifying Circumstances
A person arrested for a misdemeanor shall be released on a notice to appear unless one of the following situations is present:

- The person arrested is so intoxicated that he/she could be a danger to him/herself or to others. Release may occur as soon as this condition no longer exists.
- The person arrested requires medical examination or medical care or is otherwise unable to care for his/her own safety:
  - Do not release an arrestee from custody for the purpose of allowing that person to seek medical care at a hospital, and then immediately re-arrest the same individual upon discharge from the hospital, unless the hospital determines this action will enable it to bill and collect from a third-party payment source.
- The person is arrested for one or more of the offenses listed in Vehicle Code §§ 40302, 40303 and 40305:
  - Any person arrested for any offense listed in Vehicle Code § 40303(b) shall, in the judgment of the arresting officer, either be given a 10 day notice to appear or be taken without delay before a magistrate in the county of arrest.
  - If a person under Vehicle Code §§ 40303 or 40305 does not have satisfactory identification, the officer may require the individual to provide a right thumbprint (or other finger). However such print may not be used for other than law enforcement purposes.
  - Should any person arrested on a notice to appear claim under penalty of perjury not to be the person listed in the notice, such person may request that his/her thumbprint be taken for comparison at a fee not to exceed the actual cost of such service.
- There are one or more outstanding arrest warrants for the person.
- The person could not provide satisfactory evidence of personal identification.
- The prosecution of the offense or offenses for which the person was arrested or the prosecution of any other offense or offenses would be jeopardized by the immediate release of the person arrested.
- There is a reasonable likelihood that the offense or offenses would continue or resume, or that the safety of persons or property would be imminently endangered by the release of the person arrested.
- The person arrested demands to be taken before a magistrate or has refused to sign the notice to appear.
- There is reason to believe that the person would not appear at the time and place specified in the notice to appear. The basis for this determination shall be specifically documented.
- The charges fall under Penal Code § 1270.1 (serious or violent felonies, domestic violence, etc.)
- When a person is arrested on a misdemeanor offense and is not released by criminal citation, the reason for non-release shall be noted on the booking form and submitted to the WC.
Other Reasons for Non-Release
If the person arrested is not released for one or more of the disqualifying circumstances the officer having custody shall state specifically on the booking form the reason for non-release. Such reasons for non-release may include:
- Previous failure to appear is on record
- The person lacks ties to the area, such as a residence, job, or family
- Unusual circumstances lead the officer responsible for the release of the prisoner to conclude that the suspect should be held for further investigation

Officer Responsibility
After verifying the identity of the suspect, fill out the citation completely. Allow 60 calendar days when assigning a court date for misdemeanor arrests, and 45 days for traffic court appearances. Mark the "Booking Required" box on the citation in misdemeanor field release situations.

The citing officer shall, at the time he/she asks the defendant to sign the notice to appear, call attention to the time and place for appearance and take any other steps he/she deems necessary to ensure that the defendant understands his/her written promise to appear.

Requesting Case Numbers
Many cases involving a criminal citation release can be handled without requesting a case number. Traffic situations and local code violations can be documented on the cite follow-up. Most Penal Code sections will require a case number to document the incident properly in a report. This section does not preclude an officer from requesting a case number if he/she feels the situation should be documented more thoroughly in a case report.

MISSING PERSONS (PHASE 2)
SBPD Policy 332

The department does not consider any report of a missing person to be routine and assumes that the missing person is in need of immediate assistance until the facts reveal otherwise. The department gives missing person cases priority over property-related cases and will not require any time frame to pass before beginning a missing person investigation.

Definitions
At risk - Includes, but is not limited to the following:
- A victim of a crime or foul play;
- A person missing and in need of medical attention;
- A missing person with no pattern of running away or disappearing;
- A missing person who may be the victim of parental abduction;
- A mentally impaired missing person;

Child - A person under the age of 18 years.
Dental/Medical Records or X-rays - All records or X-rays (dental or skeletal) in possession of a dentist, physician, surgeon, or medical facility.
**Dependent Adult** - Any person who is between the ages of 18 and 64, who has physical or mental limitations which restrict his/her ability to carry out normal activities or to protect his/her rights, including, but not limited to, persons who have physical or developmental disabilities or whose physical or mental abilities have diminished because of age or an inpatient to a 24-hour health facility.

**Missing Person** - Any person who is reported missing to law enforcement when the person's location is unknown. This includes a child who has been taken, detained, concealed, enticed away or kept by a parent in violation of the law or any child who is missing voluntarily, involuntarily or under circumstances that do not conform to his/her ordinary habits or behavior, and who may be in need of assistance.

**Acceptance of Reports**
Any employee encountering a person who wishes to report a missing person or runaway shall render assistance without delay. This can be accomplished by accepting the report via telephone or in-person and initiating the investigation. Those employees who do not take such reports or who are unable to render immediate assistance shall promptly dispatch or alert an employee who can take the report.

A report shall be accepted in all cases and regardless of where the person was last seen, where the person resides or any other question of jurisdiction (Penal Code § 14205).

**Courtesy Reports**
In cases where the department accepts a courtesy report on a missing person who resides in another jurisdiction and/or was last seen in another jurisdiction and, in the case where the missing person is under the age of 21 years or where there is evidence that the missing person was "at risk", the following shall occur:

- The officer shall notify and fax a copy of the report to the agency with jurisdiction over the missing person's residence without delay.
- The report will be marked "Courtesy Report".
- Notification and a copy of the report will also be faxed to the agency having jurisdiction over the place where the person was last seen.
- A notation identifying the agency and name of the person who was advised should be made in the narrative portion of any report forwarded to another agency.

**Required Forms and DNA Collection Kits**
The following forms should be completed and collection kits obtain during the investigation:

- Department report form for use in missing person cases;
- Missing Person Investigation Checklist, providing investigation guidelines and resources available in the early hours of a missing person investigation;
- Missing Person School Notification Form;
- Medical Records Release Form from the California Department of Justice;
- California DOJ missing person forms as appropriate;
- DNA Missing Persons Specimen Collection Kits;
Initial Investigation
Officers or other employees conducting the initial investigation of a missing person should take the following investigative actions, as applicable:

- Respond to a dispatched call for service as soon as practicable;
- Interview the reporting person and any witnesses to determine whether the person qualifies as a missing person and, if so, whether the person may be at risk;
- If the missing person is at risk an immediate search will be started. The primary unit will check the residence (closets, under beds, under houses, rear yards, or garages or other adjacent structures);
- Notify a supervisor immediately if there is evidence that a missing person is either at risk or may qualify for a public alert, or both;
- Broadcast a "Be on the Look-Out" (BOLO) bulletin and complete an APB if the person is under 16 years of age or there is evidence that the missing person is at risk. The BOLO should be broadcast as soon as practicable but in no event more than one hour after determining the missing person is under 16 or may be at risk;
- Ensure that entries are made into the appropriate missing person networks as follows:
  - Immediately, when the missing person is at risk.
  - In all other cases, as soon as practicable, but not later than two hours from the time of the initial report.
- Complete the appropriate report forms accurately and completely and initiate a search as applicable under the facts.
- Collect and/or review the following:
  - A photograph and a fingerprint card of the missing person, if available.
  - A voluntarily provided biological sample of the missing person, if available (e.g., toothbrush, hairbrush).
  - Any documents that may assist in the investigation, such as court orders regarding custody.
  - Any other evidence that may assist in the investigation, including personal electronic devices (e.g., cell phones, computers).
- When circumstances permit and if appropriate, attempt to determine the missing person's location through their telecommunications carrier.
- Contact the appropriate agency if the report relates to a previously made missing person report and another agency is actively investigating that report. When this is not practical, the information should be documented in an appropriate report for transmission to the appropriate agency. If the information relates to an at-risk missing person, the officer should notify a supervisor and proceed with reasonable steps to locate the missing person.

Additional Investigative Steps
Employees taking such reports shall make a written notation in the narrative space on the missing person form indicating the results of their efforts to obtain a recent photograph and authorization to use the photograph for the Department of Justice. Employees shall also document in the narrative space the name of the child's school.

The investigating officer will request a field supervisor should a search be required. The field supervisor will determine the scope and extent of the search, as well as the manpower required.

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In cases involving children, the search should begin with the child's residence even when the parents insist they have thoroughly checked the house and yard area.

In cases involving school age children, a list of all possible friends or relatives the child may be visiting should be obtained. The child's school should be contacted if possible, for a further list of friends and classmates, as well as verifying that child is not involved in an after-school activity. If it is after school hours, School Police should be contacted for possible investigative leads.

The field supervisor shall ensure that all available sources are checked for any information that may lead to the location of the missing person, including contacting other agencies which may have had contact with the missing person. Agencies which should be routinely checked are:

- Hospitals
- Coroner's Office
- Jails
- Child and Family Services
- Other law enforcement agencies
- Ward B
- Domestic-type shelters
- Public transportation

The in-house sources should be checked as well. A search through the department computer and the CAD system should be done for any and all calls at the address and in the area designated as the search area.

If a child is missing due to parental abduction the San Bernardino District Attorney's Child Abduction Unit shall be contacted immediately. If after hours, the on-call Child Abduction Unit District Attorney shall be notified.

Employees taking the report shall advise the reporting party to contact the department immediately in the event the missing person is located or returns, so the investigation can be terminated and the computer entry cancelled.

Report Procedures and Routing
Employees should complete all missing person reports and forms promptly and advise the appropriate supervisor as soon as a missing person report is ready for review.

**NOISE COMPLAINTS**

It is important to develop an understanding of the sections and procedures relating to noise complaints (PC 415, VC 27007, Administrative Civil Penalties, Extraordinary Law Enforcement Service, etc.).
Upon arrival at the scene, listen and determine if there is an actual noise violation. If there is an actual noise violation, the person responsible for the noise should be contacted and advised of the complaint and violation. It is the discretion of the officer to take enforcement action.

If requested and a violation is not occurring, contact the informant. Advise the informant of the requirements for a private person’s arrest for violations not committed in the officer’s presence. After leaving, stay in the vicinity to determine if the disturbance continues. Determine the distance noise can be heard, etc. Determine if the disturbance is a violation of a Municipal Code or Penal Code section.

Complaints Meeting the Criteria
The following is an example that meets the criteria of a noise complaint:
- A loud band or music by amplified sound would be unreasonable in a residential area.

Complaints Not Meeting the Criteria
The following is an example that does not meet the criteria of a noise complaint:
- House construction is not a noise violation. The city code has certain requirements for construction, with regard to hours of the day. Consult the Municipal Code for specific violations. Specific descriptions of loud or unreasonable noise are enumerated in the Land Use and Development Code Section.

Group Activities
- Group activities would be more appropriately handled within confines of PC 403, Disturbing Public Meetings; PC 404, Riot; PC 406, Rout, or PC 407, Unlawful Assembly, etc. Use care not to interfere with constitutional rights on complaints of loud religious or political meetings.

If a Return Call is Required
Should a return call be required, the responding officer should:
- Determine if there is a continued noise violation. If there is a continued noise violation, advise the person responsible for the premises they may be arrested if the noise continues.
- Obtain identification of the individual and document information such as time, noise level, and type of noise and Identify any witnesses;
- Only one complaint is sufficient take enforcement action;
- It is the discretion of the officer to take enforcement action and issue a citation, an Administrative Civil Penalties Notice and Order, Extraordinary Law Enforcement Service warning or notice of violation.
- If not enforcement action is taken, check back at the location periodically.
- Officers should confer with a supervisor to determine the best course of action.
OFFICER INVOLVED SHOOTINGS (PHASE 1)
SBPD Policy 310

An Officer Involved Shooting (OIS) is an incident in which a police officer intentionally discharges their weapon at another person.

Warning and Other Shots (SBPD Policy 312.5)
Generally, warning shots or shots fired for the purpose of summoning aid are discouraged and may not be discharged unless the officer reasonably believes that they appear necessary, effective and reasonably safe.

Destruction of Animals (SBPD Policy 312.6)
Officers are authorized to use firearms to stop an animal in circumstances where the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective.

In circumstances in which officers have sufficient advance notice that a potentially dangerous animal may be encountered, officers should develop reasonable contingency plans for dealing with the animal (e.g., fire extinguisher, CED, oleoresin capsicum (OC) spray, animal control officer). Nothing in this policy shall prohibit any officer from shooting a dangerous animal if circumstances reasonably dictate that a contingency plan has failed or becomes impractical.

Types of Investigations
Officer-involved shootings involve several separate investigations. The investigations may include:

- A criminal investigation of the incident by the agency having jurisdiction where the incident occurred. This department may relinquish its criminal investigation to an outside agency with the approval of the Chief of Police or a Division Captain.
- A criminal investigation of the involved officer(s) conducted by an outside agency.
- A civil investigation to determine potential liability conducted by the involved officer's agency.
- An administrative investigation conducted by the involved officer's agency, to determine if there were any violations of department policy.

Criminal Investigation
The San Bernardino Police Department (SBPD) shall utilize the District Attorney's Office to conduct an independent review into the circumstances of any officer-involved shooting involving injury or death. If necessary, detective personnel from SBPD may be assigned to partner with investigators from the District Attorney's Office so as to not duplicate efforts in related criminal investigations.

Once public safety issues have been addressed, criminal investigators will be given the next opportunity to interview involved officers in order to provide them with an opportunity to give a voluntary statement. The following shall be considered for the involved officer:
• Any involved officer will be afforded the opportunity to consult individually with a representative of his/her choosing or an attorney, prior to speaking with criminal investigators. However, in order to maintain the integrity of each individual officer's statement, involved officers shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed.

• Any voluntary statement provided by the officer(s) will be made available for inclusion in the administrative or other related investigations.

• Absent consent from the involved officer or as required by law, no administratively coerced statement(s) will be provided to any criminal investigators.

Administrative Investigation
In addition to all other investigations associated with an officer-involved shooting, this department will conduct an internal administrative investigation to determine conformance with department policy. This investigation will be conducted under the supervision of the Professional Standards Bureau and will be considered a confidential peace officer personnel file.

Report of Firearm Discharge (SBPD Policy 312.7)
Except during training or recreational use, any member who discharges a firearm intentionally or unintentionally, on- or off-duty, shall make a verbal report to his/her supervisor as soon as circumstances permit. If the discharge results in injury or death to another person, additional statements and reports shall be made in accordance with the Officer-Involved Shooting Policy. If a firearm was discharged as a use of force, the involved member shall adhere to the additional reporting requirements set forth in the Use of Force Policy.

In all other cases, written reports shall be made as follows:
• If on-duty at the time of the incident, the member shall file a written report with his/her Division Captain or provide a recorded statement to investigators prior to the end of shift, unless otherwise directed.
• If off-duty at the time of the incident, a written report shall be submitted or recorded statement provided no later than the end of the next regularly scheduled shift, unless otherwise directed by a supervisor.

Duties of Initial on Scene Supervisor
Upon arrival at the scene of an officer-involved shooting, the first uninvolved supervisor should:
• Take all reasonable steps to obtain emergency medical attention for all apparently injured individuals.
• If necessary, the supervisor may administratively order any officer from this department to immediately provide public safety information necessary to secure the scene and pursue suspects.
• Public safety information shall be limited to such things as outstanding suspect information, number and direction of shots fired, parameters of the incident scene, identity of known witnesses and similar information.
• The initial on scene supervisor should not attempt to order any officer to provide other than public safety information.
• Provide all available information to the Watch Commander and Dispatch. If feasible, sensitive information should be communicated over secure networks.
• Take command of and secure the incident scene with additional personnel until relieved by a detective supervisor or other assigned personnel.
• As soon as practical, shooter officers should respond or be transported (separately, if feasible) to the station for further direction.
• Each involved officer should be given an administrative order not to discuss the incident with other involved officers pending further direction from a supervisor.
• When an officer's weapon is later taken for investigative purposes or left at the scene (e.g., evidence), the officer will be provided with a comparable replacement weapon or transported to the station by other officers.

Involved Officers
Once the involved officer(s) have arrived at the station, the Watch Commander should ensure each officer understands that the incident shall not be discussed except with authorized personnel or representatives. The following shall be considered for the involved officer:
• The SBPOA will be notified, however, no involved officer shall be permitted to meet collectively or in a group with an attorney or any representative prior to providing a formal interview or report.
• Discussions with licensed attorneys will be considered privileged as attorney-client communications.
• Discussions with department representatives (e.g., employee association) will be privileged only as to the discussion of non-criminal information however.
• A psychotherapist shall be provided by the Department to each involved officer, or any other officer, upon request.
• Interviews with a licensed psychotherapist will be considered privileged and will not be disclosed except to the extent that the officer is or is not fit for return to duty.
• An interview or session with a licensed psychotherapist may take place prior to the involved officer providing a formal interview or report, but the involved officers shall not be permitted to consult or meet collectively or in a group with a licensed psychotherapist prior to providing a formal interview or report.
• Although the Department will honor the privacy of communications with peer counselors, there is no legal privilege to such.

Care should be taken to preserve the integrity of any physical evidence present on the officer's equipment or clothing, such as blood or fingerprints, until investigators or lab personnel can properly retrieve it. Detectives shall make reasonable accommodations to the officer's physical and emotional needs.

Each involved officer shall be offered three days off following an officer-involved shooting. If any of those three days are regular work days they shall be "paid administrative leave" days. It shall be the responsibility of the Watch Commander to make schedule adjustments to accommodate such leave.
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Reports by Involved Officers
In the event that suspects remain outstanding or subject to prosecution for related offenses, this department shall retain the authority to require involved officers to provide sufficient information for related criminal reports to facilitate the apprehension and prosecution of those individuals.

While the involved officer may write the report, it is generally recommended that such reports be completed by assigned investigators who should interview involved officers as victims/witnesses. Since the purpose of these reports will be to facilitate criminal prosecution, statements of involved officers should focus on evidence to establish the elements of criminal activities by involved suspects. Care should be taken not to duplicate information provided by involved officers in other reports.

Nothing in this section shall be construed to deprive an involved officer of the right to consult with legal counsel prior to completing any such criminal report. Reports related to the
prosecution of criminal suspects will be processed according to normal procedures, but should also be included for reference in the investigation of the officer-involved shooting.

**Mandatory Post-OIS Training**

After an officer that has been involved in an OIS is cleared to return to work by a psychotherapist the officer shall attend mandatory Post-OIS training coordinated by the department's Personnel & Training Unit. The training shall be conducted before the employee returns to their regular assigned duties. This training is intended to be a learning opportunity for the employee and the department as well as a mechanism to integrate the involved officer(s) back into their daily duties.

**Media Relations**

A single press release shall be prepared with input and concurrence from the supervisor and agency representative responsible for each phase of the investigation. This release will be available to the Watch Commander, Investigations Division Captain and Public Information Officer in the event of inquiries from the media. All outside inquiries should be directed to the Watch Commander.

It will be the policy of this department to not release the identities of involved officers absent their consent or as required by law. Moreover, no involved officer shall be subjected to contact from the media and no involved officer shall make any comments to the press unless authorized by the Chief of Police or a Division Captain.

Law enforcement officials receiving inquiries regarding incidents occurring in other agency jurisdictions shall refrain from public comment and will direct those inquiries to the agency having jurisdiction and primary responsibility for the investigation.

**OFFICER SAFETY (PHASE 1)**

You must remain aware of potential assaults against your person, and that all incidents have the potential for violence. The greatest number of deaths and injuries to officers are caused by their own errors. Recognized errors are a basis for officer safety.

**Common Safety Errors**

There are several recognized errors made by officers, which include:

- Officers did not tell radio their location or gave wrong location or the HT was not on. Officer shouting into microphone caused over modulation. Radio unable to understand message. Help arrived late.
- Too many talking at once.
- Officer used wrong phonetics running a suspect. Correct way revealed suspect was armed and dangerous.
- Lack of communication between officers.
- Lack of prior planning or plan application.
- Acting on impulse, without regard for personal safety, also known as the "hero" type.
• Waiting for something to develop, rather than taking some type of action to start controlling the situation.
• Partners splitting up. Remember, contact and cover.
• Carelessness, letting up, giving up.

These errors constantly appear and reappear in almost every incident involving an officer's death. Continuous discussion and exchanges of ideas and information between partners and other officers are invaluable. Do not assume or take anything for granted. Nothing is routine. Be aware. Mentally focus on what you are doing and what has to be done.

Plan what you and your partner are going to do. Stick to the plan. Be aware that suspects will sometimes intentionally cause distractions to put you off balance. Be aware of your surroundings, but maintain focus on the threat.

**Officer Fatality Information**

- Officers were killed within a distance of 4 to 12 feet, in 2.5 seconds. It involved one suspect most of the time, taking only 2.8 seconds to kill the officer, in reduced lighting.
- Most of the officers killed while on a call failed to anticipate danger and failed to use available cover.
- The highest percentage of officers killed were patrol officers, 31-35 years of age with more than 4-5 years on the job.
- Once you find one weapon do not stop. Advise your partner, and remember to search a suspect (male or female) well enough for you to be sure they are not armed. Your life and the lives of other officer's depend on you.
- The highest percentage of weapons used to kill officers were handguns.
- Remember your weapon is fickle. Your weapon has no master or friend.
- The highest percentage of officers killed were killed by offenders' weapons (armed suspects)
- If you are shot Do Not - Do Not give up the will to live. Continue to fight.
- The highest percentage of officers killed, died during an ambush. The next highest percentage died during an arrest situation.
- The biggest error made by officers, was not using time to their advantage.
- One out of five officers involved in a shooting was shot with their own weapon.
- The highest percentage of the shootings occurred outdoors, in April, between the hours of 1600 and 0000 on a Thursday. However, statistics are misleading, it can occur at anytime.
- Most of the suspects who killed officers fired a double action weapon, chose the time and place for the shooting and used "instinct" shooting techniques.
- Will you die because someone wants you dead? Will you die because it's the suspect's main option and your only option? No, No, and Never.

**Mental Preparation for Survival**

- … learn to control emotions under stress.
- … learn to avoid sarcasm and profanity.
- ... learn verbal skills.
- ... learn assertive mannerisms and develop a command presence.

**Officer Survival**
Practicing solid officer safety principles is one of the most important functions you will perform on a daily basis. The following principles will assist in ensuring your survival:
- Mental conditioning and preparation;
- Observations of hands;
- Have a plan for multiple suspects;
- Maintain a position of advantage or stance during field contact;
- Position of advantage responding to and at call (doorways, position of unit, etc.);
- Lighting control, use of flashlight and silhouetting;
- Keep weapon hand free;
- Weapon retention;
- Use a contact and cover officer;
- Use of cover and concealment (understand difference and awareness);
- Conduct pat downs for weapons;
- Know radio responsibilities;
- Good officer-to-officer communication;
- Use pre-planning;
- Prepare for possible ambush;
- Prepare for tactical retreat;
- Physical conditioning and preparation.

**Contact and Cover**
The principle of contact and cover is based on the idea that officers should not divide their attention when it can be avoided. For this reason officers should always try to operate in pairs. During contacts of individuals one officer should conduct all contact while the other officer assumes the role of cover officer. Officer must understand their role as both the contact and cover officer during:
- Calls for service;
- “In-progress” calls;
- Pedestrian and traffic stops;
- Felony vehicle stops; and
- Vehicle and foot pursuits.

The contact officer is responsible for:
- Watch Hands;
- Control and direct the situation, suspects, victims, witnesses, RP;
- Conduct questioning;
- Pat downs and searches both of persons and vehicles or residences;
- Record incident information;
- Relay pertinent information to other officers.
- Retrieve and process all evidence;
- Complete all citations, field interview cards and other paperwork;
- Responsible for all routine radio transmissions.

If the cover officer becomes involved in the contact by conducting searches and interviews instead of limiting his activity to cover functions, the contact officer should assume the role of the cover officer so that the officers’ attention does not become divided by two officers conducting searches, interviews, paperwork, etc.

The cover officer is responsible for:
- Watch Hands;
- Approach;
- Cover positions with vehicles and persons;
- Identify weapons and contraband;
- Watch for hostility and anger;
- Approaching vehicles and persons posing a potential threat
- Communication with contact officer of danger signals;
- Provide assistance to contact officer and directed or needed.

Additionally, the cover officer will ensure multiple suspects or persons who may approach the location of the stop do not attack or interfere with the contact officer after officers have already made their initial contact. This includes watching vehicle, bicycle, and pedestrian traffic. The cover officer will also maintain observation of the suspects with whom the contact officer is not currently talking. Restricting their movements does this, by having them sit or kneel depending upon the totality of the circumstances.

**Body Armor**
As indicated in SBPD Policy 1024, all officers shall wear agency-approved body armor anytime they are in a situation where they could reasonably be expected to take enforcement action. There are several benefits, limitations and characteristics of body armor. It is important to understand and discuss with your FTO the types of body armor, levels of protection against firearms and other weapon (i.e. knives) and the benefits of wear.

**Survival Pre-Planning**
As a probationary officer, your Field Training Officer (FTO) will change on a regular basis. When this occurs, it is imperative that you discuss individual techniques with your new FTO. Pre-planning is a necessity. Some suggestions on what to discuss are as follows:
- What your FTO expects from you when a suspect is holding him/her at gunpoint. Know what your FTO is going to do and what you are going to do.
- What your FTO is going to do when you are held at gunpoint.
- What you and your FTO are going to do when several suspects flee? It is recommended that you stay together, but sometimes this is impossible.
- Use contact and cover. Only one officer searches at a time while the other officer provides cover.
What are you going to do when either one of you are shot? Should the survivor stay and assist or should the suspect be chased?
What code words are going to be used if a gun is discovered?
In a firefight, discuss who reloads their weapon, and who maintains several rounds until the other has reloaded. Officers have been killed because both have run out of ammunition at the same time. Plan volley firing.
When responding to assist other officers in an emergency situation go to another channel to tell the dispatcher you are en route.
Avoid voice broadcasting, which may cover the officer’s transmissions. Instead use the MDC to put yourself en route to assist.

POLICE PATROL TECHNIQUES AND PROCEDURES (PHASE 1)
SBPD Policy 400

Officers will generally patrol in clearly marked vehicles, patrol assigned jurisdictional areas, respond to calls for assistance, act as a deterrent to crime, enforce state and local laws and respond to emergencies 24 hours per day seven days per week.

Police Patrol Function
Patrol will generally provide the following services within the limits of available resources:
- Patrol that is directed at the prevention of criminal acts, traffic violations and collisions, the maintenance of public order, and the discovery of hazardous situations or conditions;
- Crime prevention activities such as residential inspections, business inspections, community presentations, etc;
- Calls for service, both routine and emergency in nature;
- Investigation of both criminal and non-criminal acts;
- The apprehension of criminal offenders;
- Community Oriented Policing and Problem Solving activities such as citizen assists and individual citizen contacts of a positive nature;
- The sharing of information between Patrol and other divisions within the Department, as well as other outside governmental agencies;
- The application of resources to specific problems or situations within the community, which may be improved or resolved by Community Oriented Policing and problem solving strategies;
- Traffic direction and control.

Positive Public Contacts
Police authorities define patrol as the "face of the police department.” It is generally the initial contact between the police and the public, affording an excellent opportunity for good public relations. The appearance and demeanor of a police officer is all important. Officers who look and act like they know what they are doing, will be generally accepted at face value by the public.

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Observation and Perception Skills
It is important to understand patrol officers are "the eyes and ears of the police department.” Patrol officer should continuously seek methods by which perception skills may be improved to describe scene activity, persons, and vehicles with acceptable accuracy. This is a pillar of being a solid patrol officer.

Purpose of Police Patrol
- Prevention of crime;
- Enforcement of laws and ordinances;
- Preservation of the peace;
- Apprehension of offenders;
- Miscellaneous services--provide information, etc...

Preventive Patrol Techniques
Preventive Patrol Techniques include, but are not limited to:
- Frequent checks and contacts with business premises;
- Frequent checks of suspicious persons;
- Fluctuating patrol patterns;
- Maintenance of visibility and personal contact;
- Daily individual patrol and community action plan.

Types of Patrol
- Foot;
- Bicycle;
- Motorized (auto and motorcycle);
- Fixed or stationary;
- Stakeouts;
- Special (air, mounted, etc...).

Patrol Technique Advantages
Foot and bicycle patrol advantages include, but are not limited to:
- Increased personal contact between police and citizens;
- Increased observation ability;
- Increased ability to gather information.

Motorized patrol advantages include, but are not limited to:
- Increased speed and mobility;
- Increased conspicuousness;
- Availability of additional equipment;
- Increased transportation capability;
- Decreased response time.
Patrol Preparation
Preparation for patrol begins at briefing. Briefings cover wanted bulletins, teletypes, departmental orders, special instructions, and some in-service training. Good practices to prepare for patrol include, but are not limited to:

- Gathering needed materials and information (i.e., report forms, citation books, etc.);
- Obtaining and checking equipment;
- Planning work around identified priorities;
- Preparing daily patrol and community action plan.

Preventing and Detecting Crime
Immediately after going in service, the officer should first check out his/her entire beat. Attention should be directed toward special problems and hazards such as new road construction and potential trouble spots. Officers shall be available for radio calls at all times when in service. When out of the unit on normal patrol duties, the portable radio should be on and monitored for emergency calls.

Day Shift
Stay in the public view. This in itself suppresses crime and creates public confidence. Special attention should be given to potential robbery and burglary targets. Patrolling of residential areas is important since most residential burglaries occur during the daylight hours. School areas should be cruised for persons loitering, especially during the time students are going to or leaving school.

Swing Shift
This is also a visual suppression watch. Stay in the public view. There is a great robbery potential on swing shift. Give special attention to markets, liquor stores, and gas stations.

Graveyard Shift
Vary your patrol pattern. Double back and recheck areas. Check alleys and the rear of business districts. Stop and observe traffic and pedestrians. Become completely familiar with your district. Know regular vehicles, cleanup men, and opening and closing time of businesses. Field interview cards should be made on all persons contacted due to suspicious circumstances. Cross-reference all subjects on the back of each FI card which will assist in link analysis. Graveyard shift should also be looking for:

- Broken glass;
- Open doors and windows;
- Pry marks;
- Suspicious vehicles;
- Persons on foot;
- Differences in normal lighting (on or off);
- Unusual sounds;
- Access to rooftop or upper floors.
Patrol Safety Issues
Patrol safety issues include, but are not limited to:

- Always keeping a subject’s hands in view;
- Avoiding “police noises” (radio, keys, etc.);
- Avoiding the hazards of “silhouetting”;
- Ability to locate the vehicle identification number (VIN) on various vehicles;
- Identifying plain clothes or undercover officers in response situations.

PATROL VEHICLE OPERATION (PHASE 1)

Orientation and Operating the Patrol Vehicle
In order to operate a patrol vehicle safely and effectively the officer must know the location and how use of the following:

- Rear door locks (manual);
- Trunk and hood release;
- Weapon release systems;
- Emergency lights and siren switches and other emergency equipment;
- Radio;
- Spare tire;
- Jack and handle;
- Flares;
- First Aid Equipment;
- Engine fluid compartments and dip sticks.

Pre and Post Shift Vehicle Inspections
There are several purposes for conducting a vehicle inspection prior to operation, which includes:

- Prevention of accidents;
- Promotion of operational efficiency;
- Location of contraband, evidence, or property;
- Reduction of maintenance and repair costs;

Before the start and at the end of the shift, all SBPD vehicles should be inspected, which includes the following:

- Check exterior for dents (check vehicle log to confirm documentation);
- Check tire wear and pressure;
- Check trunk for flares, spare, crime scene tape, first aid kit, & fire extinguisher: - Use of trunk inventory checklist (SBPD Policy 704.3.1);
- Check under front and rear seats for contraband, evidence, or weapons;
- Check spotlights, turn signals, overhead lights, and headlights;
- Check P.A. system, siren, and radio;
- Check shotgun/rifle and shotgun/rifle rack;
- Examine seat belts and instrument panel;
When transporting any suspect, prisoner or arrestee, the transporting officer shall search all areas of the vehicle that are accessible by the person before and after the person is transported (SBPD Policy 704.3.7).

**Vehicle Refueling**
Absent emergency conditions or supervisor approval, officers driving patrol vehicles shall not place a vehicle in service that has less than one-quarter tank of fuel. Vehicles shall only be refueled at the authorized location. Officers shall refuel their assigned unit at the end of their shift unless special circumstances exist (SBPD Policy 704.4). Officers must also know the City yard fueling procedures and alternate fueling procedures.

**Vehicle Maintenance**
Officer should know the agency policy regarding proper maintenance of the police vehicle and demonstrate the following:
- The procedure for regular maintenance and service of patrol vehicles;
- The procedure for turning in a damaged or mechanically deficient vehicle for repair;
- The procedure for completing and forwarding a vehicle repair slip, if needed.

When a department vehicle becomes inoperative or in need of repair that affects the safety of the vehicle, that vehicle shall be removed from service for repair (SBPD Policy 704.2).

**Situation-Appropriate, Focused, Educated (SAFE) Driving**
Officers shall understand and demonstrate the application of “Situation-Appropriate, Focused, and Educated (SAFE) Driving” during routine and emergency situations:
- “Situation-Appropriate” refers to the need for law enforcement officers to modify their driving for the varied circumstances encountered in a patrol-driving environment (e.g., routine patrol verse code three driving, school zone verses rural highway driving, transitioning from surface streets/highways into residential neighborhood streets, driving in inclement weather and/or at night vs. ideal dry/clear weather and/or daylight conditions). Officers should also understand that the “appropriateness” of his or her driving style for the conditions present is also dictated by agency policy. A black and white patrol car attracts attention and should be driven in a prudent manner with adherence to the rules of the road at all times.
- “Focused” addresses the many concerns related to roadway position/conditions, distraction, fatigue, multi-tasking, equipment, and driver capabilities.
- “Educated” refers to training (academy, FTO, in-service/ongoing) and policy, and the need for the trainee to continually apply knowledge gleaned in these areas to his or her daily driving habits.

**Importance of Continued Training**
Officers must understand the importance of the following critical areas of driving instruction and be able to explain how ongoing exposure and training in each area can benefit the trainee in the application of SAFE driving:
• Use of Law Enforcement Driving Simulators in addition to Emergency Vehicle Operations Courses in ongoing and in-service training;
• Speeds officers are expected to encounter in routine and emergency driving;
• Night driving;
• Use of interference vehicle(s) to simulate actual roadway conditions.

Understanding Dangers and Consequences
Officers should be made aware of the fact that routine and emergency patrol driving is one of the most critically serious and potentially dangerous functions of a law enforcement officer. There is a real and ever-present risk of injury or death to the law enforcement officer and members of the public when law enforcement officers drive in a manner unsafe for conditions, beyond their capabilities, or the capabilities of their patrol vehicles. From 2003 to 2010, more officers were injured or killed in traffic accidents than in assaults. In addition, severe criminal and/or civil sanctions can be imposed on the law enforcement officer and/or the organization as a result of unsafe vehicle operation.

Use of Seatbelts
Officers will review SBPD’s policy regarding the use of seatbelts while on patrol (SBPD Policy 1022). Officers will understand the use of a seatbelt in both routine and emergency driving dramatically increases the chance of survival and decreases the potential for injury during a crash. Tactical seatbelt removal (removing the seatbelt as the patrol vehicle slows, just prior to safely coming to a stop, so the officer can quickly exit the vehicle).

Code Three Response
Officer shall review and be able to explain SBPD’s policy concerning “Code Three” response (SBPD Policy 316). Officers must be able to demonstrate safe and effective driving practices during a “Code Three” response.

Vehicle Pursuits
Officer shall review and be able to explain SBPD’s policy concerning Vehicle Pursuits (SBPD Policy 314). Officers must be able to demonstrate safe and effective driving practices during a Vehicle Pursuit.

Vehicle Operation Liability
An officer operating a law enforcement vehicle under non-emergency conditions is subject to the same “rules of the road” as any other driver. An officer shall understand and be able to explain situations, in which the driver of an authorized emergency vehicle is exempt from the Vehicle Code provisions listed in Section 21055, including:
• Responding to an emergency call;
• Engaged in a rescue operation;
• In pursuit of a violator;
• Responding to a fire alarm.

An officer shall understand and be able to explain the exemption requirements of the Vehicle Code regarding the use of red lights and siren, under Sections 21055(b) and 21807.
An officer shall understand and be able to explain the conditions under which he/she or their agency may be held liable for deaths, injury, or property damage which occur while an emergency vehicle is being operated with red lights and siren (Code 3), including:

- Failure to drive with due regard for the safety of all persons described in VC Section 21056;
- A negligent or wrongful act or omission by an employee of the entity described in VC Section 17001;
- When not in immediate pursuit of an actual or suspected violator or responding to a bona fide emergency as described in VC Section 17004.

**PEDESTRIAN STOPS (PHASE 2)**

**Consensual Encounters**

An encounter with a member of the public is classified as either a "consensual encounter," a "detention," or an "arrest." A "consensual encounter" is the least intrusive of these. A "consensual encounter" is a contact between an officer and an individual that is strictly voluntary. The key element is that the person remains *totally free to leave or free not to cooperate*. You must not restrain the person or exert any authority over the individual. You do not need any articulable suspicion of criminal activity, objective reason or justification for initiating this type of contact.

**Example:** It was only a consensual encounter, not a detention, where the officer asked "Can I talk to you for a moment?" and the individual said "yes" and then agreed to wait in the back of a police car while the officer ran a warrants check, with everything spoken in a polite conversational tone without physical or verbal force.

- Legal Sourcebook, 2013

**Suspicious Activity**

Police officers have a right and duty to temporarily detain a person, when it appears some activity on the part of the person is out of the ordinary, when there is some indication that the activity relates to crime, and the specific facts indicate that some criminal activity has, or will take place. Mere hunch or suspicion is not, in itself, sufficient cause to stop and question. The circumstances must be such that the activity of the detained person can be distinguished from the activity of an ordinary person.

The circumstances of making a lawful pedestrian stop include, but are not limited to:

- The existence of suspicious activity;
- The time of day or night
- Reasonable suspicion to believe that the person being stopped may be involved in criminal activity.
Field Interview (FI) Cards
Officers are encouraged to complete a field interview (FI) card during every pedestrian encounter. FI cards are often used to identify suspecting in a crime and provided a great deal of intelligence for future investigations. It is also imperative to conduct a wants check during every pedestrian encounter. This generally allow the officer to confirm the identity of the individual(s) contacted and arrest those who are wanted.

PROBABLE CAUSE VERSES REASONABLE SUSPICION (PHASE 1)

Probable cause is the standard by which a police officer has the grounds to make an arrest, to conduct a search of a person, location or property or to obtain a search warrant or an arrest warrant.

_Probable Cause is defined as:_
“Apparent facts discovered through logical inquiry that would lead a reasonably intelligent and prudent person a crime has been committed”.

Reasonable suspicion is a legal standard of proof, which is less than probable cause, but more than an "inchoate and unperticularized suspicion or 'hunch'” and must be based on "specific and articulable facts". (Ballentine's Law Dictionary, 2013)

_Reasonable suspicion is defined as:_
“Specific and articulable facts a crime related activity has occurred, is occurring, or is about to occur and the person to be detained was involved in a crime-related activity”. See _Terry v. Ohio_, 392 U.S. 1.27(1968). (Ballentine's Law Dictionary, 2013)

PROFESSIONAL DEMEANOR AND COMMUNICATIONS (PHASE 2)

Officers should be aware that they are always being watched and evaluated by their peers, superiors, members of allied agencies, and the public. Therefore, it is important that officers demonstrate professional demeanor and good communication skills at all times. Officers must also display empathy, courtesy, fairness, and firmness.

Officer must be able to diffuse emotionally charged situations and deal with people who are hostile, angry, hysterical, mentally ill, developmentally disabled, depressed, young, old, racists, and culturally different. One of the ways this can be done is by explaining the reasons for certain law enforcement actions.

Officers must also be aware that the general public usually has little or no direct contact with law enforcement officers. Consequently they must form their opinions about us on the few factors that are available to them. The public most commonly evaluates law enforcement on officer’s general appearance, personal demeanor, communication skills, and driving ability.
Officer must have the ability to communicate with any segment of the public in such a way as to enhance police service and community attitudes toward the police. This includes:

- Community contacts;
- Business contacts;
- Community involvement;
- Positive role modeling;
- Mentoring.

Factors of Negative Response

Verbal factors which could contribute to a negative response from the public include:

- Profanity;
- Derogatory language;
- Ethnically offensive terminology.

Non-verbal factors which could contribute to a negative response from the public include:

- Officious and disrespectful attitude;
- Improper use of body language;
- Improper cultural response.

PROWLER CALLS (PHASE 2)

Officer should respond to prowler calls as quickly as possible. Drive within the speed limit and never use the red lights or siren. Take into consideration any other units dispatched to assist, and plan accordingly. Try to arrive from opposite directions. When nearing the location, check for suspicious-looking persons, license number of cars parked nearby, etc. Consider time and walking distance of the suspect.

Approaching a location with headlights out is a hazardous practice due to the possibility of striking unknown objects. Additionally, the prowler will probably already have seen or heard you. Approaching with your lights on might disorient a potential suspect into thinking that it is just another vehicle.

Determine the exact location while en route to the scene to avoid unnecessary use of the spotlight or flashlight to locate the address. If necessary use your flashlight, but avoid flashing it ahead. Look for numbers on the opposite side of street from the location of the incident. Turn the radio down, but not off.

Guard against unnecessary noise such as slamming car doors, loud police radio, etc. Use caution when walking around a house. The occupants may confuse you with the prowler and take some type of offensive action.
Two one-man units or one two-man unit should be dispatched to the scene of all prowler calls. They should go directly to the scene, make a quick check of the grounds, contact the victim to get main details (description of suspect, direction of flight, etc.) and broadcast any appropriate information. Check the premises for physical evidence such as footprints, dropped articles, etc.

Be aware of low clotheslines, excavations, and the victim who may be walking around with a loaded gun looking for the suspect.

Other units dispatched to assist, or others in the vicinity should patrol the perimeter of the area, taking into consideration the distance a suspect can travel from the time of the report. If the suspect is apprehended, have him identified by the victim. Do not let the suspect see the victim when identification is made.

Check to see if the blinds are up in the bedroom or bath, and advise the complainant about "Peeping Tom" cases. Offer extra patrol and advise beat partners. Even though the call may be unfounded, this is an excellent opportunity to develop and build good public relations. Repeated offenses may require a crime report (PC 647(h)).

Prowler calls are very dangerous to both the police and the public, because you will not know who the suspects are or why they are there. Keep Dispatch informed of the situation at the scene. Above all, exercise caution!

**PUBLIC INTOXICATION**

Public intoxication is not an uncommon call. Penal Code 647(f) makes it a violation for a person to be in a condition that he or she is unable to exercise care for his or her own safety or the safety of others, or by reason of his or her being under the influence of an intoxicating substance, which interferes with or obstructs or prevents the free use of any street, sidewalk, or other public way.

PC 647(f) is only applicable in public places or a place open to the public and includes stores and other businesses, parking lots, parks, streets, public buildings, etc.

It is not necessary to administer a field sobriety test to a person being arrested for PC 647(f), as any person who is capable of attempting the test and following your instructions does not meet the criteria for the section.

When writing the arrest report, consider the elements of PC 647(f) and include all observations pertinent to the violation. Include the suspect’s inability to walk, appearance of clothing, inability to answer simple questions, ignorance of time and date, and unable to care for his/her safety or the safety of others on the Public Intoxication report form. Any use of force requires a follow up report along with the Public Intoxication report form.

If there is evidence of injury or sickness, or if the person is totally unconscious, request an ambulance to transport him to the hospital. If injury is incurred on the way to the station or jail,
have the suspect treated at the hospital before booking. While at the hospital ask the doctor if the person is well enough to be booked, and obtain a jail check.

Always note the injury in the report and give the doctor's name. Notify a sergeant before booking. Remember that persons suffering from insulin shock (diabetics) may appear intoxicated. Check for the odor of alcohol.

Use every safety precaution and keep in mind an intoxicated person is a danger to himself and to those attempting to assist him. Absolutely no abuse or use of undue force will be tolerated. Give consideration to the fact that an intoxicated person cannot be expected to react normally.

In any case involving an arrested female before transporting them enter the starting mileage and destination on the MDC or notify dispatch of the same information. Upon completing the transport log the ending mileage on the MDC or notify dispatch of the same information.

Property
Prisoners' property, including a vehicle, should be cared for in accordance with department policy. The vehicle may be stored for safekeeping (VC 22651 (h)), released at the scene, or left at the scene at the prisoner’s request if the vehicle is legally parked and not a hazard.

If impounded or stored, this should be recorded on the booking application. Remember all property in the suspect's custody, whether on his/her person or in his/her vehicle, is the responsibility of the arresting officer. This does not include those items that he/she has stored in his/her room or apartment. Perishables including liquor are not tagged into property as evidence.

Private Property Intoxication
If a person is intoxicated on private property, it will be necessary for the offended party to sign a complaint for some other offense. Three of the more common offenses of a minor nature that can be utilized when applicable are:

- PC 415 Disturbing the peace.
- PC 647(h) Loitering, wandering, or prowling on the property of another without consent.
- PC 602.5 Entering, or remaining in any non-commercial dwelling house, apartment, or other such place without the consent of the person legally in possession or control of said property.

When other offenses are charged on private property and the arrested party is also intoxicated, make sure the elements of the offenses are covered in the report with a statement regarding his/her intoxicated condition.

RAPES

As the first unit on the crime scene, your observations and actions could be critical to later investigations, arrests, and any other criminal proceedings. The preliminary investigation can determine the direction and success or failure of the entire case. It is therefore necessary that you
be as careful, thorough and accurate as possible in all phases of your investigation. Care should be taken, because the typical victim is in an emotional and sensitive state of mind as a result of the assault.

Initial Victim Interview
The officer must be patient, understanding and sympathetic. The victim may be reluctant to talk to a male officer and the use of a female officer may be needed to bypass this reluctance. On the other hand, many female victims are reluctant to talk to female officers. You should use the utmost care, compassion and concern when talking to rape victims. Many of them will experience feelings of shame or guilt in spite of the fact that the crime of rape is a violent and unprovoked assault on the victim. In the initial interview, remember other associated offenses may have occurred, and be sure to include these in your investigation. Ensure the victim is provided with a rights and services handout.

PC 261 – Rape: Sexual intercourse, not the wife of perpetrator when accomplished by the following:
- Female incapable of consent due to mental condition.
- Resisting female who was overcome by force or violence.
- Prevented resistance by threats of harm, coupled with apparent ability.
- Not conscious of the nature of the act.
- False belief that the perpetrator is the victim’s spouse.

Rape Evidence
The sexual assault evidence kit for both victims and suspects is collected by the contract nursing service. The sexual assault evidence kit should be used in the following circumstances:
- Within 36 hours of being sexually assaulted, even though the victim has showered or bathed.
- When oral copulation is involved
- When sodomy is involved.
- Even though the victim has had sexual relations with her spouse or boyfriend before being sexually assaulted.

New classification techniques are able to classify and identify two or three different samples. The officer may also find it helpful to notify Rape Crisis Services of the crime. Often, the presence of a trained crisis counselor eases the problems of the interview.

REPORT WRITING (PHASE 1)
Field Notes
Field notes are a vital part of every investigation and are the foundation of a written report. It is necessary to take good field notes because they are:
- A reference for future investigations;
- A reference for future court appearances;
• A reference in connecting crimes and patterns in a beat or area.

The types of information that should be entered into field notes consist of:
• Occurrence & report date and time;
• Type of incident;
• Pertinent information for suspects, victims, witnesses, and reporting persons;
• Vehicle information;
• Miscellaneous pertinent information;
• Names of partners and Supervisor;
• Beat & area information;

While field notes are a great resource, it is important to understand field notes are discoverable in a court proceeding and should be professional and presentable.

Report Writing
The SBPD Report Writing Manual is guideline, which establishes the correct format and content of reports. It is important every officer receives a copy of the Report Writing Manual.

It is imperative to complete a thorough and detailed police reports. Thorough and detailed police reports are important because they:
• Are a recording facts to a permanent record;
• Provide coordination of follow-up activities;
• Provide investigative leads;
• Provide statistical data;
• Provide a source for trainee evaluation;
• Provide reference material.

The primary qualities of good police reports include, but are not limited to:
• Accuracy;
• Brevity;
• Completeness;
• Clarity;
• Legibility;
• Objectivity;
• Grammatical and structural correctness;
• Timeliness;
• First person/active voice/past tense.
• Identify proper forms for each incident type;
• Chronological order;
• Appropriate sentence form;
• Correctly fills in appropriate boxes;
• Who, what, when, where, how, how many descriptions and vehicles;
• Include elements of the crime;
• Probable cause for the arrest;
• Discovery/processing of physical evidence;
• Suspect information.

The characteristics of a thorough and detailed police report minimally include:
• Organizing facts in chronological order;
• Relating facts in appropriate sentence form;
• Correctly filing in all appropriate boxes;
• Properly establishing who, what, when, where, why, how and how many;
• Properly establishing the elements of the crime(s), when appropriate;
• A complete documentation of reasonable/probable cause to arrest;
• A complete listing of all suspects, including whether or not they are in custody.
• A thorough proof read of the report.

ROBBERIES IN PROGRESS

A robbery in progress is potentially the most dangerous call that a police officer can receive. Safety of officers and citizens is of prime consideration during 211 in-progress calls. It is extremely important to:
• Make a tactical approach so you cannot be seen, or you may create a hostage situation.
• Respond on an adjacent street if possible so as to avoid detection.
• Be alert and observe closely the immediate area of the 211 and your response route. Pay special attention to possible lookouts (persons who appear nervous, persons who attempt to leave the scene as you arrive.)
• Be aware of possible getaway vehicles (vehicles leaving scene at high rate of speed driving erratically, driving with the lights out, double-parked near the scene, parked with someone at the wheel, etc.)

Deployment
• Two units will be dispatched to all robberies in progress.
• Park as far out of traffic as possible, but not in view of the establishment.
• Park far enough away so that you can see suspects on the rooftop of the building.
• Voice broadcast that you are on scene, and whether or not you can see any signs of criminal activity.
• Coordinate your approach so officers can establish a perimeter around the entire building.

Use caution while approaching on foot and find a location that gives you cover and concealment while providing a view of the location. Officers will not enter the location. If no employee is
visible to be contacted, have dispatch telephone the location and have an employee meet you outside.

Treat everyone who exits the location as a suspect. Instruct them to walk backward toward you, pat them down for weapons, and secure them until you confirm whether or not a robbery has occurred. If the crime is still in progress, continue containment and request necessary assistance. Arrest the suspects as they exit the building and do not allow them to re-enter the building.

**Apprehension Action**
Broadcast an initial description of suspect(s) including vehicle descriptions and their direction of travel. Remember, in initial descriptions, only basic details are needed in order to broadcast information to other officers as soon as possible.

*People:* Race, sex, hairstyle and color, facial hair, clothing description, and unusual characteristics.

*Vehicles:* Color, make, and distinguishing features (body damage, etc...)

Obtain the additional descriptions and information needed for the report and start the actual crime scene investigation. Broadcast any additional important information. Officers also need to:

- Protect the scene;
- Call for additional investigative units as needed;
- Cover and search units;
- Patrol sergeant.

If a stop is to be made, remember that a determining factor should be the close proximity of the time and place of the stop to the actual crime.

Remember to follow normal high-risk vehicle stop safety precautions. Do not assume anything. Never transport detained persons to the victim or witness for an in-field identification. Always transport the victim or witness to the suspect (there are some exceptions--contact a supervisor if there are questions about whether or not the witness can physically respond to the suspect’s location)

**In-Field Identification**
An In-Field Identification or “show-up/line-up” involves having a victim or witness view a possible suspect you have detained in the field. The purpose is to identify the suspect, or eliminate them from suspicion. This is a very critical phase in any criminal investigation. Some precautions must be followed so as not to jeopardize the case in court.

**Proper Admonishments**
Victim/witnesses must be admonished using a witness advisement card prior to the field show-up. Never transport more than one witness per vehicle at a time.
SEARCH POLICIES AND PROCEDURES (GENERAL)
SBPD Policy 322

Both the federal and state Constitutions provide every individual with the right to be free from unreasonable searches and seizures.

Search Policy

It is the policy of the San Bernardino Police Department to respect the fundamental privacy rights of individuals. Members of this department will conduct searches in strict observance of the constitutional rights of persons being searched. All seizures by this department will comply with relevant federal and state law governing the seizure of persons and property.

The Department will provide relevant and current training to officers as guidance for the application of current law, local community standards and prosecutorial considerations regarding specific search and seizure situations, as appropriate.

Search Procedures

The U.S. Constitution generally provides that a valid warrant is required in order for a search to be valid.

There are, however, several exceptions that permit a warrantless search. Examples of law enforcement activities that are exceptions to the general warrant requirement include, but are not limited to, searches pursuant to the following:

- Valid consent
- Incident to a lawful arrest
- Legitimate community caretaking interests
- Vehicle searches under certain circumstances
- Exigent circumstances

Certain other activities are recognized by federal and state courts and by certain statutes as legitimate law enforcement activities that also do not require a warrant. Such activities may include seizure and examination of abandoned property, and observations of activities and property located on open public areas.

Because case law regarding search and seizure is constantly changing and subject to interpretation by the courts, each member of this department is expected to act in each situation according to current training and his/her familiarity with clearly established rights as determined by case law. Whenever practicable, officers are encouraged to contact a supervisor to resolve questions regarding search and seizure issues prior to electing a course of action.

Search Protocol

Although conditions will vary and officer safety and other exigencies must be considered in every search situation, the following guidelines should be followed whenever circumstances permit:

- Members of this department will strive to conduct searches with dignity and courtesy.
- Officers should explain to the person being searched the reason for the search and how the search will be conducted.
- Searches should be carried out with due regard and respect for private property interests and in a manner that minimizes damage. Property should be left in a condition as close as reasonably possible to its pre-search condition.
- In order to minimize the need for forcible entry, an attempt should be made to obtain keys, combinations or access codes when a search of locked property is anticipated.
- When the person to be searched is of the opposite sex as the searching officer, a reasonable effort should be made to summon an officer of the same sex as the subject to conduct the search. When it is not practicable to summon an officer of the same sex as the subject, the following guidelines should be followed:
  - Another officer or a supervisor should witness the search.
  - The officer should not search areas of the body covered by tight-fitting clothing, sheer clothing or clothing that could not reasonably conceal a weapon.
- When officers are going to rely on a consent search in lieu of a search warrant, it will be necessary to establish that the consent was given voluntarily. The San Bernardino County District Attorney requests that a "Consent to Search" form be utilized when possible. This form can then be utilized as a court document for presentation to the jury.

**Documentation**

Officers are responsible to document any search and to ensure that any required reports are sufficient including, at minimum, documentation of the following:

- Reason for the search;
- Any efforts used to minimize the intrusiveness of any search (e.g., asking for consent or keys);
- What, if any, injuries or damage occurred;
- All steps taken to secure property;
- The results of the search, including a description of any property or contraband seized;
- If the person searched is the opposite sex, any efforts to summon an officer of the same sex as the person being searched and the identification of any witness officer.

Supervisors shall review reports to ensure the reports are accurate, that actions are properly documented and that current legal requirements and department policy have been met.

**SELF-INITIATED ACTIVITY (PHASE 1)**

Officers should direct their attention to people and things, which would be of police interest. The intent of this training is to move the trainee officer from “looking” as a civilian to “seeing” as a police officer. Officers should be able to recognize and identify suspected criminal activity and respond appropriately. They should be able to recognize law violations and take action without being prompted by his training officer.
Officers should be able to differentiate between normal and suspicious activity and respond accordingly. Officers should also be able to relate suspicious or criminal activity to law violations. They should be able to demonstrate the ability to relate observed activity to probable cause and reasonable suspicion that will support stops and detentions that lead to good arrests. Officers should be inquisitive and observant.

Stopping an offender for a minor law violation will frequently lead to an arrest for a more serious charge. Initial stops can lead to pat downs or searches that reveal more serious criminal activity. Evidence or contraband found during consent searches is almost always admissible in court. Often people who are stopped for minor violations have outstanding arrest warrants for more serious charges.

The trainee should be aware of and engage in traffic and investigative stops, as well as pedestrian stops for violations, investigations, and consensual encounters. Field interview cards should be completed when possible as the information these provide can be used for link analysis of suspects to associates, which helps investigators solve reported crimes.

Officers should be able to explain the necessity for and demonstrate proficiency in the performance of self-initiated activities to minimally include:

- Vehicle stops:
  - Investigative;
  - Enforcement.

- Pedestrian stops:
  - Investigative;
  - Enforcement;
  - Consensual encounters;
  - Suspicious persons.

- Directed patrol:
  - Gangs areas and activities;
  - DUI/Drug Enforcement;
  - Crime patterns;
  - COPPS projects;

- Arrests:
  - Misdemeanors and Felonies;
  - Muni codes, etc.

- Other policing activities:
  - Field Interview (FI) cards;
  - Bar Checks;
  - Vehicle theft activities;
  - Suspicious circumstances.
STOLEN VEHICLE REPORTS AND RECOVERIES

When responding to a call of a stolen vehicle, there are procedures you should consider other than just recording the information contained on the CHP 180 report form. The following will aid in making the job more simplistic and more complete. As you are responding, find out the license number and description of the stolen vehicle. Frequently, this information will be given to you along with the assignment.

This gives you an opportunity to look for the vehicle on your way to the location. It is not uncommon for the “victim” to believe their vehicle was stolen, only to discover that they had parked it one or two blocks away from where they thought it was.

Stolen Vehicle Report
When obtaining information from the victim, make sure you get all the information the CHP 180 requires, including any equipment or marking that makes the vehicle easily identifiable. It is also important to keep in mind the following:

- Is it possible that the vehicle has been repossessed?
- Has the victim failed to keep the payments current on the vehicle?
- If the victim knows who took the vehicle, be sure that the vehicle was actually stolen and not "loaned" to someone the victim now wants to embarrass or "get even" with.
- Be sure the vehicle has not been embezzled, rather than stolen.

After completing the CHP 180 it is important to enter the vehicle in to the Stolen Vehicle System (SVS) as soon as possible. It is also important to ask if the stolen vehicle has LoJack, OnStar or other tracking system.

Stolen Vehicle Recovery Indicators
There are several indicators to look for when attempting to locate stolen vehicle, which include the following:

- Parked for several days in same place.
- Vehicle is out of place for the area.
- Illegally parked.
- Windows down.
- Vehicle has collected dust/dirt.
- Dirt-debris on street and under vehicle.
- Vent window open or broken.
- Vehicle stripped.
- No license plates.

It is not uncommon for auto thieves to swap out the license plate from a similar make model and year vehicle in an attempt to hide the identity of the stolen vehicle. ALWAYS check the VIN and NEVER rely solely on the license plate.
Unoccupied Stolen Vehicle Recovery
If you locate an unoccupied stolen vehicle the following procedures should be followed:
- Ensure the vehicle is unoccupied;
- Confirm the license plate and advise dispatch of your location and circumstances;
- Confirm the license plates match the VIN;
- Look for and preserve any possible evidence (suspect ID, latent prints, theft tools, etc.);
- Complete the recovery report (CHP 180) and remove the vehicle from SVS.
- Attempt to contact the owner to pick up the vehicle if it is drivable and not a safety issue.
- If the owner is not available or it is not safe store the vehicle per CVC 22651(c) or CVC 22653(a).

Occupied Stolen Vehicle Recovery
If you locate an occupied stolen vehicle the following procedures should be followed:
- Confirm the license plate and advise dispatch of your location and circumstances.
- If the vehicle is parked, conduct a felony vehicle stop (wait for backing officer if possible);
- If the vehicle is rolling, wait for backing officer if possible and conduct a felony vehicle stop;
- If it turns in to a pursuit ensure you follow the pursuit policy and weight public safety versus apprehension;
- After the suspect is in custody, look for and preserve any possible evidence (shaved keys, theft tools, etc.);
- Confirm the license plates match the VIN;
- Recover the vehicle and remove it from SVS.

SUBJECT SEARCHES (PHASE 2)

Types of Searches
The basic types of subject searches include:
- Visual/cursory search
- Pat-down search
- Field search (standing, kneeling, prone)
- Strip search
- Body cavity search

Pat Down Search Definition (SBPD Policy 902)
The most common search conducted by law enforcement is a Pat-down search. A Pat-Down Search is the normal type of search used by officers in the field to check an individual for weapons. It involves a thorough patting down of clothing to locate any weapons or dangerous items that could pose a danger to the officer, the prisoner, or other prisoners.
Pat Down Searches (SBPD Policy 902)
When any officer has reasonable suspicion to believe that a person being lawfully detained may possess weapons or other dangerous items, or in such circumstances the officer reasonably believes that the individual may present a threat to officer safety, that officer may conduct a normal pat-down search of that individual.

Prior to detaining any individual in any police vehicle, an officer should conduct a normal pat-down search of that individual. Whenever practical, a pat-down search of an individual should be conducted by an officer of the same sex as the person being searched. Absent the availability of a same sex officer, it is recommended that a witness officer be present during any pat-down search of an individual of the opposite sex as the searching officer.

SUICIDE ATTEMPTS

Common methods
- Gunshot
- Drugs
- Carbon monoxide
- Hanging
- Stabbing
- Cutting wrists
- Poison
- Jumping
- Drowning

Motives for suicide
- Mental and physical health
- Family difficulties
- Financial difficulties
- Despondency over death of close relative
- Involvement in crime
- Crisis - Other (known only to friends or relatives of victim)

Suicide notes
Suicide notes shall be quoted in the report or, if lengthy may be paraphrased. Suicide notes shall be handled as follows:
- Tag note(s) into evidence with proper identification.
- If the Coroner requests the notes, make a copy.

Sometimes a homicide may be made to look like a suicide in an effort to cover up the criminal act. If the death appears suspicious do not disturb the scene, and notify a supervisor.
TACTICAL COMMUNICATION OR VERBAL JUDO (PHASE 2)

Benefits of Tactical Communication
There are two primary benefits of tactical communication:
- Enhanced safety;
- Enhanced professionalism.

Enhanced safety reduces likelihood of physical confrontation and injury while enhanced professionalism decreases citizen complaints, civil liability, personal, and professional stress.

Generating Voluntary Compliance
If used effectively in a calm and professional demeanor, the five-step process to generating voluntary compliance will generally allow an officer to de-escalate hostilities or conflicts without resorting to physical force. The five-step process is:

- Ask (Ethical Appeal);
- Set Context (Reasonable Appeal);
- Present Options (Personal Appeal);
- Confirm (Practice Appeal);
- ACT – (Take appropriate action).

Asking allows the subject the opportunity to voluntarily comply by simply being asked to comply. Setting the answers the “why” questions by the identification or explanation of the law, policy, or rationale that applies to the situation. Explaining the possible options presents a resolution. Confirm what has been presented provides one last opportunity for voluntary compliance; “Is there anything I can say to earn your cooperation at this time?” If all else has failed, ACT and take appropriate action.

Eight Steps for Enforcement Contacts
The eight steps for enforcement contacts of tactical communications can be an effective tool to control enforcement contacts. The tactical eight steps for enforcement contacts are:

Greeting;
Identify yourself and your department;
Provide Reason for stop;
Present or explain legal justification, if needed;
Request CDL;
Request registration and insurance;
Provide a decision (warning, citation, arrest, etc.);
Close.

Deflection Techniques
Deflection techniques can effectively be used in response to verbal abuse. Every word that follows “but” is professional language that is goal directed. Examples might include:

- I appreciate that, but I need to see your driver’s license;
I understand that, but I need you to sign the citation.

It is also important to understand tactical communication involves both words (verbal) and professional demeanor (non-verbal) elements.

**TERRORISM**
SBPD Policy 400

It is the goal of the San Bernardino Police Department to make every reasonable effort to accurately and appropriately gather and report any information that may relate to either foreign or domestic terrorism. Officers should advise a supervisor as soon as practicable of any activity believed to be terrorism related and should document such incidents with a written report or Field Interview (FI). There are several Terrorism Liaison Officers (TLO) in the department who can assist with terrorism questions and provide further information.

**TRAFFIC COLLISIONS (PHASE 2)**
SBPD Policy 502

Determine the best route to the scene taking into considerations that certain routes may be blocked. The officer must also be aware of the emergency vehicles responding to the same scene. It is important to position the police unit for maximum safety of persons in traffic. Take into consideration that the police unit may be used as a traffic control device. If the collision involves a hit and run or fatality, notify dispatch and broadcast the suspect vehicle information. If the need for a flare pattern is present, set out a flare pattern only after checking for gasoline spillage or other flammables (i.e., butane, propane in campers, etc.).

**Officer Responsibilities**
- Explain an officer’s responsibilities in preventing accidents in the community, including:
  - Education;
  - Enforcement;
  - Proactive engineering recommendations;
  - Patrol awareness (including assisting stranded motorists);
  - Environmental factors that detract from traffic safety.

**Traffic Collision Reporting**
The California Collision Investigation Manual (CIM) has been adopted as the official traffic manual to be followed by the San Bernardino Police Department as it pertains to classification, investigation, and preparation of reports involving traffic collisions. No part of this manual shall alter or supersede other departmental policies pertaining to traffic collisions as adopted by the San Bernardino Police Department. All traffic collision reports taken by members of this department shall be forwarded to the Traffic Bureau for approval and data entry into the Records Management System.
Non-Injury and Property Damage Only Collisions
Under most circumstances, an officer will not be dispatched to assist on a non-injury traffic or property damage only collision reported to the San Bernardino Police Department.

There are some exceptions, which include:
- One party refusing to exchange information;
- Hit and run;
- DUI;
- Traffic control issues;
- City involved vehicle or property;
- Disturbances.

If an officer is sent to a non-injury collision due to one party refusing to exchange information, or not having a valid license or insurance, the officer can assist in the exchange of information and take the appropriate enforcement action needed (i.e. issue citations, tow vehicles).

Dispatch personnel should instruct the involved parties to move their vehicles to a safe location and exchange information. They will also advise the involved parties that an officer will not be responding.

If an involved party insists that an officer respond, they shall be referred to the Watch Commander for resolution. Watch Commanders will have the discretion to send an officer based on the totality of the circumstances. If the party involved in a non-injury collision comes to the Police Department at a later time to report that they are now injured as a result of the collision, a written report shall be conducted by an officer, per CVC 20008(a). This will be done using the "report" format with the information available.

Traffic Collisions on Private Property
In compliance with the Collision Investigation Manual, traffic collision reports shall not be taken for traffic collisions occurring on private property unless there is a death or injury to any person involved, a hit-and-run violation, or Vehicle Code violation. An “Incident Report” may be taken at the discretion of any supervisor.

Counter Report
In cases where a party involved in a non-injury collision comes to the Police Department at a later time to report the collision a “counter report” (CHP 555-03) may be provided the involved party. The involved party will complete the report and return it to police department personnel. The “counter report” shall be forwarded to the Traffic Bureau for approval and data entry into the Records Management System.

Report Format
The report format will be used when documenting the following collisions:
- Injury collisions where the injury is serious but not life threatening, whether transported or not.
- If an arrest for DUI is made and the collision does not involve an injury.
• Any collision involving a city vehicle or damage to city property. Photographs will be taken.
• When an allegation is made that City-owned property or City-maintained property caused or contributed to the collision. Photographs will be taken.
• Misdemeanor hit-and-run collisions with no suspect information or no prosecution desired may be computer generated through CAD.

Investigation Format
The investigation format will be used when documenting the following collisions:
• Fatal collisions or injury collisions where the injury may be life threatening. Photographs will be taken and a diagram completed.
• Any traffic collision where citations for collision cause will be issued.
• Hit-and-run collisions if the victim desires prosecution and there is sufficient evidence (i.e. a witness can identify the driver) to locate the driver or registered owner. Photographs will be taken.
• If an arrest for DUI is made and the collision involves any injury. Photographs will be taken.

Associated Terms
Collision investigation terms include, but are not limited to:
• Primary collision factor: The action or event, which mostly caused the collision.
• Area of impact: The exact location the collision occurred in measurement.
• Accident or collision: an unintended event that causes damage, death or injury;
• Classification of injuries: fatal injury; severe injury; visible injuries; complaint of pain.
• Deliberate intent: an intentional act that directly or indirectly involves a motor vehicle in transport that purposely causes damage to property or injury to any person.
• In transport: this describes the state or condition of a vehicle when it is in use primarily for moving persons or property (including the vehicle itself) from one place to another.
• Other parties: a person other than the operator of the motor vehicle (includes driverless vehicle, a vehicle being towed by other than a rigid tow bar or tow truck, animal drawn conveyances, injured equestrians, injured parties in a train, airplane or cable car, or in highway construction equipment not in transport, injured parties in or upon a structure).
• Witness: a person other than an involved party or a passenger who can provide information relevant to the accident.

Notification of Traffic Bureau Supervision
In the event of a serious injury or death related traffic collision, the Watch Commander shall notify the Traffic Sergeant to relate the circumstances of the traffic collision and seek assistance from the Traffic Bureau. The Traffic Bureau should be assigned to the investigation; however, the final decision to deploy traffic personnel will rest with the Watch Commander.

Officers Duties
The primary duties of an officer at any traffic collision scene, including:
• Determining injuries and need for emergency first aid treatment;
• Protecting the scene, including persons and property involved;
• Appropriate use of flares (spilled fuel);
• Ascertaining the need for ambulance service;
• Considering the need for tow services;
• Determining the need for further assistance.

Factual Diagram
The basic elements necessary to complete a factual diagram and/or sketch when investigating the scene of a traffic collision include:
• Indications of compass direction;
• Measurements of the scene in proportion but not necessarily to scale;
• Use of appropriate illustrations;
• Determine the point of impact (P.O.I.) and the point of rest (P.O.R.).

Physical Evidence
The types of physical evidence used to determine the cause of a collision include:
• Locked wheel skid, critical speed scuff, impending skid, side skids, and acceleration scuff;
• Debris, glass, vehicle parts, fluids, and other related property damage;
• Photographs of the scene

Collision Investigation Interviews
The general information to be obtained during a collision investigation interview includes:
• Identity of the involved parties and vehicle information;
• Time and location of collision events;
• Chronology of collision events;
• Elements unique to hit and run collisions, if applicable.

Issuing Citations at the Scene of a Traffic Collision
Department personnel will only issue traffic citations at the scene of a traffic collision in accordance with the laws of arrest:
• If a law violation is committed in your presence you may make an arrest.
• If a driver has no license, he/she may be cited under CVC 16025(a), which requires that every driver involved in a traffic collision provide their driver's license number and proof of insurance.
• If a violation is not committed in your presence (i.e. CVC 20002), you must obtain a citizen's arrest.
• If the investigating officer has attended a POST certified CVC 40600a class in collision investigation, a citation may be issued to the offending driver for the cause of the collision at the discretion of the officer. The investigation format will be completed.
TRAFFIC CONTROL (PHASE 2)

The primary functions of traffic control are to eliminate congestion, facilitate the movement of traffic, and enforce traffic laws. Point control may be at intersections, pedestrian crossings, accidents, fires, roadblocks, construction sites, etc. The allocation of time for the flow of traffic in any one direction is determined by the volume of traffic and how it may be coordinated with adjacent intersections (e.g., longer when traffic is heavy, shorter when traffic is light).

When there is a predominant turning movement, a three-phase control is recommended to take care of each flow of traffic individually. There should be separate time intervals allowed for the north-south flow, the east-west flow, and the turning flow while the others are stopped. Anticipate congestion on roads leaving the intersection, due to cars turning into parking lots or buses loading and unloading. Never allow traffic to back up across an intersection.

You must position yourself so you can see and be seen by all approaching lines of traffic and pedestrians, without interfering with the movement of traffic or compromising your own safety. Keep eye contact with the drivers of vehicles. USE CAUTION!

Manual directions to motorists and pedestrians should be given clearly and distinctly. They must be directed towards the person for whom they are intended, and must be obeyed just like a traffic signal. An officer's erect, alert bearing will be transmitted to both motorist and pedestrian. Ample warning time must be allowed to afford an opportunity to comply, depending on the speed and weight of approaching vehicles as well as on the condition of the pavement. At night, manual directions will be given with the flashlight more slowly than in the daylight, remembering that the flashlight head cannot be seen at an angle.

Stand straight with weight distributed evenly on each foot. Emphasis should be placed on use of the hands as the public more readily understands slow, understandable motions of the hands. Sharp, crisp, slow hand signals will result in less confusion and move traffic in an orderly, safe manner. The following hand signals are to be utilized.

To Stop Traffic
Give one long blast of the whistle and raise your hand so the palm is toward the driver. Hold this position until the driver stops. This same technique is used to stop traffic from two directions by holding both hands up simultaneously toward the directions to be stopped. Do not lower either arm until the cars stop.

To Start Traffic
Give two short whistle blasts and point with your arm and finger toward the car that you want to start. After gaining the driver's attention, swing your hand up and over to your chin, bending the arm only at the elbow.

To Signal for Turns
Point toward the driver with your arm, giving him time to see the gesture and then point your arm and forefinger in the direction you want the driver to go. While one arm is pointing the
direction of the turn, use the other arm in the start traffic motion to wave the driver into the turn. If it is necessary to hold another direction stopped while attempting to signal a turning vehicle, use the pointing finger and arm to motion in the direction of the turn.

While working a fixed traffic post, preference should be given to properly controlling traffic. Enforcement action may be taken in case of violations involving failure or refusal to follow the controlling officer's directions. However, this should be done when it can be accomplished without jeopardizing the efficiency of the traffic control. Yelling at motorists should be avoided as there is always the possibility they did not understand the controlling officer's directions.

Information seekers should be discouraged from stopping in traffic and should only be talked to if the controlling officer can leave his/her post to meet them away from the traffic flow.

Flare Pattern
The following are basic rules for setting out flare patterns at traffic collision scenes:

- Estimate speed of the traffic flow and allow sufficient distance for adequate warning of motorists.
- Don't use too many flares (may blind oncoming drivers or fumes may overcome officers.)
- Make flare patterns understandable. Do not require vehicles to make sudden turns or lane changes.
- If necessary to block off an entire street, be certain that a detour is available.
- If the problem will take a long period of time, stack flares.
- When the investigation is completed, extinguish all flares appropriately. Do not kick flares.

Emergency Vehicles
It is important to provide for the safe movement of emergency vehicles through intersections or control points. Make certain an exit is open in the direction the emergency vehicle will travel. Be alert for emergency vehicles approaching the intersection at right angles to each other because their sirens make it difficult for one to hear the other. If they are in danger of colliding, hold one back until it can safely proceed. After the emergency vehicle has passed the intersection, be certain to hold all movements until you have made sure that no other emergency vehicles are following.

Collision Scene
At the scene of a traffic collision, the primary function of the officer assigned to traffic control is to clear the immediate area of the vehicular and pedestrian traffic. Consideration should also be given to the preservation of evidence while diverting the flow of traffic. If necessary close the road and divert traffic.

Disaster Scene
Keep the sightseeing public away from the area, as they impede the efforts of a successful operation, create traffic hazards, and place other persons as well as themselves in areas of danger. PC 409.5 empowers peace officers to close areas during emergencies (flood, storm, fire, earthquake, explosions, accident or other disaster). Anyone entering or remaining within this
area is guilty of a misdemeanor, with exception of authorized representatives of any news service, newspaper, radio or television station. However the media can always be kept out of any crime scene.

**Intersection Control**
Where there are no signals, or if they are out of order, first observe the intersections and, if possible, determine the natural traffic pattern. Regulate the change of traffic flow as needed. Traffic flow should be coordinated with adjacent intersections to keep it from backing up and blocking the intersection under point control. Maintain a friendly but firm control over the intersection.

Guard against needless regulation at any locations that, if left alone, will self-adjust. However, take charge when congestion appears, and continue until danger of a traffic jam is past. Be alert for pedestrian traffic as they are in need of control along with vehicles. Never try to stop traffic that is approaching too closely at a reasonable speed as it may cause a rear end collision.

**USE OF FORCE (PHASE 1)**
SBPD Policy 300

Employees are frequently required to make decisions and take actions affecting the liberty and welfare of others. Police personnel are permitted to use that amount of force, which reasonably appears necessary to protect others or themselves from bodily harm, to impose custody, and to overcome all resistance.

Officers shall use only that amount of force that reasonably appears necessary given the facts and circumstances perceived by the officer at the time of the event to accomplish a legitimate law enforcement purpose.

**Definitions**
- **Deadly force** - Force reasonably anticipated and intended to create a substantial likelihood of causing death or very serious injury.
- **Force** - The application of physical techniques or tactics, chemical agents or weapons to another person. It is not a use of force when a person allows him/herself to be searched, escorted, handcuffed or restrained.

**Duty to Intercede**
Any officer present and observing another officer using force that is clearly beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, intercede to prevent the use of unreasonable force. An officer who observes another employee use force that exceeds the degree of force permitted by law shall promptly report these observations to a supervisor.
Reasonableness of Force
The reasonableness of force will be judged from the perspective of a reasonable officer on the scene at the time of the incident. Any evaluation of reasonableness must allow for the fact that officers are often forced to make split-second decisions about the amount of force that reasonably appears necessary in a particular situation, with limited information and in circumstances that are tense, uncertain and rapidly evolving.

Given that no policy can realistically predict every possible situation an officer might encounter, officers are entrusted to use well-reasoned discretion in determining the appropriate use of force in each incident.

It is also recognized that circumstances may arise in which officers reasonably believe it would be impractical or ineffective to use any of the tools, weapons or methods provided by the Department. Officers may find it more effective or reasonable to improvise their response to rapidly unfolding conditions that they are confronting. In such circumstances, the use of any improvised device or method must nonetheless be reasonable and utilized only to the degree that reasonably appears necessary to accomplish a legitimate law enforcement purpose.

While the ultimate objective of every law enforcement encounter is to avoid or minimize injury, nothing in this policy requires an officer to retreat or be exposed to possible physical injury before applying reasonable force.

Factors Used to Determine the Reasonableness of Force
When determining whether to apply force and evaluating whether an officer has used reasonable force, a number of factors should be taken into consideration, as time and circumstances permit. These factors include, but are not limited to:

- Immediacy and severity of the threat to officers or others.
- The conduct of the individual being confronted, as reasonably perceived by the officer at the time.
- Officer/subject factors (age, size, relative strength, skill level, injuries sustained, level of exhaustion or fatigue, the number of officers available vs. subjects).
- The effects of drugs or alcohol.
- Subject's mental state or capacity.
- Proximity of weapons or dangerous improvised devices.
- The degree to which the subject has been effectively restrained and his/her ability to resist despite being restrained.
- The availability of other options and their possible effectiveness.
- Seriousness of the suspected offense or reason for contact with the individual.
- Training and experience of the officer.
- Potential for injury to officers, suspects and others.
- Whether the person appears to be resisting, attempting to evade arrest by flight or is attacking the officer.
- The risk and reasonably foreseeable consequences of escape.
• The apparent need for immediate control of the subject or a prompt resolution of the situation.
• Whether the conduct of the individual being confronted no longer reasonably appears to pose an imminent threat to the officer or others.
• Prior contacts with the subject or awareness of any propensity for violence.
• Any other exigent circumstances.

Use of Force to Effect an Arrest
Any peace officer may use reasonable force to effect an arrest, to prevent escape or to overcome resistance. A peace officer who makes or attempts to make an arrest need not retreat or desist from their efforts by reason of resistance or threatened resistance on the part of the person being arrested; nor shall an officer be deemed the aggressor or lose their right to self-defense by the use of reasonable force to effect the arrest, prevent escape or to overcome resistance (PC 835).

Force Options
The Force Options Continuum consists of:
• Persuasion;
• Compliance Control Techniques;
• Intermediate Force:
  - Chemical Agents;
  - Lateral Vascular Neck Restraint (LVNR);
  - Conducted Energy Device.
• Impact Weapons;
• Deadly Force.

Persuasion
The presence of a confident uniformed police officer displaying professional demeanor coupled with good verbal communication will generally convince a resistant subject to submit to your authority without the necessity of an escalation in force. Good verbalization may be advising, admonishing, warning, or persuading a subject to submit to your authority without the use of profanity or derogatory language. Officers should use verbal techniques to deescalate confrontations.

Pain Compliance Techniques (SBPD Policy 300.3.3)
Compliance techniques consist of the physical application of force in the form of joint manipulations, blocks, pain compliance, and take-downs. These empty handed techniques should be coupled with a police officer’s verbal commands.

Pain compliance techniques may be effective in controlling a physically or actively resisting individual. Officers may only apply those pain compliance techniques for which they have successfully completed department-approved training. The application of any pain compliance technique shall be discontinued once the officer determines that compliance has been achieved. Officers utilizing any pain compliance technique should consider:
• The degree to which the application of the technique may be controlled given the level of resistance.
• Whether the person can comply with the direction or orders of the officer.
• Whether the person has been given sufficient opportunity to comply.

**Chemical Agents (SBPD Policy 308)**
Police personnel may use chemical agents as an intermediate level of force for controlling or subduing combative persons. Chemical agents are defensive control weapons used to control or subdue subjects who are physically resisting arrest. Chemical agents should not be used indiscriminately and should not be used against non-combative persons. Chemical agents should not be used against a subject who is under restraint unless that subject is physically assaulting officers or others.

**Lateral Vascular Neck Restraining (SBPD Policy 300.3.4)**
The lateral vascular neck restraint (LVNR) is a means of subduing physically combative persons. This technique is a method which permits personnel to apprehend violent subjects who cannot be controlled or restrained with compliance or control holds.

The proper application of the LVNR hold by a trained officer may be effective in restraining a violent individual. Only officers who have successfully completed department-approved training on the use of the LVNR hold and the department Use of Force Policy are authorized to use the technique. After initial training, officers shall complete training on the use of the LVNR hold per POST guidelines.

The LVNR hold may only be used when the officer reasonably believes that the application of the hold appears necessary to prevent serious injury or death to an officer or other person(s). The LVNR hold shall not be used on non-combative subjects. Bar-arm or windpipe chokes are prohibited.

After any application of the LVNR hold, the officer shall ensure the following steps occur:
• Confirm the subject is breathing and a heartbeat is present.
• If possible, position the subject on their side once handcuffed.
• Any individual who has had the LVNR hold applied, regardless of whether he/she was rendered unconscious, shall be promptly examined by qualified medical personnel.
• The officer shall inform any person receiving custody, or any person placed in a position of providing care, that the individual has been subjected to the LVNR hold and whether the subject lost consciousness as a result.
• Any officer applying the LVNR hold shall promptly notify a supervisor of the use or attempted use of such hold.
• The use or attempted use of the LVNR hold shall be thoroughly documented by the officer in the related report.

**Conducted Energy Device (SBPD Policy 309)**
The Conducted Energy Device (CED) is a device which may be used to subdue physically combative persons in violent or potentially violent situations, when the suspect poses an immediate threat to officers or other persons. The CED may be used if other apprehension methods or restraints have failed or are deemed impractical and there is a reasonable expectation
that it would be hazardous for personnel to approach and physically contact the subject/s, thus lessening potential for injury to the subject/s or officers involved.

**Impact Weapons (SBPD Policy 308)**

Impact weapons are methods of subduing physically combative persons or immediately impeding the threatening actions of a violently resistant subject with physical strikes to the subject's body. These physical strikes shall be directed to those areas which are easily accessible, effective for quickly subduing the subject/s, and unlikely to cause serious injury. Other self-defense techniques, kicks or arm strikes, could be used at this level in lieu of a baton. Other authorized police equipment may be used as an impact weapon in exigent circumstances.

**Deadly Force Applications (SBPD Policy 300.3.4)**

Use of deadly force is justified in the following circumstances:

- An officer may use deadly force to protect him/herself or others from what he/she reasonably believes would be an imminent threat of death or serious bodily injury.
- An officer may use deadly force to stop a fleeing subject when the officer has probable cause to believe that the person has committed, or intends to commit, a felony involving the infliction or threatened infliction of serious bodily injury or death, and the officer reasonably believes that there is an imminent risk of serious bodily injury or death to any other person if the subject is not immediately apprehended.
- Under such circumstances, a verbal warning should precede the use of deadly force, where feasible.

Imminent does not mean immediate or instantaneous. An imminent danger may exist even if the suspect is not at that very moment pointing a weapon at someone. For example, an imminent danger may exist if an officer reasonably believes any of the following:

- The person has a weapon or is attempting to access one and it is reasonable to believe the person intends to use it against the officer or another.
- The person is capable of causing serious bodily injury or death without a weapon and it is reasonable to believe the person intends to do so.

**Shooting at or From Moving Vehicles**

Shots fired at or from a moving vehicle are rarely effective. Officers should move out of the path of an approaching vehicle instead of discharging their firearm at the vehicle or any of its occupants. An officer should only discharge a firearm at a moving vehicle or its occupants when the officer reasonably believes there are no other reasonable means available to avert the threat of the vehicle, or if deadly force other than the vehicle is directed at the officer or others. Officers should not shoot at any part of a vehicle in an attempt to disable the vehicle.

**Reporting the Use of Force**

Any use of force by a member of this department shall be documented promptly, completely and accurately in an appropriate report, depending on the nature of the incident.
Notification to Supervisors
Supervisory notification shall be made as soon as practicable following the application of force in any of the following circumstances:

- The application of force appears to have caused physical injury.
- The individual has expressed a complaint of pain as a result of any application of force.
- Any application of an CED, control device, impact weapon, or strikes.
- The individual subjected to the force was rendered unconscious.
- Any use of the LVNR, whether or not the subject has been rendered unconscious.

Medical Consideration
Prior to booking or release, the individual shall be examined at a medical facility when they have sustained a visible injury, expressed a complaint of injury or continuing pain, have been rendered unconscious, have had the LVNR applied, or is believed to have sustained an internal injury. If any such individual refuses medical attention, such a refusal shall be fully documented in related reports and, whenever practicable, should be witnessed by another officer and/or medical personnel.

If an audio recording is made of the contact or an interview with the individual, any refusal should be included, if possible.

Persons who exhibit extreme agitation, violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics and imperviousness to pain (sometimes called "excited delirium"), or who require a protracted physical encounter with an officer(s) to be brought under control, may be at an increased risk of sudden death and should be examined by qualified medical personnel as soon as practicable. Any individual exhibiting signs of distress after such an encounter shall be medically cleared prior to booking.

VEHICLE PURSUITS (PHASE 1)
SBPD Policy 314

The essence of a successful pursuit is to apprehend the violator. It is unwise to take needless chances in an already dangerous activity. It is far better to delay the arrest or abandon the pursuit rather than to injure or kill anyone needlessly, including the police officer.

Vehicle pursuits expose innocent citizens, law enforcement officers and fleeing violators to the risk of serious injury or death. It is important to balance the safety of the public and themselves against law enforcement's duty to apprehend violators of the law.

Vehicular pursuits require officers to exhibit a high degree of common sense and sound judgment. Officers must not forget that the immediate apprehension of a suspect is generally not more important than the safety of the public and pursuing officers. It is recognized that vehicular pursuits are not always predictable and decisions made pursuant to this policy will be evaluated according to the totality of the circumstances reasonably available at the time of the pursuit.
Deciding whether to pursue a motor vehicle is a critical decision that must be made quickly and under difficult and unpredictable circumstances. In recognizing the potential risk to public safety created by vehicular pursuits, no officer or supervisor shall be criticized or disciplined for deciding not to engage in a vehicular pursuit because of the risk involved.

Officers must remember that the most important factors to the successful conclusion of a pursuit are proper self-discipline and sound professional judgment. Officer's conduct during the course of a pursuit must be objectively reasonable; that is, what a reasonable officer would do under the circumstances. An unreasonable individual's desire to apprehend a fleeing suspect at all costs has no place in professional law enforcement.

Vehicle Pursuit Defined
A vehicle pursuit is an event involving one or more law enforcement officers attempting to apprehend a suspect, who is attempting to avoid arrest while operating a motor vehicle by using high-speed driving or other evasive tactics, such as driving off a highway, turning suddenly, or driving in a legal manner but willfully failing to yield to an officer's signal to stop.

Officer Responsibilities
It shall be the policy of this department that a vehicle pursuit shall be conducted only with red light and siren as required by CVC 21055 for exemption from compliance with the rules of the road. The following policy is established to provide officers with guidelines for driving with due regard and caution for the safety of all persons using the highway as required by CVC 21056.

When to Initiate a Pursuit
Officers are authorized to initiate a pursuit when it is reasonable to believe that a suspect is attempting to evade arrest or detention by fleeing in a vehicle. The following factors individually and collectively shall be considered in deciding whether to initiate a pursuit:

- Seriousness of the known or reasonably suspected crime and its relationship to community safety.
- The importance of protecting the public and balancing the known or reasonably suspected offense and the apparent need for immediate capture against the risks to officers, innocent motorists and others.
- Apparent nature of the fleeing suspects (e.g., whether the suspects represent a serious threat to public safety).
- The identity of the suspects has been verified and there is comparatively minimal risk in allowing the suspects to be apprehended at a later time.
- Safety of the public in the area of the pursuit, including the type of area, time of day, the amount of vehicular and pedestrian traffic and the speed of the pursuit relative to these factors.
- Pursuing officers’ familiarity with the area of the pursuit, the quality of radio communications between the pursuing units and the dispatcher/supervisor and the driving capabilities of the pursuing officers under the conditions of the pursuit.
- Weather, traffic and road conditions that substantially increase the danger of the pursuit beyond the worth of apprehending the suspect.
• Performance capabilities of the vehicles used in the pursuit in relation to the speeds and other conditions of the pursuit.
• Vehicle speeds.
• Other persons in or on the pursued vehicle (e.g., passengers, co-offenders and hostages).
• Availability of other resources such as helicopter assistance.
• The police unit is carrying passengers other than police officers. Pursuits should not be undertaken with a prisoner in the police vehicle.

When to Terminate a Pursuit
Pursuits should be discontinued whenever the totality of objective circumstances known or which reasonably ought to be known to the officer or supervisor during the pursuit indicates that the present risks of continuing the pursuit reasonably appear to outweigh the risks resulting from the suspect's escape.

The factors listed in when to initiate a pursuit will apply equally to the decision to discontinue as well as the decision to initiate a pursuit. Officers and supervisors must objectively and continuously weigh the seriousness of the offense against the potential danger to innocent motorists and themselves when electing to continue a pursuit. In the context of this policy, the term terminate shall be construed to mean discontinue or to stop chasing the fleeing vehicle.

In addition to the factors listed in when to initiate a pursuit, the following factors should also be considered in deciding whether to terminate a pursuit:
• Distance between the pursuing officers and the fleeing vehicle is so great that further pursuit would be futile or require the pursuit to continue for an unreasonable time and/or distance.
• Pursued vehicle's location is no longer definitely known.
• Officer's pursuit vehicle sustains any type of damage that renders it unsafe to drive.
• Extended pursuits of violators for misdemeanors not involving violence or risk of serious harm (independent of the pursuit) are discouraged.
• There are hazards to uninvolved bystanders or motorists.
• If the identity of the offender is known and it does not reasonably appear that the need for immediate capture outweighs the risks associated with continuing the pursuit, officers should strongly consider discontinuing the pursuit and apprehending the offender at a later time.
• Pursuit is terminated by a supervisor.

Speed Limits
The speed of a pursuit is a factor that should be evaluated on a continuing basis by the officer and supervisor. Evaluation of vehicle speeds shall take into consideration public safety, officer safety and the safety of the occupants of the fleeing vehicle.

Should high vehicle speeds be reached during a pursuit, officers and supervisors shall also consider these factors when determining the reasonableness of the speed of the pursuit:
• Pursuit speeds have become unreasonably unsafe for the surrounding conditions.
• Pursuit speeds have exceeded the driving ability of the officer.
• Pursuit speeds are beyond the capabilities of the pursuit vehicle thus making its operation unsafe.

Pursuit Units
Pursuit units should be limited to three vehicles (two units and a supervisor); however, the number of units involved will vary with the circumstances. An officer or supervisor may request additional units to join a pursuit if, after assessing the factors outlined above, it appears that the number of officers involved would be insufficient to safely arrest the suspects. All other officers should stay out of the pursuit, but should remain alert to its progress and location. Any officer who drops out of a pursuit may then, if necessary, proceed to the termination point at legal speeds, following the appropriate rules of the road.

Motorcycle Officers/Unmarked Units
A distinctively marked patrol vehicle equipped with emergency overhead lighting and siren shall replace a police motorcycle or unmarked unit as primary and/or secondary pursuit unit as soon as practical.

Vehicles Without Emergency Equipment
Vehicles not equipped with red light and siren are generally prohibited from initiating or joining in any pursuit. Officers in such vehicles, however, may become involved in emergency activities involving serious crimes or life threatening situations. Those officers should terminate their involvement in any pursuit immediately upon arrival of a sufficient number of emergency police vehicles or any police helicopter. The exemptions provided by CVC 21055 do not apply to officers using vehicles without emergency equipment.

Primary Unit Responsibilities
The initial pursuing unit will be designated as the primary pursuit unit and will be responsible for the conduct of the pursuit unless it is unable to remain reasonably close enough to the violator's vehicle. The primary responsibility of the officer initiating the pursuit is the apprehension of the suspects without unreasonable danger to him/herself or other persons.

Notify Dispatch that a vehicle pursuit has been initiated and as soon as practicable provide information including, but not limited to:
- Reason for the pursuit.
- Location and direction of travel.
- Speed of the fleeing vehicle.
- Description of the fleeing vehicle and license number, if known.
- Number of known occupants.
- The identity or description of the known occupants.
- Information concerning the use of firearms, threat of force, injuries, hostages or other unusual hazards.

Unless relieved by a supervisor or secondary unit, the officer in the primary unit shall be responsible for the broadcasting of the progress of the pursuit. Unless practical circumstances
indicate otherwise, and in order to concentrate on pursuit driving, the primary officer should relinquish the responsibility of broadcasting the progress of the pursuit to a secondary unit or aircraft joining the pursuit.

Secondary Units Responsibilities
The second officer in the pursuit is responsible for the following:

- The officer in the secondary unit should immediately notify the dispatcher of entry into the pursuit.
- Remain a safe distance behind the primary unit unless directed to assume the role of primary officer, or if the primary unit is unable to continue the pursuit.
- The secondary officer should be responsible for broadcasting the progress of the pursuit unless the situation indicates otherwise.

Pursuit Driving Tactics
The decision to use specific driving tactics requires the same assessment of considerations outlined in the factors to be considered concerning pursuit initiation and termination. The following are tactics for units involved in the pursuit:

- Officers, considering their driving skills and vehicle performance capabilities, will space themselves from other involved vehicles such that they are able to see and avoid hazards or react safely to maneuvers by the fleeing vehicle.
- Because intersections can present increased risks, pursuing units should exercise due caution when proceeding through controlled intersections.
- As a general rule, officers shall not pursue a vehicle driving left of center (wrong way) on a freeway. In the event that the pursued vehicle does so, the following tactics should be considered:
  - Requesting assistance from an air unit.
  - Maintaining visual contact with the pursued vehicle by paralleling it on the correct side of the roadway.
  - Requesting other units to observe exits available to the suspect(s).
- Notifying the California Highway Patrol and/or other jurisdictional agency if it appears that the pursuit may enter their jurisdiction.
- Officers involved in a pursuit should not attempt to pass other units unless the situation indicates otherwise or they are requested to do so by the primary unit.

Tactics/Procedures for Units Not Involved in the Pursuit
There should be no paralleling of the pursuit route. Officers are authorized to use emergency equipment at intersections along the pursuit path to clear intersections of vehicular and pedestrian traffic to protect the public. Officers should remain in their assigned area and should not become involved with the pursuit unless directed otherwise by a supervisor.

Non-pursuing personnel needed at the termination of the pursuit should respond in a non-emergency manner, observing the rules of the road. The primary and secondary units should be the only units operating under emergency conditions (red light and siren) unless other units are assigned to the pursuit.
**Pursuit Trailing**
In the event the initiating unit from this agency either relinquishes control of the pursuit to another unit or jurisdiction, that initiating unit may, with permission of a supervisor, trail the pursuit to the termination point in order to provide necessary information and assistance for the arrest of the suspects.

The term trail means to follow the path of the pursuit at a safe speed while obeying all traffic laws and without activating emergency equipment. If the pursuit is at a slow rate of speed, the trailing unit will maintain sufficient distance from the pursuit units so as to clearly indicate an absence of participation in the pursuit.

**Aircraft Assistance**
When available, aircraft assistance should be requested. Once the air unit has established visual contact with the pursued vehicle, it should assume control over the pursuit. The primary and secondary ground units should consider the participation of aircraft assistance when determining whether to continue the pursuit.

The air unit should coordinate the activities of resources on the ground, report progress of the pursuit and provide officers and supervisors with details of upcoming traffic congestion, road hazards, or other pertinent information to evaluate whether or not to continue the pursuit. If ground units are not within visual contact and the air unit determines that it is unsafe to continue the pursuit, the air unit has the authority to terminate the pursuit.

**Police K-9 Units**
One K-9 unit is authorized to participate as a third unit in a pursuit. The K-9 officer's responsibility is to provide assistance as needed in control and arrest of suspected offenders at the termination point of the pursuit.

**Supervisory Control and Responsibility**
It is the policy of this department that available supervisory and management control will be exercised over all vehicle pursuits involving officers from this department.

The field supervisor of the officer initiating the pursuit, or if unavailable, the nearest field supervisor will be responsible for the following:

- Upon becoming aware of a pursuit, immediately ascertaining all reasonably available information to continuously assess the situation and risk factors associated with the pursuit in order to ensure that the pursuit is conducted within established department guidelines.
- Engaging in the pursuit, when appropriate, to provide on-scene supervision.
- Exercising management and control of the pursuit even if not engaged in it.
- Ensuring that no more than the number of required police units needed are involved in the pursuit under the guidelines set forth in this policy.
- Directing that the pursuit be terminated if, in his/her judgment, it is unjustified to continue the pursuit under the guidelines of this policy.
- Ensuring that aircraft are requested if available.
- Ensuring that the proper radio channel is being used.
- Ensuring the notification and/or coordination of outside agencies if the pursuit either leaves or is likely to leave the jurisdiction of this agency.
- Controlling and managing SBPD units when a pursuit enters another jurisdiction.
- Preparing post-pursuit critique and analysis of the pursuit for training purposes.

**Watch Commander Responsibility**
Upon becoming aware that a pursuit has been initiated, the Watch Commander should monitor and continually assess the situation and ensure the pursuit is conducted within the guidelines and requirements of this policy. The Watch Commander has the final responsibility for the coordination, control and

**Communications**
If the pursuit is confined within the City limits, radio communications will be conducted on the primary channel unless instructed otherwise by a supervisor or communications dispatcher. It is also important to limit radio traffic to avoid covering other officers’ transmissions.

If the pursuit leaves the jurisdiction of this department or such is imminent, involved units should, whenever available, switch radio communications to an emergency channel most accessible by participating agencies and units.

**Communication Center Responsibilities**
Upon notification that a pursuit has been initiated, Dispatch will:
- Coordinate pursuit communications of the involved units and personnel.
- Notify and coordinate with other involved or affected agencies as practicable.
- Ensure that a field supervisor is notified of the pursuit.
- Assign an incident number and log all pursuit activities.
- Broadcast pursuit updates as well as other pertinent information as necessary.
- Notify the Watch Commander as soon as practicable.

**Loss of Pursued Vehicle**
When the pursued vehicle is lost, the primary unit should broadcast pertinent information to assist other units in locating suspects. The primary unit will be responsible for coordinating any further search for either the pursued vehicle or suspects fleeing on foot.

**Inter-Jurisdictional Considerations**
When a pursuit enters another agency's jurisdiction, the primary officer or supervisor, taking into consideration distance traveled, unfamiliarity with the area and other pertinent facts, should determine whether to request the other agency to assume the pursuit. Unless entry into another jurisdiction is expected to be brief, it is generally recommended that the primary officer or supervisor ensure that notification is provided to each outside jurisdiction into which the pursuit is reasonably expected to enter, regardless of whether such jurisdiction is expected to assist.
Assumption of Pursuit by Another Agency
Units originally involved will discontinue the pursuit when advised that another agency has assumed the pursuit and assistance of the San Bernardino Police Department is no longer needed. Upon discontinuing the pursuit, the primary unit may proceed upon request, with or at the direction of a supervisor, to the termination point to assist in the investigation.

The role and responsibilities of officers at the termination of a pursuit initiated by this department shall be coordinated with appropriate consideration of the units from the agency assuming the pursuit.

Notification of a pursuit in progress should not be construed as a request to join the pursuit. Requests to or from another agency to assume a pursuit should be specific. Because of communication limitations between local agencies and CHP units, a request for CHP assistance will mean that they will assume responsibilities for the pursuit. For the same reasons, when a pursuit leaves the freeway and a request for assistance is made to this department, the CHP should relinquish control.

Pursuits Extending into this Jurisdiction
The agency that initiates a pursuit shall be responsible for conducting the pursuit. Units from this department shall not join a pursuit unless specifically requested to do so by the agency whose officers are in pursuit and upon approval of a supervisor.

When a request is made for this department to assist or take over a pursuit from another agency that has entered this jurisdiction, the supervisor should consider these additional following factors:

-Ability to maintain the pursuit.
- Circumstances serious enough to continue the pursuit.
- Adequate staffing to continue the pursuit.
- The public's safety within this jurisdiction.
- Safety of the pursuing officers.

As soon as practical, a supervisor or the Watch Commander should review a request for assistance from another agency. The Watch Commander or supervisor, after consideration of the above factors, may decline to assist in, or assume the other agency's pursuit.

Assistance to a pursuing allied agency by officers of this department will terminate at the City limits provided that the pursuing officers have sufficient assistance from other sources. Ongoing participation from this department may continue only until sufficient assistance is present upon approval of a supervisor.

In the event that a pursuit from another agency terminates within this jurisdiction, officers shall provide appropriate assistance to officers from the allied agency including, but not limited to, scene control, coordination and completion of supplemental reports and any other assistance requested or needed.
Pursuit Intervention
Pursuit intervention is an attempt to terminate the ability of a suspect to continue to flee in a motor vehicle through tactical application of road spikes, channelization, rolling roadblock, boxing in, PIT (Pursuit Intervention Technique), or ramming procedures. In this context, ramming shall be construed to mean maneuvering the police unit into contact with the pursued vehicle to mechanically disable or forcibly position it such that further flight is not possible or practical.

When Use is Authorized
Use of pursuit intervention tactics should be employed only after approval of a supervisor. In deciding whether to use intervention tactics, officers/supervisors should balance the risks of allowing the pursuit to continue with the potential hazards arising from the use of each tactic to the public, the officers and persons in or on the pursued vehicle. With these risks in mind, the decision to use any intervention tactic should be reasonable in light of the circumstances confronting the officer at the time of the decision. It is imperative that officers act within the bounds of legality, good judgment and accepted practices.

Intervention Definitions
**Boxing-in** - A tactic designed to stop a violator's vehicle by surrounding it with patrol vehicles and then slowing all vehicles to a stop. Officers should consider the use of this technique only when a pursued vehicle is moving at very slow speeds or when obvious risks can be eliminated or appreciably reduced.

**Channelization** - A tactic designed to deliberately direct a vehicle into a given path or location by using stationary objects such as pylons or barricades placed in the path of the pursued vehicle.

**Pursuit Intervention Technique (PIT)** - A low speed maneuver designed to cause the suspect vehicle to spin out and terminate the pursuit. This technique may only be employed by trained officers and is not authorized at speeds greater than 35 mph. The technique should not be used on pickup trucks or other open vehicles with unrestrained passengers or on motorcycles unless the use of deadly force appears to be reasonable.

**Ramming** - The deliberate act of impacting a violator's vehicle with a patrol vehicle to functionally damage or otherwise force the violator's vehicle to stop. This technique should not be applied at speeds greater than 35 mph.

**Rolling roadblock** - A coordinated maneuver where one or two patrol vehicles are positioned in front of a pursued vehicle in order to use unit(s) to control the movement and speed of the pursued vehicle. Consideration must be given to the possibility that the suspect(s) may have guns and to the potential for the pursued vehicle to ram the patrol vehicles.

**Spikes or Tack Strips** - A device that extends across the roadway designed to puncture the tires of the pursued vehicle.

Use of Firearms
The use of firearms to disable a pursued vehicle is not generally an effective tactic and involves all the dangers associated with discharging firearms. Officers should not utilize firearms during an ongoing pursuit unless the conditions and circumstances dictate that such use reasonably appears necessary to protect life. Nothing in this section shall be construed to prohibit any officer from using a firearm to stop a suspect from using a vehicle as a deadly weapon.
Intervention Standards
Any pursuit intervention tactic, depending upon the conditions and circumstances under which it is used, may present dangers to the officers, the public or anyone in or on the vehicle being pursued. Certain applications of intervention tactics may be construed to be a use of deadly force and subject to the requirements for such use.

Officers shall consider several factors and requirements prior to deciding how, when, where and if an intervention tactic should be employed blocking or vehicle intercept should only be considered in cases involving felony suspects or impaired drivers who pose a threat to public safety when officers reasonably believe that attempting a conventional enforcement stop will likely result in the driver attempting to flee in the vehicle. Because of the potential risks involved this technique should only be employed by officers who have received training in such tactics after giving consideration to the following:

- The need to immediately stop the suspect vehicle or prevent it from leaving substantially outweighs the risks of injury or death to occupants of the suspect vehicle, officers, or other members of the public.
- All other reasonable intervention techniques have failed or reasonably appear ineffective.
- Employing the blocking maneuver does not unreasonably increase the risk to officer safety.
- The target vehicle is stopped or traveling at a low speed.
- At no time should civilian vehicles be used to deploy this technique.

Only those officers trained in the use of the Pursuit Intervention Technique (PIT) will be authorized to use this procedure and only then with approval of a supervisor upon consideration of the circumstances and conditions presented at the time, including the potential for risk of injury to officers, the public and occupants of the pursued vehicle.

Ramming a fleeing vehicle should be done only after other reasonable tactical means at the officer's disposal have been exhausted. This tactic should be reserved for situations where there does not appear to be another reasonable alternative method. The following is an administrative guide to direct officers in their decision-making process before ramming another vehicle. When ramming is used as a means to stop a fleeing vehicle, one or more of the following factors should be present:

- The suspect is an actual or suspected felon who reasonably appears to represent a serious threat to the public if not apprehended.
- The suspect is driving with willful or wanton disregard for the safety of other persons or is driving in a reckless and life-endangering manner.
- If there does not reasonably appear to be a present or immediately foreseeable serious threat to the public, the use of ramming is not authorized.

As with all intervention techniques, pursuing officers should obtain supervisor approval before attempting to box a suspect vehicle during a pursuit. The use of such a technique must be carefully coordinated with all involved units, taking into consideration the circumstances and
conditions presented at the time as well as the potential risk of injury to officers, the public and occupants of the pursued vehicle.

The use of spike strips should be approved in advance by a supervisor and deployed only when it is reasonably certain that only the pursued vehicle will be affected by their use. Officers should carefully consider the limitations of such devices as well as the potential risks to officers, the public and occupants of the pursued vehicle. If the pursued vehicle is a motorcycle, a vehicle transporting hazardous materials, or a school bus transporting children officers and supervisors should weigh the potential consequences against the need to immediately stop the vehicle.

Motorcycles or similar vehicles shall not be rammed except:
- When necessary in defense of life;
- During the actual commission of an assault with a deadly weapon;
- When necessary to prevent escape of a person whom the officer reasonably believes has committed a felony by the use or threatened use of deadly force;
- When necessary to apprehend a person who has committed an assault with a deadly weapon with a vehicle which the officer reasonably believes has resulted in serious injury or death.

**Legal Intervention Reporting**
Per the Collision Investigation Manual, lawful intervention is not a reportable traffic collision. For reporting purposes, a collision investigation will be conducted on all interventions where a police unit was used to intervene with the suspect vehicle. The face page of the investigation should be marked “In House Only”. A Forensic Technician of Supervisor shall take photographs of the scene and all involved vehicles. Risk Management will be notified in all legal intervention techniques.

**Capture of Suspects**
Proper self-discipline and sound professional judgment are the keys to a successful conclusion of a pursuit and apprehension of evading suspects. Officers shall use only that amount of force, which reasonably appears necessary under the circumstances, to properly perform their lawful duties.

Unless relieved by a supervisor, the primary officer should coordinate efforts to apprehend the suspects following the pursuit. Officers should consider safety of the public and the involved officers when formulating plans to contain and capture the suspects.

**Reporting Requirements**
The following reports should be completed upon conclusion of all pursuits:
- The primary officer should complete appropriate crime/arrest reports.
- A field supervisor shall ensure that an Allied Agency Vehicle Pursuit Report (form CHP 187A) is filed with the CHP not later than 30 days following the pursuit.
- After first obtaining the available information, a field supervisor shall promptly complete a Supervisor's Pursuit Form, briefly summarizing the pursuit, and submit it along with all corresponding reports and forms to his/her manager.
Vehicles Involved in Pursuits
If bottomed out during pursuit, routinely deadline the vehicle at the city yards for inspection of possible damage, notify a supervisor and leave necessary documentation. If the vehicle does not suffer any damage, leave a trip ticket indicating the vehicle was involved in a pursuit, so that preventative maintenance by city yards may be scheduled.

Regular and Periodic Pursuit Training
In addition to initial and supplementary Police Officer Standard Training (POST) training on pursuits, all sworn members of this department will participate no less than annually in regular and periodic department training addressing this policy and the importance of vehicle safety and protecting the public at all times, including a recognition of the need to balance the known offense and the need for immediate capture against the risks to officers and others.

VEHICLE SEARCHES (PHASE 2)

Officers may stop and detain people based upon the less demanding requirements of reasonable suspicion. Probable cause is not required (Terry v Ohio, 392 U.S. 1 (1968)). Reasonable suspicion is also the requirement to conduct a pat down of persons for weapons. In addition the passenger compartment vehicles may be searched for weapons based upon simple reasonable suspicion (Michigan v Long, 463 US 1032 1983). However, probable cause is required to search vehicles for evidence, contraband or fruits or instrumentalities of a crime.

Weapons
The officer may search the passenger compartment of violator’s vehicle for weapons when the violator has not dispelled the suspicions of the officer, when there is reasonable suspicion to believe the violator has a weapon in the car, and the violator is a danger to the officer. The officer may search the car for weapons even though the violator is no longer in the vehicle.

You are entitled to conduct a limited, protective search of the passenger compartment in areas where a weapon could be placed or hidden if you believe, based on specific facts, that the suspect is dangerous and may gain immediate access to a weapon. However, this only applies when it is reasonable the driver could gain access to a weapon in the car.

Example: If the driver is handcuffed in the back seat of the patrol car the search will not be justified, unless the officer can articulate other reasons for searching the car, or he conducts a search incident to a lawful arrest. -Legal Sourcebook, 2013

Searches incident to arrest
Per the Belton decision (New York v. Belton, 453 U.S. 454 (1981)), Officers may conduct a warrantless search of the entire passenger compartment of a car, including any containers found within it incident to a lawful arrest. There are two important issues to note. First, the search would include containers in the passenger compartment "possessed by non-arrested occupants." Second, the search is limited to the "passenger compartment" and may not include the vehicle's trunk.
This extends your authority to search vehicles beyond the usual area that may be searched incident to an arrest which is normally limited to the “arms reach” of the arrestee (Chimel v California, 395 U.S. 752 (1969)). This more expansive search area is extended only in vehicle searches incident to arrest.

However, due to the Gant decision (Arizona v. Grant (2009), there is a new two-part test for the lawful search of a vehicle incident to arrest of an occupant. Vehicle searches incident to arrest of a vehicle's occupant are now only lawful if:

1. an arrestee could gain access to the passenger compartment of the vehicle, or
2. it would be "reasonable to believe" that evidence relevant to the arrest offense could be found in the vehicle.

Example: An individual handcuffed in the backseat of the police car would not have access to the passenger compartment of the vehicle.

Example: A lawful pat down search led to the discovery of a loaded firearm in the possession of a felon. Officers could search arrestee's vehicle incident to arrest under Gant because it was reasonable to believe that "additional items related to the crime of gun possession such as more ammunition or a holster" might be found in the car. -Legal Sourcebook, 2013

Contraband and Evidence
In order to search a vehicle without a warrant, officers must be able to articulate the higher standard of probable cause (Robbins v California, 453 U.S. 420 (1981). A search for weapons is limited to the passenger compartment of the car.

However, when probable cause exists to search a vehicle for evidence, contraband, or fruits and instrumentalities of the crime, officers may search, without a warrant, the entire vehicle, including the trunk and containers found inside the vehicle for the specific items the officer expects to find (Colorado v Bannister, 449 U.S. 1 (1980)) and (United States v Ross, 456 U.S. 798 (1982)). It is important to remember that the officer may only search containers that may reasonably contain the evidence or contraband he is looking for. “An officer cannot look for an elephant in a matchbox.”

Unoccupied Vehicles
It is important to remember that the warrantless search exceptions to the Fourth Amendment pertain to vehicles that are being operated by someone. If a vehicle is unoccupied and on private property, officers must obtain a search warrant (Coolidge v New Hampshire, 403 U.S. 443 (1971).

Motorhomes
The court has held that motor homes are automobiles for the purposes of the Fourth Amendment, and they can be searched without a warrant just like any other motor vehicle.
Vehicle Inventory (SBPD Policy 510)
As long as vehicle inventories are not used as an excuse to conduct a warrantless search of an automobile inventories are legal and anything discovered is during the inventory is admissible (Colorado v Bertine, 479 U.S. 367 (1987)).

All property in a stored or impounded vehicle shall be inventoried and listed on the vehicle storage form. This includes the trunk and any compartments or containers, even if closed and/or locked (People v Needham, 79 Cal. App. 4th 260 (2000)).

Summary
It is important that officers do not confuse full vehicle searches with vehicle searches that are specifically for the purpose of locating weapons. This is because only reasonable suspicion is needed to look for weapons but probable cause is needed to search for evidence, contraband or fruits and instrumentalities of a crime.

VEHICLE STOPS (PHASE 2)
The first 60 seconds is the critical time period. Always be alert for any danger or possibility of danger. Any traffic stop could become a life or death situation. It is one of the most potentially dangerous incidents an officer may encounter. You are dealing with an unknown violator, and the act of issuing traffic citations can easily become routine, thereby lessening your awareness of possible danger. Watch for any suspicious movements and be ready for any possible action. Be aware of passengers.

Inherent Hazards
The inherent hazards involved when an officer conducts a vehicle stop include:
- Location of the stop;
- Reason for the stop;
- Officer’s approach;
- Position the officer takes;
- Contact with the violator;
- Visibility.

Types of Vehicle Stops
There are various types of vehicle stops, which include:
- Traffic violations;
- Investigative;
- High risk.

Location of the Stop
The following elements should be considered when selecting the location for a vehicle stop:
- Traffic hazards;
- Escape routes;
• Number of people present;
• Lighting conditions;
• Proper position of primary and backup units.

Dispatch Notification
When making a traffic stop notify dispatch of the following:
• Your intent to make a traffic stop;
• The location of the stop;
• The license number of the vehicle and your location;
• Number and description of all occupants.

Techniques
Techniques for gaining the attention of the driver when making a stop include:
• Use of emergency lights;
• Use of headlights;
• Use of horn;
• Use of siren;
• Use of hand signals;
• Use of public address system;
• Proper use of spotlight to include:
  - Not blinding the driver while the vehicle is moving;
  - Illuminating the interior of the stopped vehicle;
  - Focusing on the rear and side mirrors to blind the occupants of the officer’s approach.

Proper Distance
The proper distance from the vehicle being stopped should be:
• Not so great as to encourage the driver to attempt to escape
• Not so close as to present a hazard due to erratic actions of the driver
• Enough to create a safety corridor (patrol car off-set left or right) for the safety of the officer(s) and vehicle occupant(s).

Violator Contact
Proceed in a positive manner, taking into consideration persons with varying degrees of shock, fear, nervousness, and most important --- temperament. Avoid lecturing, but explain the violation. The officer's tone of voice, choice of words, posture, and attitude has a great bearing on the public's acceptance of law enforcement. Be alert to the fact that a traffic violator may be a fleeing felon. Extra care should be taken during the hours of darkness.

Other than chance encounters or contacts as a result of being the victim of a crime, most citizens’ perception of police officers stem from contacts made during traffic stops. While officer safety should always be paramount, you should remember that a sizable portion of the general citizens' impression of the police department comes from these types of contacts. It is possible to issue a citation to a citizen and still leave a positive impression in that citizen's mind about the professionalism of police officers. During the traffic stop:
• State the elements of the offense, giving a brief explanation of the violation. Do not enter into a long discussion or argument of the case.
• Obtain the driver's license and registration. Ascertain who the present owner of the vehicle is. Never take a violator's wallet.
• Move to the police unit to complete the citation.
• Make the decision to admonish or cite on the facts and not the attitude of the violator.

Enforcement Options
Enforcement options after observation of a traffic violation to include:
• Verbal warning;
• Issuance of a citation;
• Physical arrest.

WARRANT ARRESTS (PHASE 2)

When serving an arrest warrant at the defendant’s place of residence officers need some probable cause to believe that the defendant is home before entering to serve the arrest warrant. The arrest warrant alone is not sufficient. The probable cause may include the officer’s personal observation of the defendant in the residence, recent sighting by a neighbor, car in the driveway, which warm to the touch, etc. The following should be done when serving arrest warrants:
• One attempt service must be made on all warrants assigned to patrol officers.
• Note due diligence.
• All officers shall obtain the names, addresses, phone number etc. of anyone contacted during the attempted service.
• The information obtained shall be documented.
• The due diligence is imperative to show attempted service in the event that you are subpoenaed to court regarding an arrest on the warrant.
• After the first attempt: no one home, acquired new address or business address, needs earlier or later service, or other further leads, the warrant shall be returned to the assigning supervisor.

Warrant Arrest Procedures
The following should be done when conduct an arrest pursuant to an arrest warrant:
• Officers MUST always verify the warrant prior to taking the subject into custody (verify the warrant through Teletype or call the Sheriff’s Department at 387-3695.
• Officers must be certain the name, DOB, and physical description on the warrant match the suspect.
• When apprehension is made on a person named on warrant information sheet, confirm the warrant and indicate where you want the warrant sent.
• When apprehension is made on a person named on a teletype abstract, deliver the abstract to the jail with the prisoner.
• When apprehension is made on a person named in a certified copy of a warrant, the officer must deliver the certified copy to the jail with the prisoner.
The standard booking procedures will be followed.

**Warrant Service Time Restraints**
An officer can only serve an arrest warrant between the hours of 0600 and 2200, unless the defendant is in a public place, or unless the warrant is endorsed for night service (PC 840).

**Third Party Locations**
Officers executing an arrest warrant may not search for the person named in the warrant at the residence of a third party except in the following circumstances:
- Search warrant (Stegald);
- Exigent circumstances;
- Valid consent (obtain a signed consent form if possible).

An arrest warrant is not required to enter someone’s premises if, in addition to probable cause, exigent circumstances exist. “Exigent Circumstances” means an emergency requiring swift action to prevent:
- fresh pursuit; or
- imminent danger to life or welfare (including your own); or
- serious damage to property; or
- imminent escape of a suspect; or
- the destruction of evidence.

(Legal Sourcebook, 2013).

**Out of County/State Warrants Procedures**
Prior to making an arrest for an out of county or state warrant you must first ensure the validity of the warrant and determine if it is extraditable. If the warrant is valid and extraditable the subject is booked for PC 1551.1 (Out of State Fugitive).

**Citation Release on Misdemeanor Warrants**
Penal Code § 827.1 allows the release by citation of a person designated in a warrant of arrest unless one of the following conditions exist:
- The misdemeanor cited in the warrant involves violence;
- The misdemeanor cited in the warrant involves a firearm;
- The misdemeanor cited in the warrant involves resisting arrest;
- The misdemeanor cited in the warrant involves giving false information to a peace officer
- The person arrested is a danger to himself or herself or others due to intoxication or being under the influence of drugs or narcotics;
- The person requires medical examination or medical care or was otherwise unable to care for his or her own safety;
- The person has other ineligible charges pending against him/her;
- There is reasonable likelihood that the offense or offenses would continue or resume, or that the safety of persons or property would be immediately endangered by the release of the person;
- The person refuses to sign the notice to appear;
• The person cannot provide satisfactory evidence of personal identification;
• The warrant of arrest indicates that the person is not eligible to be released on a notice to appear.

Parking and Traffic Infraction Warrant Arrests (SBPD Policy 363)
A police officer may take into custody any person with two or fewer outstanding warrants for failure to appear on citations for parking and traffic infractions.

The person taken into custody shall be provided the opportunity to post bail and shall not be booked, photographed or fingerprinted, nor shall an arrest record be made when the amount of bail may be calculated by reference to the face of the warrant or to a fixed bail schedule unless all of the following requirements have been exhausted.

If any person has three (3) or more parking and/or traffic infraction warrants are to be processed as any other warrant arrest.

If any person has two (2) or fewer parking and/or traffic infraction warrants:
• If the person has sufficient cash, the person shall be given the opportunity to immediately post bail. They shall be taken to the San Bernardino County Sheriff’s Department, Records Department, 655 E. 3rd Street to post bail.
• If the person does not have sufficient cash in their possession to post bail, the individual shall be informed of his/her rights and given the opportunity to do all of the following:
  - They should be transported to the police station where a telephone will be provided to assist them in making telephone calls.
  - If the person has not been able to obtain bail and not less than three hours has elapsed, the arrested person may then be booked and transported.

Warrant Returns
• All warrants with disposition of cleared by arrest, recalled, bad address, vacant residence, and no further leads, shall be returned to the sergeant who assigned the warrants.
• Any warrant may then be reassigned for further investigation based upon additional leads. Any leads should be noted on the warrant sheet.
**CRITICAL TASKS**

The FTO will sign off as explained when each Critical Task discussed, demonstrated and explained. The FTO will sign off each Critical Task as performed after the trainee has demonstrated the ability to perform the task while *meeting the minimum performance standards*. This can be done through practical application, role playing, or other approved training techniques. The report case numbers for every report the trainee writes will be documented on the Report Tracking Sheet.
PHASE 1 CRITICAL TASKS

1. POLICE BUILDING FAMILIARIZATION

- Report, Briefing & Equipment Room.
- APB, GTA, Extra Patrol Boards.
- Watch Commander and Sgt. Office.
- Front Desk.
- Community Affairs Office.
- City Jail.
- Traffic Office.
- Records, Steno & Teletype (restricted entry).
- Subpoena Court Coordinator.
- Property & Evidence Room.
- Forensic Division.
- Break & Restrooms Rooms.
- Administration.
- Dispatch.
- Personnel & Training.
- Payroll.
- Detective Division.
- Probation Officer.
- Crime Analysis.
- Locker Rooms.
- Information Technologies;
- Introduction to key personnel.

Reference: N/A

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2. COMMUNICATION SYSTEMS

Radio Communications
- Understand and utilize all radio brevity codes:
  - Ten Series Codes;
  - Eleven Series Codes;
  - 900 Series Codes;
  - Codes Series Codes;
  - Phonetic Alphabet.
- Proper use of radio system:
  - Use of radio frequency system 10, 23 and 7 (back-up);
  - Proficient in radio procedures;
  - Crime Broadcast
  - Pursuit Broadcast
  - In-Progress Broadcast
  - Emergency Radio Use
- Operates radio effectively and efficiently.

Information Systems
- Use of Law Enforcement Information Systems:
  - CLETS;
- Basic Use of Mobile Data Terminal’s;
- Mobile Data Terminal’s Use Policies.


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3. EVIDENCE STORAGE LOCATIONS
- Evidence lockers.
- Blood and Urine Test Locker (for blood & urine samples for analysis of opiate or PCP use).
- Bulk Property Closet.
- B Building (Bulk property/bicycle storage).
- Bloody or wet clothing Area.
- Flammable/PCP locker.
- Sex kit refrigerator.
• Narcotics drop locker.

Reference: N/A

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4. PATROL VEHICLE OPERATIONS

• Orientation and operating the patrol vehicle;
• Pre & post shift inspections;
• Refueling and maintenance;
• S.A.F.E Driving:
  - Situation-Appropriate, Focused, Educated.
• Importance of continued training;
• Understanding dangers and consequences;
• Seat belt use (SBPD Policy 1022);
• Code Three response (SBPD Policy 316);
• Vehicle pursuits (SBPD Policy 314);
• Vehicle Operation Liability.


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5. SHIFT PREPARATION

• Check out procedure for HT & vehicle;
• Check Roll Call boo;
• Check Extra Patrol Board;
• Check for subpoenas;
• Pick up crime analysis sheets (APB’s, Hot Sheet, etc.);
• Know the start & end times for all shifts.

Reference: N/A

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6. EQUIPMENT
• How and where to obtain equipment and supplies (HT, ammo, vehicles, OC, Flares, etc.);
• Authorized and unauthorized equipment and uniforms (includes a policy review);
• Map book/Street Guide, cite book, forms, muni code, CVC, PC, dictionary and calendar;
• Traffic templates, Miranda card, in field line-up admonishment card, and pupilometer;
• Protective gloves, riot helmet, gas mask, reflective vest, extra handcuffs and CPR mask;

Reference: N/A

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7. OFFICER SAFETY
• Common Officer Safety Errors;
• Officer Fatality Information;
• Mental Preparation for Survival;
• Officer Survival;
• Contact/Cover Officer;
• Body Armor;
• Officer Survival;
• Survival Pre-Planning.
8. FIREARMS USE AND QUALIFICATION

- Policy and Procedures (SBPD Policy 312):
  - Authorized weapons and ammunition (primary, secondary and off-duty);
  - Safe handling;
  - Firearms Qualifications;
  - Warning and Other Shots;
  - Destruction of Animals;
  - Maintenance and Repair;

- Use of Deadly Force (SBPD Policy 300.4).

- Officer Involved Shooting (SBPD Policy 310).

- Officer firearm qualifications:
  - Handgun and Shotgun;
  - Weekly, monthly and quarterly.

Reference: SBPD Policies 312, 300.04, 310 & the SBPD Field Training Manual.

9. COMMUNITY & BEAT ORIENTATION/FREQUENTED LOCATIONS

- Car wash location & procedures;

- City yards & County radio repair;

- Fire Stations;

- Schools;

- Parks, recreation areas and community organizations

- Hazardous Materials/Priority locations (WMD targets);

- Problem areas and “Hot Spots”;

Reference: CA POST Field Training Program & the SBPD Field Training Manual.
• Jurisdictional boundaries, districts and beats (provide beat map).

Reference: N/A

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10. GEOGRAPHICAL ORIENTATION
• Main streets within the city;
• Hundred blocks of major streets;
• Streets that go through to the west side;
• Freeway usage;
• Odd & even address numbers;
• North, south, east & west orientation and starting points (Rialto and Sierra Way);
• Streets that cross I-210, I-10, I-215 & SR 259 freeways;

Reference: N/A

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11. AGENCY SPECIAL UNITS
• Purpose and proper utilization of agency and allied agency special units;
• MET and GANG Team;
• Vice/Narcotics
• SANCATT;
• K-9 Unit;
• Traffic/Motor Unit;
• Violent Crimes Task Force;
• SWAT/HNT;
• Allied Agency Units:
- Bomb Squad (SBSO);
- Aviation Unit (SBSO);
- Search and Rescue (SBSO).

Reference: N/A

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12. SUPPORT SERVICES

- City Hall and Administration support buildings
- County Court House;
- Juvenile Hall, Juvenile Court & Juvenile Traffic Court;
- County District Attorney's Office & City Attorney Office;
- County Jails;
  - Central Jail;
  - West Valley Detention Center.
- Arrowhead Regional Medical Center (County Hospital & Ward B);
- Area Hospitals:
  - San Bernardino Community;
  - St. Bernadine’s;
  - Kaiser Fontana;
  - Loma Linda University Medical Center.
- Probation and Parole Departments;
- Health Department and/or Coroner’s Office;
- State and Federal law enforcement agencies, including:
  - California Highway Patrol – CHP;
  - Department of Motor Vehicles – DMV;
  - Federal Bureau of Investigations – FBI;
  - Postal Inspectors;
  - Bureau of Narcotic Enforcement – BNE;
  - Secret Service;
  - Bureau of Alcohol, Tobacco, and Firearms – ATF;
  - Military Police;
  - US Marshall Service;
  - Railroad Police;
  - Immigration and Naturalization Service – INS.
• Additional support services:
  - Service Centers;
  - Child Protective Services;
  - Mental Health Liaison.

*Reference: N/A*

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### 13. DUTIES AND OBLIGATIONS

• Discuss duties and obligations and demonstrate a working knowledge of the agency’s organization, functions, work schedule, chain of command, and rules and regulations.


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### 14. VISION STATEMENT, MISSION STATEMENT, CORE VALUES

• Familiarize and recite;
• Explain how they direct the department;
• Explain how they inter-relate.


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### 15. POLICIES, PROCEDURES AND REGULATIONS

• Review and explain agency procedures and regulations pertaining to:
  - Standard of conduct on and off duty (values, ethics, principles);
  - Rules governing outside employment;
- Regulations on carrying weapons off duty;
- Hours of all shifts and absence reporting requirements;
- Interaction with associated law enforcement agencies;
- News media release laws, rules and regulations;
- Security of agency facilities;
- Any additional pertinent procedures and regulations.

- Review and explain department Policies related to:
  - Use of Force;
  - Use and Discharge of Firearms;
  - Domestic Violence;
  - Emergency Vehicle Operations;
  - Sexual Harassment;
  - Use of Less-Lethal Weapons;
  - Protective Orders;
  - Hate Crimes;
  - Child Abuse Investigations and any additional pertinent polices.


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16. **USE OF FORCE/DEADLY FORCE**

- Review of Policy & Procedures Sections 3.04 & 3.05 and SBPD Policy 300;

- Explain the “Use of Force Continuum” and provide examples of when each level should be used within legal and moral limits (SBPD Policy 300.2.1):
  - Persuasion;
  - Arrest/Compliance Control Techniques;
  - Intermediate Force (OC, LVNR and CED);
  - Impact Weapons;
  - Deadly Force.

- Reporting requirements (Policy & Procedure Sections 3.06 & 3.07 and SBPD Policy 300.5).

- Review and discuss the legal and ethical considerations pertaining to the use of force, including “reasonable force.”

- Explain agency policy, legal ramifications, and civil liabilities attached to both the officer and the agency through the use of physical force or deadly force.

- Identify and evaluate situations that justify the use of deadly force and those situations that do not justify such use.
• Explain considerations to be made when determining whether or not to resort to the use of deadly force. These considerations shall minimally include:
  - Type of crime and suspect(s) involved;
  - Threat to the lives of innocent persons;
  - Law and agency policy;
  - Officer’s present capabilities;
  - Capabilities of officer’s weapon.


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17. ARREST AND CONTROL TECHNIQUES

• Review of policy and demonstration of proper use (SBPD Policy 300.2.2(b)1);
• Use of Force Continuum
• Required training and orientation;
• Reporting requirements.

*Reference: SBPD Policy 300 and the SBPD Field Training Manual.*

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18. USE OF CHEMICAL AGENTS

• Review of policy and demonstration of proper use (SBPD Policy 308.7);
• Use of Force Continuum and follow up procedures (person who have had it applied to them);
• Required Training;
• Reporting requirements.

*Reference: SBPD Policies 300.2.1, 308 and the SBPD Field Training Manual.*
19. CONDUCTED ENERGY DEVICE (CED) USE AND QUALIFICATION

- Review of policy and demonstration of proper use (SBPD Policy 309);
- Use of Force Continuum;
- Required training and qualification;
- Reporting requirements.
- Identify when and how to effectively use the CED in an authorized manner.
- Identify the vital body areas recognized as CED “target” areas.
- Identify those body areas that are potentially lethal when struck by CED.


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20. IMPACT WEAPONS USE AND QUALIFICATION

- Review of policy and demonstration of proper use (SBPD Policy 300.2.2(d) and 308.5);
- Use of Force Continuum;
- Required training and qualification;
- Reporting requirements.
- Identify when and how to effectively use the impact weapon in an authorized manner.
- Identify the vital body points recognized as impact weapon “target” areas.
- Identify those body points that are potentially lethal when struck by an impact weapon.

*Reference: SBPD Policies 300.22(d), 308 and the SBPD Field Training Manual.*
21. FIELD NOTES AND REPORT WRITING

Field Notes
- Field notes are the foundation of a written report;
- Field notes are discoverable in a court proceeding;
- Discuss and explain the types of information that may be entered into notes;
- Demonstrate proper use of a field notebook.

Report Writing
- The SBPD report writing manual establishes the correct format and content for reports and ensure a copy is provided;
- Explain the importance of thorough detailed police reports and proof reading;
- Explain and demonstrate the qualities of good police reports;
- Explain and demonstrate the characteristics of a thorough and detailed police report;
- Explain and demonstrate an appropriate knowledge of the flow of a police report;
- Explain and demonstrate the relative importance of the information they contain.
- Explain and demonstrate the pertinent information, correct format for a crime report (including “cold” crimes).
- Explain and demonstrate the routing of completed reports;
- Explain function of records division regarding reports;
- Explain the use of reports by Detective Bureau;
- Explain the use of reports by the District Attorney’s Office;


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22. REPORT FORMS

- Identify the proper report forms to be utilized in given situations (i.e. crime report, DUI, etc);
- Identify and properly complete the following forms:
  - SBPD report forms; Booking forms; Traffic investigation forms; DUI forms; Arrest forms;
  - Juvenile forms; Missing Persons forms and other general forms.


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23. VIDEO & AUDIO RECORDERS

- Explain and review SBPD Policy 450;
- Authorized and unauthorized use;
- Identify and explain situations where the use of video and/or audio recording is warranted.

Reference: SBPD Policy 450.

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24. LAWS OF ARREST

- Explain PC 835 - Reasonable force use during an arrest;
- Explain PC 836 and 43000.5 through 40302 - Peace officer’s authority to make an arrest;
- Explain PC 836(b)(c) - Domestic violence private person’s arrest;
- Explain PC 837 and 847- Arrest by private person (SBPD Policy 364);
- Explain PC 840 - Hours when a person can be arrested and exceptions;
- Explain PC 841 - Information required to be provided to a person when arrested;
- Explain PC 843 - Amount of force used during an arrest;
- Explain PC 844 and PC 845 - Requirements for entry into a location to make an arrest;
- Explain PC 847 and 142 - Officer refusing to take arrest (not civilly liable);
• Explain PC 849(a) – Arrest requirements;
• Explain PC 849(b)(1) - Release for insufficient evidence/grounds;
• Explain CVC 40302 - Mandatory appearance before a magistrate;
• Explain CVC 40303 - Optional appearance before a magistrate;
• Explain arrest exemptions (Diplomatic immunity, Stale misdemeanor rule, etc.);


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25. CRIMINAL LAW

• Explain the following terms:
  - Accessory;
  - Accomplice;
  - Criminal negligence;
  - Corpus delicti;
  - Entrapment;
  - Implied intent;
  - Principal;
  - Specific intent;
  - Transferred intent.

• Identify the element of a criminal act:
  - Any act or omission;
  - Committed by a person;
  - In violation of statutory law;
  - For which there is punishment.

• Explain PC 26 - Persons who are legally incapable of committing a crime.

• Recognize a crime has occurred and identify the crime by its common name, code number, and crime classification for the following crimes:
  - Obstruction of justice;
  - Homicide;
  - Robbery;
  - Assaults;
  - Criminal threats;
  - Stalking;
  - Restraining order violations;
  - Cruelty to animals;
- Crimes against children;
- Sex crimes;
- Disturbing the peace;
- Burglary;
- Trespassing;
- Arson;
- Vandalism;
- Theft (including Identity Theft);
- Forgery and check offenses;
- Disorderly conduct;
- Possession and use of dangerous weapons;
- Receiving or possession of stolen property (including alteration of serial numbers).

**Reference: CA Criminal Codes.**

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26. **PROBABLE CAUSE AND REASONABLE SUSPICION**

- Explain the elements of Probable Cause;
- Explain the elements of Reasonable Suspicion;
- Identify and evaluate situations where each would apply.


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27. **CONSTITUTIONAL RIGHTS AND PROTECTIONS**

- Recognize the basic rights of all persons as granted by the United States Constitution and shall at all times adhere to those rights granted by the following amendments:
  - *First Amendment:* Freedom of religion, speech, press, and public assembly;
  - *Fourth Amendment:* Search and seizure only by warrant or good cause;
  - *Fifth Amendment:* Right to trial; no double jeopardy; no self-incrimination; no punishment without due process; and no confiscation without compensation;
  - *Sixth Amendment:* Right to a speedy trial;
  - *Eighth Amendment:* Excessive bail prohibited;
  - *Fourteenth Amendment:* Civil rights (see 18 USC, 242 – Color of law/authority).

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28. BOOKING PROCEDURES

- Prohibited items and weapons inside a jail facility;
- Explain the reason and procedures for securing prohibited equipment and items;
- Explain the booking/cite releases (SBPD Policy 420);
- Identify and complete required booking forms:
  - Booking application, PC declaration and Medical form.
- Explain how to properly book adult prisoners, including notifications and procedures;
- Identify other prisoners who may warrant special considerations;
- Explain the concept of inmate classification;
- Review and explain procedures for releasing a prisoner per 849(b);
- Explain the medical screening process and complete the booking medical questionnaire;
- Identify medical and physical conditions that require a jail check;
- Explain and demonstrate the jail check procedures;
- Explain the Absentee booking procedures.


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29. CUSTODY SEARCHES

- Explain the procedures and legalities of in-custody searches, including:
  - Search by same sex;
  - Clothed searches;
  - Strip or skin searches, including documentation;
  - Cavity Searches.
• Demonstrate the ability to safely and effectively control (verbally and physically), one or more suspects, applying all officer safety tactics;
• Demonstrate effective search techniques for both male and female suspects, including:
  - Constant alertness, including keeping hands in view;
  - Maintaining control and position of advantage;
  - Standing, kneeling, and prone position searches;
  - Safeguarding of weapons.


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30. **HANDCUFFING AND RESTRAINTS**

• Review of policy and demonstration of proper use (SBPD Policy 306);
• Demonstrate the safe and effective use for single and multiple suspects;
• Explain the purpose of handcuffing and restraints;
• Identify approved restraints;
• Explain the considerations for the use of handcuffs and restraints;
• Explain the proper application principles of handcuff and restraints;
• Explain the procedures for the restraint of detainees;
• Explain the procedures for the restraint of pregnant women;
• Explain and identify medical considerations with use of handcuffing and restraints;
• Explain the required documentation and notifications.


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31. **TRANSPORTATION OF PRISONERS**

• Review and explain the procedures regarding the transportation of prisoners, including:
  - Prisoners restrained with specialty devices (i.e., hobble, expectorant shields, etc.);
- Sick, injured, mentally ill, physically challenged, or pregnant prisoners;
- Juveniles with/without adults;
- Females (notifications, etc.);
- Use of seat belts;
- A search of the area in which the prisoner is about to be placed prior to transportation;
- A search of the area where the prisoner has been following transportation;
- The proper positioning of the officer(s) and the prisoner(s) within the vehicle;
- Close and constant observation of the prisoner(s).

- Demonstrate safely place the handcuffed prisoner(s) into the vehicle and safely transport the prisoner(s) to the predetermined destination.


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32. LEGAL RESPONSIBILITIES AND REQUIREMENTS FOR PRISONERS

- Review and explain the legal responsibilities for protecting prisoners;
- Discuss the legal responsibilities for providing prisoners with shelter, food, and medical care;
- Review and explain prisoner’s rights to three telephone calls;
- Explain the requirements for issuing property receipts;
- Explain local policy and the legal aspects pertaining to the rights and privileges of prisoners, including the constitutional rights of prisoners while in custody.
- Identify the provisions of PC 147 pertaining to willful inhumanity or oppression toward prisoners in the custody of an officer;
- Identify the provisions of PC 149 pertaining to assaulting a prisoner "under color of authority."

Reference: CA Penal Code.

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33. POLICE PATROL TECHNIQUES AND PROCEDURES

- Explain the police patrol function;
- Explain the importance of positive public contacts;
• Explain the importance of observation and perception skills;
• Explain the purpose of police patrol;
• Explain and demonstrate preventive patrol techniques;
• Identify and explain the types of patrol;
• Explain patrol techniques advantages;
• Identify and explain the differences between proactive vs. reactive patrol;
• Explain the importance of patrol preparation;
• Explain and demonstrate the principles of preventing and detecting crime.
• Explain and demonstrate foot pursuit techniques and procedure;
• Explain and/or demonstrate general surveillance techniques;
• Explain and discuss mutual aid and jurisdictional issues;
• Identify and explain patrol safety issues.


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34. SELF INITIATED ACTIVITY

• Explain the necessity for and demonstrate proficiency in the performance of self-initiated activities to minimally include:
  - Vehicle stops;
  - Pedestrian stops;
  - Directed patrol;
  - Arrests;
  - Other policing activities.


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35. INTERVIEWING TECHNIQUES AND NOTE TAKING

- Discuss basic rules in statement taking and interviewing;
- Explain and demonstrate the contents of a good statement (Who, what, why, where, how);
- Explain and demonstrate effective communication and avoid emphatic listening;
- Recognize and improve deceitfulness;
- Explain/demonstrate Miranda procedures/requirements (custody + interrogation = Miranda).


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San Bernardino Police Department
Field Training Program
REPORT TRACKING FORM

All reports which the trainee or FTO completes will be recorded on this form. The FTO is encouraged to include samples (acceptable and unacceptable) of the trainee’s reports with the daily or weekly evaluations in order to chart the trainee’s progress. These pages are to be added to each phase in the Field Training Manual

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PHASE 2 CRITICAL TASKS

1. COMMUNITY RELATIONS

- Explain the agency’s responsibilities to community service;
- Explain and demonstrate awareness of victim and crisis services;
- Demonstrates good community relations and service.
- Explain and demonstrates community policing principles.

*Reference: The SBPD Field Training Manual*

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2. JUVENILES LAW AND PROCEDURES

- Explain W&I 300 - Jurisdiction of the court when handling dependent children under 18;
- Explain W&I 601 - Persistent and habitual disobedience (Incorrigible);
- Explain W&I 601.1 - Juveniles who disobey school authority and are habitual truants;
- Explain W&I 602 - Violation of any law by a juvenile;
- Explain W&I 625 - Peace officer can arrest juvenile for misdemeanor on probable cause;
- Explain W&I 627 - Parental/Guardian notification;
- Explain W&I 661 - Parental/Guardian notification and citation;
- Explain requirements and perform juvenile Miranda advisement;
- Explain secure versus non-secure detention of juveniles;
- Explain and perform juvenile restraint procedures (SBPD Policy 306/324.9);
- Explain and perform arrest procedures for juveniles over 14:
  - Miranda advised as soon as practical;
  - Formal booking procedure (SBPD Policy 324.14);
  - Search procedures;
  - Felonies are lodged at Juvenile Hall or released to a parent/guardian in exceptional cases;
  - Advise the juvenile’s parents/guardian of the arrest (W&I 627);
- Explain and perform juvenile cite releases procedures (SBPD Policy 420):
  - Misdemeanors are issued a citation along with parents (W&I 661).
- Explain and demonstrate juvenile temporary custody procedures (SBPD Policy 324);
  - Complete log and make appropriate notifications;
  - Adhere to time limits and allotted phone calls.

- Explain and demonstrate requirements for juveniles under 14:
  - Gladys R form
  - Non-secure detention and exceptions;
  - Custody alternatives.

- Explain and demonstrate juvenile medical treatment procedures;

- Explain and demonstrate juvenile confidential requirements:
  - Do not place their names on face pages (CR-1, CHP 180, etc.);
  - Co-mingle their names with adult suspects on the suspect page;
  - Do not include names on a press release.


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3. **VEHICLE CODE**

- Discuss the California Vehicle Code laws that pertain to the operation of motor vehicles and be able to recognize violations;

- Define the following terms as used in the California Vehicle Code:
  - Crosswalk;
  - Darkness;
  - Driver;
  - Highway;
  - Intersection;
  - Limit line;
  - Motor vehicle;
  - Roadway;
  - School bus;
  - Sidewalk;
  - Vehicle;

- Identify common California Vehicle Code violations by code number and classification, including those dealing with:
  - Vehicle registration and insurance requirements;
  - Theft of and tampering with vehicles;
  - Driver’s licenses and identification cards including suspensions;
  - Traffic control signals;
- Other traffic control devices;
- Driving, overtaking, and passing;
- Right-of-way;
- Pedestrians;
- U-Turns;
- Stopping, standing, and parking;
- Other public offenses;
- Equipment violations;
- Fleeing/evading an officer;
- Reckless driving;
- Seat belt violations.


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4. TRAFFIC COLLISIONS

- Explain and demonstrate knowledge of collision related codes:
  - 11-44, 11-79, 11-82, 11-83, VC 20002 & 20001.

- Review and explain the policy regarding traffic collision investigation and reporting (502);

- Identify and review the Collision Investigation Manual or CIM (CHP HPM 110.5);

- Explain an officer’s responsibilities in preventing accidents in the community;

- Explain the procedure for traffic collisions on private property;

- Explain the procedure for a non-injury traffic collision;

- Explain the instances when an investigation is required;

- Explain the instances when a report is required;

- Explain the terms associated to collision investigation;

- Explain the primary duties of an officer at any traffic collision scene;

- Explain the requirement and complete a factual diagram;

- Identify and explain the types of physical evidence used to determine the cause of a collision;

- Identify information to be obtained during a collision investigation interview;

- Explain the process and procedures for issuing a citation at a collision scene;
• The ability to respond in a safe, efficient, and effective manner, and shall properly and accurately report the accident according to agency policy, including identification of the primary collision factor, along with any associated collision factors.


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5. **DRIVING UNDER THE INFLUENCE (DUI)**

• Explain and demonstrate knowledge of the associated DUI related codes: - VC 23152(a) and (b) and 23153(a) and (b).
• Recognize and explain the common driving conditions of suspected DUI;
• Explain and demonstrate the standardized Field Sobriety Tests (FST’s);
• Explain and demonstrate the use of the preliminary alcohol screening (PAS);
• Explain the DUI arrest procedures for a person over 21;
• Explain the DUI arrest procedures for a person under 21;
• Explain the DUI procedures at the scene of a collision (VC 40300.5);
• Identify the report forms to be used for driving under the influence cases.
• Explain the law and agency policy regarding chemical tests, including how, when, where, and by whom these tests are given as well as the acceptable level of force which may be used to obtain the samples (including force blood draws).
• Demonstrate the ability to conduct the field and chemical test(s) in a safe and effective manner and properly and accurately report the incident.


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6. **VEHICLE STOPS**

Explain the importance of the initial 60 seconds of the stop;
• Identify the inherent hazards involved when an officer conducts a vehicle stop;
• Explain the various types of vehicle stops;
• Identify and discuss the elements to be considered when selecting a location for a stop;
• Identify and demonstrate pertinent information to advised dispatch (safety issues);
• Identify and explain techniques for gaining the attention of the driver when making a stop;
• Explain and demonstrate the proper distance from the vehicle being stopped;
• Discuss the aspects of violator contact and procedure during the contact;
• Explain why an officer should not argue with a violator;
• Discuss and explain appropriate enforcement options;
• Identify common violator reactions and discuss techniques for acceptably dealing with those reactions;
• Explain why an officer should not argue with a violator;
• Explain and demonstrate the position and role of the cover officer;
• Explain and/or safely demonstrate how to safely stop and approach vehicles other than automobiles (motorcycles, bicycles, etc.);
• Safely and effectively conduct a traffic stop and assess whether to issue a citation or warning in a manner that promotes a positive police image.

**Reference: The SBPD Field Training Manual.**

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7. **HIGH-RISK VEHICLE STOPS**

• Identify and discuss the important considerations taken when about to make a felony/high-risk vehicle stop. These elements shall minimally include:
  - Seriousness of the crime(s);
  - Availability of back-up;
  - Location at which to make the stop;
  - Tactics to be used after making the stop;
  - Number of suspects involved.

• Explain and demonstrate the role of both the primary and back-up officer(s) before, during, and after the stop. This includes which officer:
  - Has the radio responsibilities;
  - Assumes the long gun responsibilities;
  - Communicates to the occupants;
  - Searches the occupants and/or the vehicle.
• Discuss the advantages of waiting for additional back-up before approaching the vehicle or the occupants;
• Explain and demonstrate the proper procedure, position and officer safety;
• Discuss the proper positioning of the police vehicle for a felony/high-risk vehicle stop.
• Explain and demonstrate verbal commands that should be used when removing suspect(s) from a vehicle prior to approaching on foot. These commands include having the suspect:
  - Keep hands in sight at all times;
  - Exit the vehicle;
  - Assume position of disadvantage outside the vehicle;
• Discuss the advantages of verbally ordering the removal of the suspect(s) from the vehicle prior to approaching on foot.
• Explain and demonstrate the proper procedure detaining the driver & passengers;
• Explain and demonstrate the proper procedure for clearing the vehicle;
• Explain the importance being systematic and not rush it.
• Conduct a felony/high-risk vehicle stop, to include safely stopping the vehicle, removing the occupant(s), and placing the occupant(s) in a position of disadvantage without the officer(s) being placed in an inherently dangerous position.


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8. CITIATIONS: PARKING AND TRAFFIC

Parking Citations
• Explain and demonstrate knowledge of the associated parking violation codes;
• Complete a parking citation, for an observed violation, within a reasonable time frame.

Traffic Citations
• Explain and demonstrate knowledge of the associated traffic violation codes;
• Explain and demonstrate knowledge of the associated correctable violation codes;
• Discuss enforcement options after observation of a traffic violation to include:
  - Verbal warning;
  - Issuance of a citation;
  - Physical arrest.
• Complete a traffic citation, for an observed violation, within a reasonable time frame;
• Explain and demonstrate procedures for voiding citations;
• Explain and demonstrate procedures for amending citations.


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9. TRAFFIC CONTROL

• Discuss the important of be highly visible;
• Required use of reflective vest (SBPD Policy 500.5.1).
• Demonstrate method for using the flashlight to direct traffic in the hours of darkness.
• Explain and demonstrate recognized traffic hand and whistle signals for a driver to include:
  - Stop; Start (proceed); Turning signals; Keep moving.
• Demonstrate the proper procedures for signal control box use;
• Explain flare patterns and be able to safely light and extinguish a flare.
• Explain long term street blockage procedures.
• Explain emergency vehicle access procedures.
• Demonstrate Disaster and/or traffic collision control.


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10. PROFESSIONAL Demeanor and COMMUNICATIONS

• Explain and demonstrate empathy, courtesy, fairness, & firmness;
• Explain and demonstrate and maintain professional demeanor;
• Identify and explain the ways the public evaluates law enforcement;
• Identify verbal factors which could contribute to a negative response from the public;
Identify non-verbal factors which could contribute to a negative response from the public;

Demonstrates the ability to speak to the public professionally and effectively with command presence and tact.

Demonstrates the Ability to conduct telephone conversations in a professional manner.

Demonstrate the ability to communicate with any segment of the public in such a way as to enhance police service and community attitudes toward the police.

*Reference: The SBPD Field Training Manual.*

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11. **TACTICAL COMMUNICATION (VERBAL JUDO)**

- Identify the benefits of tactical communication;
- Explain the five-step process to generating voluntary compliance;
- Explain and demonstrate the eight steps for enforcement contacts of tactical communications;
- Discuss how tactical communication involves both professional demeanor and words;
- Explain and demonstrate the ability to use deflection techniques in response to verbal abuse;
- Demonstrate the ability to generate voluntary compliance using the 5-step process during a scenario or an actual incident involving an uncooperative subject(s).

*Reference: The SBPD Field Training Manual.*

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12. **RESIDENCE SEARCHES**

- Identify and explain the legal requirement to conduct a vehicle search including:
  - Consent
  - Search Warrant;
  - Compliance (Parole/Community Supervision);
  - Incident to arrest limitations;
  - Legitimate community caretaking interest.
  - Exigent Circumstances (warrantless entry).
• Identify and explain Exigent Circumstances:
  - Fresh pursuit;
  - Imminent threat to life;
  - Prevent escape;
  - Destruction of evidence;
  - Serious property damage.

• Explain and demonstrate the required procedure for documentation of a search including:
  - Consent form; Search warrant; police report, etc.


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13. PEDESTRIAN STOPS

• Identify and explain the concepts and legal requirements of consensual encounters;
• Identify and explain the concepts and legal requirements to stop and detain;
• Identify and discuss those tactical variables to consider when encountering a person on foot.
• Explain and demonstrate positions of advantage one or two officers can take while contacting one or more suspicious persons to minimize the possibility of attack.
• Explain and demonstrate how to properly and legibly complete the field interview (FI) card;
• Discuss the importance of completing an FI card and conducting a wants check.
• Explain and demonstrate the use of CLETS in determining a person’s wanted status.
• Demonstrate the ability to conduct a pedestrian stop of one or more suspicious persons on foot, having assessed sufficient probable cause, safely and effectively approach, contact, interview, and complete a field interview (FI) card or make any other proper disposition of the person(s).


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14. WARRANT ARRESTS

- Identify and explain probable cause needed to serve an arrest warrant;
- Explain and demonstrate procedure for serving an arrest warrant;
- Identify and explain warrant service time restraint exemptions (PC 840);
- Identify and explain third party locations requirements and procedures;
- Explain and demonstrate the warrant cite release procedures (PC 827.1);
- Identify and explain the Out of County/State Warrants Procedures;
- Identify and explain parking and traffic infraction warrant procedures (SBPD Policy 363);
- Identify and explain the warrant return procedures.

**Reference:** CA Penal Code, SBPD Policy and the SBPD Field Training Manual.

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15. SUBJECT SEARCHES

- Identify and explain the basic types of subject searches;
- Identify places on the person of both males and females where dangerous weapons or contraband may be concealed.
- Demonstrate a legal, safe and effective a field search (standing, kneeling, or prone) of one or more suspect(s).
- Demonstrate a legal, safe and effective a legal pat-down search of one or more suspect(s).
- Explain and demonstrate the safety common principles of a subject search including:
  - Constant alertness;
  - Maintain control and position of advantage (contact & cover);
  - Thoroughness of the search;
  - Safeguarding weapons.
- Explain demonstrate the responsibilities of the back-up officer during a subject search.

**Reference:** Penal Code 4030 and the SBPD Field Training Manual.
16. VEHICLE SEARCHES

- Identify and explain the legal requirement to conduct a vehicle search including:
  - Consent
  - Reasonable suspicion (weapons);
  - Probable Cause (Search Warrant exception);
  - Search Warrant (evidence), if needed;
  - Compliance (Parole/Community Supervision).
  - Incident to arrest limitations (Arizona v. Gant).

- Discuss issues with unoccupied vehicle and motorhomes;
- Discuss vehicle inventory issues;
- Identify and explain principles of a safe and effective search of a vehicle including:
  - Proper removal and control of occupants;
  - A systematic method of search;
  - Utilize a cover officer;
- Demonstrate a legal, safe and effective vehicle search.


17. ALL POINTS BULLETINS (ABP)

- Identify and explain criteria (felony crimes with ID, etc.);
- Explain and demonstrate preparation and responsibilities;
- Explain and demonstrate updates and cancelations;
- Explain and demonstrate the procedures and timelines for an APB arrest.

18. BUILDING SEARCHES

- Identify and explain the principles of a safe and effective search of a building that may contain a suspect. These principles include:
  - Containment of the building and securing a perimeter;
  - Containment of area(s) already searched;
  - Utilization of a systematic method of searching;
  - Safe searching techniques (use of cover officer, lights, etc.);
  - Appropriate use of canine or specialized assistance.

- Demonstrate a legal, safe and effective building search.


19. RACIAL PROFILING

- Distinguish effective police work profiles behavior rather than race;
- PC 13519.4 states, “a law enforcement officer shall not engage in racial profiling,” and that it applies to all protected classes including gender and religion.
- Explain the 4th and 14th Amendment of the US Constitution and how they define law enforcement activities that pertain to racial profiling;
- Review and summarize the SBPD policy on racial profiling (SBPD Policy 402);

20. CULTURAL DIVERSITY

- Explain how the culture of a community can have an effect on relationships with SBPD;
- Identify cultural motivation and biases that may affect professional ethics and the law;
- Assess and explain ways in which an officer can increase the trust of the community.


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21. ACOHOLIC BEVERAGE CONTROL

- Explain the law regarding after hours sale/consumption of alcoholic beverages;
- Explain the law regarding selling/providing alcohol to any person under the age of 21;
- Explain the law regarding selling/providing alcohol to a person who is visibly intoxicated.


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22. CRIME PREVENTION

- Explain and provide examples of general forms of crime prevention, including:
  - Advice concerning mechanical devices (alarms, locks, and target hardening);
  - Control of conditions (lighting, access, and architecture);
  - Public awareness;
  - Property identification;
  - Neighborhood watch programs.
- Demonstrate the knowledge and skill necessary to gain citizen support and participation in the prevention of crime.

23. CRIMES IN PROGRESS

- Explain the procedures and factors to consider when responding to a crime in progress including:
  - Proceeding directly to scene as quickly and silently as possible;
  - Proceeding directly to scene utilizing emergency lights and/or siren;
  - Proceeding to the location most likely to intercept fleeing suspects;
  - Proceeding to scene and coordinating arrival and/or deployment with other units;
  - Distance to location;
  - Availability of assisting units;
  - Nature of crime;
  - Traffic and environmental conditions;
  - Concern for possible lookouts
  - Watch for fleeing suspects
  - Parking and securing vehicle
  - Apprehension of suspect(s)
  - Broadcasting additional information
  - Securing the scene

• Acknowledge that some disabilities (including mental retardation, cerebral palsy, epilepsy, autism, and other neurological conditions) are not readily apparent and that sometimes people with developmental or cognitive disabilities may have little or no conscious ability to control their behavior.

• Recognize and demonstrate effective communications for persons with cognitive impairments including:
  - Give one direction or ask one question at a time.
  - Allow the person to process what you have said and respond (10-15 seconds, then repeat).
  - Avoid questions that tell the person the answer you expect (yes/no answers).
  - Repeat questions from a slightly different perspective, if necessary.
  - Avoid questions about time, complex sequences, or reasons for behavior.
  - Use concrete terms and ideas. Avoid jargon or figures of speech.

• Explain how non-compliance is a warning sign that indicates a person may need more time to mentally grasp and respond to what is being said or asked of them and that it may be due to fear, confusion, auditory hallucinations, etc., rather than defiance.

• Recognizing that safety (officer safety, public safety, and the safety of the person in crisis) is always the top priority when dealing with impaired people, the trainee shall explain and demonstrate standard tactical assessments and safeguards, including:
  - His/her own abilities to physically control the person;
  - Escape routes;
  - Use of cover;
  - Call for backup;
  - The T.A.C.T. Model:
    - Tone (Present a calm and firm demeanor/Maintain respect and dignity);
    - Atmosphere (Reduce distractions/Respect personal space);
    - Communication (Establish contact/Develop rapport);
    - Time (Slow down/Reassess).

Reference: POST Field Guide – Police response to people with mental illness or developmental disability.

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25. MISSING PERSONS

• Review and explain the statutory reporting requirements for both adult and juvenile;
• Identify and explain the requirement to accept a missing person report without delay;
• Knowledge of complete and obtain all reports and forms:
- Missing person report (DOJ Form CJIS 8568);
- Medical/dental/x-ray “Authorization to Release” form;
- Obtain a current photograph and DNA sample if possible.

- Determine if “At Risk” and identify required procedures;
- Explain and demonstrate transmission to N.C.I.C:
  - Immediately for if “At Risk”;
  - Within 2 hours for all other cases.
- Explain the reasons for completing a thorough search of a “missing” child’s home and nearby area at the outset of the investigation;
- Explain procedures for issuing an Amber Alert, if necessary;
- Explain the procedures for canceling a missing person report.

**Reference: SBPD Policy 332 and the SBPD Field Training Manual.**

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26. **BLUE TAGS (72 HOUR PARKING VIOLATIONS)**

- Explain and demonstrate the procedures for marking vehicles;
- Explain and demonstrate the procedures for Vehicle Storage.

**Reference: The SBPD Field Training Manual.**

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27. **PAROLE & COMMUNITY SUPERVISION**

- Review and explain the laws regarding:
  - Violations, compliance searches, and holds.
- Review and explain the laws regarding Parole supervision.
- Review and explain the laws regarding Post-Release Community Supervision (PRCS).
- Discuss the elements regarding violations including:
-PC 3056 (previously used), PC 1203.2, PC 3455(a)

- Discuss contacting Parole Agent or Probation Officer to determine status and conditions.

**Reference: CA Penal Code**

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**28. PROWLER CALLS**

- Explain and demonstrate the procedures for responding to a prowler call including:
  - Coordination of responding units;
  - Utilization of a quiet and possibly “blacked-out” approach;
  - Containment of the area;
  - Parking and securing the vehicle;
  - Immediate contact of the informant or RP (advantages and disadvantages);
  - Controlled search of area or location;
  - Inspection for telltale signs, footprints, barking of dogs, etc;
  - Locate “warm” vehicles.

**Reference: The SBPD Field Training Manual.**

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San Bernardino Police Department  
Field Training Program  
REPORT TRACKING FORM

All reports which the trainee or FTO completes will be recorded on this form. The FTO is encouraged to include samples (acceptable and unacceptable) of the trainee’s reports with the daily or weekly evaluations in order to chart the trainee’s progress. These pages are to be added to each phase in the Field Training Manual

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PHASE 3 CRITICAL TASKS

1. CANINE TEAMS
   - Review and discuss the SBPD policy regarding canine use (SBPD Policy 318);
   - Identify and explain the proper use and limitations of a canine;
   - Explain the importance of protecting area to be searched by the canine.


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2. USE OF AIR SUPPORT
   - Identify and explain the circumstance needed to request air support, which include:
     - Fleeing suspect(s);
     - Roof top checks;
     - Under existing mutual aid agreements;
     - Safety of law enforcement personnel (i.e. man with a gun, crime in progress, etc.);
     - Locate a person who has strayed or is lost (serious health or safety hazard);
     - Vehicle pursuits (becomes primary unit per SBPD Policy 314.3.8);
     - Foot pursuits;
     - During service of search or arrest warrants in high profile cases.

   Reference: SBPD Policy 438.2.2 and the SBPD Field Training Manual.

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3. FIELD INVESTIGATIONS
   - Demonstrate the ability to conduct thorough and complete preliminary investigation.
   - Demonstrate the ability to properly obtain all information necessary for the completion of a thorough preliminary investigation of a “cold” crime.
   - Describe situations where the skills of an evidence technician or criminalist are required.
• Review and explain an officer’s responsibilities associated with the preliminary investigation and reporting of in-progress or fresh crimes against property.
• Review and explain an officer’s responsibilities associated with the preliminary investigation and reporting of in-progress or fresh crimes against persons.
• Explain the steps to take while investigating the following crimes:
  - Rape/Sexual assault;
  - Felonious assault;
  - Robbery;
  - Kidnapping.
• Discuss the steps to take initially at a scene where a serious injury or death has occurred;
• Demonstrate the ability to properly assess and perform all the objectives necessary to satisfactorily complete the preliminary investigation, including the satisfactory completion of the proper report(s) for an in-progress or fresh incident involving a crime against a person.
• Demonstrate the ability to properly assess and perform all the objectives necessary to satisfactorily complete the preliminary investigation, including the satisfactory completion of the proper report(s) for an in-progress or fresh incident involving a crime against property.

Reference: SBPD Policy 438.2.2 and the SBPD Field Training Manual.

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4. IMPOUNDING AND STORING VEHICLES

• Review and explain the policy regarding towing procedures (SBPD Policy 510);
• Explain and discuss the difference between a storage vs. impound;
• Explain and demonstrate the uses of a CHP 180, including a stolen vehicle report;
• Identify/explain situations where he/she may have the authority to remove, store, and/or impound vehicles, including:
  - Vehicle is a traffic hazard VC 22651(b);
  - Incidental to an arrest VC 22651(h);
  - Vehicle is stored for safekeeping VC 22651 (g);
  - Vehicle is stolen, recovered, and not released in field VC 22651(c) and VC22653(a);
  - Vehicle is held for investigation VC 22655.5;
  - Vehicle is involved in hit and run VC 22655 or VC 22653(b);
  - Vehicle with VIN removed VC 10751;
  - Vehicle held for operation by unlicensed driver VC 22651(p);
• Explain and demonstrate the procedures for abandoned vehicles (VC 22669);
• Explain and demonstrate the 30 day impound procedures (VC 14602.6);
• Discuss the legal authority for those instances when an officer may impound/store a vehicle from public and private property.

• Demonstrate the ability to impound or store a vehicle in an authorized manner including:
  - Compliance with state law;
  - Compliance with agency policy;
  - Completion of all required reports in a satisfactory manner.


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5. **MAJOR CRIME SCENE INVESTIGATION**

• Identify and explain what constitutes a major crime including:
  - PC 211, 212.5, 245, 187, 261, and in progress 459;

• Demonstrate the ability to conduct thorough and complete preliminary investigation;

• Demonstrate the ability to properly obtain all necessary preliminary information;

• Demonstrate ability to obtain and broadcast suspect information and complete an APB;

• Demonstrate ability to complete a crime scene log;

• Demonstrate ability to complete a crime scene sketch.


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6. **MENTALLY ILL (W&I 5150)**

• Review and explain state law and SBPD policy regarding mental illness cases (Policy 418);

• Identify and explain the criteria for a 72-hour hold per W&I 5150;

• Identify the appropriate mental health facility to be used for evaluation, treatment, counseling, or referral.

• Demonstrate the ability to recognize common mental illness symptoms;
• Identify the considerations and responsibilities when handling and dealing with mentally ill or emotionally disturbed persons;
• Identify and explain the reports and forms involved in mental illness cases;
• Explain and complete the 72-hours hold advisal and application (MH-302);
• Explain the procedures required of officers for safeguarding the rights of a person detained under the authority of W& I 5150;
• Identify and explain the resources available when dealing with mental illness issues;
• Explain and demonstrate the procedures for placing criminal holds;
• Explain and demonstrate the procedures for the confiscation of firearms;
• Discuss appropriate alternative methods for handling the situation if involuntary detention for evaluation and treatment is NOT appropriate, including:
  - Urgent medical attention;
  - Arrest;
  - Referral for mental health services;
  - Referral to local developmental disabilities agency;
  - No police action required.
• Demonstrate the necessary precautions in dealing with the person, safely take the person into custody (if necessary), assure safe transportation of the person, and properly complete all necessary forms and reports during a scenario or an actual incident involving a mentally ill or emotionally disturbed person.


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7. DEATH INVESTIGATIONS

• Review and explain California law and department procedures concerning death investigations that must be handled by the medical examiner:
  - Apparent homicide, suicide, or occurring under suspicious circumstances;
  - Resulting from the use of dangerous or narcotic drugs;
  - The death of any person who is in police custody;
  - Apparently accidental or following an injury;
  - By disease, injury, or toxic agent during or arising from employment;
  - While not under the care of a physician during the period immediately previous to death;
  - Death related to disease that might constitute a threat to public health.
• Explain the importance to treat as a Homicide until cleared otherwise;
• Identify and explain the circumstances when a sketch is required;
• Identify and explain the circumstances when Forensic Division response is required;
• Explain the procedures for notifying the Coroner;
• Identify and explain the circumstances when a supervisor should be requested.


8. NARCOTICS IDENTIFICATION, PROCEDURES AND LAWS
• Identify the common name, code number, and crime classification for the following crimes:
  - Use, possession, and sales of dangerous drugs (including under the influence);
• Review and explain the policy concerning the narcotics evidence handling;
• Identify various commonly used street drugs;
• Explain the signs and symptoms of a person under the influence of opiates;
• Explain the signs and symptoms of a person under influence of stimulants;
• Explain the signs and symptoms of a person under the influence of PCP.


9. COURT TESTIMONY
• Review and explain the policy concerning the court testimony;
• Explain the value of impressive and professional courtroom demeanor and appearance;
• Identity and wear appropriate courtroom attire;
• Identify and exhibit professional demeanor;
• Explain the value and requirement of a preparation and a pre-trial conference;
• Identify and explain principles of effective testimony to include:
- Honesty;
- Clarity;
- Brevity;
- Objectivity;
- Poise.

- Explain the value of furnishing testimony in a professional manner, even when confronted with a variety of attorney personalities including:
  - Irate;
  - Offensive;
  - Threatening;
  - Argumentative;
  - Overly friendly.

- Become familiar with local courtroom security policies and procedures;
- Demonstrate the ability to prepare and furnish courtroom testimony in such a manner as to promote professionalism and the administration of justice.


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10. OVERTIME OR COMP TIME
- Review and discuss the SBPD Policy regarding overtime and comp time (Policy 1038);
- Review and discuss the current MOU regarding overtime and comp time;
- Identify the need to accrue time (sick time not allowed for 6 months);
- Morning stand by is 0800 until 1200 noon;
- Afternoon stand by is from 1300 until 1700;
- If on call all day maximum stand by pay is 3 hours for no appearance;
- If you appear you get 3 1/2 hours O.T. unless more time is actually spent in court;
- Staple subpoena to overtime slip (make copies if for more than 1 day).

Reference: SBPD Policy 1038 and the current MOU.
11. SUBPOENAS

- Review and explain the agency’s practices and policies concerning the subpoena process;
- Define the term “subpoena” and describe the authority and immunities associated with the subpoena, including:
  - Who may exercise the power of a subpoena;
  - Who may serve a subpoena;
  - How a subpoena is served;
  - Who is subject to the power of a subpoena;
  - What immunities from arrest are granted to a person traveling in answer to a subpoena;
  - How a subpoena is enforced.
- Identify which subpoenas are stand-by and which are mandatory appearance.

*Reference: SBPD Policy 348 and the SBPD Field Training Manual.*

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12. FRONT DESK DUTY

- Demonstrate the ability to use of telephones and paging system;
- Demonstrate the ability to transfer calls;
- Demonstrate the ability to take and complete desk reports to include:
  - GTA’s, recoveries, repossessions, private person tows and missing person reports;
- Demonstrate the ability to field dial in emergencies and keep the peace requests;
- Demonstrate the ability to field calls for the Watch Commander;
- Demonstrate the ability to conduct walk in warrant checks.

*Reference: The SBPD Field Training Manual.*
13. EXTRAORDINARY LAW ENFORCEMENT SERVICES

- Review and explain the SBPD policy regarding Extraordinary Law Enforcement Services;
- Identify and explain circumstances when it can be utilized (noise complaints, etc.);
- Explain and properly complete the necessary forms;
- Identify and explain the circumstances when a supervisor should be advised;


14. DOMESTIC VIOLENCE AND EMERGENCY PROTECTIVE ORDERS

- Review and explain the SBPD policy regarding Domestic Violence (Policy 320);
- Review and explain the SBPD policy regarding Emergency Protective Orders (Policy 321);
- Review and explain the SBPD policy regarding Temporary Restraining Orders (Policy 367);
- Explain the legal issues and a law enforcement officer’s duties in response to a domestic violence situation to minimally include:
  - Difference between domestic violence and a domestic dispute;
  - Impact of domestic violence on victims, children, and the batterers;
  - Essential elements of PC 13700 and 13519;
  - Duty to provide maximum protection to the victim from abuse (emergency protective order);
  - Provide safety to other persons and property;
  - Verification and enforcement of court orders (restraining and stay-away orders);
  - Responsibility and authority with tenancy issues related to domestic violence;
  - Determine if a crime has been committed and if arrest is mandatory;
  - Completion of appropriate documentation and required reports;
  - Making appropriate victim’s assistance information referrals for medical aid, personal safety, community resources, legal options, and the District Attorney’s Office;
  - The safekeeping of firearms.
• Recognize the inherent dangers to an officer who enters the home of a family involved in a dispute.
• Discuss the advantages and disadvantages of separating parties in a domestic dispute and gathering information from them individually.
• Explain the differences between criminal and civil law that apply during domestic dispute situations.
• Discuss mandatory custody arrest requirements and standards for arrest.
• Review and explain the law and procedures relating to enforcement of active restraining orders, stay-away orders, and emergency protective orders.
• Identify and explain the circumstances and procedures to obtain an Emergency Protective Orders including:
  - The forms required
  - Contacting judge for approval/denial during business hours and after business hours;
  - The expiration date of Emergency Protective Order;
• Demonstrate the ability to assess and handle the situation in a safe and effective manner for a domestic dispute or domestic violence incident.


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15. HANDLING DISPUTES

• Explain an officer’s basic responsibilities at the scene of a dispute including:
  - Remaining impartial;
  - Preserving the peace;
  - Determining whether or not a crime has been committed;
  - Conducting an investigation if a crime has been committed;
  - Providing safety to individuals and property;
  - Suggesting solutions to the problem;
  - Offering names of referral agencies;
  - Considering arrest as a viable alternative if a crime has been committed.

• Identify various social service organizations that are available within the city or county to render assistance in dispute situations dealing with:
  - Public health;
  - Alcohol problems;
  - Family counseling and child guidance;
  - Drug problems;
  - Humane society/SPCA.
• Explain the inherent dangers to an officer who enters the home of a family involved in a dispute.
• Explain the advantages and disadvantages of separating parties in a dispute and gathering information from them individually.
• Explain citizen arrest procedures to consider at disputes.
• Assess and explain different techniques to use in given dispute situations including:
  - Family disputes
  - Neighbor disputes
  - Juvenile disputes
  - Loud parties
• Assess and handle the dispute in a safe, efficient, reasonable, and discretionary manner, a scenario or an actual incident involving a dispute.


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16. COMMUNITY ORIENTED/PROBLEM ORIENTED POLICING (COP/POP)

• Review and explain the concept of community/problem-oriented policing as it relates to community priorities and needs, focusing on specific violations, crimes, or circumstances;
• Explain the crime triangle (offender, victim, and location).
• Describe the advantages of working with the community to find solutions to problems related to community safety and quality of life issues.
• Demonstrate leadership by becoming a facilitator who assists and motivates the community to develop solutions to their problems.
• Explain the problem-solving model (SARA):
  - Scanning;
  - Analysis;
  - Response;
  - Assessment.
• Demonstrate the ability to:
  - Learn the service needs and demands in their patrol area;
  - Devise ways to manage information gleaned from various community sources;
  - Learn how to identify crime and disorder problems and distinguish them from incidents;
  - Develop plans with citizens to address crime and disorder problems;
- Work with citizens to assess the results of their efforts;

*Reference: SBPD Policy 401 and the SBPD Field Training Manual.*

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17. **HATE CRIMES**

- Review and explain the SBPD policy regarding hate crimes (Policy 338);
- Identify and explain the legislative mandates, laws and procedures related to the enforcement of hate crimes;
- Recognize and be able to effectively deal with hate crimes motivated by race, ethnicity, religion, or sexual orientation;
- Recognize indicators of hate-related crimes including:
  - Anti-religious symbols/slurs;
  - Racial/sexual/ethnic slurs;
  - Racist symbols;
  - Hate group symbols;
  - Anti-gay/lesbian slurs.
- Identify and discuss the possible consequences of hate crimes including:
  - Psychological effect on victim;
  - Denial of basic constitutional rights;
  - Divisiveness in the community;
  - Potential escalation of violence.


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18. **GANG AWARENESS**

- Discuss characteristics of gangs and the importance of recognizing gangs in terms of officer safety and the investigation of criminal activity;
- Identify types of gangs that represent law enforcement concerns, including:
  - Street gangs;
  - Motorcycle gangs;
  - Prison gangs;
- Cult/Ritualistic gangs

- Discuss primary reasons for gang membership, including:
  - Peer pressure;
  - Common interest;
  - Protection/Safety.

- Discuss characteristics that are common to most gangs, including:
  - Cohesiveness;
  - Code of silence;
  - Rivalries;
  - Revenge.

- Identify methods that gangs use to distinguish their members from members of other gangs, including:
  - Tattoos;
  - Attire and accessories;
  - Use of monikers;
  - Use of hand signs.

- Identify gang graffiti factors significant to law enforcement, including:
  - Identifying individuals and/or a specific gang;
  - Identifying gang boundaries;
  - Indications of pending and/or past gang conflicts.

- Discuss types of criminal activities as those commonly engaged in by gangs, including:
  - Sale and use of narcotics;
  - Physical violence;
  - Auto theft/burglary from vehicles.

- Explain law enforcement methods used to reduce gang activity, including:
  - Identification of gang activity;
  - Coordination and sweeps with allied agencies;
  - Gang injections;
  - Reduction of the opportunity for criminal activities.


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19. SEARCH CONCEPTS

- Review and explain the following terms relative to searches:
  - Consent;
- Scope of searches;
- Contemporaneous;
- Probable cause;
- Instrumentalities of a crime;
- Contraband;
- Knock and notice;
- Container search doctrine.

- Recognize and explain the circumstances under which the following types of legally authorized searches may be made. Including the following circumstances:
  - Pat searches for weapons;
  - Consent searches;
  - Probable cause searches;
  - A search warrant;
  - Plain sight;
  - Incident to arrest
  - Exigent circumstances;
  - Probation/parole search.

- Identify those items for which an officer may legally search including:
  - Dangerous weapons;
  - Fruits of the crime;
  - Instruments of the crime;
  - Contraband;
  - Suspects;
  - Additional victims.

- Discuss the limits of searches when conducted with persons, vehicles, and buildings including:
  - Protective sweeps;
  - Closed containers;
  - Inventory searches.

- Explain the “exclusionary rule” and its effect upon police action and procedures.

Reference: CA Penal Code.

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20. SEIZURE CONCEPTS

- Review and explain the concept of lawful evidence seizure, including instances where force may be justified, such as:
- Preventing a suspect from swallowing evidence;
- Inducing a suspect to vomit;
- Extracting blood evidence from a suspect;
- Extracting fingerprint evidence from a suspect.

Reference: CA Penal Code.

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21. **LEADERSHIP**

- Identify and develop effective leadership strategies that provide purpose, direction, and motivation to co-workers and community members;
- Illustrate through explanation or example how each of the following leadership competencies can affect his/her skills and abilities as an officer:
  - Integrity;
  - Credibility;
  - Trust;
  - Discretion;
  - Duty;
  - Loyalty;
  - Honesty;
- Assess and explain the leadership role within the department with clear consideration of the organization’s vision, mission, and values statement.


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22. **ETHICS**

- Identify law enforcement ethical standards (Law Enforcement Code of Ethics, Oath of Honor, and the Code of Conduct) and explain or demonstrate how they apply to ethical decision-making;
- Demonstrate the ability to accept responsibility for his/her actions;
- Illustrate, through explanation or example, the following aspects of ethical conduct:
- An officer shall not engage in any conduct or activities on or off duty that reflect discredit on the officer, bring the department into disrepute, or impair its efficient and effective operation.
- Officers shall conduct themselves in a manner that will foster cooperation among members of the department, showing respect, courtesy, and professionalism in their dealings with one another.
- Officers shall not use language or engage in acts that demean, harass, or intimidate another.
- Officers shall conduct themselves toward the public in a civil and professional manner that implies a service orientation and that will foster public respect and cooperation.
- Officers shall treat violators with respect and courtesy, guard against employing an officious or overbearing attitude or language that may belittle, ridicule, or intimidate the individual, or act in a manner that unnecessarily delays the performance of duty.
- While recognizing the need to demonstrate authority and control over criminal suspects and prisoners, officers shall adhere to the department’s use-of-force policy and shall observe the civil rights and protect the well-being of those in their charge.
  - Recognize his/her responsibility to intervene to stop offenses (unlawful/unethical acts) by other officers in order to maintain or restore professional control over a given situation or to improve the professional quality of future interactions.
  - Identify and evaluate methods for handling unethical or criminal conduct on the part of a fellow officer.
  - Identify and discuss problems associated with some common ethical decisions, including:
    - Non-enforcement of specific laws by personal choice,
    - Acceptance of gratuities,
    - Misuse of sick time, etc.
  - Review and explain the General Orders and/or policy and procedures associated with conduct both on and off duty.


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23. **CIVIL DISPUTES**

- Review and explain the procedures for handling landlord-tenant disputes.
- Identify and explain California civil and criminal law and agency procedures applicable to situations that arise from landlord-tenant disputes including:
  - Evictions;
  - Lockouts;
  - Trespasses;
  - Confiscation of property.
• Review and explain the procedures for handling labor-management disputes.

• Explain the procedures relative to typical policing problems that occur during labor-management disputes including:
  - Obstruction of ingress or egress;
  - Blocking of sidewalks and roadways;
  - Outside agitators;
  - Violence and vandalism;

• Explain the role of the small claims court.

• Explain the general rules that pertain to the repossession of items including:
  - What property is subject to repossession;
  - Who may make a repossession;
  - To what lengths a repossession may go;
  - When a repossession is complete;

• Assess and handle a situation in a safe and effective manner, consistent with state law involving a civil dispute.

  **Reference: Civil Code sections 1861a; 1161, 1161a, and 1162; 1946.**

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24. **WARRANTS**

• Explain the laws and procedures for obtaining search warrants including:
  - Probable cause necessity;
  - Allowable exclusions (including hot pursuit and emergency situations);
  - Process for obtaining warrants during and after business hours.

• Describe the process for serving search warrants, including:
  - Hours of service for search warrants
  - Knock and notice for search warrants and exceptions to;
  - Warrant return.

  **Reference: CA Penal Code.**

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25. CROWD CONTROL/RIOTS

- Explain the guaranteed First Amendment rights of freedom of speech and freedom of assembly, and will understand the responsibility of law enforcement to protect and uphold an individual’s right to free speech and assembly, while also protecting the lives and property of all people.
- Explain the procedure regarding the use of lethal and less lethal force when an officer is involved in any crowd management or crowd control situation.
- Understand and be able to articulate the use of force policies, and will explain the level(s) of force that may be necessary to control unlawful actions, arrest/disperse violators, and restore order.
- Understand any level of force used in a crowd situation must be reasonable, lawful, and within policy.
- Explain the appropriate use and maintenance of all agency-issued/approved riot equipment (i.e. helmets, shields, flex cuffs, and other gear/equipment).
- Explain the guaranteed First Amendment rights of freedom of speech and freedom of assembly, and will understand the responsibility of law enforcement to protect and uphold an individual’s right to free speech and assembly, while also protecting the lives and property of all people.
- Explain the concept of restoring order, with an understanding that if the actions of a group turn from lawful to unlawful activities, law enforcement officers have a responsibility, within the limits of the law, to control those actions efficiently and with minimal impact to the community.
- Explain and discuss the philosophy and law enforcement objective for controlling a crowd, where there is a potential or imminent threat of violence.
- Understand and be able to explain the fact that peace officers must not allow personal or political opinions, attitudes, or religious views to affect their responsibility to protect an individual’s rights to free speech and assembly.
- Understand and be able to explain that “crowd management” deals with law enforcement response to a known event, activity, or occurrence where a large amount of people may gather.
- Identify and explain the philosophy and policies for response to crowd management situations.
- Identify and explain the philosophy for response to crowd control situations.
- Understand and be able to discuss law enforcement actions immediately following crowd dispersal orders.
- Understand and be able to discuss the importance of all law enforcement personnel at a crowd situation being aware of their purpose and agency policies.
- Understand and be able to discuss the term “riot control” as it refers to the techniques used by peace officers in response to an escalation of crowd violence where reasonable force may be necessary to prevent additional violence, injuries, death, or the destruction of property.
- Identify and be able to discuss the agency philosophy and policies dealing with the principles of riot control;
- Understand and be able to discuss the importance of proper law enforcement conduct in response to crowd situations.
26. **PROTESTS/Demonstrations**

- Review and explain the procedures for handling demonstrations/protests;
- Review and explain the procedures for handling a picketing situation;
- Identify and explain the proper police actions at the scene of a demonstration/protest;
- Identify and explain the procedures for an individual breach of peace.

*Reference: SBPD Policy 400.3, 467 and the POST Field Training Manual.*

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27. **Foot Pursuits**

- Review and explain the SBPD policy regarding foot pursuits (Policy 458);
- Identify and explain the element in the decision to pursue;
- Identify and explain the guidelines for a foot pursuit;
- Identify and explain the initiating officer responsibilities;
- Identify and explain the assisting officer responsibilities;
- Identify and explain the reporting procedures.

*Reference: SBPD Policy 348 and the SBPD Field Training Manual.*

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28. EVIDENCE COLLECTION, PRESERVATION AND HANDLING

- Review and explain the SBPD policy on:
  - Handling controlled substances;
  - Depositing property, evidence, and money;
  - Withdrawing and returning property;
  - Depositing firearms, miscellaneous weapons, and explosives.

- Explain and/or demonstrate the methods for preserving evidence at a crime scene in fair and inclement weather;
- Demonstrate the ability to preserve evidence in such a way as to ensure it is received by the examining authority or court in as near to the same condition as it was found;
- Explain the procedures regarding the storage of evidence;
- Review and explain the agency’s policies and procedures regarding the taking of evidence to laboratory examination facilities and court;
- Explain “chain of custody” or “chain of evidence”;
- Collect, preserve, and deliver the evidence, and properly complete all necessary forms (property reports, evidence tags, etc.) in order to ensure the chain of custody in a crime situation where any form of evidence is recovered.


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San Bernardino Police Department
Field Training Program
REPORT TRACKING FORM

All reports which the trainee or FTO completes will be recorded on this form. The FTO is encouraged to include samples (acceptable and unacceptable) of the trainee’s reports with the daily or weekly evaluations in order to chart the trainee’s progress. These pages are to be added to each phase in the Field Training Manual

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PHASE 4 CRITICAL TASKS

1. DICTATION OF REPORTS
   - Review and explain the policy on report dictation (Policy 345);
   - Demonstrate the ability to properly dictate and submit a report;


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2. DISPATCH ORIENTATION
   - Observe Channel one / two operations;
   - Observe Service Desk operations;
   - Operate phone stations.

Reference: N/A

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3. TASK FORCES
   - Orientation with Task Forces.

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