



**GLENDORA POLICE DEPARTMENT**

# **MISSION**

PROVIDING OUTSTANDING PERSONAL SERVICE,  
SAFETY, PROFESSIONALISM AND RESPECT, WHILE  
MAINTAINING THE HIGHEST LEVEL OF INTEGRITY  
IN PARTNERSHIP WITH THE COMMUNITY.

# **CORE VALUES**

**PROACTIVE**

**RESPECTFUL**

**INTEGRITY**

**DEDICATION**

**EXCELLENCE**

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***PART I***  
***MANAGEMENT***

## Role of the Police Trainee

The role of the police trainee while undergoing field training in Patrol is that of junior partner to the Field Training Officer (FTO). While this partnership is equal in the respect that both officers are full-time sworn officers, it is obvious that trainee's cannot be as fully trained and prepared to handle the many varied situations as the Field Training Officer; therefore, the Field Training Officer is in charge. Some explanation of the role of the trainee is important. First as the most experienced Officer in the car, the FTO will make the final decision on any issue or problem that comes up unless the FTO has requested the trainee to do so, is incapacitated or an emergency exists and is not available. In those cases the trainee must take charge.

Second, remember that the FTO is just that – a Field Training Officer. Ask questions. If FTO's cannot answer immediately, they will get the answer. Questions about specific assignments or the job in general should be asked. Keep the FTO aware of any problem areas you have so they can be worked on together.

Third, the police trainee must remember to follow all instructions and/or directions of the FTO unless, of course, they are illegal or in direct violation of a supervisor's order(s) or Department Policy, in which case supervisory assistance should be sought.

In addition to the responsibilities mentioned, police trainees must remember that they are still responsible to carry out all the functions of a full-time police officer. Police trainee's must be concerned with doing a proper job, maintaining a neat, clean appearance and conduct both on and off duty, must be exemplary.

The trainee must follow the chain of command in all dealings with the Department and should keep their FTO or immediate supervisor informed of any and all problems.

It is also essential that the police trainee be familiar with how the Department is organized and of the role, relationships and responsibilities of different divisions.

Ensuring objective evaluations throughout the training period is imperative. For this reason, officers are expected not to participate in sporting and social events until the training program has been completed. Injuries can impact training and the Department wants to reduce risk. More importantly, the Department wants to ensure that non-performance issues do not affect the evaluation process.

Police trainees, while in training, will be assigned an immediate FTO Supervisor. This supervisor will meet periodically with their assigned trainees, will review the daily and monthly evaluations and will be directly responsible to monitor the performances of their assigned trainees. Trainees are encouraged to bring to the attention of their FTO Supervisor, any matter, personal or professional, that is affecting their training.

## 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 which restricts the activities of its citizens; but, so far as the individual is concerned, the government is an abstraction. People often regard its symbol – the police officer – as the cause of their troubles and 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 officer's uniform sets officers apart from the rest of society. In the eyes of the public, officers shed 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 and profession. 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.

*The police officer, whose actions indicate that they consider themselves above the law or acts in a rude manner, destroys 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:

- A. **Uniform Appearance** – Citizens have more respect for an officer who has a “sharp” appearance. Officers should keep their uniforms clean, tailored, shoes shined and duty gear maintained. Grooming shall be in accordance with the Department Standards.
- B. **Driving Habits** – Abide by the laws you enforce. Keep the unit at the speed limit (unless circumstances warrant otherwise). Avoid sudden lane changes; signal on all turns and lane changes; avoid parking the unit improperly, except under emergency conditions; etc.
- C. **Breaks and Meals** – Avoid congregating at break and meal locations (no more than two units or three officers are allowed at one location). Accepting gratuities is prohibited by Department Policy.
- D. **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.

**E. Off-Duty Demeanor** – It should always be remembered that the image you portray off-duty reflects not only on you personally, but upon the Department and the law enforcement profession. Even off-duty, you will be held up to public scrutiny.

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

# Law Enforcement Code of Ethics

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**AS A LAW ENFORCEMENT OFFICER**, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

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

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

I RECOGNIZE the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God<sup>1</sup> to my chosen profession...law enforcement.

Subscribed to by the members of the Glendora Police Department

## **Field Training Officer Program-Overview**

The Field Training Officer program is designed to provide the new officer an environment in which to apply the training received in the Academy to the practical needs of the beat officer. The program also prepares lateral police officers, using their previous police experience, to work in the City of Glendora. The Field Training Officer Manual is provided to assist the trainee in this transition. A police officer working on the street has the widest range of alternatives in handling incidents that they are called on to perform. Because of the existence of this discretion and the power inherent in the police role, officers 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 citizens. It is the goal of the Field Training Officer Program to assure the police trainee's performance meets this responsibility.

The Field Training Officer Program is divided into three phases. Phase 1 is the basic academy training. Successful completion of the Academy automatically passes the police trainee to Phase 2.

Phase 2 is the orientation and training where the trainee will be assigned to work patrol with a Field Training Officer. This comprehensive training process will last a minimum of sixteen weeks. Trainees with no prior law enforcement experience are expected to complete the program in twenty weeks. Trainees with prior experience may complete the program in as little as sixteen weeks depending upon their progress.

Generally, each trainee will be assigned four Field Training Officers. The first Field Training Officer will be considered the primary training officer. The trainee will spend approximately four weeks with each training officer. Ideally, the trainee will rotate back to their primary Field Training Officer to the completion of their training so that the primary Field Training Officer can assess their progress during the training and make a recommendation on whether the trainee has successfully completed the training program.

There are five primary training cycles in the Field Training Officer Program. The sixth cycle reviews the materials from the previous cycles. Each Field Training Officer will concentrate on their respective training cycles in the training manual (i.e. The second training officer will concentrate on Cycle 2). The primary Field Training Officer will usually complete Cycles 5 and 6. All trainees will complete this comprehensive checklist of tasks to assure that the trainee is proficient in basic police skills.

The trainee will be rated daily on how well these skills have been utilized during their job performance. Each Field training officer will complete a daily evaluation report (DER) documenting the trainee's performance for the day and the training received. Upon completion of each training cycle with a Field Training Officer, a standard Glendora Police Department performance evaluation will be completed by the Field Training Officer.

At the completion of Phase 2 of training and when the trainee has reached an acceptable level of competence, the trainee will advance to Phase 3 and be assigned as a solo beat officer until the completion of their probation. If the trainee fails to continue at an acceptable level of



performance, Phase 3 training may be extended or the employee could be recommended for termination.

## **Evaluation Process**

Daily Evaluation Reports will be completed for every shift the trainee is scheduled to work. All Daily Evaluation Reports will be signed by the Field Training Officer and Police Officer Trainee. The Daily Evaluations will be routed through the Field Supervisor to the Watch Commander, then forwarded to the Field Services Commander. After review, the report will be routed to the Field Training Officer Coordinator for filing in the police trainee's individual Field Training Program folder. The Field Training Program folder will be kept for each trainee in a secure location. This file will be maintained by the Field Training Officer Coordinator.

Each Field Training Officer will complete a standard Glendora Police Department performance evaluation form upon completion of their assigned training period with the trainee. As with all evaluations, this summary will be discussed with the trainee by the Field Training Officer. It will be forwarded, along with a signature, through the chain of command, to the Chief of Police.

### **“Acceptable Level of Performance”**

Probationers are to be evaluated on the basis of the "Standardized Evaluation Guidelines" and the performance standards obtained in this Guide. 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 or on how long they have been in training.

One of the primary purposes of the Field Training Officer Program is to answer the question: "Shall this particular trainee be retained as a permanent employee?"

Trainees are given "Exceeds Standards", "Meets Standards", "Requires Improvement", and "Not Satisfactory" ratings on standard Glendora Police Department performance evaluations only.

### **“Not Observed (NO)”**

If the particular task is not performed or observed on a given date, the Field Training Officer shall document by the “N.O.” (Not Observed) on the Daily Evaluation Report.

### **“Not Responding to Training (N.R.T.)”**

When a trainee has received repeated instruction in a particular area and still fails to demonstrate knowledge of the subject or is unable to perform the particular task which would exhibit his knowledge, the Field Training Officer should circle "NRT". In each case when the trainee is not responding to instructions, the Field Training Officer must explain in the narrative comments the training attempted and the results of the trainees attempt to perform these tasks.

## **Performance Areas**

There are seven “Critical Performance Areas” in which the trainee must perform at an acceptable level. They are listed as follows:

- Driving Skill: Stress Conditions
- Driving Skill: Normal Conditions
- Field Performance: Stress Conditions
- Orientation/Response Time to Calls
- Officer Safety
- Radio Procedures
- Control of Conflict: Physical Skill/Voice

There are eight task areas in which the trainee will be required to show an acceptable level of performance. They are listed as follows:

- Control of Investigation
- Use of Common Sense and Good Judgment
- Routine Forms: Accuracy/Completeness
- Report Writing: Organization/Details
- Report Writing: Grammar/Spelling/Neatness
- Report Writing: Appropriate Time Used
- Field Performance: Non-Stress Conditions
- Self-Initiated Field Activity

A detailed set of definitive guidelines have been developed for the Field Training Officer to use in evaluating the trainee in these task performance areas. (See Standard Evaluation Guidelines).

# GLENDDORA POLICE DEPARTMENT DAILY EVALUATION REPORT

**TRAINEE** Trainee Name. \_\_\_\_\_

**FTO** FTO Name. \_\_\_\_\_

**DATE** Date. \_\_\_\_\_

Rate observed behavior with reference to the scale below. You may comment on any observed behavior. A specific comment is required for all ratings of 2 or less, or a rating of NRT.

NOT ACCEPTABLE			ACCEPTABLE			SUPERIOR
1	2	3	4	5	6	7

**NO = NOT OBSERVED**

**NRT = NOT RESPONDING TO TRAINING**

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**APPEARANCE**

1. General Appearance \_\_\_\_\_

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**BEHAVIOR**

2. Acceptance of Feedback: Verbal/Behavior \_\_\_\_\_

3. Attitude Towards Police Work \_\_\_\_\_

4. Self-View \_\_\_\_\_

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**KNOWLEDGE**

5. Department Policies/Procedures \_\_\_\_\_

6. Penal and Related Enforcement Codes \_\_\_\_\_

7. Vehicle Code \_\_\_\_\_

8. Chain of Command \_\_\_\_\_

9. Related Agencies \_\_\_\_\_

10. Reflected In Verbal/Written Tests \_\_\_\_\_

11. Reflected In Field Performance Tests \_\_\_\_\_

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**PERFORMANCE**

12. Driving Skill: Normal Conditions \_\_\_\_\_

13. Driving Skill: Moderate-Stress Conditions \_\_\_\_\_

14. Orientation and Response Time To Calls \_\_\_\_\_

15. Routine Forms: Accuracy/Completeness \_\_\_\_\_

16. Report Writing: Organization/Details \_\_\_\_\_

17. Report Writing: Grammar/Spelling \_\_\_\_\_

18. Report Writing: Appropriate Time Used \_\_\_\_\_

19. Field Performance: Non-Stress \_\_\_\_\_

20. Field Performance: Stress \_\_\_\_\_

21. Self-Initiated Field Activity: Quantity/Quality \_\_\_\_\_

22. Officer Safety \_\_\_\_\_

23. Control of Investigation \_\_\_\_\_

24. Control of Conflict: Verbal Skill \_\_\_\_\_

25. Control of Conflict: Physical Skill \_\_\_\_\_

26. Use of Common Sense and Judgment \_\_\_\_\_

27. Radio: Appropriate Use of Radio Codes \_\_\_\_\_

28. Radio: Listens-Comprehends Transmissions \_\_\_\_\_

29. Radio: Articulation of Transmissions \_\_\_\_\_

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**RELATIONSHIPS**

30. With Citizens \_\_\_\_\_

31. With Co-Workers \_\_\_\_\_

32. With FTO/Supervisors \_\_\_\_\_

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**Narrative Comments**

**MOST ACCEPTABLE PERFORMANCE:**

Click here to enter text.

**LEAST ACCEPTABLE PERFORMANCE:**

Click here to enter text.

**COMMENTS:**

Click here to enter text.

**TRAINING ACCOMPLISHED:**

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**TRAINEE**

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**TRAINING OFFICER**

**FIELD SUPERVISOR** \_\_\_\_\_

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

**FIELD SERVICES COMMANDER** \_\_\_\_\_

**FTO COORDINATOR** \_\_\_\_\_

## **Scale Value Definitions**

### **Not Acceptable by F.T.O. Program Standards**

1. Officer Trainee's behavior demonstrates that he/she has not benefited from experiences or training.
2. Officer Trainee's behavior demonstrates little evidence that he/she has benefited from experience and/or training.
3. Officer Trainee's behavior demonstrates that he/she has benefited from experience and training, but the behavior is below minimum standards.

### **Minimum Acceptable Level**

4. Officer Trainee's behavior demonstrates that he/she has benefited from experience and/or training. The behavior is minimally acceptable.
5. Officer Trainee's behavior demonstrates that he/she has benefited from experience and/or training. The level of behavior is in excess of minimum standards.
6. Officer Trainee's behavior demonstrates that he/she has benefited well from experience and/or training. The level of behavior is in excess of minimum standards, but is not characterized as superior.

### **Superior by F.T.O. Program Standards**

7. Officer Trainee's behavior demonstrates that he/she has benefited very well from experience and/or training. The level of behavior is characterized as superior.

### **Not Observed and Not Responding to Training Entries**

**N.O.** – If the particular task is not performed or observed on a given date, the FTO shall document by circling the "N.O." (not observed) on the Daily Evaluation Report.

**N.R.T.** – In the event that a particular task is not performed to an acceptable standard after the trainee has received training on a task, the FTO may choose to provide remedial training. The FTO shall document any substandard performance or lack of responsiveness to the remedial training.

## **Standard Evaluation Guidelines**

The task of evaluating and rating an officer trainee's performance should be based on these definitions. As guidelines, these definitions serve as a means of program standardization and continuity.

### **(1) General Appearance:**

- #1 Unacceptable: Overweight, dirty shoes and uniform, long unkempt hair, dirty weapon, offensive body odor.
- #4 Acceptable: Neat, clean uniform and weapon, well groomed hair, shined shoes.
- #7 Superior: Tailored clean uniform, spit shined shoes, clean weapon, command bearing.

### **(2) Acceptance of Feedback**

- #1 Unacceptable: Rationalizing, argumentative, refuses to make corrections, considers criticism as negative.
- #4 Acceptable: Accepts criticism in a positive manner and applies it to further learning processes.
- #7 Superior: Solicits criticism in order to improve performance, never argues or blames others.

### **(3) Attitude Towards Police Work**

- #1 Unacceptable: Takes police work only as a job, uses job to enhance ego, no dedication.
- #4 Acceptable: Expresses active interest toward the job.
- #7 Superior: Utilizes off duty time to further professional knowledge, maintains high ideals towards professional responsibilities.

(4) **Self View:**

- #1 Unacceptable: Abuses authority, badge heavy or heavy handed in dealings with others, considers him or herself superior, gossips to belittle others, complains about assignments.
- #4 Acceptable: Sees himself or herself as part of the community, strives to assist others.
- #7 Superior: Constantly aware of job responsibilities and attitude when contacting others, views even minor contacts as important, imparts spirit of cooperation, group leadership apparent, willingly accepts any assignment.

(5) **Knowledge of Department Policies/Procedures:**

- #1 Unacceptable: Has no knowledge of Department Policies and procedures and makes no attempt to learn.
- #4 Acceptable: Familiar with most commonly applied Departmental Policies and procedures.
- #7 Superior: Exceptional working knowledge of Departmental Policies and procedures.

(6) **Knowledge of Penal/Related Codes:**

- #1 Unacceptable: Doesn't know elements of basic sections, not able to learn, no attempt at improvement.
- #4 Acceptable: Working knowledge of commonly used sections, relates elements to observed criminal activity.
- #7 Superior: Outstanding knowledge of appropriate codes and ability to apply them to normal and unusual criminal activity.



(7) **Knowledge of the Vehicle Code:**

- #1 Unacceptable: Doesn't know elements of the basic sections, not able to learn, no attempt at improvement.
- #4 Acceptable: Working knowledge of commonly used sections, relates and applies to observed traffic related activity.
- #7 Superior: Outstanding knowledge of commonly used sections, relates and applies it to both normal and unusual traffic related situations.

(8) **Knowledge of Chain of Command:**

- #1 Unacceptable: Does not understand chain of command, routinely or often circumvents it without justification, outwardly manifests disdain for supervision, vocally critical of supervisory input.
- #4 Acceptable: Adheres to chain of command unless otherwise absolutely necessary or justified.
- #7 Superior: Has a good understanding for reason of chain of command, follows it routinely unless justified and then notifies others of alteration and reason.

(9) **Knowledge of Related Agencies:**

- #1 Unacceptable: Has no understanding of other criminal justice agencies in the area, shows no concern for interaction, fails to understand how they relate to each other.
- #4 Acceptable: Demonstrates working relationship with others, generally understands their function and is able to utilize them to complete work.
- #7 Superior: Has thorough knowledge of location and function of all interrelated agencies, easily directs others to correct location for problem resolution.

(10) **Knowledge Reflected in Verbal/Written Tests:**

- #1 Unacceptable: Scored below 70% on written test. Consistently unable to answer FTO's questions.
- #4 Acceptable: Scored between 70-90% on written test. Answers most of FTO's questions.
- #7 Superior: Scored above 90% on test. Answers all of FTO's questions.

(11) **Knowledge Reflected in Field Performance Tests:**

- #1 Unacceptable: After receiving training, unable to apply training to practical situations.
- #4 Acceptable: After the FTO instructs in proper procedure, trainee is usually able to apply instructions.
- #7 Superior: After training, trainee makes no mistakes.

(12) **Driving Skill: Normal Conditions:**

- #1 Unacceptable: Continually violates the Vehicle Code, involved in chargeable accident, lacks dexterity and coordination during vehicle operation (unable to safely use radio, lighting equipment, etc).
- #4 Acceptable: Ability to maintain control of vehicle while being alert to activity outside of the vehicle. Practices good defensive driving techniques.
- #7 Superior: Sets good example of lawful, courteous driving while exhibiting good manipulative skill required of a police officer.

(13) **Driving Skill: Moderate to Stress Conditions:**

- #1 Unacceptable: Involved in accident, unnecessary or out of policy code three driving. Overuses red light and siren. Excessive, unnecessary, and/or unsafe speed. Fails to slow for intersections. Loses control of vehicle.
- #4 Acceptable: Maintains control of vehicle. Evaluates driving conditions and reacts properly.
- #7 Superior: High degree of ability and competence demonstrated in driving skill.

(14) **Orientation and Response Time to Calls:**

- #1 Unacceptable: Unaware of his/her location while on patrol. Unable to properly utilize map. Unable to relate his/her location to the destination. Not familiar with beat structure or City boundaries.
- #4 Acceptable: Reasonable knowledge of location in most situations. Can quickly use map to find streets and then apply map to arrive at the correct location.
- #7 Superior: Retains knowledge of City streets and is able to get to the destination by the shortest route.

(15) **Routine Forms: Accuracy/Completeness:**

- #1 Unacceptable: Unable to determine proper form for given situations, forms incomplete.
- #4 Acceptable: Knows most standard forms and understands when to utilize them. Completes forms with reasonable accuracy and thoroughness.
- #7 Superior: Consistently and quickly completes detailed forms without assistance. High degree of accuracy.

(16) **Report Writing: Organization/Details:**

- #1 Unacceptable: Incapable of organizing events into written form. Does not include elements of the crime.
- #4 Acceptable: Converts situations into a logical sequence of thought to include all elements of the situation.
- #7 Superior: A complete and detailed account of what occurred from beginning to end, written and organized to assist any reader in comprehending the occurrence.

(17) **Report Writing: Grammar/Spelling:**

- #1 Unacceptable: Illegible, misspelled words, incomplete sentence structure.
- #4 Acceptable: Level of usage of grammar, spelling and neatness is satisfactory in that errors are rare and do not impair understanding.
- #7 Superior: Very neat and legible, no spelling mistakes and excellent grammar.

(18) **Report Writing: Appropriate Time Used:**

- #1 Unacceptable: Requires 2-3 hours to complete basic, simple reports.
- #4 Acceptable: Completes simple, basic reports in a reasonable amount of time. Manages time wisely to ensure reports are turned in to the Watch Commander in a timely manner.
- #7 Superior: Completes reports in no more time than that of a skilled veteran officer.

(19) **Field Performance: Non-Stress:**

- #1 Unacceptable: Seemingly confused and disoriented as to what action should be taken in a given situation.
- #4 Acceptable: Able to assess the situation and take proper action.
- #7 Superior: Requires no assistance and takes the proper course of action.

(20) **Field Performance: Stress:**

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

(21) **Self-Initiated Field Activity: Quantity/Quality:**

- #1 Unacceptable: Does not see, or avoids activity. Does not follow up on situations, rationalizes suspicious circumstances or extends justification for action beyond a reasonable point.
- #4 Acceptable: Recognizes, identifies and takes action on suspected criminal activity. Makes cases from routine activity.
- #7 Superior: Catalogs, maintains and uses information given at briefings and from watch bulletins for reasonable cause to stop vehicles and persons and makes subsequent good quality arrests. High level of self-initiated activity without loss of beat responsibility.

(22)

**Officer Safety:**

- #1 Unacceptable: Frequently violates officer safety standards, including but not limited to, failure to complete “pat down” or cursory searches on suspicious persons or suspects, fails to maintain a position of advantage with suspects/prisoners to prevent attack or escape, exposes weapon(s), carries items in gun hand, stands in front of suspect’s door, fails to thoroughly search prisoners and their vehicles, fails to provide cover for officers, does not foresee potentially dangerous situations.
- #4 Acceptable: Generally displays awareness of potential danger, understands and demonstrates principles of officer safety.
- #7 Superior: Always maintains a position of advantage and is alert to changing conditions. Does not become paranoid or over confident.

(23)

**Control of Investigation:**

- #1 Unacceptable: Falls into background when other officers are present even when they are the handling officer, timid attitude, lets citizens unnecessarily direct the investigation, tries to take over investigations when assigned as the assisting officer, interrupts investigations. Can only make a decision with a supervisor present.
- #4 Acceptable: Assumes control of assigned investigations until relieved or directed otherwise, does so without an over-bearing attitude, assists others without need to assume command.
- #7 Superior: Always in control of assigned investigations, takes command when necessary and recognizes need for supervisory control.

(24)

**Control of Conflict: Verbal Skill:**

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

(25) **Control of Conflict: Physical Skill:**

- #1 Unacceptable: Cowardly, physically weak or uses too little or too much force for a given situation. Unable to use proper restraints.
- #4 Acceptable: Maintains control without excessive force.
- #7 Superior: Excellent knowledge and ability to use restraining holds. Always prepared to use necessary force.

(26) **Use of Common Sense and Good Judgement:**

- #1 Unacceptable: Acts without thought or is indecisive, naïve.
- #4 Acceptable: Able to reason out a problem and relate it to what they were taught. Good perception and ability to make own decisions.
- #7 Superior: Excellent perception at foreseeing problems and arriving at advanced solutions.

(27) **Radio: Appropriate Use of Radio Codes:**

- #1 Unacceptable: Misinterprets radio codes definitions or fails to use them in accordance with set policy, fails to improve.
- #4 Acceptable: Has a good working knowledge of a majority of radio code definitions.
- #7 Superior: Uses radio codes with ease, both transmitting and receiving.

(28) **Radio: Listens and Comprehends Transmissions:**

- #1 Unacceptable: Repeatedly misses call sign and is unaware of traffic in adjoining beats or jurisdictions. Frequently has to ask to repeat transmissions or does not comprehend messages.
- #4 Acceptable: Copies most radio transmissions directed to them and is generally aware of adjoining beat activity.
- #7 Superior: Always comprehends radio transmissions and quickly reacts to them when necessary. Aware of other officers activities.

(29) **Radio: Articulation of Transmissions:**

- #1 Unacceptable: Does not plan before transmitting message. Speaks too quickly or too slowly, under or over modulation resulting in dispatcher constantly asking to repeat the transmission.
- #4 Acceptable: Uses proper procedure with short, concise transmissions.
- #7 Superior: Always uses proper procedure with clear, calm, voice even under stress conditions.

(30) **Relationships With Citizens:**

- #1 Unacceptable: Abrupt, belligerent and overbearing, introverted and uncommunicative, evident hostility or sympathy with minorities because of prejudice or bias.
- #4 Acceptable: Courteous, friendly and apathetic, communicates in a professional and unbiased manner. Is at ease at most times.
- #7 Superior: Establishes rapport and is always objective. Appears to be at ease in any person to person situations. Understands cultural differences and reacts properly.

(31) **Relationship With Co-Workers:**

- #1 Unacceptable: Gossips about others, takes sides in issues they are not involved in, demeans civilian employees, constantly antagonizes others, excessively fraternizes when on-duty or is totally withdrawn, fails to associate.
- #4 Acceptable: Good peer relationships, professional in worker contacts, treats all politely.
- #7 Superior: Actively assists others when time permits, recognizes importance of others and their job, clearly understands their position within the organization and acts accordingly.

(32)

**Relationship With FTO/Supervisors:**

- #1 Unacceptable: Constant rationalization of mistakes, resists any teaching techniques, argues, patronizes or is sarcastic, insubordinate.
- #4 Acceptable: Asks pertinent questions, objective in desire to learn, respects command authority.
- #7 Superior: Maintains student-teacher relationship, understands command responsibility and supports their position.



<input type="checkbox"/>	Annual
<input type="checkbox"/>	Merit Pay Increase
<input type="checkbox"/>	Probation Update
<input type="checkbox"/>	End of Probation

## Performance Evaluation

### Glendora Police Department Patrol Officer

<b>Date:</b>
<u>Rating Period:</u>
<b>From:</b>
<b>To:</b>

Officer:

Rank:

Rater:

Rank:

Performance Standard	Requires Improvement	Meets Standards	Exceeds Standards	Demonstrates Excellence
<b>1. COMMUNITY POLICING:</b> Uses COPS Projects, District Message Board, Extra Patrols & other forms of communication to solve district problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. PROBLEM SOLVING:</b> Knows how to evaluate a situation, identify the problem, and make a logical decision as to what action is appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. TEAMWORK / LEADERSHIP:</b> Is a team player; promotes harmony and seeks opportunities to assist others; finds ways to make the team better	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. USE OF DISCRETIONARY TIME:</b> Is self-motivated and requires little direction; consistently makes patrol observations; is productive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5. DILIGENCE / DEPENDABILITY</b> Doesn't mangle on calls; follows through on assignments, willingly works the hours needed to get the job done	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6. DEMEANOR:</b> Is polite, tactful, considerate, and courteous to the public and fellow employees; treats others with respect and dignity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>7. JUDGMENT:</b> Considers all available facts before acting; is logical in conclusions and actions; acts decisively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8. PERFORMANCE UNDER PRESSURE:</b> Displays poise and emotional control in situations that are chaotic; communicates well even in adverse conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>9. SAFETY PRACTICES:</b> Uses good officer-safety techniques in both routine and emergency situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>10. PRELIMINARY INVESTIGATIONS:</b> Conducts logical, comprehensive investigations; develops leads and ensures that evidence is collected and/or preserved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>11. ASSERTIVENESS:</b> Demonstrates a willingness to address problems; doesn't back away; has the courage to confront dangerous situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12. REPORT WRITING:</b> Writes clear, concise, factual reports that are well-organized, legible, and submitted without delay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>13. CITATIONS:</b> Routinely conducts traffic enforcement stops; issues quality citations for both safety and equipment violations; issues citations commensurate in quantity with other officers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>14. ARRESTS/DETENTIONS:</b> Seeks out law violators and makes quality arrests and detentions for varying violations in numbers comparable to other officers on his/her shift	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Performance Standard</b>	<b>Requires Improvement</b>	<b>Meets Standards</b>	<b>Exceeds Standards</b>	<b>Demonstrates Excellence</b>
<b>15. SELF IMPROVEMENT:</b> Actively seeks to improve competency as a peace officer; is self-driven in desire to improve skills and knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>16. BUSINESS FOOT PATROLS:</b> Conducts BFP's on a regular basis at a variety of locations throughout the officer's assigned beat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>17. WARRANT SERVICE:</b> Uses discretionary time to serve outstanding warrants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>18. RANGE QUALIFICATION:</b> Attends the range and qualifies as required (210+ meets, 250+ exceeds, 280+ demonstrates excellence)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>19. POLICE VEHICLES/EQUIPMENT:</b> Operates vehicles safely and obeys traffic laws; cares for radios, computers	<input type="checkbox"/>	<input type="checkbox"/>		
<b>20. PATROL AVAILABILITY:</b> Goes 10-8 promptly after briefing; remains in the field and does not hang out in the station; uses discretion in location and length of Code 7	<input type="checkbox"/>	<input type="checkbox"/>		
<b>21. LOYALTY:</b> Demonstrates support for Department personnel and programs	<input type="checkbox"/>	<input type="checkbox"/>		
<b>22. PUNCTUALITY/ATTENDANCE</b> Arrives for assigned duties as directed and is ready for briefing on time	<input type="checkbox"/>	<input type="checkbox"/>		
<b>23. INTEGRITY:</b> Shows strong moral character and honesty when dealing with the public; refuses to tolerate unethical behavior	<input type="checkbox"/>	<input type="checkbox"/>		
<b>24. PERSONAL APPEARANCE:</b> Maintains a high standard of personal appearance and neatness in accordance with Departmental standards	<input type="checkbox"/>	<input type="checkbox"/>		
<b>25. FIELD TRAINING OFFICER:</b> (Complete if officer is assigned as an FTO) Is effective, reliable, fair, and unselfish when training new officers; is a role model who positively impacts trainee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>26. COLLATERAL DUTIES:</b>		
Officers are not required to participate in assignments that are in addition to their regular patrol duties. However, participation in one or more collateral duties, such as those listed on the right, is commendable and should be noted in the narrative portion of this evaluation.	<ul style="list-style-type: none"> <li>1. FSET member</li> <li>3. CIT member</li> <li>5. Committee member</li> <li>7. Range instructor</li> <li>9. FAST observer</li> <li>11. Emergency Medical Technician</li> </ul>	<ul style="list-style-type: none"> <li>2. Explorer advisor</li> <li>4. Use of Force instructor</li> <li>6. Citizen's Academy instructor</li> <li>8. Homeless Liason</li> <li>10. Cadet mentor</li> </ul>

**Overall Performance Rating:**

Requires Improvement     Meets Standards     Exceeds Standards     Demonstrates Excellence

Comments on *Performance Standards* and *Collateral Duties* should be attached to this evaluation on a separate sheet.

0 # sustained complaints during rating period      0 # commendations received during rating period

**Supervisor's Review** (of previously set goals):

**Goals for Next Rating Period:**

**Employee's comments/goals:**

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**Rater:**

I certify that this performance evaluation represents my best judgment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Employee:**

I certify that this performance evaluation was discussed with me. I understand my signature does not necessarily indicate agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Watch Commander:**

I have reviewed this evaluation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Division Commander:**

I have reviewed this evaluation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Chief of Police:**

I have reviewed this evaluation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## *Peace Officer's Bill of Rights*

If you are a Peace Officer under Sections 830.1 (a) and (b) of the California 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 in any such treatment because of the lawful exercise of your rights granted by AB301 or the exercise of any rights under any existing administrative grievance procedure.
- You have the 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 waking hours, unless the seriousness of the investigation requires otherwise.
- You have a right to be compensated for time spent in interrogation that is conducted in your off duty hours at the normal rate for your department. You shall not be released from employment for any work missed.
- You have a right to be informed of the name, rank and command of the officer in charge of an interrogation, the interrogating officers 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 the 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 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 or interrogation may result in punitive action. No promise of reward 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 to access 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 which are deemed by the investigating agency to be confidential. No notes or reports which are deemed to be confidential may be entered into 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 personnel file or any other file used for any personal purpose 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 expenditures 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 where there is the possibility of bribes or other improper inducements being offered.
- You have the right to have your locker free of search except when you are present or by other legitimate means.
- You have a right to have thirty (30) days with 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 you refused the polygraph.

**For a complete reference on the Peace Officers Bill of Rights, refer  
to Government Code Section 3300 et al.**

***PART II***

***PATROL DIVISION TRAINING GUIDE***

***PHASE TRAINING GUIDE***

# Glendora Police Department Training Guide

## Introduction

This guide is used to instruct Police Officer Trainee's in the various duties which they will most likely perform during their careers. All situations and problems are not included but the subjects found herein constitute the basis for a good foundation for future activities on the job.

Field Training Officers have been carefully selected to provide on-the-job training. Police Trainees are expected to have immediate access to the Field Training Officer Training Manual at all times and be prepared at any time to obtain it upon request. Field Training Officers will make regular checks on the phase training checklist to ensure that definite progress is being systematically made.

In addition to the instruction the trainee will be receiving under the direction of a field training officer, it is suggested that the officer will do home studying. The broad background of knowledge needed to become an effective police officer cannot be gained entirely on the job or at the basic academy. Each trainee should be aware that a police library exist and is available. In addition, trainees are advised to maintain a copy of the Penal Code, Vehicle Code, Department Orders and know locations of other reference materials. Also helpful is a list of community reference services.

## Use of Cycle Training Guide

The Cycle Training Checklist is designed to ensure that trainees receive the specific training in previously designated areas. Training in these designated areas and successful completion of these will give the trainees the foundation to draw from when handling incidents that have not been actively demonstrated. It is impossible to train a police officer in every area that may be encountered.

Field Training Officers will, at a minimum, instruct in the areas that are outlined in each specific cycle. Spaces are provided to initial that instruction was provided that the trainee performed in this area. The Field Training Officer will initial that instruction in a performance area was given. After the trainee performs the designated task in the performance area, the Field Training Officer and the trainee will initial in the areas provided.

The initialing by a Field Training Officer that the task was performed does not necessarily mean that the task was performed successfully. It merely documents that the trainee was trained and had an opportunity to perform that task. Often, acceptable performance only comes after repeated attempts in a particular task and successful performance may occur weeks after the first attempt.



The Field Training Officer will mark the method used by the trainee to demonstrate successful comprehension of the performance task. The methods are:

- FP – Field Performance
- RP – Role Playing
- WT – Written Test
- VT – Verbal Test

Reference material is provided in Part III on the Manual to assist in training. Field Training Officers shall refer trainees to the proper place to locate material in question and shall assist the officer in locating it.

### References

#### Department Orders

You will be issued a copy of the Department Orders. Additional copies are located in the Department Library, in the Watch Commanders Office and on the Department Storage Server.

#### Glendora Municipal Code

Copies of the Glendora Municipal Code are maintained in various locations, including online on the City of Glendora website.

#### Department Library

Various books, training materials and recommended readings can be located in the Department Library.

The trainee should possess the following books, manuals and guides upon entering Phase II of the Training Evaluation Program:

- Penal Code
- Vehicle Code
- Computerized References
- Instruction Guide
- Cheat Sheets









Date Instructed	Performed				FTO Initials	Trainee Initials
	F	R	W	V		
	P	P	T	T		

**11. LAWS OF ARREST (D.O. 100)**

- a. Penal Code sections 834, 836 and 837
- b. Mandatory and optional booking
  - (1) 40302 V.C.
  - (2) 40303 V.C.
- c. Probable Cause
- d. Seizure of blood, hair, prints, DNA etc.


**12. HOW TO ARREST**

- a. Use of force – P.C. (3 reasons) (D.O. 300)
- b. Receiving prisoners from citizens (142 and 847 PC) (D.O. 333)
- c. Forcible entries – 844 PC
- d. Times of arrest – 840 PC (D.O. 100)
- e. Transportation, searching and handcuffing of prisoners, booking
- f. Advising subjects of their rights
  - (1) Reason for arrest
  - (2) Miranda rights (D.O. 335.14)
- g. Strip searches/body cavity (D.O. 901)
- h. Duty to protect prisoner's safety, their rights, and 849 (b) P.C.


**13. PEDESTRIAN CONTACTS**

- a. Reasonable suspicion
- b. Reasons for stopping
- c. Hunch or suspicion
- d. Consensual encounters/searches
- e. Search incident to arrest/Plain sight
- f. Weapon pat down – "Terry" standard
- g. Probable cause for pockets, packages, etc.
- h. Protocol for searching opposite sex


**14. AIR SUPPORT/FAST**

- a. Appropriate calls for the helicopter
- b. Call out procedure
- c. Capabilities and equipment
- d. Appropriate use on scene
- e. Releasing the helicopter when no longer needed.










**24. SUPERVISORY REVIEW & INSTRUCTION**

Current shift sergeant or watch commander to review level of knowledge and counsel and advise on ethical decision making, on and off duty (D.O 342) behavior expectations, and leadership.

Date	Supervisor	Trainee

## CYCLE 2 OFFICER TRAINEE CHECKLIST

THE FOLLOWING SUBJECTS WILL GENERALLY BE COVERED DURING THE 2<sup>ND</sup> CYCLE OF THE PROBATIONARY OFFICER'S TRAINING.

Date Instructed	Performed	FTO Initials	Trainee Initials
	F R W V P P T T		

### 1. INTERVIEW AND INTERROGATION TECHNIQUES

- a. Interviewing
- b. Interrogation
- c. Approaches
- d. Miranda waiver/department form
- e. Questioning after Miranda and possible civil liability
- f. Who-What-Where-When-How-Why
- g. Documentation & in notebook:  
Discoverable
- h. Interview room/recording system


### 2. REPORT WRITING

- a. Officer notebook
- b. Report forms
- c. Accuracy of information
- d. Direct quotes
- e. Style
- f. Submitting to WC for Review  
(D.O. 323.3)


### 3. PRIVATE PERSONS ARREST/MISDEMEANOR CITATION (D.O. 333)

- a. Valid arrest/lawful or unlawful 837 PC
- b. Prior to arrest
- c. Advising arrestee
- d. Private person arrest form
- e. Misdemeanor citation-verification/how
- f. OR releases/procedures


**Performed:** FP = Field Performance    RP = Role Playing    WT = Written Test    VT = Verbal Test

Date Instructed	Performed				FTO Initials	Trainee Initials
	F	R	W	V		
	P	P	T	T		

**4. WARRANTS/PROCEDURES**

- a. How obtained/probable cause (arrest & search warrant)
- b. Exigent circumstances
- c. Hours of service/night endorsement
- d. Knock & notice requirement
- e. Probation/parole searches


**5. FIELD INTERROGATIONS/COMPUTERIZED CHECKS**

- a. Suspicious persons, 10-28/10-29
- b. Suspicious vehicle and occupants
- c. FI card/when to use/processing: FI photos
- d. CWS/WPS/NCIC warrants/verification
- e. Crutch or tool
- f. Drivers' license history/ANI
- g. Vehicle registration
- h. RAPS/JAI/Local checks
- i. Field show ups


**6. TRAFFIC CONTROL/CONE PATTERNS**

- a. Mechanics
  - (1) Hand signals
  - (2) Use of flashlight
  - (3) Signal box keys
  - (4) Officer position
- b. Signalized intersections
- c. Uncontrolled intersections
- d. Portable signals
- e. Electronic flares and traffic cones
- f. City callouts (traffic control)
- g. When and how to take control of an intersection.


**7. CRIMES IN PROGRESS RESPONSES/EMERGENCY VEHICLE OPERATION**

- a. Best Route is the quickest and safest
- b. Arrival is the most important thing
- c. Response to burglary (residential-commercial alarms)
- d. Code 3 responses


Date Instructed	Performed				FTO Initials	Trainee Initials
	F P	R P	W T	V T		

**8. CODE 3 RESPONSE (D.O. 307)**

- a. Review of Department Order 307, Code 3 Policy
- b. Reasonable and prudent
- c. Vehicle Code restrictions (liabilities)
- d. Crimes in progress


**9. HANDLING FIRE & MEDICAL CALLS**

- a. Traffic/crowd control responsibilities
- b. Assist when requested by LACOFD
- c. Arson investigation (Fire vs. Police)
- d. AED protocol (D.O.332)
- e. Do Not Resuscitate orders (DNR)


**10. PURSUIITS (D.O. 306)**

- a. Review of Department Order 306 Vehicle Pursuits

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**11. RECOGNITION OF STOLEN AND ABANDONED VEHICLES**

- a. Ignition (steering column condition)
- b. How and where parked
- c. Exterior and interior condition (dirt/debris/windows)
- d. Locating VIN
- e. 10-28/10-29 vehicle
- f. 72 hour parking enforcement (D.O.507)


**12. HOW TO HANDLE PROWLER CALLS**

- a. Response and arrival
- b. First unit at scene/direct back-up
- c. Contact with complainant
- d. Apprehension of suspect


**13. FLEET ORIENTATION**

- a. Unit 11/12
- b. Tactical Medical Vehicle (TMV)
- c. Armored Rescue Vehicle
- d. Mobile Command Post
- e. FSET Equipment Vehicle










**24. SUPERVISOR REVIEW & INSTRUCTION**

Patrol Lieutenant to review level of knowledge and counsel and advise on keys to being successful, ethics, Mission & Value Statement, expectations of department, on and off duty behavior, positive attitude & performance, customer service orientation, brief Department order 314 – Harassment Policy, and leadership.

Date	Supervisor	Trainee

## CYCLE 3 OFFICER TRAINEE CHECKLIST

THE FOLLOWING SUBJECTS WILL GENERALLY BE COVERED DURING THE 3<sup>RD</sup> CYCLE OF THE PROBATIONARY OFFICER'S TRAINING.

Date Instructed	Performed				FTO Initials	Trainee Initials
	F	R	W	V		
	P	P	T	T		

### 1. HOW TO HANDLE ROBBERIES IN PROGRESS

- a. Response and arrival (just occurred)
- b. Deployment (depends on time delay)
- c. Initial and supplemental broadcasts (vehicles, suspects, etc)
- d. Preserving crime scene
- e. Investigation and report
- f. Sketch artist
- g. Field show-ups


### 2. HOW TO HANDLE BURGLARY CALLS/ SEARCHES

- a. Silent and audible alarms
- b. Response and arrival
- c. In progress or time delay
- d. Additional units
- e. Securing building/scene etc.
- f. K-9 Unit/Airship
- g. Building search (interior/exterior)
- h. Roof access (LACOFD assistance)
- i. Crime prevention tips


### 3. HANDLING JUVENILE CASES (D.O. 312)

- a. Importance of first impression
- b. Mandatory admonishment of rights
- c. Notification of parents
- d. Field release
- e. Juvenile drunk drivers
  - (1) Zero tolerance
  - (2) Admin per se
- f. JAI
- g. 601-601 WIC
  - (1) Child abuse/neglect
  - (2) Contributing to delinquency (272 PC)
  - (3) 300 WIC




Date Instructed	Performed				FTO Initials	Trainee Initials
	F	R	W	V		
	P	P	T	T		

**7. HANDLING OTHER SEX CRIMES**

- a. Lewd conduct
- b. Lewd phone calls
- c. Obscene letters or material
- d. Child molestation
  - (1) Mandated reporter – SCAR (D.O.313.2/313.3)
  - (2) Protective custody
- e. Explanation of Megan's Law (D.O. 328.5)


**8. VEHICLE SEARCHES**

- a. Investigation prior to search/probable cause
- b. Specific areas to check
- c. Search as result of arrest
- d. Inventory requirement
- e. Consent/waiver
- f. Officer safety


**9. TRAFFIC/FELONY STOPS**

- a. Traffic stops
  - (1) Vehicle position
  - (2) Officer position
- b. Felony stops
- c. Van stops
- d. Private property
- e. Procedure for approaching/handling armed persons in a vehicle


**10. HANDLING ELDER ABUSE CASES (D.O 313)**

- a. Investigation and reporting procedures
- b. Adult Protective Services


**11. HANDLING HATE CRIMES (D.O. 319)**

- a. Applicable Laws
- b. Documentation and Investigation






Date Instructed	Performed				FTO Initials	Trainee Initials
	F	R	W	V		
	P	P	T	T		

**3. HANDLING NOISE AND ANIMAL COMPLAINTS**

- a. Party complaints (G.M.C. 9.44.195)
- b. Agencies handling ill/injured/vicious animals
- c. Rabid dogs or other animals
- d. Policy on shooting animals - alternatives in controlling animals (D.O. 305.7.1)
- e. Handling of large animals (bears, mountain lions) (D.O. 305.7.1)
  - (1) Bean bag
- f. Animal control callouts (D.O. 305.7.2)


**4. HANDLING MENTALLY ILL PERSONS (D.O. 409)**

- a. 5150 Welfare & Institution Code
- b. Methods for detecting mentally ill person
- c. Officer safety
- d. Transportation
- e. Psychiatric Evaluation Team (PET)
- f. Transportation to Charter Oak Hospital
  - (1) 72 hr holds-evaluations/documentation
  - (2) Conditions of acceptance/intoxication
  - (3) Assistance
- g. Persons with Disabilities (recognition of and protection of rights)


**5. HANDLING HOSPITALIZED SUSPECTS**

- a. Felony
  - (1) Treatment of injuries at hospital
  - (2) Ongoing medical treatment required:
    - (a) Transport to L.C.M.C.
    - (b) Clothing and valuables
    - (c) 849(b)2 PC
- b. Misdemeanors
  - (1) O.R. release with Watch Commander approval
  - (2) 849(b)2 PC


**6. HANDLING ATTEMPT SUICIDES (D.O. 330)**

- a. Look for evidence of ingested substances
- b. Check for notes
- c. L.A. County Fire requests
- d. 5150 WIC holds


Date Instructed	Performed				FTO Initials	Trainee Initials
	F	R	W	V		
	P	P	T	T		

**7. DEATH INVESTIGATIONS (D.O. 330)**

- a. Who pronounces death
- b. Notification of Field Sergeant/Coroner/ Mortuary/Next of Kin
- c. Protection of scene
- d. Suicide
- e. Natural causes
- f. Other than natural causes (accidental/homicide)
  - (1) Locate witness
  - (2) Detective request
- g. Family assistance
- h. Chaplain


**8. PAROLEE CONTACTS**

- a. SRF
- b. 3056 PC / Non-revocable
- c. Parole Holds
- d. Searches


**9. GANG ACTIVITY**

- a. Local gangs and problem area
- b. Taggers/graffiti/monikers
- c. Methods of control
- d. Report classification
- e. Graffiti Removal/Cost Damage
- f. F.I.


**10. LANDLORD/TENANT & CIVIL DISPUTES**

- a. Civil/criminal considerations
- b. Rights of parties involved
- c. Referral agencies
- d. Keep the peace
- e. Tactical Communication


**11. INJURED SUSPECTS (D.O. 300.6)**

- a. Injuries resulting from the crime
- b. Injuries resulting from altercation with officers
- c. Injuries from prior to officer contact
- d. Transport to hospital






Date Instructed	Performed				FTO Initials	Trainee Initials
	F	R	W	V		
	P	P	T	T		

**16. VEHICLE CODE**

- a. 23220-23226 VC
- b. 27150 VC
- c. 21950a VC
- d. 24002 VC
- e. 26709 VC
- f. 26710 VC
- g. 21957 VC


**17. BUSINESS AND PROFESSIONS CODE**

- a. 4324 B&P
- b. 4140 B&P
- c. 25662 B&P
- d. 25658a B&P
- e. 25658b B&P


**18. GLENDORA MUNICIPAL CODE**

- a. 10.12.010 GMC
- b. 10.12.020 GMC
- g. 10.12.040 GMC
- h. 10.12.080 GMC


**19. CYCLE 4 TEST**

Date	Pass	Fail	FTO Initials	Trainee Initials

**20. SUPERVISORY REVIEW & INSTRUCTION**

Captain discusses ethics, successful Behaviors, disciplinary process (D.O. 1009), outside employment (D.O. 1020) and leadership.

DATE	SUPERVISOR	TRAINEE







Date Instructed	Performed				FTO Initials	Trainee Initials
	F P	R P	W T	V T		

**11. GLENDORA MUNICIPAL CODE**

- a. 10.17.030 GMC
- b. 10.17.040 GMC
- c. 10.76.040 GMC


**12. CYCLE 5 TEST**

Date	Pass	Fail	FTO Initials	Trainee Initials









# Glendora Police Department

## Field Training Program Completion Record



_____	_____	_____
Trainee Name	Badge #	Date of Completion
Name of Field Training Officer	Field Assignment	Field Training Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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I have been instructed in all items recorded in this Field Training Record.

\_\_\_\_\_

Signature of Trainee \_\_\_\_\_  
Date

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I certify that Officer \_\_\_\_\_ has received the basic instruction as outlined in the Field Training Manual and that the Officer understands and has satisfactorily performed in all of the functional areas or categories. I also certify that all tests have been completed in a satisfactory manner. I further certify that the Officer is now prepared to work as a solo patrol officer.

\_\_\_\_\_

Field Training Officer Signature \_\_\_\_\_  
Date

\_\_\_\_\_

Field Training Administrator/Supervisor Signature \_\_\_\_\_  
Date

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I attest that the above named trainee has satisfactorily completed the prescribed Field Training Program.

\_\_\_\_\_

Agency Head \_\_\_\_\_  
Date

## Trainee Evaluation of FTO and Training Program

FTO \_\_\_\_\_ Trainee \_\_\_\_\_ Date \_\_\_\_\_

Circle one of the ratings below in each category and explain your reason for each rating.

1. Example set for trainee by FTO.

Poor            Fair            Competent            Above Average            Excellent

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2. FTO's interest in Program.

Poor            Fair            Competent            Above Average            Excellent

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3. FTO's knowledge of material.

Poor            Fair            Competent            Above Average            Excellent

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4. FTO's skill as an instructor. What can this FTO do to become a better instructor?

Poor            Fair            Competent            Above Average            Excellent

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5. FTO's ability to communicate with trainee.

Poor                  Fair                  Competent                  Above Average                  Excellent

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6. FTO's fairness, honesty and objectivity in trainee's ratings

Poor                  Fair                  Competent                  Above Average                  Excellent

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7. FTO's Overall Demeanor.

Poor                  Fair                  Competent                  Above Average                  Excellent

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8. List the areas in which you think the FTO puts forth his/her best efforts.

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9. List the area in which you think this FTO puts forth his/her least effort.

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10. How can our Training Guide be improved?

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11. Did the Cycle tests adequately cover the material in the Training Guide? What suggestions do you have for improvements?

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12. Comment on the overall Program and what area has been of interest to you. Include examples of field experiences which have been beneficial to your advancement as a police officer.

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Signature of Trainee/Evaluator

## Trainee Evaluation of FTO and Training Program

FTO \_\_\_\_\_ Trainee \_\_\_\_\_ Date \_\_\_\_\_

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Signature of Trainee/Evaluator