

**SBSD ASU CRITICAL TASK WORKBOOK**

**I. TRAINING TOPICS**

**A. Appearance**

- a. General Appearance – Evaluates physical appearance, dress, demeanor, and equipment.
  - i. 4 – Exceptional
    - 1. Uniform is neat, clean and tailored. Leather gear is shined. Shoes are polished. Displays command bearing
  - ii. 3 – Acceptable
    - 1. Uniform is neat and clean. Uniform fits and is properly worn. Weapon, leather and equipment are clean and operative. Hair within regulations. Shoes and brass are shined.
  - iii. 2 – Improvement Needed
    - 1. Fails to present a professional image. Uniform fits poorly or is improperly worn or wrinkled. Hair is not groomed and/or in violation of Department Policy. Dirty shoes, weapon and/or equipment. Equipment is missing or inoperative. Offensive body odor and/or breath. The trainee will be given this rating when the trainee does not meet an acceptable level for Department Policy, Standards and needs improvement.
  - iv. 1 – Unacceptable
    - 1. Fails to present a professional image. Uniform fits poorly or is improperly worn or wrinkled. Hair is not groomed and/or in violation of Department Policy. Dirty shoes, weapon and/or equipment. Equipment is missing or inoperative. Offensive body odor and/or breath. A trainee will be given this rating when he or she show no improvement. The Station Coordinator will be notified immediately.

**B. Attitude**

- a. Desire to Learn and Change Tactics – Evaluates the way the trainee accepts criticism and how the trainee desires to learn and change tactics to improve performance.
  - i. 4 – Exceptional
    - 1. Actively desires to learn and change tactics to improve performance. Does not argue or blame other persons/things for errors.
  - ii. 3 – Acceptable
    - 1. Accepts criticism in a positive manner and applies it to improve performance.
  - iii. 2 – Improvement Needed
    - 1. Rationalizes mistakes. Denies that errors were made. Is argumentative. Refuses to, or does not attempt to, make corrections. Considers criticism a personal attack. The trainee will be given this rating when the trainee does not meet an

acceptable level for Department Policy, Standards and needs improvement.

- iv. 1 – Unacceptable
  - 1. Rationalizes mistakes. Denies that errors were made. Is argumentative. Refuses to, or does not attempt to, make corrections. Considers criticism a personal attack. A trainee will be given this rating when he or she shows no improvement. The Station Coordinator will be notified immediately.
- b. Attitude Towards Duties – Evaluates the trainee in terms of personal goals, motivational goals and his/her acceptance of the job’s responsibilities.
  - i. 4 – Exceptional
    - 1. Utilizes off duty time to further professional knowledge, actively soliciting assistance from others to increase knowledge and improve skills. Demonstrates concern for the fair and equitable enforcement of the law, maintaining high ideals in terms of professional responsibilities.
  - ii. 3 – Acceptable
    - 1. Demonstrates an active interest in new career and in their responsibilities.
  - iii. 2 – Improvement Needed
    - 1. Sees position as a job vs. a career. Uses job to boost ego. Abuses authority. Demonstrates little dedication to the principles of the profession. The trainee is disinterested. Lacks motivation and does not attempt to improve performance. The trainee will be given this rating when the trainee .....?
  - iv. 1 – Unacceptable
    - 1. Sees position as a job vs. a career. Uses job to boost ego. Abuses authority. Demonstrates little dedication to the principles of the profession. The trainee is disinterested. Lacks motivation and does not attempt to improve performance. A trainee will be given this rating when he or she shows no improvement. The Station Coordinator will be notified immediately.
- c. Command Presence – Evaluates the trainee’s ability to gain and maintain control of situations through verbal command, non-verbal communication and instruction.
  - i. 4 – Exceptional
    - 1. Presenting yourself as someone in authority trusted and respected. Displays a courteous, confident, professional demeanor, even in the most hostile/demanding circumstances. Continually exhibits appropriate conduct and decision making.
  - ii. 3 – Acceptable
    - 1. Demonstrates an understanding of the proper role of a law enforcement officer within the community. Displays a courteous, confident, professional demeanor. Takes appropriate enforcement, instigative and public safety – related action.

- iii. 2 – Improvement Needed
      - 1. Has difficulty presenting oneself as someone in authority, trusted and respected. Will occasionally display uncertainty in decision making and when making contact with the public. Has difficulty showing professionalism during hostile/demanding encounters.
    - iv. 1 – Unacceptable
      - 1. Does not present yourself as someone in authority. Does not exhibit appropriate conduct and decision-making skills. Does not routinely display a courteous, confident and professional demeanor. Displays lapses of professionalism during hostile/demanding encounters.
  - d. Initiative – Evaluates the trainee’s desire and ability to observe and initiate police-related activity.
    - i. 4 – Exceptional
      - 1. Seldom misses observable police-related activity. Maintains information provided at briefing and uses the information as probable cause to initiate activity. Makes quality contacts and/or arrests from observed activity.
    - ii. 3 – Acceptable
      - 1. Recognizes and identifies police-related activities. Develops cases from observed activity. Displays inquisitiveness.
    - iii. 2 – Improvement Needed
      - 1. Misses opportunities to conduct investigations or initiate activity. Fails to consistently observe possible crime trends or suspicious activity.
    - iv. 1 – Unacceptable
      - 1. Fails to observe or avoids suspicious activity. Does not investigate those situations. Rationalizes suspicious circumstances.
  - e. Integrity/Ethics – Evaluates the manner in which the trainee understands, accepts and employs his/her own integrity and ethics.
    - i. 4 – Exceptional
      - 1. Consistently demonstrates a high degree of internal strength, courage and character. Models responsibility of service and enhances public trust.
    - ii. 3 – Acceptable
      - 1. Demonstrates the ability to build/maintain public trust through honesty, community awareness and professionalism. Able to resolve ethical situations through prior planning and decision making.
    - iii. 2 – Improvement Needed
      - 1. Will sometimes permit personal feeling, prejudices, animosities and friendships to influence decisions.
    - iv. 1 – Unacceptable

1. Accepts and employs a standard of mediocrity. Has no sense of accountability and /or responsibility to the department or community?

C. Laws, Policies and Procedures

- a. Department Policies and Procedures – Evaluates the trainee’s knowledge of department policies/procedures and ability to apply this knowledge under field conditions.
  - i. 4 – Exceptional
    1. When tested or during practical application, answers with 100% accuracy. Has a full understanding of the sections in this phase?
  - ii. 3 – Acceptable
    1. When tested, answers with at least 70% accuracy. Demonstrates basic knowledge of the existence and location of policies and procedures in this phase. Recognizes commonly encountered sections, potential violations of policies, usually without reference material.
  - iii. 2 – Improvement Needed
    1. When tested, answers with at least 50% accuracy. Rarely recognizes commonly encountered policy sections in this phase and is inconsistent in applying the sections to commonly encountered policies. Has difficulty in locating proper sections in reference material.
  - iv. 1 – Unacceptable
    1. When tested answers with below 50% accuracy. Does not have knowledge of the sections policies and procedures in this phase. Does not recognize violations or potential violation of policies. On occasion has violated or attempted to violate policies and or procedures. Cannot locate proper sections in reference material.
- b. Detention and Corrections Policies – Evaluates the trainee’s knowledge of detention and corrections policies /procedures and ability to apply this knowledge under field conditions.
  - i. 4 – Exceptional
    1. When tested or during practical application, answers with 100% accuracy. Has a full understanding of the sections in this phase.
  - ii. 3 – Acceptable
    1. When tested, answers with at least 70% accuracy. Demonstrates basic knowledge of the existence and location of policies and procedures in this phase. Recognizes commonly encountered sections, potential violation of policies, usually without reference material.
  - iii. 2 – Improvement Needed
    1. When tested, answers with at least 50% accuracy. Rarely recognizes commonly encountered policy sections in this phase and is inconsistent in applying the sections to commonly encountered policies. Has difficulty in locating proper sections in reference material.

- iv. 1 – Unacceptable
  - 1. When tested answers with below 50% accuracy. Does not have knowledge of the sections of policies and procedures in this phase. Does not recognize violations or potential violations of policies. On occasion has violated or attempted to violate policies and or procedures. Cannot locate proper sections in reference material.
- c. Penal, Vehicle and other Codes – Evaluates the trainee’s knowledge of the criminal statutes (i.e., Penal, W & I, B & P, H & S and all City/County Codes) and his/her ability to apply that knowledge to field situations.
  - i. 4 – Exceptional
    - 1. When tested, answers with 100% accuracy. Has an outstanding knowledge of all penal and related codes and applies that knowledge to all circumstances quickly. Is consistently able to locate lesser used code sections in reference material.
  - ii. 3 – Acceptable
    - 1. When tested, answers with at least 70% accuracy. Demonstrates basic knowledge of the existence and location of applicable codes. Recognizes commonly encountered code sections and applies the appropriate code section. Can identify elements in criminal sections accurately. Recognizes potential violations and accurately determines applicable statutes, usually without reference to code reference material.
  - iii. 2 – Improvement Needed
    - 1. When tested, answers with at least 50% accuracy. Rarely recognizes commonly encountered code sections and is inconsistent in applying the sections to commonly encountered code sections or crimes. Has difficulty in locating proper sections in reference material for commonly used code sections. Occasionally makes decisions/attempts to take action without firm legal basis.
  - iv. 1 – Unacceptable
    - 1. When tested answers with below 50% accuracy. Does not have knowledge of the basic code sections, elements of criminal sections. Does not recognize violations or criminal offenses when encountered or the existence and location of applicable code sections. Cannot locate proper sections in reference material.
- d. Evidence Processing and Booking – Evaluates the trainee’s knowledge and ability to properly handle and process evidence.
  - i. 4 – Exceptional
    - 1. Immediately recognizes particular relevance and is diligent in his/her attempts to locate and properly process all evidence.
  - ii. 3 – Acceptable
    - 1. Identifies relevant evidence and follows properly accepted procedures in processing and booking.
  - iii. 2 – Improvement Needed

1. Occasionally fails to recognize or locate relevant evidence and/or fails to follow accepted procedures in processing and booking.
- iv. 1 – Unacceptable
  1. Makes no attempt to locate evidence in situations where it is likely to be present (i.e., fails to check for fingerprints during 459 investigation). Continually fails to employ proper processing and/or booking procedures which may lead to contamination or loss of evidence.
- e. Facility Specific Policies and Procedures/Post Orders – evaluates the trainee’s knowledge of Facility Specific policies/procedures and their Post Orders and ability to apply this knowledge under field conditions.
  - i. 4 – Exceptional
    1. When tested or during practical application, answers with 100% accuracy. Has a full understanding of the sections in this phase.
  - ii. 3 – Acceptable
    1. When tested, answers with at least 70% accuracy. Demonstrates basic knowledge of the existence and location of policies and procedures in this phase. Recognizes commonly encountered sections, potential violations of policies, usually without reference material.
  - iii. 2 – Improvement Needed
    1. When tested, answers with at least 50% accuracy. Rarely recognizes commonly encountered policy sections in this phase and is inconsistent in applying the sections to commonly encountered policies. Has difficulty in locating proper sections in reference material.
  - iv. 1 – Unacceptable
    1. When tested answers with below 50% accuracy. Does not have knowledge of the sections, policies and procedures in this phase. Does not recognize violations or potential violation of policies. On occasion has violated or attempted to violate policies and or procedures. Cannot locate proper sections in reference material.

D. Performance

- a. Observation Logs – Evaluates the trainee’s accountability for timely and consistent completion of housing logs, specialty logs, etc. of all cells/housing locations/dormitories/dayrooms/and any other location where logs are contained.
  - i. 4 – Exceptional
    1. Logs are completed with 100% accuracy without prompting from training officer. Logs are completed at random intervals.
  - ii. 3 – Acceptable
    1. Logs are completed with 100% accuracy with minimal prompting from training officer. Logs are completed at random intervals

- iii. 2 – Improvement Needed
      - 1. Logs are completed with prompting from training officer. Logs are completed at random intervals with minimal errors in timeliness.
    - iv. 1 – Unacceptable
      - 1. Logs are completed only with continual prompting from training officer. Logs are not completed at random intervals.
  - b. Assigned Post Daily Responsibilities – Evaluates the trainee’s ability to perform duties as related to the post orders for the assigned position.
    - i. 4 – Exceptional
      - 1. Properly assesses the aspects routine duties, including the more unusual and complex ones. Quickly determines the appropriate course of action and takes same.
    - ii. 3 – Acceptable
      - 1. Properly assesses aspects of routine duties, determines appropriate action and takes same.
    - iii. 2 – Needs Improvement
      - 1. Usually completes tasks and is not disoriented with non-stress tasks, but at times becomes overwhelmed and requires assistance.
    - iv. 1 – Unacceptable
      - 1. Becomes confused and disoriented when confronted with routine, non-stress tasks. Does not or cannot complete tasks. Unable to determine the appropriate course of action or fails to take action.
  - c. Orientation Skills/Response Time to Incidents
    - i. 4 – Exceptional
      - 1. Is aware of surroundings at all times. Seldom needs directions and consistently finds locations without assistance. Knowledge of shortcuts with reduce response time.
    - ii. 3 – Acceptable
      - 1. Is aware of location while in facility and where to get directions, if needed. Can relate location to destination. Arrives within reasonable amount of time using the most practical route to reach destination.
    - iii. 2 – Improvement Needed
      - 1. Consistently has to ask for directions, causing delay in response. Occasionally unaware of location, but still has proper awareness to quickly orientate other deputies in case of emergency.
    - iv. 1- Unacceptable
      - 1. Continually unaware of location while in facility. Cannot advise co-workers of proper location during routine or emergency situations. Gets lost. Route to incidents cause excessive delay.
  - d. Self-Initiated Field Activity – Quality and Quantity – Evaluates the trainee’s desire and ability to observe and initiate police related activity.
    - i. 4 – Exceptional

1. Seldom misses observable police related activity. Maintains information provided at briefing and uses the information as probable cause to initiate activity. Makes quality contacts and/or arrest from observed activity.
- ii. 3 – Acceptable
  1. Recognizes and identifies police related activities. Develops cases from observed activity. Displays inquisitiveness.
- iii. 2 – Improvement Needed
  1. Misses opportunities to conduct investigations or initiate activity. Fails to consistently observe possible crime trends or suspicious activity.
- iv. 1 – Unacceptable
  1. Fails to observe or avoids suspicious activity. Does not take the initiative to investigate suspicious activities. At times rationalizes suspicious/obvious circumstances.

E. Reports

- a. Routine Forms (Disciplines/Injury Reports/etc.) Accurate/Complete – Evaluates the trainee’s ability to properly utilize departmental forms.
  - i. 4 – Exceptional
    1. Consistently and rapidly completes detailed forms with no assistance with a high degree of accuracy.
  - ii. 3 – Acceptable
    1. Knows most standard forms and understands format. Is able to use the computer to generate forms. Completes forms with reasonable accuracy and thoroughness and legible writing.
  - iii. 2 – Improvement Needed
    1. Does not consistently recognize proper forms needed for given situation. Forms are incomplete, incorrect information or illegible writing.
  - iv. 1 – Unacceptable
    1. Continually fails to utilize proper forms. Forms are chronically incomplete, contain incorrect information or contain illegible writing.
- b. Report Writing – Organization/Details – evaluates the trainee’s ability to organize reports, supply the necessary details for a good report and obtain all necessary information from reporting person and/or witness.
  - i. 4 – Exceptional
    1. A complete and detailed account of what occurred from beginning to end, written and organized so as to assist any reader in comprehending the occurrence. Completes simple, basic reports in same time period as a veteran deputy. High degree of efficiency with word processing. Reports consistently neat and legible.
  - ii. 3 – Acceptable
    1. Converts field situations into a logical sequence of thought to include all elements of the situation. Capable of using the word



- processing system. Completes basic reports in reasonable amount of time.
- iii. 2 – Improvement Needed
    - 1. Occasionally fails to properly document elements required in basic reports. Important details are occasionally left out of the report or are listed in such a manner which makes it difficult for the reader to understand the facts. Has trouble with MDC and/or word processing system.
  - iv. 1 – Unacceptable
    - 1. Incapable of organizing events into written form. Consistently fails to document crime elements or other critical information. Unable to use MDC and/or word processing system. Requires inordinate amount of time to complete basic reports.
- c. Report Writing – Grammar/Spelling – Evaluates the trainee’s ability to use proper grammar, to spell correctly and to prepare reports that are neat and legible.
- i. 4 – Exceptional
    - 1. Report is neat and legible with not mistakes in spelling or grammar. Completes simple, basic reports in same time period as a veteran deputy. High degree of efficiency with word processing.
  - ii. 3 – Acceptable
    - 1. Level of usage of grammar, spelling and neatness are satisfactory with rare errors. Completes basic reports in reasonable amount of time with minimal errors
  - iii. 2 – Improvement Needed
    - 1. Level of grammar, spelling and/or neatness do not currently meet department standards. Basic reports often contain multiple errors requiring corrections.
  - iv. 1 – Unacceptable
    - 1. Reports often contain misspelled words, incomplete sentence structure, grammatical errors or are illegible. Trainee often repeats the same errors in multiple reports or fails to correct error after they are pointed out.
- d. Control of Investigation/Investigative Skills – Evaluates the trainee’s ability to conduct a proper investigation with an emphasis on crime scene investigatory procedures.
- i. 4 – Exceptional
    - 1. Always follows proper investigatory procedures and is always accurate in identifying the nature of the offense committed. Connects evidence with the suspect even when not apparent. Has an “Evidence Technician” level skill in the collection and identification of evidence. Collects readable fingerprints from any possible surface when available.
  - ii. 3 – Acceptable
    - 1. Follows proper investigatory procedure in routine cases. Is generally accurate in identifying the nature of offense

committed. Collects, tags, logs and submits evidence properly. Connects evidence with suspect when apparent. Collects fingerprints from most surfaces when available.

iii. 2 – Needs Improvement

1. Has the proven ability to conduct basic investigations, collect evidence, identify offenses committed and has conducted basic follow-up investigative leads, but occasional lapses in thought and memory prevent him/her from consistently producing acceptable work.

iv. 1 – Unacceptable

1. Does not conduct a basic investigation or conducts investigation properly after being shown proper investigative techniques. Unable to accurately identify offense committed. Fails to discern readily available evidence. Makes frequent mistakes when identifying, collecting, or submitting evidence. Does not connect evidence with suspect when apparent. Lacks skills in collection and preservation of finger prints. Fails to protect crime scene. Fails to identify and conduct follow-up obvious investigative leads.

e. Interview/Interrogation Skills

i. 4 – Exceptional

1. Always uses exceptional questioning techniques. Establishes rapport with all victims/witnesses. Controls the interrogation of even the most difficult suspects. Conducts successful interrogations of suspects.

ii. 3 – Acceptable

1. Uses proper questioning techniques. Elicits information and records the same. Establishes the proper rapport with victim/witnesses. Controls the interrogation of suspects and properly conducts a Miranda admonishment.

iii. 2 – Improvement Needed

1. Fails to use proper questioning, elicit and or record information, does not establish rapport with suspect and fails to identify citizens during the course of the investigation once showed the proper way to interview and interrogate suspect/subjects.

iv. 1 – Unacceptable

1. Fails to use proper questioning techniques. Does not elicit and/or record available information. Does not establish appropriate rapport with the suspect. Fails to give Miranda warning. Fails to elicit enough information to determine what is occurring. Fails to identify citizens contacted during the course of the investigation.

F. Officer Safety

- a. Field Performance (Detention and Corrections) Non-Stress – Evaluates the trainee’s ability to perform in moderate to high stress conditions.

i. 4 – Exceptional

1. Properly assesses the aspects of routine situations, including the more unusual and complex ones. Quickly determines the appropriate course of action and takes same.
- ii. 3 – Acceptable
  1. Properly assesses aspects of routine situations, determines appropriate actions, and takes same.?
- iii. 2 – Needs Improvement
  1. Usually completes tasks and is not disoriented with non-stress tasks but at times becomes overwhelmed and requires assistance.
- iv. 1 – Unacceptable
  1. Becomes confused and disoriented when confronted with routine, non-stress tasks. Does not or cannot complete tasks. Unable to determine the appropriate course of action or fails to take action.
- b. Field Performance (Detention and Corrections) Stress – Evaluates the trainee’s ability to perform in moderate to high stress conditions.
  - i. 4 – Exceptional
    1. Properly assesses the aspects of emergency situations, displaying a calm professional demeanor serving as a positive influence on others at the scene. Quickly determines the appropriate course of action and takes same.
  - ii. 3 – Acceptable
    1. Properly assesses aspects of emergency situations, determines appropriate actions, and takes same.
  - iii. 2 – Needs Improvement
    1. Usually completes tasks but is disoriented with stressful tasks and at times becomes overwhelmed and requires assistance.
  - iv. 1 – Unacceptable
    1. Becomes confused and disoriented when confronted with stressful tasks. Does not or cannot complete tasks. Unable to determine the appropriate course of action or fails to take action.
- c. Self-Initiated Activity – Quality and Quantity – Evaluates the trainee’s desire and ability to observe and initiate police-related activity.
  - i. 4 – Exceptional
    1. 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.
  - ii. 3 – Acceptable
    1. Recognizes and identifies suspected criminal activity. Makes cases from routine activity. Sufficient follow-up for circumstances encountered. Avoids rationalization. Utilizes the computer and other resources.
  - iii. 2 – Needs Improvement

1. Does not consistently recognize suspected criminal activity. Occasionally fails to conduct a thorough follow-up when the circumstances would warrant further investigation.
- iv. 1 – Unacceptable
  1. Does not see or avoids suspicious activity. Does not follow-up on situations. Rationalizes suspicious circumstances. Unable to use computer/resources.
- d. Use of Officer Safety Techniques – Evaluates the trainee’s ability to perform police tasks without injuring self or others and without exposing self or others to unreasonable danger or risk.
  - i. 4 – Exceptional
    1. Consistently employs proven officer safety techniques and analyzes criminal behavior in a proactive attempt to increase suspect, public and officer safety.
  - ii. 3 – Acceptable
    1. Recognizes officer safety concerns and utilizes sound tactics while handling both routine and high-risk contacts.
  - iii. 2 – Needs Improvement
    1. Does not consistently recognize officer safety concerns and occasionally fails to follow accepted officer safety tactics during routine and/or high-risk contacts.
  - iv. 1 – Unacceptable
    1. Fails to recognize officer safety concerns. Continually puts himself/herself or other officers in dangerous situations by failing to follow accepted officer safety practices.
- e. Control of Conflict: Voice Command – Evaluates the trainee's ability to gain and maintain control of situations through verbal commands and instruction.
  - i. 4 – Exceptional
    1. Completely controls situations with voice tone, word selection, inflection, and command bearing. Restores order in even the most trying situations through voice and language usage.
  - ii. 3 – Acceptable
    1. Speaks with authority in a calm, clear voice. Proper selection of words and knowledge of how and when to use them. Commands usually result in compliance.
  - iii. 2 – Improvement Needed
    1. Occasionally fails to speak with authority. Not as concise with verbal commands, causing a momentary loss of control of the situation.
  - iv. 1 – Unacceptable
    1. Speaks too softly or timidly, speaks too loudly lacking authority, confuses or angers listener by what is said and/or how it is said. Speaks when inappropriate. Unable to use a confident/commanding tone of voice.
- f. Control of Conflict: Physical Skill – Evaluates the trainee’s ability to use the proper level of force for the given situation.
  - i. 4 – Exceptional

1. Excellent knowledge and skill level in use of restraints (physical/mechanical). Extremely adept in the proper use of force for the given situation.
  - ii. 3 – Acceptable
    1. Obtains and maintains control through use of the proper amount of force. Uses restraints effectively.
  - iii. 2 – Improvement Needed
    1. Occasionally has difficulty obtaining and/or maintaining control through use of the proper amount of force. Is inconsistent with using restraints effectively.
  - iv. 1 – Unacceptable
    1. Uses too little or too much force for the given situation. Is physically unable to perform the task. Does not use proper restraints or is unable to properly use restraints.
- g. Use of Judgement/Decision Making – Evaluates the trainee’s performance in terms of ability to perceive problems accurately, from valid conclusions, arrives at sound judgements, and makes proper decisions.
- i. 4 – Exceptional
    1. Able to reason through even the most complex situations and reach appropriate conclusions. Has excellent perception. Anticipates problems and prepares resolutions in advance. Relates past solutions to present situations.
  - ii. 3 – Acceptable
    1. Able to reason through a problem and come to an acceptable conclusion in routine situations. Makes reasonable decisions based on information available. Perceives situations as they really are. Makes decisions without assistance.
  - iii. 2 – Improvement Needed
    1. Occasionally has difficulty reasoning through a routine problem or coming up with an acceptable conclusion. Is inconsistent with decision-making ability.
  - iv. 1 – Unacceptable
    1. Acts without thought or good reason. Is indecisive and naive. Is unable to reason through a problem and come to a conclusion. Cannot recall previous solutions and apply them in similar situations.

G. Communication

- a. Radio -Appropriate Use of “10” Codes – Evaluates the trainee’s ability to communicate with others via the telecommunications network and knowledge of radio codes.
  - i. 4 – Exceptional
    1. Knows all of the frequently used codes and uses appropriately. Also knows "obscure" or lesser-used codes. May even know other agencies codes.
  - ii. 3 – Acceptable
    1. Has a good "working knowledge" of the codes, and is able to use and understand.

- iii. 2 – Improvement Needed
      - 1. Knows only very basic codes, not enough to understand patrol radio traffic.
    - iv. 1 – Unacceptable
      - 1. Does not know any codes and does not understand when/why codes are used.
  - b. Radio – Listens and Comprehends – Evaluates the trainee’s ability to pay attention to radio traffic and to understand the information transmitted.
    - i. 4 – Exceptional
      - 1. Understands radio call signs, assignments and shift designators. Knows when he/she is called and when a response is necessary or not. Know how/when to begin airing radio traffic and how to end it.
    - ii. 3 – Acceptable
      - 1. Recognizes when called and responds
    - iii. 2 – Improvement Needed
      - 1. Does not always understand when called or how to respond
    - iv. 1 – Unacceptable
      - 1. Has no understanding of call signs and does not hear radio traffic? Fails to respond when called. Has to be told what/when to respond when called.
  - c. Radio – Articulation – Evaluates the trainee’s ability to communicate with others via the telecommunications network.
    - i. 4 – Exceptional
      - 1. Knows what information to air/not air and does appropriately. Avoids “jargon” or slang and speaks clearly and confidently.
    - ii. 3 – Acceptable
      - 1. Air appropriate radio traffic, speaks clearly
    - iii. 2 – Improvement Needed
      - 1. Sometimes speaks too rapidly/slowly, uses some inappropriate language (jargon/slang/text speak).
    - iv. 1 – Unacceptable
      - 1. Is unable to communicate over the radio. Cuts off traffic, speaks too rapidly/slowly, uses terms no one can understand.
  - d. Radio – Speed/Inflection (Tone) – Evaluates the trainee’s ability to verbally communicate effectively with others via the telecommunications network.
    - i. 4 – Exceptional
      - 1. The trainee transmits clearly, calmly, concisely, and completely. In the most stressful situations, his/her vocal speed and tone remain consistent. His/her transmissions are well thought out and do not have to be repeated.
    - ii. 3 – Acceptable
      - 1. The trainee uses the proper procedures with clear, concise and complete transmissions. He/she speaks in a fluent vocal speed and tone with few complaints from the communication center regarding articulation skills.
    - iii. 2 – Needs Improvement

1. The trainee has difficulty controlling his vocal speed and tone, over/under modulates. He/she improperly uses the microphone and as a result several radio transmissions are not heard, hindering communications.
- iv. 1 – Unacceptable
  1. The trainee is unable to clearly communicate with the communications center due to his/her vocal speed and/or tone. He/she improperly uses the microphone and is unable to comprehend other radio transmissions. The trainee violates FCC regulations and/or department policy.
- e. JIMSnet, Tiburon, INFORM, and other Computer Databases – Evaluates the trainee’s ability to operate the appropriate software, access and properly use the databases necessary to perform their assignment.
  - i. 4 – Exceptional
    1. The trainee can make rarely used free format inquiries from memory and understands, CAD, CLETS, JIMSnet and other error messages. The trainee demonstrates proficient use of all function keys.
  - ii. 3 – Acceptable
    1. The trainee understands the operation and formats required for all function and status keys. He/she can communicate by administrative message and understands the message, dispatch and database formats used daily by deputies. The trainee adheres to FCC regulations and department policy.
  - iii. 2 – Needs Improvement
    1. The trainee shows difficulty in understanding or recalling the operation and formats of any of the software or databases. He/she is unable to recall the basic status keys and or perform basic status functions.
  - iv. 1 – Unacceptable
    1. The trainee is unable to understand any of the above-mentioned software programs or databases. The trainee violates FCC regulations and/or department policy.
- H. Interpersonal Skills
  - a. Interpersonal Skills with Citizens/Facility Visitors – Evaluates the trainee’s ability to interact with citizens (including suspects) and diverse members of the community in an appropriate and efficient manner.
    - i. 4 – Exceptional
      1. The trainee displays a courteous, confident, professional demeanor with citizens. He/she continually exhibits appropriate conduct and decision-making when communicating with citizens. The trainee is very much at ease with citizen contacts and effectively manages time to allow increased citizen contact. He/she quickly establishes rapport and leaves people with the feeling that the officer is interested in serving them.
    - ii. 3 – Acceptable

1. The trainee displays a courteous, confident, professional demeanor with citizens. The trainee fully explains police actions to public contacts and follows up on public inquiries and requests. Is service oriented and contacts the public in non-enforcement situations. Good "non-verbal" skills. He/she demonstrates an understanding of the proper role of a law enforcement officer within the community.
  - iii. 2 – Improvement Needed
    1. The trainee usually displays a courteous, confident, professional demeanor, but occasionally displays lapses of professionalism during citizen contacts.
  - iv. 1 – Unacceptable
    1. The trainee displays an abrupt, belligerent, overbearing, arrogant, or uncommunicative demeanor with citizens. He/she overlooks or avoids "service" aspects of the job and is inaccessible to the public. The trainee consistently appears introverted, overly sympathetic, ineffective, prejudicial, or biased. The trainee fails to explain actions to citizens and/or does not follow up on citizen requests. He/she displays poor "non-verbal" skills.
- b. Interpersonal Skills with Arrestees/Suspects/Inmates – Evaluates the trainee's ability to interact with citizens and diverse members of the community in an appropriate and efficient manner.
- i. 4 – Exceptional
    1. Is very much at ease with Inmate/suspect contacts. Quickly establishes rapport and leaves people with the feeling that the officer is interested in serving them. Is objective in all contacts. Excellent "non-verbal" skills.
  - ii. 3 – Acceptable
    1. Courteous, friendly and empathetic to Inmates/Arrestees/ Suspect perceptions of problems. Communicates in a professional, unbiased manner. Fully explains police actions to public contacts and follows up on Inmate/Arrestees/ Suspects inquiries. Good "non-verbal" skills.
  - iii. 2 – Improvement Needed
    1. The trainee usually displays a professional demeanor, but occasionally displays lapses of professionalism during suspect contacts.
  - iv. 1 – Unacceptable
    1. Abrupt, belligerent, overbearing, arrogant, uncommunicative. Overlooks or avoids "service" aspects of the job. Introverted, overly sympathetic, ineffective, prejudicial, biased. Fails to explain actions to Inmates/Arrestees/Suspect. Poor "non-verbal" skills.
- c. Interpersonal Skills with Witnesses - Evaluates the trainee's ability to interact with witnesses in an appropriate and efficient manner.
- i. 4 – Exceptional



1. Is very much at ease with witness contacts. Effectively manages time to allow increased citizen contact. Quickly establishes rapport and leaves people with the feeling that the officer is interested in serving them. Is objective in all contacts. Excellent "non-verbal" skills.
- ii. 3 – Acceptable
  1. Courteous, friendly and empathetic to witness's perceptions of problems. Communicates in a professional, unbiased manner. Fully explains police actions to public contacts and follows up on public inquiries and requests. Is service oriented and contacts the public in non-enforcement situations. Good "non-verbal" skills.
- iii. 2 – Improvement Needed
  1. The trainee usually displays a professional demeanor, but occasionally displays lapses of professionalism during witness contacts.
- iv. 1 – Unacceptable
  1. Abrupt, belligerent, overbearing, arrogant, uncommunicative. Overlooks or avoids "service" aspects of the job. Is inaccessible to the public. Introverted, overly sympathetic, ineffective, prejudicial, biased. Fails to explain actions to citizens. Does not follow up on citizen requests. Poor "non-verbal" skills.
- d. Interpersonal Skills with Fellow Deputies/Professional Staff – Evaluates the trainee's ability to effectively interact with other Department members of various ranks and in various capacities.
  - i. 4 – Exceptional
    1. Is at ease in contact with all members of the organization while displaying proper consideration for their position. Peer group leader. Actively assists others.
  - ii. 3 – Acceptable
    1. Adheres to the Chain of Command and accepts his/her role in the organization. Good peer relationships. Accepted as a member of the group.
  - iii. 2 – Improvement Needed
    1. Occasionally fails to follow chain of command or has some trouble with peer relationships.
  - iv. 1 – Unacceptable
    1. Patronizes peers or is antagonistic toward them. Gossips. Is argumentative, and/or sarcastic. Resists instruction. Considers himself/herself superior. Belittles others. Is not a "team player." Relies on others to carry his/her share of the work.
- e. Interpersonal Skills with Victims – Evaluates the trainee's ability to effectively interact with crime victims in an appropriate and efficient manner.
  - i. 4 – Exceptional
    1. Is very much at ease with victim contacts. Effectively manages time to allow increased victim contact. Quickly establishes rapport and leaves people with the feeling that the officer is

- interested in serving them. Is objective in all contacts. Excellent "non-verbal" skills.
- ii. 3 – Acceptable
    - 1. Courteous, friendly and empathetic to citizen’s perceptions of problems. Communicates in a professional, unbiased manner. Fully explains police actions to public contacts and follows up on public inquiries and requests. Is service oriented and contacts the public in non-enforcement situations. Good "non-verbal" skills.
  - iii. 2 – Improvement Needed
    - 1. Occasionally seems too officious and/or direct with victims and may give the appearance they are overlooking or avoiding the “service” aspects of the job.
  - iv. 1 – Unacceptable
    - 1. Abrupt, belligerent, overbearing, arrogant, uncommunicative. Overlooks or avoids "service" aspects of the job. Is inaccessible to the public. Introverted, overly sympathetic, ineffective, prejudicial, biased. Fails to explain actions to citizens. Does not follow up on citizen requests. Poor "non-verbal" skills.
- f. Interpersonal Skills with Other Relationships (CTO/Sergeant/Command Staff) – Evaluates the trainee's ability to effectively interact with CTO/Sergeant/Command Staff in an appropriate and efficient manner.
- i. 4 – Exceptional
    - 1. Establishes rapport and shows a professional demeanor when dealing with CTO/Sergeant/Command Staff. Clearly understands the chain of command and follows it at all times.
  - ii. 3 – Acceptable
    - 1. Understands the chain of command and deals with CTO/Sergeant/Command Staff in a positive manner.
  - iii. 2 – Improvement Needed
    - 1. Occasionally seems reluctant to accept or rationalizes actions when receiving constructive criticism.
  - iv. 1 – Unacceptable
    - 1. Becomes abrupt, belligerent, overbearing, arrogant, or uncommunicative when receiving constructive criticism from CTO/Sergeant/ or a Command Staff member. Poor "non-verbal" skills, crossing arms or rolling eyes when weaknesses are being discussed.
- g. Maintenance of Work Area – Assigned Post/Control Booth – Evaluates the trainee's attention to maintenance and care of work area, primarily but not limited to their assigned post/control booth/intake/booking/etc.
- i. 4 – Exceptional
    - 1. Shows exceptional concern for keeping work area clean, free of debris and properly set up, especially near end of shift in anticipation of the needs of other deputies. Displays concern for all assigned equipment, avoiding needless abuse and/or damage.

- ii. 3 – Acceptable
  - 1. Maintains work area to an acceptable level, showing concerned for all assigned equipment.
- iii. 2 – Improvement Needed
  - 1. Occasionally fails to maintain a clean or functional work area, leaving debris in work area.
- iv. 1 – Unacceptable
  - 1. Continually leaves work area messy or unorganized. Receives complaints from other deputies regarding care/condition of equipment. Has an unacceptable degree of concern for avoidance of needless abuse and/or damage to assigned equipment.

## II. PHASE I OBSERVER

### A. Orientation

- a. Organization and Rank – The trainee will describe the organization and rank structure of the department.
  - i. Sheriff
  - ii. Undersheriff
  - iii. Assistant Sheriff
  - iv. Deputy Chief
  - v. Captain
  - vi. Organizational Units
    - 1. Areas
    - 2. Bureaus
    - 3. Details
    - 4. Divisions
    - 5. Resident Post
    - 6. Sections
    - 7. Stations
    - 8. Substations
    - 9. Units
- b. Organization and Rank – Station Level – The trainee will describe the organization and rank structure of the station.
  - i. Commander (Captain)
  - ii. Lieutenant
  - iii. Sergeant
    - 1. Detective
    - 2. Administrative
    - 3. Watch Commander
  - iv. Detective
  - v. Field Training Officer
  - vi. Corporal
  - vii. Deputies
    - 1. Patrol
    - 2. Acting Detective

- 3. Supplemental Positions
- viii. Station Clerks
- ix. Automotive Officers/Property Officers
- x. Volunteers
  - 1. Reserve Deputies
  - 2. Posse
  - 3. Search and Rescue
  - 4. Citizen Volunteers
- c. Station Tour – The trainee will receive a tour of the duty station.
  - i. Squad Room
  - ii. Locker Room(s)
  - iii. Staff Offices
  - iv. Records/Public Window
  - v. Forms and Supply Rooms
  - vi. Equipment Rooms/Armory
  - vii. Evidence Room/Area
  - viii. Manual and Reference Locations
  - ix. Outside Facilities
    - 1. Parking lot(s)
    - 2. Gas Pumps
    - 3. Car Wash/Auto Maintenance Area
- d. Area Tour – The trainee will receive a tour of the jurisdictional area and identify the location of the following.
  - i. Boundaries/Jurisdictions
  - ii. Landmarks
  - iii. Natural Barriers/characteristics
  - iv. Jail/Prisons
  - v. Dispatch Center
  - vi. Juvenile Hall/Behavioral Health
  - vii. Hospitals/Mental Health Facilities
- e. Law Enforcement Agencies – The trainee will identify the following Local/State/Federal Law Enforcement Agencies
  - i. Local
    - 1. Sheriff Stations
    - 2. Police Departments
    - 3. Probation
  - ii. State
    - 1. California Highway Patrol
    - 2. State Police
    - 3. Department of Justice
    - 4. Alcoholic Beverage Control
    - 5. Fish and Game
    - 6. Campus Police
    - 7. Parole
  - iii. Federal
    - 1. Federal Bureau of Investigation
    - 2. Alcohol, Tobacco and Firearms

3. Secret Service
  4. Customs/Internal Revenue Service
  5. Military Police
  6. Bureau of Land Management
  7. Homeland Security
- f. Community Resources – The trainee will identify the following Community Resources.
- i. Hospitals
  - ii. Schools
  - iii. Utility Companies
  - iv. Salvation Army
  - v. Shelters
    1. Homeless
    2. Domestic Violence
  - vi. Drug and Alcohol Treatment
  - vii. Red Cross
  - viii. H.O.P.E Outreach Program
  - ix. Mental Health Resources
- g. Other Area Agencies/Facilities – The trainee will identify the following Other Area Agencies/Facilities
- i. Department of Motor Vehicles
  - ii. Welfare Fraud Division
  - iii. Courts
  - iv. Welfare and Child Protective Services
  - v. Fire Departments/Stations
  - vi. Railroads
  - vii. Transportation Maintenance
  - viii. Public Works
  - ix. City Hall

#### B. Professional Responsibility

- a. Law Enforcement Code of Ethics – The trainee will read the Law Enforcement Code of Ethics
- i. AS A LAW ENFORCEMENT OFFICER, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

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

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

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

- b. Mission Statement – The trainee will read the Department’s Mission Statement
  - i. Provide collaborative law enforcement solutions that meet the needs of our communities and partners by delivering quality professional services to America's largest county.
- c. Value Statement – The trainee will read the department’s Value Statement.
  - i. INTEGRITY  
Honest and ethical behavior while giving due respect to each individual inside and outside our department.

#### LEADERSHIP

Shape the future with courage, creativity, diversity, mentoring and accountability.

#### PARTNERSHIP

Collaboration with internal and external partners to become more effective in providing a better quality of life for all we serve.

#### SERVICE

Provide quality service to the people who live, work and play in each of our communities.

#### RESPONSIBILITY

Accountability to deliver services through department members, within budget, while encouraging law enforcement innovation.

### C. Communications

- a. Communications – JIMSnet/CNI Usage – The trainee will identify and describe the laws and departmental policies pertaining to the use of CNI and JIMSnet use.
  - i. Penal Code Section 502
  - ii. Manual Section 2.434
  - iii. Sign-on Advisal
- b. Tiburon/CAD Usage – The trainee will identify and describe the laws and departmental policies pertaining to the use of Communications-Tiburon and CAD Operation.
  - i. Penal Code Section 502

- ii. Manual Section 2.528
  - iii. Audit of Transmissions
  - iv. Sign-on Advisal
- c. Communications-800 MHZ – The trainee will identify and describe the laws and departmental policies pertaining to the use of Communications-800 MHZ.
  - i. FCC Regulations
    - 1. Language
    - 2. Official Use
  - ii. Manual Sections 2.522
- d. Demonstrate Basic Unit Radio and HT Functions – The trainee will, after reviewing related training materials, demonstrate basic unit radio and HT functions.
  - i. Training Materials
    - 1. In-service Videos
    - 2. Unit and HT Radio Manuals
    - 3. 800 MHZ Training Booklet
  - ii. Unit Radio Functions
    - 1. Location of Controls and Use
    - 2. Emergency Button
    - 3. Radio ID #
    - 4. Channel Selection
  - iii. HT Radio Functions
    - 1. Location of Controls and Use
    - 2. Emergency Button
    - 3. Radio ID #
    - 4. Channel Selection
  - iv. Radio Communications
    - 1. Clarity/Organization of thought
    - 2. Professional Voice
    - 3. Audience
- e. Demonstrate the Proper Basic Use of Tiburon Functions – the trainee will demonstrate the proper basic use of Tiburon and its functions.
  - i. Dispatch
    - 1. Sign-on and Sign-off
    - 2. Viewing Dispatched Message
  - ii. Inquiries
    - 1. Vehicle Wants
    - 2. Person Wants
    - 3. Property Wants
    - 4. CDL Information
    - 5. Registration Information
  - iii. Code 1000
    - 1. Use
    - 2. Accidental Set-off
    - 3. Procedures for Clearing

D. Vehicle Operation (Hospital Trans/Trans)

- a. Vehicle Operation – Orientation – The trainee will demonstrate the proper use of various safety and operational equipment within the patrol vehicle. The trainee will also identify the purpose of and properly complete the vehicle checklist.
  - i. Emergency Equipment Control Box
    - 1. Siren., P.A., Bullhorn
    - 2. Take-down Lights, Alley Lights, Spot Lights
    - 3. Shotgun Lock
  - ii. Shotgun
    - 1. Loading/Unloading
    - 2. Dismantling/Inspection
  - iii. Other Features
    - 1. Parking Lights
    - 2. Map Light
    - 3. Flashlights
    - 4. Trunk Release
    - 5. Rear Passenger Door Locks
    - 6. Headlight Delay Switch
  - iv. Vehicle Checklist
    - 1. Purpose
    - 2. Inventory
    - 3. Inspection
  - v. Department Seat Belt Policy
  - vi. Fuel Logs and Receipts
- b. Vehicle Operation – Safety – The trainee will review and explain safety considerations as they relate to vehicle operation.
  - i. Backing
  - ii. Parking
  - iii. Right-of-way violations
  - iv. Passing
  - v. Excessive speed
  - vi. Driver condition
  - vii. Vehicle condition
  - viii. Environmental conditions, including road surfaces
  - ix. Vehicle speed
  - x. Reaction time and distance
  - xi. Braking distance
  - xii. Knowledge of anti-lock braking system
- c. Components of Defensive Driving – The trainee will discuss and identify the components of ‘defensive driving’.
  - i. Driver Attitude
    - 1. Over-confidence
    - 2. Impatience
    - 3. Self-righteousness
  - ii. Driver Skill
  - iii. Vehicle Capability
  - iv. Seatbelt Usage



- v. Fatigue
  - 1. Lower visual efficiency
  - 2. Slower reaction time
- d. California Vehicle Code Regulations pertaining to Emergency Vehicle Operations – The trainee will define and discuss the California Vehicle Code regulations that govern the operation of an emergency vehicle and describe the potential liability issues related to vehicle operation.
  - i. 21052 CVC
    - 1. “Rules of the Road”
  - ii. 21055 CVC
    - 1. Responding to an emergency call
    - 2. Engaged in a rescue operation
    - 3. In pursuit of a violator
    - 4. Responding to a fire alarm
  - iii. 21055 (b) CVC
  - iv. 21807 CVC
    - 1. Use of red lights and siren
  - v. 21056 CVC
    - 1. Failure to drive with due regard
  - vi. 17004.7 CVC
    - 1. Agency Policy
  - vii. 17001 CVC
    - 1. Negligent or wrongful act or omission by employee

#### E. Report Writing

- a. Criminal Investigation Forms – The trainee will identify and describe the use of each of the following criminal investigation forms.
  - i. CR-1 (face-sheet)
  - ii. CR-2 (narratives supplemental)
  - iii. CR-3 (property list)
  - iv. CR-4 (case disposition)
  - v. CHP 180
  - vi. Application for 72-hour detention
  - vii. Dental/medical records release
  - viii. Consent to search
  - ix. Field Interrogation Card
  - x. S.M.A.S.H. Cards
  - xi. D.O.J. Disposition/arrest
- b. Administrative Forms – The trainee will identify the purpose of the following administrative forms.
  - i. Vehicle Incident Report Form
  - ii. Reimbursement for Incurred Expenses
  - iii. Interoffice Memorandum
  - iv. Personal Property Claim
  - v. Press Release
  - vi. Communicable Disease Contact Form
  - vii. Overtime Form

F. Search and Seizure

- a. Use of Force Policy – The trainee will identify and describe the following Detention and Corrections Bureau Policy pertaining to the use of force, as well as the Department Use of Force Policy. Trainee will also be able to describe the difference in the Department policy (4<sup>th</sup> Amendment) and the Bureau policy (8<sup>th</sup> Amendment – Hudson v. McMillian).
  - i. Bureau Policy:
    1. 14.100 Use of Physical Force
      - a. Section 14.110.00 (Application of Approved Procedures)
      - b. Section 14.110.05 (Actions Constituting Use of Force)
      - c. Section 14.120.00 (Deputies' Responsibilities)
      - d. Section 14.140.00 (Potential Uses of Force)
      - e. Section 14.140.05 (Notification of Shift Supervisor)
      - f. Section 14.140.20 (Protective Equipment)
      - g. Section 14.150.00 (Notification of Facility Commander)
      - h. Section 14.160.00 (Placing Inmates Against Wall/Prone)
      - i. Section 14.165.00 (Less Lethal Shotgun)
      - j. Section 14.165.01 (Less Lethal Shotgun Storage)
      - k. Section 14.165.02 (Rubber Ball Grenade Use)
      - l. Section 14.165.04 (Medical Treatment)
      - m. Section 14.165.06 (Reporting the Use of Less Lethal Force)
      - n. Section 14.165.08 (Tasers)
  - ii. Department Policy:
    1. Volume 3 Section 300
      - a. Section 3.600, 3.604, 3.606 (Use of Force)
      - b. Section 3.610 (Reporting)
      - c. Section 3.624 (Chemical Agents)
      - d. Section 3.624.15 – 3.626 (Aerosol Tear Agents)
      - e. Section 3.624.10 (Other Chemical Agents)
      - f. Section 3.628 (Less than Lethal)
      - g. Section 3.630 – 3.630.45 (Taser)
      - h. Section 3.608 (Use of Deadly Force)
      - i. Section 3.436 (Use of Handcuffs)
      - j. Section 3.438 (Transport Violent Persons/Leg Restraints)
- b. Laws of Arrest – Applicability to Corrections – The trainee will identify and describe the use of the following penal code sections related to arrest.
  - i. Definition of Crime (PC 15)
  - ii. Capability of Committing Crime (PC 26)
  - iii. Parties, Principles and Accessories (PC 30, 31)
  - iv. Crime Classifications (PC 17)
  - v. Infractions (PC 19.6, 19.7, 19.8)
  - vi. Unity of Act Aims Intent (PC 20)
  - vii. Arrest Defined (PC 834)
  - viii. Use of Force to Arrest (PC 835a)
  - ix. Arrest Without a Warrant (PC 836, 836.5)

- x. Citizen's Arrest (PC 837)
  - xi. Forced Entry to Arrest (PC 844, 345)
  - xii. Duty to Take Before a Magistrate (PC 849)
  - xiii. Time of Arrest (PC 840)
  - xiv. Advisal of Arrest (PC 841)
  - xv. Warrant Arrests:
    - 1. Force Permissible (PC 834)
    - 2. Forced Entry (PC 1531, 1532)
  - xvi. Fresh Pursuit (PC 852.2, 852.3)
  - xvii. Cite Releases (PC 853.5, 853.6)
  - xviii. Resisting Arrest (PC 69, 148)
  - c. Laws of Search – The trainee will identify and describe the use of the following laws related to search and seizure.
    - i. Stop and Frisk/Pat Down Searches
      - 1. Reasonable Suspicion
      - 2. Terry Vs. Ohio (pat down)
      - 3. Pretext Stop and Search
      - 4. Exigent Circumstances
    - ii. Vehicle Searches
      - 1. Chimel vs. California (arm's length)
      - 2. Inventory Search (VC22651)
      - 3. Plain View, Scent, Hearing
      - 4. Contemporaneous to Arrest (New York vs. Belton)
      - 5. Carroll vs. U.S. (vehicle search)
      - 6. Closed Container/Locked Container
    - iii. Parole and Probation Searches
      - 1. Probable Cause Requirements
      - 2. Knowledge of Subject's Status Prior to Search
    - iv. Search Warrants
      - 1. Probable Cause Requirements
        - i. Reliability of Information/Informants
        - ii. Current Information
        - iii. Day vs. Night Service
        - iv. Sneak and Peak
      - 2. Gaining Entry
        - i. Knock and Notice
        - ii. Forced Entry (PC 1531, 1532)
        - iii. Advisal
        - iv. Providing Copy of Warrant
        - v. Reading a Warrant
        - vi. Receipts
    - v. Strip Search
      - 1. Probable Cause
      - 2. Watch Commander Notification
      - 3. Manual Sections 3.458 – 3.458.10
- As Well As – Detention and Corrections Policy Section 9.100  
9.110.00 Cursory Searches

- 9.111.00 Head Coverings
  - 9.113.00 Cursory Searches of Visitors
  - 9.115.00 Vehicle Searches
  - Strip Searches
  - 9.120.00 Strip Searches
  - 9.121.00 Strip Searches Definitions
  - 9.123.00 ...Of Inmates Being Introduced into General Population
  - 9.124.00 ...Of Inmates Being Re-introduced into General Population
  - 9.124.05 Strip Searches of Inmates within General Population
  - 9.124.10 Search Procedures for Transgender/Intersex Inmates
  - 9.125.00 Strip Searches of Court Ordered Releases
  - 9.127.00 Strip Searches of Inmates with Misdemeanor Charges
  - 9.129.00 Completing the Strip Search Authorization Form
  - 9.130.00 Procedures for Conducting a Strip Search
  - 9.132.00 Strip Search Update in JIMS
  - 9.133.00 Physical Contact or Restraint During a Search
  - 9.134.00 Contraband Found During a Search
  - 9.135.00 Mass Strip Searches
  - 9.140.00 Refusal to Remove a Foreign Object
  - 9.150.00 Body Cavity Searches
  - d. Use of Force Options – The trainee will identify and describe the elements of the use of force continuum.
    - i. Use of Force Options
      - 1. Professional Presence
      - 2. Verbal Skills/Tactical Communication
      - 3. Active and Passive Countermeasures
      - 4. Chemicals and Electronics
      - 5. Intermediate Weapons
      - 6. Lethal Force
  - e. Tactical Communication – The trainee will list and describe the elements of the key elements of tactical communication.
    - i. Tactical Communication
      - 1. 8-Step Traffic Stop
      - 2. Tactical 5-Step
      - 3. S.A.F.E.R.
      - 4. Goal of Law Enforcement
      - 5. Deflectors
      - 6. Professional vs. Personal Face
- G. Principle Enforcement Codes
- a. California Penal Codes – The trainee will identify and describe the following code sections:
    - i. PC 4570-4573
    - ii. PC 242
    - iii. PC 243
    - iv. PC 245
    - v. PC 148
    - vi. PC187

- vii. PC 415
  - viii. PC 417
  - ix. PC 484
  - x. PC 487
  - xi. PC 488
  - xii. PC 594
  - xiii. PC 647
  - xiv. PC 69
- b. Health and Safety Code – The trainee will identify and describe the following code sections:
- i. HS 11357 (a) (b)
  - ii. HS 11550
  - iii. HS 11350
  - iv. HS 11377
  - v. HS 11378
  - vi. HS 11379
- c. Welfare and Institution Codes – The trainee will identify and describe the following code sections:
- i. WI 300
  - ii. WI 601
  - iii. WI 602
  - iv. WI 660.5
  - v. WI 5150
  - vi. WI 8120 (guns)
  - vii. WI 5585.50 (juveniles)

H. Professional Appearance

- a. Firearms/Weapons Qualification – UOF – The trainee will have demonstrated competency in the following critical areas before continuing in the CTO process. Competency can be established by contacting the Sheriff’s Training Division and documenting attendance at Trimester Training where these areas were demonstrated.

Record Date of UOF Class in Comments

- b. Arrest and Control Techniques – The trainee will have demonstrated competency in the following critical areas before continuing in the CTO process. Competency can be established by contacting the Sheriff’s Training Division and documenting attendance at Tr4imester Training where these areas were demonstrated.

Arrest and Control Techniques

Record Date of UOF Class in Comments

- c. Impact Weapon Qualification – The trainee will have demonstrated competency in the following critical areas before continuing in the CTO process. Competency can be established by contacting the Sheriff’s Training Division and

documenting attendance at Trimester Training where these areas were demonstrated.

Impact Weapon Qualification

Record Date of UOF Class in Comments

### **III. PHASE II PARTICIPANT**

#### **A. Security Issues**

##### **a. Policy**

##### **i. Bureau Policy**

1. Codes for Serious Incidents
2. Lock-down Policy
3. No-Dial Alarm
4. Emergency Operations Plan
5. Evacuation Plan

Facility Specific Policies

Post Orders (as applicable)

##### **b. Code Blue – The trainee will demonstrate Proficiency and understanding of Code Blue procedures.**

- i. Explains how a Code Blue is used when an inmate appears to be in a life-threatening medical situation.
- ii. Properly identifies and confirms the situation.
- iii. Notifies facility via HT radio a Code Blue exists at their location and notifies nursing staff via radio or phone of the situation. Deputy conveys all pertinent information.
- iv. Notifies supervisor of the Code Blue and conveys all pertinent information
- v. Administers first aid as needed
- vi. Secures area as a possible crime scene
- vii. Understands and exhibits proper officer safety and maintains facility security during the incident.

##### **c. Code Red – The trainee will demonstrate proficiency and understanding of Code Red procedures.**

- i. Explains why a Code Red requires a total lockdown of the facility including:
  1. Inmates
  2. Visitors
  3. Outside agencies
  4. Professional employees
- ii. Notifies watch commander and other staff throughout the facility when a condition occurs that may merit a Code Red.
  1. Physically accounts for all staff members in his assigned area
  2. Stops and controls all visits, deliveries and civilian activity.
  3. Ensures all doors are secured and closed
  4. Conducts an inmate count of his assigned area when instructed to by the shift supervisor.

5. Maintains Code Red protocol until lifted by the shift supervisor.
- d. Man-Down Procedure – The trainee will demonstrate proficiency and understanding of Man Down procedures.
    - i. Properly assesses and confirms the situation.
    - ii. Notifies the facility via HT radio of the Man Down situation.
    - iii. Notifies medical staff and shift supervisor of “Man Down” via HT or telephone
    - iv. Advises of location, number affected and type of injuries.
    - v. Secures, maintains and monitors location as a crime scene
    - vi. Exhibits proper officer safety during the incident.
    - vii. Appropriately documents incident.
  - e. No Dial Alarms – The trainee will demonstrate proficiency and understanding of No Dial Alarms.
    - i. Explains how No Dial Alarms are activated by removing any (alarmed) inter-facility phone handset from its receiver, for a designated time period without dialing a number.
    - ii. Responds to the location to investigate the cause of the alarm, when notified a No Dial Alarm is activated.
    - iii. Checks No Dial Alarms visually before declaring a Code-4 status to ensure staff is not injured or in need of assistance.
  - f. Lockdown – The trainee will demonstrate proficiency and understanding of Lockdown Procedures.
    - i. Implements a general housing lockdown whenever facility operations require it, identifying and advising the reason for the lockdown.
    - ii. Advises staff and inmates that a lockdown is imminent.
    - iii. Gives clear instruction to all inmates involved in the lockdown.
    - iv. Practices proper officer and facility safety during the lockdown.
    - v. Does not use mass lockdown as a disciplinary tool.
    - vi. Lifts the lockdown and resumes normal housing status when activity is complete.
  - g. Hostage Situation – The trainee will demonstrate proficiency and understanding of Hostage Situations.
    - i. Immediately notifies a shift supervisor upon discovering a hostage situation.
    - ii. Assumes a “Code Red” status until the situation is resolved.
    - iii. Isolates and secures the scene.
    - iv. Initiates a log of activity and video of the incident as soon as possible.
    - v. Identifies hostages, if possible and any weapons that may be involved.
    - vi. Does not negotiate in any way with hostage taker.
  - h. Evacuation Plans – The trainee will demonstrate proficiency and understanding of Evacuation Plans.
    - i. Demonstrates familiarity with the facility exit paths and what steps are necessary in the event of an emergency.
    - ii. Demonstrates which keys operate which doors and where the exit paths lead.
    - iii. Demonstrates:
      1. Stages of evacuation

2. Evacuation routes
3. Emergency notifications
4. Fire Suppression devices and operating procedures
5. Earthquake response

B. Searches

- a. Policies – Required Reading
  - i. Department Policy
    1. Field Searches of Arrestees
    2. Booking Searches
    3. Strip Searches
    4. Criteria for Conducting a Strip Search
    5. Body Cavity Searches
    6. Criteria for Conducting Body Cavity Search
  - ii. Bureau Policy
    1. Cursory Searches
    2. Placing Inmates Against Walls/Prone
    3. Cell Inspections
    4. Strip Searches
    5. Strip Search Update in JIMS
    6. Mass strip Searches
    7. Body Cavity Search
  - iii. Facility Specific Policy as applicable
  - iv. Post Orders as applicable
- b. Cursory Searches – The trainee will Demonstrate proficiency and understanding of Cursory Searches.
  - i. Properly performs cursory searches
  - ii. Conducts cursory searches in safe and appropriate locations.
  - iii. Only conducts cursory searches on inmates of the same gender
  - iv. Only removes inmates clothing that is allowed by policy and law during the search.
  - v. Performs random cursory searches
- c. Housing Searches – The trainee will demonstrate proficiency and understanding in Housing Unit Searches.
  - i. Properly conducts a cell inspection.
  - ii. Conducts inspections as often as possible.
  - iii. Exhibits proper officer safety during cell searches and housing unit shakedowns including:
  - iv. Use of back-up deputies whenever appropriate
  - v. Communicating with staff in control rooms
  - vi. Conducts random searches for facility maintenance, facility damage, breaches of security, etc.
  - vii. Conducts cell searches and physically inspects the cell and all its contents.
  - viii. Conducts random searches of inmates based on specific information or reasonable suspicion.
  - ix. Conducts searches after normal lights-out time only when an emergency exists.



- x. Properly conducts a housing unit shakedown.
  - xi. Ensures a supervisor is advised and present during the shakedown.
  - xii. Logs all activities and recovered contraband during the shakedown.
  - xiii. Conducts the shakedown in a manner least disturbing to inmate property.
  - xiv. Identifies what items are subject to seizure and identifies proper disposition after seizure.
  - xv. Disposes of contraband properly and as soon as possible according to facility post orders.
- d. Strip Searches – The trainee will demonstrate proficiency and understanding in Strip Searches.
- i. Articulates reasonable suspicion (based on specific facts as stated in PC4030) that inmates are concealing weapons or contraband on their person.
  - ii. Completes a Strip Search Authorization form (ASU #020402) prior to search.
  - iii. Ensures a shift supervisor approves the search, signs the form and is present during the search.
  - iv. Files the authorization form in the inmate’s booking jacket and forwards a copy to the facility administration.
  - v. Provides a copy of the authorization form to the inmate upon written request.
  - vi. Initiates a criminal and/or discipline report if the search produces weapons or contraband (weapons and/or contraband are logged on the facility contraband log).
  - vii. Exhibits knowledge and understanding of exceptions to the strip search authorization form.
  - viii. Only allows others whose presence is necessary to maintain security and to aid in administering the search to be present during the process.
  - ix. Only allows deputies of the same gender to be present during the search.
  - x. Secludes the search from view of unauthorized personnel or inmates.

C. Observation Logs

- a. Policies – Required Reading
  - i. Bureau Policy
    - 1. Minimum Jail Standards
    - 2. Restraint Requirements
    - 3. Suicidal Inmates
    - 4. Safety Checks
    - 5. Administrative Housing Observation Logs
  - ii. Title 15
    - 1. Article 15
      - a. 1055: Use of Safety Cell
      - b. 1056: Use of Sobering Cell
  - iii. Facility Specific Policy as applicable
  - iv. Post Orders as applicable

- b. Observation Checks/Logs – The trainee will demonstrate proficiency and understanding of Observation Checks/Logs procedures.
  - i. Conducts safety/observation checks at least hourly through direct visual contact.
  - ii. Conducts observation checks of cells on a random basis.
  - iii. Properly documents inmate activity on paper log where applicable.
  - iv. Visually inspects occupied Safety Cell twice every half hour and notes log accordingly.
  - v. Visually inspects occupied suspended booking cell every half hour and notes log accordingly.
  - vi. Visually inspects occupied sobering cell every half hour and notes log accordingly.

D. Inmate Count

- a. Policies – Required Reading
  - i. Bureau Policy
    - 1. Count Procedures
  - ii. Title 15
    - 1. Article 4
      - a. 1040: Population Accounting
  - iii. Facility Specific Policy as applicable
  - iv. Post Orders as applicable
- b. Inmate Count Procedures – The trainee will demonstrate proficiency and understanding in Inmate Count Procedures.
  - i. Properly and successfully conduct inmate count in a housing unit.
  - ii. Confirms inmate’s identification through photo, name and booking number.
  - iii. Properly follows the facility’s procedures for confirming a clear count.
  - iv. Follows proper procedure for locating missing inmates set forth in facility specific policy.
  - v. Properly follows the facility’s procedures for advising that his count is not clear.
  - vi. Submits complete count sheets according to facility specific policy.

E. Inmate Movement

- a. Movement Policies
  - i. Bureau Policy
    - 1. Inmate Movement
    - 2. Codes for serious incidents
    - 3. Inmate movement within any hospital
  - ii. Facility Specific Policy as applicable
  - iii. Post Orders as applicable
- b. Inmate Movement – The trainee will demonstrate proficiency and understanding of Inmate Movement procedures.
  - i. Does not walk ahead of inmates or turn his back on them.
  - ii. Does not move high security, combative, SMI / SMIL, or intoxicated inmates without the proper backup.
  - iii. Does not leave another deputy his is assisting until the movement and/or contact is complete.

- iv. Notifies fellow staff before entering an occupied cell.
- v. Practices proper inmate movement procedures as per facility policy.
- vi. Considers classification of inmate before contact or movement.
- vii. Uses barriers when possible if contact or movement is occurring.

**F. Inmate Contact**

- a. Inmate Contact Policies
  - i. Bureau Policy
    - 1. Security Clearance
    - 2. Inmate Contact – Repair workers and vendors
  - ii. Facility Specific policy as applicable
  - iii. Post Orders as applicable
- b. Inmate Contact – The trainee will demonstrate proficiency and understanding of Inmate Contact procedures.
  - i. Does not allow unauthorized person into an inmate housing area
  - ii. Does not allow any physical contact between professional staff and inmates in a housing unit unless a deputy is present and facility security is maintained.
  - iii. Demonstrates proper officer safety when in the presence of inmates:
    - 1. Tactical communication
    - 2. Tactical stance
    - 3. Tactical distance
    - 4. Surroundings
    - 5. Inmate posture
    - 6. Inmate attitude
    - 7. Use of barriers
  - iv. Properly utilizes safety equipment
  - v. Uses belt recorder whenever possible during inmate contact.
  - vi. Properly uses and maintains issued safety equipment

**IV. PHASE III PARTNER**

**A. Inmate Discipline**

- a. Inmate Discipline - Policy
  - i. Bureau Policy
    - 1. Inmate Discipline Reports
    - 2. Inmate Discipline and Revocation of Pro Per Status
    - 3. Minor Rule Violations
    - 4. Multiple Minor Rule Violations
    - 5. Major Rules Violations
    - 6. Multiple Discipline Violations
    - 7. Jail Discipline Report number and Jail Discipline
    - 8. Discipline Hearing
    - 9. Discipline Report
    - 10. Approval for Disciplinary Isolation Diet
  - ii. Title 15
    - 1. Article
      - a. 1080: Rules and Disciplinary Penalties
      - b. 1081: Plan for Inmate Discipline
      - c. 1082: Forms of Discipline

- d. 1083: Limitations on Disciplinary Actions
      - e. 1084: Disciplinary Records
    - iii. Facility Specific Policies as applicable
    - iv. Post Orders as applicable
  - b. Inmate Discipline – The trainee will demonstrate proficiency and understanding in Inmate Discipline procedures.
    - i. Handles minor rule violations with counseling or written minor incident reports, or both.
    - ii. Writes an inmate discipline report after three minor infractions in a 30-day period.
    - iii. Handles major rule violations by writing an inmate discipline report.
    - iv. Notifies inmate of discipline verbally.
    - v. Obtains a Jail Discipline Report number (JDR).
    - vi. Supplies the inmate with a copy of the signed discipline report.
    - vii. Is familiar with the Discipline Hearing process.
    - viii. Properly inventories inmate property.
    - ix. Distributes copies of property inventory to inmate, booking jacket and supervisor as per facility policy.
    - x. Acquires new housing location according to facility policy.
    - xi. Is familiar with the Disciplinary Isolation Diet process.
    - xii. Does not impose mass discipline.
- B. Inmate Grievances
- a. Grievance Policy
    - i. Bureau Policy
      - 1. Inmate Grievance Policy
      - 2. Inmate Grievance Procedure
      - 3. Exception to Initial Grievance Filing
      - 4. Investigation Procedures
      - 5. Disposition
      - 6. Grievance Procedure Time Limit
      - 7. Grievance Appeals
      - 8. Grievance Program Abuse
      - 9. Rejections
      - 10. Misrepresentation of Mail as Legal
      - 11. Loss of Phone Privileges
    - ii. Title 15
      - 1. Article 6
        - a. 1073: Inmate Grievance Procedure
    - iii. Facility Specific Policy as applicable
    - iv. Post Orders as applicable
  - b. Inmate Grievances – The trainee will demonstrate proficiency and understanding of Inmate Grievance procedures.
    - i. Understands difference between grievance and request.
    - ii. Distributes a grievance form upon request.
    - iii. Reviews the grievance form to ensure there is only one complaint per form and the form is complete and legible.
    - iv. Resolves issue at the lowest level possible.

- v. Accepts the grievance whether or not the grievance is resolved.
- vi. Enters his name, date and time received on the grievance form.
- vii. Describes the resolution on the grievance investigation form (ASU #050402) if deputy resolved the grievance.
- viii. Forwards completed grievance investigation form along with the original grievance form to the on-duty supervisor for review.
- ix. Does not assist the inmate in completing the grievance form.
- x. Gives inmate copy of grievance
- xi. Submits valid grievances to shift supervisor by EOW.

#### C. Request Slips

- a. Request Slips – Policies
  - i. Bureau Policy
    - 1. Request Slips
    - 2. Inmate Request Slips
    - 3. Religious Request Slips
    - 4. Library Request Slips
    - 5. Medical Request Slips
    - 6. Indigent Inmates' Personal Mail Supplies
    - 7. Indigent Inmates' Legal Mail
    - 8. Request for Specific Religious Services and Practices
    - 9. Inmate Access to TDD Devices
    - 10. Inmate Telephone Calls
  - ii. Facility Specific Policies as applicable
  - iii. Post Orders as applicable
- b. Request Slips – The trainee will demonstrate proficiency and understanding of Inmate Request Slips.
  - i. Provides request slips to the inmates.
  - ii. Ensures requests contain; inmate's name, booking and housing location.
  - iii. Responds to all requests for money balances, out dates, holds, court dates, etc.
  - iv. Forwards all other requests, i.e.: medical, commissary, chaplain, library, and property to the appropriate personnel.
  - v. Answers, signs, date and write 'FILE' across the request slip then forwards to the bridge for filing.
  - vi. Does not let inmate keep answered request slips.

#### D. Feeding

- a. Meal Service – Policies
  - i. Bureau Policy
    - 1. Facility Meal Service Procedures
    - 2. Meal Service Requirements
    - 3. Meal Service Guidelines
  - ii. Title 15
    - 1. Article 12
      - a. 1240: Frequency of Serving
      - b. 1241: Minimum Diet
      - c. 1246: Food Serving and Supervision
      - d. 1247: Disciplinary Isolation Diet

- e. 1248: Medical Diets
  - iii. Facility Specific Policies as applicable
  - iv. Post Orders as applicable
- b. Meal Service Guidelines/Procedures – The trainee will demonstrate proficiency and understanding in the Meal Service Policy and Procedures.
  - i. Conducts a visual inspection of all inmates at each meal
  - ii. Ensures all inmates who eat in cells, stand at the door.
  - iii. Visually checks each inmate for any medical or behavioral problems.
  - iv. Ensures all inmates who eat in dayrooms or chow halls leave their bunks and line up for chow.
  - v. Allows inmate who do not wish to eat to return to their bunk or cell after visual inspection.
  - vi. Allow all inmates a minimum of fifteen minutes to eat.
  - vii. Does not give second portions to inmates.
  - viii. Properly serve inmates that are prescribed special diets according to facility policy.
  - ix. Does not allow inmates who refuse their special diet to eat a regular food tray and follow procedure for documentation and notification of the refusal.
  - x. Ensures all eating implements are returned when the meal is finished, and no food is taken back to the cell or bunk areas.
  - xi. Understand and exhibits proper officer safety skills, tactics, and positioning during meal times.

E. Mail

- a. Mail – Policy
  - i. Bureau Policy
    - 1. Registration Procedure
    - 2. Voting Procedure
    - 3. Acceptance of Sample Ballot
    - 4. Inmate Mail
    - 5. Indigent Inmates' Personal Mail Supplies
    - 6. Processing Incoming Inmate Mail
    - 7. Dead Mail Definition
    - 8. Unauthorized Items
    - 9. Delivery / Storage of Inmate Mail
    - 10. Returning Inmate Mail to Sender
    - 11. Bail Agent Mail
    - 12. Letter, Photographs, and Greeting Cards
    - 13. Publications
    - 14. Books
    - 15. Legal Mail
    - 16. Misrepresentation of Mail as Legal
    - 17. Inmate Money Received through Incoming Mail
    - 18. Processing Money Sent by Mail
    - 19. Processing Mail Not on Housing List
    - 20. Mail
  - ii. Title 15

1. Article 6
  - a. 1063: Correspondence
  - b. 1066: Books, Newspapers, Periodicals, Writings
  - c. 1068: Access to Courts and Counsel
- iii. Facility Specific Policies as applicable
- iv. Post Orders as applicable
- b. Mail – The trainee will demonstrate proficiency and understanding in Mail Policy and Procedure.
  - i. Personally, hands out all inmate mail.
  - ii. Confiscates gang related and/or sexual photographs and places on inmate’s personal property.
  - iii. Immediately denies magazine privileges to any inmate who uses these periodicals to deface or cover walls or windows in the cell, and documents the actions taken in a discipline report.
  - iv. Inspects outgoing mail for information relating to gang or criminal activity and submits mail containing such information.
  - v. Opens incoming legal mail in the presence of the inmate, to inspect and search for contraband, cash, checks, or money orders.
  - vi. Inspects outgoing legal mail for contraband in the presence of the inmate.
  - vii. Has inmate seal the envelope in his presence.
  - viii. Writes his initial and employee number over the sealed portion of the envelope before mailing.

F. Outside Recreation

- a. Outside Recreation – Policy
  - i. Bureau Policy
    1. Minimum Requirement for Outside Recreation
    2. Recreation Log
    3. Housing Deputy Responsibilities
    4. Types of Outside Recreation
    5. Outside Recreation Time Periods
    6. Inmate Conduct
    7. Loss of Recreation Privileges
    8. Inclement Weather
  - ii. Title 15
    1. Article 6
      - a. 1065: Exercise and Recreation
  - iii. Facility Specific Policy as applicable
  - iv. Post Orders as applicable
- b. Outside Recreation – The trainee will demonstrate proficiency and understanding in Outside Recreation Policy.
  - i. Ensures every eligible inmate receives outside recreation according to established schedules, totaling at least three hours in every seven-day period.
  - ii. Completes a physical security inspection of the designated recreation area prior to recreation time.

- iii. Does not allow different classifications of inmates to occupy recreation areas at the same time.
- iv. Monitors inmates during recreation time.
- v. Explains to CTO the circumstances in which recreations time may be canceled.
- vi. Ensures all recreation time is logged in the unit's recreation log.

**V. PHASE IV LEAD DEPUTY**

A. Visiting Procedures

a. Visiting Policies

i. Bureau Policy

- 1. Minimum Requirements for Visiting
- 2. Visiting Locations
- 3. Restricted Visitors
- 4. Requesting a Visit Under PC 4571
- 5. Pro Per Inmates
- 6. News Media Visits
- 7. Bail Agent Visits
- 8. Visiting Schedule
- 9. Unauthorized Devices in Visiting Area
- 10. Visitors Personal Property in Visiting Area
- 11. Visiting Procedures
- 12. Visiting Appointments
- 13. Visitor Identification
- 14. Visitor Dress Code
- 15. Monitoring Visits
- 16. Termination of Visit
- 17. Denial of Visit
- 18. Temporary Suspension of Visiting Privileges
- 19. Minor Visits
- 20. Children in the Facility
- 21. Inmates in Intake
- 22. Inmate's Right to Refuse Visits
- 23. Visitor Injuries

ii. Title 15

1. Article 6

- a. 1062: Visiting
- b. 1068: Access to the Courts and Counsel

iii. Facility Specific Policy as applicable

iv. Post Orders as applicable

b. Visiting – The trainee will demonstrate proficiency and understanding in Visiting Procedures.

- i. Confirms identity of inmates corresponds to visiting list.
- ii. Inspects inmate visiting area before and after visits.
- iii. Appropriately searches inmate for contraband before entering and upon returning from visiting area.
- iv. Follows facility specific visiting procedures pertaining to inmates' public and official visitors.



## B. Intake Procedures

### a. Intake Procedures – Policy

#### i. Bureau Policy

1. Intake Procedure
2. Fast Identification (ID) Definition
3. Fast ID Procedures
4. Discrepancies
5. Health Screening
6. Removing Electronic Monitors
7. Removal of Artificial Hair
8. Removal of Religious Head Coverings
9. Photographing Inmates Wearing Religious Head cover
10. Property Taken as Evidence
11. Removal of Jewelry
12. Removal of Body Piercing's
13. Money Inventory
14. Contaminated Money
15. Manual Booking Procedure
16. Booking Procedure
17. Booking Photographs
18. Refusing to be Fingerprinted or Photographed
19. Intake Cite Release
20. Right of Arrested Person to Make Telephone Calls
21. Booking Phone Call Procedure
22. Suspended Booking/Sobering-Right to Make Phone Call
23. Booking Phone Call Procedure
24. Inmate Telephone Calls
25. Fingerprinting
26. Electronic Scan Failure
27. Amputees
28. Property Released as Evidence
29. Clothing Inventory at Intake
30. Inmates in Intake

#### ii. Title 15

1. Article 6
  - a. 1069: Inmate Orientation
2. Article 10
  - a. 1213: Detoxification Treatment
3. Article 13
  - a. 1263: Clothing Supply
  - b. 1265: Issue of Personal Care Items

#### iii. Facility Specific Policy as applicable

#### iv. Post Orders as applicable

### b. Intake Procedures – The trainee will demonstrate proficiency and understanding in Intake Procedures.

- i. Thoroughly but appropriately searches arrestee entering the intake/search and uncuff area.

- ii. Photographs and fingerprints new arrestees in the proper manner.
- iii. Ensures receiving screening health form questions are completed.
- iv. Returns unacceptable property to the arresting officer.
- v. Ensures arrestee property is handled according to policy.
- vi. Ensures the intake process occurs in a timely manner.
- vii. Notifies supervisor when placing inmate in:
  - 1. Safety Cell
  - 2. Suicide Cell
  - 3. Suspended Booking Cell
  - 4. Sobering Cell
  - 5. Restraint Chair
- viii. Exhibits proper officer safety tactics during the intake process

C. Weapon Storage

- a. Weapons Storage Policy
  - i. Department Policy
    - 1. Security Weapons Prior to Entering a Jail Facility
  - ii. Bureau Policy
    - 1. Firearms and Weapons
    - 2. Weapons
  - iii. Facility Specific Policy as applicable
  - iv. Post Orders as applicable
- b. Weapons Storage – The trainee will demonstrate proficiency and understanding in Weapons Storage.
  - i. Stores weapons in the appropriate gun locker, personal locker or personal vehicle.
  - ii. Carries O.C. on duty.
  - iii. Inventories all weapons and safety equipment at his assigned area. Any equipment missing or in need of repair is reported to a supervisor.
  - iv. Locates the facility armory and fully describes its contents.

D. Suicidal Inmates

- a. Suicidal Inmates – Policy
  - i. Bureau Policy
    - 1. Crisis Intervention Reports
    - 2. Attempted Suicide Report
    - 3. Suicidal Inmates
    - 4. Suicide Cell
    - 5. Suicide Cell Checks
    - 6. Suicide Cell Mental Health Evaluation
    - 7. Inmates on Suicide Watch
    - 8. Preservation of the Scene
    - 9. Emergency Medical Aid
  - ii. Title 15
    - 1. Article 11
      - a. 1219: Suicide Prevention Program
  - iii. Facility Specific Policy as applicable
    - 1. Suicide Prevention Plan
  - iv. Post Orders as applicable

- b. Suicidal Inmates – The trainee will demonstrate proficiency and understanding in Suicidal Inmate Procedures.
  - i. Notifies supervisor and medical staff when inmate suggests or displays what are believed to be suicidal symptoms.
  - ii. Ensures appropriated housing or transportation.
  - iii. Remains with inmate until transported and/or placed in a suicide watch cell and initiates a suicide watch log, including all pertinent information.
  - iv. Notates on the log inmate’s status twice every 30 minutes through direct visual observation.
  - v. House inmates that are dangerous to themselves or suicidal according to facility policy.

E. Hospital Trans

- a. Hospital Transportation – Policy
  - i. Bureau Policy
    - 1. Hospital Transportation Deputy Responsibilities
    - 2. Commissary Dispersal to Hospital
  - ii. Title 15
    - 1. Article 11
      - a. 1209: Mental Health Services and Transfer to Treatment Facility
  - iii. Facility Specific Policy as applicable
  - iv. See Hospital Transportation Post Orders
- b. Hospital Transportation – The trainee will demonstrate proficiency and understanding of Hospital Transportation.
  - i. Verifies charges and classification before transport for security purposes.
  - ii. Displays proper safety techniques and protocol when transporting, based on level of inmate classification.
  - iii. Notifies the facility bridge at begin and end of transport.
  - iv. Reports unit mileage and gender of inmate to Sheriff’s Dispatch at beginning and end of transport.
  - v. Is armed and wears Class ‘A’ uniform with “Sam Brown” belt and all safety equipment.
  - vi. Coordinates transportation of inmates to the hospital with the core rover, bridge or duty officer and medical staff.
  - vii. Is aware of all security issues pertaining to hospital i.e. location, waist chaining, movement within hospital, monitoring contact with hospital staff, and civilian patients.
  - viii. Maintains proper physical and visual custody of inmate while at hospital.

F. Reports/Written Documentation

- a. Reports/Written Documentation Policy
  - i. Department Policy
    - 1. Completing Reports
    - 2. Review of Criminal and Incident Reports
  - ii. Bureau Policy
    - 1. Criminal Reports

2. Crisis Intervention Reports
  3. Inmate Sexual Assault Report
  4. Inmate Injury Report
  5. Inmate Injury Report Number
  6. Inmate Discipline Reports
  7. Attempted Suicide Report
  8. Indecent Exposure Report
  9. Incidents of Gassing
  10. Safety Checks
  11. 12.2130.0: Subpoena Duces Tecum
  12. Legal Guidelines
  13. Routing Nurse Reports
  14. In-Custody Death Review Board
  15. Refusal to Provide a Buccal Swab Sample
- iii. Title 15
    1. Article 4
      - a. 1044: Incident Reports
    2. Article 5
      - a. 1055: Use of Safety Cell
      - b. 1056: Use of Sobering Cell
  - iv. Facility Specific Policy as applicable
  - v. Post Orders as applicable
- b. Report Writing and Written Documentation – The trainee will demonstrate proficiency and understanding in Written Documentation.
    - i. Utilizes belt recorder during incidents that may require documentation and during subsequent investigations.
    - ii. Informs supervisor when an incident occurs, or information is obtained that may require documentation.
    - iii. Submits reports in a timely manner, meets time parameter and deadlines.
    - iv. Fills out forms completely including all pertinent information utilizing INFORM.
    - v. Properly routes reports within INFORM.
    - vi. Properly completes and articulates how to complete the following forms:
      1. Inmate Discipline (minor or major)
      2. Inmate Injury
      3. OC Report
      4. Crime Report
      5. Use of Force Report
      6. Taser Report
      7. Munitions Expenditure
      8. Strip Search Authorization

G. Live Scan

- a. Live Scan Fingerprinting – Policy
  - i. Bureau Policy
    1. Fingerprinting

- 2. DNA Live Scan System
  - ii. Facility Specific Policy as applicable
  - iii. Post Orders as applicable
- b. Live Scan Fingerprinting – The trainee will demonstrate proficiency and understanding using Live Scan Fingerprinting.
  - i. Properly sign on to the Live Scan machine.
  - ii. Verifies I.D. of person being printed with booking number.
  - iii. Ensures glass platen surface is clean and inmate’s hands are clean and moist to obtain proper prints. DO NOT SPRAY CLEANER ON PLATEN.
  - iv. Demonstrates proper printing techniques using the Live Scan machine.
  - v. Does not override prints that are rejected by the Live Scan machine.
  - vi. Utilizes DNA/Live Scan properly

H. Radio

- a. Radio Procedures – Policy
  - i. Department Policy
    - 1. Radio Communications Protocol
    - 2. Radio Communications Discipline
    - 3. Radio Codes and Terminology
  - ii. Bureau Policy
    - 1. Portable Radios (HT) Introduction
    - 2. Codes for Serious Incidents
  - iii. Facility Specific Policy as applicable
  - iv. Post Orders as applicable
- b. Radio Procedures – The trainee will demonstrate proficiency and understanding in Radio Procedures.
  - i. Successfully turned on radio.
  - ii. Successfully checked for correct frequency.
  - iii. Checked for full battery charge.
  - iv. Successfully switched radio frequency from primary to non-primary.
  - v. Successfully held radio opposite from gun hand.
  - vi. Successfully depressed transmit button for broadcast.
  - vii. Successfully listened for reply to his transmission.
  - viii. Remains calm and broadcasts clearly.
  - ix. Communicates pertinent information clearly and concisely when transmitting.
  - x. Responds appropriately to Code 33.
  - xi. Gives proper advisement when he activates alarm.
  - xii. Properly responds to circumstances in which the emergency radio alarm button should be used.
  - xiii. Is able to demonstrate:
    - 1. Where emergency alarm panel is located.
    - 2. How to respond when the alarm sounds.
    - 3. How to reset the panel once the situation is resolved.

**VI. GLOSSARY**

A. Glossary

- a. Glossary A – L

Accomplish – To bring to completion; achieve, execute, perform; an acquired excellence or skill.

Accountable – The state of being liable or answerable.

Accurate – Free of error.

Administrative Support Unit (ASU) – A division of the Detention and Corrections Bureau that writes policy, ensures compliance with regulations, assists jails in preparing for inspections, and provides consistent training.

Appearance – The state, condition, manner, or style in which a person seems to the public and others.

Arresting agency – The agency that arrested an individual and transported him to jail. This may include local police departments, probation, and federal agencies.

Assignment – A task for which one is responsible. A position of responsibility or post of duty to which one is appointed.

Associate – To keep company, as a friend, companion, business partner or ally.

Bail bond – Security given to guarantee that an inmate being released from custody will appear for trial at the appointed time.

Bond surrender – A bail agent's revocation of the bond, usually because he believes the arrestee is considering fleeing.

Booking Application – One of the necessary pieces of documentation required to start the booking process. The Booking Application must be completed by the arresting agency. It must include charges, bail amount, warrant number, arresting and transporting officers' names and agencies and a physical description of the arrestee.

Booking officer – The employee responsible for processing the documentation and recording the custody of an arrested person.

Booking jacket – The file folder in which an arrested person booking and custody records are maintained.

Booking number – Each time an arrestee is lodged in jail, a 10-digit booking number is assigned for identification purposes. The first two digits represent the year of arrest; the third and fourth digits represent the month of arrest; the fifth and sixth digits represent the facility into which the inmate is booked; and the last four digits are assigned to each inmate in sequence.

Book and release – An order issued by the court directing the individual to go to one of our facilities to be fingerprinted and photographed for identification purposes.

Bridge – Designated area of the facility in which booking, court paperwork, bail issues, facility count, and scheduling occurs.

Bureau policy – The operating procedures for the Detention and Corrections Bureau written by the Administrative Support Unit based upon current legislation, Title 15, and department policy.

California Law Enforcement Telecommunication System (CLETS) – A statewide network providing all law enforcement agencies with the capability of obtaining information directly from federal, state, and local computerized files.

Central Name Index (CNI) – Database in which information on individuals who had contact with county law enforcement is maintained.

Citation release (cite release) – A multiple-copy form that documents a written promise to appear in court on misdemeanors or infractions. They are not used on felony charges. Most misdemeanor arrests are issued a citation release. The arrestee is booked in the normal manner then released as soon as the identification process is complete if there are no additional warrants or charges outstanding.

Classification – An objective system to determine inmates' criminal sophistication, background, crime, and other criteria used to make housing assignments in order to maintain the safety and security of the facility.

Code Blue – A radio code used to notify staff of an apparent life-threatening emergency.

Code Red – A radio code used to notify staff of a complete lockdown of the entire facility.

Commitment – An order issued by the court sentencing a defendant to serve county or state prison time (including the sentence to a state mental hospital).

Commitment pending – An order issued by the court requesting that the defendant be delivered by Sheriff's transportation back to the court of jurisdiction. This individual is still required to return to court.

Comply – To obey an order.

Concise – Expressing much in few words.

Contraband – Any item not issued by the facility or purchased through commissary, altered from its original state, or in excess of allowable limits.

Demonstrate – To prove knowledge by reasonable evidence such as; performs the task, role plays the situation, or provides a written or verbal example.

Department of Juvenile Justice (DJJ) – A state run prison system responsible for juveniles sentenced for felony crimes. Sheriff's transportation division will occasionally obtain a court order to pick up an inmate from a California Youth Authority institution or state prison. This type of inmate is ordered to appear in a San Bernardino court for an outstanding warrant.

Department policy – The operating procedures for the Sheriff's Department.

Discipline – To take corrective action when facility rules are violated.

Document – When used regarding the Sheriff's Custody Assistant training manual, document refers to the mentor furnishing written proof that the trainee has demonstrated proficiency.

Dummy warrant – A card used by transportation to coordinate inmate movement to court.

Duty officer – A Sheriff's Custody Specialist (SCS) assigned to the bridge to review and process inmate paperwork.

Emergency – An unforeseen event or condition requiring prompt action.

Employee – Individual assigned to a specific position/or duty within this department.

Enroute booking – The temporary housing of a prisoner for another agency while enroute from one destination to another. Enroute booking usually occur in the evening hours and involve an overnight stay.

Ethics – The rules or standards governing the conduct of a person or members of a profession. To conform to accepted professional standards of conduct and moral principles and practice.

Explain – To make clear and give reason for.

Facility policy – The definite course or method of action selected by the commander of each facility to guide and determine present and future decisions within his jail.

Failure to Appear (FTA) – The subject did not appear in court as promised.



Failure to Pay (FTP) – The subject did not pay a fine to the court as ordered.

Felony – A crime for which a person may be sentenced to imprisonment in the state prison or to death.

Fish-line – More than one inmate transferred from one facility to another.

Fraternize – To associate inappropriately with inmates.

Fugitive warrant – Any out-of-state warrant is a fugitive warrant.

Grievance form – A form requested by an inmate to lodge a complaint.

Health screening – Intake staff observe arrestees and interview arresting officers to obtain information to assess the medical status of the arrestee. Medical staff completes the screening if specific questions are answered in the affirmative.

High profile – Any inmate who has been booked for: PC187, felonious assault for which great bodily harm is alleged, felony sex violations (such as PC261 or PC288), criminal violations for which the bail amount is over \$1 million, stalking, kidnapping, or any case of high notoriety. Note: Not to be confused with high security, which is a classification.

Inmate – An individual who has been booked into a Sheriff's custody facility.

Inmate worker – A sentenced inmate assigned to a duty or assignment who receives compensation from the county.

Integrity – Adherence to a code of values.

Interstate – Outside the state of California.

Intrastate – Inside the state of California.

JIMSnet - Sheriff's internal computer system containing individuals' custody information records.

Lockdown – Confinement of inmates to their cells or bunks.

b. Glossary M – Z

Man down – A radio code used to notify staff of significant injury or medical condition of an inmate.

Misdemeanor – A lesser crime for which a person may be sentenced to county jail, probation, or both.

No Dial Alarm (knock-down phone) – The alert generated when specific telephones within the facilities are activated by removing the handset from the receiver to alert staff to an extreme emergency.

Parole hold – Generally issued for parolees who have violated the terms of their conditional release. A parole term is state controlled.

Perform – To fulfill; to carry out; to do in a set manner.

Policy – A definite course or method of action selected to guide and determine present and future decisions.

Post – An assigned position or duties within a facility.

Post orders – The specific duties that shall be performed and procedures that shall be followed by the employee assigned to a post. These are always in written form.

Probable Cause Declaration (PC Dec) - A form completed by the arresting officer which contains the elements of the crime the arrestee violated.

Probation Hold Order (PC1203.2) – Generally issued for probationers who have violated the terms of probation. Probation hold orders from other counties are accepted only when they are received in the form of an out-of-county warrant abstract. A probation term is county controlled.

Professionalism – The conduct, aims, or qualities that characterize a professional person.

Proficient – To have proven the trainee has mastered a task.

Pro Per – An inmate acting as his own defense attorney; must be court approved.

Ramey Warrant – Named after a California Supreme Court case that requires a warrant for an in-home arrest. Ramey warrants are obtained before a complaint has been filed with the District Attorney.

Reading assignment – Department policy, bureau policy, Title 15 sections, facility policy, and post orders directly related to specific performance tasks.

Release officer – The Sheriff's Custody Specialist responsible for releasing eligible inmates.

Role play – To perform a specific function by simulation. When used in regard to the training manual, role play is one way in which the trainee may convey to the mentor that he understands and is able to perform a task proficiently.

Sally port – The area between two interlocking doors.

Sheriff's Automated Warrant (SAW) System – Electronic system containing information and status of felony and misdemeanor warrants issued by the San Bernardino County court system and all warrants sent to the San Bernardino County Sheriff's Department for service.

Standards – Rules for measuring or as a mode to be followed.

Starlink – The San Bernardino County Sheriff's Department intranet site.

Supplemental booking – Inmate is booked with additional charges.

Task – A piece of work assigned as part of one's duties. When used in regard to the training manual, task refers to an act the trainee must perform before being determined as having demonstrated proficiency.

Tiburon – The San Bernardino County Sheriff's Department electronic dispatch communication system.

Trainee – An employee who is being trained.

Trainer – An employee assigned to assist a trainee by imparting knowledge and coaching in order to build the skills necessary to be successful in his assignment.

Understand – To grasp the meaning of; comprehend; have thorough or technical acquaintance.

Verbal explanation – To make clear and express in spoken words. When used in regard to the training manual, verbal explanation is one way in which the trainee may convey to the trainer that he understands and is able to perform a task proficiently.

Warrant abstract – Electronic notification from Sheriff's Records to a jail indicating that a warrant is valid and bookable.

Weekender – A defendant serving time, in custody on the weekend. Not to be confused with Work Release. This practice is obsolete.

Work release – A defendant who is serving time, in custody, during normal business hours.

Written explanation – To make clear and express in writing. When used in regard to the training manual, written explanation is one way in which the trainee may convey to the mentor that he understands and is able to perform a task proficiently.

**VII. ETRN – ESSENTIAL TRAINING**

A.

**VIII. FAIL – TRAINEE FAILURE INFORMATION**

A. Program Failure Information

- a. Trainee Program Summary
- b. Required Remedial Training

**IX. FTPC – FIELD TRAINING PROGRAM CRITIQUE**

A. Field Training Program Critique

- a. Was the length of the program adequate?
- b. Do you feel that the training you received in the program was meaningful in relation to the job you are now doing?
- c. Were there any areas of training you felt were ignored which should have been included or extended?
- d. Was the instruction and training provided by the CTO's generally consistent with one another?
- e. Do you feel the evaluation in the Corrections Training Program were necessary for your development as a Deputy Sheriff?
- f. Do you feel program personnel were objective in making evaluations, judgments and decisions about you?
- g. Do you feel there was sufficient time available for special activities such as shakedowns or other activities?
- h. Are there any changes that need to be made to improve the program?

**X. TIG – TRAINEE INSTRUCTION GUIDE**

A. Use the 'Resource' button/tab to view sections of this guide

- a. Click "Go To" Button to open the Section of On-line Document.

**XI. TRAINING TOPICS**

A. Training Topics

- a. Orientation
  - i. This portion of the evaluation covers the trainee's performance and/or demonstrated knowledge of instruction under the learning objective of orientation.
- b. Professional Responsibility
  - i. This portion of the evaluation covers the trainee's performance and/or demonstrated knowledge of instruction under the learning objective of professional responsibilities.
- c. Communication
  - i. This portion of the evaluation covers the trainee's performance and/or demonstrated knowledge of instruction under the learning objective of communications.
- d. Vehicle Operations
  - i. This portion of the evaluation covers the trainee's performance and/or demonstrated knowledge of instruction under the learning objective of vehicle operations.
- e. Report Writing
  - i. This portion of the evaluation covers the trainee's performance and/or demonstrated knowledge of instruction under the learning objective of report writing.

- f. Search and Seizure
  - i. This portion of the evaluation covers the trainee’s performance and/or demonstrated knowledge of instruction under the learning objective of search & seizure.
- g. Corrections Enforcement Codes
  - i. This portion of the evaluation covers the trainee’s performance and/or demonstrated knowledge of instruction under the learning objective of principle enforcement codes.
- h. Professional Appearance
  - i. This portion of the evaluation covers the trainee’s grooming, dress, and overall professional appearance according to the SBSB manual.
- i. Initiative
  - i. This portion of the evaluation covers the trainee’s ability to apply learned skills and appropriately initiate contact with the public and potential suspects using self-direction and drive.
- j. Decision Making Ability
  - i. This portion of the evaluation covers the trainee’s ability to make appropriate, competent, timely and consistent decisions in a given situation.
- k. Trainee’s Role
  - i. This portion of the evaluation covers the trainee’s ability to apply learned skills appropriately within the role corresponding to the current Phase of Training:
    1. Phase I – Observer
    2. Phase II – Participant
    3. Phase III – Partner
    4. Phase IV – Independent Officer

**XII. SUPERVISOR COMMENTS**

- A. CMT Supervisor Comments
  - a. Comments

**XIII. CRISIS INTERVENTION**

- A. Test