

EL CERRITO POLICE DEPARTMENT

FIELD TRAINING MANUAL Community Service Officer



OFFICER:

DATE ISSUED:

EL CERRITO POLICE DEPARTMENT MISSION STATEMENT

THE EL CERRITO POLICE DEPARTMENT IS COMMITTED TO SERVICE,
SAFETY, AND ENHANCING THE PUBLIC TRUST THROUGH
PROFESSIONALISM AND LEADERSHIP

EL CERRITO POLICE DEPARTMENT VISION

As a model law enforcement agency, we will continue to foster an environment of collaboration, honesty, and respect with each member of our community, our department, and our allied agencies. We will represent the highest ideals of public service in carrying out our mission and living our values. El Cerrito PD will be known for its commitment to steadfast compassionate service and vigorous crime fighting.

EL CERRITO POLICE DEPARTMENT ORGANIZATIONAL VALUES

Members of the El Cerrito Police Department:

Each member of the El Cerrito Police Department recognizes that service is the foundation of our value system and ethical behavior is the cornerstone of public trust. We believe the character of our Department is best reflected in the quality of service provided by each of our members during each community contact. We will demonstrate, through our actions, an uncompromising allegiance to the core principles set forth in the Police Officer's Code of Ethics and the standards modeled at every level of our organization. Every El Cerrito Police Department employee will embrace ideals consistent with our values.

Organizational Values:

As members of the El Cerrito Police Department we accept responsibility for contributing to the safety and quality of life in our community. We will meet the challenge of fulfilling our responsibility through our shared values and commitment to:

Honor

We will express with our fellow department members, and the public, that we are genuinely concerned with how we treat each other. To honor and respect others in the delivery of law enforcement service is the mindset and spirit that enables us to model our values.

Integrity

We will demonstrate our allegiance to the character of sound moral principles as described in the Police Officer's Code of Ethics coupled with the qualities of honesty and openness. Our words will match our actions.

Pride

We will reflect in our actions that every member of our department matters and that how we get the job done is as important as simply getting the job done.

Leadership

We will serve with humility, authenticity, initiative, bearing and courage at every level of our organization.

Accountability

We consistently improve our individual and organizational performance by enabling a culture of responsibility, openness, and continuous development. We will take responsibility for our actions and be willing to admit our mistakes.

Commitment

We will reflect our inner strength through our dedication to public service in how we carry out our mission, pursue our vision and exhibit our values.

LAW ENFORCEMENT CODE OF ETHICS

As a law enforcement officer, my fundamental duty is to serve the community; 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 to liberty, equality and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will 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 both in my personal and official life, I will be exemplary in obeying the law 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, political beliefs, aspirations, 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 police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself to my chosen profession . . . law enforcement.

INTRODUCTION

This guide is the result of years of experience and hard work from dedicated law enforcement professionals. Their goal was to develop a process for guiding and documenting the field training of new Community Service Officers. Field Training is **the** most important time in an officer's career. It sets the stage for how officers will apply what they have learned and how they will perform their duties for the next twenty to thirty years.

A poorly trained CSO affects the law enforcement community as well as the community they serve. A mistake by one officer is a mistake made by all CSO's in the eyes of the public. A poorly trained officer is a danger to themselves as well as fellow officers, and violates a delicate trust that the community has entrusted to its CSO's.

For those reasons, it is incumbent on the Trainee, Field Training Officer, and all members of the El Cerrito Police Department to strive for excellence in the Field Training Program. Trainees have a duty to come to work each and every day, prepared to learn and apply themselves with maximum effort. Training Officers must be prepared to teach, by possessing the knowledge that enables them to respond to the trainee's needs with the most current and up-to-date information available. Training Officers also have an obligation to lead by example, and be impeccable in how they conduct themselves on and off duty.

We all share in the successes and failures of the training program. For that reason, this guide is designed to be dynamic. Employees who see an area for improvement in the Field Training Program Guide are encouraged to make recommendations by sending an email or contacting members of the Field Training Unit. Ever changing case law, statutes, technology and society make it difficult to provide an up-to-date guide for training, but with everyone working together, we can contribute to the highest quality and best trained officers possible.

INSTRUCTIONS

Each page of the Field Training and Documentation Guide has a title listing the Phase and area of knowledge for the required tasks (see example 1). Each area of knowledge has a reference number based on those used in the Policy Manual.

EXAMPLE 1:

PHASE I: GENERAL FIELD PROCEDURES

The body of each page has two columns. The left column contains boxes, each box having a specific task required of the trainee. The task is numbered with a Roman Numeral, and references to that task will be listed in ***Bold Italicized*** letters, near the bottom of the task book. Tasks with no references will be primarily instructed by the FTO, or the FTO will advise the officer where to find the appropriate information. The trainee should thoroughly research areas on their own, prior to asking the FTO for assistance. The right column contains task documentation boxes. Each box has corresponding Roman Numerals to a Task box in the left column (see example 2). The FTO will date and initial the “Instructed” box after instructing the trainee on how to properly perform the task. The same process will be followed when the trainee is observed applying the task. When the task is applied in a satisfactory, or an acceptable level of competence the FTO will date and initial either the “Field Performance” or the “Scenario/Role Play Test” box. Field Performance means that the officer actually did the task during a call. Scenario/Role Play Test means that the officer satisfactorily applied the knowledge and tools during a scenario with the FTO. The opposing page provides a place for additional documentation, and will aid the trainee’s future FTOs in meeting the specific training needs of the individual officer.

EXAMPLE 2:

TASK III				
	INSTRUCTED	APPLIED	SATISFACTORY	
			<u>Field Performance</u>	<u>Test</u>
III. The officer will identify the reasons for not accepting a citizen’s wallet in response to a request for identification. <i>REF: 000 xxxxx</i>				

INSTRUCTIONS (continued)

Field Training Officers should attempt to evaluate and document their trainee's performance on as many tasks as possible, regardless of prior documentation by previous FTOs. A complex task should be signed off as many times as possible, and by at least two different FTOs. Simple tasks may be instructed, applied, and signed off as satisfactory all in one event by only one FTO (i.e. Parking Citation Tasks, servicing Police Vehicles, etc.).

All reports and citations will be evaluated and documented on the Tracking Forms at the rear of the Field Training Documentation and Guide. The Tracking Forms are intended to follow the trainee from Day One through when the CSO goes into the Solo Phase, thus allowing their FTO's to chart their progress and insure complete exposure to all types of reports and citations. The trainee is required to have at least one report of each type documented before going to the Solo Phase. FTOs and their trainees are encouraged to volunteer for as many different types of reports as possible. It is conceivable that certain types of crime may never occur while a trainee is on duty (e.g. Crime Scene Log). It will be incumbent on the FTO to volunteer for lesser occurring report calls. As a last resort, the FTO shall present the officer with a fact pattern meeting the criteria of the needed crime report classification. The trainee will then write a report based on the given fact pattern. Satisfactory reports will be approved by the FTO, and then placed in the Field Training Documentation and Guide, behind the Report Tracking Form. The FTO will document the completion of the report on the Tracking Form. In place of a report number, the word "MOCK" will be used.

The Citation Tracking Form requires a minimum of two citations per classification. The FTO will log the citation number, then date and initial the appropriate line.

FIRST SHIFT WITH FIELD TRAINING OFFICER

TASK I				
	INSTRUCTED	APPLIED	SATISFACTORY	
			<u>Field Performance</u>	<u>Test</u>
<p>I) The CSO will possess the proper uniform, equipment and supplies. The CSO will be inspected for completeness and serviceability.</p> <ol style="list-style-type: none"> 1. Whistle 2. Facility Key Card & station Key 3. Vehicle keys 4. Pens and pencils 5. Wrist watch 6. Flashlight 7. Map 8. Report forms and clipboard 9. Notepad 10. Collision report forms 11. Reference material <ol style="list-style-type: none"> A. Penal Code B. Vehicle Code C. Radio Code Card D. Crime Classification Codes 12. Citation Book <ol style="list-style-type: none"> A. Citations B. Redi-Ref C. Parking Citation Book 13. CPR Mask 14. OC "pepper spray" <p><i>REF: Policy 1044, 1046, Uniform Manual</i></p>				

FIRST SHIFT WITH FIELD TRAINING OFFICER CONT...

TASK II				
	INSTRUCTED	APPLIED	SATISFACTORY	
<p>II. Instructions to FTO: Ensure that the CSO knows their own radio call number and enough radio procedure that they could request cover if necessary. Explain the CSO's relationship with their FTO and what is expected of them. Ensure that they are mentally and physically prepared for their first call. Discuss various emergency situations and techniques that will allow each CSO to react in a compatible manner. Ensure that the CSO knows:</p> <p>1. Use of Force Policy A. O.C.</p> <p>REF: Policy 300 and 308</p>			<u>Field Performance</u>	<u>Test</u>
TASK III				
	INSTRUCTED	APPLIED	SATISFACTORY	
<p>III. The CSO will conduct a vehicle inspection prior to each tour of duty, including:</p> <ol style="list-style-type: none"> 1. Mechanical condition of car, i.e., tires, lights, etc. 2. Search for contraband 3. Remove any garbage or debris 4. Check flares 5. Check emergency equipment 6. Check radio for proper operation 7. Check MDC for proper operation 			<u>Field Performance</u>	<u>Test</u>
TASK IV				
	INSTRUCTED	APPLIED	SATISFACTORY	
<p>IV. The CSO will demonstrate the proper use of the emergency equipment on the vehicle.</p> <ol style="list-style-type: none"> 1. Emergency lights 2. Spotlight(s) and alley lights 3. P.A. System 4. Fire Extinguisher <p>REF: Policy 704</p>			<u>Field Performance</u>	<u>Test</u>

FIRST SHIFT WITH FIELD TRAINING OFFICER CONT...

TASK V				
	INSTRUCTED	APPLIED	SATISFACTORY	
<p>V. Instructions to FTO: Ensure that the CSO has obtained an access password for the information systems and confirm they have sufficient clearance.</p> <p>1. The CSO will log on/off the MDC/Information systems to confirm their access password.</p>			<u>Field Performance</u>	<u>Test</u>
TASK VI				
	INSTRUCTED	APPLIED	SATISFACTORY	
<p>VI. Instructions to FTO: Assist the CSO in setting up their Department email.</p> <p>1. The CSO will successfully access their Department email each shift.</p> <p>REF: Policy 212</p>			<u>Field Performance</u>	<u>Test</u>
TASK VII				
	INSTRUCTED	APPLIED	SATISFACTORY	
<p>VII. The FTO and CSO will discuss cultural differences and belief systems, and how they affect the CSO's ability to interact with various cultural groups.</p> <p>1. Demographic make-up of City</p> <p>2. How different cultural groups view the police.</p> <p>3. Tactics to deal with cultural perceptions of the police.</p>			<u>Field Performance</u>	<u>Test</u>

ORGANIZATIONAL STRUCTURE

TASK I				
	INSTRUCTED	APPLIED	SATISFACTORY	
			<u>Field Performance</u>	<u>Test</u>
<p>I. The CSO will name the people in their chain of command, i.e. FTO/CSO Trainer, Sergeant, Lieutenant, Captain, and Chief of Police.</p> <p>*NOTE: Each FTO with a different chain of command from the previous FTO shall ensure that the CSO can complete this task.</p> <p>REF: Policy 200</p>				

EMPLOYEE CONDUCT

TASK I				
	INSTRUCTED	APPLIED	SATISFACTORY	
<p>1. The CSO will make the following telephone calls in a professional manner:</p> <p>A. During follow-up investigations. B. Missing persons follow-up. C. Contacting allied agencies.</p> <p>REF: Policy 332, 352, 400</p>			Field Performance	<u>Test</u>

COURT PROCEDURES

TASK I				
	INSTRUCTED	APPLIED	SATISFACTORY	
<p>I. The CSO will know and be able to explain the department policy and procedure regarding court appearances and subpoenas.</p> <p><i>REF: Policy 348</i></p>			<u>Field Performance</u>	<u>Test</u>
TASK II				
	INSTRUCTED	APPLIED	SATISFACTORY	
<p>II. The CSO will know how to contact the Det. Sergeant and the District Attorney's Office, including:</p> <ol style="list-style-type: none"> 1. Checking in and out of Traffic Court. 2. Checking in and out of Juvenile Court. 3. Checking in and out of Adult Court. 			<u>Field Performance</u>	<u>Test</u>
TASK III				
	INSTRUCTED	APPLIED	SATISFACTORY	
<p>III. The CSO will be able to explain the overtime procedure and routing of overtime slips when subpoenaed to court.</p>			<u>Field Performance</u>	<u>Test</u>

MEDIA RELATIONS

TASK I				
	INSTRUCTED	APPLIED	SATISFACTORY	
			<u>Field Performance</u>	<u>Test</u>
<p>I. The CSO will be able to identify the types of information that cannot be released to the news media.</p> <ol style="list-style-type: none"> 1. Remarks about the suspect's character. 2. Statements or admissions made by the suspect. 3. Reference to fingerprints, etc. 4. Statements concerning the evidence and whether or not it will be used in court. 5. Implications that the suspect is responsible for a series of crimes. 6. Statements concerning witnesses. 7. Relate that the suspect refused to make a statement. 8. Express personal opinion about the case or suspect, i.e. guilt, innocence, or merits. 9. Suspects will not be "posed" for the media. 10. Description of items seized. 11. Contents of suicide note. 12. Death released prior to next of kin being notified. 13. Juvenile's name and address. <p>REF: Policy 346</p>				
TASK II				
	INSTRUCTED	APPLIED	SATISFACTORY	
			<u>Field Performance</u>	<u>Test</u>
<p>II. The CSO will be able to list the items that can be released to the media.</p> <ol style="list-style-type: none"> 1. Defendant's name, age and address. (Except juvenile) 2. Substance of charges. 3. Circumstances surrounding arrest. <p>NOTE: Even though the CSO needs to know what information can and cannot be released, advise the CSO to refer ALL media inquiries to their FTO/CSO Trainer or patrol sergeant.</p> <p>REF: Policy 346</p>				

FLEET MANAGEMENT

TASK I				
	INSTRUCTED	APPLIED	SATISFACTORY	
			<u>Field Performance</u>	<u>Test</u>
<p>I. The CSO will explain the procedure for requesting a tow for a police vehicle.</p> <p>1. Request a tow from radio, give vehicle number and reason for the tow. 2. For a flat tire, advise if there is a spare.</p> <p>*NOTE: Black and Whites do not have spare tires; however, other city vehicles you operate may have one.</p>				
TASK II				
	INSTRUCTED	APPLIED	SATISFACTORY	
			<u>Field Performance</u>	<u>Test</u>
<p>II. The CSO will explain the procedures for vehicle repairs.</p> <p>1. Type of repairs requiring placing a vehicle out of service. 2. Immediate repairs at repair shops and times those repairs are available. 3. Proper completion of Vehicle Write Up</p> <p>REF: Policy 704</p>				

COMMUNICATIONS

TASK I				
	INSTRUCTED	APPLIED	SATISFACTORY	
<p>I. The CSO will be able to use ECPD radio codes during all transmissions without referring to the Radio Code Card.</p> <p>REF: Radio Call Codes Card</p>			<u>Field Performance</u>	<u>Test</u>
TASK II				
	INSTRUCTED	APPLIED	SATISFACTORY	
<p>II. The CSO will demonstrate and explain the proper use of the police radio.</p> <ol style="list-style-type: none"> 1. On/Off switch and volume 2. Channel selection and uses. 3. Going in and out of service <ol style="list-style-type: none"> A. With MDC B. When MDC is unavailable 4. The Emergency Button. <p>REF: Policy 384</p>			<u>Field Performance</u>	<u>Test</u>
TASK III				
	INSTRUCTED	APPLIED	SATISFACTORY	
<p>III. The CSO will be able to transmit properly, including:</p> <ol style="list-style-type: none"> 1. How and when to key the mic. 2. Position of mic in relation to the mouth. 3. Voice clarity and speed (60-80 wpm). 4. Using assigned identifier. 5. Brevity. 6. Phonetic alphabet. 7. Accuracy of transmissions. 8. Clipping initial part of transmissions. 9. Courtesy. 			<u>Field Performance</u>	<u>Test</u>

COMMUNICATIONS CONT...

TASK IV				
	INSTRUCTED	APPLIED	SATISFACTORY	
IV. The CSO will explain the basic function of the MDC including the emergency MDC buttons. 1. Emergency Key 2. Beeper REF: MDC/New World Manual			<u>Field Performance</u>	<u>Test</u>
TASK V				
	INSTRUCTED	APPLIED	SATISFACTORY	
V. The CSO shall demonstrate the following MDC functions: 1. Going in and out of service 2. On view call (new call) 3. Transportation (new unit location, mileage) 4. Change Location (new unit location) 5. Clearing a call 6. Vehicle license and registration checks 7. Driver's license checks 8. Car to Car messages (appropriate vs. inappropriate) 9. Adding information to calls 10. Request a tow 11. ER, OS REF: Policy 448			<u>Field Performance</u>	<u>Test</u>
TASK VI				
	INSTRUCTED	APPLIED	SATISFACTORY	
VI. The CSO will define the following terms: 1. 11-99 2. Cover 3. Back-up 4. Assistance 5. Stand-by				

COMMUNICATIONS CONT...

TASK VII				
	INSTRUCTED	APPLIED	SATISFACTORY	
<p>VII. The CSO will be able to run the following information on the police radio, MDC and NWS:</p> <ol style="list-style-type: none"> 1. Warrants 2. Driver's license and I.D. 3. Aries check 4. Records <ol style="list-style-type: none"> A. City/Consolidated B. CII* C. Person Inquiries 5. Property <p style="margin-left: 40px;">*Cannot be run on MDC</p>			<u>Field Performance</u>	<u>Test</u>

TASK VIII																																												
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<p>VIII. The CSO will be able to recognize the type of police unit, shift, and number of officers from its radio identifier.</p> <table border="1" style="margin-left: 40px; width: 60%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">1. Adam</td> <td style="padding: 2px;">2. Bravo/Boy</td> </tr> <tr> <td style="padding: 2px;">3. Charles</td> <td style="padding: 2px;">4. William</td> </tr> <tr> <td style="padding: 2px;">5. X-ray</td> <td style="padding: 2px;">6. Zebra</td> </tr> <tr> <td style="padding: 2px;">7. Sam</td> <td style="padding: 2px;">8. SR</td> </tr> <tr> <td style="padding: 2px;">9. King/K</td> <td style="padding: 2px;">10. Tom</td> </tr> <tr> <td style="padding: 2px;">11. Ida</td> <td style="padding: 2px;">12. David</td> </tr> <tr> <td style="padding: 2px;">13. Nora</td> <td style="padding: 2px;">14. Lincoln</td> </tr> <tr> <td style="padding: 2px;">15. Yellow</td> <td style="padding: 2px;">16. Robert</td> </tr> <tr> <td style="padding: 2px;"> </td> <td style="padding: 2px;"> </td> </tr> <tr> <td style="padding: 2px;"> </td> <td style="padding: 2px;"> </td> </tr> <tr> <td style="padding: 2px;"> </td> <td style="padding: 2px;"> </td> </tr> <tr> <td style="padding: 2px;"> </td> <td style="padding: 2px;"> </td> </tr> <tr> <td style="padding: 2px;"> </td> <td style="padding: 2px;"> </td> </tr> <tr> <td style="padding: 2px;"> </td> <td style="padding: 2px;"> </td> </tr> <tr> <td style="padding: 2px;"> </td> <td style="padding: 2px;"> </td> </tr> <tr> <td style="padding: 2px;"> </td> <td style="padding: 2px;"> </td> </tr> <tr> <td style="padding: 2px;"> </td> <td style="padding: 2px;"> </td> </tr> <tr> <td style="padding: 2px;"> </td> <td style="padding: 2px;"> </td> </tr> <tr> <td style="padding: 2px;"> </td> <td style="padding: 2px;"> </td> </tr> <tr> <td style="padding: 2px;"> </td> <td style="padding: 2px;"> </td> </tr> </table>	1. Adam	2. Bravo/Boy	3. Charles	4. William	5. X-ray	6. Zebra	7. Sam	8. SR	9. King/K	10. Tom	11. Ida	12. David	13. Nora	14. Lincoln	15. Yellow	16. Robert																											<u>Field Performance</u>	<u>Test</u>
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GENERAL FIELD PROCEDURES

TASK I				
	INSTRUCTED	APPLIED	SATISFACTORY	
			<u>Field Performance</u>	<u>Test</u>
<p>I. The CSO will demonstrate safe positioning between the CSO and FTO while conducting interviews of one or more subjects. The CSO will also explain how a solo CSO might position themselves in various situations. The CSO will contact citizens without placing themselves or their partner in a hazardous position.</p> <ol style="list-style-type: none"> 1. Pedestrians 2. Motorists 3. Citizens who walk up to the patrol car while Officers are pre-occupied. 				
TASK II				
	INSTRUCTED	APPLIED	SATISFACTORY	
			<u>Field Performance</u>	<u>Test</u>
<p>II. The CSO will point out suspicious activity and law violations to the FTO while on patrol.</p> <p>NOTE: This task is included to ensure the CSO is aware of what is going on around them.</p>				
TASK III				
	INSTRUCTED	APPLIED	SATISFACTORY	
			<u>Field Performance</u>	<u>Test</u>
<p>III. The CSO will know their responsibilities upon arriving at a crime scene.</p> <ol style="list-style-type: none"> 1. Provide for the safety of the public, their partner, and themselves. 2. Provide medical assistance. 3. Obtain information about the crime from the victim/witness. 4. Protect the crime scene. 5. Broadcast pertinent information to cover units. 6. Identify witnesses for statements. 7. Notify special units (K-9, CSI, etc.) <p>REF: Policies 440 Procedure 344 and 600</p>				

GENERAL FIELD PROCEDURES CONT...

TASK IV				
	INSTRUCTED	APPLIED	SATISFACTORY	
			<u>Field Performance</u>	<u>Test</u>
<p>IV. The CSO will use available information, adhere to department policy, and observe officer safety tactics when responding to and handling calls.</p> <p><i>FTO and CSO will discuss possible tactics and how they apply to varying situations:</i></p> <ol style="list-style-type: none"> 1. Park a safe distance away. 2. Locking the vehicle. 3. Check for observers. 4. Avoid undue noise; car door, etc. 5. Check windows and doors at location. 6. Listen at the door prior to knocking. 7. Avoid standing in front of doors or windows. Even walls are poor cover. 8. Check for locked screen door. 9. Check the interior before entering. 10. Allow eyes to adjust before entering. 11. Once inside, door should be closed. 12. Secure dogs in another room if necessary. 13. Avoid illuminating house. 14. Use cover and concealment when possible. Use the shadows. 15. Be aware of street lights and interior and exterior car lights. 16. Beware of potential weapons, avoid the kitchen. 17. Remain alert! 18. Keep your hands free upon initial contact. 				

GENERAL FIELD PROCEDURES CONT...

TASK V				
	INSTRUCTED	APPLIED	SATISFACTORY	
V. The CSO will know the locations of city properties			<u>Field Performance</u>	<u>Test</u>
TASK VI				
	INSTRUCTED	APPLIED	SATISFACTORY	
VI. The CSO will write and issue a parking citation without error, utilizing the correct type of citation for various types of violations, including: <ol style="list-style-type: none"> 1. Handicapped parking 2. Red, green, white zone 3. Commercial vehicle in residential area 4. Parked vehicle with expired registration 5. Combination of parking violation and equipment violation. REF: 40225 CVC, Policy 500, 524			<u>Field Performance</u>	<u>Test</u>
TASK VII				
	INSTRUCTED	APPLIED	SATISFACTORY	
VII. The CSO will stay informed about activity in the city, as well as important crime information county and state wide: <ol style="list-style-type: none"> 1. Maintain a current TRAC Flyers notebook. 2. Read the daily Watch Commander reports. 3. Record information obtained at roll call. 4. Active POP projects in the city. 5. Contact Detectives for current information, if necessary. 			<u>Field Performance</u>	<u>Test</u>

GENERAL FIELD PROCEDURES CONT...

TASK VIII				
	INSTRUCTED	APPLIED	SATISFACTORY	
<p>VIII. The CSO will explain the acceptability of various forms of identification.</p> <ol style="list-style-type: none"> 1. Driver's license with a photo. 2. Driver's license/Temporary license w/o photo. 3. Military I.D. 4. Social Security Card. 5. Medi-Cal and food stamp I.D. 6. Out of state I.D. 7. Credit cards with signature. 8. Vehicle registration. 9. Paycheck stubs. 10. Check and bank books. 11. Check Cashing I.D. with photo. 12. Immigration and Naturalization I.D. 			<u>Field Performance</u>	<u>Test</u>
TASK IX				
	INSTRUCTED	APPLIED	SATISFACTORY	
<p>IX. The CSO will quickly and accurately use the Map to find call locations, schools, parks, etc.</p>			<u>Field Performance</u>	<u>Test</u>
TASK X				
	INSTRUCTED	APPLIED	SATISFACTORY	
<p>X. The CSO will identify reasons for not accepting a citizen's wallet in response to a request for identification.</p>			<u>Field Performance</u>	<u>Test</u>

GENERAL FIELD PROCEDURES CONT...

TASK XI				
	INSTRUCTED	APPLIED	SATISFACTORY	
			<u>Field Performance</u>	<u>Test</u>
XI. The CSO will understand the block numbering system in El Cerrito, in order to expedite their arrival to calls, and plan arrival tactics.				
TASK XII				
	INSTRUCTED	APPLIED	SATISFACTORY	
			<u>Field Performance</u>	<u>Test</u>
XII. The CSO will use crisis intervention when dealing with emotional victims: <ol style="list-style-type: none"> 1. Defuse 2. Brief interview 3. Mediation 4. Referral 				
TASK XIII				
	INSTRUCTED	APPLIED	SATISFACTORY	
			<u>Field Performance</u>	<u>Test</u>
XIII. The CSO will recognize the difference between criminal violations and civil torts and handle the situation in a manner consistent with department policy and law.				

GENERAL FIELD PROCEDURES CONT...

TASK XIV				
	INSTRUCTED	APPLIED	SATISFACTORY	
			<u>Field Performance</u>	<u>Test</u>
<p>XIV. The CSO will advise the parties of a dispute of the legal steps that can be taken:</p> <ol style="list-style-type: none"> 1. Arrest if a crime was committed. 2. Proper eviction procedure. 3. Small claims action. 4. Landlord's obligation to keep premises fit for occupancy. 5. Civil Restraining Orders 				
TASK XV				
	INSTRUCTED	APPLIED	SATISFACTORY	
			<u>Field Performance</u>	<u>Test</u>
<p>XV. The CSO will make a satisfactory suspect description broadcast after arriving at the scene of a confirmed crime, where the suspect has just fled.</p>				

GENERAL FIELD PROCEDURES CONT...

TASK XVI				
	INSTRUCTED	APPLIED	SATISFACTORY	
			<u>Field Performance</u>	<u>Test</u>
<p>XVI. The CSO will become familiar with the city, including:</p> <ol style="list-style-type: none"> 1. High risk businesses 2. Areas prone to juvenile problems 3. Schools (public and private) 4. Parks 5. Public facilities 6. Crime series 7. Locations with high call volume 8. Active POP projects 9. Those locations they cannot enter without a Police Officer escort. 10. Residences of the City Manager, Mayor, and Council members 				
TASK XVII				
	INSTRUCTED	APPLIED	SATISFACTORY	
			<u>Field Performance</u>	<u>Test</u>
<p>XVII. The CSO will recognize if CSI is needed and will make a CSI request in accordance with department policy.</p> <p>REF: Policy 804</p>				
TASK XVIII				
	INSTRUCTED	APPLIED	SATISFACTORY	
			<u>Field Performance</u>	<u>Test</u>
<p>XVIII. The CSO will recognize situations requiring notification of a supervisor, and will make such notifications.</p> <p>REF: Policy 358</p>				

GENERAL FIELD PROCEDURES CONT...

TASK XIX				
	INSTRUCTED	APPLIED	SATISFACTORY	
			<u>Field Performance</u>	<u>Test</u>
<p>XIX. The CSO will adhere to department policy when transporting citizens:</p> <ol style="list-style-type: none"> 1. Search back seat before and after transport. 2. Subject is searched for weapons.* 3. Transporting females. 4. Transporting juveniles. 5. Transporting sick and injured. 6. Transporting mentally ill. <p>*NOTE: ALL SUBJECTS TRANSPORTED BY CSO'S ARE TO BE SEARCHED BY AN OFFICER FIRST.</p> <p>REF: Procedure 301</p>				
TASK XX				
	INSTRUCTED	APPLIED	SATISFACTORY	
			<u>Field Performance</u>	<u>Test</u>
<p>XX. The CSO will be able to explain the elements of the following crimes against persons:</p> <ol style="list-style-type: none"> 1. Robbery; 211, 212.5, 215 PC 2. Assault, 240 PC 3. Battery; 242 PC, 243 PC 4. Assault with a deadly weapon, 245 PC 5. Shoot at an inhabited dwelling, 246 PC 6. Annoying phone calls, 653m PC 7. Domestic Violence, 243(e)(1) & 273.5 PC 				
TASK XXI				
	INSTRUCTED	APPLIED	SATISFACTORY	
			<u>Field Performance</u>	<u>Test</u>
<p>XXI. The CSO will be able to explain the elements of the following property crimes:</p> <ol style="list-style-type: none"> 1. Burglary, 459 PC 2. Grand Theft, 487 PC 3. Petty Theft, 484 PC 4. Vandalism, 594 PC 5. Auto Theft, 10851 CVC 6. Trespass, 602 PC 7. Tampering/Breaking vehicle, 10852 VC 8. Theft of a Vessel, 499 b PC 				

GENERAL FIELD PROCEDURES CONT...

TASK XXII				
	INSTRUCTED	APPLIED	SATISFACTORY	
			<u>Field Performance</u>	<u>Test</u>
<p>XXII. The CSO will be completely familiar with the misdemeanor follow-up procedure.</p> <ol style="list-style-type: none"> 1. When a suspect is not and probably will not be identified. 2. When a suspect is or will be identified in the near future. 3. When a suspect is known, and is a juvenile. 				
TASK XXIII				
	INSTRUCTED	APPLIED	SATISFACTORY	
			<u>Field Performance</u>	<u>Test</u>
<p>XXIII. The CSO will use the phase interview technique to obtain a clear, accurate statement, including:</p> <ol style="list-style-type: none"> 1. Allow the person to relate what happened without interruption, if possible. 2. Have the person re-tell the story and ask qualifying questions, if necessary. 3. Re-state the statement to the person to clear up misunderstandings. 4. Use specific techniques when appropriate. <ol style="list-style-type: none"> A. Listening responses and echoes. B. Paraphrase. C. Perception checks. D. Ask open-ended questions. E. Summarize. 				

GENERAL FIELD PROCEDURES CONT...

TASK XXIV				
	INSTRUCTED	APPLIED	SATISFACTORY	
			<u>Field Performance</u>	<u>Test</u>
<p>XXIV. The CSO will utilize a variety of resources available to assist with community projects.</p> <ol style="list-style-type: none"> 1. Public Works 2. Code Enforcement 3. Development Department 4. Detectives 5. Parole 6. Probation 7. Narcotics 8. Gangs 9. Adult and Child Protective Services 10. Social Services 11. Welfare 12. EBMUD 13. P G & E 14. Traffic 15. ABC 16. Property Management Companies 17. District Attorney 18. School authorities 19. Animal Control 20. Neighborhood Groups 				

DRIVING

TASK I				
	INSTRUCTED	APPLIED	SATISFACTORY	
I. The CSO will drive safely and defensively at all times. <i>REF: Policy 702, 1022</i>			Field Performance	<u>Test</u>

ARREST & CITATION PROCEDURES

TASK I				
	INSTRUCTED	APPLIED	SATISFACTORY	
<p>I. The CSO will know the elements of a crime as defined by <i>Penal Code 15.</i></p> <ol style="list-style-type: none"> 1. An act or omission 2. By a person 3. In violation of statutory law 4. For which there is a punishment 			<u>Field Performance</u>	<u>Test</u>
TASK II				
	INSTRUCTED	APPLIED	SATISFACTORY	
<p>II. The CSO will define the types of crimes as described in <i>Penal Code Sections 16, 17, 18, 19 and 19.6.</i></p> <ol style="list-style-type: none"> 1. Misdemeanors 2. Felonies 3. Infractions 			<u>Field Performance</u>	<u>Test</u>
TASK III				
	INSTRUCTED	APPLIED	SATISFACTORY	
<p>III. The CSO will be able to define various legal terms and explain their relationship to law enforcement.</p> <ol style="list-style-type: none"> 1. Statutes and ordinances 2. Intent 3. Criminal (culpable) negligence 4. Attempt (663, 664 PC) 5. Probable cause 6. Reasonable suspicion 7. Principals and accessories (30, 31, 32 PC) 8. Corpus delecti 			<u>Field Performance</u>	<u>Test</u>

ARREST & CITATION PROCEDURES CONT...

TASK IV				
	INSTRUCTED	APPLIED	SATISFACTORY	
			<u>Field Performance</u>	<u>Test</u>
<p>IV. The CSO will be able to describe those persons who are legally incapable of committing a crime in the State of California.</p> <p><i>REF: 26 PC, 27 PC</i></p>				
TASK V				
	INSTRUCTED	APPLIED	SATISFACTORY	
			<u>Field Performance</u>	<u>Test</u>
<p>V. The CSO will be able to explain the functions and jurisdictions of the following mutually assisting agencies:</p> <ol style="list-style-type: none"> 1. Sheriff's Department 2. Bay Area Rapid Transit Police 3. California Highway Patrol 4. FBI 5. Alcohol, Tobacco and Firearms 6. DMV 7. Bureau of Narcotic Enforcement 8. Postal Service 9. Secret Service 10. Coroner's Officer 11. ABC 12. Probation, Parole and CDCR 				

ARREST & CITATION PROCEDURES CONT...

TASK VI				
	INSTRUCTED	APPLIED	SATISFACTORY	
			<u>Field Performance</u>	<u>Test</u>
VI. The CSO will know the differences in the handling of misdemeanor and felony cases within the criminal justice system, including: <ol style="list-style-type: none"> 1. Arrest 2. Bail 3. Arraignment 4. Preliminary Hearing 5. Trial 6. Sentencing 7. Probation 8. Motion To Suppress (1538.5 PC) 				
TASK VII				
	INSTRUCTED	APPLIED	SATISFACTORY	
			<u>Field Performance</u>	<u>Test</u>
VII. The CSO will discuss when a private person can make an arrest vs. when a police officer may make an arrest. <i>REF: 836, 837 P.C.</i>				

EVIDENCE

TASK I				
	INSTRUCTED	APPLIED	SATISFACTORY	
<p>I. The CSO will preserve and package the following types of physical evidence.</p> <ol style="list-style-type: none"> 1. Clothing with blood/semen 2. Documents 3. Bullets, shell casings and guns 4. Narcotics and dangerous drugs 5. Paint samples 6. Items to be fingerprinted 7. Cash, jewelry, precious metals, etc. <p>REF: Procedure 804</p>			<u>Field Performance</u>	<u>Test</u>
TASK II				
	INSTRUCTED	APPLIED	SATISFACTORY	
<p>II. The CSO will systematically search crime scenes utilizing one of the following methods:</p> <ol style="list-style-type: none"> 1. Point to point 2. Sector search 3. Concentric circle 			<u>Field Performance</u>	<u>Test</u>
TASK III				
	INSTRUCTED	APPLIED	SATISFACTORY	
<p>III. The CSO will release evidence in the field in accordance with department policy.</p> <p>REF: Procedure 804</p>			<u>Field Performance</u>	<u>Test</u>

EVIDENCE CONT...

TASK IV				
	INSTRUCTED	APPLIED	SATISFACTORY	
IV. The CSO will be able explain the importance of physical evidence. <ol style="list-style-type: none"> 1. To identify the culprit. 2. To tie the culprit to the crime. 3. To eliminate persons under suspicion. 			<u>Field Performance</u>	<u>Test</u>
TASK V				
	INSTRUCTED	APPLIED	SATISFACTORY	
V. The CSO will be able to explain the common errors made by officers in handling a crime scene or collecting evidence. <ol style="list-style-type: none"> 1. Officers disturbing the crime scene. <ol style="list-style-type: none"> A. Officers leaving finger prints. B. Officers destroying foot/tire marks. 2. Maintaining individuality of evidence. (Mixing causes contamination) 3. Packaging moist items in plastic. 4. Allowing unauthorized persons to enter crime scene and/or handle evidence. 5. Officers wearing gloves can destroy existing prints by careless handling of evidence. 			<u>Field Performance</u>	<u>Test</u>
TASK VI				
	INSTRUCTED	APPLIED	SATISFACTORY	
VI. The CSO will properly book the following items into Property: <ol style="list-style-type: none"> 1. Evidence 2. Personal property 3. Found property 4. Safekeeping 5. Recovered license plates 6. Large items (bicycles, etc.) 7. Flammable materials <p>REF: Procedure 804 and Property Manual</p>			<u>Field Performance</u>	<u>Test</u>

EVIDENCE CONT...

TASK VII				
	INSTRUCTED	APPLIED	SATISFACTORY	
			<u>Field Performance</u>	<u>Test</u>
<p>VII. The CSO will mark items of physical evidence in such a manner as to be recognizable in court, without affecting the aesthetic value or corrupting the evidence.</p> <p><i>REF: Procedure 804 and Property Manual</i></p>				

TRAFFIC

TASK I				
	INSTRUCTED	APPLIED	SATISFACTORY	
			<u>Field Performance</u>	<u>Test</u>
<p>I. The CSO will know the conditions which require a collision investigation:</p> <ol style="list-style-type: none"> 1. Fatal or injury 2. Hit and run 3. Enforcement action contemplated 4. School bus (w/o students) or city equipment 5. Private vs. Public property <p>REF: Policy 502</p>				
TASK II				
	INSTRUCTED	APPLIED	SATISFACTORY	
			<u>Field Performance</u>	<u>Test</u>
<p>II. The CSO will take charge when arriving first at the scene of a collision and will perform their duties as priority dictates.</p> <ol style="list-style-type: none"> 1. Provide immediate medical care. 2. Remove any hazardous situations. 3. Identify drivers and witnesses. 4. Facilitate the flow of traffic. 5. Set a flare pattern if necessary and/or reset the light controls to 4 way flash *. 6. Call for tow trucks. 7. Complete the necessary reports. <p>* FTO will instruct the CSO on how to open the light control box with a Light Box key.</p>				
TASK III				
	INSTRUCTED	APPLIED	SATISFACTORY	
			<u>Field Performance</u>	<u>Test</u>
<p>III. The CSO will safely light and extinguish a road flare. The CSO and FTO will discuss various hazards in dealing with lit flares.</p> <ol style="list-style-type: none"> 1. Strike and hold away from clothing. 2. Be aware of leaking gasoline or chemical fumes at the scene of a collision/disaster. 3. Potential for starting grass fires. 4. Roadways are usually crowned and flares roll. 5. When obtaining flares from the trunk, be aware that the trunk lid blocks the patrol car's emergency lights from view. 				

TRAFFIC CONT...

TASK IV				
	INSTRUCTED	APPLIED	SATISFACTORY	
			<u>Field Performance</u>	<u>Test</u>
IV. The CSO will safely approach all unoccupied vehicles, using the following techniques: <ol style="list-style-type: none"> 1. Achieve proper distance and position of the vehicle. 2. Properly use the headlights and spotlights. 3. Exit the vehicle and approach the target vehicle quickly, staying close to the vehicle. 4. Constantly check for occupants. 5. Check the trunk lid and back seat of vehicle. 6. Stand to the rear of the driver's door when checking the front seat. 				
TASK V				
	INSTRUCTED	APPLIED	SATISFACTORY	
			<u>Field Performance</u>	<u>Test</u>
V. The CSO will be able to list the conditions when a vehicle can be legally stored. REF: 22651 CVC, Policy 510				
TASK VI				
	INSTRUCTED	APPLIED	SATISFACTORY	
			<u>Field Performance</u>	<u>Test</u>
VI. The CSO will be able to explain the procedures for impounding vehicles. REF: Policy 510, 22655.5 CVC, 14607.6(c) CVC, 14602.6 CVC				

TRAFFIC CONT...

TASK VII				
	INSTRUCTED	APPLIED	SATISFACTORY	
			<u>Field Performance</u>	<u>Test</u>
<p>VII. The CSO will safely direct traffic in a variety of situations and locations by:</p> <ol style="list-style-type: none"> 1. Maintaining proper stance 2. Using universally recognized signals/gestures 3. Effective verbal/visual communication and coordination. 4. Ensure the safe flow of traffic. 5. Use of the whistle 6. Clear and concise orders and directions 7. Assisting other emergency vehicles 8. Answering questions 9. Use of the flashlight 10. Use of flares and/or flashing signal lights 11. Liability issues i.e. cannot cease until the hazard is removed 12. Professional conduct 13. Traffic safety vest 				

TRAFFIC CONT...

TASK VIII				
	INSTRUCTED	APPLIED	SATISFACTORY	
			<u>Field Performance</u>	<u>Test</u>
<p>VIII. The CSO will store a vehicle and complete a Motor Vehicle Report for various types of tows, including:</p> <ol style="list-style-type: none"> 1. 22651(b) CVC - Hazard/901a 2. 22651(h) CVC - Driver in custody and vehicle cannot be safely parked. 3. 22651(o) CVC - Registration expired over 6 months. 4. 22651(p) CVC - 12500a/14601 (unlicensed driver, must be cited.) 5. 14602.6 CVC - Authority to impound. <p>REF: Policy 510 and 520</p>				
TASK IX				
	INSTRUCTED	APPLIED	SATISFACTORY	
			<u>Field Performance</u>	<u>Test</u>
<p>IX. The CSO will be able to identify the conditions under which a private party can have a vehicle towed from private property.</p> <p>REF: 22658 CVC</p>				
TASK X				
	INSTRUCTED	APPLIED	SATISFACTORY	
			<u>Field Performance</u>	<u>Test</u>
<p>X. The CSO will investigate a stolen vehicle and will complete a motor vehicle report.</p> <ol style="list-style-type: none"> 1. Insure the vehicle is in fact stolen. 2. Have vehicle entered into SVS via phone. 3. Enter FCN on Stolen Vehicle Report. 				

TRAFFIC CONT...

TASK XI				
	INSTRUCTED	APPLIED	SATISFACTORY	
			<u>Field Performance</u>	<u>Test</u>
<p>XI. The CSO will investigate the recovery of a stolen vehicle, and complete the motor vehicle report.</p> <ol style="list-style-type: none"> 1. Verify the license and VIN. 2. Request a tow, if needed. 3. Use your current call number as the report number for non-ECPD stolen vehicles. 4. Complete the vehicle update and record the FCN. 5. Complete supplements for ECPD stolen vehicles. 6. Notify CSI if recovery meets criteria. 				
TASK XII				
	INSTRUCTED	APPLIED	SATISFACTORY	
			<u>Field Performance</u>	<u>Test</u>
<p>XII. The CSO will locate, mark and tow an abandoned vehicle in accordance with ECPD policy.</p> <p><i>REF: Parking Operations Manual and Policy 524</i></p>				
TASK XIII				
	INSTRUCTED	APPLIED	SATISFACTORY	
			<u>Field Performance</u>	<u>Test</u>
<p>XIII. The CSO will be able to explain how to process license plates in various situations, including:</p> <ol style="list-style-type: none"> 1. Found license plate(s) 2. Recovered stolen license plate(s) <ol style="list-style-type: none"> A. On different vehicle from which they belong B. Loose; not attached to a vehicle 3. Plates that have not been reported stolen, on a stolen vehicle. 				

TRAFFIC CONT...

TASK XIV				
	INSTRUCTED	APPLIED	SATISFACTORY	
			<u>Field Performance</u>	<u>Test</u>
XIV. The CSO will be able to define the following terms: <ol style="list-style-type: none"> 1. Braking distance 2. Stopping distance 3. Reaction time 				
TASK XV				
	INSTRUCTED	APPLIED	SATISFACTORY	
			<u>Field Performance</u>	<u>Test</u>
XV. The CSO will be able to explain the elements of each of the following Vehicle Codes (CVC) sections: <ol style="list-style-type: none"> 1. Impeding Traffic, 22400a 2. Registration Required, 4000a 3. Notify DMV, change of address, 4159 4. Change of address on registration, 4160 5. Front and rear plate required, 5200 6. Registration tabs, 5204 7. Notify DMV change of owner (buyer), 5902 8. Unlawful to drive without license, 12500a/b/c/d 9. Suspended or revoked license, 14601 (all) 10. Mandatory proof of insurance, 16028a 11. Duty to stop at accident, 20001/20002a 12. Bicycle at night, light/reflector required, 21201d 13. Bicyclist under 18, helmet required, 21212a 14. Circular red or red arrow, 21453a 15. Divided highways, 21651 16. Left turn or U turn, 21801a 17. Entry onto highway, 21804 18. U turn in business district, 22102 19. U turn in residential (within 200'), 22103 20. Unsafe starting or backing, 22106 21. Presentation of registration, 4462 a/b 22. Stop requirements, 22450 23. Reckless driving, 23103 24. Speed contest, 23109 25. Driving under the influence, 23152/23153 26. Mandatory seat belts, 27315 27. Child passenger restraints, 27360 				

USE OF FORCE

TASK I				
	INSTRUCTED	APPLIED	SATISFACTORY	
I. The CSO will explain the Department's Use of Force policy. <i>REF: 835(a) P.C., Policy 300</i>			<u>Field Performance</u>	<u>Test</u>
TASK II				
	INSTRUCTED	APPLIED	SATISFACTORY	
II. The CSO will know when the utilization of chemical agent would be appropriate and/or justified. <i>REF: Policy 308</i>			<u>Field Performance</u>	<u>Test</u>

