

BURLINGAME POLICE DEPARTMENT
FIELD TRAINING MANUAL



POLICE OFFICER

BURLINGAME POLICE DEPARTMENT

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OPERATIONAL STARTUP	INSTRUCTED	
	CORPORAL/DATE	NEW OFFICER/DATE
DEPARTMENTAL POLICIES		
Example:	DP 09/11/16	
The Corporal will explain the purpose of the departmental policies.		
The officer will demonstrate how to access the departmental policies on line.		
Review Code of Ethics and Mission Statement		
The Corporal will discuss and review the Field Training Program with new officer.		
The Corporal will discuss and review the DOR form and evaluation guidelines.		
The Corporal will discuss and review all Field Training Forms.		
The Corporal will discuss and review an overview of the City Departments and their functions.		
The officer will be given a POST ID Number and know the purpose of the number.		
The officer will know how to access the Daily Training Bulletins and their monthly responsibilities		
The officer will activate their emergency radio button and make sure Commo is properly notified (name is displayed) of the alert.		
IMMEDIATE TRAINING		
Basic firearms (handgun) range qualification		
Range Staff will inspect newly issued duty handgun/ammo for functionality.		
Shotgun training qualification		
AR-15 Training		
Taser™ training and qualification		
Less Lethal 40mm qualification		
ASP training and qualification		
OC training		
Ballistic Shield		
Baton update		
CPR		
First Aid / NARCAN		
Arrest and control techniques review		

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OPERATIONAL STARTUP	INSTRUCTED	
	CORPORAL/DATE	NEW OFFICER/DATE
Carotid Restraint		
NON IMMEDIATE TRAINING		
WRAP™		
AED instruction		
PAS		
Blood borne Pathogens Class		
Draeger Intoxilyzer		
Radar/ Lidar familiarization		
Pursuit Training		
NIMS (FEMA) 100		
NIMS (FEMA) 700		
CLETS Less Than Full Access Training and quiz		
Lojack / ETS system familiarization		
BWC / IPOD		
Jail Operation Training		
POST Learning Portal		
Peninsula Hospital Orientation		
IT Department/ Use of the Computer		
Logging onto Network and Home directory		
Lawnet		
SRIMS		
RIMS		
Cal Photo		
Mugshots		
APP.net		
Microsoft Word		
Livescan™		

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OPERATIONAL STARTUP	INSTRUCTED	
	CORPORAL/DATE	NEW OFFICER/DATE
Laserfiche		
Smarts and teletypes		
Countywide Protocols		
AWS (PIN Subject File)		
Coplink		
California Laws Web Site		
Megans Law		
Webmail		
Parole LEADS What is the database? What information is included in the database? Which officers have access to the database?		
RIMS COLABORATE		
Outlook Mail		
Voicemail		
Proper use of department's telephone		
Calendar		
City Intranet		
BPD Intranet Web Page		
ADMINISTRATION ORIENTATION		
Facility Tour Of Burlingame PD		
Organizational Chain Of Command		
Building Evacuation Plan		
Scheduling Calendar		
Patrol Work Schedule		
Jail Evacuation Plan		
Commo Evacuation Plan		
Parking Lot/ Safety Exiting California Dr. Side		
Keys/ Gate & Door Codes		

BURLINGAME POLICE DEPARTMENT

OPERATIONAL STARTUP	INSTRUCTED	
	CORPORAL/DATE	NEW OFFICER/DATE
City Officials / City Hall Tour		
Mailboxes		
Administration Boxes In Front Office		
City Of Burlingame Public Web		
Burlingame PD Public Web Site		
Role of IT manager		
Role of Records Manager		
Role Of Chief's Administrative Assistant		
Mandatory Reporting Requirements		
Visitor Policy Inside PD/ Visitor Pass		
City Boundaries		
Sector Boundaries		
Familiarization With Employee Assistance Program (ASSIST U)		
BPD Interview Rooms & Recording Procedure		
DEPARTMENTAL POLICIES		
Use of Force Sec 300		
Shooting Policy Sec 304		
Taser Policy Sec 309		
Officer Involved Shooting Sec 310		
Pursuit Policy Sec 314		
Disciplinary Policy Sec 340		
DEPARTMENTAL FORMS		
Pay Day / Credit union		
Overtime Form		
Sick Leave Form		
Time off Requests		
Confidentiality / DMV		

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OPERATIONAL STARTUP	INSTRUCTED	
	CORPORAL/DATE	NEW OFFICER/DATE
Moving Citations		
Auto Cite Ticketwriter		
Warning Citations		
Parking Citations		
Citation Correction Form		
Maintenance Request Form		
Community Resource Booklet		
Collision Investigation Manual (CIM)		
SMC Alert Entry / Rapid Notify Entry		
BPD Interview Rooms – Audio/Video Recording Procedures		
Seniority Overtime Call Out Sheet (After FTO)		

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LOCATIONS	ADDRESS	INSTRUCTED		DEMONSTRATED	
		Corporal/ Date	Officer/Date	Corporal/ Date	Officer/Date
COUNTY					
Juvenile Facilities					
• Hillcrest Probation Dept.					
• Hillcrest Intake					
Sheriff 's Department					
• Records Division					
• Main Jail					
• Women's Jail					
San Mateo Tasks Force Units					
• Narcotics Task Force (CNTF)					
• Stolen Auto (VTTF)					
• Computer (REACT)					
• Gang Task Force (GTF)					
Superior Court (Southern)					
• District Attorney's Office					
• Court Rooms					
• Court Clerk's Office					
Traffic Court					
• Court Rooms					
Superior Court (Northern)					
First Chance- 875 Mahler Rd, Burlingame					

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LOCATIONS	ADDRESS	INSTRUCTED		DEMONSTRATED	
		Corporal/ Date	Officer/Date	Corporal/ Date	Officer/Date
Hospitals					
Peninsula Hospital (BLGM)					
• Emergency Room					
• 5150 PES Ward					
• Custodian Of Records Office					
San Mateo County General Hospital					
• Emergency Room					
• Emergency Psychiatric Unit					
• Coroner's Office					
• Keller Center					
Mills Hospital (SM)					
Kaiser (SSF)					
Kaiser (RWC)					
Stanford Hospital (Palo Alto)					
San Francisco General Hospital					
CITY OF BURLINGAME					
GENERAL					
Map Reading					
Beat Maps / GPS Map					
Smith & Wesson Numbering System					
SECTOR A					
Kwik and Convenient	505 California Dr.				
Pershing Park	1560 Newslands Ave.				

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LOCATIONS	ADDRESS	INSTRUCTED		DEMONSTRATED	
		Corporal/ Date	Officer/Date	Corporal/ Date	Officer/Date
Washington Park	1000 Burlingame Ave.				
Trenton Park	630 Trenton Way				
Alpine Park	801 Alpine Ave.				
Heritage Park	1599 Ralston Ave.				
Victoria Park	200 Victoria Road				
Paloma Park	901 Paloma Ave.				
City Hall	501 Primrose Rd.				
Northpark Apartments	Carolan/ Rollins				
Safeway Store (Peninsula)	860 N. Delaware St. San Mateo				
Safeway Store (Howard Ave.)	1450 Howard Ave.				
7-Eleven	975 Rollins Rd.				
Alibi Bar	220 Lorton Ave.				
Vinyl Room	221 Park Road				
Steelhead Brewery	333 California Dr.				
Barrelhouse	305 California Dr.				
Paddy Flynn's Bar	246 Lorton Ave.				
Il Fornaio Restaurant	327 Lorton Ave.				
Saint Catherine's School	1300 Bayswater Ave.				
Burlingame High School	1 Mangini Way				
Washington School	801 Howard Ave.				
McKinley School	701 Paloma Ave.				
Train Depot	290 California Dr.				
Fire Station #34	799 California Dr.				
City Lot J	252 Primrose Rd.				

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LOCATIONS	ADDRESS	INSTRUCTED		DEMONSTRATED	
		Corporal/ Date	Officer/Date	Corporal/ Date	Officer/Date
Burlingame Hotel	287 Lorton Dr.				
Flights Restaurant	1100 Burlingame Ave.				
Woodlake Apartments (San Mateo)	900 Peninsula Ave. San Mateo				
Hillsborough Police Department	1600 Floribunda Ave. Hillsborough				
SECTOR B					
Cuernavaca Park	3050 Alcazar Dr.				
Laguna Park	1400 Laguna Ave.				
Mills Canyon Park	3001 Arguello Ave.				
Ray Park	1525 Balboa Way				
Village Park	1535 California Dr.				
Village Host Pizza	1201 Broadway				
Burlingame Plaza	ECR & Trousdale				
American Bull Bar	1819 ECR				
Behan's Bar	1327 Broadway				
Lincoln School	1801 Devereaux Dr.				
Burlingame Intermediate School	1715 Quesada Way				
Franklin School	2385 Trousdale Dr.				
Roosevelt School	1151 Vancouver Ave.				
Mercy High School	2750 Adeline Dr.				
Our Lady Of Angels (OLA)	1328 Cabrillo Ave.				
Fire Station #35	2832 Hillside Dr.				
Temple Sholom	1655 Sebastian Dr				
CTA Lot	1705 Murchison Dr				
SECTOR C					
Red Roof Inn	777 Airport Blvd				
Holiday Inn Express	1250 Bayshore Hy.				

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LOCATIONS	ADDRESS	INSTRUCTED		DEMONSTRATED	
		Corporal/ Date	Officer/Date	Corporal/ Date	Officer/Date
Fisherman's Park	300 Airport Blvd.				
Robert Wolley Park	100 Anza Blvd.				
Embassy Suites	150 Anza Blvd.				
Caribbean Gardens	1306 Bayshore Hy.				
HL Peninsula Pearl	1590 Bayshore Hy.				
Grand Harbor	1492 Bayshore Hy.				
Kincaid's Bay House	60 Bayview Place				
Bay Landing Hotel	1550 Bayshore Hy.				
The [old] Sherman Lot	410 Airport Blvd.				
Crowne Plaza Hotel	1177 Airport Blvd.				
Bayside Park	1125 Airport Blvd.				
Hilton Gardens	765 Airport Blvd				
Hilton Airport Hotel	600 Airport Blvd				
Vagabond Hotel	1640 Bayshore Hy.				
Corp Yard/ EOC	1361 N. Carolan Ave.				
Benihana	1496 Bayshore Hy.				
Elephant Bar	1600 Bayshore Hy.				
AMR Office	1510 Rollins Rd.				
Fire Station #36 (closed)	1399 Rollins Rd.				
Primetime Athletic Club	1730 Rollins Rd.				
Hyatt Hotel	1333 Bayshore Hy.				
Yaseen Center (Mosque)	1722 Gillbreth Rd				

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LOCATIONS	ADDRESS	INSTRUCTED		DEMONSTRATED	
		Corporal/ Date	Officer/Date	Corporal/ Date	Officer/Date
Marriott Hotel	1800 Bayshore Hwy.				
Westin Hotel (Millbrae)	1 Bayshore Hy. Millbrae				
ALOFT (Millbrae)	401 East Millbrae Ave. Millbrae				

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FIREARMS	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
Duty Pistol – Glock 21						
Officer will learn names and functions for each part in a field stripped Glock 21 Gen 4 pistol.						
Officer will learn proper maintenance techniques for the duty pistol. Recruit will demonstrate proficiency in disassembly and reassembly of duty pistol and will repeat the process several times for familiarization.						
Duty Pistol Review – FTO will review pistol fundamentals with officer and ensure officer is able to demonstrate sound fundamentals.						
Officer will complete the department handgun qualification course with remediation and instruction as-needed.						
AR-15 Patrol Rifle						
Officer will learn names and functions for the components of a field stripped AR-15 patrol rifle.						
Officer will learn how to disassemble and reassemble the patrol rifle for maintenance and will demonstrate/repeat the process until a solid skill foundation is attained.						
Officer will learn how to make the rifle “car ready” and will repeat the process until proficient.						
Officer will instruct recruit on the fundamentals of using both the iron and reflex sights, and various ways to deploy the rifle in the field.						
Officer will learn and demonstrate proper shooting positions for the patrol rifle, including standing, kneeling, and prone.						
Officer will demonstrate proficiency with reflex sight, iron sights, and firing with gas mask on.						
Officer will also fire the rifle in low-light conditions using the weapon light.						
Patrol Shotgun – Remington 870						
Officer will learn the components of the Remington 870 and become familiar with how the shotgun functions						
Officer will learn and demonstrate how to make shotgun “Car Ready”						
Officer will practice deploying the shotgun out of the patrol vehicle						

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(simulated) and then returning the shotgun to "car ready" status.						
Less Than Lethal 40mm						
Officer will become familiar with the 40mm launcher including loading, unloading, sighting, and firing.						
When to deploy						
Where to Aim (Target Areas)						

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DUI/11550	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
Driving While Under The Influence Arrests						
The officer will explain common driving indications of suspected DUI drivers and shall explain and demonstrate the field sobriety tests currently used by the Burlingame Police Department.						
Initial stop-preliminary signs of intoxication						
DUI SFST examination						
DUI Questionnaire						
HGN – Horizontal Gaze Nystagmus						
One Leg Stand						
Walk and Turn						
Rhomberg Stand						
Written Alphabet						
The officer will explain and demonstrate the PAS device on a subject.						
The officer will explain the procedure for obtaining a chemical test from an arrested person. <ul style="list-style-type: none"> •Blood •Breath •Urine (Drugs) 						
Assure that the officer has been certified in the use of the intoxilizer. If not, make arrangements for training through the Training Manager.						
The officer will explain and demonstrate Trombetta and how it is used in a DUI investigation.						
The officer will explain the law and agency policy regarding blood, breath, and urine tests, and related issues including: <ul style="list-style-type: none"> •How, when, where, and by whom the tests are given. •Acceptable level of force to obtain samples. •Law and agency policy regarding persons who refuse chemical testing. 						
Implied consent						
Refusals						
The officer will explain the elements required on a 13353 C.V.C. hearing request form (Admin Per Se). <ul style="list-style-type: none"> •Probable Cause •Lawful arrest 						

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DUI/11550	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
<ul style="list-style-type: none"> •Admonition •Refusal 						
"Forced" blood						
Disposition of vehicle						
When to O.R.						
Hospitalization						
Civil collection accounting form						
Elements of drunk driver report						
Drunk driving on private property						
Juveniles						
The officer will explain the procedures and conditions under which an intoxicated subject is placed into First Chance						
The officer will identify the procedure used in handling intoxicated drivers at the scene of an auto accident; both injured and noninjured drivers.						
The officer will explain the difference between misdemeanor and felony DUI.						
The officer will explain the policy and procedure for booking an intoxicated subject into jail vs. a temporary alcohol treatment facility.						
The officer will explain the influence signs of driving under the influence of a drug, including marijuana.						
<p>The officer will complete an arrest, booking and report of a person arrested for driving while under the influence of alcohol/drugs.</p> <ul style="list-style-type: none"> •Detecting the violator •Determine the intoxication •Vehicle disposition •Proper admonitions •Miranda •Admin Per Se •Obtaining the chemical test •Maintain the chemical test •Trombetta •Complete arrest report •Complete intoxication summary •Complete 13353 C.V.C. refusal, if required •Book/Citation for adults •Juveniles - Citation/release to parent/Hillcrest •Cost recovery form 						

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DUI/11550	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
Intoxication Arrests / Probationers and Parolees						
The officer will know relevant Alcohol Beverage Control (ABC) violations involving intoxicated person.						
849(b)(2) P.C.						
Alcohol 647(f) P.C.						
County Jail vs First Chance						
Handling Parolees						
Handling Probationers						
The officer will know the difference and limitations between court and formal probation.						
The officer will explain and demonstrate how to obtain a parole hold on an individual.						
The officer will explain and demonstrate how to obtain a probation hold on an individual.						
The officer will explain the requirements of charging an individual with public intoxication. •Checking with detox for beds available						
The purpose of the Supervised Released File (SRF)						
Handling Subjects Under the Influence of a Controlled Substance						
11590 HS Registration						
P.C.P Special considerations						
Safeguards / Universal Precautions						
Symptoms						
11550 H&S Worksheet						
The officer will know the criteria for booking subjects who are under the influence of a drug into First Chance.						

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SEARCH & SEIZURE	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
Officer Survival						
<p>The officer shall identify and explain the importance of physical, mental, and emotional conditioning in officer survival. These shall minimally include:</p> <p>A.) Concept of tactical retreat</p> <ol style="list-style-type: none"> 1. Pre-planning (mental scenarios) 2. Reduction of unnecessary risks (stress management, "keeping your cool") <p>B. Mental conditioning</p> <ol style="list-style-type: none"> 1. Will to live 2. Continue to fight, regardless of odds 3. Mental alertness 4. Self-confidence <p>C. Physical conditioning</p> <ol style="list-style-type: none"> 1. Agency policy on physical fitness and officer standards 2. Role of good health and nutrition <p>D. Weapon retention</p>						
Search Concepts						
<p>The officer will identify those items for which an officer may legally search, including:</p> <ul style="list-style-type: none"> • DANGEROUS weapons • Fruits of the crime • Instruments of the crime • Contraband • Suspects 						
<p>The officer will identify and describe the basic degrees of searches.</p> <ul style="list-style-type: none"> • Visual • Pat down/Cursory • Standing • Kneeling/Prone • Strip 						
<p>Discuss the health hazards of searching persons.</p> <ul style="list-style-type: none"> • HIV/AIDS • Hepatitis • Body fluids/Blood Borne Pathogens 						
<p>The officer will demonstrate and discuss the elements of a safe and effective search.</p> <ul style="list-style-type: none"> • Constant alertness • Asking suspect about sharp objects before search • Maintaining control/ position of advantage • Thoroughness of search • Safeguarding weapons 						
<p>The officer will explain the responsibilities of the cover officer while a search is being conducted.</p> <ul style="list-style-type: none"> • Protect the searching officer from outside interference • Psychological advantage over 						

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suspect • Physically assist searching officer						
SEARCH & SEIZURE	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
The officer will identify and explain the circumstances under which the officer may institute various types of legally authorized searches. • Consent • Incident to arrest • Probable cause • Search warrant • Plain sight • Exigent circumstances • Vehicle searches • Pat/cursory searches • Probation / Parole searches						
The officer shall identify those items for which an officer may legally search. These items shall minimally include: • DANGEROUS weapons • Fruits of the crime • Instruments of the crime • Contraband • Suspects • Additional victims						
The officer shall discuss the limits of searches when conducted with persons, vehicles, and buildings including: • Protective sweeps • Closed containers • Inventory searches						
** Refer to Policy ** The officer will define the limits of the use of force pertaining to the seizure of evidence from a person's body. • To prevent swallowing of evidence • Inducing vomiting • Extracting blood • Obtaining fingerprints • Obtaining handwriting samples						
The officer will safely remove handcuffs from a prisoner. • At the station • At County Jail						
The officer shall be able to safely and effectively control (verbally and physically), one or more suspects, applying all officer safety tactics.						
The officer shall be able to demonstrate effective search techniques for both male and female suspects, including: • Constant alertness, including keeping hands in view • Maintaining control and position of advantage • Standing, kneeling, and prone position searches • Safeguarding of weapons						

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SEARCH & SEIZURE	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
The officer shall review and explain agency policy regarding searching individuals of the opposite sex.						
Vehicle Searches						
<p>** Refer to Policy **</p> <p>The officer shall identify and explain principles of a safe and effective search of a vehicle. These principles shall minimally include:</p> <ul style="list-style-type: none"> • Proper removal and control of occupants • A systematic method of search 						
Given an incident, the officer shall safely and effectively conduct a vehicle search. – Consent search, valid waiver						
Given an incident, the officer shall safely and effectively conduct a vehicle search. - Inventory search						
Given an incident, the officer shall safely and effectively conduct a vehicle search. - Search as result of arrest						
Seizure Concepts						
<p>The officer shall review and explain the concept of lawful evidence seizure, including instances where force may be justified, such as:</p> <ul style="list-style-type: none"> • Preventing a suspect from swallowing evidence • Inducing a suspect to vomit • Extracting blood evidence from a suspect • Extracting fingerprint evidence from a suspect 						
Control Of Suspects/ Handcuffing						
The officer shall be able to safely and effectively control (verbally and physically), one or more suspects, applying all officer safety tactics.						
The officer shall review and explain agency policy regarding searching individuals of the opposite sex.						
<p>The officer shall be able to demonstrate effective search techniques for both male and female suspects, including:</p> <ul style="list-style-type: none"> • Constant alertness, including keeping hands in view • Maintaining control and position of advantage • Standing, kneeling, and prone position searches • Safeguarding of weapons 						

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SEARCH & SEIZURE	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
<p>The officer will identify the purposes for handcuffing a prisoner.</p> <ul style="list-style-type: none"> • To prevent attack • To prevent escape • To prevent destruction or concealment of evidence 						
<p>The officer shall discuss various handcuffing principles which should be met in order to reasonably guarantee the temporary restraint of a suspect. The principles shall minimally include:</p> <ul style="list-style-type: none"> • Control of the suspect(s) and the handcuffs • Proper positioning of the suspect's hands, key outlets, and double locking mechanisms • Reasonable degree of tightness • Observation of restrained suspects • Other approved restraint devices (i.e., flex cuffs, hobbles, etc.) • Safe and controlled removal of handcuffs and other restraint devices. 						
<p>The officer shall be able to safely and effectively handcuff single or multiple suspects and, if necessary, transport single or multiple suspects away from an arrest scene.</p>						
Officer Safety						
<p>The officer shall explain and demonstrate contact officer tactics and responsibilities to include:</p> <ul style="list-style-type: none"> • Primary responsibility for dealing with situation/ people • Records incident information (FIs) • Performs pat down and custody search of suspect(s) • Issues all citations • Recovers evidence and contraband • Handles routine radio communications • Relays pertinent info to cover officer & medical personnel • Watches hand movement 						
<p>The officer shall explain and demonstrate cover officer tactics and responsibilities to include:</p> <ul style="list-style-type: none"> • Approach • Cover positions with vehicle(s) and person(s) • Position of advantage • What to watch for: <ul style="list-style-type: none"> Hands in pockets or otherwise concealed, Weapons or contraband Hostility or anger, The approach of other persons or vehicles, Symptoms of intoxication or illness Potential reactions and escape • Communications with contact 						

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officer/DANGER signals • Position of assistance, if needed, during arrest • Provides assistance as directed by contact officer						
SEARCH & SEIZURE	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
** Refer to Policy ** The officer shall discuss the roles of the contact and cover officers during and after a pursuit, felony car stop, or foot chase. These shall include: • Radio responsibilities • Firearms/Weapons • Position to assume after the vehicle or person is stopped • Officer-to-officer communication						
** Refer to Policy ** The officer shall discuss benefits, limitations, and characteristics of protective body armor, including. • Benefits of wearing (Required by Dept Policy) • Types of body armor • Level of protection against firearms • Level of protection against knives /other penetrating weapons						
Suspicious Persons/ Pedestrian Stops						
The officer shall explain the concepts of consensual encounter and probable and reasonable cause to stop and detain.						
The officer shall explain the circumstances of making a lawful pedestrian stop. This explanation shall minimally include: • The existence of suspicious activity • The time of day or night • Reasonable suspicion to believe that the person • being stopped may be involved in criminal activity.						
The officer will contact suspicious persons without placing anyone, including the cover officer, in a hazardous position. • Pedestrians • Vehicles • Citizens who walk up on preoccupied officers						
The officer will describe and demonstrate safe and effective tactics for approaching pedestrians while in a vehicle.						
The officer will identify the reasons why an officer should contact pedestrians on foot.						

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SEARCH & SEIZURE	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
The officer will discuss the variables to consider when confronted by a suspicious person who is on foot. <ul style="list-style-type: none"> • Determine whether or not to stop • Determine when and where to stop • Determine method of stop 						
The officer shall explain the role and use of CLETS in determining a person's wanted status.						

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EVIDENCE	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
Evidence						
The officer shall recognize the concepts of evidence as defined and used in California law, including: <ul style="list-style-type: none"> • Evidence • Direct evidence • Circumstantial evidence 						
The officer shall identify the following types of evidence or material related to the introduction of evidence in court and shall give an example of each: <ul style="list-style-type: none"> • Fruits of a crime • Instrumentalities of a crime • Contraband 						
The officer shall explain the purposes for offering evidence in court, including: <ul style="list-style-type: none"> • As an item of proof • To impeach a witness • To rehabilitate a witness • To assist in determining sentence 						
The officer shall explain the tests which an item of evidence must successfully pass before it may be admitted into any criminal court. (Evidence Code Section 210) <ul style="list-style-type: none"> • The evidence must be relevant to the matter in issue • The evidence must be competently presented in court • The evidence must have been legally obtained 						
The officer will explain the circumstances under which items of evidence may be released in the field. <ul style="list-style-type: none"> • Perishables • Valuables • Be certain to photograph the items 						
The officer will systematically search a crime scene utilizing one of the following methods. <ul style="list-style-type: none"> • Point to point • Sector • Concentric 						
The officer shall review and explain, as well as apply, the agency's policies on: <ul style="list-style-type: none"> • Handling controlled substances • Depositing property, evidence, and money • Withdrawing and returning property • Depositing firearms, miscellaneous weapons, and explosives 						
The officer will explain how to collect, preserve and package the following types of physical evidence:						
Clothing						

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EVIDENCE	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
Clothing with blood/ semen/fluid						
Blood/Blood alcohol samples						
Documents/checks						
Bullets/shell casings						
Firearms						
Hair/fibers						
Latent fingerprints						
Paint samples						
Rape Kits						
Gun Shot Residue						
Money (1412 P.C. - arrestee's receipt)						
Urine Samples						
Narcotics/Syringes						
Presumptive tests for narcotics						
Photos						
Draeger Intoxilizer Receipt						
Demonstrate how to identify/seal off a crime scene						
The officer will properly mark all items of evidence in such a manner to be recognized/identified in court and so as not to deface the aesthetic value of the property.						
The officer shall review and explain the policy for taking evidence to the crime lab and to court.						
The officer shall explain "chain of custody" and "chain of evidence".						
The officer will explain and demonstrate the proper procedure to be followed when lifting latent fingerprints from crime scenes and/or physical evidence. The officer will demonstrate his ability to fingerprint a subject, take elimination prints, and palm prints.						
The officer will identify the common errors made by officers in handling a crime scene or collecting evidence, including: • Officers unnecessarily disturbing						

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EVIDENCE	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
the scene • Officers leaving fingerprints • Destroying fingerprints, tire, or shoe prints • Failure to individually mark and package evidence • Packaging moist items in plastic • Allowing unauthorized persons to enter crime scene (including fellow officers, supervisors, and the press)						
The officer will list common items of evidence likely to be found at the following scenes: • Assaults • Rapes • Robberies • Burglaries • Hit and Run Accidents • Arsons						
The officer will list the circumstances under which evidence can and cannot be released in the field.						
The officer shall describe the effects of the “exclusionary rule” upon police actions and procedures in the following areas: • Civil rights • Inadmissible evidence • Possibility of false arrest						
The officer shall define the Hearsay Rule and give examples of exceptions to the rule, including: (Evid Code 1200,1220) • Spontaneous statements • Admissions • Confessions • Dying declarations • Contacting and serving the witness						
The officer will demonstrate the department’s evidence disposition protocol						

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LAWS OF ARREST	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
Laws of Arrest						
The officer shall explain a peace officer's authority to make an arrest. Reference: 836 P.C.; 40300.5 through 40302.						
The officer shall explain the requirements regarding gaining admittance into a location to make an arrest. Reference: 844 P.C.						
The officer shall explain instances where he/she is not civilly liable for false imprisonment arising out of an arrest. Reference: 142(c) P.C.; 836.5 P.C.; 847 P.C.						
The officer will recognize and describe the peace officer's right to search a person when there is reasonable cause to arrest.						
The officer will state the instances where a private person may make an arrest and the requirements placed upon the citizen by signing a private person's arrest affidavit.						
The officer shall identify the elements of a crime. These shall include: <ul style="list-style-type: none"> • Any act of omission • By a person • In violation of statutory law • For which there is punishment 						
The officer will describe the elements of an arrest. Reference: 834 and 835 P.C						
The officer will state the instances where a private citizen may make an arrest and the requirements placed upon the arresting citizen. Reference: 837 and 847 P.C.						
The officer will recognize and describe the peace officer's right to search a person who he has reasonable cause to arrest. Reference: 833 P.C.						
The officer will recognize and describe the peace officer's duty to release persons from custody when insufficient grounds for making a criminal complaint exist. Reference: 849 P.C.						

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LAWS OF ARREST	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
<p>The officer shall explain the various requirements related to arrests, to minimally include:</p> <ul style="list-style-type: none"> • Time of day or night that an arrest may be made • The information the person arrested must be provided and at what time it must be provided • What must be done with the person arrested <p>Reference: 840 P.C.; 841 P.C.; 825 P.C.; 848 P.C.; 849 P.C.; 851.5 P.C.; 853.5 P.C.; 853.6 P.C.</p>						
<p>The officer will describe the role of discretion in the arrest process and will discuss options such as cite and release, booking, report to D.A., private person's arrest, and no arrest.</p>						
<p>The officer will list the vehicle code conditions under which the violator's appearance is mandatory (40302 C.V.C.):</p> <ul style="list-style-type: none"> • Failure to produce valid identification • Refusal to sign the citation • Demands an immediate appearance • 23152 C.V.C. violators 						
<p>The officer will list the vehicle code violations under which he/she may take the violator into custody per 40300.5 - 40303C.V.C. / 40305C.V.C</p>						
<p>The officer will understand that as a general rule a peace officer must have an arrest warrant in order to arrest someone inside their residence. The following are exceptions to that requirement:</p> <ul style="list-style-type: none"> • Exigency • Consent • Probationary search clauses 						
<p>The officer will identify those circumstances in which officers may make an arrest for a misdemeanor not committed in their presence.</p> <ul style="list-style-type: none"> • Offense is committed by a juvenile. • Having an accident, or being in or about a vehicle which is obstructing a roadway while driving under the influence (40300.5 C.V.C.). • Battery committed on school property. • Carrying a loaded firearm in a public place. • Violations of domestic violence protective orders. • Warrants. • Assault/Battery not committed in officer's presence during a domestic violence incident. 						
<p>The officer shall identify and explain the following elements of "reasonable suspicion" as those required to lawfully stop, detain, or investigate a person.</p>						

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LAWS OF ARREST	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
<p>Given any situation in which a possible crime has occurred, the officer shall recognize those situations where the crime is complete and shall identify the crime by its common name, code number, and crime classification. These crimes shall minimally include California laws:</p> <ul style="list-style-type: none"> • Obstruction of justice • Homicide • Robbery • Assaults • Criminal threats (Terrorist threats) • Stalking • Restraining order violations • Cruelty to animals • Crimes against children • Sex crimes • Disturbing the peace • Burglary 						
<p>The officer shall review and explain the laws regarding parole and probation violations, searches, and holds including:</p> <ul style="list-style-type: none"> • 3056 P.C. • 1203.2 P.C. 						
<p>The officer will explain the adult arrest procedure.</p> <ul style="list-style-type: none"> • Felony arrests • Misdemeanor arrests • Jail procedures (male/ female) 						
<p>The officer will identify the department adult misdemeanor non-release criteria. The person arrested was so intoxicated/DANGER to self</p> <ul style="list-style-type: none"> • Arrested for one or more offenses listed in 40302 C.V.C. • One or more outstanding arrest warrants • Could not provide satisfactory evidence of I.D. • Prosecution of offense would be jeopardized • Likelihood of offense would continue • Demanded to be taken to magistrate/refuse to sign • 40304.5 C.V.C. declaration 						
<p>The officer will explain the adult misdemeanor release procedure.</p> <ul style="list-style-type: none"> • Warrant and records check • Citation and booking sheet • Set court date at least 30 days • Mug and fingerprint • Citation Release • Supplemental Contact Info 						

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LAWS OF ARREST	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
Criminal Justice System						
<p>The officer will explain the difference in the handling of misdemeanor and felony cases within the criminal justice system.</p> <ul style="list-style-type: none"> • Arrest • Bail • Arraignment • Preliminary Hearing • Trial • Sentencing • Probation/Parole 						
<p>The officer will explain the functions and jurisdictions of the following mutually assisting agencies.</p> <ul style="list-style-type: none"> • Sheriff's Department • California Highway Patrol/ State Police • Federal Bureau of Investigation • Alcohol Tobacco and Firearms • Bureau of Narcotic Enforcement • Department of Motor Vehicles • Postal Service • Secret Service • Alcohol Beverage Control • SMCO Narcotics Task Force • SMCO Vehicle Theft Task Force • SMCO Gang Task Force • Drug Enforcement Agency 						
Probable Cause						
<p>The officer shall identify and explain the following elements of "reasonable suspicion" as those required to lawfully stop, detain, or investigate a person:</p> <ul style="list-style-type: none"> • Specific and articulable facts • Crime related activity that has occurred, is occurring, or is about to occur • Involvement by the person to be detained in a crime related activity 						
Laws Of Arrest						
<p>** Refer to Penal Code and Policy **</p> <p>The officer will explain the concept of escalation of force, identify the levels of non-deadly force, and state when a police officer is justified in using the various levels of force:</p> <ul style="list-style-type: none"> • Verbal • Physical strength/control holds • Artificial incapacitators chemical agents, • Impact tools: baton • Less than lethal 						
<p>The officer shall explain the amount of force that may be used when affecting an arrest. Reference: 835 P.C.; 843 P.C.</p>						

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LAWS OF ARREST	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
The officer shall explain the legal and ethical considerations pertaining to the use of force, including "reasonable force". Reference:835 P.C.						
The officer shall review and explain department policy, legal ramifications, and the civil liabilities attached to both the officer and the department through the use of physical force and deadly force.						
The officer shall identify and evaluate situations that justify the use of deadly force and those situations that do not justify the use of such force.						
The officer shall explain what is meant by "force options" and provide examples of each that would fall within legal and moral limits, to minimally include: <ul style="list-style-type: none"> • Non-verbal/police presence • Verbal (Tactical Communication) • Physical (Weapons) • Less lethal weapons, including: <ul style="list-style-type: none"> • O.C. • Taser • The Baton/Impact weapons • Carotid • Deadly Force 						
The officer will explain when deadly force by a police officer is justified and will list the factors an officer must consider when deciding whether or not to use deadly force (196 P.C. and Departmental Policy) <ul style="list-style-type: none"> • Type of crime • Immediacy of present and future threat to lives • Environment and location • Threatening weapon capabilities • California law and department policy • Officer's capabilities 						
Given a variety of hypothetical situations, the officer will determine whether or not utilization of the ASP/baton would be appropriate/justified.						
The officer will identify those body points which are recognized as good baton target areas and those which are potentially lethal when struck.						
Given a variety of hypothetical situations, the officer will determine whether or not utilization of O.C. spray would be appropriate/justified.						
The officer will explain the medical procedures to be followed after utilizing O.C. spray.						

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LAWS OF ARREST	PERFORMED				CORPORAL	TRAINEE
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Given a variety of hypothetical situations, the officer will determine whether or not utilization of a Taser would be appropriate/justified.						
The officer will explain the medical procedures to be followed after utilizing the Taser.						
The officer will identify those body points which are recognized as good Taser target areas and those which should be avoided.						
Stop and Frisk – Detention and Release						
The officer will explain the elements of 849(b) (1) P.C.						
The officer will explain the elements of 849(b) (2) P.C.						
The officer will explain the difference of contact and cover.						
The officer will identify and explain the circumstances under which the officer may initiate various types of legally authorized searches: • Consent • Incident to arrest • Probable cause • Plain view • Fresh pursuit • Search warrants						
The officer will explain and demonstrate a cursory search.						
The officer will explain and demonstrate a felony prone search.						
The officer will explain and demonstrate a kneeling search						
The officer will explain and demonstrate a pat down search.						
The officer will explain and demonstrate a standing modified search.						
The officers will explain the reasons to stop and search an individual.						
Private Persons Arrest / Misdemeanor Citation						
The officer will state the instances where a citizen may make an arrest and the requirements placed upon the citizen by signing a private person's Arrest Affidavit.						
The officer will have a private person sign the private person's arrest form						
The officer will explain/demonstrate the OR releases procedures in the field or at the police department.						

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	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
Traffic Stops						
The officer shall explain various types of vehicle stops to minimally include: <ul style="list-style-type: none"> •Traffic violations •Investigative •High risk 						
The officer shall identify the inherent hazards involved when an officer conducts a vehicle stop. These hazards shall minimally relate to the: <ul style="list-style-type: none"> •Location of the stop •Reason for the stop •Officer's approach •Position the officer takes •Contact with the violator •Visibility 						
The officer shall identify and discuss the following elements to be considered when selecting the proper location for a vehicle stop: <ul style="list-style-type: none"> •Traffic hazards •Escape routes •Number of people present •Lighting conditions •Proper position of primary and backup units 						
The officer shall explain the advantages of recording the license number and description of the vehicle prior to the stop.						
The officer shall demonstrate the proper distance from which the stop of another vehicle should be initiated.						
The officer shall identify techniques for gaining the attention of the driver when making a vehicle stop. Techniques shall minimally include: <ul style="list-style-type: none"> •Use of emergency lights •Use of headlights •Use of horn •Use of siren •Use of hand signals •Use of public address system •Proper use of spotlight to include: <ul style="list-style-type: none"> •Not blinding the driver while the vehicle is moving •Illuminating the interior of the stopped vehicle •Focusing on the rear and side mirrors to blind the occupants of the officer's approach 						
The officer shall identify the consequences of failing to closely watch the movements of the occupants of a vehicle prior to, during, and after the stop. These minimally include: <ul style="list-style-type: none"> •Attack from suspects •Destruction or concealment of 						

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evidence •Escape of occupants						
The officer shall explain why an officer should not argue with a violator.						
The officer shall explain discretion in a car stop situation by giving examples of traffic situations in which an officer feels that a warning would be more beneficial.						
The officer will make a vehicle stop with emphasis on the following: •Proper distance / offsetting of patrol vehicle •Proper use of headlights / spotlights •Exit the vehicle quickly but safely •Never take the eyes off the vehicle or occupants •Walk next to the vehicle when approaching •Check the trunk/back seat when approaching •Stand to the rear of the driver’s door •Have gun hand free						
The officer will identify the advantages and disadvantages of allowing a stopped traffic violator and/or passengers to exit the vehicle and the possible responses to each circumstance.						
The officer will identify common violator reactions upon being stopped by a police officer and will discuss techniques for acceptably dealing with those reactions. •Embarrassment •Anger •Fear •Excuses •Asking for a break •Bribes •Refusal to sign citation						
The officer will identify the reasons for obtaining the driver’s license and registration as soon as possible during a traffic stop.						
The officer will identify the areas which afford the most protection to the officer, from the violator and passing traffic, while issuing a citation including both and left and right side approach.						
The officer will safely and effectively perform a traffic stop and issue a citation. •Adult •Juvenile						
The officer will explain to the violator the court procedures and alternatives in dealing with the citation and that the signature is a promise to appear, not an admission of guilt. •Procedure for “fix-it” citations						

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<ul style="list-style-type: none"> • Procedure for moving violations • Procedure for juvenile citations 						
The officer will explain the citation sign off policy as it relates to charging citizens and residents a fee.						
The officer will list the Vehicle Code conditions which require a mandatory appearance (booking). <ul style="list-style-type: none"> • Fails to present satisfactory identification • Refuses to sign the citation • Demands immediate appearance before magistrate • Charged with one or more offenses in 40302 C.V.C. 						
The officer will know how to write a DL 310 notification.						
The officer will discuss the acceptability of various forms of identification: <ul style="list-style-type: none"> • Drivers license and photo • Drivers license without photo • Military I.D. • Out of State I.D. • Social Security Card • Medical and food stamp I.D. • Credit cards with signatures • Payroll stubs • Vehicle Registration • Bank books • Verbal 						
The officer will discuss the reasons for not accepting a private person's wallet in response to a request for identification.						
The officer will make a (simulated or real) felony vehicle stop with emphasis on the following: <ul style="list-style-type: none"> • Planning the stop • Making the stop • Controlling the suspects • Removing suspects from the vehicle • Searching suspects 						
The officer will safely and effectively perform a traffic stop, obtain all necessary information, and issue and complete a legible citation in a reasonable amount of time. The officer will also discuss enforcement options such as: <ul style="list-style-type: none"> • Verbal warning • Issuance of a citation • Physical arrest 						
The officer will explain the law pertaining to subjects who refuse to sign a citation and the department's procedure for handling such a case.						

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High Risk Traffic Stops						
The officer will explain specific circumstances where police will conduct high-risk vehicle stops.						
The officer shall identify and discuss the important considerations taken when about to make a felony/high-risk vehicle stop. These elements shall minimally include: <ul style="list-style-type: none"> •Seriousness of the crime(s) •Availability of back-up •Location at which to make the stop •Tactics to be used after making the stop •Number of suspect 						
The officer will explain the procedures for a felony vehicle stop. <ul style="list-style-type: none"> •Dispatch/officer communication •Reason for stop •Identify primary/secondary units •Choose location of stop •Time of day plays a factor •Try to select the least populated area •Consider escape routes •Proper position of vehicles <ul style="list-style-type: none"> Primary Secondary Review commands and guidelines Communication between officers Search and handcuff Safety factors at all times 						
The officer shall discuss the advantages of verbally ordering the removal of the suspect(s) from the vehicle prior to approaching on foot.						
The officer shall explain the roles of both the primary and back-up officer(s) before, during, and after the stop. This discussion shall minimally include which officer: <ul style="list-style-type: none"> •Has the radio responsibilities •Assumes the shotgun/ AR-15 responsibilities, if applicable •Communicates to the occupants •Searches the occupants and/or the vehicle 						
The officer will make a simulated 'high risk' car stop with emphasis on the following. <ul style="list-style-type: none"> • Actions taken before the stop • Making the stop • Position of vehicles/officers • Control of stop/suspects • Getting suspects from the vehicle • Searching/clearing the vehicle 						
The officer shall explain verbal commands that should be used when removing suspect(s) from a vehicle prior						

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to approaching on foot. These commands shall minimally include having the suspect: <ul style="list-style-type: none"> • Keep hands in sight at all times • Exit the vehicle (according to agency policy) • Assume position of disadvantage outside the vehicle 						
The officer shall discuss the advantages of waiting for additional back-up before approaching the vehicle or the occupants.						
Vehicle Operation Liability						
The officer shall discuss how an officer operating a law enforcement vehicle under non-emergency conditions is subject to the same "rules of the road" as any other driver. (21052 C.V.C.)						
The officer shall explain the situations in which the driver of an authorized emergency vehicle is exempt from the Vehicle Code provisions listed in Section 21055 C.V.C., including: <ul style="list-style-type: none"> • Responding to an emergency call • Engaged in a rescue operation • In pursuit of a violator 						
The officer will explain why emergency calls do not absolve an officer from personal liability if the emergency vehicle is misused.						
The officer will know and explain department policy and procedure regarding non-pursuit and pursuit/ Code 3 driving.						
The officer will identify tactics that should be utilized by the driver of an emergency vehicle that will reduce the likelihood of an accident while on an emergency response: <ul style="list-style-type: none"> • Drive near the center of the roadway • Don't pass on the right while Code-3 • Give motorists the opportunity to yield • Fluctuate pitch of siren • Drive with due regard for public safety 						
The officer will explain the elements of the vehicle code which provide exemptions to a peace officer operating an emergency vehicle under emergency conditions: <ul style="list-style-type: none"> • 21055 and 21056 C.V.C. 						
The officer will identify the components of defensive driving: <ul style="list-style-type: none"> • Driver skill and attitude • Vehicle capability 						

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The officer will identify the faulty driver attitudes which contribute to the occurrence of traffic accidents: •Impatience •Over-confidence •Self-righteousness						
The officer will identify the common driving movements during which the majority of police involved collisions occur: •Backing •Turning •Parking						
The officer will define the terms "reaction time", "breaking time" and "stopping distance."						
The officer will identify information that should be broadcast when initiating a pursuit (direction of travel, vehicle description, want, etc.)						
The officer shall explain the exemption requirements of 21055(b) and 21807 C.V.C. regarding the use of red lights and siren.						
The officer shall explain the conditions under which he/ she or their agency may be held liable for deaths, injury, or property damage which occur while an emergency vehicle is being operated Code 3, including •Failure to drive with due regard for the safety of all persons described in C.V.C. Section 21056 •When the agency has not adopted a written policy on police pursuits in compliance with C.V.C. Section 17004.7 •A negligent or wrongful act or omission by an employee of the entity described in C.V.C. Section 17001 •When not in immediate pursuit of an actual or suspected violator or responding to a bona fide emergency as described in C.V.C. Section 17004						
Code 3 Response						
The officer will explain specific calls where Code 3 driving is acceptable and within the departmental policy.						
Assigned versus self-initiated						
CODE-3 red light and siren (respond immediately)						
In accordance with departmental policy, the officer will describe factors when to when to initiate and terminate a pursuit. and terminate a pursuit.						
C.V.C. restrictions (liabilities) 21055 and 21806						
** Refer to Departmental Policy ** Response to 11-80, 11-81, 11-82, and 11-83						

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	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
Vehicle Code Enforcement						
The officer shall discuss the California Vehicle Code laws that pertain to the operation of motor vehicles and shall be able to recognize violations.						
The officer shall define the following terms as used in the California Vehicle Code: <ul style="list-style-type: none"> • Crosswalk • Darkness • Driver • Highway • Intersection • Limit line • Motor vehicle • Roadway • School bus • Sidewalk • Vehicle 						
The officer shall review and explain the elements of Vehicle Code sections giving authority to arrest. Reference: 40300.5 through 40303; 40305						
The officer shall discuss enforcement options after observation of a traffic violation, including: <ul style="list-style-type: none"> • Verbal warning • Issuance of a citation • Physical arrest 						
The officer shall properly and legibly complete a citation, for an observed traffic offense, within a reasonable time frame.						
The officer shall explain that the required signature of a violator on a citation is not an admission of guilt but a promise to appear.						
The officer will identify the five most common causes of traffic accidents in Burlingame: <ul style="list-style-type: none"> • 22350 C.V.C. (Speed) • 22107 C.V.C. (Turning) • 21801 (a) C.V.C. (Yield) • 21457(a) C.V.C. (Red Light) • 21802 (a) C.V.C. (Yield) 						
The officer shall identify common California Vehicle Code violations by code number and classification. These violations shall minimally include those dealing with: <ul style="list-style-type: none"> • Vehicle registration and insurance requirements • Theft of and tampering with vehicles • Driver's licenses and identification cards including suspensions • Hit and run • Traffic control signals • Other traffic control devices • Driving, overtaking, and passing 						

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<ul style="list-style-type: none"> • Right-of-way • Pedestrians • U-Turns • Stopping, standing, and parking • Driving under the influence • Other public offenses • Equipment violations • Fleeing/evading an officer • Reckless driving • Seat belt violations 						
Impounding/Storing Vehicles						
The officer shall review and explain the agency's policy regarding towing procedures.						
The officer shall discuss the legal authority for those instances when an officer may impound/store a vehicle from public and private property.						
The officer will explain and demonstrate the department's policy of towing for unlicensed driver.						
The officer shall identify/ explain situations where he/ she may have the authority to remove, store, and/or impound vehicles, including: <ul style="list-style-type: none"> • Vehicle is abandoned (22669(a) VC) • Vehicle is a traffic hazard (22651(b) VC) • Incidental to an arrest (22651(h) VC) • Vehicle is stored for safekeeping (22651 (g) VC) • Vehicle is stolen, recovered, and not released in field (22651(c) and 22653(a) VC) • Vehicle is held for investigation (22655.5 VC) • Vehicle is involved in hit and run (22655 or 22653(b) VC) • Vehicle with VIN removed (10751 VC) 						
Given an incident in which a vehicle is to be impounded or stored, the officer shall impound or store the vehicle in an authorized manner. This shall minimally include: <ul style="list-style-type: none"> • Compliance with state law • Compliance with agency policy • Completion of all required reports in a satisfactory manner 						
The officer will successfully complete a CHP 180 Form including the back						
The officer have a working knowledge of the tow rotation and it's purpose						
Tow Companies/ Addresses						
Heavy Tow Rotation						
Vehicle Collisions						

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The officer shall define the term vehicle collision.						
The officer shall define the term "primary collision factor."						
The officer shall define the term "area of impact" and explain and/or demonstrate how area of impact is determined at both intersection and non-intersection accidents.						
The officer shall define the term "coefficient of friction" as it pertains to roadways.						
The officer shall discuss advantages and disadvantages of immediately removing (or having removed) all vehicles involved in a traffic accident from the highway.						
The officer shall discuss an officer's responsibilities in preventing traffic accidents in the community, including: <ul style="list-style-type: none"> • Education • Enforcement • Proactive engineering recommendations • Patrol awareness (including assisting stranded motorists) • Environmental factors that detract from traffic safety • Development of positive interagency relationships with road/street department, public works, planning, and traffic safety commission 						
The officer will have a working knowledge of E-Reporting for traffic accidents.						
The officer will have a working knowledge of VISIO.						
The officer will have a working knowledge of the CIM.						
The officer shall explain the primary duties of an officer at any traffic accident scene, including: <ul style="list-style-type: none"> • Determining injuries and need for emergency first aid treatment • Protecting the scene, including persons and property involved • Appropriate use of flares (spilled fuel) • Ascertaining the need for ambulance service • Considering the need for tow services • Determining the need for further assistance 						
The officer shall review and explain the agency's policy regarding traffic collision investigation and reporting.						
The officer shall discuss the instances when a traffic accident must be investigated by law and agency policy. These instances shall minimally include any:						

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<ul style="list-style-type: none"> • Injury accident • Hit and run accident • Accident involving suspected drunk driving • Accident involving city, county, or state property 						
The officer will know the policy for counter traffic accident reports						
The officer will complete a collision report and state the conditions that require an investigation.						
Fatal or major injury						
Hit and run with suspects						
School bus or city vehicle						
Traffic Accident DUI						
The officer will demonstrate the requirement to wear authorized reflective vest when directing traffic.						
The officer will discuss the benefit of marking vehicles at their point of rest						
Given a traffic accident, the officer shall respond in a safe, efficient, and effective manner, and shall properly and accurately report the accident according to agency policy, including identification of the primary collision factor, along with any associated collision factors.						
Traffic Control/Direction						
The officer shall demonstrate recognized traffic hand signals for a driver to include: <ul style="list-style-type: none"> • Stop • Turn right • Turn left • Start • Keep moving 						
The officer will safely and efficiently direct the flow of traffic using universally recognized signals and gestures, including: <ul style="list-style-type: none"> • Proper stance • Point control of traffic • Hand signals • Assist turning vehicles • Maintain clear intersection • Use of whistle • Orders and directions • Answering questions • Assisting emergency vehicles • Funeral processions • Leaving the scene 						
The officer shall demonstrate a method for using the flashlight to direct traffic in						

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the hours of darkness.						
The officer shall explain flare patterns and be able to safely light and extinguish a flare.						
The officer will understand the reason and purpose of wearing a high visibility vest during directing traffic.						
Given a handout or exercise depicting an accident scene, the officer shall mark where to place particular types of traffic control devices that will best protect persons and property with regard to the presence of flammable materials and traffic flow.						
Call-outs (PEOs, Public Works, Cal Trans, etc.)						
Recognition of Stolen and Abandoned Vehicles						
The officer will describe signs that a vehicle is abandon or stolen.						
The officer will describe the reporting abandon vehicle procedure for citizens and officers.						
72 Hours rule						
The officer will locate and mark an abandoned vehicle.						
Stolen/ Embezzled Auto Reports						
10-28/10-29 vehicle (for repossessed / towed)						
Broadcast						
SVS entry / removal						
Collection of evidence (recovery)						
Embezzled vehicles / DA's criteria						
The officer will discuss and demonstrate the procedure for taking an embezzlement vehicle report.						
Embezzled vehicle packet						
Traffic Accidents Involving City Employees						
Notify Field Supervisor immediately						
Photographs						
Procedure						
Outside agency to investigate collision						

BURLINGAME POLICE DEPARTMENT

Vehicle Codes						
Towing Sections 22650 C.V.C. to 22669 C.V.C.						
Departmental Policies						
Traffic Function (Sec 261)						
Traffic Collision Reporting (Sec 502)						
Vehicle Towing Policy (Sec 510)						
Traffic Citations (Sec 516)						
Disabled Vehicles (Sec 520)						
Seventy Two Hour Parking Violations (Sec 524)						

WEEK ONE PATROL	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE

Vehicle and Equipment Inspection Procedure						
Car wash/ Vehicle cleanliness						
The officer will demonstrate how to use the car wash at Broadway and Carolan.						
The officer will conduct a vehicle inspection prior to each duty shift. <ul style="list-style-type: none"> • Mechanical Condition (tire, lights, etc.) • Check emergency lights • Check Spotlight • Check Siren • Search for contraband • Check flares • Officer Gun Shot Kit • Check fire extinguisher • Check spare tire • Check first aid kit • Check shotgun/AR-15 • Condition and parts • Safety • Carrying/handling • Loading and unloading Checking for obstructions • Clearing jams / fixing malfunctions • Check radio operation • Check location of AED • Check plastic gloves • Active Shooter Kits • Check Blood Borne pathogen kit 						
Explain Maintenance Request Form—write up deficiencies						
The officer shall explain the purposes of a vehicle inspection prior to driving. These shall minimally include:						

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WEEK ONE PATROL	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
<ul style="list-style-type: none"> • Prevention of accidents • Promotion of operational efficiency • Reduction of maintenance and repair costs • Location of contraband, evidence, etc. 						
Radio Procedures						
The officer will demonstrate how to transmit properly. <ul style="list-style-type: none"> • How and when to key the microphone • Position of microphone in relation to mouth • Voice clarity and speed • Using assigned call sign • Brevity • Accuracy of transmissions • Do not clip initial part of transmission • Courtesy • What should not be transmitted on the radio 						
The officer will explain the purpose of the following channels: <ul style="list-style-type: none"> • BPD Channel One • BPD Channel Two • Green Channel 						
The officer will demonstrate how to use the Kenwood 390 portable radio.						
The officer will explain and demonstrate the use of the portable radio's emergency button and the procedure if it is activated intended or accidentally.						
The officer will have a working knowledge of the radio phonetic alphabet						
The officer will have a working knowledge of the commonly used radio codes						
The officer will have a working knowledge of the department's unit designators (ie 28 King 7)						
The officer will have a working knowledge of the County's radio agency designators (ie 28 King 7)						
The officer will know our ORI number CA0041040						
The officer will define the following radio terminology. <ul style="list-style-type: none"> • Back-up • Cover • ETA • Assistance • Stand-by • 10-12 						
The officer will explain what information is available and how to obtain that information via police						

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WEEK ONE PATROL	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
radio in the following areas:						
Warrants (AWS, W.P.S., N.C.I.C.)						
Driver's license and I.D. check						
Sheriff's record check						
C.I.I. Record Check						
Automated Property System (A.P.S.)						
Stolen Vehicle System (S.V.S.)						
Automated Firearms System (A.F.S.)						
Automated Boat System (A.B.S.)						
The officer will demonstrate how to run the following information on the radio.						
Warrants (WPS, NCIC)						
Driver license and						
Identification Cards						
Records (city/county, alpha, SR, CII)						
Property (APS/SVS/ AFS)						
License Plates						
The officer will explain why CHS information is prohibited from being transmitted over the radio frequency.						
Communications						
The officer will sit in Communications for at least four hours. with a Communications Training Officer (CTO)						
The officer will know the paperwork flow for approved reports.						
Overview phone system 911						
Where reports are delivered into dispatch (Inbox)						
Where teletypes are left for Officers						
RIMS Attachments						

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WEEK ONE PATROL	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
How to answer the phone in dispatch						
How to dial out						
How to call on the microwave						
How to transmit on the primary and channel 2 from dispatch						
Mapping and GPS tracking						
3si 211 bank tracking system						
Mobile Client- how to receive the image from CALPHOTO						
The officer will know the information needed to enter property into the Automated Property System (APS)						
The officer will know the information needed to enter a vehicle into SVS (Stolen Vehicle System.)						
Front Office						
The officer will know the different job responsibilities for each front office clerk. <ul style="list-style-type: none"> •Warrant Desk •Custody Desk •Subpoena/Citation Desk 						
The officer will know the location of the golden rod file.						
The officer will know the location of the warrant wagon.						
The officer will know the location of subpoenas						
Report workflow front office						
Report corrections routing process and rescanning						
Copy Machine						
Scan items to email						
Fax Machine operation						
The officer will demonstrate how to read a California Driver's License abstract.						
The officer will demonstrate how to read a Criminal History Abstract.						
The officer will demonstrate how to read a Sheriff's Record.						
The officer will demonstrate how to read a warrant return.						
The officer will demonstrate how to read a physical warrant.						

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WEEK ONE PATROL	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
Ethics						
The officer shall review and explain the law enforcement code of ethics.						
The officer shall explain the importance of ethics in the law enforcement profession.						
The Officer shall review and explain the General Orders and/or policy and procedures associated with conduct both on and off duty.						
Briefing						
The officer will demonstrate how to sign out a camera box.						
The officer will demonstrate how to sign out a radar gun.						
The officer will demonstrate the knowledge of sectors.						
Penal Code						
Theft Grand 487 P.C.						
Theft Petty 484 P.C.						
Burglary 459 P.C.						
Vandalism 594 P.C.						
Vehicle Code						
Stop Sign 22450 C.V.C.						
Signal Light Red 21453a C.V.C.						
Speeding 22350 C.V.C.						
Speeding Highway 22349 C.V.C.						
Driver Unlicensed 12500 C.V.C.						
Departmental Policies						
Firearms (Sec 312)						
Personal Communication Devices (Sec 1023)						
Sick Leave Reporting (Sec 1014)						

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WEEK ONE PATROL	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
Mail Voice (Sec 212)						
Seatbelt Policy (Sec 1022)						
Body Armor (Sec 1024)						
Handcuff Policy (Sec 354)						
Meal Periods/ Breaks (Sec 1034)						
Control Devices/ Techniques (Sec 308)						
Court Appearance & Subpoenas (Sec 348)						

BURLINGAME POLICE DEPARTMENT

WEEK TWO PATROL	PERFORMED				CORPORAL	OFFICER
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
Report Writing						
<p>The officer will describe the uses of departmental reports, including:</p> <ul style="list-style-type: none"> • As a permanent record • As an investigative tool • To reproduce incidents in writing • To outside agencies (courts, D.A., etc.) • To outside persons (insurance agents) • Statistical Data • To evaluate the writer 						
<p>The officer will explain when a report should be taken and what type of report is required.</p> <ul style="list-style-type: none"> • Crime report • Information report • CAD report/ entry • Accident report 						
<p>The officer will list the qualities of a good report, including:</p> <ul style="list-style-type: none"> • Clear • Concise • Accurate • Legible • Objective • Complete • Grammatically and structurally correct 						
<p>The officer will define the following abbreviations which are acceptable in police reports.</p> <ul style="list-style-type: none"> • AKA • BOL • CDL/DL • DOA • DOB • E/B, N/S, W/B, S/B • ECR • FI • GOA • HBD • MO • R/O • R/P • SUSP • TRO/EPO • UNK • UTL • VIC • WIT 						
<p>The officer will record and complete a property report.</p> <ul style="list-style-type: none"> • Report number • Quantity • Item type/name brand • Model and serial numbers • Size, shape, color, material • Condition 						

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WEEK TWO PATROL	PERFORMED				CORPORAL	OFFICER
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
<ul style="list-style-type: none"> • Identifiable markings • Approximate value • Complete paperwork/ envelope • Place in evidence locker 						
The officer will explain how reports are routed after completion. <ul style="list-style-type: none"> • Crime reports • Property crime reports • Collision reports • Information/incident reports • P.C.Ds • TRO/EPO 						
The officer will explain Prop 115 and how it pertains to report writing and court testimony.						
The officer will explain "Marsy's Law" hand out and how it is documented in a report.						
Interview and Interrogation Techniques / Note Taking						
Documentation / Notebooks (discoverable)						
The officer will know the difference between interrogation and interview						
The officer will understand the importance of recorded statements in situations, including: <ul style="list-style-type: none"> • Major or involved interviews where details may be lost if transcribed from memory. • Interviewing victims who may recant their account of the incident due to suspect's pressure (domestic violence, rape, child abuse, etc.) 						
The officer will explain and demonstrate skill in interviewing suspects, including: <ul style="list-style-type: none"> • Preparing by learning as much as possible about the case and suspect prior to the interview. • Obtaining psychological advantage by choosing an interview location that is unfamiliar to the suspect and private; preferably a station interview room. • Establishing a rapport early. • Maintaining a demeanor that shows control, interest, sincerity, understanding, and objectivity. • Use of Miranda when necessary. • Start with incidents that occurred prior to the incident then connect those incidents to the event. • Allow an uninterrupted account of the incident by the suspect. • Ask specific questions that clarify or help to expose untruths. • Use themes to weaken denial such as reasons for the suspect to confess (conscience, family, etc.) 						

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WEEK TWO PATROL	PERFORMED				CORPORAL	OFFICER
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
<ul style="list-style-type: none"> Do not promise anything, coerce, or threaten. 						
<p>The officer will explain and demonstrate skill in interviewing witnesses, including:</p> <ul style="list-style-type: none"> Picking a location free from distractions and away from other victims and witnesses. Allowing a complete account of the incident first, without interruption. Selecting and asking appropriate questions in order to gather details Use of sketches to establish details At the end of the interview, re-tell the story back to verify accuracy of the information. 						
<p>The officer shall explain the systematic steps he/she should take in preparing for an interview.</p>						
<p>The officer shall discuss basic rules in statement taking and interviewing. These rules shall minimally include:</p> <ul style="list-style-type: none"> Asking direct and brief questions. Let the person being interviewed do the majority of the talking. Controlling the interview. Avoid rambling by the person being interviewed. Avoiding leading questions except when absolutely necessary. Putting the person being interviewed at ease. Writing statements verbatim (when appropriate) from the person being interviewed, not improvising or making assumptions. 						
<p>The officer shall describe the contents of a good statement. These contents shall minimally include:</p> <ul style="list-style-type: none"> What happened When it happened Where it happened Who it happened to How it happened Why it happened How many are involved 						
<p>The officer shall explain the ramifications of the Miranda warning and shall describe when, where, and why it should/should not be used during interviews.</p>						
<p>The officer will explain the legal requirement of advising an arrested person of his/her rights per Miranda.</p> <ul style="list-style-type: none"> Criminal Traffic Beheler 						
Penal Code						

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WEEK TWO PATROL	PERFORMED				CORPORAL	OFFICER
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
Arrests 834 P.C.						
Reasonable Force 835A P.C.						
Arrest By Officer 836 P.C.						
Arrest By Citizen 837 P.C.						
Assault And Battery By Officer 149 P.C.						
Vehicle Code						
Evading Peace Officer 2800.1 C.V.C.						
False Information 31 C.V.C.						
Mandatory Appearance 40302 C.V.C.						
Optional Appearance 40303 C.V.C.						
Duty Of Driver 21056 C.V.C.						
City Ordinance Codes						
Excessive Acceleration Veh 13.16.130 BLGM MC						
Park Hours/ Curfew 10.55.025 BLGM MC						
Drinking In Public 10.20.010 BLGM MC						
Business License None 06.04.040 BLGM MC						
Nudity Public 10.60.030 BLGM MC						
Departmental Policies						
Audio Recorders (Sec 450)						
Records And Information Release (Sec 810)						
Search & Seizure (Sec 322)						
Arrest Private Person (Sec 364)						
Cite & Release Policy (Sec 420)						

BURLINGAME POLICE DEPARTMENT

WEEK THREE PATROL	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
Patrol Procedures						
24-hour locations						
Bar Checks						
The officer will explain "selective enforcement" and will cite a current example. <ul style="list-style-type: none"> • Specific violation or circumstance • Geographical consideration 						
Common meeting places (juveniles, gangs, etc)						
Passing Checks						
The officer will explain the advantages and disadvantages of motorized patrol vs foot patrol.						
The officer will explain the policy for handling non-vehicular accidents on city property, including: <ul style="list-style-type: none"> • Tree limb falling • Fall on sidewalk 						
The officer will identify the specific geographical features of the beat. <ul style="list-style-type: none"> • Natural and man made barriers • Major streets and thoroughfares • Schools • Parks • Public facilities 						
The officer will identify juvenile problems on the beat <ul style="list-style-type: none"> • Locations • Types of problems • Time periods (hours/days/months) 						
The officer will identify all the high risk businesses, including locations, and will identify the type of risk the business poses. (i.e., 211, 459, etc.) <ul style="list-style-type: none"> • Convenience stores • Fast food restaurants • Banks • Liquor stores • Bars • Shopping Centers • Restaurants 						
The officer shall explain the necessity of and demonstrate proficiency in the performance of self- initiated activities to minimally include: <ul style="list-style-type: none"> • Vehicle Stops • Pedestrian Stops • Directed Patrol • DUI enforcement • Arrests • Field Interview (FI) cards • Bar checks • Suspicious circumstances 						

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WEEK THREE PATROL	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
The officer will list the four types of informants. <ul style="list-style-type: none"> •Citizen •Confidential •Reliable •Unreliable 						
The officer will explain the laws, which allow an officer to keep an informant confidential. <ul style="list-style-type: none"> •Refusal to disclose identity •“In camera hearing” •Evidence Code 1041 •Evidence Code 1042 						
The officer will explain the policy for handling a call where a special crew is needed to respond. <ul style="list-style-type: none"> • PG&E • DPW • Water Department • Caltrans/ Caltrain/Amtrak 						
The officer will explain the legal requirements governing private patrol operations, security guards and patrol persons. Carry and use of firearm Wearing of uniforms Types of licenses and permits Carrying of baton						
The officer will explain when a private citizen is permitted to carry chemical mace/pepper spray. <ul style="list-style-type: none"> • Training • Licenses and permits 						
The officer will explain the department policy/ procedures on responding to alarm calls. <ul style="list-style-type: none"> • Audible alarms • Silent alarms • Mandatory cover • Alarm permits • Alarm complaints 						
Penal Code						
Stolen Property Possession 496 P.C.						
Embezzlement 503 P.C.						
Shoot Inhabited Dwelling 246 P.C.						
Assault Deadly Weapon 245 P.C.						
Battery On Police Officer 243 P.C.						
Vehicle Code						
DL Not In Possession 12951 (a) C.V.C.						

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WEEK THREE PATROL	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
Insurance Proof 16028 (a) C.V.C.						
No Turn/ Marked Lane 22101 (d) C.V.C.						
Vehicle Theft 10851 C.V.C.						
City Ordinance Codes						
Construction Hours 18.07.110 BLGM MC						
Power/ Mower Equipment Hours 10.40.037 BLGM MC						
Leaf Blower Hours 10.40.037(2) BLGM MC						
Easement No Entry 10.40.010 BLGM MC						
Barking Dog/ Animal Nuisance 09.04.014 (c) BLGM MC						
Departmental Policies						
Officer Response To Calls (Sec 316)						
Discriminatory Harassment (Sec 328)						
Alcohol/ Drug Policy (Sec 1012)						
Vacation/ Time Off Requests (Sec 1015)						
Personnel Complaint (Sec 1020)						

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WEEK FOUR PATROL	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
Control of Mentally Ill (Adults and Juveniles)						
Given a series of scenarios or in conjunction with an actual incident involving a mentally ill or emotionally disturbed person, the trainee shall identify indicators of mental illness, intellectual disability, substance use disorders, neurological disorders, traumatic brain injury, post-traumatic stress disorder, and dementia. The trainee shall also address:						
Issues related to stigma						
Autism spectrum disorder						
Generic disorders, including, but not limited to Down Syndrome						
Conflict Resolution and de-escalation techniques for potentially DANGEROUS situations						
Alternatives to the use of force when interacting with potentially DANGEROUS persons with mental illness or intellectual disabilities.						
The perspective of individuals or families who have experiences with persons with mental illness, intellectual disability, and substance use disorders						
Involuntary holds						
Community and state resources available to serve persons with mental illness or intellectual disability, and how these resources can be best utilized by law enforcement						
Booking Prisoners						
The officer shall review and explain the legal responsibilities for protecting prisoners.						
The officer will safely and effectively handcuff and maintain all prisoners.						
The officer shall review and explain the agency policy regarding the handcuffing of prisoners, including males, females, juveniles, mentally ill, pregnant females, and all other types of detainees/ prisoners.						
The officer shall discuss the legal responsibilities for providing prisoners with shelter, food, and medical care.						
The officer shall review and explain prisoner's rights to telephone calls.						
The officer shall explain the requirements for issuing property receipts.						
The officer will explain departmental policy regarding the transportation of prisoners, including: <ul style="list-style-type: none"> • Search for weapons/ handcuffing • Search seats before and after transport • Transporting women, juveniles, and 						

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WEEK FOUR PATROL	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
the injured						
The officer will complete the booking of an adult suspect, including:						
Jail booking on an arrest without a warrant.						
Jail booking on an arrest with a warrant						
In-house booking (cite and release) on an arrest without a warrant.						
In-house booking (cite and release) on an arrest with a warrant.						
First Chance						
The officer will complete the booking of a juvenile suspect, including:						
Hillcrest booking on an arrest without a warrant.						
Hillcrest booking on an arrest with a warrant.						
In-house booking on an arrest without a warrant.						
Field release						
The officer will explain the procedure to get consensual and non-consensual blood samples from a prisoner.						
Juvenile Detention Log						
The officer will explain when an adult and juvenile prisoner needs to be fingerprinted by Livescan.						
The officer will explain when an adult and juvenile needs to be photographed (mugphoto) in our jail.						
The officer will explain when a Probable Cause Declaration (P.C.D) is required and the procedure to get the document to the judge.						
The officer will describe the PC 26 form is requirement to be completed.						
Persons with disabilities						
Collection, packaging, and mailing of DNA from qualified felony arrestees (Buccal Swabs)						
Transportation Of Prisoners						
The officer shall review and explain the agency's policy regarding the transportation of prisoners. This explanation shall minimally include:						
Prisoners restrained with specialty devices (i.e., WRAP, etc.)						

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WEEK FOUR PATROL	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
Sick, injured, mentally ill, physically challenged, or pregnant prisoners						
Juveniles with/without adults						
Females						
Use of seat belts						
A search of the area in which the prisoner is about to be placed prior to transportation						
A search of the area where the prisoner has been following transportation						
The proper positioning of the officer(s) and the prisoner(s) within the vehicle						
Close and constant observation of the prisoner(s)						
Given a situation in which prisoner(s) must be transported in a patrol vehicle, the officer shall safely place the handcuffed prisoner(s) into the vehicle and safely transport the prisoner(s) to the predetermined destination.						
The officer will review and explain the legal constraints, agency policy and procedure, and custody facility requirements relative to medical clearance/approval prior to booking.						
Alcohol Beverage Control						
The officer shall recognize violations of the Alcoholic Beverage Control Act and, given a copy of that act, will locate the applicable sections including those prohibiting:						
After-hours sale/ consumption of alcoholic beverages on licensed premises						
Selling/providing alcoholic liquor to any person under the age of 21 years						
Selling/providing alcoholic liquor to a person who is visibly intoxicated						
Warrants / Procedures						
The officer shall explain the laws and procedures for obtaining search or arrest warrants, to minimally include: <ul style="list-style-type: none"> • Probable cause necessity • Allowable exclusions (hot pursuit / emergency situations) • Process for obtaining warrants during and after business hours 						

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WEEK FOUR PATROL	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
The officer shall describe the process for serving search and arrest warrants, including: <ul style="list-style-type: none"> • Hours of service for felony arrest warrants • Hours of service for misdemeanor arrest warrants • Hours of service for search warrants • Knock and notice for search warrants and exceptions • "Signing off" warrants/ return 						
The corporal and officer will discuss warrant extradition and how it affects to decision to arrest a subject.						
The officer will know an arrest warrant needs to be confirmed before any arrest.						
Code 666						
Post Locations						
Requirements						
Time on post						
The officer will explain why the Code 666 posts' locations will not be transmitted over the radio.						
Criminal Law						
The officer will define various legal terms and explain their relationship to law enforcement. <ul style="list-style-type: none"> • Statutes and Ordinances • Intent • Criminal negligence • Attempt • Probable Cause • Reasonable suspicion 						
The officer will explain the Ramey decision and how it applies to physical arrest.						
The officer shall identify the elements of a crime. These shall include: <ul style="list-style-type: none"> • Any act or omission • By a person • In violation of statutory law • For which there is punishment 						
The officer shall describe those persons who are legally incapable of committing a crime in the State of California (P.C. 26).						
Penal Code						
Murder 187 P.C.						
Manslaughter 192 P.C.						

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WEEK FOUR PATROL	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
Kidnapping 207 P.C.						
Resist/ Obstruct Officer 148 P.C.						
Brandishing 417 P.C.						
Trespass 602 P.C.						
Rape 261 P.C.						
Unlawful Sex Intercourse 261.5 P.C.						
Sodomy 286 P.C.						
Oral Copulation 288A P.C.						
Sex Battery 243.4 P.C.						
Vehicle Code						
DL Suspended 14601 C.V.C.						
DL Suspended 14601.1 C.V.C.						
Traffic Sign Failure to Obey 22100(a) C.V.C.						
Improper Right Turn 22100(a) C.V.C.						
Improper Left Turn 22100(b) C.V.C.						
City Ordinance Codes						
Curfew Minor 10.24.010 BLGM MC						
Fireworks 10.48.010 BLGM MC						
Vehicle Living In 10.55.025 BLGM MC						
Solicitors' License None 10.48.010 BLGM MC						
BB Gun Poss 10.48.010 BLGM MC						
Business and Professions Code						
Alcohol Minors Poss 25662 B&P						
Alcohol Sales To Minor 25658a B&P						
Alcohol Purchase by Minor 25658b B&P						
Departmental Policies						

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WEEK FOUR PATROL	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
Outside Employment (Sec 1040)						
Juv Temp Custody (Sec 324)						
Temporary Holding Facility (Sec 900)						
Searches Custody (Sec 902)						

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WEEK FIVE PATROL	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
General Crimes In Progress Response						
Best route is the quickest and safest						
Arrival is the most important thing						
Response to burglary (residential, commercial alarms)						
Response to robbery (bank, person, business alarms)						
Code 1, 2, or 3						
The officer will identify the basic alternatives from which an officer may choose a method of responding to crimes-in-progress: <ul style="list-style-type: none"> • Proceed to scene quickly and quietly • Proceed to location likely to intercept • Coordination of other units 						
The officer will identify the facts to be considered when determining the method to be utilized in responding to in progress crimes: <ul style="list-style-type: none"> • Time lapse • Nature of crime • Agency policy • Distance to location • Geographic environment • Availability of cover 						
The officer will identify the tactical considerations when responding to a robbery in progress: <ul style="list-style-type: none"> • Determination of response method • Nature of crime • Agency policy • Distance to location • Geographic environment • Availability of cover 						
The officer will identify the tactical considerations when responding to a burglary in progress: <ul style="list-style-type: none"> • Quiet approach • Establish perimeter • Deploy other units 						
The officer will identify procedures for handling disturbance calls, including: <ul style="list-style-type: none"> • Use of dispatcher information • Park away from residence • Lock vehicle • Check for disputants on street • Avoid undue noise • Look at windows/doors • Stand to side of door • Listen first • Look before entering • Consider conflict inside • Watch for dogs • Enter carefully and scan interior 						

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WEEK FIVE PATROL	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
<ul style="list-style-type: none"> • Be aware of potential weapons • Visually frisk disputants • Maintain visual contact with disputants • Maintain visual contact with other officers • Separate disputants • Seating is calming • Don't crowd disputants • Constant alertness 						
<p>The officer will discuss the responsibilities of the initial unit arriving at the scene, including:</p> <ul style="list-style-type: none"> • Protect the scene • Provide for the safety of the public, fellow officers, and self • Provide medical assistance • Obtain information about the crime from the victim/ witnesses • Identify witnesses • Broadcast pertinent information to responding units • Notify specialty units via watch commander 						
<p>** Canine Officer Interview **</p> <p>The officer will explain how to properly work with a police canine and how to properly cover the K-9 Officer, including:</p> <ul style="list-style-type: none"> • Contain search area being careful not to contaminate it. • Advise K-9 handler where to respond and brief him/ her on the facts. • Cover the handler; do not watch the dog. • Be alert for other suspects and/or developments and keep the handler advised. • Don't get between the suspect and the dog during a search and/or arrest. • If pursued by the dog, STOP, put your hands in the air, and remain motionless until the handler arrives. 						
<p>The officer will identify procedures for handling disturbance calls, including:</p> <ul style="list-style-type: none"> • Use of dispatcher information • Park away from residence • Lock vehicle • Check for disputants on street • Avoid undue noise • Look at windows/doors • Stand to side of door • Listen first • Look before entering • Consider conflict inside • Watch for dogs • Enter carefully and scan interior • Be aware of potential weapons • Visually frisk disputants • Maintain visual contact with disputants • Maintain visual contact with other officers 						

BURLINGAME POLICE DEPARTMENT

WEEK FIVE PATROL	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
<ul style="list-style-type: none"> • Separate disputants • Seating is calming • Don't crowd disputants • Constant alertness 						
Handling a Fire Call						
Code response						
Traffic/crowd control responsibilities						
Assist when requested by Fire Department						
Arson investigation (Fire vs. Police)						
How to Handle Prowler Calls						
The officer will identify procedures to be followed in responding to a prowler call. <ul style="list-style-type: none"> • Quiet and/or blacked out approach • Search of area, use all senses • Look for "tell-tale" signs • Check for warm vehicles • Contact complainant 						
Direct responding units						
Apprehension of suspect						
Personal On-Duty Conduct						
Basic police responsibility						
Leadership						
Ethics						
MOU/ Legal Defense (POA)						
Prohibited conduct						
Sexual Harassment						
How to Handle Alarm Calls/Building Searches						
The officer will conduct a building search while utilizing the following Procedures: <ul style="list-style-type: none"> • Personnel/perimeter officers • Announcements/calls into business • Cover and concealment • Proper lighting • Canine 						
Penal Code						
Arson 451 P.C.						

BURLINGAME POLICE DEPARTMENT

WEEK FIVE PATROL	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
Fire- Unlawfully Causing 452 P.C.						
False Report Crime 148.5 P.C.						
Attempt Defined 664 P.C.						
Entry Unauthorized 602.5 P.C.						
Vehicle Code						
Car Seat Child 27360 (a) C.V.C.						
Car Seat Child 27360 (b) C.V.C.						
Car Seat Child 27360.5 (a) C.V.C.						
Car Seat Child 27360.5 (b) C.V.C.						
Windshield Defective 26710 C.V.C.						
City Ordinance Codes						
Skateboarding/ Business District 13.54.010 BLGM MC						
Skateboarding Night 13.54.030 BLGM MC						
Urinating In Public 10.28.030 BLGM MC						
U Turn Into Parking Space 13.16.125 BLGM MC						
Taxi Driver Unpermitted 06.36.020 BLGM MC						
Departmental Policies						
Foot Pursuit Policy (Sec 458)						
Leg Restraint Device (Sec 306)						
Computer Use Department (Sec 342)						
DNA Samples (Sec 374)						
Canine Program (Sec 319)						

BURLINGAME POLICE DEPARTMENT

WEEK SIX PATROL	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
Community Resources						
CORA						
Call Primrose						
Battered Women's Shelter						
First Chance						
Samaritan Family Kitchen						
Peninsula Conflict Resolution Center						
Racial Profiling						
The officer shall understand that effective police work profiles behavior rather than race.						
The officer shall recognize that 13519.4 P.C. states, "a law enforcement officer shall not engage in racial profiling," and that it applies to all protected classes including gender and religion.						
The officer shall explain the 4th and 14th amendments of the US Constitution and how they define law enforcement activities that pertain to racial profiling.						
The officer shall discuss how the history of the community can have an effect on the community's relationship with his/her agency.						
The officer shall be able to summarize and apply the agency's policy regarding racial profiling.						
Citizens With Disabilities						
The officer will recognize the agency's responsibility to community service and will identify roles encompassed in the agency's responsibility to provide this service, including: <ul style="list-style-type: none"> •Protect life and property •Order maintenance and crime prevention •Delivery of service and public education •Enforcement of all laws •Community partnerships 						
The officer shall recognize that the ADA (Americans with Disabilities Act) also covers people with developmental and mental impairments and impacts law enforcement as follows: <ul style="list-style-type: none"> •Requires reasonable adjustments and modifications in policies and practices or procedures, on a case-by-case basis. •Prohibits the arrest of an individual for 						

BURLINGAME POLICE DEPARTMENT

WEEK SIX PATROL	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
behavioral manifestations of a disability that is not criminal in nature. <ul style="list-style-type: none"> •Requires that the safety and civil rights of people with disabilities be protected during transport and while detained. •Requires officers to make accommodations for persons with disabilities, except where safety is compromised. 						
The officer shall acknowledge that some disabilities (including mental retardation, cerebral palsy, epilepsy, autism, and other neurological conditions) are not readily apparent and that sometimes people with developmental or cognitive disabilities may have little or no conscious ability to control their behavior.						
The officer shall recognize and demonstrate effective communications for persons with cognitive impairments, to minimally include: <ul style="list-style-type: none"> •Give one direction or ask one question at a time. •Allow the person to process what you have said and respond (10-15 seconds, then repeat). •Avoid questions that tell the person the answer you expect (avoid questions with yes/no answers). •Repeat question from a slightly different perspective, if necessary. •Avoid questions about time, complex sequences, or reasons for behavior. •Use concrete terms and ideas. •Avoid jargon or figures of speech 						
Hate Crimes						
The officer shall identify and explain the legislative mandates and agency policy and procedures related to the enforcement of hate crimes. Reference: 422.6 P.C.						
The officer shall recognize indicators of hate related crimes including (e-reporting requirement) <ul style="list-style-type: none"> •Anti-religious symbols/ slurs •Racial/sexual/ethnic slurs •Racist symbols •Hate group symbols •Anti-gay/lesbian slurs 						
Tactical Communication						
Definition Of Tactical Communication						
Elements of Tactical Communication						
De-escalating conflict						

BURLINGAME POLICE DEPARTMENT

WEEK SIX PATROL	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
Using deflective techniques						
Benefits of Tactical Communication						
Process for voluntary compliance						
The officer will demonstrate the ability to communicate with any segment of the public in a manner that will enhance police service and community attitudes toward police. The officer will also be conscious of verbal and non-verbal factors which could lead to a negative response from the public, including: <ul style="list-style-type: none"> •Profanity •Derogatory language •Ethnically offensive or sexist terminology •Officious and disrespectful attitude •Improper use of body language •Improper cultural response 						
The officer will be able to communicate properly with the following types of persons: <ul style="list-style-type: none"> •Hostile or angry •Hysterical, mentally ill or depressed •Intoxicated •Developmentally disabled •Sick, injured or in shock •Very young or very old •Culturally different or racist •Recipients of death notifications 						
The officer will understand that tactical communication involves both professional demeanor and words. The officer will also identify the benefits of tactical communication, including: <ul style="list-style-type: none"> •Enhanced safety (reducing likelihood of physical confrontation) •Enhanced professionalism (decreases citizen complaints and civil liability) 						
The officer will demonstrate an ability to perform in a calm, professional demeanor, while de-escalating conflict and gaining voluntary compliance.						
Handling Family and Other Disputes						
The officer shall review and explain the agency's policy on handling landlord-tenant disputes.						
The officer will recognize the difference between criminal violations and civil torts in a dispute situation, handling the situations in a manner consistent with policy and law.						
The officer shall identify and explain California civil and criminal law and agency procedures applicable to situations that arise from landlord-						

BURLINGAME POLICE DEPARTMENT

WEEK SIX PATROL	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
tenant disputes. These situations shall minimally include: <ul style="list-style-type: none"> •Evictions •Lockouts •Trespasses •Confiscation of property Reference: Civil Code sections 1861a; 1161, 1161a, and 1162; 1946						
The officer will explain the legal steps that can be taken in regards to parties in a disturbance, including: <ul style="list-style-type: none"> •Landlord’s obligation/ fitness for occupancy •Proper eviction procedure •Small Claims court •Arrest if crime occurred 						
The officer shall review and explain the agency’s policy on labor-management disputes.						
The officer shall explain agency policy and procedures relative to typical policing problems that occur during labor-management disputes. These problems shall minimally include: <ul style="list-style-type: none"> •Obstruction of ingress or egress •Blocking of sidewalks and roadways •Outside agitators •Violence and vandalism 						
The trainee shall explain the role of the small claims court.						
The trainee shall explain the general rules that pertain to the repossession of items. These rules shall minimally include: <ul style="list-style-type: none"> •What property is subject to repossession •Who may make a repossession •To what lengths a reposessor may go •When a repossession is complete 						
The officer shall explain an officer’s basic responsibilities at the scene of a dispute. These responsibilities shall minimally include: <ul style="list-style-type: none"> •Remaining impartial / Preserving the peace •Determining whether or not a crime has been committed •Conducting an investigation if a crime has been committed •Providing safety to individuals and property •Suggesting solutions to the problem •Offering names of referral agencies •Considering arrest if a crime has been committed 						
Given any situation involving a civil dispute, the trainee shall assess and handle the situation in a safe and effective manner, consistent with agency policy and state law.						

BURLINGAME POLICE DEPARTMENT

WEEK SIX PATROL	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
<p>The officer shall explain the legal issues and a law enforcement officer's duties in response to a domestic violence situation to minimally include:</p> <ul style="list-style-type: none"> •Difference between domestic violence and a domestic dispute •Impact of domestic violence on victims, children, and batterers •Essential elements of Penal Code Sections 13700 and 13519 •Duty to provide maximum protection to the victim (EPOs) •Provide safety to other persons and property •Verification and enforcement of court orders •Responsibility/ authority with tenancy issues related to DVs •Determine if a crime has been committed and if arrest is mandatory •Completion of appropriate documentation and required report •Making appropriate victim's assistance information referrals for medical aid, personal safety, community resources, legal options, and the District Attorney's Office •The safekeeping of firearms 						
<p>The officer will demonstrate department approved safety tactics while responding to and handling disturbance calls.</p> <ul style="list-style-type: none"> •Use dispatch information (weapons, circs, drugs, etc.) •Plan simultaneous arrival with cover officer •Park at least one house away •Avoid illuminating the house •Do not park under street lights •Do not sit in car with interior lights on •Use parking lights only when necessary •Avoid undue noise •Leave patrol car doors locked •Check the area for observers/suspicious persons •Observe windows and doors while approaching •Use shadow areas at night •Listen at door for at least 10 seconds •Stand to side of door •Initial knock should be non-threatening •Check to see if screen door is locked •Wait for person to come to door •Look inside before entering •Officer closest to doorknob enters first •Allow eyes to adjust to light before entering •Once inside, door should be closed •Have dogs locked in another room •Visually search subjects •Initially separate the subjects 						

BURLINGAME POLICE DEPARTMENT

WEEK SIX PATROL	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
The officer will know the difference between 273.5 and 243 (e)(1) P.C.						
Domestic violence policy						
Emergency protective orders						
Notice to Victims of Crime						
Officer Safety (potential officer DANGER)						
Reporting procedures / DV Checklist						
The officer will know the difference of a Temporary Restraining Order (TRO) and Emergency Protective Order (EPO)						
The officer will know the criteria for obtaining a TRO and EPO						
The officer will know how a citizen obtains a TRO						
The officer will serve a TRO and demonstrate the proper steps for computer entry/ report documentation.						
The officer will obtain an EPO from a judge, via telephone.						
The officer will demonstrate the proper work flow after the EPO has been served <ul style="list-style-type: none"> • Computer entry by Commo • Original Court Officer's brief case • Copy attached to report 						
The officer will know how to read a TRO and EPO abstract.						
City Employees Involved In Crimes						
Notify Field Supervisor immediately						
Maintain confidentiality						
Incidents Involving Department Employees On/Off Duty						
Notify Field Supervisor immediately						
Maintain confidentiality						
If warranted, employee of higher rank than involved employee responds						
Penal Code						
Tools Burglary 466 P.C.						
Caustic Chemicals Throw 244 P.C.						
Persons Prohibited from Possessing Firearm						

BURLINGAME POLICE DEPARTMENT

WEEK SIX PATROL	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
Switchblade Knife Poss						
Disturbance 415 P.C.						
Injury Corporal Cohabitants (Domestic Violence) 273.5 P.C.						
Battery Significant Other 243 (E) (1) P.C.						
Court Order Violation Domestic Violence 273.6 P.C.						
Order Visitation Violation 278.5 P.C.						
Vehicle Code						
Cell Telephone Use 23123 (a) C.V.C.						
Cell Telephone Text 23123.5 C.V.C.						
Cell Telephone Under 18 23124 (b) C.V.C.						
Drinking While Driving 23220 C.V.C.						
Drinking In Vehicle 23221 C.V.C.						
Open Container 23222 C.V.C.						
Burning Item Throw 23111 C.V.C.						
Alcohol Under 21 Poss 23224 (a) C.V.C.						
Departmental Policies						
Elder Abuse (Sec 326)						
Child Abuse Reporting (Sec 329)						
Hate Crimes (Sec 338)						
Child Safety Policy (Sec 380)						
Racial Bias Based Profiling (Sec 402)						
Mental Health Commitments (Sec 418)						
Domestic Violence (Sec 320)						
Identity Theft (Sec 362)						
Employee Conviction Reporting (Sec 1010)						
Rapid Deployment (Active Shooter) Policy (Sec 424)						

BURLINGAME POLICE DEPARTMENT

INVESTIGATIONS	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
Investigations						
The officer shall discuss factors which must be determined when interviewing complainants, reporting persons, and witnesses.						
The officer shall describe situations where the skills of an evidence technician or criminalist are required.						
The officer shall properly obtain all information necessary for the completion of a thorough preliminary investigation						
The officer shall review and explain an officer's responsibilities associated with the preliminary investigation and reporting of in-progress or fresh crimes against property. These responsibilities should minimally include: <ul style="list-style-type: none"> • Identity or description of suspect(s) • Description of loss • Value of loss • Direction of flight of suspect(s) • Possibility of weapons being involved • Radio broadcasts of all known and important information • Pursuit and/or apprehension of suspects, if possible. 						
The officer shall discuss the steps to take initially at a scene where a serious injury or death has occurred. These steps shall minimally include: <ul style="list-style-type: none"> • Preserving the scene, including the restriction of unauthorized police personnel • Determining the need for first aid and summoning medical assistance • Identifying and apprehending suspect(s), if possible • Making proper notifications • Locating visible physical evidence • Locating and interviewing witnesses or possible witnesses as appropriate 						
Major Call Responses						
First unit on scene						
Temporary Command Post						
Request Field Sergeant						
Officer in Charge						
Ascertain type of problem:						
Hostage						

BURLINGAME POLICE DEPARTMENT

INVESTIGATIONS	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
Barricaded suspect						
Sniper						
Ambush						
Locate problem						
Hazards						
Parties, witnesses involved						
Weapons						
Immediate Needs						
Personnel (SWAT call-outs)						
HNT						
Paramedics-standby						
Ambulance-standby						
Fire Department						
Special equipment						
Communications						
Outside Agencies						
Mutual Aid agreements						
Initiated by Watch Commander						
Basic Concepts <ul style="list-style-type: none"> • Contain • Control • Communicate • Coordinate 						
Death Reports and Dead Body Calls						
Natural causes						
Notification of field sergeant /coroner						
Protection of scene						
Coroner's Policy						
Suicide						

BURLINGAME POLICE DEPARTMENT

INVESTIGATIONS	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
Who pronounces death?						
The officer will be familiar with the San Mateo County Homicide Protocol and explain what the duties of a patrol officer are at the scene of a dead body call: <ul style="list-style-type: none"> • Natural causes • Suicide • Homicide • Accidental 						
Handling Assault Cases						
Response						
Preserving crime scene						
Requesting medical aid						
Locating suspect, witnesses						
Secure scene if necessary						
Evidence, weapons						
Handling Rape Cases						
Locate and secure crime scene						
Rape Kit						
Keller Center / Interviewing victim						
Treatment and examination of victim						
Preserving and booking of evidence						
Keller Center						
Biological Evidence						
Notify Investigations						
Other Sex Crimes						
290 P.C. Registration						
Child molestation						
Lewd conduct						
Lewd phone calls						

BURLINGAME POLICE DEPARTMENT

INVESTIGATIONS	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
Obscene letters or material						
Pictures/Video						
Juvenile Procedure						
The officer will explain the elements of Child Abuse: <ul style="list-style-type: none"> • Physical • Mental • Sexual • Neglect 						
The officer will identify the scope of authority of the juvenile court including; <ul style="list-style-type: none"> • age requirements (603 W&I/ 607 W&I) • dependents (300 W&I) • ward of the court (601 W&I) • law violator 						
The officer will identify those circumstances under which a juvenile can be taken into temporary custody.						
The officer will explain how the laws of arrest for juveniles differ from the laws of arrest for adults.						
The officer will explain: <ul style="list-style-type: none"> • Juveniles rights regarding parental notification upon being placed in temporary detention/ arrest • Requirements allowing juveniles to make phone calls (627 W&I) • Responsibilities for the welfare of a juvenile when the parent is hospitalized and/or arrested • The requirements of 628 W&I • Miranda Rights 						
The officer will describe dispositional alternatives available when taking a juvenile into custody.						
The officer will explain and complete the booking of a juvenile suspect (mug and print).						
The officer will explain the juvenile processing that transpires prior to release to a parent.						
The officer will identify the purpose of In Re Gladys.						
The officer will explain the procedures of issuing a citation to a juvenile vs. completing a JCR.						
The officer will explain the circumstances when a medical release is required on a juvenile prior to booking.						
The officer will be familiar with: <ul style="list-style-type: none"> • Purpose of "Your House" • Juveniles who are eligible for "Your House" • Procedure for bringing a juvenile to "Your House" 						

BURLINGAME POLICE DEPARTMENT

INVESTIGATIONS	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
The officer will explain the procedures for notifying Child Protective Services, including; <ul style="list-style-type: none"> • Laws of mandatory reporting • Faxing cross report/ original report/ DOJ report 						
The officer will explain the following aspects that should be taken into consideration prior to interviewing a child: <ul style="list-style-type: none"> • Location • Type of questioning/ developmental level • Parent in interview • Type of crime • Recording 						
The officer will explain the curfew law for City of Burlingame and the procedures for enforcement.						
The officer will explain alternative placement for juveniles who fit the criteria under 601 P.C.						
The officer will explain the procedures for investigating a missing juvenile including; <ul style="list-style-type: none"> • Young juveniles • Runaways • At risk youth 						
The officer will understand the following areas as it applies to juveniles: <ul style="list-style-type: none"> • Juvenile Dispositions • Child Abduction County Task Force • Juvenile Probationers • Vertical Prosecution • Feeding juveniles in custody • SIDS death • Soft interview room • D.A.R.E. (Drug Abuse Resistance Education) • DOJ rap sheets • G.R.E.A.T. • EPO (Emergency Protective Order) 						
The officer will explain the following laws as they relate to juveniles; <ul style="list-style-type: none"> • 288 (a) (P.C.) • 647.6 (P.C.) • 272 (P.C.) • 273a (P.C.) • 273 d (P.C.) • 261.5 (P.C.) • 270 (P.C.) • 270.5 (P.C.) • 277 (P.C.) • 278 (P.C.) • 278.5 (P.C.) • 279 (P.C.) • 288 a (P.C.) • 293 (P.C.) 						
The officer will explain department policy regarding:						

BURLINGAME POLICE DEPARTMENT

INVESTIGATIONS	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
<ul style="list-style-type: none"> • Reporting child abuse /elder and dependent adult • Physical abuse • Missing persons policy • Confinement of minors • Detective call out policy on juvenile cases 						
Driving Under the Influence as it applies to juveniles including: <ul style="list-style-type: none"> • Admin Per Se • Juvenile DUI • Zero Tolerance Law 						
The officer will explain the purpose of: <ul style="list-style-type: none"> • S.H.O.P. (Serious Habitual Offender Program) • 290 (P.C.) • Procedures for registering for 290 (P.C.) 						
The officer will identify the purpose of the below forms, as they apply to juveniles: <ul style="list-style-type: none"> • JCR (Formal vs. Informal) • Child Abuse Cross Report • DOJ Form • Juvenile Action Sheet • Confinement Log • G.R.E.A.T. Worksheet • In Re Gladys • 293 Cover Sheet • Emergency Protective Order • Admin per Se (DS 367/ DS 360a) 						
The officer will be familiar with the procedures in investigating dependent adult and elder abuse, including the applicable laws. <ul style="list-style-type: none"> • Elder Abuse/ Dependent Adults <ol style="list-style-type: none"> 1) physical 2) financial 3) mental 4) neglect 5) sexual • Adult Protective Services • 368 a/b/c (P.C.) • 368 d/e/f (P.C.) • 15630a W&I • 15630b/ 15610.63 W&I • 15630 b/g W&I • Alzheimer's Association/ Safe Return Program 						
Penal Codes						
Victim Confidentiality 293 P.C.						
Victim Anonymity 293.5 P.C.						
Sex Registrant 290 P.C.						
Departmental Policies						

BURLINGAME POLICE DEPARTMENT

INVESTIGATIONS	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
Investigation And Prosecution (Sec 600)						
Asset Forfeiture Policy (Sec 606)						
Police Activity Outside Jurisdiction (Sec 426)						
News Media Relations (Sec 345)						
Death Investigation (Sec 360)						
Major Incident Notification (Sec 358)						

BURLINGAME POLICE DEPARTMENT

WEEK SEVEN PATROL	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
Juveniles						
The officer will identify the scope of the authority of the Juvenile Court. (601 , 602, 707 WI) <ul style="list-style-type: none"> • Age requirements • Dependent of the court • Ward of the court 						
The officer will describe the requirements of 625 W&I and department policy as they relate to advising a juvenile taken into custody of his/her rights per Miranda and custody issues. <ul style="list-style-type: none"> • Fingerprinting juveniles • Secure detention requirements • Separation of adult/juvenile offenders 						
The officer will describe the circumstances under which an officer may take a juvenile into temporary custody. <ul style="list-style-type: none"> • Truants • 300 / 305 W&I • 625 W&I 						
The officer will describe the procedural alternatives open to the officer upon taking a juvenile into temporary custody. <ul style="list-style-type: none"> • 626 W&I • 626.9 W&I • 626.10 W&I • Taken into custody at school • Sick, injured and law violations 						
The officer will explain the following upon taking a juvenile into custody. (627 WI) <ul style="list-style-type: none"> • Parental notification • Right to telephone calls • Responsibility when parent is hospitalized or arrested 						
The officer will explain the criteria for secure and non-secure detention of juveniles (206,207, 207.1, 207.2 WI)						
The officer will explain the civil disorder/emergency procedures for Burlingame High School						
The officer will complete a Juvenile Contact Report (JCR)						
The officer will explain the mandatory admonishment of rights.						
The officer will conduct a Hillcrest records check and discuss what type of information can be obtained from Hillcrest.						
The officer will explain the definition and difference or 300, 601-602 WIC						
Child abuse / (CPS and reporting) policy						

BURLINGAME POLICE DEPARTMENT

WEEK SEVEN PATROL	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
Contributing to delinquency (272 P.C.)						
The officer will discuss the purpose of the School Resource Officer (SRO).						
The officer will discuss the procedure of citing out a juvenile from the station to a parent. (Felony Cite)						
Secure detention/juvenile detention log						
The officer shall explain the criteria for admission to Juvenile Hall (Hillcrest)						
(Hillcrest) Your House South						
Missing Persons Cases						
The officer shall explain the agency's policy regarding procedures for missing persons.						
The officer shall review and explain state law (including statutory reporting requirements) and the agency's policies and procedures for handling missing persons, both adult and juvenile. Reference: 784.5 P.C.; 14205(a) P.C.; 14205(b) P.C.; 14206(a)(1) P.C.; 14207 (a)-(c) P.C.						
The officer shall explain the reasons for making a thorough search of a "missing" child's home and nearby area at the outset of the investigation.						
The officer will properly investigate a missing person report. <ul style="list-style-type: none"> • Identification of subject • Date/time missing • Possible DOT • Vehicles • Condition of subject (mental/physical) • MUPS entries • Supplemental Investigation forms 						
Necessary documentation for missing persons						
Necessary documentation for found persons						
Juveniles 12 and under 4-hr NCIC notification						
The officer will create a TRAKS Flyer for a missing person.						
Computer BOL vs a Radio Broadcast						
Child Abduction Protocol (CAP Code)						
The officer will notify the jurisdiction of the missing person: <ul style="list-style-type: none"> • Telephone agency • Get employee's name • FAX report • Document in BPD Report 						

BURLINGAME POLICE DEPARTMENT

WEEK SEVEN PATROL	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
Handling Mentally Ill Persons						
5150 Welfare & Institutions Code						
The officer will identify and discuss the criteria listed in the Welfare and Institutions Code by which an individual may be committed for a 72 hold: <ul style="list-style-type: none"> • DANGER to himself/herself • DANGER to others • Gravely disabled 						
The officer will identify the following considerations to be made when handling and dealing with mentally disturbed persons: <ul style="list-style-type: none"> • Ignoring verbal abuse • Avoiding excitement • Avoiding unnecessary deception • The importance of a cover officer(s) to minimize resistance • Requesting an ambulance prior to confronting the subject, if appropriate • Keeping the disturbed subject in view at all times • Constant alertness 						
The officer will discuss the procedure for seizing firearms for safekeeping (8102 W&I) from a 5150 Committal						
Transportation to Peninsula Hospital						
Transportation to SM County General						
The officer will discuss the Psychiatric Evaluation Process						
The officer will transport the individual to Peninsula hospital and/or San Mateo County General and complete the required forms and reports.						
The officer will explain the purpose and criteria for the SMART car.						
The perspective of individuals or families who have experiences with persons with mental illness, intellectual disability, and substance use disorders						
Involuntary holds						
Community and state resources available to serve persons with mental illness or intellectual disability, and how these resources can be best utilized by law enforcement						
Handling Attempted Suicides						
Look for evidence of ingested substance						
Check for notes						

BURLINGAME POLICE DEPARTMENT

WEEK SEVEN PATROL	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
Ambulance requests						
5150 WIC holds						
SMART Car						
Welfare and Institutions Codes						
Child Dependant/ Ward Of Court/ 300 W&I						
Minor Uncontrollable 601 W&I						
Minor Delinquent (Criminal) 602 W&I						
Minor Temp Custody 625 W&I						
Mental Health Commitment 5150 W&I						
Vehicle Codes						
Reckless Driving 23103 C.V.C.						
Reckless Driving Great Bodily Injury 23104 C.V.C.						
Speed Contest 23109 C.V.C.						
Vehicle Injure/Tamper 10852 C.V.C.						
Departmental Policies						
Missing Person (Sec 332)						
Patrol Rifles (Sec 432)						
Hostages/ Barricaded Sus (Sec 414)						
Crisis Response Unit (Sec 408)						
Haz Material Response (Sec 412)						
Amber Alert (Sec. 334)						

BURLINGAME POLICE DEPARTMENT

WEEK EIGHT PATROL	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
Disaster Scenes						
Overview						
Earthquake						
Looting						
Fire						
Communicating with station						
Individual Action						
Press						
Airplane crash (Code 2000)						
Protection of scene						
Injured						
Coroner-Temporary Morgue						
Post						
Bomb Threats / Explosives						
Check premises						
Contact manager						
Contact person at scene taking call						
Evacuation (manager's decision)						
Proper handling of suspicious devices						
San Mateo County Bomb Squad response						
Use land lines (no cell phones)						
The officer will explain procedures to be followed in response to bomb threats when a device is and is not located, including: <ul style="list-style-type: none"> • Always assume that a real bomb is present and obtain all available info. • Turn off radio prior to search • Decision to evacuate made jointly, when possible, by police and building manager. • Evacuations should be systematic and safe. 						

BURLINGAME POLICE DEPARTMENT

WEEK EIGHT PATROL	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
<ul style="list-style-type: none"> • Building search should start with the exterior perimeter then move inside the building. • Building searches should be systematic and thorough. • Searches shall be discontinued no less than 20 minutes prior to the alleged time of detonation. • If a device is located, evacuate and notify the sheriff's bomb unit. 						
<p>The officer will explain and demonstrate the tactical skill and knowledge necessary for safe, successful building searches when responding to possible unlawful entries, including:</p> <ul style="list-style-type: none"> • Parking away from building • The importance of patience and planning • Safely passing windows • Ensuring a sufficient number of units are on scene to ensure perimeter containment from covered positions • Gathering any intelligence on the building and/or circumstances of the call. • Having communications place a call inside the building • The "enter or wait" decision and use of the K-9 • Having the necessary equipment (flashlight, mirror, cuffs, etc.) • Advising communications upon entry and exit • Staying with the cover officer • If possible, avoid entering via windows or suspects point of entry and have all officers enter via the same entry point to negate crossfire problems • Establishing an effective and safe search pattern • Tactical considerations for gun positioning • Safely contacting and securing a possible suspect. 						
Demonstrations and Labor Disputes						
Appropriate officer conduct (neutral)						
Arrests, warnings, enforcement						
Deployment, video tape, traffic control						
Official Department contact						
Riots and Unlawful Assembly advisement						
Crowd Control Techniques						

BURLINGAME POLICE DEPARTMENT

WEEK EIGHT PATROL	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
Small demonstrations						
Large demonstrations						
Tactical formations						
Incident Command System (ICS)						
Purpose of ICS						
Definition of ICS						
Branches of ICS						
Operations						
Planning						
Finance						
Logistics						
The officer will know the Corp Yard is the Emergency Operations Center (EOC) for the City of Burlingame						
The officer will know the police department is the alternative Emergency Operations Center (EOC) for the City of Burlingame						
The officer will know the off duty responsibilities of notifying the police department during a disaster.						
Penal Codes						
Public Assembly Disturb 403 P.C.						
Riot 404 P.C.						
Rout 406 P.C.						
Unlawfully Assembly 407 P.C.						
Disperse Failure 409 P.C.						
Tobacco Products 308 P.C.						
Vehicle Codes						
Instruction Permits 12509 C.V.C.						
License Classifications 12804.9 C.V.C.						
Unsafe Vehicle 24002 C.V.C.						

BURLINGAME POLICE DEPARTMENT

WEEK EIGHT PATROL	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
Restricted CDL 14603 C.V.C.						
U Turn Business District 22102 C.V.C.						
City Ordinances						
Recyclables Removed 08.16.040(p) BLGM MC						
Dog Excrement Removal 09.04.080 BLGM MC						
Dumping 08.16.020 (b) BLGM MC						
Dog Off Leash 09.04.014 BLGM MC						
Departmental Policies						
Communicable Diseases (Sec 1016)						

BURLINGAME POLICE DEPARTMENT

WEEK NINE PATROL	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
Media Relations						
The officer will be told the Services Sergeant or the on-duty Watch Commander is the department's Press Information Officer.						
The officer will identify the types of information that cannot be released to the news media. <ul style="list-style-type: none"> •Remarks about suspect's character •Statements/admissions made by suspect •Reference to fingerprints, etc. •Statements concerning evidence and its use in court Implications suspect is responsible for other crimes •Statements concerning witnesses •Relate that the suspect refused to make a statement •Express personal opinion about suspect or case •Suspects shall not be posed for media photographs •Descriptions of items seized •Contents of suicide notes •Death release prior to next of kin notification •Any juvenile's name/ address •Victims of certain sex crimes •Witnesses that may be enDANGERed 						
Fall on City Property						
The officer will know how to handle a fall on city property investigation.						
The officer will know how to write a fall on city property report.						
The officer will demonstrate the value of photographs in fall of city property cases.						
The officer will notify public works, via radio or fax, of defective city property.						
Health and Safety Codes						
Drug Possession (Coke) 11350 H&S						
Drug Possession (Meth) 11377 H&S						
Drug Influence 11550 H&S						
Marijuana 11357(B) H&S						
Drug Paraphernalia 11364 H&S						

BURLINGAME POLICE DEPARTMENT

WEEK NINE PATROL	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
How to Handle Burglaries In Progress						
Response and arrival (just occurred)						
Deployment (depends on time delay)						
Initial and supplemental broadcasts (vehicles, suspects, etc)						
Checking the scene and surrounding area for suspect(s)						
Preservation of scene and collection of evidence						
Investigation and report						
Investigations notified for a sketch?						
Building searches						
The officer will demonstrate how to management a perimeter during a crime incident.						
How to Handle Robberies In Progress						
Response/Arrival to bank alarms						
Bank Alarm Procedure						
Silent vs audible alarms						
In progress or time delay						
Securing building, perimeter and scene						
K-9 Unit (residential / commercial)						
Building search (interior/ exterior)						
Residence search (interior/ exterior)						
Check for evidence, property and witnesses						
Roof access (FD assistance)						
ETS (Electronic Tracking Device)						
3SI Bank Alarms						
Photo Line-ups/ Field Showups						
The officer will know the differences between a field line-up and a photo line-up (AKA 6 PACK).						

BURLINGAME POLICE DEPARTMENT

The officer will know the purpose of field line-ups and a photo line-up (AKA 6 PACK).						
The officer will describe different circumstances where a field show-up and photo line-up will be used by a police officer.						
The officer will describe and demonstrate the proper procedure for a field showup.						
The officer will know different sources of photos for a photo line-up (AKA 6 PACK)						
The officer will create a photo line-up (AKA 6 PACK) and show a witness.						

Vehicle Codes

DUI (Misdemeanor) 23152 C.V.C.						
DUI (Felony) 23153 C.V.C.						
DUI Under 21 23136 C.V.C.						
DUI Minor 23140 C.V.C.						
Implied Consent 23157 C.V.C.						

Departmental Policies

Residency (Sec 1051)						
Light Duty Policy (Sec 1043)						
On Duty Injuries (Sec 1042)						
Drunk Driving (Sec 514)						
Admin Per Se (Sec 526)						

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WEEK TEN PATROL	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
Handling Cases Involving Bicycles, Mopeds, and Motorized Scooters						
APS entry						
Bicycles booked safekeeping / evidence (Property Report)						
How to transport bicycles						
Issuing citations						
Mopeds towed and stored (CHP 180)						
Stolen bicycles (crime report)						
What to advise person finding bicycle						
Gang Awareness						
The officer shall discuss the characteristics of gangs and the importance of recognizing gangs in terms of officer safety and the investigation of criminal activity.						
186.22 P.C. / Gang Registration						
Definition of a gang						
Definition of a gang member						
Documentation Gang Validation Report						
Credible signs of a gang member						
Local gangs and problem areas						
Purpose of the gang task force						
The officer shall identify methods that gangs use to distinguish their members from members of other gangs, including: <ul style="list-style-type: none"> •Tattoos •Attire and accessories •Use of monikers •Use of hand signs 						
Taggers						
The officer will explain the importance of taking pictures of the tag.						
Fraud Cases / Reports						
Bunco and con games						
Credit card cases						

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WEEK TEN PATROL	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
Embezzlement						
Forgery and other check cases						
368 P.C.						
Aging and Adult Services						
Financial Abuse						
Physical Abuse						
Crime Prevention						
The officer shall demonstrate the knowledge and skills necessary to gain citizen support and participation in the prevention of crime.						
The officer shall give examples of general forms of crime prevention, including: <ul style="list-style-type: none"> •Advice concerning mechanical devices (alarms, locks, and target hardening) •Control of conditions (lighting, access, and architecture) •Public awareness •Property identification •Neighborhood watch programs 						
Community Service/ Problem Oriented Policing						
The officer shall explain the agency's responsibilities to community service.						
The officer shall identify roles encompassed in the agency's responsibilities to provide community service. Those roles may include: <ul style="list-style-type: none"> •Protect life and property •Maintain order •Crime prevention •Public education •Delivery of service •Enforcement of law(s) •Community partnerships, such as: COPS PAL DARE GREAT 						
The officer shall describe the advantages of working with the community to find solutions to problems related to community safety and quality of life issues.						
The officer shall explain the agency's problem-solving model (e.g. SARA) and be able to: <ul style="list-style-type: none"> •Learn the service needs and demands in their patrol area. •Devise ways to manage information 						

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WEEK TEN PATROL	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
<p>gleaned from various community sources.</p> <ul style="list-style-type: none"> •Learn how to identify crime and disorder problems and distinguish them from incidents. •Develop plans with citizens to address crime and disorder problems. •Work with citizens to assess the results of their efforts. 						
The officer shall review and explain the agency's concept of community/problem oriented policing as it relates to community priorities and needs, focusing on specific violations, crimes, or circumstances.						
The officer shall describe the advantages of working with the community to find solutions to problems related to community safety and quality of life issues.						
<p>The officer shall explain the agency's problem-solving model (e.g. SARA) and be able to:</p> <ul style="list-style-type: none"> •Learn the service needs and demands in their patrol area. •Devise ways to manage information gleaned from various community sources. •Learn how to identify crime and disorder problems and distinguish them from incidents. •Develop plans with citizens to address crime and disorder problems. •Work with citizens to assess the results of their efforts. 						
The officer shall review and explain the agency's concept of community/problem oriented policing as it relates to community priorities and needs, focusing on specific violations, crimes, or circumstances.						
The officer shall describe the advantages of working with the community to find solutions to problems related to community safety and quality of life issues.						
Leadership						
The officer shall identify and develop effective leadership strategies that provide purpose, direction, and motivation to co-workers and community members.						
<p>The officer shall illustrate through explanation or example how each of the following leadership competencies can affect his/ her skills and abilities as an officer:</p> <ul style="list-style-type: none"> •Integrity •Credibility 						

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WEEK TEN PATROL	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
<ul style="list-style-type: none"> •Trust •Discretion •Duty •Loyalty •Honesty 						
The officer shall assess and explain his/her leadership role within the department with clear consideration of the organization's vision, mission, and values statement.						
Penal Codes						
Gang 186.2 P.C.						
Contempt Of Court 166.4 P.C.						
Assault Rape 220 P.C.						
Sex Penetration Foreign Object 289 P.C.						
Vehicle Codes						
Failure To Yield Sections 21800 C.V.C. to 21810 C.V.C.						
Departmental Policies						
Criminal Street Gangs (Sec 442)						
Mobile Digital Terminal Use (Sec 448)						
Medical Marijuana (Sec 452)						
Grievance Procedure (Sec 1006)						
Property Procedures (Sec 804)						

BURLINGAME POLICE DEPARTMENT

WEEK ELEVEN PATROL	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
Animal Complaints						
The officer shall explain the agency's policy and procedures when confronted with different types of animal control situations. These types of situations shall minimally include: <ul style="list-style-type: none"> •Injured animals •Dead animals •Rabid animals •Noisy animals •Stray animals •Wild animals •Nuisances created by unsanitary keeping of animals •Protective custody of animals •Animal bites 						
Injured / vicious animals						
Peninsula Humane Society (PHS) <ul style="list-style-type: none"> •Enforcement •Call-outs •Cites 						
The officer shall explain the agency's policy and procedures when it is determined that a vicious, DANGEROUS, or injured animal must be killed/ destroyed. This explanation shall minimally include: <ul style="list-style-type: none"> •Whom to notify prior to killing the animal •Who may shoot the animal •What report to completed following the shooting of the animal •How disposal of the dead animal is handled 						
The officer will explain and understand the city ordinance regarding barking dogs.						
Given an incident, the officer shall effectively assess and handle an animal control situation.						
Code response						
What they will respond to						
Who requests						
Court Testimony						
The officer will identify the principles of effective testimony. <ul style="list-style-type: none"> •Honesty •Accuracy and brevity •Objectivity and clarity •Emotional control 						
The officer will list those steps taken prior to testifying in court.						

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WEEK ELEVEN PATROL	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
<ul style="list-style-type: none"> •Acquiring necessary reports •Acquiring necessary evidence •Refreshing memory •Personal appearance 						
The officer will explain how he/she can contact the court liaison and District Attorney's Office						
The officer will explain the Goldenrod Procedure.						
Cultural Diversity						
The officer shall explain how the culture of the community can have an affect on the community's relationship with his/her agency.						
The officer shall identify cultural motivations and biases that may affect professional ethics and the law.						
The officer shall assess and explain ways in which he/she can increase the trust of the community he/she serves.						
Soliciting / City Licenses / Permits						
Required permits and licenses						
Enforcement (Warnings / Citations)						
The officer will successfully complete a citation for a city ordinance violation "BURLINF1"						
The officer will be able to look up a city ordinance on line or in the book.						
The officer will be able to explain the role of the city attorney and the code enforcement officer.						
Subpoena Procedure						
The officer shall review and explain the agency's practices and policies concerning the subpoena process.						
The officer shall define the term "subpoena" and describe the authority and immunities associated with the subpoena, including: <ul style="list-style-type: none"> •Who may exercise the power of a subpoena •Who may serve a subpoena •How a subpoena is served •Who is subject to the power of a subpoena •How a subpoena is enforced 						
The officer will <ul style="list-style-type: none"> •Serve complete the back of a subpoena. •Return the document to file 						

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WEEK ELEVEN PATROL	PERFORMED				CORPORAL	TRAINEE
	FIELD PERFORMANCE	ROLE PLAYING	WRITTEN TEST	VERBAL TEST	INITIALS DATE	INITIALS DATE
Penal Codes						
False Imprisonment 236 P.C.						
Battery 242 P.C.						
Assault 240 P.C.						
Persons Capable Of Committing Crimes 26 P.C.						
Vehicle Codes						
Driveway Blocking 22500 (e) C.V.C.						
Sidewalk Parking On 22500(f) C.V.C.						
Parking Double 22500 (h) C.V.C.						
Parking 18" Curb/Wrong Side 22502 C.V.C.						
Parking Handicapped 22507.8 C.V.C.						
City Ordinances						
Red Zone 13.32.040 BLGM MC						
Vehicle Living In 13.32.190 BLGM MC						
Vehicle Over Weight Limit 13.36.065 BLGM MC						
Parking No Anytime 13.36.010 BLGM MC						
Policy						
Overtime Procedure (Sec 1037)						
Overtime Payment Requests (Sec 1038)						
Fitness For Duty (Sec 1032)						

BURLINGAME POLICE DEPARTMENT

The following reports should be discussed with the recruit during the training period. If possible, the recruit will complete each type of report. Please list all case numbers completed by the recruit.

REPORT TYPE	REPORT NUMBER	CORPORAL	DATE
Burglary/Auto			
Burglary/Residential			
Burglary/Commercial			
Theft/Petty			
Theft/Grand			
Theft/Shoplift			
Robbery			
Domestic Violence			
DRI			
Vandalism			
Death Investigation			
Suicide			
5150 W&I			

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REPORT TYPE	REPORT NUMBER	CORPORAL	DATE
Stolen Vehicle			
Embezzled Vehicle			
Vehicle Tow			
DUI Arrest			
JCR			
Traffic Accident/Major Injury			
Traffic Accident/Minor Injury			
Traffic Accident/Property Damage Only			
REPORT NUMBER	REPORT TYPE	CORPORAL	DATE

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REPORT NUMBER	REPORT TYPE	CORPORAL	DATE

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