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# FIELD TRAINING OFFICER PROGRAM

# TRAINING GUIDE



Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Burbank Police Department**

200 N. Third Street

Burbank, California 91502

(818) 238-3000

Revised July 2015

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# CITY OF BURBANK

SCOTT LaCHASSE  
CHIEF OF POLICE

To the Officer in Training:

This in-service training guide has been prepared by the staff of the Burbank Police Department to assist our Field Training Officers in developing the skills, knowledge, and abilities of our probationary officers.

As a recent graduate of an academy training program, you have been provided the basic law enforcement knowledge as dictated by the California Peace Officer Standards and Training curriculum. It is now that the basic instruction that you have received will be put to the test. Lateral Police Officers will have prior experience to assist them during the training period. All new officers will be trained, developed, and shaped into members of the Burbank Police Department.

The service we provide to the community is reflected in the quality performance of our personnel. In embracing the Department's Core Values of Respect, Integrity, and Excellence, your development and your successful completion of this endeavor are a reflection on the quality of our Field Training Officer Program. The Department takes great pride in the Field Training Officer Program, as many of our supervisors and management personnel have been graduates of the Program and have shared in its development.

As you will see, the most important element in this process is the field training that you will receive from your Field Training Officers. The Department is committed to providing a full-service form of policing to the community and, therefore, has developed several tried and true methods of instruction to ensure that you will learn in the most comprehensive manner by explanation, demonstration, and performance.

As a probationary officer, you will have the opportunity to work with many different Field Training Officers, all with individual areas of expertise, skills, knowledge, and ability. Each of them will provide you with individual methods for handling a variety of situations.

This training guide has been developed to ensure that all probationary officers receive training in the vital areas that are required for the successful completion of probation. It provides a phased program covering the key areas of required knowledge.

You are expected to maintain this guide throughout the probationary period and be familiar with its contents. This document should become a valuable training tool to ensure that you and your Field Training Officer work together toward the successful completion of your probation.

While you may be assigned to more than one Field Training Officer during your probationary period, understand that the Field Training Officer Committee is totally committed to the development of your skills and your successful completion of probation, in preparation for serving the community of Burbank.

I hope you will find this training program rewarding and challenging, as we continue to uphold the high standard of performance expected of our employees. The management team of the Burbank Police Department is committed to providing personalized, quality service to the community that emphasizes the spirit of excellence and pride in the accomplishment of that service, with a visible expression of integrity and compassion.



SCOTT LaCHASSE  
Chief of Police

## **MISSION STATEMENT**

*Our mission is to protect life and property,  
provide professional police services,  
and work in partnership with the community.*

## **CORE VALUES**

### **RESPECT**

*Protect the rights and dignity of all people as determined by  
the United States Constitution and the laws of the State of California*

### **INTEGRITY**

*Commitment to ethical behavior and acceptance of individual responsibility  
and accountability for all of our actions and decisions*

### **EXCELLENCE**

*Quality through continuous improvement*

***BURBANK POLICE DEPARTMENT***  
***FIELD TRAINING OFFICER PROGRAM***  
***TRAINING GUIDE***

***PART 1***  
***MANAGEMENT***

## **THE ROLE OF THE FIELD TRAINING PROGRAM IN THE BURBANK POLICE DEPARTMENT**

The Field Training Program is primarily responsible for teaching probationary officers policing skills to prepare them to function capably as beat officers working alone. The Training Program also plays a role in several other significant areas related to the training function.

The Field Training Officer (FTO) introduces the probationary officer to the actual working environment of the Burbank Police Department. The FTO offers a significant first impression of what a Burbank Police Officer should be, especially in the areas of appearance, demeanor, attitude, work habits, and adherence to the Department mission and core values .

Daily and monthly FTO evaluations form a training record that becomes part of the probationary officer's permanent City records. Evaluations by the FTO are the basis on which remedial action is taken and the permanent employment status of the probationary officer is determined.

The FTO staff provides a cadre of instructors who teach formal classes for probationary sworn and non-sworn officers on administrative, report writing, tactical and investigative activities. These formal classes help to standardize these basic policing practices that are used throughout the Department. FTOs serve as instructors who train Department personnel on new tactical and other field procedures.

## **THE TRAINING COMMITTEE'S RELATIONSHIP TO THE DEPARTMENT'S MISSION AND VISION**

The Training Committee is tasked with the primary function of training all probationary officers. The Department's vision and mission statements assign critical importance to responsibilities that are, by their nature, strongly linked to the duties of the Training Committee. Commitment to and success in fulfilling these responsibilities will greatly affect the Department's ability to achieve its mission.

The role of the Training Committee is to have FTO's train probationary officers to a level where they are capable of serving as solo beat officers. Among the FTO's most important roles in training is to provide a first impression of the organization. Through the FTO's demeanor, work ethic, and commitment to the Department's mission and core values, the probationer will see an example of what is expected of a Burbank Police Officer.

The Mission Statement calls for the Department to, "Protect life and property, provide professional police services, and work in partnership with the community." The employees who will realize this Mission must do so with professionalism characterized, in part, by concern for the community. Professionalism requires committing to a code of ethics, and a strong work ethic motivated by a drive to improve performance, while maintaining the ability to respond to the changing needs of law enforcement and the community.

To maintain the Mission, the Department needs to train and retain qualified personnel. Through proper administration of the training program, the Training Committee meets the goals of the Mission by ensuring that prepared and committed officers are available to protect the citizens and assist in meeting citizen needs.

The commitment of the Training Committee, lessons taught from the curriculum, and behaviors demonstrated by the FTO, should reinforce the principles contained in the Department's mission statement, which include:

### ***RESPECT***

*Protect the rights and dignity of all people as determined by  
the United States Constitution and the laws of the State of California*

### ***INTEGRITY***

*Commitment to ethical behavior and acceptance of individual responsibility  
and accountability for all of our actions and decisions*

## ***EXCELLENCE***

*Quality through continuous improvement*

Through commitment to the Department's Mission and Core Values, the Training Committee staff can help new generations of Burbank Police Officers be successful and respected as they serve the community.

## **FIELD TRAINING COMMITTEE PROTOCOL**

The Training Program is a success-oriented program where probationary officers are exposed to varied, creative training methods. The program is divided into three phases: Phase I is academy training; phase II is the period when an officer is assigned an FTO; and phase III is when the probationary officer is assigned to work a beat alone.

FTOs will meet with FTO supervision to discuss which probationary officers they will be assigned for the coming monthly training cycle. Training team pairings will be based on several criteria including but not limited to probationary officer training needs, training committee needs, FTO specialized skills, and the compatibility of FTO and probationary officer personalities.

The training program is arranged in seven, one-month training cycles. FTOs will complete daily evaluations of probationary officer performance rated against established performance guidelines. The FTO will also complete monthly evaluations, which will support the FTO's conclusion as to the probationary officer's overall performance for the training cycle. Probationary officers will initially be assigned to a "limbo" first training cycle during which the FTO does not rate the probationary officer's performance. The "limbo" period is when the probationary officer is allowed to become familiar with the city and the nature of field activity. This period will also include firearms training, defensive tactics, and other specialized training.

The Training Committee chain of command is established in the following ascending order: probationary officer, FTO, FTO Sergeant, and FTO Lieutenant. During assignment to phase II, probationary officers will comply with the Training Program chain of command regarding non-emergency training issues. The probationary officer will communicate to a supervisor if an incident involves a violation of Department policy or law.

## **THE POLICE AND THE COMMUNITY**

The 1990s brought major changes in the way police organizations interact with the public. We have had to move past the command and control, top-down policing model, where the police dictated the nature of the relationship between law enforcement and the people it serves. Community oriented policing concepts, the introduction of effective problem-solving models, and the role of information technology eroded the traditional policing model. In its place, police departments have realized that a more effective, long-term relationship must incorporate a real partnership with the public, where the needs of citizens motivate our actions at least as much as our own needs do. This is the policing environment that you now enter and that will shape the relationship you have with the community.

The relationship Burbank Police Department personnel have with the community is a partnership. Trust is an important element in the development of any team effort, as it allows members of the team to rely on each other. The attitude a citizen has toward the Burbank Police Department begins with the first contact they have with an officer. Each successive positive experience builds trust. With trust comes the citizen's willingness to work in partnership with the police because the police have demonstrated a commitment to solve community problems and protect the public. When police work as a team with the public, they are able to deal with problems more effectively.

Integrity, a necessary component of trust, is demonstrated by consistent behavior during which an individual or organization, acting in accordance with a standard of conduct, proves reliable. The behavior of officers is one way to display integrity to the public. The public scrutinizes the behavior of police officers because of their interest in police action, the conspicuousness of police activity in the community, and the leadership role that comes with positions of authority. Officers must be aware that their actions will affect the integrity of the Department.

Officers should make every effort to ensure that their behavior and activities reflect well on the Department, improve our partnership with the community, and support the mission and values of the Burbank Police Department. On a daily basis, you will have the opportunity to build relationships, gather input, and impact the city's future. What you do counts. Take time to learn about the community and what you can do to improve our service relationship with the public.

## **THE ROLE OF THE PROBATIONARY OFFICER**

### **Public Servant**

The probationary officer is committed to providing the best possible service to the public within the level of training he/she has attained. Throughout the career of a Burbank Police Officer, his/her main purpose is to serve the community through the provision of police protection.

### **Committed Student**

The probationary officer must make every effort to successfully complete the training program by mastering the skills necessary to serve as a solo beat officer.

### **Police Officer Junior Partner to FTO**

As a member of a training team, the probationary officer serves as the junior officer partner of his/her FTO. The probationer is equal to the FTO in terms of being a full-time sworn officer, but is subordinate to the FTO due to limited experience in law enforcement. The probationary officer is required to follow the lawful orders of the FTO. The FTO makes the team's decisions unless the probationary officer is required to take on this responsibility due to training needs or emergency circumstances.

### **Member of Training Committee Chain-of-Command**

The probationary officer must interact with the Department in accordance with the Training Committee chain of command. All probationer questions and concerns regarding the training committee must be directed first to the assigned FTO; if the FTO is unavailable, to the FTO Sergeant; and, finally, to the FTO Lieutenant. In case of emergency, illegal activity, or violation of Department policies or procedures, the probationer should immediately direct his/her questions to a supervisor.

## **RESPONSIBILITIES OF THE PROBATIONARY OFFICER**

### **Full Commitment to Training Success**

You, the probationary officer, must fully commit to the success of your training program. Your commitment includes, but is not limited to, the following:

Being prepared emotionally, academically, and physically to perform;  
Working to achieve the requirements of the training phase you are in; and  
Fully accepting responsibility for your performance. Mistakes or setbacks should be addressed without excuses or rationalization.

### **Partnership with the FTO as a Member of a Training Team**

The probationary officer is part of a training team directed toward the successful completion of the training program. Two-way communication between the FTO and trainee is important to training team success. In order to master tasks and get the most from the training experience, you must ask questions and explore training topics as much as possible. An equally important part of the training partnership is the need for FTOs to be kept informed of problems affecting training performance. Informing the FTO of problems allows situations to be addressed before they negatively affect your progress.

### **Subordinate of FTO as Superior Officer / Teacher**

The probationary officer's senior partner and teacher is the FTO. You will treat the FTO with the respect due such a position.

### **Obedience to Department Policies and Procedures**

You are responsible for knowing and adhering to Department policies and procedures. Probationary officers are prohibited from participating in organized BPD / BPOA athletic events due to the potential for injury-related interruptions of the training program.

### **Avoid Fraternization**

Probationary officers shall avoid fraternization with FTOs during their assignment to the training program. Fraternization includes dating relationships, financial or business agreements, and other special relationships, which inherently cause a conflict of interest.

## **THE ROLE OF THE FIELD TRAINING OFFICER**

### **Representation of the Standard of a Burbank Police Officer**

In order to be considered for FTO assignment, a Burbank Police Officer must be established as successful within the organization. While serving as an FTO, a trainer must at all times display, by his or her commitment to law enforcement, personality, appearance, actions and performance, an example of what a Burbank Police Officer strives to be.

### **Training Specialist**

The FTO is a member of the Patrol Bureau with the same duties as a patrol officer; however, the FTO's primary task is the training and evaluation of probationary officers. As a trainer, the FTO embraces a training philosophy which is directed at giving the probationary officer every opportunity to succeed.

Trainee evaluations will be objective and straightforward, emphasizing both positive and negative aspects of performance in keeping with a success-oriented training program. Probationary officers will be treated with the respect afforded other colleagues. Actions that demean or ridicule a trainee have a negative impact on training results and employee retention, and shall be avoided. Training will be conducted in a manner that controls the degree of stress on the trainee, with the realization that any performance-based endeavor will include some level of stress.

### **Partnership with Probationary Officer as Member of a Training Team**

The FTO is partnered with the trainee as a training team, and is committed to the successful conclusion of the training program. This partnership includes the need for the FTO to explore all practical training methods to ensure the trainee has an opportunity to succeed.

### **Recorder of Training Documentation**

One of the FTO's most important functions is recording the progress of a probationary officer's training. These documents are critical to identifying special training needs, justifying the actions taken by the training committee, and determining the trainee's permanent employment status.

### **Liaison with FTO Supervisor**

The FTO serves as liaison with the FTO Supervisor on training issues. The FTO is required to keep supervision apprised of trainee progress and program-related issues

## **RESPONSIBILITIES OF THE FTO**

### **Maximize the Benefit of Trainee's Exposure**

The FTO should make every effort to allow the probationary officer to witness, assist in, or perform as many learning experiences as possible. Time spent with the trainee should be planned to take advantage of as many varied teaching methods as are available.

### **Provide Opportunities for Learning**

The FTO should allow the trainee to conduct operations and make decisions as often as possible within the trainee's capabilities. The FTO should ensure that the trainee knows that experience is important and that mistakes are expected and should be used to facilitate learning.

### **Provide a Positive Learning Environment**

The training environment should be conducive to learning. FTOs should address training issues with a problem-solving approach. Undue stress, ridicule, and other demeaning influences should be avoided, as they interfere with the learning process. FTOs should be aware that people learn in different ways and at different rates; patience should be practiced to ensure frustration does not prevent a training team from being successful.

### **Fair Evaluation Standard**

FTOs should ensure that their evaluation is fair, based on observed performance, and not inappropriately influenced by the trainee's prior performance. FTOs should not allow preconceived opinions about a trainee to affect their evaluations unless the trainee's prior performance is relevant to the issue at hand.

## **THE ROLE OF THE FTO SERGEANT**

### **Direct Supervisor**

The FTO supervisor has all the responsibilities of other Patrol Bureau supervisors. In addition, the FTO supervisor serves as the administrative and supervisory liaison with the training teams. These duties include the following:

Ensuring that training and evaluation processes are accomplished in a correct, timely, and consistent manner;  
Monitoring field and training activity to gain first-hand examples of training team performance;  
Monitoring training teams with attention to potential personality conflicts;  
Closely monitoring disciplinary issues due to their increased emphasis in the training environment; and  
Ensuring that all training activities are properly documented and sanctioned by the training committee.

### **Training Resource**

The FTO supervisor will review and authorize new or remedial training methods and assist in the coordination of Department resources to address trainee needs. He will also arrange any training necessary for the FTO Committee staff.

### **Third Party Review**

The FTO supervisor will meet regularly and individually with FTOs and probationary officers to discuss training, address problems, and review training progress. The supervisor will maintain an open door policy for sensitive training issues that are not appropriately addressed through the chain of command.

### **Liaison with FTO Coordinator**

The FTO supervisor will be in frequent communication with the FTO Coordinator regarding program administration.

### **Watch Liaison for Phase III Trainees**

The FTO supervisor will liaison with other watches regarding Phase III trainees; those officers not assigned an FTO partner. He will ensure trainee monitoring is continued on the watch level and that any training deficiency and other problems are addressed in a timely manner.

## **RESPONSIBILITIES OF THE FTO SERGEANT**

### **Assist in Special Training Needs**

When special training needs arise, the supervisor will assist FTOs by developing, reviewing, and authorizing appropriate training responses. The supervisor will monitor training scenarios to ensure they are appropriate and practical to the training process.

### **Maintain Two-Way Communication with Training Teams**

The FTO sergeant will maintain communication with the FTOs and probationary officers to avoid potential training issues. Identified training issues will be resolved using a team approach involving the staff of the FTO committee.

### **Coordinate Training Activities with Watches**

The supervisor will ensure that trainee evaluations for Phase III trainees are completed in a timely manner. The supervisor will assist the watches as needed to maintain support for the training program.

### **Ensure Training Documentation is Complete**

The supervisor will ensure that training documentation is complete and sufficiently supports the conclusions and recommendations offered. When appropriate, the supervisor will forward documentation on training matters and the supervisor's recommendations to the FTO Lieutenant.

## **THE ROLE OF THE FTO LIEUTENANT**

### **Program Manager**

The FTO Lieutenant establishes the goals for the FTO program and assists supervision in achieving those goals by monitoring selection of FTO personnel, monitoring implementation of training procedures, and developing new training procedures.

### **Liaison with Department**

The FTO Lieutenant acts as the training program liaison with the Patrol Bureau Commander, Watch Commanders, and other divisions of the Department. Through this liaison the training needs and continued support of the program will be addressed.

### **Mediator**

The FTO Lieutenant will act as mediator for conflicts regarding committee issues which are unresolved at the supervisory level and are appropriately handled at the detail or watch level.

### **Coordination of Activities with Supervision**

The FTO Lieutenant should meet regularly with supervision regarding routine training activities and training related problems.

### **Review Field Activity**

The FTO Lieutenant should review training documentation and training activity in the field to ensure consistency with program goals.

## **EVALUATION PROCESS - OVERVIEW**

Training Committee meetings are held in the first week of each month. The group will discuss each probationary officer in training. Special training problems will be clarified and dealt with within the confines of the training program.

The FTO will make a judgment as to what deployment period the probationary officer is actually in (regarding performance) relative to the chronological deployment period of training. This will assist the Training Committee in identifying and providing remedial training as soon as possible. All remedial training, and methods to be used in giving the training, will be recorded on Daily Observation Reports (DOR).

Each Field Training Officer will complete a monthly Observation Report (using one of the daily forms) at the end of each deployment period. As with all evaluations, this summary will be discussed with the probationer by an FTO or FTO supervisor. It will be forwarded, along with a signature page, through the chain of command, to the Chief of Police.

### **"ACCEPTABLE LEVEL OF PERFORMANCE"**

**Probationers are to be evaluated on the basis of the "Standardized Evaluation Guidelines" and the specific considerations contained in this Guide.** They are not to be evaluated on the basis of the Field Training Officer's personal level of performance or that of any other individual officer, or on how long they have been in training.

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

Probationers are given Acceptable/Not Acceptable ratings on monthly evaluations only.

### **"NOT RESPONDING TO TRAINING" (NRT)**

When a probationer has received repeated instruction in a particular area and still fails to demonstrate knowledge of the subject or ability to perform the particular task which would exhibit this knowledge, the FTO should mark the "NRT" box. In each case when a probationer is not responding to instructions, the FTO must explain in the narrative comments the training attempted and the results of the probationer's attempt to perform these tasks.

## **PERFORMANCE AREAS**

There are seven "Critical Performance Areas" in which the probationer must perform at an acceptable level. They are as follows:

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

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

- n Investigative Skill
- n Interview / Interrogation Skill
- n Routine Forms: Accuracy / Completeness
- n Report Writing: Organization / Details
- n Report Writing: Grammar / Spelling / Neatness
- n Report Writing: Appropriate Time Used
- n Field Performance: Non-Stress Conditions
- n Self-Initiated Field Activity
- n Problem Solving / Decision Making Ability
- n Training: Role Playing / Report Writing

There are four areas of Knowledge in which the probationer will be required to show an acceptable level of understanding. They are as follows:

- n Department Policies and Procedures
- n Crime Statutes/Penal Codes
- n City Ordinances
- n Vehicle Codes

There are four areas of Attitude/Relationships in which the probationer will be required to demonstrate an acceptable level. They are as follows:

- n Acceptance of feedback: Verbal behavior
- n Attitude towards police work
- n With citizens
- n With other department members

The last area in which the probationer is required to show an acceptable level is as follows:

- n General uniform appearance

A detailed set of definitive guidelines has been developed for the FTO to use in evaluating the probationer in these task performance areas. (see Standard Evaluation Guidelines).

## **STANDARDIZED EVALUATION GUIDELINES**

The "1", "4", "7" scale value definitions:

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

### **CRITICAL PERFORMANCE TASKS**

#### **1. DRIVING SKILL: MODERATE AND CRITICAL CONDITIONS**

- #1. Unacceptable: Involved in accident(s). Unacceptable Code 3. Overuses red lights and siren. Excessive and unnecessary speed. Fails to slow for intersections and loses control of corners.
- #4. Acceptable: Maintains control of vehicle. Evaluates driving situations and reacts properly (i.e., proper speed for conditions).
- #7. Superior: High degree of reflex ability and competence in driving skills.

#### **2. DRIVING SKILL: NORMAL CONDITIONS**

- #1. Unacceptable: Continually violates Vehicle Code (red light, stop signs); involved in chargeable accidents, lacks dexterity and coordination during vehicle operation.
- #4. Acceptable: Ability to maintain control of vehicle while being alert to activity outside of vehicle. Practices good defensive driving techniques.
- #7. Superior: Sets good example of lawful, courteous driving while exhibiting good manipulative skill required of police officers (e.g., operate radio, observe conditions, etc.).

#### **3. FIELD PERFORMANCE / DECISION MAKING: CRITICAL CONDITIONS**

- #1. Unacceptable: Becomes emotional and panic stricken, unable to function, loses temper.
- #4. Acceptable: Maintains calm and controlled attitude, does not allow situation to further deteriorate.
- #7. Superior: Expeditiously obtains control and brings order under any circumstances without assistance. Quickly considers all options, reaches proper conclusions, and acts appropriately.

#### **4. ORIENTATION SKILL / RESPONSE TIME**

- #1. Unacceptable: Unaware of his location while on patrol. Does not understand proper use of maps. Unable to relate his location to his destination. Not familiar with the beat structure.
- #4. Acceptable: Has knowledge of his location in most situations and can quickly find streets and then apply maps to get himself there.
- #7. Superior: Retains prior mapbook information and is able to get to destination by shortest route.

#### **5. OFFICER SAFETY**

- #1. Unacceptable: Frequently fails to exercise officer safety, i.e.:
  - A. Exposes weapons to suspect (baton, mace, handgun, etc).
  - B. Fails to control suspect's movements.
  - C. Fails to pat down suspicious persons.
  - D. Fails to handcuff potentially suspicious persons or prisoners.
  - E. Fails to have weapon ready when appropriate.
  - F. Stands in front of door when knocking.
  - G. Confronts suspicious persons while seated in unit.
  - H. Fails to keep gun hand free during enforcement situations.
  - I. Points gun at other officers.
  - J. Fails to cover other officers.
  - K. Fails to thoroughly search prisoners or vehicles.
  - L. Fails to maintain position of advantage with prisoners.
  - M. Stands too close to vehicular traffic.
  - N. Stands directly in front of violator's car door.
  - O. Fails to advise dispatch when leaving the unit.

- P. Fails to use illumination when necessary.
- Q. Does not foresee potentially dangerous situations.
- R. Fails to utilize or maintain personal safety equipment properly.
- S. Fails to check unit and equipment.
- T. Does not maintain sight of violators while writing citation.
- U. Fails to maintain good physical condition.

#4. Acceptable: Understands principles of officer safety and applies same.

#7. Superior: Always keeps in a safe position. Always watchful on his approach to a call and able to do the same for his partner. Does not become paranoid or overconfident. Is alert to changing conditions.

## 6. **RADIO PROCEDURES**

#1. Unacceptable: Repeatedly misses critical and non-critical calls directed to his/her unit and is unaware of adjoining beat traffic. Frequently has to ask the radio to repeat transmissions or does not comprehend messages. Does not have complete knowledge of Department radio codes. Under- or over-modulates transmissions, causing the radio operator to constantly ask for a repeat.

#4. Acceptable: Copies critical calls and most non-critical calls directed to his/her unit. Is aware of adjoining beat traffic. Knows and utilizes Department radio codes. Uses short transmissions.

#7. Superior: Always comprehends critical and non-critical calls directed to his/her unit and quickly makes a written record. Always aware of, and quickly reacts to traffic in adjoining beats. Transmits in a clear, calm voice.

## 7. **CONTROL OF CONFLICT: PHYSICAL SKILL / VOICE COMMAND**

#1. Unacceptable: Displays non-assertive behavior or is physically weak or uses too little or too much control for given situation. Unable to use proper restraints. Improper voice inflection (i.e., too soft, too loud, confused commands or indecisive).

#4. Acceptable: Maintains control without excessive force; good physical condition. Speaks with authority in a calm, clear voice.

- #7. Superior: Always in ready position to take command of situation. Good bearing and tone.

**8. INVESTIGATIVE SKILL**

- #1. Unacceptable: Does not preserve crime scene, destroys physical evidence; does not relate evidence to crime; does not locate all crime scenes; conducts improper searches; does not follow through on relevant leads.
- #4. Acceptable: Identifies crime scene and evidence related to same; knows and applies laws of search and seizure.
- #7. Superior: Immediately recognizes relevant evidence; follows through on leads as far as practical; conducts thorough searches after determining legality of same.

**9. INTERVIEW / INTERROGATION SKILL**

- #1. Unacceptable: Does not know difference between interview and interrogation; does not locate all persons to be interviewed or interrogated; does not utilize Miranda warning when applicable; does not separate persons to be questioned; accepts statements without attempting to verify.
- #4. Acceptable: Recognizes those who must be interviewed or interrogated and courteously and efficiently does same within all legal constraints.
- #7. Superior: Utilizes techniques to put people at ease while interviewing; recognizes proper approaches to interrogate suspects.

**10. ROUTINE FORMS: ACCURACY / COMPLETENESS**

- #1. Unacceptable: Unable to determine proper form for given situations, forms incomplete.
- #4. Acceptable: Knows most standard forms and understands format. Completes forms with reasonable accuracy and thoroughness.
- #7. Superior: Consistently and rapidly completes detailed forms with no assistance. High degree of accuracy.

**11. REPORT WRITING: ORGANIZATION / DETAILS**

- #1. Unacceptable: Totally incapable of organizing events into written form.
- #4. Acceptable: Converts field situations into a logical sequence of thought to include all elements of the situation.

- #7. Superior: Gives a complete and detailed account of what occurred from beginning to end, written and organized so as to assist any reader in comprehending the occurrence.

**12. REPORT WRITING: LEVEL OF USAGE / GRAMMAR / SPELLING / NEATNESS**

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

**13. REPORT WRITING: APPROPRIATE TIME USED?**

- #1. Unacceptable: Requires two-three hours to complete basic simple reports.
- #4. Acceptable: Completes simple basic reports in 30 minutes.
- #7. Superior: Completes simple basic reports in no more time than that of a skilled veteran officer. (Articulate what you consider normal time to complete specific types of reports.)

**14. SELF-INITIATED FIELD ACTIVITY**

- #1. Unacceptable: Does not see, or avoids activity, does not follow up on situations, rationalizes suspicious circumstances.
- #4. Acceptable: Recognizes and identifies suspected criminal activity, makes cases from routine activity.
- #7. Superior: Catalogs, maintains and uses information given at briefings and from watch bulletins for reasonable cause to stop vehicles and persons, and make subsequent good quality arrests.

**15. PROBLEM SOLVING / DECISION MAKING ABILITY: NON CRITICAL CONDITIONS**

- #1. Unacceptable: Unable to make decision or makes too hasty a decision; does not take all into account before attempting to solve problem or make decision. Confused and disoriented as to what action should be taken.
- #4. Acceptable: Usually reaches proper conclusion after assessing pertinent information.

- #7. Superior: Requires no assistance and quickly analyzes situations and makes proper decisions.

**16. TRAINING**

**A. ROLE PLAYING**

- #1. Unacceptable: Does not apply learned patrol procedures to simulated problem.
- #4. Acceptable: Recognizes nature of problem and applies proper patrol procedures. Good acceptance of feedback.
- #7. Superior: Handles and successfully concludes role playing problems.

**B. REPORT WRITING**

- #1. Unacceptable: Does not complete assignments; does not include all elements in report; illegible.
- #4. Acceptable: Writes report containing all elements.
- #7. Superior: Writes finished report on first write.

**KNOWLEDGE**

**17. KNOWLEDGE OF DEPARTMENT POLICY AND PROCEDURE**

- #1. Unacceptable: (a) Scores below 70% on tests and consistently cannot answer FTO's questions; (b) has no knowledge of Department policy or procedure and makes no attempt to learn.
- #4. Acceptable: (a) Scores 70-90% on tests, can answer most of FTO's questions; (b) familiar with most commonly applied Department policy and procedure.
- #7. Superior: (a) Scores above 90% on tests, can answer all of FTO's questions; (b) exceptional working knowledge of Department policy and procedure.

## **18. KNOWLEDGE OF CRIMINAL STATUTES**

- #1. Unacceptable: (a) Scores below 70% on tests, consistently cannot answer FTO's questions; (b) doesn't know elements of basic sections, not able to learn, no attempt at improvement.
- #4. Acceptable: (a) Scores 70-90% on tests, can answer most FTO's questions; (b) working knowledge of commonly used sections, relates elements of observed criminal activity.
- #7. Superior: (a) Scores above 90% on tests, can answer all FTO's questions; (b) outstanding knowledge of Penal Code and ability to apply it to both normal and unusual traffic related situations.

## **19. KNOWLEDGE OF CITY ORDINANCES**

- #1. Unacceptable: (a) Scores below 70% on tests, consistently cannot answer FTO's questions; (b) doesn't know elements of basic sections, not able to learn, no attempt at improvement.
- #4. Acceptable: (a) Scores 70-90% on tests, can answer most FTO's questions; (b) working knowledge of commonly used sections; relates elements of observed criminal related activity.
- #7. Superior: (a) Scores above 90% on tests, can answer all of FTO's questions; (b) outstanding knowledge of City Code and ability to apply it to both normal and unusual situations.

## **20. KNOWLEDGE OF TRAFFIC CODES**

- #1. Unacceptable: (a) Scores below 70% on tests, consistently cannot answer FTO's questions; (b) doesn't know elements of basic sections, not able to learn. No attempt at improvement.
- #4. Acceptable: (a) Scores 70-90% on tests, can answer most of FTO's questions; (b) working knowledge of commonly used sections; relates elements to observed traffic related activity.
- #7. Superior: (a) Scores above 90% on tests, can answer all of FTO's questions; (b) outstanding knowledge of commonly used sections, relates it and applies it to both normal and unusual traffic related situations.

## **ATTITUDE / RELATIONSHIPS**

### **21. ACCEPTANCE OF FEEDBACK (VERBAL / BEHAVIOR)**

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

### **22. ATTITUDE TOWARD POLICE WORK**

- #1. Unacceptable: Takes police work as only a job; uses job for ego trip; abuses authority (badge heavy); no dedication.
- #4. Acceptable: Expresses active interest toward the job.
- #7. Superior: Utilizes off-duty time to further professional knowledge, maintains high ideals toward professional responsibilities.

### **23. WITH CITIZENS**

- #1. Unacceptable: Abrupt, belligerent, and overbearing; introverted and uncommunicative. Displays prejudice towards minorities.
- #4. Acceptable: Courteous, friendly and empathetic; communicates in a professional and unbiased manner.
- #7. Superior: Establishes rapport and is always objective. Always appears to be at ease in any person-to-person situation. Understands cultural differences and effects on relations and reacts properly.

### **24. WITH OTHER DEPARTMENT MEMBERS**

- #1. Unacceptable: Patronizes or is insubordinate to supervisors or FTO. Gossips about others. Acts superior to other recruits. Rationalizes.
- #4. Acceptable: Good peer relationships. Respect of command. Accepts training from FTO without attempting to justify mistakes.
- #7. Superior: Maintains student-teacher relationship with FTO. Respects and supports command officers and their functions. Peer group leader.

**25. GENERAL APPEARANCE**

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

## **"PEACE OFFICER BILL OF RIGHTS"**

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

- n You have a right to engage in Political Activity off duty and out of uniform.
- n You have a right to refuse to engage in Political Activity if you so choose.
- n You have a right not to be subjected to punitive action, or be denied promotion, or be threatened in any such treatment, because of the lawful exercise of your rights granted by AB301 or the exercise of any rights under any existing administrative grievance procedure.
- n You have a right to have any interrogation conducted at a reasonable hour, with a representative of your own choosing present, preferably at a time when you are on duty, or during your normal waking hours, unless the seriousness of the investigation requires otherwise.
- n You have a right to be compensated for time spent in interrogation that are conducted in your off duty hours at the normal rate for your Department. You shall not be released from employment for any work missed.
- n You have a right to be informed of the name and rank and command of the officer in charge of an interrogation, the interrogating officers, and all persons to be present during the interrogation, in advance of the interrogation.
- n You have a right to have all questions directed to you under interrogation through no more than two interrogators at one time.
- n You have a right to have the interrogating session limited to a reasonable period, taking into consideration the gravity and complexity of the issue being investigated.
- n You have a right, during interrogations, to be allowed to attend to your own personal physical necessities.
- n You have a right not to be subjected to offensive language or threatened with punitive action, except that an officer refusing to respond to questions or submit to interrogation shall be informed that failure to answer questions directly related to the investigation, or interrogation, may result in punitive action. No promise of reward shall be made as an inducement to answering any question.

- n You have a right not to be subjected to visits by the press or news media without your express consent or shall your home address or photograph be given to the press or news media by the department without your express consent.
- n You have a right of access to any tape recordings of any interrogations (of yours) or to have your own tape recorder present.
- n You have a right to a transcribed copy of any notes made by a stenographer, or to any reports or complaints made by investigators or other persons, except those which are deemed by the investigating agency to be confidential. No notes or reports, which are deemed to be confidential, may be entered in your personnel file.
- n You have a right to be informed of your constitutional rights if it is deemed that you may be charged with a criminal offense before the interrogation starts.
- n You have a right to have a representative present if formal charges have been made or if punitive action may be taken as a result of the interrogation.
- n You have a right not to be loaned, or temporarily reassigned, to a location or duty assignment if a sworn member of your department would not normally be sent to that location or would not normally be given that duty assignment under similar circumstances.
- n You have a right that no punitive action or denial of promotion on grounds other than merit, shall be undertaken by any public agency without providing you with an opportunity for administrative appeal.
- n You have a right not to have any comment, adverse to your interest, entered in your personnel file, or any other file used for any personal purposes by your employer, without you having first read and signed the instrument containing the adverse comment indicating that you are aware of such comment. If you refuse to **SIGN** the document it will be so noted and placed in your file.
- n You have a right to refuse to inform your employer of information regarding items of property, income, assets, source of income, debts, or personal or domestic expenditures and those of your family except such information as required by State law or which is necessary for the employer to ascertain the desirability of assignment to a special unit in which there is a strong possibility that there is a conflict of interest or where there is the possibility of bribes or other improper inducements being offered.
- n You have a right to have your locker free of search except when you are present or by other legal means.

- n You have a right to have thirty (30) days with which to file a written response to any adverse comment entered in your personnel file and have it attached to, and accompany, the adverse comment.
- n You have a right to refuse to submit to a polygraph examination. No disciplinary action, records, or testimony may be given to indicate the fact that you refused the polygraph.

## **LAW ENFORCEMENT CODE OF ETHICS**

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

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or my agency. I will maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life. I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

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

I recognize the badge of my office as a symbol of public faith, and I accept it, as a public trust to be held so long as I am true to the ethics of the police service.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession...law enforcement. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

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

# Ethics and Professionalism

Policing is a profession that requires a great deal of its members. If you are reading these lines as a new officer, you have undergone a rigorous hiring process and background investigation designed to insure that you not only meet minimum legal requirements, but that you also have the personal qualities that will make you a credit to the Burbank Police Department and the police profession. Policing is dynamic, challenging, and satisfying. The skills you are learning must be grounded in a clear and unambiguous understanding of the ethical responsibilities you have assumed as a police officer. The Burbank Police Department believes that the authority a police officer uses to serve the community is guided by reverence for ethical conduct.

Ethics is about how we should behave, on duty and off duty. It is a conscious decision to act in accordance with the values of the police profession, even if that action may violate your personal values. It is more complicated than a decision between right and wrong, which may stand in stark contrast to one another. Ethical decision-making demands that we dig deeper and prioritize our values in order to make the most appropriate decision. This may entail difficult choices: loyalty to a friend vs. duty to the Department; an urge for revenge vs. the responsibility to channel that urge into a professional response; a desire for personal gain vs. the need to work for the good of the Department. The Burbank Police Department believes that quality service to the public can only happen when the individual officer understands ethics.

The Field Training Officer Program is designed to provide you with the skills and knowledge necessary to serve our community. The Instruction Guides in this notebook offer detailed analysis and specific direction on a number of common problems you will encounter in the field. This knowledge, coupled with the guidance provided by your FTO, should result in training that enhances your safety and the safety of the community. While knowledge is important, you should remember that the Instruction Guides are driven by a series of ethical directives to insure the knowledge is used fairly and equitably.

While the Department has the responsibility to train you, you are personally responsible for your actions. Ethics are always about what people should do.

No good end can justify betrayal of the public trust. Ethics are about the trust the public has in your ability to make the right decision.

Attempts to revise the rules cannot eliminate ethical conflicts. We can change the mechanics of accountability but we cannot change our duty to the profession, the public, or ourselves.

We share the environment with the public. We are only a small part of society. We must treat the public as a partner.

This notebook is meant to be both a reference and a guide. Your success in policing will be dependent on how well you understand that your mastery of the things police do can never replace the importance of why those things must be done from an ethical perspective. Over time, your actions will be challenged or influenced by peers, self-interest, or personal emotions. Refer to this section for guidance. Make it part of your regular review.

You chose this profession and it is not for everyone. Being a police professional requires tough choices. This profession makes significant demands but also provides significant rewards. Ultimately, the Department's success lies in the ability of its members to understand that the ethical dimension can never be separated from what we do. Enjoy your training. You maximize the benefits it offers if you recognize your role in modeling ethical behavior as a Burbank Police Officer.

***BURBANK POLICE DEPARTMENT***  
***FIELD TRAINING OFFICER PROGRAM***  
***TRAINING GUIDE***

***PART 2***  
***PHASE TRAINING GUIDE***

# **BURBANK POLICE DEPARTMENT**

## **PHASE TRAINING GUIDE**

### **INTRODUCTION**

This guide is used to instruct probationary officers of the Burbank Police Department Patrol Bureau in the various duties which they will most likely perform during their careers. All situations and problems are not included, but the subjects found herein constitute a good foundation for future activities on the job.

Field Training Officers have been carefully selected to provide on-the-job training. Probationary officers are expected to have immediate access to the FTO training manual at all times and be prepared to present it upon request. FTOs and supervisors will make regular checks of the Phase Training Checklist to ensure that progress is being systematically recorded.

In addition to the instruction the probationary officer will receive under the direction of an FTO, it is expected that the officer will study at home. The broad knowledge needed to become an effective Police Officer cannot be gained entirely on the job or at the academy. Each probationary officer should be aware that a police library is available at the station. In addition, probationary officers are advised to keep copies of the Penal Code, Vehicle Code, and the Department Manual, and to know locations of other reference materials. Also helpful is a list of community reference services.

### **USE OF PHASE TRAINING GUIDE**

The Phase Training Checklist is designed to ensure that trainees receive instruction in designated subjects. Since it is impossible to train police officers in every possible scenario, successful training in the designated areas will give trainees the foundation to draw from when handling incidents in the field.

FTOs will, at a minimum, instruct in the areas that are outlined in each specific cycle. After the trainee performs the designated task in the performance area, the FTO and the trainee will initial this guide in the space provided. Initialing the task merely documents that the trainee performed that task, whether successfully or not. Often, acceptable performance only comes after repeated attempts at a particular task and successful performance may occur weeks after the first attempt.

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

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

Reference material is provided in Part III of the Manual to assist in training. FTOs shall refer probationary officers to the proper place to locate material in question and shall assist the officer in locating it.

The following symbols designate the written sources of the subject matter outlined in this training guide:

- PC – Penal Code
- VC – Vehicle Code
- TB – Training Bulletins
- BMC – Burbank Municipal Code
- Ref – Reference (recommended reading)
- GO – General Order
- IG – Instruction Guide Sheet
- DM – Department Manual
- CS – Cheat Sheet

Probationary officers will demonstrate their training achievements through actual, on-duty handling of field situations. This is the preferred method of determining that the trainee comprehends and can apply what has been taught. When a field demonstration is impractical or unnecessary, role playing and oral or written tests may be used to display comprehension of a required subject.

## **FIELD TRAINING OFFICER'S LOG**

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**OFFICER / SERIAL #**

### **CYCLE 1**

|      |      |       |
|------|------|-------|
| DP   | Beat | Watch |
| FTO: |      |       |

### **CYCLE 2**

|      |      |       |
|------|------|-------|
| DP   | Beat | Watch |
| FTO: |      |       |

### **CYCLE 3**

|      |      |       |
|------|------|-------|
| DP   | Beat | Watch |
| FTO: |      |       |

### **CYCLE 4**

|      |      |       |
|------|------|-------|
| DP   | Beat | Watch |
| FTO: |      |       |

### **CYCLE 5**

|      |      |       |
|------|------|-------|
| DP   | Beat | Watch |
| FTO: |      |       |

### **CYCLE 6**

|      |      |       |
|------|------|-------|
| DP   | Beat | Watch |
| FTO: |      |       |

### **CYCLE 7**

|      |      |       |
|------|------|-------|
| DP   | Beat | Watch |
| FTO: |      |       |

## ***CYCLE 1***

## CYCLE 1

### PROBATIONARY OFFICER CHECKLIST

THE FOLLOWING SUBJECTS WILL BE COVERED DURING THE 1ST CYCLE OF THE PROBATIONARY OFFICER'S TRAINING.

#### PATROL-WATCH-BEAT ASSIGNMENTS

| Instructed | Performed |    |    |    | FTO<br>Initials | Trainee<br>Initials |
|------------|-----------|----|----|----|-----------------|---------------------|
|            | FP        | RP | WT | VT |                 |                     |

#### 1. VEHICLE AND EQUIPMENT CHECK OUT

- a. Unit Inspection Procedure
- b. Inspect vehicles for damage-tire-wear-inflation
- c. Check flares-first-aid-blanket
- d. Fire extinguisher
- e. Spare tire (flat)
- f. Spotlights
- g. Vehicle lights
- h. Check fuel gauge and fueling units
- i. Check emergency lights
- j. Check maintenance mileage sticker
- k. Vehicle cleanliness
- l. Check shotgun
- m. Check radio
- n. Check siren
- o. Write up deficiencies on Maintenance Request Form

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#### 2. USE OF FORCE POLICY (IG 1)

- a. General policy
- b. Baton policy
- c. Carotid policy
- d. Handcuffing policy
- e. Flashlight policy
- f. K-9 policy
- g. Taser policy
- h. Shooting policy
- i. OC
- j. Hobble
- k. Alternatives to the use of force

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**FP** - Field Performance

**RP** - Role Playing

**WT** - Written Test

**VT** - Verbal Test

| Date | Performed |    |    |    | FTO      | Trainee  |
|------|-----------|----|----|----|----------|----------|
|      | FP        | RP | WT | VT | Initials | Initials |

### 3. MAP USAGE

- Index use
- North / South
- Locating individual streets

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### 4. DEPLOYMENT

- Minimum Service Level
- Beats (radio call designations)
- Deployments/Shift assignments

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### 5. RADIO PROCEDURES (IG 2)

- How to use radio
- Portable radios
- Broadcasts
- Radio alphabet
- Radio codes

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### 6. OFFICER SURVIVAL

- Concept of Tactical Retreat
- Pre-planning (mental scenarios)
- Mental Conditioning (Will to live)
- Continue to fight (no matter the odds)
- Mental Alertness/  
Self-confidence
- Physical conditioning
- Role of good conditioning
- Role of good health and nutrition
- Department policy on body armor

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**FP** - Field Performance

**RP** - Role Playing

**WT** - Written Test

**VT** - Verbal Test



| Date | Performed |    |    |    | FTO      | Trainee  |
|------|-----------|----|----|----|----------|----------|
|      | FP        | RP | WT | VT | Initials | Initials |

# 11. ARREST PROCEDURES (IG 7)

- a. Use of force
- b. Receiving prisoners from citizens (142 and 847 PC)
- c. Forcible entries - 844 PC
- d. Times of arrest (misd warrants)
- e. Transportation and searching of prisoners
- f. Advising subjects of their rights

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# 12. STOP AND FRISK; DETENTION AND RELEASE (IG 9)

- a. Right and duty to temporarily detain
- b. Reasons for stopping
- c. Hunch or suspicion
- d. Cursory search
- e. Pat down
- f. Pockets or packages
- g. 849(b)

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## NOTES:

| Date | Performed |    |    |    | FTO      | Trainee  |
|------|-----------|----|----|----|----------|----------|
|      | FP        | RP | WT | VT | Initials | Initials |

### 13. COURT PROCEDURES / ORIENTATION (O.T.)

- a. Subpoena Book
- b. On-call procedures
- c. Traffic Court
- d. Juvenile Court
- h. Testifying
  - (1) Criminal
  - (2) Traffic (Adult and Juvenile)
- i. Appearance
- j. Demeanor
- k. Obtaining reports and evidence
- l. Overtime procedure

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### 14. PENAL CODE TEST (Oral or Written)

- a. 15 PC
- b. 16 PC
- c. 26 PC
- d. 30 PC
- e. 31 PC
- f. 32 PC
- g. 187 PC
- h. 207 PC
- i. 211 PC
- j. 242 PC
- k. 245's PC
- l. 261's PC
- m. 415 PC
- n. 459 PC
- o. 484's PC
- p. 487's PC

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### NOTES:

**FP** - Field Performance

**RP** - Role Playing

**WT** - Written Test

**VT** - Verbal Test

| Date | Performed |    |    |    | FTO      | Trainee  |
|------|-----------|----|----|----|----------|----------|
|      | FP        | RP | WT | VT | Initials | Initials |

**15. VEHICLE CODE TEST (Oral or Written)**

- a. 31 VC
- b. 4000a VC
- c. 10851 VC
- d. 12500's VC
- e. 12951's VC
- f. 20001 VC
- g. 20002 VC
- h. 21453a VC
- i. 22350 VC
- j. 22450 VC
- k. 23152a VC
- l. 23153 VC
- m. 27315 VC
- n. 40302 VC
- o. 40303 VC

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**16. SPELLING TEST (Oral or Written)**

- a. 20 words (See List page \_\_\_\_ )

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**17. REFERENCE MATERIAL**

- a. Penal Code
- b. Vehicle Code
- c. Instruction Guide

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**NOTES:**





| Date | Performed |    |    |    | FTO      | Trainee  |
|------|-----------|----|----|----|----------|----------|
|      | FP        | RP | WT | VT | Initials | Initials |

### 23. TRAFFIC / FELONY STOPS (IG 34)

- a. Traffic stops
  - (1) vehicle position
  - (2) officer position
- b. Felony stops
- c. Van stops
- d. Positioning of Lights

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### 24. TACTICAL COMMUNICATION

- a. Elements of Tactical Communication
- b. De-escalating conflict
- c. Using deflection techniques
- d. Benefits of Tactical Communication

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### 25. EQUAL OPPORTUNITY POLICY – HARASSMENT COMPLAINT PROCEDURE

- a. Official Department Policy
- b. Verbal/Physical
- c. Physical
- d. Visual
- e. Sexual

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### **COMMENTS:**

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## ***CYCLE 2***

## CYCLE 2

### PROBATIONARY OFFICER CHECKLIST

THE FOLLOWING SUBJECTS WILL BE COVERED DURING THE 2ND CYCLE OF THE PROBATIONARY OFFICER'S TRAINING.

| Instructed | Performed |    |    |    | FTO      | Trainee  |
|------------|-----------|----|----|----|----------|----------|
|            | FP        | RP | WT | VT | Initials | Initials |

1. **INTERVIEW AND INTERROGATION TECHNIQUES,  
NOTE TAKING (IG 10)**

- a. Interviewing (Witness/Victim/Suspect)
- b. Interrogation (Suspect/Miranda)
- c. Approaches
- d. WHO-WHAT-WHERE-WHEN-HOW-WHY
- e. Documentation & in notebook: Discoverable
- f. Separating involved parties

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2. **PRIVATE PERSONS ARREST / MISDEMEANOR CITATION (IG 11)**

- a. Valid arrest, lawful or unlawful
- b. Citizen's Arrest Form
- c. Advising arrestee
- d. Misdemeanor citation-supervisor approval

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3. **WARRANTS / PROCEDURES (IG 14)**

- a. Warrant verification
- b. Misdemeanor, Felony
- c. Night service (misd)
- d. AWWs-computerized-in the systems-NCIC

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4. **FIELD INTERROGATIONS / COMPUTERIZED CHECKS**

- a. Suspicious persons - 10-28, 10-29
- b. Suspicious vehicle and occupants
- c. FI card, when to use, processing: FI photos
- d. AWWs-computer (crutch or tool) field check
- e. Driver license history, Veh registration info
- f. Methods of verification before arrest
- g. Overview of the use of computers (general)

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FP - Field Performance

RP - Role Playing

WT - Written Test

VT - Verbal Test

| Date | Performed |    |    |    | FTO      | Trainee  |
|------|-----------|----|----|----|----------|----------|
|      | FP        | RP | WT | VT | Initials | Initials |

## 5. TRAFFIC CONTROL / FLARE PATTERNS (IG 5)

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

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## 6. CRIMES IN PROGRESS RESPONSE, EMERGENCY VEHICLE OPERATION (IG 16, 20, 27)

- a. Best route is the quickest and safest
- b. Arrival is the most important thing
- c. Response to burglary (residential-commercial alarms)
- d. Response to robbery (bank person-business alarms)
- e. Code-3 Responses/Perimeter
- f. Coordination of resources (K-9, Air Ship, etc.)
- g. Crime Broadcast (First Unit on scene)

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## 7. CODE-3 RESPONSE (IG 16)

- a. Communications assign most or self-initiated
- b. CODE-3 RED LIGHT AND SIREN (respond immediately)
- c. Reasonable and prudent
- d. Vehicle Code restrictions (liabilities)
- e. Clearing intersections (lane by lane)

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## 8. RECOGNITION OF STOLEN AND ABANDONED VEHICLES (IG 17)

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

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FP - Field Performance

RP - Role Playing

WT - Written Test

VT - Verbal Test

| Date | Performed |    |    |    | FTO      | Trainee  |
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|      | FP        | RP | WT | VT | Initials | Initials |

## 9. HANDLING A FIRE CALL (IG 19)

- Traffic/crowd control responsibilities
- Assist when requested by BFD
- Arson investigation (Fire vs. Police)
- Parking positioning

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## 10. HOW TO HANDLE PROWLER CALLS (IG 20)

- Response and arrival
- First unit at scene, direct back-up
- Contact with complainant
- Apprehension of suspect

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## 11. HANDLING FAMILY DISPUTES (IG 21)

- Officer Safety (potential officer danger)
- Separation of disputants/combatants
- Arbitration
- Referrals
- Recommendations
- Domestic violence reporting responsibilities
- Restraining Orders
- Emergency Protective Orders

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## 12. DRUNK ARRESTS (IG 23)

- PC 647f
- Reports
- Diabetic
- Alcohol/Drugs
- Detoxification (849b2)
- Injured persons considerations (documentation)
- Required elements for report/arrest

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## 13. RECOGNIZING AND HANDLING PCP / METHAMPHETAMINE SUBJECTS (IG 24)

- Symptoms
- Handling subjects
- Safeguards

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| Date | Performed |    |    |    | FTO      | Trainee  |
|------|-----------|----|----|----|----------|----------|
|      | FP        | RP | WT | VT | Initials | Initials |

#### 14. HOW TO HANDLE AND BOOK EVIDENCE (IG 25)

- Methods of preservation
- Packaging (bags, envelopes, etc)
- Use of FS
- Protecting crime scene
- When, where and how to mark evidence
- Special handling (PCP, firearms, narcotics)
- Special handling (money, syringes)
- Haz Mat
- Explosives (LASD Bomb Squad)
- Use of Range for booking explosives/ammunition

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#### 15. STOLEN AUTO REPORTS (IG 26)

- Filling out CHP 180
- Broadcast
- Verification of repossession
- Embezzled vehicles
- Auto status
- Investigation (area check/canvass, etc.)

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#### 16. ISSUING PARKING AND TRAFFIC CITATIONS (IG 3)

- Violator contact
- Proper violations
- Proper completion of citation
- Information on back of violator's copy
- Policy for handling a driver with suspended or revoked license
- Procedure for refusal to sign
- Voiding citation
- Citation errors-before violator leaves and after
- Court appearance dates-County seat cite

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#### 17. TOWING PROCEDURES (IG 5)

- Requesting a tow/requesting a supervisor
- From where and when to tow
- Private property
- Parking Enforcement Detail
- Resulting from an arrest
- Impounds-Evidence Holds
- Storage-Safekeeping
- Related Vehicle and Municipal Codes (Cheat Sheet)

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FP - Field Performance

RP - Role Playing

WT - Written Test

VT - Verbal Test

| Date | Performed |    |    |    | FTO      | Trainee  |
|------|-----------|----|----|----|----------|----------|
|      | FP        | RP | WT | VT | Initials | Initials |

### 18. PENAL CODE TEST

- a. 148 PC
- b. 148.9 PC
- c. 203 PC
- d. 243 PC
- e. 288a PC
- f. 288a(a) PC
- g. 470 PC
- h. 496a PC
- i. 166.4 PC
- j. 273.6 PC
- k. 594's PC
- l. 647's PC
- m. 664 PC

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### 19. VEHICLE CODE TEST

- a. 27465b VC
- b. 27360a-c VC
- c. 2800.1 VC
- d. 4454a VC
- e. 5200 VC
- f. 5204 VC
- g. 10751 VC
- h. 10852 VC
- i. 14601 VC
- j. 21461 VC
- k. 22348 VC
- l. 23103 VC
- m. 23109 VC
- n. 23110 VC
- o. 24252 VC
- p. 27153 VC

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### 20. SPELLING TEST

- a. 20 words

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### 21. REFERENCE MATERIAL

- a. Penal Code
- b. Vehicle Code
- c. Instruction Guide

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**COMMENTS:**

| Date | Performed |    |    |    | FTO      | Trainee  |
|------|-----------|----|----|----|----------|----------|
|      | FP        | RP | WT | VT | Initials | Initials |

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**FP** - Field Performance

**RP** - Role Playing

**WT** - Written Test

**VT** - Verbal Test

## ***CYCLE 3***

## CYCLE 3

### PROBATIONARY OFFICER CHECKLIST

THE FOLLOWING SUBJECTS WILL BE COVERED DURING THE 3RD CYCLE OF THE PROBATIONARY OFFICER'S TRAINING.

| Date | Performed |    |    |    | FTO<br>Initials | Trainee<br>Initials |
|------|-----------|----|----|----|-----------------|---------------------|
|      | FP        | RP | WT | VT |                 |                     |

#### 1. HOW TO HANDLE ROBBERIES IN PROGRESS (IG 27)

- a. Response and arrival (just occurred)
- b. Deployment (depends on time delay)
- c. Initial and supplemental broadcasts (vehicles, suspects, etc)
- d. Preserving scene (if relative)
- e. Investigation and report
- f. FS request
- g. Field showups

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#### 2. HOW TO HANDLE BURGLARY CALLS / SEARCHES (IG 28)

- a. Silent and audible alarms
- b. Response and arrival
- c. In progress or time delay
- d. Additional units
- e. Securing building, scene, etc
- f. K-9 Unit, residential-commercial
- g. Building search (interior-exterior)
- h. Residence (interior-exterior)
- i. FS request
- j. Roof access (Air assistance)

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#### 3. HANDLING JUVENILE CASES (IG 29)

- a. Juvenile Contact form & Juvenile Citation
- b. Mandatory admonishment of rights
- c. Notification of parents
- d. Field Release, Juvenile Contact form
- e. Juvenile drunk drivers
- f. JAI
- g. 601-602 WIC
  - (1) Child abuse
  - (2) Contributing to delinquency (272 PC)
  - (3) Diversion
- i. Drawing blood from juveniles
- j. 625 WIC
- k. 261 PC Juvenile victim
- l. 484 PC cases
- m. Juvenile Citation Procedures (arrests)
- n. 627 WIC

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FP - Field Performance

RP - Role Playing

WT - Written Test

VT - Verbal Test

- o. Secure detention
- p. Admission to Juvenile Hall
- q. Criminal citations to Juvenile Traffic Court
- r. Gladys R
- s. Juvenile Log/Length of detention

| Date | Performed |    |    |    | FTO      | Trainee  |
|------|-----------|----|----|----|----------|----------|
|      | FP        | RP | WT | VT | Initials | Initials |
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4. **MISSING PERSON CALLS (IG 30)**

- a. General information (mandatory reporting)
- b. Suspicious circumstances
- c. Critical missing
- d. Found persons
- e. Returns

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5. **HANDLING ASSAULT CASES (IG 31)**

- a. Response
- b. Preserving crime scene
- c. Requesting medical aid, paramedics
- d. Locating suspect, witness
- e. Secure scene if necessary
- f. Evidence, weapons

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6. **HANDLING RAPE CASES (IG 32)**

- a. Locate and secure crime scene
- b. FS request
- c. Interviewing victim
- d. Treatment and examination of victim
- e. Preserving and booking of evidence
  - (1) CATS
  - (2) Rape Kit
- f. Pre-text Calls (no suspect contact w/o approval)

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7. **HANDLING OTHER SEX CRIMES (IG 29, 32)**

- a. Lewd conduct
- b. Lewd phone calls
- c. Obscene letters or material
- d. Child molestation

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| Date | Performed |    |    |    | FTO      | Trainee  |
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|      | FP        | RP | WT | VT | Initials | Initials |

# 8. PENAL CODE TEST

- a. 148.1 PC
- b. 182 (a) (1) PC
- c. 244 PC
- d. 246 PC
- e. 286 PC
- f. 314.1 PC
- g. 417's PC
- h. 466 PC
- i. 602's PC
- j. 666 PC
- k. 209.5 PC
- l. 215 PC

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# 9. VEHICLE CODE TEST

- a. 14603 VC
- b. 21650 VC
- c. 21703 VC
- d. 21706 VC
- e. 21755 VC
- f. 24250 VC
- g. 27400 VC
- h. 24600 VC
- i. 24603 VC

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# 10. WELFARE AND INSTITUTION CODE TEST

- a. 300a-d WIC
- b. 625c WIC
- c. 601 WIC
- d. 602 WIC
- e. 627 WIC
- f. 5150 WIC and juvenile section (5585)

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FP - Field Performance

RP - Role Playing

WT - Written Test

VT - Verbal Test

| Date | Performed |    |    |    | FTO      | Trainee  |
|------|-----------|----|----|----|----------|----------|
|      | FP        | RP | WT | VT | Initials | Initials |

# 11. SPELLING TEST

- a. 20 words

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# 12. REFERENCE MATERIAL

- a. Penal Code
- b. Vehicle Code
- c. Instruction Guide

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## COMMENTS:

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## ***CYCLE 4***

## CYCLE 4

### PROBATIONARY OFFICER CHECKLIST

THE FOLLOWING SUBJECTS WILL BE COVERED DURING THE 4TH CYCLE OF THE PROBATIONARY OFFICER'S TRAINING.

|   | Date | Performed |    |    |    | FTO<br>Initials | Trainee<br>Initials |
|---|------|-----------|----|----|----|-----------------|---------------------|
|   |      | FP        | RP | WT | VT |                 |                     |
| <b>1. <u>DRUNK DRIVING ARRESTS (IG 35)</u></b>                              |      |           |    |    |    |                 |                     |
| a. Recognizing the drunk driver   |      |           |    |    |    |                 |                     |
| b. Initial stop-preliminary signs of intoxication                           |      |           |    |    |    |                 |                     |
| c. DUI examination  |      |           |    |    |    |                 |                     |
| (1) Nystagmus   |      |           |    |    |    |                 |                     |
| (2) Rhomberg  |      |           |    |    |    |                 |                     |
| (3) Heel to toe walk (Walk and Turn)  |      |           |    |    |    |                 |                     |
| (4) One leg stand   |      |           |    |    |    |                 |                     |
| (5) Finger to nose  |      |           |    |    |    |                 |                     |
| d. Blood-Breath Test  |      |           |    |    |    |                 |                     |
| (1) Implied consent   |      |           |    |    |    |                 |                     |
| (2) Trombetta   |      |           |    |    |    |                 |                     |
| (3) Refusals (McNeely)  |      |           |    |    |    |                 |                     |
| (4) DMV Forms   |      |           |    |    |    |                 |                     |
| (5) "Forced" blood (warrant only)   |      |           |    |    |    |                 |                     |
| e. Disposition of vehicle   |      |           |    |    |    |                 |                     |
| f. When to cite at Hospital   |      |           |    |    |    |                 |                     |
| g. Drunks driving on private property                                       |      |           |    |    |    |                 |                     |
| h. Juveniles  |      |           |    |    |    |                 |                     |
| i. DUI Probation  |      |           |    |    |    |                 |                     |
| <b>2. <u>HANDLING CASES INVOLVING BICYCLES (IG 3)</u></b>                   |      |           |    |    |    |                 |                     |
| a. Issuing citations  |      |           |    |    |    |                 |                     |
| b. Bicycles booked safekeeping/evidence (Property Report)                   |      |           |    |    |    |                 |                     |
| c. Stolen bicycles (Crime Report)   |      |           |    |    |    |                 |                     |
| d. How to transport bicycles  |      |           |    |    |    |                 |                     |
| <b>3. <u>HANDLING CALLS INVOLVING NOISE / ANIMAL COMPLAINTS (IG 36)</u></b> |      |           |    |    |    |                 |                     |
| a. 415 parties-bands-workers, etc   |      |           |    |    |    |                 |                     |
| b. First Response/Second Response   |      |           |    |    |    |                 |                     |
| c. Agencies handling ill/injured/vicious animals                            |      |           |    |    |    |                 |                     |
| d. Rabid dogs or other animals  |      |           |    |    |    |                 |                     |
| e. When and when not to shoot animals - alternatives in controlling animals |      |           |    |    |    |                 |                     |
| f. Call-outs  |      |           |    |    |    |                 |                     |
| <b>4. <u>HANDLING MENTALLY ILL PERSONS (IG 37)</u></b>                      |      |           |    |    |    |                 |                     |
| a. 5150 Welfare & Institutions Code   |      |           |    |    |    |                 |                     |

FP - Field Performance

RP - Role Playing

WT - Written Test

VT - Verbal Test

- b. Methods of detecting mentally ill person
- c. Officer Safety
- d. Transportation
- e. Mental Health Evaluation Team (MET)
- f. Transportation
  - (1) 72-hr holds-evaluations, documentation
  - (2) Conditions of acceptance
  - (3) Assistance
- g. Confiscation of weapons
- h. Hospital v Officer Holds

| Date | Performed |    |    |    | FTO      | Trainee  |
|------|-----------|----|----|----|----------|----------|
|      | FP        | RP | WT | VT | Initials | Initials |
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**5. HANDLING HOSPITALIZED SUSPECTS (IG 38)**

- a. Felony
  - (1) Treatment of injuries at SJMC
  - (2) Ongoing medical treatment required:
    - (a) Transport to L.A. County USC
    - (b) Clothing and valuables
    - (c) 849(b)1 PC/Cite
- b. Misdemeanors
  - 849(b)2 PC/Cite

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**6. HANDLING ATTEMPT SUICIDES (IG 39)**

- a. Look for evidence of ingested substance
- b. Check for notes
- c. Ambulance Requests
- d. 5150 WIC holds

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**7. DEATH REPORTS AND DEAD BODY CALLS (IG 40)**

- a. Who pronounces death
- b. Notification of Field Sergeant, Coroner, Mortuary, Next of Kin
- c. Protection of scene
- d. Suicide
- e. Natural causes
- f. Other than natural causes (accidental, homicide)
  - (1) FS request
  - (2) Locate witnesses
  - (3) Detectives request
- g. Chaplains
- h. Report template/questions

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**8. GANG ACTIVITY (IG 47)**

- a. Local gangs and problem areas
- b. Taggers
- c. Methods of control (injunctions/enhancements)

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FP - Field Performance

RP - Role Playing

WT - Written Test

VT - Verbal Test

| Date | Performed |    |    |    | FTO      | Trainee  |
|------|-----------|----|----|----|----------|----------|
|      | FP        | RP | WT | VT | Initials | Initials |
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d. Report classification

9. **LANDLORD-TENANT DISPUTES (IG 41)**

- a. Civil considerations
- b. Rights of parties involved (418 PC)
- c. Referral agencies
- d. Keep the peace
- e. Eviction procedures

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10. **INJURED SUSPECTS(IG 38)**

- a. Injuries resulting from crime committed
- b. Injuries resulting from altercation with officers (UOF Procedures)
- c. Injuries from prior to officer contact
- d. Transport to SJMC for treatment
- e. Security
- f. Medical treatment, clearance
- g. Documentation of injuries

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11. **PARAMEDIC RESPONSES (IG 42)**

- a. Who requests
- b. What they will respond to
- c. Advising nature of injury
- d. Types of assistance

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12. **FRAUD CASES / REPORTS**

- a. Forgery and other check cases
- b. Credit card cases
- c. Bunco and con games
- d. Embezzlement

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| Date | Performed |    |    |    | FTO      | Trainee  |
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|      | FP        | RP | WT | VT | Initials | Initials |

**13. HOW TO HANDLE TRAFFIC COLLISIONS AND REPORTS (IG 43)**

- a. When to take a report
- b. Property damage only (PDO)
- c. Forms 555 and 556
- d. Officer Safety in traffic
- e. Protection of scene and preventing another Traffic Collision from occurring
- f. Stolen Vehicle involved
- g. Tow requests
- h. Marking vehicles
- i. Death involved-Investigator callout
- j. City-County-State-Federal vehicles involved
- k. City employee or political figure involved

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**14. PENAL CODE TEST**

- a. 404 PC
- b. 406 PC
- c. 407 PC
- d. 409 PC
- e. 451 PC
- f. 476a PC
- g. 503 PC
- h. 518 PC
- i. 537 PC
- j. 653's PC

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**15. VEHICLE CODE TEST**

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

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| Date | Performed |    |    |    | FTO      | Trainee  |
|------|-----------|----|----|----|----------|----------|
|      | FP        | RP | WT | VT | Initials | Initials |

**16. BUSINESS & PROFESSIONS CODE TEST**

- a. 4234 B&P
- b. 4140 B&P
- c. 25662 B&P
- d. 25620(a) B&P

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**17. SPELLING TEST**

- a. 20 words

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**18. REFERENCE MATERIAL**

- a. Penal Code
- b. Vehicle Code
- c. Burbank Municipal Code
- d. Cheat Sheet

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**COMMENTS:**

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## ***CYCLE 5***

## CYCLE 5

### PROBATIONARY OFFICER CHECKLIST

THE FOLLOWING SUBJECTS WILL BE COVERED DURING THE 5TH CYCLE OF THE PROBATIONARY OFFICER'S TRAINING.

| Date | Performed |    |    |    | FTO      | Trainee  |
|------|-----------|----|----|----|----------|----------|
|      | FP        | RP | WT | VT | Initials | Initials |

1. DISASTER SCENES (IG 44, 45, 46)

- a. Overview (ICS/NIMS)
- b. Earthquake
  - (1) Looting
  - (2) Fire
  - (3) Communicating with station
  - (4) Individual Action
  - (5) May be detailed to station for assistance
- c. Airplane crash
  - (1) protection of scene
  - (2) Injured
  - (3) Reporting-traffic-military A/C-notifications
  - (4) Coroner-Temporary Morgue

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2. MAJOR CALL RESPONSES (IG 44, 45, 46)

- a. First unit on scene
  - (1) Temporary Command Post
  - (2) Request Field Sergeant
  - (3) Officer in Charge
  - (4) Ascertain type of problem:
    - (a) Hostage
    - (b) Barricaded suspect
    - (c) Sniper
    - (d) Ambush
  - (5) Locate problem
  - (6) Hazards
  - (7) Parties-witnesses involved
  - (8) Weapons
  - (9) Immediate Needs
    - (a) Personnel (SWAT-callouts)
    - (b) Paramedics-Standby
    - (c) Ambulance-Standby
    - (d) Fire Department
    - (e) Special equipment
  - (10) Communications
  - (11) Outside Agencies
    - (a) Mutual Aid agreements
    - (b) Initiated by Watch Commander

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FP - Field Performance

RP - Role Playing

WT - Written Test

VT - Verbal Test

| Date | Performed |    |    |    | FTO      | Trainee  |
|------|-----------|----|----|----|----------|----------|
|      | FP        | RP | WT | VT | Initials | Initials |
|      |           |    |    |    |          |          |
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- b. Basic Concepts
  - (1) Contain
  - (2) Control
  - (3) Communicate
  - (4) Coordinate

3. **CITY EMPLOYEES INVOLVED IN CRIMES**

- a. Field Supervisor notified immediately
- b. Watch Commander notified as soon as possible

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4. **MAJOR INCIDENTS INVOLVING DEPARTMENT EMPLOYEES ON/OFF DUTY**

- a. Field Supervisor notified immediately
- b. Employee of higher rank than involved employee responds

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5. **SOLICITING / CITY LICENSES / PERMITS**

- a. When/where allowed
- b. Enforcement (Warnings-Citations)
- c. Soliciting or selling from roadway

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6. **BOMB THREATS / EXPLOSIVES (IG 45)**

- a. Contact manager
- b. Contact person at scene taking call
- c. Check premises
- d. Evacuation-manager's decision
- e. LASD Bomb Squad response
- f. Proper handling of suspicious devices

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7. **DEMONSTRATIONS AND LABOR DISPUTES (IG 46)**

- a. Official Department contact
- b. Appropriate officer conduct (neutral)
- c. Riots-unlawful assemblies-advisement
- d. Arrests, warnings, enforcement
- e. Deployment, traffic control
- f. Area C Considerations

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8. **BURBANK MUNICIPAL CODE TEST**

- a.
- b.
- c.
- d.

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FP - Field Performance

RP - Role Playing

WT - Written Test

VT - Verbal Test

- e.
- f.
- g.
- h.
- i.
- j.
- k.
- l.
- m.
- n.

| Date | Performed |    |    |    | FTO      | Trainee  |
|------|-----------|----|----|----|----------|----------|
|      | FP        | RP | WT | VT | Initials | Initials |
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## 9. HEALTH AND SAFETY CODE TEST

- a. 11350 H&S
- b. 11351 H&S
- c. 11352 H&S
- d. 11357a-e H&S
- e. 11358 H&S
- f. 11359 H&S
- g. 11360 H&S
- h. 11364 H&S
- i. 11377 H&S
- j. 11378 H&S
- k. 11378.5 H&S
- l. 11379 H&S
- m. 11550 H&S

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## 10. SPELLING TEST

- a. 20 words

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## 11. REFERENCE MATERIAL

- a. Department Manual
- b. Instruction Manual
- c. Cheat Sheet
- d. Burbank Municipal Code

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## COMMENTS:

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## ***CYCLE 6***

**CYCLE 6**

**PROBATIONARY OFFICER CHECKLIST**

THE FOLLOWING SUBJECTS WILL BE COVERED DURING THE 6TH CYCLE OF THE PROBATIONARY OFFICER'S TRAINING.

1. **REVIEW: USE OF FORCE POLICIES (IG 1)**

|                |
|----------------|
| Date Completed |
|----------------|

- a. General policy
- b. Baton policy
- c. Carotid policy
- d. Handcuffing policy
- e. Pursuit policy
- f. K-9 policy
- g. Taser policy
- h. Shooting policy
- i. Alternatives to the use of force
- j. O.C.
- k. Hobble

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2. **PHASE TRAINING: CYCLES 1 – 6**

Review check-offs for Cycles 1 – 6. Instruct and test in all areas not previously signed off, and sign off.

**NOTE:** Cycle 6 – FTO is responsible to ensure that entire Training Guide is signed off. "Comments" sections should be used to document reasons why areas are not signed off.

## ***CYCLE 7***

## **CYCLE 7**

### **PROBATIONARY OFFICER CHECKLIST**

**THE FOLLOWING SUBJECTS WILL BE COVERED DURING THE 7TH CYCLE OF THE PROBATIONARY OFFICER'S TRAINING.**

- 1. Review any previous subjects that the 7th Cycle officer or FTO thinks are necessary.**
- 2. Instruct and sign off in any area not completed by Cycle 6 FTO.**
3. Cycle 7 – FTO should permit trainee to handle vast majority of work during this cycle. FTO should demonstrate for trainee other alternatives for handling situations and attempt to raise trainee's performance level above the minimal acceptable level (5–7).

**NOTE:** Cycle 7 – FTO must ensure that all areas in Cycles 1–5 have been demonstrated and signed off.

abnormally  
accelerator  
accommodate  
acquire  
administered  
alcoholic  
all right  
aluminum  
American  
ammunition  
annual  
amphetamine  
antiseptic  
appearance  
apprehended  
approximately  
architect  
aren't  
arrestee  
arguing  
argument  
arouse  
ascertain  
assistance  
available  
balloon  
battalion  
bedspread  
beginning  
being  
believed  
bellicose  
belligerent  
benzedrine  
beverage  
biceps  
bicycle  
bindle  
boisterous  
booze  
brassiere  
brilliant  
calendar  
Camarillo  
candidate  
carburetor  
caucasian  
caught

cellophane  
centrifugal  
category  
chiseler  
circular  
claim  
cocaine  
coherent  
coincidence  
coming  
commit  
committing  
companion  
complainant  
consensus  
concerning  
concert  
continuously  
controlling  
conversation  
cooperation  
cushion  
defecate  
(s--t verb)  
defendant  
definitely  
delinquency  
democracy  
description  
desirable  
desperate  
deterrent  
development  
dexedrine  
didn't  
dilated  
directly  
disarranged  
discrepancy  
dispel  
dissension  
disregard  
dosage  
drunken  
drunkenness  
ecstasy  
effected  
embarrass

employment  
entirely  
English  
enroute  
entitled  
epilepsy  
erratic  
evening  
excellent  
exhilarate  
existence  
exorbitant  
experience  
expired  
exuberant  
familiar  
feces  
(s--t noun)  
feminine  
fictitious  
finally  
florist  
forcibly  
forcing  
funeral  
further  
gabardine  
gardener  
(landscaping)  
gauge  
generous  
glove  
governor  
grammar  
grievance  
gymnasium  
handcuffed  
handkerchief  
hangar  
happiness  
harass  
heroin  
hitchhiking  
hygiene  
hypodermic  
illegal  
illegitimate  
improvement

inadvertent  
independence  
initiator  
inability  
inadequate  
inauguration  
incapable  
incoherent  
indefinite  
inoculate  
insistent  
institution  
interrogated  
interaction  
investigate  
involved  
irrelevant  
irresistible  
jewelry  
jurisdiction  
juvenile  
knives  
knuckles  
lawyer  
leave  
liaison  
license  
lights  
liquor  
loss  
Louisiana  
louver  
lying  
machinist  
manifest  
marijuana or  
marijuana  
marital  
marriage  
marshall  
masculine  
maybe  
measles  
merchandise  
minds  
minimum  
miscellaneous

mischievous  
misdemeanor  
missile  
months  
morgue  
municipal  
necessary  
nickel  
night  
numerous  
obedience  
occasion  
occasionally  
occurred  
occurrence  
odor  
opposition  
panicked  
parallel  
paraphernalia  
parcel post  
parents  
partial  
partially  
passenger  
patience  
peddler  
penis  
perform  
personnel  
perspiration  
perspire  
phenomenon  
phony  
physician  
pneumonia  
pornographic  
possession  
precede  
premise  
prerogative  
prescription  
presence  
principal  
(of a school)  
principle  
(standard/idea)  
(simulated island)

proceeded  
profane  
progressive  
pronunciation  
propeller  
psycho  
(not proper English)  
psychopathic  
publicly  
pursuit  
quandary  
quarantine  
quarreling  
ransacking  
receipt  
received  
receptacle  
recommend  
reference  
register  
registration  
repetition  
respectfully  
response  
restaurant  
restaurateur  
revealed  
reverence  
ridiculous  
river  
sacrilegious  
saliva  
screams  
security  
seize  
sentence  
separated  
separately  
several  
sheriff  
shiny  
shortly  
shot  
siege  
signaled  
similar  
simulate

solicit  
solicitor  
souvenir  
squirrel  
straightening  
stupor  
subpoena  
substance  
substitute  
succeeded  
successfully  
supersede  
suspicious  
surly  
surveillance  
swerved  
tentative  
Tequila  
terminal  
their

theirs  
themselves  
Tijuana  
to (give it to me)  
together  
tonight  
too  
    (drunk too much)  
traffic  
translate  
twenties  
typewriter  
unconscious  
uncontrollably  
unkempt  
vacation  
vaccinate  
vacuum  
vengeance

verbatim  
verified  
vial (container)  
vile (bad or foul)  
violated  
violation  
visible  
wanted  
weird  
wield  
willful  
willfully  
written

## **REFERENCE MATERIAL**

### **DEPARTMENT MANUAL**

The Department Manual and all General Orders are available on the Department computer network.

### **TRAINING BULLETINS**

Recent Training Bulletins are available on the Department computer network. A master file of all training bulletins is maintained in the Research and Training Division.

### **BURBANK MUNICIPAL CODE**

The Burbank Municipal Code is available on the Internet, via the City's web page. Hardcopies are maintained in various locations, including the Watch Commander Office.

### **DEPARTMENT LIBRARY**

Various books, training materials, a reference library, and recommended readings can be located in the Research and Training Division Department Library.

The probationer should possess the following books, manuals and guides, upon entering Phase 2 of the Training and Evaluation Program:

- Penal Code
- Vehicle Code
- Safety Manual
- Instruction Guide
- Cheat Sheet

***BURBANK POLICE DEPARTMENT***  
***FIELD TRAINING OFFICER PROGRAM***  
***TRAINING GUIDE***

***PART 3***  
***INSTRUCTION GUIDES***

**\*\*\*\*\* REDACTED (TACTICS AND PROCEDURES) \*\*\***