

# 2013



## POLICE OFFICER FIELD TRAINING MANUAL

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Agency: MEDFORD POLICE DEPARTMENT \_\_\_\_\_



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# **INTRODUCTION**

## **PURPOSE OF THE POLICE OFFICER FIELD TRAINING MANUAL**

The Police Officer Field Training Manual (FTM) is issued to every new certifiable police officer. The field training manual is designed to provide law enforcement agencies an additional essential element of the officer's training program once the new officer has completed the Basic Police Course. Completion of the manual will reinforce and complement the basic course. When properly administered and supervised, a successful field training manual will provide the field training needed to supplement classroom training and allow the officer to apply basic law enforcement principles. This is an important phase of Basic Police training.

## **HISTORY AND DESIGN**

This manual has been updated through the efforts of representatives of law enforcement agencies and Department of Public Safety Standards and Training (DPSST) staff who have been active in field training programs. These representatives provided insight, experience and their departments' field training manuals to be used as resources.

The Police Officer Field Training Manual has been restructured to better parallel the chronological development of a new officer. Through design and topic placement the manual will help the new officer to develop previously learned skills as new skills are introduced.

While Oregon public safety agencies may create their own policy to fully implement this program, the manual contains the fundamental requirements and guidelines for police officer certification.

## **ELEMENTS OF THE POLICE OFFICER FIELD TRAINING MANUAL**

As a required portion of DPSST Basic Police Training, completion of the Police Officer Field Training Manual will accomplish two primary purposes:

1. The manual provides topics to be reviewed during the new officer's trial service period, regardless of the officer's previous training or experience. It ensures that the officer knows how to apply basic law enforcement principles within the department and the community served.
2. The Police Officer Field Training Manual contains the DPSST Field Training Completion Record. This becomes a permanent record of field training completed by the new officer. This record documents topics covered as well as the dates on which training was provided. This can substantiate training if the matter becomes an issue in legal or disciplinary action disputes.

## OBJECTIVES

***The purpose of the Police Officer Field Training Manual is to:***

1. Produce a highly trained and positively motivated police officer capable of meeting or exceeding standards of performance required by the employing agency.
2. Provide equal and standardized training to all newly hired police officers and to provide corrective training in those areas where deficiencies are identified.
3. Build on the foundation of knowledge given in the Basic Police Course, thereby creating an environment in which the new officer may develop new skills, as well as increase proficiency in those skills acquired in the academic setting.
4. Improve the agency screening process by providing on-the-job observation of each new officer's performance categories.
5. Increase the overall efficiency and effectiveness of the agency by enhancing the climate of professionalism and competency demanded by the ethical standards of law enforcement.

## ADMINISTRATIVE PROCESS

The Police Officer Field Training Manual is an extension of the selection process, whereby efforts are made through a continuous appraisal of performance and personal development. The manual is designed to be a continuation of the basic training received at the Department of Public Safety Standards and Training.

Every box following a topic must be completed. There is also a sign-off at the end of each module. **This is not the Completion Record that must be submitted to DPSST upon completion of the field training manual.** That record is located at the end of the manual. The non-shaded boxes may be completed by a variety of means, including but not limited to; discussion between the trainee and the field training officer, completed to the satisfaction of the field training officer. Shaded boxes indicate that the topic must be completed through field performance. Each of these topics, if not physically performed on the job, must be completed as a scenario to the extent that shows that the new officer has the knowledge to complete those tasks at such time the officer is faced with them in the course of their duties. The Field Training Officer (FTO) is responsible for coming up with a scenario, whether it is utilizing set-up locations or individuals. A discussion of the topic including a verbal scenario that shows the new officers' understanding and complete knowledge of the subject or task may also be applicable. The manual is also designed to be flexible and equitable to facilitate the various learning rates and needs of new officers assigned to the field training program.



## **GENERAL GUIDELINES**

The duration of this process is dependent on the agency, their field training program and the new officer's progress. The training modules are designed to teach the new officer specific training objectives. Should the officer fail to grasp the information given, corrective training may be initiated in an attempt to help the officer meet these objectives.

## **ACCOUNTABILITY AND RECORDS RECALL**

The Board on Public Safety Standards and Training (BPSST) may revoke the certification of any public safety professional based upon finding that the public safety professional falsified any information required to obtain certification. See ORS 181.662 and OAR 259-008-0070(3).

The Police Officer Field Training Manual must be completed within eighteen months of the date the new officer was employed in a certificate position.

The new officer, the Field Training Officer(s) and the agency head or designee must sign the "Field Training Completion Record," indicating completion of the field training manual. The DPSST Field Training Completion Record is then forwarded to DPSST.

The Department of Public Safety Standards and Training has put together the following list of commonly asked questions by Field Training Officers.

### **Field Training Manual FAQ's**

#### **1. What if the trainee does not have the ability or opportunity during the course of their duties as a trainee to physically demonstrate a mandated demonstrated topic?**

*As stated in the administrative process; each mandatory item, if not physically performed on-the-job, must be completed as a scenario to the extent that shows that the trainee has the knowledge to complete those tasks at such time the officer is faced with them in the course of their duties. The FTO is responsible for coming up with a scenario, whether it is utilizing set-up locations and individuals or discussion of the topic; including a verbal scenario that shows the trainees' understanding and complete knowledge of the topic or task.*

#### **2. Do we have to follow the manual in chronological order from start to finish?**

*No. The manual, while re-organized to better suit the chronological progression of the trainee, is set up to be flexible. For example, if you have an aircraft emergency, homicide, pursuit, etc. on the first night or in the first week, you may go to that part of the manual and cover it with the trainee. Of course, you aren't going to expect the trainee to handle all of the call. Evaluate the trainee on things they have been trained to do, but the exposure is something to not overlook.*

#### **3. What if the officer going through FTEP has specialized duties that may not be applicable in the FTEP process? Can we alter the FTM?**

*It is important to understand that an individual agency's unique structure or responsibilities cannot be a factor for purposes of state certification. Specialized duties should be addressed within your own agency training or advanced training academy program, not by altering the FTM; which would invalidate it. Any officer can transfer employment to any other police agency in the state and every agency has the knowledge that the successful officer has completed the required FTM. With that understanding, all officers must complete every required element of the field training manual and demonstrate every portion that requires demonstration.*

#### **4. How do we rate consistently?**

*Use the guidelines established by your agency.*

**5. How do we ensure consistency between the FTO's if we do not have a training coordinator or someone to oversee the training process?**

*This is ultimately decided by management. However, one suggestion is the temporary selection of an employee to oversee the administrative aspect to ensure consistency and accuracy and to reduce liability.*

**6. Is it necessary to keep the notes written throughout the day if the information is later transferred to the DOR?**

*Yes. This is important documentation that needs to be saved if action is taken.*

**7. Who can we share trainee progress/DOR's with?**

*Training files are subject to public record laws. However, depending on their contents they may be protected from disclosure under most circumstances and therefore should be treated as confidential. You should follow your agency's procedures in reviewing this information with others within your agency who are involved in the trainee's field training.*

**8. What is the correct way to document NRT (Not Responding to Training)?**

*First of all, you must have a sense of when the training process gets to the NRT level. What has been done to train the recruit on this issue? What have been the performances by the recruit? What has been done to re-educate the recruit? What has the recruit's performance been like after re-education? Has there been improvement? IS EVERYTHING THOROUGHLY DOCUMENTED; INCLUDING RE-EDUCATING AND LEVEL OF PERFORMANCE AFTER THE ATTEMPTS TO RE-EDUCATE?*

**9. What happens if I document behavior and actions that support termination and the agency retains this person?**

*Hiring and/or firing is not a decision for line staff. If the documentation, scoring and failure to respond to re-education has been properly documented and submitted in a timely manner through the appropriate chain of command, you are not responsible for the retention decision.*



## **MODULE I – ORIENTATION, COMMUNICATIONS, COURT**

### **1.1      EQUIPMENT AND SUPPLIES**

#### **1.1.1    *The officer possesses the proper uniforms, authorized equipment and supplies.***

- Protective vest
- Agency approved firearm(s)
- Policy manual/procedural manual or disk
- Mailbox and/or locker
- Keys and/or access cards (computerized or electronic)
- Agency authorized safety equipment

F/Initial/Date	R/Initial/Date

### **SAFETY EQUIPMENT**

#### **1.1.2    *The officer has completed emergency notification cards.***

- Agency information sheet
- Oregon Public Safety Memorial Fund form **(Optional)**

F/Initial/Date	R/Initial/Date

#### **1.1.3    *The officer has been sworn in as a police officer.***

F/Initial/Date	R/Initial/Date

### **1.2      KNOWLEDGE OF AGENCY**

#### **1.2.1    *The officer understands the function of the agency regarding:***

- Separation of responsibility (units and divisions)
- Chain of command
- Agency organization (officer has been given an organizational chart)

F/Initial/Date	R/Initial/Date

**1.2.2 The officer understands the agency's relationship within the local government structure.**

- Local resources
- Governmental organizational chart

F/Initial/Date	R/Initial/Date

**1.2.3 The officer has been given a tour of the agency and introductions have been made.**

**EMPHASIZE THE FOLLOWING (IF APPLICABLE):**

- Administrative services
- Computer services
- Field operations
- Investigations
- Other specialized units
- Automated External Defibrillator (AED)
- First-Aid/CPR station
- HazMat/Decontamination station
- Armory
- Records
- Briefing room
- Property and evidence room
- Specialized storage areas for dangerous items
- Lunch room
- Communications section
- Agency vehicle parking
- Personal vehicle parking
- Locker rooms
- Mailboxes
- Agency administrative offices
- Agency attorney's office
- Agency court
- Public works
- Other

F/Initial/Date	R/Initial/Date

### 1.3 STORAGE OF EQUIPMENT, SUPPLIES AND REFERENCE MATERIALS

#### 1.3.1 *The officer understands the storage of equipment, supplies and reference materials within the agency.*

- Supply lockers
- Armory
- Property control section
- Material Safety Data Sheets (MSDS)/log/etc.

F/Initial/Date	R/Initial/Date

### 1.4 AGENCY POLICIES, RULES AND REGULATIONS

#### 1.4.1 *The officer understands agency policies, rules and regulations.*

- Gratuities and rewards
- Conduct on and off-duty
- Proper storage of firearm(s) in agency and at home
- Dress code; including uniform and proper attire for court and other functions
- Outside employment
- Days off, lunch relief, sick relief, annual leave, military leave and other fringe benefits
- Basic shift, overtime, court time, special duty and activity reporting requirements
- Grievance procedures
- Health and fitness requirements
- Labor contract with employer
- Communication via social media/electronic devices

F/Initial/Date	R/Initial/Date

**1.4.2 The officer understands the agency's authorized usage policy on the following:**

- Baton/ASP/Kubaton
- Flashlight
- Protective gloves/bloodborne pathogen kits
- Reflective vest
- Knife
- Hat
- Second pair of handcuffs
- Second firearm
- Mace, pepper spray or non-lethal aerosol spray
- Shotgun
- Extra ammunition
- Less-lethal impact weapons (bean bag rounds)
- Electrical stun devices
- Spit hood
- Other

F/Initial/Date	R/Initial/Date

**OFF-DUTY INVOLVEMENT IN CRIMINAL OR TRAFFIC MATTERS**

**1.4.3 The officer understands the agency's policy regarding the involvement of off-duty officers in criminal and traffic matters.**

- Advantages/disadvantages to carrying police ID and weapon while off-duty
- Safest course of action if encountering a crime in progress while off-duty
- Proper procedure if an armed off-duty officer is challenged by a uniformed officer

F/Initial/Date	R/Initial/Date



## **AGENCY POLICY REGARDING OFF-DUTY ARRESTS**

### ***1.4.4 The officer understands the agency policy for when the officer is off-duty.***

- Police powers – 24 hours/day
- Not required to take physical action while off-duty but expected to be a professional witness
- Common sense approach as to whether or not to take action
- Officer and citizen safety
- Tactical advantage
- If actions are within agency's jurisdiction
- Severity of crime: felony, misdemeanor or violation
- DO NOT become an additional victim

F/Initial/Date	R/Initial/Date

## **1.5 GUIDELINES AND EXPECTATIONS FOR NEW OFFICERS**

### ***1.5.1 The officer understands the following basic guidelines and expectations:***

- Obey all laws, including traffic laws
- Become proficient in the procedures and policies of the agency and conform to the philosophy of the agency, regardless of previous training or experience
- Not engage in conduct unbecoming to the officer or the agency
- Not carry an "off-duty" weapon unless specifically authorized to do so
- Ensure actions are in compliance with agency policy regarding field phase and the directions of the Field Training Officer
- Expected to display a courteous and business-like attitude on duty
- Expected to put forth a dedicated effort in training and duties
- Enforcement of laws outside of agency's employment jurisdiction (e.g., city police enforcing laws in county)
- Accepted uses of social media/electronic devices

F/Initial/Date	R/Initial/Date

## **1.6 GENERAL AGENCY PHILOSOPHY**

### ***1.6.1 The officer understands the general agency philosophy of providing law enforcement services to the community.***

F/Initial/Date	R/Initial/Date

**1.6.2 The officer understands problem-solving using a community policing approach.**

F/Initial/Date	R/Initial/Date

**1.6.3 The officer understands that he/she is responsible for identifying problems in his/her assigned district, establishing a plan of action, attempting to resolve the problem, facilitating when needed, using other support groups within or outside the police agency and taking action according to the plan. The plan can be as simple as confirming that a problem exists and referring it to a special unit.**

F/Initial/Date	R/Initial/Date

**1.6.4 The officer understands that he/she is always accountable for keeping the complainant informed of the progress or outcome of an investigation.**

F/Initial/Date	R/Initial/Date

**1.6.5 The officer understands that he/she is encouraged to adopt a positive approach to enforcement, to accept the responsibilities of a police officer and to take positive and assertive action when the need arises.**

F/Initial/Date	R/Initial/Date

**1.6.6 The officer understands that he/she is encouraged to adopt an attitude of reasonableness and consider using a humanitarian approach when dealing with the public.**

F/Initial/Date	R/Initial/Date

**1.6.7 The officer understands that he/she should learn that there must be equal emphasis on being a service-oriented and enforcement-oriented organization. The officer should make every attempt to “be of service” to the public.**

F/Initial/Date	R/Initial/Date

## 1.7 NEIGHBORING AGENCIES AND SERVICES

### 1.7.1 *The officer is able to locate important locations.*

- F.B.I. office
- D.E.A. office
- Federal courthouse
- Military installations
- Airports
- Oregon State Police offices
- Oregon State Police Crime Lab
- Oregon State Police Identification Center
- DMV offices
- District Attorney's office
- Circuit and justice courts
- Sheriff's Offices
- Tribal Law Enforcement Agencies
- Correctional facilities
- DHS – Children, Adults and Families
- Juvenile court and JDH
- Animal control
- Fire departments
- Emergency Medical Services (EMS)
- City police departments
- Municipal courts
- Detox center
- Psychological services
- Hospital(s)
- College campus(es)
- Local schools
- Women's shelters
- Homeless shelters
- Veteran's services
- 24-hour veterinary services
- Churches
- Red Cross
- Salvation Army
- Other

F/Initial/Date	R/Initial/Date

## 1.8      MUTUALLY ASSISTING AGENCIES

### 1.8.1    *The officer is able to identify agencies that have primary jurisdiction over certain types of offenses and that may provide mutual assistance and understand their functions.*

#### IF APPLICABLE:

- Oregon State Police
- Motor Vehicles Division
- Oregon State Police – Identification Services
- Oregon State Police Crime Laboratories
- Federal Bureau of Investigation (FBI)
- U.S. Postal Inspection Service
- Drug Enforcement Administrations (DEA)
- U.S. Secret Service
- Immigrations Service (ICE/CBP)
- Department of Homeland Security
- Consular notification under Vienna Convention – U.S. State Department
- Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)
- DHS – Children, adults and families
- Law Enforcement Data System (LEDS)
- Oregon Liquor Control Commission (OLCC)
- Marine Board
- U.S. Forest Service/Bureau of Land Management
- Other

F/Initial/Date	R/Initial/Date

### 1.8.2    *The officer understands agency policies on mutual aid and jurisdiction.*

- Use of official vehicles outside the agency's jurisdiction
- Responding to calls for assistance outside the agency's jurisdiction
- Assisting other agencies with arrests within agency jurisdiction

F/Initial/Date	R/Initial/Date

### 1.8.3    *The officer understands working relationships with Native American communities.*

- Sovereign Nations – locals – jurisdictions contract enforcement
- Tribal Law Enforcement (SB412 compliant and non-compliant)
- Tribal Courts
- Bureau of Indian Affairs (BIA)

F/Initial/Date	R/Initial/Date

## 1.9 SOCIAL SERVICES

### ***1.9.1 The officer understands social service organizations which may assist citizens in various situations.***

F/Initial/Date	R/Initial/Date

### ***1.9.2 The officer is able to locate and refer citizens to local crisis intervention and advocacy organizations.***

F/Initial/Date	R/Initial/Date

## 1.10 KNOWLEDGE OF GEOGRAPHY

### ***1.10.1 The officer understands the agency's operational boundaries.***

- City or county boundaries and districts
- Street and block numbering systems; North, South, East and West
- Natural and physical barriers
- Rivers and creeks
- Bridges
- Interstates and main highways
- Railroad tracks
- Government buildings and property
- One-way streets
- Neighboring jurisdictions
- State Police
- County Sheriff's Office
- Municipal police agencies
- Federal building(s)
- Tribal Police Departments/Tribal Lands

F/Initial/Date	R/Initial/Date

### ***1.10.2 The officer understands the jurisdictional geography.***

- How to locate streets utilizing resources
- How to identify and use major arterials
- Has a basic understanding of the district boundaries

F/Initial/Date	R/Initial/Date

## 1.11 PROPERTY CONTROL SECTIONS

### ***1.11.1 The officer understands the agency's property control unit policy.***

- Found property
- Confiscated/impounded property
- Safekeeping of property
- Property as evidence

F/Initial/Date	R/Initial/Date

## 1.12 PATROL VEHICLE INSPECTIONS

### ***1.12.1 The officer is able to perform needed inspection and minor motor vehicle maintenance of police vehicles.***

- Fuel
- Tires
- Lights – standard and emergency
- Siren and public address system
- Horn
- Oil – end of each shift when fueling vehicle
- Mobile Data Computer (MDC)
- Police radio
- Power windows and door locks
- Vehicle interior for weapons and contraband
- Vehicle exterior for damage and tampering
- Inventory of vehicle interior
- Inventory of vehicle trunk
- Other

F/Initial/Date	R/Initial/Date

### 1.13 GENERAL VEHICLE MAINTENANCE

**1.13.1 The officer understands/demonstrates the main objectives of a maintenance program and procedures for reporting damages or need for repairs.**

- Demonstrates how to check the patrol vehicle fluid levels, fuel the vehicle and wash the vehicle
- Explains the procedure to follow when finding damage on the patrol vehicle during inspection at the beginning of the shift
- Understands how to change a flat tire
- Understands how to get a patrol vehicle towed
- Explains the procedure to be followed if involved in a crash
- Properly fills out a shop slip for vehicle repairs
- Explains procedures on how to take a vehicle to the agency's shop when experiencing mechanical problems but vehicle is still safe to drive
- Explains the procedure for when the patrol vehicle has a mechanical failure and is not safe to drive

F/Initial/Date	R/Initial/Date

### 1.14 OSHA REQUIREMENTS

**1.14.1 The officer understands job related OSHA requirements.**

- Location of Material Safety Data Sheet (MSDS)
- Bloodborne pathogen kit
- Needle sticks
- Emergency response to Hazardous Substance Release
- Fire extinguishers
- Fire safety training
- Gas pumping
- Hazard communications
- Lead exposure
- Respiratory protection
- Hearing test/hearing conservation

F/Initial/Date	R/Initial/Date

**1.14.2 The Field Training Officer has covered the use of reflective vests, based on OSHA requirements – OAR 437-002-0128**

F/Initial/Date	R/Initial/Date

## **Communications**

### **1.15 RADIO CODES AND PROCEDURES**

#### ***1.15.1 The officer understands how calls are received and dispatched.***

- A call is received by dispatch, both 9-1-1 and business lines
- If applicable, the call is transferred to dispatch
- A call is dispatched using the MDC and/or radio

F/Initial/Date	R/Initial/Date

#### ***1.15.2 The officer understands the agency's policy and procedures regarding the use of radio, response codes and radio codes.***

F/Initial/Date	R/Initial/Date

#### ***1.15.3 The officer is able to use applicable codes in radio communication.***

- Acknowledge receiving the call
- Advise arrival at the call
- Advise clearing a call
- Receive a case number

F/Initial/Date	R/Initial/Date

#### ***1.15.4 The officer understands that radio traffic must be clear, concise and brief, avoiding tying up the radio.***

- The officer is aware of other options such as the telephone and MDC

F/Initial/Date	R/Initial/Date

#### ***1.15.5 The officer is able to talk in a normal voice on the radio.***

F/Initial/Date	R/Initial/Date



**1.15.6 The officer is aware of agency policy regarding “inappropriate transmissions” and using the radio for personal business.**

- Profanity, jokes, slang
- Racial or sexual slurs – however slight
- Other possible inappropriate actions

F/Initial/Date	R/Initial/Date

**1.15.7 The officer is aware of the following protocols:**

- Transmissions in the area of bomb threats
- Confidential information which can be scanned
- Common radio transmission errors
  - “thinking” on the radio
  - “walking over” another person’s transmissions
  - “cutting off” their own transmissions
  - Asking for additional call information when not tactically needed
  - Emotions or excitement on radio
  - Multiple agencies using the same and switching frequencies
  - O.P.E.N. frequency (Oregon Police Emergency Network)

F/Initial/Date	R/Initial/Date

**1.15.8 The officer is able to recite the phonetic alphabet and use the alphabet on unknown traffic stops.**

F/Initial/Date	R/Initial/Date

**1.15.9 The officer is able to properly use the radio’s switches and different functions of both the vehicle radio and the portable radio.**

F/Initial/Date	R/Initial/Date

**1.15.10      The officer uses proper terminology and radio procedure.**

- Traffic stop
- “Wanted” and “DL” check on a person by name or number
- “Stolen” and registration check on a vehicle
- Vehicle pursuit
- Self-initiated activity such as a pedestrian stop

F/Initial/Date	R/Initial/Date

## 1.16 DISPATCH CENTER ORIENTATION

***1.16.1 The officer will receive an overview of the dispatch center that may include an observation shift.***

F/Initial/Date	R/Initial/Date

## 1.17 VERBAL COMMUNICATION

***1.17.1 The officer communicates with the public in such a way as to enhance police service and community attitude toward the police.***

F/Initial/Date	R/Initial/Date

***1.17.2 The officer understands the verbal factors that could contribute to a negative response from the public.***

- Profanity
- Derogatory language
- Ethnically offensive terminology

F/Initial/Date	R/Initial/Date

***1.17.3 The officer understands the non-verbal factors that could contribute to a negative response from the public.***

- Officious and disrespectful attitude
- Improper use of body language
- Improper cultural response
- Other

F/Initial/Date	R/Initial/Date

**1.17.4 The officer communicates properly with the following, but not limited to, persons:**

- Hostile
- Drunk
- Very young
- Angry
- Individuals with mental illness
- Elderly
- Hysterical
- Intellectually disabled
- Ill
- Racist
- In shock
- Depressed
- Culturally different
- Recipient of death notification
- Hearing impaired/deaf
- Military personnel/veteran's
- Non-English speaking individuals

F/Initial/Date	R/Initial/Date

**1.18 NON-VERBAL COMMUNICATION**

**1.18.1 The officer is able to effectively use non-verbal communication.**

- Whistle
- Flashlight
- Recognized hand signals
- Requiring a driver to start or stop, turn or to proceed slowly
- Signals to other officers

F/Initial/Date	R/Initial/Date

**1.19 TELECOMMUNICATION ORIENTATION**

**LEDS**

**1.19.1 The officer understands the function of LEDS.**

- The officer has completed the LEDS terminal operator certification course.

F/Initial/Date	R/Initial/Date

## **ELECTRONIC RECORDS**

**1.19.2 The officer understands agency practices and policies concerning any regulated electronic/public records subject to disclosure.**

- Lap top and computer records
- Mobile Data Computer (MDC)
- Information obtained via computerized databases such as the MDC or LEDS
- Video imaging – photographs and fingerprints
- Electronic records that could be public records
- Other

F/Initial/Date	R/Initial/Date

## **MDC FUNCTIONS**

**1.19.3 The officer will demonstrate the ability to complete MDC functions, if applicable.**

F/Initial/Date	R/Initial/Date

## **RELEASING INFORMATION**

**1.19.4 The officer understands what information and to whom he/she may release.**

- The news media
- Private citizens
- Public information officer
- Other

F/Initial/Date	R/Initial/Date

## **COURT**

### **1.20 COMPONENTS OF THE CRIMINAL JUSTICE SYSTEM**

**1.20.1 The officer understands the roles of the District Attorney, City Attorney and Defense Bar.**

F/Initial/Date	R/Initial/Date

**STRUCTURE**

***1.20.2 The officer understands the basic Oregon court structure and responsibilities of the courts.***

- Municipal court
- Justice court
- Circuit court
- Oregon Court of Appeals
- Oregon Supreme Court

F/Initial/Date	R/Initial/Date

**JUDICIAL PROCESS**

***1.20.3 The officer understands the judicial process for felony and misdemeanor cases, special procedures for traffic and ordinance or misdemeanor citations.***

- Justice court
- Traffic and ordinance offenses
- Municipal court – traffic and ordinance offenses
- Circuit court – felony criminal crimes/juvenile jurisdiction/civil
- Federal court – federal crimes (usually drug or weapon offenses presented to U.S. Attorney's Office by detectives)

F/Initial/Date	R/Initial/Date

***1.20.4 The officer is able to explain court procedures to suspects, victims and witnesses.***

F/Initial/Date	R/Initial/Date

***1.20.5 The officer is able to advise victims of the procedures to pursue prosecution.***

F/Initial/Date	R/Initial/Date

***1.20.6 The officer understands the role and authority of parole and probation officers/community corrections.***

F/Initial/Date	R/Initial/Date

## RELEASE PROCEDURES

### ***1.20.7 The officer understands the process of releasing a prisoner.***

- Bail (municipal, county and state courts)
- Citation (municipal, county and state courts)

F/Initial/Date	R/Initial/Date

## GRAND JURY

### ***1.20.8 The officer understands the grand jury procedure for felony crimes.***

- Structure of the grand jury
- How to testify at a grand jury
- Secret indictment, if true bill

F/Initial/Date	R/Initial/Date

## ARRAIGNMENT

### ***1.20.9 The officer understands the arraignment procedure for both felony and misdemeanor crimes.***

F/Initial/Date	R/Initial/Date

## HEARINGS

### ***1.20.10 The officer understands the different types of hearings, including: preliminary, motion to suppress, motion to dismiss, diversion, probation violation, bail, restitution, pre-trial and sentencing.***

F/Initial/Date	R/Initial/Date

## TRIAL

### ***1.20.11 The officer understands the difference between a jury trial and a trial by judge in municipal, justice and circuit courts.***

F/Initial/Date	R/Initial/Date

## SENTENCING

### ***1.20.12 The officer understands the sentencing procedures for the municipal, justice and circuit courts.***

F/Initial/Date	R/Initial/Date

**APPEALS**

**1.20.13**      *The officer understands the appeal process for municipal, justice and circuit courts.*

F/Initial/Date	R/Initial/Date

**1.21 COURTROOM TESTIMONY**

**PREPARATION**

**1.21.1** *The officer can prepare and furnish courtroom testimony in such a manner as to promote professionalism and the administration of justice.*

F/Initial/Date	R/Initial/Date

**DEMEANOR**

**1.21.2** *The officer understands the value of professional courtroom demeanor and appearance.*

F/Initial/Date	R/Initial/Date

**1.21.3** *The officer understands steps to be taken when preparing to give courtroom testimony.*

- Case preparation review
- Refreshing memory
- Personal appearance

F/Initial/Date	R/Initial/Date

**1.21.4** *The officer understands the principles of effective testimony.*

- Honesty
- Brevity
- Clarity
- Objectivity
- Poise
- Carefully listen to each question with a slight pause before answering
- Ask for clarification to questions that are not completely understood
- If you do not remember or do not know the answer, **DO NOT** guess
- When needed, refer to the report to refresh your memory

F/Initial/Date	R/Initial/Date

**1.21.5 The officer can articulate how to testify in a professional manner, even when confronted with a variety of attorney personalities.**

- Irrate
- Offensive
- Threatening
- Argumentative
- Overly friendly

F/Initial/Date	R/Initial/Date

**COURTROOM SECURITY**

**1.21.6 The officer understands local courtroom security policies and procedures.**

- Prisoner escort
- Prisoner restraint
- Screening of courtroom audience
- Disturbance procedures
- Officer safety while in court

F/Initial/Date	R/Initial/Date

**1.22 SUBPOENAS**

**1.22.1 The officer understands agency practices and policies concerning the application of the subpoena process.**

- Subpoena defined - ORS 136.555

F/Initial/Date	R/Initial/Date

**1.22.2 The officer is able to define the term “subpoena” and describe the authority and immunities associated with a subpoena.**

- Who may serve a subpoena – ORS 136.585
- How a subpoena is served – ORS 136.595
- Immunity of witness from arrest or service of process – ORS 136.633

F/Initial/Date	R/Initial/Date

**1.22.3 The officer understands the processes involved when receiving a subpoena.**

F/Initial/Date	R/Initial/Date



**7(a) I hereby certify that all materials in Module I have been reviewed with me.  
Officer \_\_\_\_\_ Date \_\_\_\_\_**

**I hereby certify that the above officer has demonstrated acceptable  
knowledge and ability in the areas covered in Module I.**

**Field Training Officer \_\_\_\_\_ Date \_\_\_\_\_**

## **MODULE II – SKILLS**

### **2.1 FIREARMS**

#### ***2.1.1 The officer understands the agency's firearms policy.***

F/Initial/Date	R/Initial/Date

#### ***2.1.2 The officer is able to demonstrate the safe handling of firearms.***

##### **Cardinal Rules of Firearms Safety**

- 1. Never point a firearm at a person unless you are justified and willing to kill that person. (This is the most important rule.)**
  - 2. Treat all firearms as if they are loaded.**
  - 3. Be sure of your target and backstop.**
  - 4. Trigger finger out of trigger guard until sights are on the target and you have decided to shoot.**
- Loading and unloading authorized agency firearms
  - Carrying and using authorized agency firearms and ammunition

F/Initial/Date	R/Initial/Date

### **WEAPONS AND INSPECTION**

#### ***2.1.3 The officer understands the sequence of events for firearms inspections.***

- Cleaning and repair procedures
- Clearing and reporting malfunctions

F/Initial/Date	R/Initial/Date

### **SHOTGUN/LONG RIFLE IN THE VEHICLE**

#### ***2.1.4 The officer understands and demonstrates the ability to follow agency policy regarding the shotgun and/or long rifle.***

- Inspection at the beginning of each shift
- Type(s) of loads used
- Loading and unloading the shotgun and/or long rifle

##### **PROPER CARRY POSITIONS**

- In the vehicle – loaded and/or unloaded
- Combat ready
- Proper storage of firearms in agency and at home
- Less-lethal agency policy and procedure

F/Initial/Date	R/Initial/Date

## 2.2 USE OF WEAPONS

### 2.2.1 *The officer understands the agency's policy, statutory restrictions and relative case law regarding the use of weapons. (SB111)*

- Discharge and display of weapons
- Officer-involved shootings
- Ammunition, on and off-duty
- Range qualifications
- Issued and rotation of ammo

F/Initial/Date	R/Initial/Date

## 2.3 USE OF FORCE

### 2.3.1 *The officer understands and is able to define the difference between deadly physical force and physical force.*

F/Initial/Date	R/Initial/Date

### 2.3.2 *The officer understands the term “totality of circumstances” as it applies to the use of force.*

#### **REVIEW CASE LAW**

F/Initial/Date	R/Initial/Date

### 2.3.3 *The officer understands Oregon law and agency policies concerning the use of physical force.*

F/Initial/Date	R/Initial/Date

### 2.3.4 *The officer understands Oregon law and agency policies concerning the use of deadly physical force.*

F/Initial/Date	R/Initial/Date

**USE OF FORCE DURING THE ARREST**

**2.3.5 *The officer understands the amount of force that may be used when effecting an arrest and/or preventing an escape.***

- Use of physical force in making an arrest or in preventing an escape – ORS 161.235
- Use of deadly physical force in making an arrest or in preventing an escape – ORS 161.239
- The officer understands the difference between police use of force and civilian use of force

F/Initial/Date	R/Initial/Date

**2.4 USE OF FORCE STATUTES**

**2.4.1 *The officer understands the following Oregon statutes regarding the use of force:***

- Stopping of persons (use of force) – ORS 131.615(5)
- Justification as a defense (use of force) – ORS 161.190
- “Justification” described – ORS 161.195
- Use of physical force generally – ORS 161.205
- Limitations on use of physical force in defense of a person – ORS 161.215
- Limitations on use of deadly physical force in defense of a person – ORS 161.219
- Use of physical force in defense of premises – ORS 161.225
- Use of physical force in defense of property – ORS 161.229
- Use of physical force in making an arrest or in preventing an escape – ORS 161.235
- Use of deadly physical force in making an arrest or in preventing an escape – ORS 161.239
- “Reasonable belief” described; status of unlawful arrest – ORS 161.245
- Use of physical force by private person assisting in an arrest – ORS 161.249
- Use of physical force by private person making citizen’s arrest – ORS 161.255
- Use of physical force in resisting arrest prohibited – ORS 161.260
- Use of physical force to prevent escape – ORS 161.265
- Use of physical force by a corrections officer or official employed by the Department of Corrections – ORS 161.267

F/Initial/Date	R/Initial/Date

**2.4.2 The officer understands the effect of case law on the application of use of force.**

F/Initial/Date	R/Initial/Date

**2.5 USE OF FORCE OPTIONS**

**2.5.1 The officer understands the “Use of Force Options” and how to apply them in accordance with their agency’s policy.**

- Presence
- Verbal skills
- Inquiry
- Persuasion
- Requests
- Commands and orders
- Physical contact/non-custodial touching
- Control holds
- Use of chemical agent devices
- Baton and flexible bean bag rounds
- Active counter-measures
- Use of carotid control hold
- Use of firearm or other forms of deadly force
- Report use of force incident per agency policy
- K-9 units
- ERIM – Extended Range Impact Munitions

F/Initial/Date	R/Initial/Date

**2.6 CHEMICAL AGENT DEVICES**

**2.6.1 The officer understands types, capabilities, limitations and agency use of force policies regarding the chemical agent devices utilized by the agency.**

- Protective equipment such as gas masks, shields, etc.
- After incident response may include medical attention, safety issues, comforting upset persons and reporting

F/Initial/Date	R/Initial/Date

## **2.7    BATONS/IMPACT WEAPONS**

**2.7.1    *The officer understands types, capabilities, limitations and agency use of force policy regarding the use of baton and similar devices.***

F/Initial/Date	R/Initial/Date

**2.7.2    *The officer understands the agency's policy regarding the use of batons and other impact instruments.***

- The use will be consistent with manufacturer's training, agency policy and state law involving the use of physical force
- Baton strikes are intended to be delivered to non-lethal areas unless lethal force is justified
- After-incident response may include medical attention and reporting

F/Initial/Date	R/Initial/Date

## **2.8    OFFICER LIABILITY**

**2.8.1    *The officer understands the civil liabilities that may be attached to both the new officer and the agency through the use of physical or deadly physical force.***

- Both the officer and the agency may be held civilly liable for the conduct of the officer
- The officer may be held criminally liable for their conduct
- The officer may be in violation of federal law for their conduct if it violates federal law or federal civil rights
- The officer may be held criminally or civilly liable for not taking action that is specifically required by statute or case law
- Two of the most common civil suits filed against police are for unlawful arrest or excessive use of force
- A police officer only has the power and authority specifically granted by law. If an ordinance or statute does not specifically grant a power or authority, it does not exist

F/Initial/Date	R/Initial/Date

## 2.9 UNKNOWN-RISK VEHICLE STOPS

### 2.9.1 *The officer understands the importance of recording the stop, through use of the radio or the Mobile Data Computer.*

- Vehicle license number and state or province
- Description of vehicle, if applicable
- Location of stop
- Advise dispatch of any suspicious activity and ask for cover
- Use and admonishments related to the use of audio and video recording

F/Initial/Date	R/Initial/Date

### 2.9.2 *The officer understands elements to consider when selecting a location to effect the “stop” of a vehicle.*

- Avoid creating a traffic hazard with your patrol car and/or the stopped vehicle
- Avoid areas with limited visibility such as curves or over the crest of a hill
- Avoid areas of heavy traffic flow with limited space on the side of the road
- Choose a location that has the least pedestrian traffic
- Choose a location affording as much light as possible
- Choose a location that limits escape routes if the suspect flees in the vehicle or on foot
- Choose a location that allows proper positioning of patrol car and back-up units

F/Initial/Date	R/Initial/Date

### 2.9.3 *The officer understands the importance of watching the movements of vehicle occupants, prior to the stop.*

- Attack from both armed and unarmed suspects
- Destruction or concealment of evidence
- Aware of legal authority to detain occupants
- Search and seizure

F/Initial/Date	R/Initial/Date

**2.9.4 The officer is able to have a conversation during an unknown-risk traffic stop.**

- Tell the driver why you made the stop
- Request the driver's license, registration and proof of insurance
- Do not lecture, belittle or argue with the driver
- Answer any questions; be friendly, courteous and brief
- When you present the citation explain the citation process only. Be brief but courteous
- End the contact courteously with a statement such as, "Please drive carefully."

F/Initial/Date	R/Initial/Date

**2.9.5 The officer is able to safely stop and approach vehicles other than automobiles.**

- Motorcycles and bicycles
- Campers and vans
- Buses
- Trucks

F/Initial/Date	R/Initial/Date

**2.9.6 The officer is able to safely stop a vehicle, approach, contact and/or remove the occupants for interrogation or detention purposes.**

**PRE-PLANNING**

- Radio Communications
- Positioning prior to initiating a stop
- Activation and use of emergency lights
- Use of Mobile Data Computer
- Differences in approach in a one or two person patrol car
- Responsibility of other patrol units at scene as back-up

**THE STOP**

- Positioning of vehicle at stop
- Use of additional lighting
  - Spotlight(s)
  - Take down
  - Wig wags
  - Parking strobe
  - Light sticks
- Control of occupants/legal authority to detain



**APPROACH**

- Use a cautious approach, watching the occupants and being aware of the hazards of approaching a stopped vehicle on foot
- Threat of attack from the occupants
- Danger of being hit by passing traffic

**THE CONTACT**

- Communication is normally through the driver's open window but should be evaluated for a varied approach and contact
- Position during contact

**CONTACT SAFETY GUIDELINES**

- Do not reach inside the vehicle to receive requested items
- Watch the hands of the driver and occupants continually
- A cover unit may be applicable if there are multiple occupants, especially if anyone is in a back seat
- If there is any abnormal activity in the vehicle, request a cover unit
- Retrieve requested items; briefly explain the violation
- Return to a safe position to check the driver's status and to write the citation
- Do not turn your back on the vehicle while moving to the location

**ISSUING THE CITATION**

- It is not recommended that the officer's driver's seat be used to write the citation. If using the MDC, use the passenger's seat, leaving the door ajar
- Re-approach the vehicle watching the occupants
- Issue the citation
- Keep the conversation brief and courteous. Do not get into an argument about the violation

**COMPLETION OF TRAFFIC STOP**

- Watch the occupants of the vehicle as well as oncoming traffic while returning to your patrol unit
- Wait for the violator to drive off
- Drive to a safer location off of the roadway to write notes or the report

F/Initial/Date	R/Initial/Date

***2.9.7 The officer understands how to amend a citation, after issuance, per agency policy.***

F/Initial/Date	R/Initial/Date

## USE OF COVER

### **2.9.8 *The officer understands and demonstrates the two-officer approach on an unknown risk traffic stop.***

- The responsibility of the second officer is the safety of the primary officer
- The second officer it to maintain observation of the occupants of the violator's vehicle unless directed otherwise by the primary officer
- The second officer will normally position himself/herself in such a way to safely observe the occupants of the violator's vehicle
- Communication between officers is paramount for officer safety

F/Initial/Date	R/Initial/Date

## 2.10 HIGH-RISK VEHICLE STOPS

### **2.10.1 *The officer understands elements to be considered when preparing to make a high-risk vehicle stop, however, agency policy varies greatly – depending on agency size, etc.***

#### **DECISION TO USE A HIGH-RISK VEHICLE STOP PROCEDURE:**

- Seriousness of crime
- Availability of back-up
- Location to make stop
- Number of persons involved

#### **ELEMENTS OF A HIGH-RISK VEHICLE STOP:**

- Broadcast direction of travel, description of vehicle and occupant(s) and license plate number
- Wait for cover/have a contingency plan if action is required now before back-up arrives
- Select location of stop
- Vehicle positioning prior to stop
- Cover units arrival and positioning

#### **MECHANICS OF STOP:**

- Patrol vehicle positioning at stop
- Spotlight, high beams, emergency lights
- Observation of vehicle
- Cover new officer positioning
- Clearing of vehicle

#### **COMMANDS TO OCCUPANTS**

- Hand Positions
- Keys, door, etc.
- Using PA
- Exiting and handcuffing of occupants

F/Initial/Date	R/Initial/Date

## 2.11 TRAFFIC STOP REVIEW

### ***2.11.1 The officer understands how to make safe and effective traffic stops.***

F/Initial/Date	R/Initial/Date

### ***2.11.2 The officer understands the importance of positive police-citizen contacts when dealing with traffic violators, especially in terms of “customer service.”***

F/Initial/Date	R/Initial/Date

### ***2.11.3 The officer understands emotions that may be experienced by a person stopped by a police officer and understands techniques for dealing with these emotional reactions.***

- Embarrassment
- Anger
- Fear
- Rationalization

F/Initial/Date	R/Initial/Date

### ***2.11.4 The officer understands and can explain court procedures and alternative ways in which the violator may comply with the summons.***

F/Initial/Date	R/Initial/Date

### ***2.11.5 The officer is able to properly complete and issue a traffic citation.***

F/Initial/Date	R/Initial/Date

### ***2.11.6 The officer understands the procedure for saving traffic citation notes.***

F/Initial/Date	R/Initial/Date

## 2.12 POLICE VEHICLE OPERATIONS

### ***2.12.1 The officer understands the factors that affect the probability of being involved in a traffic collision.***

- Weather
- Time of day
- Road conditions
- Population
- Speed
- Driver distraction; including MDC and electronic devices

F/Initial/Date	R/Initial/Date

### ***2.12.2 The officer understands attitudes that contribute to traffic collisions.***

- Over-confidence or carelessness
- Impatience
- Other

F/Initial/Date	R/Initial/Date

### ***2.12.3 The officer understands the components of “proactive driving.”***

- Driver attitude and image in the community
- Driver skill
- Vehicle capability
- Seat belt usage
- Short glances away from the roadway, especially while using the MDC

F/Initial/Date	R/Initial/Date

### ***2.12.4 The officer understands factors that influence the overall stopping distance of a vehicle.***

- Driver condition
- Vehicle condition
- Environment conditions, including road surfaces
- Vehicle speed
- Reaction time and distance
- Braking distance
- Knowledge of anti-lock brake system

F/Initial/Date	R/Initial/Date

**2.12.5 The officer understands common driving movements or activities that often result in police vehicle collisions.**

- Backing, parking and turning (backing is the #1 cause)
- Pursuit driving
- Hurried response to calls
- MDC use, electronic device use, radio use

F/Initial/Date	R/Initial/Date

**2.12.6 The officer understands the effects of driver fatigue.**

- Lowers visual efficiency
- Causes slower reaction time

F/Initial/Date	R/Initial/Date

**2.13 POLICE VEHICLE OPERATIONS UNDER EMERGENCY CONDITIONS**

**2.13.1 The officer understands Oregon law and case law that apply to the operation of an emergency vehicle under emergency conditions.**

- Ambulances and emergency vehicles - ORS 820.300 through 820.380
- Failure to yield to ambulance or emergency vehicle; penalty - ORS 814.050
- Emergency vehicle defined - ORS 801.260
- Failure to yield to emergency vehicle or ambulance; penalty - ORS 811.145
- Interference with emergency vehicle or ambulance; penalty - ORS 811.150

F/Initial/Date	R/Initial/Date

**2.13.2 The officer understands why emergency calls do not absolve an officer from personal liability if the emergency vehicle is misused. The liability may be criminal and/or civil in nature.**

- Police officers must obey all traffic statutes with the exception of properly operating as an emergency vehicle
- Illegal operation of emergency vehicle or ambulance; penalty – ORS 820.320
- Police officers rely more on caution than upon the emergency warning devices

F/Initial/Date	R/Initial/Date

**2.13.3 The officer understands agency policies for the operation of emergency vehicles.**

- Policy on emergency vehicle operation
- Individual officer responsibility for his/her driving at all times
- Requirement to discontinue a pursuit when it becomes unsafe, is no longer necessary or is terminated by a supervisor

F/Initial/Date	R/Initial/Date

**2.13.4 The officer understands that a priority response code will be at the discretion of the officer, not dispatch.**

- Agency's codes and emergency equipment used

F/Initial/Date	R/Initial/Date

**2.13.5 The officer understands driving tactics that will reduce the likelihood of a crash.**

- Slowing for and careful observation at intersections – do not assume that other drivers will see you or stop for you
- Violator/citizen reaction to emergency lights and sirens – many drivers get confused and do not pull to the right and stop
- Passing other vehicles – other driver should be able to tell where you will be passing
- Using a well-planned route of travel – know your streets and coordinate other units to assist
- Backing crashes – avoid backing into other objects, especially other patrol vehicles. Slow down and use special caution when backing
- Other

F/Initial/Date	R/Initial/Date

**2.14 VEHICLE PURSUITS**

**2.14.1 The officer understands agency policies concerning pursuit driving.**

F/Initial/Date	R/Initial/Date

**2.14.2 The officer understands the factors that should be considered in determining whether to initiate or abandon a pursuit.**

- Obvious hazards present including potential collision(s) with other emergency vehicles
- Environmental conditions
- Condition of equipment and driver
- Suspected offense(s) committed
- Use of radio, communications procedures, determining assistance available
- Identification of vehicle or driver
- Other

F/Initial/Date	R/Initial/Date

**2.14.3 The officer can demonstrate a working knowledge of the agency's pursuit policy.**

**ARTICULATING THE MAJOR POINTS OF THE AGENCY'S POLICY IN REGARDS TO VEHICLE PURSUITS AND COVERING THE FOLLOWING POINTS:**

- Initial radio communication
- Advise "in pursuit" or "assisting"
- Location/direction
- Description of occupants/vehicle
- Reason for pursuit
- Speed/traffic conditions
- Change of directions/speed/traffic conditions
- Location at the time of termination
- Pursuit involving one-way streets

F/Initial/Date	R/Initial/Date

**2.14.4 The officer complies with laws and policies regarding emergency vehicle operation.**

- Number of patrol vehicles authorized for a pursuit
- Pursuit the wrong way down a one-way street or highway
- Use of a roadblock
- Use of spike strips
- Unmarked vehicles in pursuit
- Freeway pursuits – OSP involvement
- Outside agency involvement
- Relinquishment of pursuit to an outside agency when officer leaves the agency's jurisdiction and two or more outside units are involved
- Pursuit initiated by an outside agency that enters the agency's jurisdiction
- Other

F/Initial/Date	R/Initial/Date

**2.14.5 The officer understands factors in terminating a pursuit.**

- Common sense
- Severity of crime/violation
- Time of day
- Volume of vehicle and pedestrian traffic
- Location of pursuit
- Weather conditions
- Performance capabilities of pursuit vehicle
- Road conditions
- Speeds involved
- Officer understands he/she will be held accountable for continuing a pursuit when circumstances indicate it should have been terminated
- Occupants of vehicle
- Supervisor order
- Other

F/Initial/Date	R/Initial/Date



## **2.15 GENERAL OFFICER SAFETY**

### **2.15.1 The officer understands the philosophy and general practices of officer safety (the Survival Triangle).**

#### **MENTAL CONDITIONING**

- While on routine patrol, mentally role-play survival scenarios
- For each call or planned encounter, establish a plan of action and a survival scenario
- During an encounter, be aware of your environment and those around you
- Pay attention to movements and changes so that you always have the tactical advantage
- Continually evaluate and modify your arrest and survival scenarios during the encounter
- An officer cannot afford to be naïve
- Put trust only in those who have earned it
- Develop and trust your instincts

#### **PHYSICAL CONDITIONING GUIDELINES**

- Understands the agency's physical condition guidelines
- Physical conditioning is the individual officer's responsibility
- Being in good physical condition will help in physical altercations
- Be aware of your physical limitations and plan/react around them

#### **SHOOTING SKILLS**

- Shooting skills are developed through physical practice and mental preparation
- A comfortable knowledge of the law and policies involving the use of deadly force is essential
- Mental role playing is a valuable tool
- Under stress or trauma an officer will respond/react based on his/her learned and practiced skills. Always take training seriously

#### **TACTICS**

- Defensive and offensive tactics start with pre-planning
- Always pre-plan your approach
- Communicate with your cover officer and arrive at the scene simultaneously
- If possible, stage with your cover officer prior to the contact
- Your tactical advantage always includes cover
- Do not wait until you actually need cover
- Always be aware of any "danger signs" and respond to them immediately
- A "danger sign" is simply any physiological change, body language change, behavior change or abnormal comments observed in the suspect

F/Initial/Date	R/Initial/Date

## 2.16 GENERAL OFFICER SAFETY PRACTICES

### ***2.16.1 The officer is able to explain and demonstrate the following common officer safety practices:***

- Weapons AWAY from suspects
- Gun hand always free during enforcement activities
- Controls suspect's movements and maintains a safe distance from the suspect during course of entire contact
- Maintains sight of suspect during course of entire contact
- Uses flashlight or other illumination equipment when necessary
- Advises communications when leaving police vehicle
- Maintains and utilizes personal safety equipment properly
- Maintains good physical conditioning
- Foresees potentially dangerous situations
- Avoids pointing weapon at other officers or bystanders
- Stands sufficiently clear of vehicular traffic
- Does not stand between the patrol vehicle and the violator's vehicle on a traffic stop
- Stands to the side of entrances to buildings when knocking
- Has proper weapon ready when appropriate
- Covers other officers, per agency standards
- Searches patrol vehicle on routine stops so as to protect the officer
- Develops a plan of action when dispatched to a hazardous call, including communication with other cover officers
- Parks out of sight on hazardous calls and approaches cautiously on foot

F/Initial/Date	R/Initial/Date

## 2.17 OFFICER SAFETY

### **AVOIDING UNNECESSARY RISKS**

#### ***2.17.1 The officer understands ways to avoid the hazards of "silhouetting."***

F/Initial/Date	R/Initial/Date

**2.17.2 The officer understands how to avoid making telltale “police noises.”**

- Understands that a moving vehicle can be heard for blocks. The noise of a closing door goes even further. This works as a benefit and hindrance for both the police and any persons avoiding the police
- Radio noises
- Key and whistle noises
- Best practice is to park out of sight and hearing distance, pause and listen for sounds in the area while outside of the patrol unit, turn equipment down and secure it

F/Initial/Date	R/Initial/Date

**2.17.3 The officer understands the importance of always keeping a subject's hands in view.**

**“ROUTINE” CALL RESPONSE**

- Practice proactive driving, using mirrors and an indirect approach
- Establish a plan of action
- When parking, consider tactical and public factors

**OBSERVE THE SURROUNDINGS**

- Parked cars, obstacles
- Bystanders, participants, suspects
- Availability of cover
- Other buildings
- Lighting

F/Initial/Date	R/Initial/Date

**2.17.4 The officer understands the importance of situational awareness.**

F/Initial/Date	R/Initial/Date

**2.18 SEARCHING PERSONS**

**2.18.1 The officer is able to safely and effectively conduct a search on one or more suspects.**

F/Initial/Date	R/Initial/Date

**OFFICER SAFETY**

**2.18.2 The officer understands agency policy regarding searching individuals of the opposite sex and is able to demonstrate effective searching techniques for both male and female suspects.**

- Constant alertness, including keeping hands in view
- Maintaining control and position of “advantage”
- Standing, kneeling and prone-position searches
- Safeguarding of weapons

F/Initial/Date	R/Initial/Date

**2.18.3 The officer understands how to cover another officer who is conducting a search.**

F/Initial/Date	R/Initial/Date

**2.19 VEHICLE SEARCH**

**2.19.1 The officer is able to conduct a safe, legal and effective search of a vehicle.**

- Systematic methods of search (safety search/slowly)
- Usual and unusual hiding places
- Use latex gloves and watch for syringes and sharp objects
- Do not touch areas that are not visible to the eye
- Do not contaminate your clothing, e.g. by sitting in suspect's vehicle

F/Initial/Date	R/Initial/Date

**2.20 BUILDING SEARCH**

**2.20.1 The officer is able to conduct a safe and effective search of buildings or areas.**

- Containment of the total area or building
- Containment of area(s) already searched
- Systematic searches

F/Initial/Date	R/Initial/Date

**2.20.2 The officer understands that building searches may be affected by environment, circumstances or agency policy.**

**PRE-PLANNING AND ARRIVAL AT BUILDING SEARCH SCENE**

- Radio communications
- Communicate with officers and coordinate a plan of action and perimeter of responsibility
- Primary assigned officer is responsible for the coordination on serious accidents
- Positioning patrol unit at scene
- Park close to the scene but out of sight
- Plan a location where you can approach on foot unobserved
- Watch for suspects and their vehicles leaving the area
- Unoccupied parked vehicle
- Occupied “getaway” vehicle

**APPROACH TO THE BUILDING**

- Use a route that affords the officer the greatest amount of cover and concealment while still being able to watch the building
- Do not hurry your approach
- Ensure the arrival point at the building affords you the same amount of cover and concealment

**USE OF CANINE UNIT FOR SEARCH OF BUILDING**

- If a canine is going to be used, set up a perimeter large enough to contain any suspects who exited the building prior to the arrival of the police
- Do not scent-contaminate any paths possibly used by the suspect
- All officers must understand how the canine will operate during the search so that the officers do not interfere with the canine search
- The dog responds to movement. Do not become the source of the dog’s attention

F/Initial/Date	R/Initial/Date

**2.21 HANDCUFFING**

**2.21.1 The officer is able to safely and effectively handcuff single or multiple suspects, utilizing one or more handcuffs and safely remove handcuffs at the appropriate time.**

F/Initial/Date	R/Initial/Date

**2.21.2 The officer demonstrates various handcuffing techniques which reasonably guarantee the restraint of a suspect.**

- Constant control of the suspect(s) and the restraining device(s)
- Proper positioning of the suspect(s) hands, cuff key holes and double locking mechanisms
- Reasonable degree of tightness

F/Initial/Date	R/Initial/Date

**2.21.3 The officer understands how to clean body fluid contaminated handcuffs.**

F/Initial/Date	R/Initial/Date

**2.21.4 The officer understands agency policy regarding the handcuffing of prisoners.**

- Males
- Females
- Juveniles
- Individuals with mental illness
- Disabled persons (e.g. cast on arm, no arm, wheelchair)
- Oversized persons

F/Initial/Date	R/Initial/Date

## **USE OF OTHER RESTRAINING DEVICES**

### ***2.21.5 The officer understands agency policy regarding the use of other restraining devices.***

- Generally, all persons under arrest and transported in agency vehicles should be handcuffed during transportation to the detention facility
- Discretion may be exercised by the officer under exceptional circumstances
- Whether or not Flex-Cuffs may be used when handcuffs are not available or are ineffective
- Whether or not an agency-approved leg restraint (a piece of nylon braided rope with clips on each end) may be used to secure the feet and legs of a kicking prisoner
- Authorized procedures to prevent a prisoner from spitting on the officer or another person
- Whether or not an officer may leave prisoners unattended in a police vehicle
- Whether or not an officer may handcuff a prisoner to a vehicle while transporting
- Policy for searching and securing of persons not under arrest who are transported in a patrol vehicle

F/Initial/Date	R/Initial/Date

## **2.22 TRANSPORTING OF PRISONERS**

### ***2.22.1 The officer understands positional asphyxia and can discuss some of the possible causes and precautions.***

- Position – face down and arched back
- Age, size and physical condition of the suspect
- Intoxication – alcohol and drugs
- Prescription drugs
- Medical conditions which may cause loss of consciousness
- Close observation of the prisoner(s)
- Proper use of seat belts

F/Initial/Date	R/Initial/Date

**2.22.2 The officer is able to safely and effectively transport various types of prisoners consistent with agency policy.**

- A search of the area in which the prisoner is about to be and/or has been transported
- Prevention of positional asphyxia

F/Initial/Date	R/Initial/Date

**SPECIAL CONSIDERATIONS**

**2.22.3 The officer understands agency policy regarding transportation of prisoners and other persons.**

- Opposite gender prisoner
- Juvenile
- Twelve years or older
- Under twelve years of age
- Youth with an adult prisoner
- Sick or injured
- Prisoners with mental health disorders
- Persons not under arrest

F/Initial/Date	R/Initial/Date

**2.23 BOOKING PRISONERS**

**2.23.1 The officer is able to properly book and lodge prisoners in conformance with agency policy and legal codes.**

F/Initial/Date	R/Initial/Date

**2.23.2 The officer understands what notifications are required when booking a juvenile.**

F/Initial/Date	R/Initial/Date



**SPECIAL CONSIDERATIONS**

**2.23.3 The officer is able to properly book and lodge prisoners who warrant special considerations.**

- Drunk (detox, when appropriate)
- Sick or injured
- Opposite gender prisoners
- Individuals with mental illness
- Juveniles

F/Initial/Date	R/Initial/Date

**2.24 LEGAL RESPONSIBILITIES**

**2.24.1 The officer understands legal responsibilities concerning prisoners in custody.**

F/Initial/Date	R/Initial/Date

**PROTECTING THE PRISONER**

**2.24.2 The officer understands there is a legal responsibility for protecting the prisoner.**

F/Initial/Date	R/Initial/Date

**2.24.3 The officer understands the legal responsibilities for providing the prisoner with shelter, food and medical care.**

F/Initial/Date	R/Initial/Date

**PROTECTING THE PRISONER'S PROPERTY**

**2.24.4 The officer is able to issue property receipts. This includes both evidentiary evidence and objects taken for "safekeeping" (often a jail will not take the items).**

F/Initial/Date	R/Initial/Date

**2.24.5 The officer is able to follow agency procedure to return personal property to prisoner or person in custody.**

F/Initial/Date	R/Initial/Date

## **JUVENILE DETENTIONS**

**2.24.6 The officer understands the requirements pertaining to temporary custody or confinement of persons under the age of 18 years.**

F/Initial/Date	R/Initial/Date

## **2.25 RELEASE OF PRISONERS**

**2.25.1 The officer understands how to properly release adult and juvenile prisoners.**

- Criminal citation; exception for domestic disturbance; notice of rights - ORS 133.055
- Citation in lieu of custody (juvenile) - ORS 419C.085
- Issuing a citation to an adult prisoner at the scene
- Taking an adult to jail for photos and prints, then releasing on a citation
- Citing a juvenile at the scene for a violation/traffic offense
- Citing a juvenile at the scene for a criminal offense
- Releasing a juvenile to their parent without a citation
- Lodging a juvenile at a juvenile detention center

F/Initial/Date	R/Initial/Date

## **2.26 JUVENILE LAWS AND JUVENILE CUSTODY PROCEDURES**

**2.26.1 The officer understands laws that pertain to the investigation of juvenile offenses and to the apprehension and detention of juvenile offenders.**

F/Initial/Date	R/Initial/Date

**2.26.2 The officer understands how to apply juvenile laws while following procedures established by the agency.**

- Physical arrest – same as an adult

**PROTECTIVE CUSTODY**

- Review - ORS 419B.150 with the officer. Protective custody is not an arrest
- Processing status offenders (SB1)

**FINGERPRINTING AND PHOTOGRAPHING JUVENILES**

- Review - ORS 419A.250

**DETENTION**

- Place of detention; record, parental notice required. Review - ORS 419B.160 with the officer
- The juvenile may be held at the station for up to 5 hours pending the arrival of the parent or guardian
- Detention of youth less than 12 years of age requires judicial review and approval. Review - ORS 419C.133 with the officer
- Constitutional rights – same as an adult

**INTERVIEWING OF JUVENILES**

- State law and the agency's policy regarding interviewing juveniles without notifying or having a parent or guardian present

F/Initial/Date	R/Initial/Date

**TRAFFIC OFFENSES INVOLVING JUVENILES**

**2.26.3 The officer understands the agency and county policy regarding the citing of juveniles for traffic violations and/or crime.**

- Age 16 and 17 years
- Age 15 years and below
- Documentation requirements

F/Initial/Date	R/Initial/Date

## RELEASING OF JUVENILES

### ***2.26.4 The officer understands how to release a juvenile.***

- Crime
- Traffic violation

#### **Runaway custody:**

- If parent located
- If parent not located
- If juvenile does not live in the area, e.g. out of state
- Circumstances for lodging the juvenile at the county juvenile detention center
- Emancipated juveniles are treated the same as adults but may have to be lodged at the county juvenile detention center, pending court determination of the emancipation agreement

F/Initial/Date	R/Initial/Date

## JUVENILE ORDERS

### ***2.26.5 The officer understands juvenile orders.***

- Emancipation papers
- Dependency orders
- Shelter orders
- Pick-up orders

F/Initial/Date	R/Initial/Date

## **2.27 OFFICER SURVIVAL**

### **2.27.1 The officer understands the most common “deadly errors” identified throughout the history of law enforcement.**

#### **CARE, MAINTENANCE AND PROFICIENCY WITH EQUIPMENT:**

- Vehicle
- Weapons
- Ammunition
- Other equipment: ASP baton, radio, handcuffs, OC aerosol spray, leather
- Improper or careless search
- Improper use of, or failure to use, restraining devices

#### **MAINTAINING PHYSICAL CONDITION AND ALERTNESS:**

- Attempting to work when fatigued or sleepy, sleeping on duty

#### **RATIONALIZATION:**

- Another false alarm
- Missing or rationalizing the unusual
- Assuming a hazardous position
- Turning back on subject(s)
- Leaving a position of cover or concealment
- Failure to watch subject(s)

#### **UNNECESSARY SHOW OF COURAGE:**

- Failure to request or await back-up
- Providing/prompting courage to fellow officers
- Preoccupation with personal projects or problems
- Apathy
- Careless attitudes which can develop after months or years of “routine, trivial incidents”

#### **ENCOUNTERING PLAIN CLOTHES OFFICERS:**

- “Blue on Blue” incidents

#### **EVALUATION OF RESIDENCE/BUILDING**

- Look and listen
- Roof top
- Doors
- Windows
- Objects of cover and concealment
- Approach to and position at building door

F/Initial/Date	R/Initial/Date

**PEDESTRIAN STOPS**

***2.27.2 The officer is able to safely approach and contact suspicious pedestrians.***

F/Initial/Date	R/Initial/Date

***2.27.3 The officer is able to explain the “stop and frisk” statutes: ORS 131.615 and ORS 131.625.***

F/Initial/Date	R/Initial/Date

***2.27.4 The officer is able to demonstrate a frisk or pat down.***

F/Initial/Date	R/Initial/Date

**SUSPICIOUS PERSONS**

***2.27.5 The officer understands the variables to consider when contacting a suspicious pedestrian.***

- Time, location, crime patterns
- Radio, code/security
- Hands of suspect
- Cover considerations
- Frisk for weapons
- Documentation
- Roll call information
- A stop v. casual conversation

F/Initial/Date	R/Initial/Date

***2.27.6 The officer understands the reasons why suspicious persons should not be interviewed while the officer is seated in the patrol vehicle.***

F/Initial/Date	R/Initial/Date

***2.27.7 The officer understands the role of LEDS in determining a person’s wanted status.***

F/Initial/Date	R/Initial/Date

**2.27.8 The officer is able to safely contact persons.**

- Persons traveling in the same direction as the patrol unit and on the same side of the street
- Persons traveling in the opposite direction as the patrol unit and on the same side of the street
- Persons traveling in the same direction as the patrol unit and on the opposite side of the street
- Persons traveling in the opposite direction as the patrol unit and on the opposite side of the street

F/Initial/Date	R/Initial/Date

**“HAZARDOUS” CALL RESPONSE**

**2.27.9 The officer understands how to safely respond to a hazardous call such as alarms, robberies, burglaries, assaults, bomb threats, prowler calls and other crimes in progress.**

**PRE-PLANNING**

- Access/escape routes
- Known trouble spots
- Cover units and positioning – including radio communication
- Foot or vehicle approach

**APPROACH**

- Quiet, indirect approach
- Lights out, radio low
- Watch for suspects and lookouts
- Evaluate surroundings

**RESPONSIBILITIES AT SCENE**

- As a primary unit, coordinate other units to secure the perimeter
- Take a position of observation
- Secure the scene
- Update other units
- Coordinate a search if needed
- Selection of optional weapons and equipment

F/Initial/Date	R/Initial/Date

**DOMESTIC DISTURBANCES**

**2.27.10      *The officer understands special considerations when responding to one of the most dangerous types of call – the domestic disturbance.***

- Awaiting cover
- Listening prior to contact
- Update cover units and dispatch
- “Safe” approach and position at doorway

**AWARENESS AT ALL TIMES**

- Gathering information
- Weapons
- Persons involved
- Injuries
- Separating the involved parties
- Disposition
- Resource referral
- Criminal prosecution
- Restraining orders
- Domestic disturbance statute – ORS 133.055(2,3)

F/Initial/Date	R/Initial/Date

**2.27.11      *The officer understands the steps that should be immediately taken when confronted with a sniper situation.***

- Cover – discuss cover v. concealment
- Calling for assistance
- Isolating and clearing the area
- Determine possible location of assailant(s)

F/Initial/Date	R/Initial/Date

**2.27.12      *The officer understands the tactical actions that can be taken by the driver of a vehicle that comes under sniper attack.***

- Reversal
- Turning
- Abandonment of target vehicle

F/Initial/Date	R/Initial/Date



## 2.28 CROWD CONTROL

### ***2.28.1 The officer understands agency principles involving crowd control and mutual aid.***

- Responsibilities of initial officers at the scene of a large group
- Information gathering
- Coordinating arriving new officers
- Notification of a supervisor
- Adequate staff available prior to interaction with a crowd
- Discretion, common sense and tact are individual responsibilities
- No individual action, should act under a supervised plan of action
- Understands interaction with outside resources

F/Initial/Date	R/Initial/Date

### ***2.28.2 The officer understands the dynamics of crowd control.***

- Police actions can escalate hostility and violence in a crowd. Selective enforcement of minor violations of the law may be appropriate
- Most members of a crowd are onlookers to some “event” and are not intending to violate any laws
- Crowds will usually dissipate of their own volition once the “event” is ended or removed
- Watch crowds at large gatherings (e.g. concerts, fairs, athletic events, strikes, etc.) to detect problems or illegal activity
- Speak to hostile groups to quiet them
- Use voice and words to calm a situation, send messages, etc.
- Control hostile groups (e.g. demonstrators, rioters or bar patrons, social gatherings)
- Control nonviolent crowds
- Speak confidently to project control, self-assurance, etc.
- Speak plainly and clearly to encourage understanding
- Maintain calm to prevent making situation worse
- Locate and observe crowd agitators
- Establish barrier using patrol vehicle to assist in apprehending suspects

F/Initial/Date	R/Initial/Date

**2.28.3 The officer understands the basic principles of crowd and riot control tactics.**

- Containment of riotous activity
- Isolation of area
- Dispersal of rioters
- Use of basic crowd and riot control formations pursuant to agency policies and procedures
- Use and maintain riot gear

F/Initial/Date	R/Initial/Date

**2.29 ACTIVE SHOOTER**

**2.29.1 The officer understands how to respond to an active shooter.**

F/Initial/Date	R/Initial/Date

**7(b)** I hereby certify that all materials in Module II have been reviewed with me.  
Officer \_\_\_\_\_ Date \_\_\_\_\_  
I hereby certify that the above officer has demonstrated acceptable  
knowledge and ability in the areas covered in Module II.  
Field Training Officer \_\_\_\_\_ Date \_\_\_\_\_

## **MODULE III – CRIMINAL AND CIVIL LAW**

### **CRIMINAL LAW**

#### **3.1    UPDATES**

**3.1.1    *The officer understands the importance of reading reports, legal papers, etc. to maintain knowledge of law.***

F/Initial/Date	R/Initial/Date

#### **3.2    LAWS OF ARREST**

**3.2.1    *The officer understands the Oregon laws and legal requirements pertaining to the arrest process.***

F/Initial/Date	R/Initial/Date

#### **AUTHORITY TO ARREST**

**3.2.2    *The officer understands the peace officer's authority to arrest.***

F/Initial/Date	R/Initial/Date

**3.2.3    *The officer understands the instances where a private person may make an arrest.***

F/Initial/Date	R/Initial/Date

**3.2.4    *The officer understands the requirements regarding gaining admittance into a location to make an arrest.***

- Arrest by a peace officer; procedure - ORS 133.235
- "Knock and announce" identity, authority and purpose. State vs. Arce, 1986
- Probable cause

F/Initial/Date	R/Initial/Date

**3.2.5** *The officer is able to recognize and describe the police officer's right to search a person when probable cause to arrest exists.*

F/Initial/Date	R/Initial/Date

**MIRANDA RIGHTS REQUIREMENT**

**3.2.6** *The officer understands the requirements for advising the arrested person of his/her Miranda Rights.*

**WHEN MIRANDA WARNING APPLIES:**

- Generally – police/custody/questioning about crime
- DUII
- When a suspect invokes his/her right to remain silent, questioning must stop
- Interview may not be resumed by the officer
- May be resumed only if requested by the suspect and the request must be thoroughly documented in the report
- If interview is resumed, re-advise Miranda warning

F/Initial/Date	R/Initial/Date

**3.2.7** *The officer is able to demonstrate the proper advising of the Miranda Rights.*

F/Initial/Date	R/Initial/Date

**WARRANT ARREST PROCEDURES**

**3.2.8** *The officer understands the warrant procedures of local and outside agencies.*

**ARREST WARRANT PROCEDURE:**

- Confirmation prior to service
- The suspect may be detained in handcuffs, for officer safety, while awaiting confirmation of a warrant that is in LEDS or another computerized system
- Use cover officer on all warrant arrests, when available
- Warrant is a mandatory arrest
- Procedures to follow if there is an indication of an administrative or identification mistake
- Warrants from within the agency's jurisdiction
- Booking and report writing procedures

F/Initial/Date	R/Initial/Date

### 3.3 CRIMINAL LAW/PROPERTY CRIMES

#### 3.3.1 *The officer is able to recognize and identify elements, degrees and classifications for the following violations of Oregon law:*

- Theft
- Burglary

F/Initial/Date	R/Initial/Date

#### **THEFT**

#### 3.3.2 *The officer understands the various thefts and how to investigate them.*

- Theft by taking, appropriating, obtaining or withholding – ORS 164.015
- Theft III – ORS 164.043
- Theft II – ORS 164.045
- Theft I – ORS 164.055
- Aggravated Theft I – ORS 164.057
- Theft of lost, mislaid property – ORS 164.065
- Theft by extortion – ORS 164.075
- Theft by deception – ORS 164.085
- Theft by receiving – ORS 164.095
- Right of possession – ORS 164.105
- Theft of services – ORS 164.125
- Unauthorized use of a vehicle – ORS 164.135
- Criminal possession of rented or leased property – ORS 164.140
- Identity theft – ORS 165.800
- Aggravated Identity theft – ORS 165.803

F/Initial/Date	R/Initial/Date

#### **BURGLARY**

#### 3.3.3 *The officer understands the various burglary statutes, related statutes and how to investigate them.*

- Burglary II – ORS 164.215
- Burglary I – ORS 164.225
- Possession of a burglary tool or theft device – ORS 164.235
- Criminal trespass II by a guest – ORS 164.243
- Criminal trespass II – ORS 164.245
- Criminal trespass I – ORS 164.255
- Criminal trespass while in possession of firearm – ORS 164.265
- Unlawful entry into motor vehicle – ORS 164.272

F/Initial/Date	R/Initial/Date

### 3.4 OREGON LIQUOR LAWS

**3.4.1 *The officer understands the agency's practices and policies concerning enforcement of liquor control laws.***

F/Initial/Date	R/Initial/Date

**3.4.2 *The officer understands the hours during which the sale and/or consumption of alcoholic beverages on licensed premises is prohibited.***

F/Initial/Date	R/Initial/Date

**3.4.3 *The officer is able to identify acts that are prohibited.***

- Selling or providing alcoholic liquor to any person under the age of 21 years – providing a place (violation)
- Selling or providing alcoholic liquor to a person who is visibly intoxicated
- Selling or dispensing alcoholic liquor other than in a manner permitted by license

F/Initial/Date	R/Initial/Date

**3.4.4 *The officer understands the situations wherein a minor may legally possess or consume alcoholic beverages.***

F/Initial/Date	R/Initial/Date

### 3.5 OFFENSES AGAINST PUBLIC ORDER

**3.5.1 *The officer understands the elements of the following statutes:***

- Riot – ORS 166.015
- Disorderly conduct I – ORS 166.023
- Disorderly conduct II – ORS 166.025
- Harassment – ORS 166.065
- Telephonic harassment – ORS 166.090
- Misconduct with emergency telephone calls – ORS 166.095
- Interfering with public transportation – ORS 166.116
- Intimidation II – ORS 166.155
- Intimidation I – ORS 166.165
- Bias crimes reporting requirements – ORS 181.550(1)(C)

F/Initial/Date	R/Initial/Date

### 3.6 WEAPON OFFENSES

#### 3.6.1 *The officer understands the elements of the following statutes:*

- Negligently wounding another – ORS 166.180
- Pointing firearm at another – ORS 166.190
- Unlawful use of weapon – ORS 166.220
- Carrying of concealed weapon – ORS 166.240
- Unlawful possession of firearms – ORS 166.250
- Possession of weapons by certain felons – ORS 166.270
- Unlawful possession of machine guns, certain short-barreled firearms and firearms silencers – ORS 166.272
- Possession of firearm or dangerous weapon in public building or facility; exceptions; discharging firearms at school – ORS 166.370
- Possession of destructive device prohibited – ORS 166.382
- Discharging weapon on or across highway, ocean shore recreation area or public utility facility – ORS 166.630
- Discharging weapon or throwing objects at trains – ORS 166.635
- Throwing an object off of an overpass II – ORS 166.649
- Throwing an object off of an overpass I – ORS 166.651

F/Initial/Date	R/Initial/Date

### 3.7 ARSON (ALL DEGREES)

#### 3.7.1 *The officer understands fire and arson investigations and the peculiarities of collecting evidence.*

##### **ARSON RELATED STATUTES**

- Definitions - ORS 164.305
- Arson II – ORS 164.315
- Arson I – ORS 164.325
- Reckless burning – ORS 164.335

##### **BASIC ARSON CRIME SCENE RESPONSIBILITIES**

- Police agency – traffic/crowd control, crime scene security and evidence gathering
- Fire department – fire control and investigative assistance
- Proper investigative notifications (e.g. detectives, fire marshal)

##### **ARSON EVIDENCE**

- Use of tin cans for evidence collection
- Do not use plastic bags as plastic is a petroleum product
- Note peculiar odors
- Locate and separate witnesses
- Watch crowd for possible suspect; photograph crowd if applicable

F/Initial/Date	R/Initial/Date

### **3.8      CRIMINAL MISCHIEF (ALL DEGREES) AND OFFENSIVE LITTERING**

#### **3.8.1    *The officer understands the elements of the following statutes:***

- Criminal Mischief III – ORS 164.345
- Criminal Mischief II – ORS 164.354
- Criminal Mischief I – ORS 164.365
- Interfering with law enforcement animal – ORS 167.337
- Unlawfully applying graffiti – ORS 164.383
- Unlawfully possessing graffiti implement – ORS 164.386
- Deposit of trash within 100 yards of waters or in waters; license suspensions; civil penalties; credit for work in lieu of fine – ORS 164.775
- Placing offensive substances in waters, on highways or other property – ORS 164.785
- Offensive littering – ORS 164.805

F/Initial/Date	R/Initial/Date

### **3.9      ESCAPE (ALL DEGREES)**

#### **3.9.1    *The officer understands the elements of the following statutes:***

- Definitions – ORS 162.135
- Escape III – ORS 162.145
- Escape II – ORS 162.155
- Escape I – ORS 162.165
- Unauthorized departure – ORS 162.175
- Supplying contraband – ORS 162.185
- Failure to Appear II – ORS 162.195
- Failure to Appear I – ORS 162.205

F/Initial/Date	R/Initial/Date



### 3.10 OBSTRUCTING GOVERNMENTAL ADMINISTRATION

#### 3.10.1 *The officer understands the elements of the following statutes:*

- Perjury – ORS 162.065
- False swearing – ORS 162.075
- Obstructing governmental or judicial administration – ORS 162.235
- Refusing to assist a peace officer – ORS 162.245
- Interfering with a peace officer or parole and probation officer – ORS 162.247
- Refusing to assist in firefighting operations – ORS 162.255
- Tampering with a witness – ORS 162.285
- Tampering with physical evidence – ORS 162.295
- Resisting arrest – ORS 162.315
- Hindering prosecution – ORS 162.325
- Compounding – ORS 162.335
- Initiating a false report – ORS 162.375
- Giving false information to peace officer for a citation or arrest on a warrant – ORS 162.385
- Improper use of emergency reporting system – ORS 165.570

F/Initial/Date	R/Initial/Date

### 3.11 DRUGS/CONTROLLED SUBSTANCES

#### 3.11.1 *The officer understands controlled substance statutes and how to investigate a drug related offense.*

- Use drug test kit to test evidence
- How to use a Physician's Desk Reference (PDR)
- Procedures for sending substances to the Oregon State Police Crime Lab

F/Initial/Date	R/Initial/Date

#### 3.11.2 *The officer understands possible dangers in contacting a person that is under the influence of certain drugs.*

F/Initial/Date	R/Initial/Date

**STATUTES**

**3.11.3 The officer understands how to apply the narcotics classification schedule to the applicable state statutes.**

F/Initial/Date	R/Initial/Date

**3.11.4 The officer understands the elements of the following statutes:**

- Definitions – ORS 475.005
- Sale of drug paraphernalia prohibited; definition of drug paraphernalia; exceptions – ORS 475.525
- Seizure of drug paraphernalia – ORS 475.555
- Providing hypodermic device to minor prohibited; exception – ORS 475.744
- Precursor substances described – ORS 475.940
- Unlawful delivery of imitation controlled substance – ORS 475.912
- Prohibited acts generally; penalties; affirmative defense for certain peyote uses; causing death by Schedule IV substance – ORS 475.752
- Possession, manufacture, delivery – ORS 475.752(1)
- Unlawful manufacture, delivery, manufacture or delivery within 1,000 feet of school and possession of heroin, marijuana, 3-4 MDMA “Ecstasy,” cocaine and methamphetamines – ORS 475.846-475.894
- Penalties for distribution to minors – ORS 475.906
- Crime category classification; proof of commercial drug offense – ORS 475.900
- Unlawful manufacture or delivery of controlled substance within 1,000 feet of school – ORS 475.904
- Endangering the welfare of a minor – ORS 163.575
- Child neglect I, allowing proximity to controlled substances – ORS 163.547(B)
- Tampering with drug records – ORS 167.212
- Frequenting a place where controlled substances are used – ORS 167.222
- Use of a minor in controlled substance offense – ORS 167.262

F/Initial/Date	R/Initial/Date

### 3.12 ROBBERY (ALL DEGREES)

**3.12.1 The officer has a thorough understanding of state statutes, response procedures and investigative techniques.**

- Robbery III – ORS 164.395
- Robbery II – ORS 164.405
- Robbery I – ORS 164.415

F/Initial/Date	R/Initial/Date

### 3.13 HOMICIDE

**3.13.1 The officer understands the elements of the following statutes:**

- Criminal homicide – ORS 163.005
- “Aggravated murder” defined – ORS 163.095
- Murder; affirmative defense to certain felony murders; sentence of life imprisonment required; minimum term – ORS 163.115
- Causing or aiding suicide as defense to charge of murder – ORS 163.117
- Manslaughter I – ORS 163.118
- Manslaughter II – ORS 163.125
- Criminally negligent homicide – ORS 163.145

F/Initial/Date	R/Initial/Date

### 3.14    ASSAULT AND RELATED OFFENSES

#### 3.14.1 *The officer understands the elements of the following statutes:*

- Assault IV – ORS 163.160
- Assault III – ORS 163.165
- Assault II – ORS 163.175
- Assault I – ORS 163.185
- Menacing – ORS 163.190
- Recklessly endangering another person – ORS 163.195
- Hazing – ORS 163.197
- Criminal mistreatment II – ORS 163.200
- Criminal mistreatment I – ORS 163.205
- Assaulting a public safety officer – ORS 163.208
- Unlawful use of an electrical stun gun, tear gas, or mace II – ORS 163.212
- Unlawful use of an electrical stun gun, tear gas, or mace I – ORS 163.213
- Criminal citation; exception for domestic disturbance; notice of rights – ORS 133.055
- Domestic violence/abuse prevention act

F/Initial/Date	R/Initial/Date

### 3.15 SEXUAL OFFENSES

#### **3.15.1 The officer understands the elements of the following statutes:**

- Ignorance or mistake as a defense – ORS 163.325
- Age as a defense in certain cases – ORS 163.345
- Rape III – ORS 163.355
- Rape II – ORS 163.365
- Rape I – ORS 163.375
- Sodomy III – ORS 163.385
- Sodomy II – ORS 163.395
- Sodomy I – ORS 163.405
- Unlawful sexual penetration II – ORS 163.408
- Unlawful sexual penetration I – ORS 163.411
- Sexual abuse III – ORS 163.415
- Sexual abuse II – ORS 163.425
- Sexual abuse I – ORS 163.427
- Contributing to the sexual delinquency of a minor – ORS 163.435
- Sexual misconduct – ORS 163.445
- Public indecency – ORS 163.465
- Incest – ORS 163.525

F/Initial/Date	R/Initial/Date

**3.15.2 The officer understands their responsibilities relating to the Prison Rape Elimination Act (PREA).**

- Responsibilities relating to PREA begin once an offender is in custody
- PREA applies to juvenile offenders as well as adult offenders
- Report suspected sexual assault to the OIC or Supervisor
  - Listen and take down the information
  - Report it to the OIC or Supervisor
  - Maintain professionalism
- Remain diligent and be aware of locations where sexual assaults are likely to happen
- Recognize the signs
  - Vulnerable offenders
    - Offenders at high risk to become victims of sexual assault by other offenders/inmates due to characteristics related to:
      - Age
      - Physical Stature
      - Criminal History
      - Intellectual or mental disabilities
      - Past history of being victimized
  - Sexually assaultive offenders
    - Offenders whose past behavior indicates he/she is prone to victimize other offenders; especially in regard to sexual behavior

F/Initial/Date	R/Initial/Date

**3.16 PROSTITUTION**

**3.16.1 The officer understands the elements of the following statutes:**

- Prostitution – ORS 167.007
- Promoting prostitution – ORS 167.012
- Compelling prostitution – ORS 167.017
- Evidence required to show place of prostitution – ORS 167.027

F/Initial/Date	R/Initial/Date

### 3.17 OFFENSES AGAINST CHILDREN

#### 3.17.1 *The officer understands the elements of the following statutes:*

- Abandonment of a child – ORS 163.535
- Child neglect II – ORS 163.545
- Child neglect I – ORS 163.547
- Endangering the welfare of a minor – ORS 163.575
- Failing to supervise a child – ORS 163.577
- Definitions – ORS 167.060(3)(4)
- Displaying obscene materials to minors – ORS 167.080
- Use of minor in controlled substance offense – ORS 167.262
- Tobacco possession by minors prohibited – ORS 167.400

F/Initial/Date	R/Initial/Date

### 3.18 SEXUAL ABUSE INVESTIGATIONS

#### 3.18.1 *The officer understands agency policy and procedure concerning child abuse and sexual abuse investigations.*

**CHILD ABUSE AND SEXUAL ABUSE INVESTIGATIONS OFTEN REQUIRE A MULTI-DISCIPLINARY TEAM APPROACH INVOLVING SEVERAL ORGANIZATIONS**

- Detectives
- Department of Human Services – Children, Adults and Families
- District Attorney's Office
- Victim's Assistance
- Rape Victim's Advocate

F/Initial/Date	R/Initial/Date

#### 3.18.2 *The officer has a list of organizations that can or will be involved in a child abuse or sexual abuse investigation.*

F/Initial/Date	R/Initial/Date

#### 3.18.3 *The officer understands the role of investigation officers.*

- Mandatory reporting laws
- Karly's Law

F/Initial/Date	R/Initial/Date

**3.18.4 The officer understands the care required when interviewing children and remaining sensitive to the victim as well as the following factors:**

- Interview the complainant first to determine if it is appropriate for the patrol officer to interview the child
- Victim under 12 years of age – policy about interviewing
- Victim 12 years of age or older – policy about interviewing
- When parent needs to be notified

F/Initial/Date	R/Initial/Date

**3.18.5 The officer understands the established procedures in using the Oregon State Police sexual assault kit.**

F/Initial/Date	R/Initial/Date

**3.19 FRAUDULENT DOCUMENT CRIMES**

**3.19.1 The officer is familiar with the statutes and agency procedure regarding fraudulent documents.**

F/Initial/Date	R/Initial/Date

**3.19.2 The officer understands the elements of the following statutes:**

- Definitions – ORS 165.002
- Forgery II – ORS 165.007
- Forgery I – ORS 165.013
- Criminal possession of forged instrument II – ORS 165.017
- Criminal possession of forged instrument I – ORS 165.022
- Criminal possession of a forged device – ORS 165.032
- Criminal simulation – ORS 165.037
- Fraudulently obtaining a signature – ORS 165.042
- Unlawfully using slugs – ORS 165.047
- Fraudulent use of a credit card – ORS 165.055
- Negotiating a bad check – ORS 165.065
- Misrepresentation of age by a minor – ORS 165.805

F/Initial/Date	R/Initial/Date



### 3.20 KIDNAPPING

#### ***3.20.1 The officer understands the elements of the following statutes:***

- Definitions – ORS 163.215
- Kidnapping II – ORS 163.225
- Kidnapping I – ORS 163.235
- Custodial interference II – ORS 163.245
- Custodial interference I – ORS 163.257
- Coercion – ORS 163.275
- Defense to coercion – ORS 163.285

F/Initial/Date	R/Initial/Date

### 3.21 INCHOATE CRIMES

#### ***3.21.1 The officer understands the elements in the following statutes:***

- Attempt – ORS 161.405
- Solicitation – ORS 161.435
- “Criminal conspiracy” – ORS 161.450

F/Initial/Date	R/Initial/Date

### 3.22 GAMBLING

#### ***3.22.1 The officer understands the elements of the following statutes:***

- Definitions – ORS 167.117
- Local authorization of social games – ORS 167.121
- Unlawful gambling II – ORS 167.122
- Unlawful gambling I – ORS 167.127
- Possession of a gambling device; defense – ORS 167.147

F/Initial/Date	R/Initial/Date

### 3.23 CIVIL DISPUTES

#### ***3.23.1 The officer recognizes and effectively handles civil disputes in a manner consistent with agency policy and Oregon law.***

F/Initial/Date	R/Initial/Date

**3.23.2 The officer understands the laws applicable to landlord/tenant disputes, including policies and procedures to include available resources.**

F/Initial/Date	R/Initial/Date

**3.23.3 The officer understands that the police do not have the authority to enforce the landlord/tenant laws or any other laws that are not criminal in nature. There must be a court order instructing the police to take a specific action regarding a civil problem.**

F/Initial/Date	R/Initial/Date

**3.23.4 The officer understands the laws that pertain to:**

- Child custody disputes
- Landlord/tenant disputes
- Repossession of vehicles or other property
- Parking disputes
- Animal disputes
- Other similar disputes
- Labor disputes

F/Initial/Date	R/Initial/Date

**3.24 ANIMAL RELATED STATUTES**

**3.24.1 The officer understands the statutes and how to investigate animal abuse crimes.**

- Animal abuse II – ORS 167.315
- Animal abuse I – ORS 167.320
- Aggravated animal abuse I – ORS 167.322
- Animal neglect II – ORS 167.325
- Animal neglect I – ORS 167.330
- Animal abandonment – ORS 167.340
- Authority to enter premises; search warrant; notice of impoundment of animal; damage resulting from entry – ORS 167.345

F/Initial/Date	R/Initial/Date

## **CIVIL LAW**

### **3.25 CIVIL LAW/STATUTES**

#### ***3.25.1 The officer understands the amount of force that may be used by a civilian.***

- Use of physical force by private person assisting an arrest – ORS 161.249
- Use of physical force by private citizen making a citizen's arrest – ORS 161.255

F/Initial/Date	R/Initial/Date

### **3.26 SHERIFF'S RESPONSIBILITIES**

#### ***3.26.1 The officer understands the Sheriff's responsibilities regarding the civil process.***

- ORS 206.030
- Cannot provide legal advise
- Provide resources

F/Initial/Date	R/Initial/Date

### **3.27 LANDLORD/TENANT ISSUES**

#### ***3.27.1 The officer understands landlord/tenant issues.***

- Eviction process
- Notices
- Summons/complaints
- Hearings
- Notice of restitution
- Writ of execution of judgment and trespass notice
- Property disposal

F/Initial/Date	R/Initial/Date

### **3.28 TRESPASS EVICTION ENFORCEMENT**

#### ***3.28.1 The officer understands how to enforce eviction for trespass.***

- Premise vs. dwelling

F/Initial/Date	R/Initial/Date

### 3.29 TENANT v. CRIMINAL TRESPASS

#### 3.29.1 *The officer understands the difference between tenant and criminal trespass.*

- The squatter

F/Initial/Date	R/Initial/Date

### 3.30 PROTECTIVE ORDERS

#### 3.30.1 *The officer understands protective orders.*

- Restraining orders with and without standbys
- Where to obtain
- Who to serve orders
- Civil standbys

F/Initial/Date	R/Initial/Date

### 3.31 ELDER ABUSE

#### 3.31.1 *The officer understands what constitutes elder abuse.*

- Exceptions

F/Initial/Date	R/Initial/Date

### 3.32 DOMESTIC VIOLENCE-NO CONTACT ORDERS

#### 3.32.1 *The officer understands no contact orders for domestic violence.*

F/Initial/Date	R/Initial/Date

### 3.33 FOREIGN RESTRAINING ORDERS

#### 3.33.1 *The officer understands foreign restraining orders.*

- Verification required
- Where officer files
- Where citizen files

F/Initial/Date	R/Initial/Date

### 3.34 VIENNA CONVENTION

#### 3.34.1 *The officer understands consular notification.*

- United States Department of State Consular Notification

F/Initial/Date	R/Initial/Date

### 3.35 STALKING ORDERS

#### 3.35.1 *The officer understands stalking orders.*

- Criminal requirements
- Investigative procedures
- Filing procedures

F/Initial/Date	R/Initial/Date

### 3.36 CONCEALED HANDGUN PERMITS

#### 3.36.1 *The officer understands concealed handgun permits.*

- Concealed handgun licensure - ORS 166.291-297
- Licensee must carry license whenever the licensee carries a concealed handgun – ORS 166.292
- License seizure - ORS 166.293(4)
- Possession of firearm or dangerous weapon in public building or court facility – ORS 166.370
- Copy of reports to Sheriff's Office

F/Initial/Date	R/Initial/Date

### 3.37 ORDER OF ASSISTANCE – WRITS

#### 3.37.1 *The officer understands orders of assistance-writs.*

- Seizure of children
- Property removal

F/Initial/Date	R/Initial/Date

**7(c)**    I hereby certify that all materials in Module III have been reviewed with me.  
Officer \_\_\_\_\_ Date \_\_\_\_\_  
I hereby certify that the above officer has demonstrated acceptable  
knowledge and ability in the areas covered in Module III.  
Field Training Officer \_\_\_\_\_ Date \_\_\_\_\_

## **MODULE IV – CRIMINAL INVESTIGATIONS**

### **4.1    POLICE PATROL**

**4.1.1    *The officer understands the principal types of police patrol and their respective impacts on community relations.***

F/Initial/Date	R/Initial/Date

### **PREVENTATIVE PATROL**

**4.1.2    *The officer is able to apply basic preventative patrol methods utilized by an officer.***

- Frequent checks and contacts with business premises
- Frequent checks of suspicious persons
- Field interview of suspicious persons
- Investigate suspicious vehicles
- Fluctuating patrol patterns
- Maintenance of visibility and personal contact

F/Initial/Date	R/Initial/Date

**4.1.3    *The officer understands the concept of “enforcement” as it relates to community priorities generally focused on specific violations, crimes or circumstances.***

F/Initial/Date	R/Initial/Date

**4.1.4    *The officer understands how to respond to and conduct preliminary investigation of homeless persons.***

F/Initial/Date	R/Initial/Date

## **SPECIALIZED PATROL**

### **4.1.5 *The officer understands the advantage of various specialized patrol methods.***

#### **FOOT AND BICYCLE PATROL:**

- Increased personal contact between police and citizen
- Increased observation ability
- Increased ability to gather information

#### **MOTORIZED PATROL:**

- Increased speed and mobility
- Increased conspicuousness
- Availability of additional equipment
- Increased transportation capability
- Decreased response time
- Communications

#### **OTHER SPECIALIZED PATROL:**

- ATV
- Mounted
- Marine
- Forest
- Other

F/Initial/Date	R/Initial/Date

## **4.2 OBSERVATION SKILLS**

### **INCREASING OBSERVATION SKILLS**

#### **4.2.1 *The officer understands that good observation skills are learned and can be improved upon.***

- Mental role playing while on patrol
- Consciously observing and mentally recording the descriptions of persons and vehicles that are going to be contacted
- Other

F/Initial/Date	R/Initial/Date

#### **4.2.2 *The officer can describe scene activity/persons/vehicles with acceptable accuracy.***

- Looks into commercial buildings, not just at the façade
- Looks into yards and through fences
- Other

F/Initial/Date	R/Initial/Date



**4.2.3 The officer is aware of his/her location and direction of travel, including the name of streets.**

F/Initial/Date	R/Initial/Date

**4.3 PREVENTING AND DETECTING CRIME**

**4.3.1 The officer is able to apply techniques and procedures that improve an officer's capabilities in preventing and detecting crime.**

- Analyze and compare incidents for similarity of modus operandi (M.O.)

F/Initial/Date	R/Initial/Date

**COMMUNITY KNOWLEDGE**

**4.3.2 The officer understands the factors to be considered in becoming familiar with the community.**

- General population information
- Appropriate geographic information
- Recent criminal activity
- Specific factors that may influence patrol functions, e.g., location of emergency hospitals, high crime areas and community habits
- Other

F/Initial/Date	R/Initial/Date

**PREPARATION FOR PATROL SHIFT**

**4.3.3 The officer understands how to prepare for a normal patrol shift.**

- Gathering information through crime reports and briefings
- Gathering needed materials, e.g., report forms, citation books
- Obtaining and checking equipment, e.g., shotgun, vehicle, etc.
- Planning work around identified priorities
- Preparing daily patrol and community action plan
- Other

F/Initial/Date	R/Initial/Date

**FREQUENT CHECKS IN PATROL AREA**

**4.3.4** *The officer understands the locations and/or situations which exist in a “patrol area” that warrant frequent checks.*

- Cashiers
- Convenience stores
- Gas stations
- Taverns
- Financial institutions/ATM's
- Special events with large crowd activities
- Schools
- Dams
- Water treatment plants
- Critical infrastructure
- Drug houses
- Large parties at residences
- Other

F/Initial/Date	R/Initial/Date

**NIGHTTIME PATROL**

**4.3.5** *The officer understands what he/she should be looking for on nighttime patrol.*

- Broken glass
- Open doors and windows
- Pry marks
- Suspicious vehicles
- Persons on foot and on bicycles
- Differences in normal lighting (on and off)
- Unusual sounds
- Access to roof top or upper floors
- Fresh tire marks or footprints in frost, dew or the start of light rain
- Moisture wiped off the side windows of parked vehicles, indicating prowling in the area
- Other – barking dogs

F/Initial/Date	R/Initial/Date

**4.3.6 The officer understands how to determine if a parked vehicle has been recently operated.**

- On high-moisture nights
- Defogged windshield or windows
- Rainy nights – dry or wet areas under vehicle or on top of tires
- Warm engine hood (heat to this area dissipates quickly)
- Other

F/Initial/Date	R/Initial/Date

**SURVEILLANCE**

**4.3.7 The officer understands how to conduct surveillance.**

- Invisible deployment
- Radio discipline, tactical use
- Use of authorized surveillance/vision devices

F/Initial/Date	R/Initial/Date

**4.3.8 The officer understands how to react when encountering a plainclothes or undercover officer in the field.**

- No display of recognition until presence acknowledged by plainclothes officer

F/Initial/Date	R/Initial/Date

**4.3.9 The officer understands how to react to uniformed officers when the officer makes a:**

- Plainclothes arrest while working
- Off-duty arrests while in civilian clothing
- “Blue on Blue” incidents

F/Initial/Date	R/Initial/Date

#### 4.4 IDENTIFICATION OF SUSPECT BY WITNESS OF LINE-UPS

**4.4.1** *The officer understands the procedure for conducting a “line-up” which includes understanding the statutes and policies for doing field identification and a picture identification of the suspect.*

**DRIVE-BY IDENTIFICATION IN THE FIELD INCLUDES:**

- Witnesses are brought to the suspect's location
- Witnesses are separated for the identification
- Witnesses are not allowed to confer with one another
- Witnesses are advised that many persons are stopped during a police investigation and they are not to make any assumptions of guilt because of the stop
- Witnesses are not to guess
- Witnesses are to base their opinion of identification on their personal knowledge and memory only
- Witnesses are allowed to get out of the patrol unit and get a good look at the suspect before making a decision

**PHOTOGRAPHIC IDENTIFICATION**

- Compliance with agency's policy
- Old booking files
- “Video imaging” system
- Use of like photos for line-up

**IN-CUSTODY IDENTIFICATION**

- Formal physical line-up with suspects in and out of custody

F/Initial/Date	R/Initial/Date

#### PHOTO LINE-UPS

**4.4.2** *The officer is able to explain various types of photo line-ups.*

- Simultaneous photo line-up (standard six pack)
- Sequential line-up (one at a time)
- Victim/witness show up (taking victim/witness to suspect for identification)

F/Initial/Date	R/Initial/Date

**4.4.3 The officer understands the requirements for finding fillers for a photo line-up.**

- Filler photos should generally fit the witness's description of the suspect
- When there is a limited or insufficient suspect description or when the suspect description differs significantly from the available photograph(s) of the suspect, the filler photographs should resemble the suspect photograph, not the description

F/Initial/Date	R/Initial/Date

**4.4.4 The officer understands the following definitions as they pertain to photo line-ups:**

- Blind presentation – the presenter does not know who the suspect is
- Blinded presentation – the equivalent to blind presentation; conducted when the presenter knows who the suspect is but shows the photos in such a manner that the presenter cannot see which photo is being displayed
- Confidence statement – a witness's statement about their selection and of their confidence that the selection is the suspect. This is taken immediately after a pick has been made

F/Initial/Date	R/Initial/Date

**4.4.5 The officer is able to design and present a photo line-up using agency model or the state photo line-up model.**

- State photo line-up model policy is available in the appendix section of this manual

F/Initial/Date	R/Initial/Date

**4.5 BASIC INVESTIGATION AND CITIZEN CONTACT**

**4.5.1 The officer is able to contact a complainant and gather information for his/her report.**

F/Initial/Date	R/Initial/Date

**INITIAL CITIZEN CONTACT**

**4.5.2 The officer understands factors involved in making contact with citizens.**

- Determine if a crime has occurred
- Control the interview
- Ask questions that determine what has occurred
- Determine if all of the elements of a crime have occurred
- Determine what the person actually saw and can testify to

**DETERMINE THE CAMPLAINANT'S EXPECTATION; PROSECUTION OR ASSISTANCE – DETERMINE YOUR ACTIONS:**

- No action
- Civil issue – do not give legal advice; may assist in trying to resolve the problem, e.g., mediation
- Unfounded
- Crime – incident or card report

**INVESTIGATIVE ACTIONS**

- Begin completing the face sheet information on the actual report form to reduce repetition

F/Initial/Date	R/Initial/Date

**NOTE TAKING**

**4.5.3 The officer understands the differences between field notes and officer notebook and uses each effectively.**

- Procedure for dealing with disposable notes
- Field notes are compiled during an investigation and remain with the investigative report
- An officer's notebook is made up of chronological entries to supplement the officer's memory and is retained by the officer as a working tool but may be a department retainable record.

F/Initial/Date	R/Initial/Date

**4.5.4 The officer knows the types of information that may be entered into an officer's notebook.**

- Log time/location and mileage, weather conditions
- Other non-case information that the officer wants to record for future reference purposes
- Records retention schedules

F/Initial/Date	R/Initial/Date

**4.5.5 The officer understands officer notes.**

- May be the basis for writing reports
- Provide a reference for further investigation
- Admission as evidence
- May be subject to examination in court

F/Initial/Date	R/Initial/Date

**4.5.6 The officer understands field notes are taken in the field and are later transcribed into an official report.**

- Dates, times and locations
- Names, ages, addresses of suspects, victims and witnesses
- Names of legal owners of properties involved
- Report or file number
- Other information necessary to complete reports
- Sketches, measurements or reference information

F/Initial/Date	R/Initial/Date

**4.5.7 The officer takes field notes during an interview in such a manner as to not discourage the person being interviewed from talking.**

F/Initial/Date	R/Initial/Date

**INTERVIEWS**

**4.5.8 The officer understands the importance of planning interviews and understands how and when to advise a person of constitutional rights, in accordance with agency policy and legal requirements.**

F/Initial/Date	R/Initial/Date

**PREPARATION**

**4.5.9 The officer understands systematic steps that are taken in preparation for an interview.**

F/Initial/Date	R/Initial/Date

**4.5.10 The officer understands how to observe a suspect, interviewee, etc. to detect deception, deceit, manipulation, etc.**

F/Initial/Date	R/Initial/Date

**4.5.11 The officer listens closely to the interviewee, suspect, etc. to ensure full understanding of the person's words.**

F/Initial/Date	R/Initial/Date

**4.5.12 The officer has an understanding of which crimes require an interview to be recorded.**

- In 2009, Oregon Legislature created new provisions requiring electronic recording of custodial interrogations in specific situations – ORS 133.400
- The measure requires the electronic recording of a custodial interview conducted by a law enforcement agency in a "law enforcement facility" if the interview is in connection with aggravated murder or crimes listed in - ORS 137.700 or ORS 137.707

F/Initial/Date	R/Initial/Date

## **POLICE REPORTS**

**4.5.13 The officer is able to prepare arrest related paperwork, e.g., custody reports, incident reports, officer's statement, probable cause forms, etc.**

F/Initial/Date	R/Initial/Date

**4.5.14 The officer is able to write in-depth narrative reports containing complete sentences and paragraphs, e.g., investigative reports, supplemental/follow-up reports.**

F/Initial/Date	R/Initial/Date

**4.5.15 The officer is able to write reports consisting primarily of check-off boxes or fill-in blanks, e.g., dispatch card, accident report, etc.**

F/Initial/Date	R/Initial/Date



**4.5.16 The officer understands the questions that should be answered in a complete report (who, what, when, where, why and how).**

F/Initial/Date	R/Initial/Date

**4.5.17 Given a set of facts, the officer is able to organize the facts in an appropriate format.**

F/Initial/Date	R/Initial/Date

**4.5.18 The officer follows the rules of good report writing.**

- Accurate
- Concise
- Complete
- Legible
- Grammatically and structurally correct
- Use of opinions

F/Initial/Date	R/Initial/Date

**4.5.19 The officer understands the reporting requirements of the agency.**

- Agency report forms
- Reports; handwritten (cursive or print) or prepared on the computer
- Reports completed in the field or office
- When reports are turned in to a supervisor
- Reports are written in the first person
- Proper grammar, spelling and punctuation
- What abbreviations are acceptable
- Style of the report; outline or narrative formats
- Chronological order
- Complies with agency report writing procedure
- Documentation of exculpatory information

**NOTE: DMV OFFERS A CRASH REPORT WRITING MANUAL**

F/Initial/Date	R/Initial/Date

**4.5.20 The officer satisfactorily completes the proper police report for any given situation.**

F/Initial/Date	R/Initial/Date

**MANDATORY REPORTING**

**4.5.21 The officer understands situations that require mandatory reporting.**

**CHILD ABUSE**

- Any public or private official having reasonable cause to believe that any child with whom the official comes into contact has suffered abuse or that any person with whom the official comes in contact has abused a child, shall cause a report to be made – ORS 419B.010
- Making a false report of child abuse (NEW OFFENSE)
  - Person knowingly makes a false report of child abuse to a public or private official. DHS or a law enforcement agency with the intent to influence a custody, parenting time, visitation or child support decision – 2011 Oregon Laws, Chapter 606

**ABUSE OF INDIVIDUALS WITH MENTAL ILLNESS OR INTELLECTUALLY DISABLED PERSONS**

- Abuse of individuals with mental illness or intellectually disabled adults must be reported to the Department of Human Services or to law enforcement; Definitions - ORS 430.735

**ELDER ABUSE**

- Any public or private official who has reasonable cause to believe that any person 65 years of age or older with whom the official comes into contact while acting in an official capacity has been abused, or that any person with whom the official comes in contact with while acting in an official capacity has abused a person 65 years of age or older, must immediately report it or cause it to be reported – ORS 124.060-070
- The report may be made to the local office of the Department of Human Services or to a law enforcement agency in the county where the person making the report is located. If that law enforcement agency does not have jurisdiction it must immediately notify the appropriate law enforcement agency

F/Initial/Date	R/Initial/Date

**CRIME PREVENTION**

**4.5.22 The officer understands his/her responsibility in preventing crime in the community.**

- Education
- Enforcement
- Proactive recommendations
- Patrol awareness
- Environmental factors
- Development of positive community relationships

**LOCATING WITNESSES**

- Talk to bystanders
- Always talk to neighbors
- Ask the victim if they know of any possible witnesses
- In crimes involving an unknown suspect, ask the victim if anyone had a motive or an opportunity to commit the crime

**CLOSING THE CONTACT**

- Advise the complainant of the case status
- Explain the follow-up procedure and who will handle the follow-up
- Make sure the complainant is aware of any further responsibilities that are referred to the victim:
  - Returning a stolen property list to records
  - Checking with neighbors who were not home during the investigation
  - Who to contact if there are questions or additional missing property

F/Initial/Date	R/Initial/Date

**CRIME SCENES AND OFFICER RESPONSIBILITIES**

**4.5.23 The officer understands the duties and responsibilities of an officer assigned to a crime scene and possesses the knowledge and skills necessary for their accomplishment.**

F/Initial/Date	R/Initial/Date

**4.5.24 The officer is able to identify and secure the perimeter of the crime scene and contain it.**

- Crimes against persons
- Crimes against property

F/Initial/Date	R/Initial/Date

**BASIC INVESTIGATIVE STEPS**

***4.5.25 The officer understands the basic investigative steps at any crime scene.***

- Secure scene and protect evidence, identify what may have been disturbed, tampered with or is possibly of evidentiary value
- Separate witnesses and obtain statements from them
- Obtain additional assistance: patrol or detectives
- Photograph the scene
- Collect the evidence in a manner that does not add, delete, destroy or compromise the evidence and use gloves whenever possible so evidence is not contaminated
- Attempt to locate additional witnesses; check with neighbors
- Process the evidence
- Study crime scene to identify modus operandi (MO) of suspect

F/Initial/Date	R/Initial/Date

***4.5.26 The officer is able to control the movements of victims, witnesses, the public and other police officers who attempt to enter a “contained” crime scene.***

F/Initial/Date	R/Initial/Date

***4.5.27 The officer is able to conduct a preliminary investigation.***

- Locate and identify victims, suspects and witnesses
- Conduct initial interviews
- Complete field notes, noting conditions and events

F/Initial/Date	R/Initial/Date

***4.5.28 The officer understands the organization and delegation of investigative responsibilities within the agency.***

F/Initial/Date	R/Initial/Date

**PHYSICAL EVIDENCE – CRIME SCENE SEARCHES**

**4.5.29** *The officer demonstrates the ability to search a crime scene for physical evidence through the use of an organized method.*

- Strip
- Spiral
- Other

F/Initial/Date	R/Initial/Date

**COLLECTION, PACKAGING AND STORAGE OF EVIDENCE**

**4.5.30** *The officer understands agency policies and procedures concerning the collection, packaging and storage of various types of evidence.*

- Evidence – generally
- Controlled substances
- Guns
- Sharp objects such as knives and razor blades
- Syringes
- Money
- Flammable liquids and materials
- Explosives
- Hazardous/toxic materials and liquids
- Organic material (e.g. marijuana)
- Blood collection kits
- Blood on the floor
- Bloody clothing or objects
- Urine samples
- Sexual assault evidence kits
- Arson evidence – tin cans
- Crime scene photographs
- Bicycles
- Vehicles
- Perishable items
- Other – wet evidence, contaminated evidence

F/Initial/Date	R/Initial/Date

**4.5.31** *The officer protects items of evidence at an outside crime scene during adverse weather conditions.*

F/Initial/Date	R/Initial/Date

**4.5.32 The officer understands agency policies and procedures concerning the transmission of evidence to laboratory facilities.**

F/Initial/Date	R/Initial/Date

**4.5.33 The officer understands the agency policies and procedures as they apply to the handling, maintenance and final disposition of evidentiary items.**

F/Initial/Date	R/Initial/Date

**4.5.34 The officer is able to apply the rules of evidentiary law to daily duties following procedures that are established by the employing agency and the prosecuting authorities.**

F/Initial/Date	R/Initial/Date

**CHAIN OF CUSTODY**

**4.5.35 The officer understands the terms “chain of custody” and “chain of evidence.”**

F/Initial/Date	R/Initial/Date

**4.5.36 The officer understands when the use of a plastic or airtight container is appropriate.**

F/Initial/Date	R/Initial/Date

**4.5.37 The officer is able to identify, collect, mark and preserve physical evidence.**

F/Initial/Date	R/Initial/Date

**4.5.38 The officer understands the rules of evidence.**

F/Initial/Date	R/Initial/Date

**4.5.39 The officer properly completes necessary forms utilized by the agency to ensure the chain of custody.**

F/Initial/Date	R/Initial/Date

**4.5.40 The officer prepares satisfactory crime scene notes and understands their importance.**

F/Initial/Date	R/Initial/Date

#### **CRIME SCENE SKETCHES**

**4.5.41 The officer understands the value of crime scene sketches and their relationship to photographs.**

F/Initial/Date	R/Initial/Date

**4.5.42 The officer understands agency policies and procedures concerning taking or obtaining crime scene photographs.**

- Inappropriate dissemination of photographs

F/Initial/Date	R/Initial/Date

**4.5.43 The officer prepares a satisfactory crime scene sketch at a crime scene or from the notes obtained.**

- All appropriate measurements
- Identification of items of evidence
- A legend and scale to which a sketch is drawn
- Direction of north
- Case identification information

F/Initial/Date	R/Initial/Date

#### **FINGERPRINT EVIDENCE**

**4.5.44 The officer understands how to locate, preserve and/or process fingerprint evidence.**

F/Initial/Date	R/Initial/Date

**4.5.45 The officer understands the differences between latent fingerprints and visible fingerprint impressions.**

F/Initial/Date	R/Initial/Date

**4.5.46 The officer understands how to obtain elimination prints.**

F/Initial/Date	R/Initial/Date

#### **SOURCES OF INFORMATION/INFORMANTS**

**4.5.47 The officer understands the importance of identifying and developing sources of information through networking with persons in the community.**

F/Initial/Date	R/Initial/Date

**4.5.48 The officer understands techniques for identifying and developing informants.**

F/Initial/Date	R/Initial/Date

**4.5.49 The officer understands the hazards of divulging too much information to an informant.**

- Danger of breaking confidentiality
- Dangers involved with paid or confidential reliable informants
- Danger of not knowing the informant's motivation
- Danger of becoming too closely involved with the informant
- Danger of allowing the informant to develop a personal agenda
- Danger of not verifying information provided by the informant
- Danger of losing control of the informant or allowing the informant to make decisions regarding the investigation
- Danger of informant doing things on their own without approval

F/Initial/Date	R/Initial/Date

#### **TYPES OF INFORMANTS**

**4.5.50 The officer understands that there are many types of informants, not just paid police informants. This is an important aspect of community policing.**

F/Initial/Date	R/Initial/Date



**4.5.51 The officer understands the types of public and private records that may be of assistance when collecting investigative information.**

F/Initial/Date	R/Initial/Date

**LOST, FOUND AND RECOVERED PROPERTY**

**4.5.52 The officer understands Oregon law and agency policies and procedures concerning the disposition of property other than evidence.**

- Property recovered by the officer
- Rights and duties of finder of money or goods – ORS 98.005
  - If any person finds money or goods valued at \$100 or more and if the owner of the money or goods is unknown; such person, within 10 days after the date of the finding shall give notice of the finding in writing to the county clerk of the county in which the money or goods were found. Within 20 days after the date of the finding, the finder of the money or goods shall cause to be published in a newspaper of general circulation in the county a notice of the finding once each week for two consecutive weeks. Each such notice shall state the general description of the money or goods found, the name and address of the finder and the final date before which such goods may be claimed
  - If no person appears and establishes ownership of the money or goods prior to the expiration of three months after the date of the notice to the county clerk under subsection (1) of this section, the finder shall be the owner of the money or goods
- Property (real or personal) of injured, ill or deceased persons
- How LEDS services can assist in determining property status

F/Initial/Date	R/Initial/Date

**4.5.53 The officer is able to use identifying numbers and descriptions to trace stolen goods.**

F/Initial/Date	R/Initial/Date

**SEARCHES (SEARCH AND SEIZURE)**

**4.5.54 The officer understands the agency's practice and policies concerning the conducting of searches.**

F/Initial/Date	R/Initial/Date

## **TYPES OF SEARCHES**

**4.5.55** *The officer understands when various types of legally authorized searches may be conducted.*

- Consent searches
- Searches; incident to arrest
- Probable cause plus exigent circumstances searches
- Plain-view seizures
- Community care-taking
- Abandoned property
- Automobile searches
- Inventory searches
- Electronic media

F/Initial/Date	R/Initial/Date

## **SEARCH WARRANTS**

**4.5.56** *The officer understands how to obtain and execute a search warrant.*

F/Initial/Date	R/Initial/Date

## **FOLLOW-UP INVESTIGATION RESPONSIBILITIES**

**4.5.57** *The officer understands the agency's policy on follow-up responsibilities in investigations.*

F/Initial/Date	R/Initial/Date

## **IN PROGRESS CALLS FOR SERVICE**

**4.5.58** *The officer is able to safely and effectively respond to in progress calls for service.*

F/Initial/Date	R/Initial/Date

**4.5.59 The officer understands agency policy and considers factors when responding to an in progress call for service.**

- Proceeding to the location most likely to allow interception of fleeing suspects
- Proceeding to scene and coordinating arrival and deployment with other units

**THE PRIMARY OFFICER IS RESPONSIBLE FOR DEVELOPING A PLAN OF ACTION**

- Distance to location
- Availability of assisting units
- Nature of crime
- Traffic and environmental conditions
- Concern for possible lookouts
- Watch for fleeing suspects
- Parking and securing vehicles
- Apprehension of suspect(s)
- Broadcasting additional information
- Securing the scene

F/Initial/Date	R/Initial/Date

**PROWLER CALL**

**4.5.60 The officer understands procedures to be followed in responding to a prowler call.**

- Coordination of responding units
- Utilization of a quiet and possibly “blacked out” approach
- Containment of the area
- Parking and securing the vehicle
- Immediate contact of the informant, advantages and disadvantages
- Controlled search of area or location
- Inspection for telltale signs, footprints, barking dogs, etc.
- Locate “warm” vehicles
- Suspects use bicycles – watch for them
- Confirm that a crime has occurred, not just that a suspicious person has been seen

F/Initial/Date	R/Initial/Date

#### 4.6 DOMESTIC VIOLENCE

**4.6.1 *The officer is able to handle domestic violence situations in a safe and efficient manner.***

F/Initial/Date	R/Initial/Date

**4.6.2 *The officer understands basic responsibilities at a domestic violence scene.***

- Protect the victim
- Determine if a crime has been committed and if custody arrest is required
- Provide safety to persons and property
- Make a mandatory arrest, if required
- Referral to a community resource/shelter
- Provide victim's assistance information to a victim of domestic violence; mandatory – ORS 133.055(3)

F/Initial/Date	R/Initial/Date

**4.6.3 *The officer understands the inherent dangers to an officer who enters the home of a family involved in a dispute.***

F/Initial/Date	R/Initial/Date

**4.6.4 *The officer understands the advantages and disadvantages of separating parties in a dispute and gathering information from them individually.***

F/Initial/Date	R/Initial/Date

**4.6.5 *The officer can explain the differences between criminal and civil laws that apply during dispute situations and understands that police officers cannot enforce civil laws without a court order specifically instructing the officer to take a particular civil action.***

F/Initial/Date	R/Initial/Date

**4.6.6 *The officer understands mandatory custody arrest – ORS 133.055.***

F/Initial/Date	R/Initial/Date

**4.6.7 The officer understands the law and procedures relating to enforcement of restraining orders.**

F/Initial/Date	R/Initial/Date

**4.6.8 The officer understands that there is an enhanced penalty if children are present during a domestic assault.**

F/Initial/Date	R/Initial/Date

**4.7 FAMILY CRISIS INTERVENTION**

**FAMILY DISPUTES**

**4.7.1 The officer has a thorough understanding of procedures and laws governing crisis intervention as it deals with the family crises.**

- Two officers with officer safety being the priority
- Criminal v. civil assistance
- Make referrals – use agency resource guide

F/Initial/Date	R/Initial/Date

**RESTRAINING ORDERS**

**4.7.2 The officer understands the procedures for a victim to obtain a restraining order.**

F/Initial/Date	R/Initial/Date

**4.7.3 The officer understands the investigation of a restraining order violation.**

- Suspect at the scene or can be located
- Unable to locate suspect

F/Initial/Date	R/Initial/Date

**STALKING ORDERS**

**4.7.4 The officer understands the procedures for a victim to obtain a stalking order.**

F/Initial/Date	R/Initial/Date

**4.7.5 The officer understands the procedures for investigation of a violation of a stalking order.**

- Suspect at the scene or can be located

F/Initial/Date	R/Initial/Date

**PROTECTIVE CUSTODY OF CHILDREN**

**4.7.6 The officer understands when protective custody is authorized.**

- Child is the victim of abuse or neglect – ORS 419B.150
- Juvenile is the suspect of a crime – ORS 419C.080

F/Initial/Date	R/Initial/Date

**4.7.7 The officer understands how to place a child in custody of a social service agency.**

F/Initial/Date	R/Initial/Date

**4.8 ALARMS**

**4.8.1 The officer understands the procedure for responding to alarms.**

- Silent alarm v. audible alarm and agency alarm response procedure
- Documentation – reports and security/false alarm notice
- Response – the same as any other crime in progress
- Special consideration to robbery alarms
- Telephone contact when in position
- Description of manager/owner and have responsible person meet the officer outside
- Hostages
- Once outside, do not allow suspect to re-enter the business once confronted by the police

F/Initial/Date	R/Initial/Date

## 4.9 BARRICADED SUSPECT

### 4.9.1 *The officer understands the responsibilities and actions required at the scene of a barricaded suspect.*

- Identify and use cover
- Inner perimeter (invisible)
- Outer perimeter
- Determine if hostage(s) situation
- Establish a command center/post; supervisor's responsibility if present
- Evacuate neighbors, control access; supervisor's responsibility if present
- Have medical staged in the area
- Negotiations
- Special Teams – SWAT and hostage negotiation teams
- Remember: contain, control and resolve

F/Initial/Date	R/Initial/Date

## 4.10 UNUSUAL OCCURRENCES

### 4.10.1 *The officer understands the responsibilities and actions required at the scene of a disaster.*

F/Initial/Date	R/Initial/Date

### 4.10.2 *The officer understands initial responsibilities fall to the first unit(s) to arrive at an air crash, major vehicle crash or disaster scene.*

- Request for needed assistance and equipment
- Providing for emergency medical aid
- Establish incident command
- Establishment of security perimeter
- Protect scene from additional crashes or injuries; disturbing of evidence
- Establishment/location of a command center site
- Establishment of a major incident log/advise dispatch
- Notification, identification and admission of authorized personnel

F/Initial/Date	R/Initial/Date

**AIR CRASH**

**4.10.3 The officer understands specific considerations unique to the handling of the air crash.**

- Police personnel will be the initial responders and will provide first aid and secure the scene. Appropriate authorities are in charge of the initial investigation
- Possibility of dangerous weapons or materials
- Possibility of classified materials
- Consider the scene as being a hazardous material spill

F/Initial/Date	R/Initial/Date

**CRASH INVOLVING HAZARDOUS MATERIALS**

**4.10.4 The officer understands specific responsibilities and considerations applicable to handling crashes involving hazardous material or chemicals.**

- Requesting assistance to include radiological monitoring support
- Ask dispatch for the wind direction and speed, if applicable
- Isolation and evacuation of an area at least 2,000 feet from radioactive material
- Initial response isolation of 500 feet for all unknown hazardous material spills
- Prohibition of eating, drinking or smoking in the danger area
- Isolation of persons believed to have been contaminated
- Administering necessary emergency medical aid
- Agency policies
- Location of incident command site
- Use of DOT hazardous materials guide

F/Initial/Date	R/Initial/Date



**4.10.5 The officer understands agency procedures for handling other unusual occurrences.**

- Electrical wires down
- Malfunction of traffic signals
- Hazardous road conditions
- Damage to fire hydrants
- Gas leaks
- Closure of freeway or major arterial streets that funnel traffic into city streets
- Boating or swimming emergencies
- Very heavy or large abandoned property; roadway construction
- Wind storms
- Flooding
- Earthquakes
- WMD (Weapons of Mass Destruction)
- Terrorists activities
- Other local possibilities

F/Initial/Date	R/Initial/Date

**EXPLOSIVE DEVICES**

**4.10.6 The officer understands the agency policy upon arrival at the scene of a suspected or actual explosive device.**

- Immediate isolation and reasonable evacuation
- Request necessary assistance and equipment
- Avoid handling suspected device
- If a suspicious item is found, the bomb team is to be called to handle the situation
- Use of police radio, electronic devices
- Know who is responsible for evacuation

F/Initial/Date	R/Initial/Date

**FIRES**

**4.10.7 The officer understands how to react to emergency fires.**

F/Initial/Date	R/Initial/Date

**4.10.8 The officer understands the best methods to be used in extinguishing chemical and electrical fires and the use of an extinguisher.**

F/Initial/Date	R/Initial/Date

**4.10.9 The officer understands how to determine when a burning building is unsafe to enter.**

F/Initial/Date	R/Initial/Date

**4.10.10      The officer understands how to make a safe and effective search for victims in a burning building.**

- Interactions with fire agencies, both paid and volunteer

F/Initial/Date	R/Initial/Date

**ANIMALS**

**4.10.11      The officer understands how to handle loose, injured or rabid animal calls and also deal with animal bite situations.**

- Barking dogs
- Vicious dogs running at large
- Dog-bite investigations
- Injured or sick wild animals
- Injured or sick birds of prey; Raptor Center referral

F/Initial/Date	R/Initial/Date

**4.10.12      The officer understands the availability, duties and responsibilities of the local animal control agency.**

F/Initial/Date	R/Initial/Date

**4.10.13      *The officer understands agency policies concerning the disposition of vicious, injured or sick animals; known or unknown owner.***

- Daytime
- Nighttime
- Shooting or disposing of injured animals, if necessary
- Large, loose wild animals in residential areas
- Large, loose farm animals such as horses

F/Initial/Date	R/Initial/Date

**4.11      MISSING PERSONS**

**4.11.1 *The officer understands agency policies and procedures that apply to missing person situations.***

F/Initial/Date	R/Initial/Date

**4.11.2 *The officer understands the procedures that must be followed in the investigation of cases involving adults or individuals with mental illness, including statutory reporting requirements.***

F/Initial/Date	R/Initial/Date

**4.11.3 *The officer understands the importance of making a thorough search of a missing child's home and nearby areas at the onset of the investigation.***

F/Initial/Date	R/Initial/Date

**4.11.4 *The officer is aware of resources to be used in cases of missing children.***

- LEDS – (503) 378-5565
- The Oregon Missing Children Clearinghouse – (800) 282-7155 (branch of the Oregon State Police) – (503) 934-0188
- The National Center for Missing and Exploited Children (NCMEC) – (800) 843-5678, website: [www.missingkids.com](http://www.missingkids.com)

F/Initial/Date	R/Initial/Date

**4.11.5 The officer understands the process and their responsibilities when an Amber Alert is activated.**

- Confirmation an abduction has occurred
- Abduction involves taking of:
  - Child 17 years of age or younger
  - Dependent person with disability
- The child/person is in danger
- Adequate descriptive information
  - Child/person, suspect or suspect vehicle
- This alert system is not to be used for runaways or parental abduction unless the child is in danger of imminent bodily harm or death
- First responder confirms that abduction meets criteria
- Notifies command staff
- Obtains information to complete the Amber Alert message form
- Notifies PIO of intent to send out an alert
- Notifies investigations and administration
- Arrange for Tip Line call takers
  - Call takers must be in place prior to sending alert
  - If the Law Enforcement Agency (LEA) does not have the resources to staff, OSP will
- LEA does statewide APB
- Contact OSP Northern Command Center, (503) 375-3555 with Amber Alert information
- OSP will activate alert if abduction meets the above listed criteria
- OSP may notify ODOT for use of highway reader boards
- OEM contacts media
- Tips are forwarded to LEA command center for follow-up

F/Initial/Date	R/Initial/Date

**4.12 DECEASED, SICK OR INJURED PERSONS**

**DECEASED PERSONS**

**4.12.1 The officer understands agency policies and procedures for handling deceased persons.**

- Verify the identity of deceased persons
- Deliver emergency messages, e.g., injuries, death, etc.
- Respond to and conduct preliminary investigation of death/bodies found
- Conduct follow-up and continuing investigation of suicides

F/Initial/Date	R/Initial/Date

**4.12.2 The officer understands Oregon law and agency procedures concerning death investigations that must be handled by the medical examiner. ORS 146.090 requires that the following circumstances of death must be investigated by the medical examiner.**

- Apparent homicide, suicide or death occurring under suspicious circumstances
- Resulting from the use of dangerous or narcotic drugs
- The death of any person who is incarcerated in any jail or correctional facility or who is in police custody
- Apparently accidental or following an injury
- By disease, injury or toxic agent; during or arising from employment
- While not under the care of a physician during the period immediately previous to death
- Death related to disease which might constitute a threat to public health

F/Initial/Date	R/Initial/Date

**4.12.3 The officer understands the legal requirements concerning the removal of a human body from the death scene – ORS 146.103(1).**

F/Initial/Date	R/Initial/Date

**4.12.4 The officer understands the legal requirements concerning the removal of personal effects from the deceased – ORS 146.103(2).**

F/Initial/Date	R/Initial/Date

**4.12.5 The officer understands what agency members may have been designated as deputy medical examiner (DME).**

F/Initial/Date	R/Initial/Date

**4.12.6 The officer understands requirements for the disposition of Native American remains.**

- Any discovered human remains suspected to be Native Indian shall be reported to the Oregon State Police, State Historic Preservation Office, the appropriate Indian Tribe and the Commission on Indian Services – ORS 97.745(4)
- Contact information:
  - Oregon State Police – (503) 934-0324 or (800) 452-7888
  - State Historic Preservation Office – (503) 986-0674; cell (503) 881-5038
  - Legislative Commission on Indian Services – (503) 986-1067

F/Initial/Date	R/Initial/Date

**SICK OR INJURED PERSONS**

**4.12.7 The officer understands agency policies concerning providing aid and transportation to sick or injured persons.**

- Universal precautions regarding illness

F/Initial/Date	R/Initial/Date

**4.13 PERSONS WITH MENTAL HEALTH DISORDERS**

**4.13.1 The officer understands the criteria and understands the procedures for which an individual may be taken on a peace officer hold.**

F/Initial/Date	R/Initial/Date

**4.13.2 The officer understands the effective methods for interacting with persons experiencing a mental health crisis and will attempt the following techniques when feasible:**

- Use a calm voice
- Repeat commands
- Use slow and deliberate movements
- Tell the person in crisis what is happening
- Tell the truth (do not buy into irrational thinking; tin foil hat example)
- Consider disengagement/walk away
- Reasonable use of force

F/Initial/Date	R/Initial/Date

**4.13.3 The officer understands differences between mental health disorders and intellectual disabilities.**

F/Initial/Date	R/Initial/Date

**4.13.4 The officer understands potential problems in interviewing an intellectually disabled person suspected of a crime, e.g., may improperly confess out of eagerness to please.**

F/Initial/Date	R/Initial/Date

**4.13.5 The officer is able to appropriately deal with people who have mental health disorders.**

F/Initial/Date	R/Initial/Date

7(d) I hereby certify that all materials in Module IV have been reviewed with me.  
Officer \_\_\_\_\_ Date \_\_\_\_\_  
I hereby certify that the above officer has demonstrated acceptable  
knowledge and ability in the areas covered in Module IV.  
Field Training Officer \_\_\_\_\_ Date \_\_\_\_\_

## **MODULE V – TRAFFIC LAW AND INVESTIGATIONS**

### **TRAFFIC LAW**

#### **5.1 TRAFFIC LAWS AND MAJOR TRAFFIC OFFENSES**

**5.1.1** *The officer is able to apply Oregon traffic laws and understands agency policies and procedures relating to their enforcement.*

##### **MAJOR TRAFFIC CRIMES**

- Driving under the influence of intoxicants (DUII); penalty – ORS 813.010
- Reckless driving; penalty – ORS 811.140
- Failure to perform duties of driver; penalty – ORS 811.700-811.715
- Fleeing or attempting to elude police officer; penalty – ORS 811.540
- Criminal driving while suspended (DWS) or revoked (DWR); penalties – ORS 811.182

##### **TRAFFIC VIOLATIONS**

- Violation driving while suspended or revoked; penalties – ORS 811.175
- Careless driving; penalty – ORS 811.135
- Driving uninsured prohibited; penalty – ORS 806.010
- Failure to properly use seatbelts; penalty – ORS 811.210
- Child safety seat requirement – ORS 811.210(B)(C)
- Operating vehicle without driving privileges or in violation of license restrictions; penalty – ORS 807.010

F/Initial/Date	R/Initial/Date



**FREQUENTLY USED TRAFFIC LAWS ENFORCEABLE ON PREMISES OPEN TO THE PUBLIC**

**5.1.2 *The officer is able to apply the traffic laws that are enforceable on premises open to the public.***

- Driving uninsured prohibited; penalty – ORS 806.010
- Operating vehicle without driving privileges or in violation of license restrictions; penalty – ORS 807.010
- Giving false information to a police officer; penalty – ORS 807.620
- Careless driving; penalty – ORS 811.135
- Reckless driving; penalty – ORS 811.140
- Violation driving while suspended or revoked; penalties – ORS 811.175
- Criminal driving while suspended; penalties – ORS 811.182
- Fleeing or attempting to elude police officer; penalty – ORS 811.540
- Unlawful parking in space reserved for persons with disabilities; exceptions; penalties – ORS 811.615
- Failure to perform duties of driver when property is damaged; penalty – ORS 811.700
- Failure to perform duties of driver to injured persons; penalty – ORS 811.705
- Driving under the influence of intoxicants (DUII); penalty – ORS 813.010
- Unreasonable sound amplification from a vehicle; penalty – ORS 815.232

F/Initial/Date	R/Initial/Date

**SPEED VIOLATIONS**

**5.1.3 *The officer understands what constitutes a violation of speed.***

- Violating a speed limit; penalty – ORS 811.111
- Violation of basic speed rule; penalty – ORS 811.100
- Speeds that are evidence of basic rule violation – ORS 811.105
- Speed racing on highway; penalty – ORS 811.125

F/Initial/Date	R/Initial/Date

**RADAR/LIDAR**

**5.1.4 *To use radar, the officer can demonstrate and has thorough understanding of how to operate speed-measuring devices available to patrol and pass agency approved training.***

F/Initial/Date	R/Initial/Date

## **TRAFFIC INVESTIGATIONS**

### **5.2 TOWING OF VEHICLES AND IMPOUNDING VEHICLES**

#### **5.2.1 *The officer understands agency policies, procedures and laws concerning towing, impounding, storage and disposition of vehicles taken into custody.***

- Impoundment for specified offenses; grounds; notice; release – ORS 809.720
- Police seizure of vehicle without identification number; inspection; disposition of vehicle; disposition of moneys from sale – ORS 819.440
- Miranda vs. City of Cornelius: We conclude that, in the circumstances of ***this*** case, probable cause to believe that there had been a traffic infraction or non-criminal violation was insufficient to justify an impoundment of a vehicle parked in the owner's driveway, in the absence of a valid caretaking purpose.  
<http://case;aw.findlaw.com/us-9th-circuit/1075130.html>
- Park and lock considerations at an arrest scene
- Release at scene considerations at an arrest scene
- "Owner's request" tows
- Impound tows requested by the agency
- Vehicles towed for Driving Uninsured, Failure to Carry Proof of Insurance, Driving while Suspended, No Operator's License or Violation of License Restriction
- Towing of disabled police vehicles
- Impounding vehicles for investigative purposes
- Towing of vehicles for civil forfeiture
- Vehicle inventory of towed vehicles
- Procedures for the removal of personal property by occupants or owners
- Reports or documentation required
- Release of towed vehicles

F/Initial/Date	R/Initial/Date

#### **5.2.2 *The officer is able to inspect a vehicle to locate and read the vehicle identification number.***

F/Initial/Date	R/Initial/Date

**5.2.3 The officer is aware of resources to use when unable to locate a hidden vehicle identification number.**

- National Insurance Crime Bureau website – [www.nicb.org](http://www.nicb.org)
- Oregon NICB representative – (541) 741-6022; cell (541) 915-9097
- Regional NICB office – (888) 241-8130
- National NICB office – (800) 447-6282 ext. 7002
- National Equipment Register website – [info@ner.net](mailto:info@ner.net)
- NER office – (866) 663-7872

F/Initial/Date	R/Initial/Date

### 5.3 TRAFFIC CONTROL

#### 5.3.1 *The officer is capable of directing traffic when required.*

- Civil liability attached to directing traffic
- Officer safety considerations
- Use of proper reflective vests

#### **OFFICER SAFETY**

- Position patrol vehicle to protect the scene and the officer
- Visibility – all applicable safety equipment must be used
- Be alert – don't assume that other vehicles will follow your instructions or cone/flare patterns
- Be aware of your position at all times; don't step out of the protected zones
- Plan for an avenue of escape

#### **SAFETY EQUIPMENT**

- Reflective vest – required during night or other limited visibility conditions
  - If you work in a street or highway right-of-way and you're exposed to traffic or construction equipment, you must wear a highly visible upper-body garment in accordance with:
    - High visibility garments – OAR 437-002-0134(7) or OAR 437-003-0128
  - Emergency responders and law enforcement officers must also wear high-visibility apparel after an emergency has passed and they are doing traffic control, clean-up, investigations or similar tasks.
  - OSHA Fact Sheet: [www.cbs.state.or.us/osha/pdf/pubs/fact\\_sheets/fs42.pdf](http://www.cbs.state.or.us/osha/pdf/pubs/fact_sheets/fs42.pdf)
- Patrol vehicle lights and emergency lights
- Flashlight – use of colored cone
- Traffic cones
- Caution tape
- Ropes
- Whistles
- Equipment from agency shops

#### **TECHNIQUES**

- Stance
- Hand and arm signals
- Use of whistle with hand signals
- Teamwork between officers
- If available, let the traffic signals take over when practical

F/Initial/Date	R/Initial/Date

**5.3.2 The officer understands when and how to safely lay a flare pattern that best protects person and property and when not to use them.**

F/Initial/Date	R/Initial/Date

**5.3.3 At a traffic crash scene, the officer is able to handle the situation in a safe and effective manner.**

- Protecting persons and property involved
- Requesting the necessary assistance
- Assisting injured persons

F/Initial/Date	R/Initial/Date

## **5.4 TRAFFIC CRASHES**

### **CRASH REPORTING REQUIREMENTS**

**5.4.1 The officer understands the requirements for reporting a crash.**

- When a crash must be reported to the Department of Transportation – ORS 811.720 (Violation)
- Driver failure to report a crash – ORS 811.730 (Violation)
- Owner failure to report a crash to the Department of Transportation; penalty – ORS 811.730 (Violation)
- Failure of vehicle occupant to make a crash report to the Department of Transportation; penalty – ORS 811.735 (Violation)
- False crash report; penalty – ORS 811.740 (Misdemeanor)
- Agency policy on proper response to traffic crashes
- DMV Police Report Form; officer reporting – ORS 810.460
- DMV Citizens Report Form; citizen reporting – ORS 811.725(1)(a)

F/Initial/Date	R/Initial/Date

**5.4.2 The officer understands and can effectively perform duties and responsibilities at the scene of a traffic crash.**

- Order tows and clear the roadway as soon as possible
- If roadway is marked, may take measurements after traffic clears
- Traffic control using cones, flares, vehicles and barricades

F/Initial/Date	R/Initial/Date

**5.4.3 The officer understands agency policy regarding the investigation of crashes and the completion of crash reports.**

**STEPS TO PROPER INVESTIGATION**

- Arrive safely
- Care for the injured (universal safety precautions)
- Secure and preserve the scene to protect people and evidence
- Locate, ID and interview involved parties and witnesses
- Inspect the scene
- Document evidence
- Determine the cause of the crash
- Arrest and citation – ORS 810.410
- Radio for tow trucks
- Write a report following state crash report form and agency requirements

F/Initial/Date	R/Initial/Date

**5.4.4 The officer is able to properly complete and issue a traffic citation.**

F/Initial/Date	R/Initial/Date

**CRASH PREVENTION**

**5.4.5 The officer understands his/her responsibility in preventing crashes in the community.**

- Education
- Enforcement
- Proactive engineering recommendations
- Patrol awareness
- Environmental factors that detract from traffic safety
- Development of positive interagency relationships with road/street agency, public works, planning, traffic safety commission
- Prepare requests to have “unfit” vehicle operators reexamined
- Notification to ODOT for closing of state highways

F/Initial/Date	R/Initial/Date

## 5.5 DUI PROCEDURES

**5.5.1** *The officer demonstrates a thorough understanding of the most current DUI investigative procedures, a working knowledge of field sobriety tests and is able to process a person arrested for DUI.*

### PRE-ARREST

- Vehicle in motion; valid stop (PC – violation or RS of crime)
- Personal contact; articulate observable signs of impairment
- Pre-arrest screening; SFST tests (HGN/WAT/OLS)
  - Alternative OAR approved tests; modified Romberg balance test
- Rohr's Admonishment: when to provide/what test components left out (verbal portions)
- What point should you have PC to arrest for DUI?

### POST-ARREST

- Miranda
- Transportation
- Booking
- Telephone contact with attorney or other person (privacy vs. security issues)
- DMV-DO7 document
- 15-minute rule
- Use of Intoxilyzer checklist
- Implied consent form – when to read section 2 (urine request)
- Urine test for suspected drug use
- Use of agency Drug Recognition Expert (DRE)
- Release

### PROCEDURES

- Procedures for arresting/processing juvenile DUI
- Procedures for arresting/processing hospitalized suspects
- Procedures for getting a blood/urine search warrant
- Implied consent requirements for giving urine or blood samples at request of the officer
- Writing reports and appropriate use of standardized reports
- The narrative should be a summary of the three detection phases with additional paragraphs describing any unique observations during the custody phase
- DMV suspension hearings
- Recorded testimony
- Courtroom testimony

F/Initial/Date	R/Initial/Date

**7(e)**    I hereby certify that all materials in Module V have been reviewed with me.  
Officer \_\_\_\_\_ Date \_\_\_\_\_  
I hereby certify that the above officer has demonstrated acceptable  
knowledge and ability in the areas covered in Module V.  
Field Training Officer \_\_\_\_\_ Date \_\_\_\_\_



## **MODULE VI – OFFICER MENTAL/PHYSICAL WELLNESS**

### **6.1      ETHICS**

**6.1.1    *The officer understands the ethical standards and expectations of the profession and has a specific plan to maintain their professional behavior throughout their career.***

F/Initial/Date	R/Initial/Date

**6.1.2    *The officer is aware of how their behavior is influenced by societal expectations and their personal values.***

F/Initial/Date	R/Initial/Date

**6.1.3    *The officer understands why it is important to avoid or address the first unprofessional or unethical act.***

- Once someone commits an unethical/unprofessional act they are far more likely to engage in additional unethical/unprofessional acts and/or engage in increasingly more serious or severe acts

F/Initial/Date	R/Initial/Date

**6.1.4    *The officer knows the agency process for reporting misconduct by others.***

F/Initial/Date	R/Initial/Date

## 6.2 HEALTH AND FITNESS

**Definition of Health:** Lifestyle habits which healthy individuals and communities can adopt to maintain and enhance the state of well-being.

**Definition of Wellness:** The continual development and maintenance of the physical, spiritual, emotional, social, intellectual and environmental components of one's health, consistent with the culture in which one resides.

### 6.2.1 *The officer understands the most effective strategies for reducing one's body fat.*

- Regular exercise; short duration, high intensity, interval training and/or low to moderate intensity, longer duration aerobic exercise
- Reducing dietary consumption of fats and sugars; less than 20% of calories in diet should be in the form of fats; reduce the amount of sugar intake in dietary consumption

F/Initial/Date	R/Initial/Date

## 6.3 STRESS

### 6.3.1 *The new officer understands some of the common causes, symptoms and effects of stress, e.g. police/citizen contact, job pressures, emotional conflicts and relationship difficulties.*

- Divorce
- Alcoholism
- Suicide
- Emotional and health problems
- Job stress
- Time stress
- Constant, rapid change
- Family demands and concerns
- Relationship stress
- Financial stress

F/Initial/Date	R/Initial/Date

**6.3.2 The new officer identifies techniques for dealing with various stressful situations.**

**PROVEN STRESS REDUCTION TECHNIQUES**

- Modeling stress-resistant behaviors
- Utilize psychological counseling
- Engage in regular exercise
- Wellness education

**ELIMINATING OR REDUCING ANY STRESSORS WITHIN YOUR POWER**

- Identify stressors in the workplace
- Consistent application of policies and procedures by staff – firm and fair
- Constant and consistent communication among all staff

F/Initial/Date	R/Initial/Date

**6.3.3 The new officer identifies and lists resources in the community for dealing with personal and professional stress.**

- Health insurance plans; health and wellness plans
- Agency identified personnel with specialized training
- Police chaplaincy programs
- Agency EAP programs; counseling services if available to the officer
- Regional/local training opportunities
- Your support people; family and friends

F/Initial/Date	R/Initial/Date

**6.3.4 The new officer understands some of the stress and fitness factors for criminal justice officers.**

**WHY BE CONCERNED ABOUT STRESS?**

- Research and criminal justice officials consider corrections and law enforcement to be among the most stressful occupations

F/Initial/Date	R/Initial/Date

7(f) I hereby certify that all materials in Module VI have been reviewed with me.  
Officer \_\_\_\_\_ Date \_\_\_\_\_  
I hereby certify that the above officer has demonstrated acceptable  
knowledge and ability in the areas covered in Module VI.  
Field Training Officer \_\_\_\_\_ Date \_\_\_\_\_

# **POLICE OFFICER FIELD TRAINING COMPLETION RECORD**

Note: Completion of this manual is required for certification, however, certification will not be issued until all requirements are met, including receipt of the Application for Certification (form F-7)

**DPSST#** \_\_\_\_\_

**1(a)** Name of Trainee \_\_\_\_\_

**(b)** Agency \_\_\_\_\_

**(c)** Date Employed in certifiable position \_\_\_\_\_ **(d)** Title \_\_\_\_\_

**2.** Basic Class Number \_\_\_\_\_ **3.** Date of Basic Class \_\_\_\_\_

**4.** Name of Field Training Officer(s) **5.** Field Assignment **6.** Field Training Dates

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**7(a)** I hereby certify that all materials in Module I have been reviewed with me.

**Officer** \_\_\_\_\_ **Date** \_\_\_\_\_

I hereby certify that the above officer has demonstrated acceptable knowledge and ability in the areas covered in Module I.

**Field Training Officer** \_\_\_\_\_ **Date** \_\_\_\_\_

**7(b)** I hereby certify that all materials in Module II, have been reviewed with me.

**Officer** \_\_\_\_\_ **Date** \_\_\_\_\_

I hereby certify that the above officer has demonstrated acceptable knowledge and ability in the areas covered in Module 2.

**Field Training Officer** \_\_\_\_\_ **Date** \_\_\_\_\_

**7(c)** I hereby certify that all materials in Module III, have been reviewed with me.  
**Officer** \_\_\_\_\_ **Date** \_\_\_\_\_

I hereby certify that the above officer has demonstrated acceptable knowledge and ability in the areas covered in Module III.

**Field Training Officer** \_\_\_\_\_ **Date** \_\_\_\_\_

**7(d)** I hereby certify that all materials in Module IV have been reviewed with me.  
**Officer** \_\_\_\_\_ **Date** \_\_\_\_\_

I hereby certify that the above officer has demonstrated acceptable knowledge and ability in the areas covered in Module IV.

**Field Training Officer** \_\_\_\_\_ **Date** \_\_\_\_\_

**7(e)** I hereby certify that all materials in Module V, have been reviewed with me.  
**Officer** \_\_\_\_\_ **Date** \_\_\_\_\_

I hereby certify that the above officer has demonstrated acceptable knowledge and ability in the areas covered in Module V.

**Field Training Officer** \_\_\_\_\_ **Date** \_\_\_\_\_

**7(f)** I hereby certify that all materials in Module VI, have been reviewed with me.  
**Officer** \_\_\_\_\_ **Date** \_\_\_\_\_

I hereby certify that the above officer has demonstrated acceptable knowledge and ability in the areas covered in Module VI.

**Field Training Officer** \_\_\_\_\_ **Date** \_\_\_\_\_

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

Agency Head or Designee \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

**DPSST use only:**

**Date Received** \_\_\_\_\_ **Approved** \_\_\_\_\_

The Field Training Manual is required for certification, manuals completed any other time will not be considered for certification requirements.

# OACP/OSSA MODEL POLICY EYEWITNESS IDENTIFICATION

## PURPOSE

The purpose of this policy is to provide procedures for obtaining objective results when preparing and conducting lineups and showups.

## POLICY

It is the policy of this agency that eyewitness identifications be conducted in a manner most likely to assess witnesses' true and reliable recollections and in compliance with state and federal constitutional requirements.

## DEFINITIONS

Blind Presentation – The presenter does not know who the suspect is. Also known as double-blind presentation.

Blinded Presentation – The equivalent of a blind presentation; conducted when the presenter knows who the suspect is. Also known as functionally equivalent presentation.

Confidence Statement – A witness's statement about his selection and of his confidence that his selection is the suspect; taken immediately after a pick has been made.

Photo Lineup - A presentation of photographs of persons.

Presenter - The officer presenting a lineup.

Showup – A presentation of a live person in the field that is close in time and proximity to the incident under investigation.

Sequential – A presentation of photographs one at a time, retrieving one photo before presenting another.

Simultaneous - A presentation at the same time of photographs arrayed together, either manually constructed or computer generated.

## DOCUMENTATION

- A. Instructions to witnesses shall be read from the *Eyewitness Identification* form, which form shall also include the witnesses' affirmation of their confidence statements.
- B. In addition to documentation in the incident report(s) and on *Eyewitness Identification* forms, when it is reasonable and practical presenters should record the presentations.

C. Lineups, forms, and recordings shall be treated as evidence, with copies of the lineups and forms included in the case file, whether or not the witnesses made identifications.

D. If a photo lineup is developed electronically, the lineup shall be printed for documentation.

E. See also Post-Presentation Interview and Documentation.

## **WITNESSES WITH LIMITED ENGLISH PROFICIENCY**

If a witness to a criminal offense does not fluently speak the English language or otherwise has difficulty communicating (e.g. hearing impaired), officers should make reasonable efforts to arrange for an interpreter before proceeding with an eyewitness identification.

Before the interpreter is permitted to discuss any matter with the witness, the investigating officer should explain the process that will be utilized to the interpreter. Once it is determined that the interpreter comprehends the process and can explain it to the witness, the eyewitness identification may proceed as provided for within this policy.

## **PHOTO LINEUP**

When a photo lineup is used for suspect identification, a blind or blinded sequential presentation should be made; consequently, the procedures that appear below are designed primarily for blind or blinded sequential presentations. If another photo lineup method is used-including a simultaneous presentation or a sequential presentation that is not blind or blinded-the reason(s) for using that method shall be documented.

## **DEVELOPMENT OF A PHOTO LINEUP**

- A. Officers should obtain a thorough suspect description from each witness before developing a photo lineup. (Note that variant witness descriptions may require the presentation of different photo lineups to different witnesses.)
- B. A photo lineup shall consist of no fewer than six photographs, including one of the suspect.
- C. All photos should be similarly sized and none should be easily distinguished from the others.
  - 1. Filler photographs (not of a suspect) should generally fit the witness's(es's) description of the suspect. Because all photographs possess both common and variable features, the common features should be those that match the witness's(es's) description, whereas the remaining (i.e., nonrecalled or undescribed) features may vary.

2. When there is limited or insufficient suspect description or when the suspect description differs significantly from the available photograph(s) of the suspect, the filler photographs should resemble the suspect photograph, not the description.

D. The photos shall be numbered and shall be loose or in individual folders.

E. When conducting a single lineup for multiple witnesses, the photographs should be renumbered for each witness.

## **PRESENTATION OF PHOTO LINEUP**

### **A. Instructions to Witnesses**

Prior to a presentation, the presenter shall read the witness instructions from the *Eyewitness Identification* form, ensuring and documenting that the witness understands the instructions.

### **B. Blind Presentation**

1. In a blind presentation, the identity of the suspect is not known to the presenter.
2. The presenter shall present the photos to the witness sequentially, with one photo replacing another so that no two are presented at the same time.
3. The presenter shall present each photo to the witness, even if the witness identifies a previous photo as the suspect.
4. If, during the same presentation, the witness asks to see one or more photos again, the presenter may conduct the same presentation a second time but must present all of the photos, using the same method.

### **C. Blinded Presentation**

If the presenter knows who the suspect is, an extra measure should be taken to prevent the presenter from knowing which photo is being shown to the witness.

1. The photos shall be placed in identical folders, with the folders shuffled and numbered, and each photo shall be presented such that only the witness can see the photo; the presenter is thus "blinded" to the process and cannot be suggestive.
2. The presentation shall continue as in 8.2 above.



#### D. Post-Presentation Interview and Documentation

1. Following the presentation of a photo lineup, the presenter should avoid any words or actions that might identify the suspect or hinder further investigation.
2. If the witness picks a photo, the presenter shall ask the witness to describe why the photo was selected and to describe the confidence he or she has in the selection. The presenter should obtain a *description* of that confidence, not just a scaled assessment (e.g., not "90% sure" or "six out of ten"). The witness' responses to the questions-commonly referred to together as a "confidence statement"-shall be carefully documented on the *Eyewitness Identification* form and, later, more completely in the report.
3. The presenter shall ask the witness to affirm the confidence statement on the *Eyewitness Identification* form.

#### DUPLICATION OF PRESENTATIONS

Presentations separated by time but involving the same suspect are discouraged. It is recommended that a suspect not be presented for identification more than once in any form. If this does occur, the reason(s) why a subsequent presentation was made shall be documented.

#### SHOWUPS

Photo lineups are preferable to showups; however, some circumstances require the prompt display of a suspect to a witness. Showups should be conducted as follows:

- A. Consider if a photo lineup can be conducted instead.
- B. Obtain a thorough description of the suspect from each witness prior to the showup.
- C. Ensure all officers avoid suggestive words or conduct while preparing for the presentation.
- D. If possible, avoid unnecessarily tarnishing the suspect by, for example, presenting a suspect in handcuffs or from the backseat of a patrol car.
- E. Transport the witness, not the suspect.
- F. Separate witnesses to avoid communication between them.
- G. Read the instructions from the *Eyewitness Identification* form, ensuring and documenting that the witness understands the instructions.
- H. Document the witness's statement on the *Eyewitness Identification* form.
- I. When possible, record the presentation.

## **TRAINING**

All sworn personnel shall receive training on this policy and the presentation of lineups and showups.

# EYEWITNESS IDENTIFICATION FORM

## PHOTO LINEUP

Case Number: \_\_\_\_\_  
Presenter Name: \_\_\_\_\_  
Date and Time of Presentation: \_\_\_\_\_  
Witness Name: \_\_\_\_\_

### INSTRUCTIONS (READ BY OFFICER TO WITNESS)

In a moment I'm going to show you some photographs. A photograph of the person who committed the crime may or may not be among them. You will be shown all of the photographs and you may take your time looking at them.

If you see the person who committed the crime, pick that photograph. If not, don't pick any photograph.

If you pick a photograph, I'm going to ask you to explain why you picked that photograph and to describe how confident you are.

Do you understand these instructions? \_\_\_\_\_

### WITNESS STATEMENT (WRITTEN BY OFFICER)

Witness picked photograph number: \_\_\_\_\_

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I, \_\_\_\_\_, affirm that

- I read or was read the instructions above,
- I understood the instructions, and
- The statement written by the officer accurately reflects what I said.

Finally, I understand that I should not talk to other people about the photos or tell them which photo I picked, if any.

\_\_\_\_\_  
Signature of Witness

# EYEWITNESS IDENTIFICATION FORM

## SHOWUP

Case Number: \_\_\_\_\_  
Presenter Name: \_\_\_\_\_  
Date and Time of Presentation: \_\_\_\_\_  
Witness Name: \_\_\_\_\_

### INSTRUCTIONS (READ BY OFFICER TO WITNESS)

In a moment a person is going to be shown to you. Just because the person is being shown to you or because police officers are standing nearby does not mean the person committed the crime or any other crime.

If you tell me you recognize the person as the person who committed the crime, I'm going to ask you to explain why you recognize him or her as the same person and to describe how confident you are.

Do you understand these instructions? \_\_\_\_\_

### WITNESS STATEMENT (WRITTEN BY OFFICER)

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I, \_\_\_\_\_, affirm that

- I read or was read the instructions above,
- I understood the instructions, and
- The statement written by the officer accurately reflects what I said.

\_\_\_\_\_  
Signature of Witness