[Replace this text with your agency name and date.]

Police Training Program Guide

A Problem-Based Learning Model for Law Enforcement

Vol. 2

Training Workbook — All Phases

CALIFORNIA POST-CERTIFIED TRAINING

[Replace this text with your agency name and date.]

Police Training Program Guide

Police Training Officer
Problem-Based Learning Model

Volume 2: Training Workbook – All Phases

Companion Guide to
Volume 1: Program Overview & Appendices

Developed by
POST Basic Training Bureau

CALIFORNIA COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

POLICE TRAINING PROGRAM GUIDE

POLICE TRAINING OFFICER / PROBLEM-BASED LEARNING MODEL

VOLUME 2: TRAINING WORKBOOK – ALL PHASES

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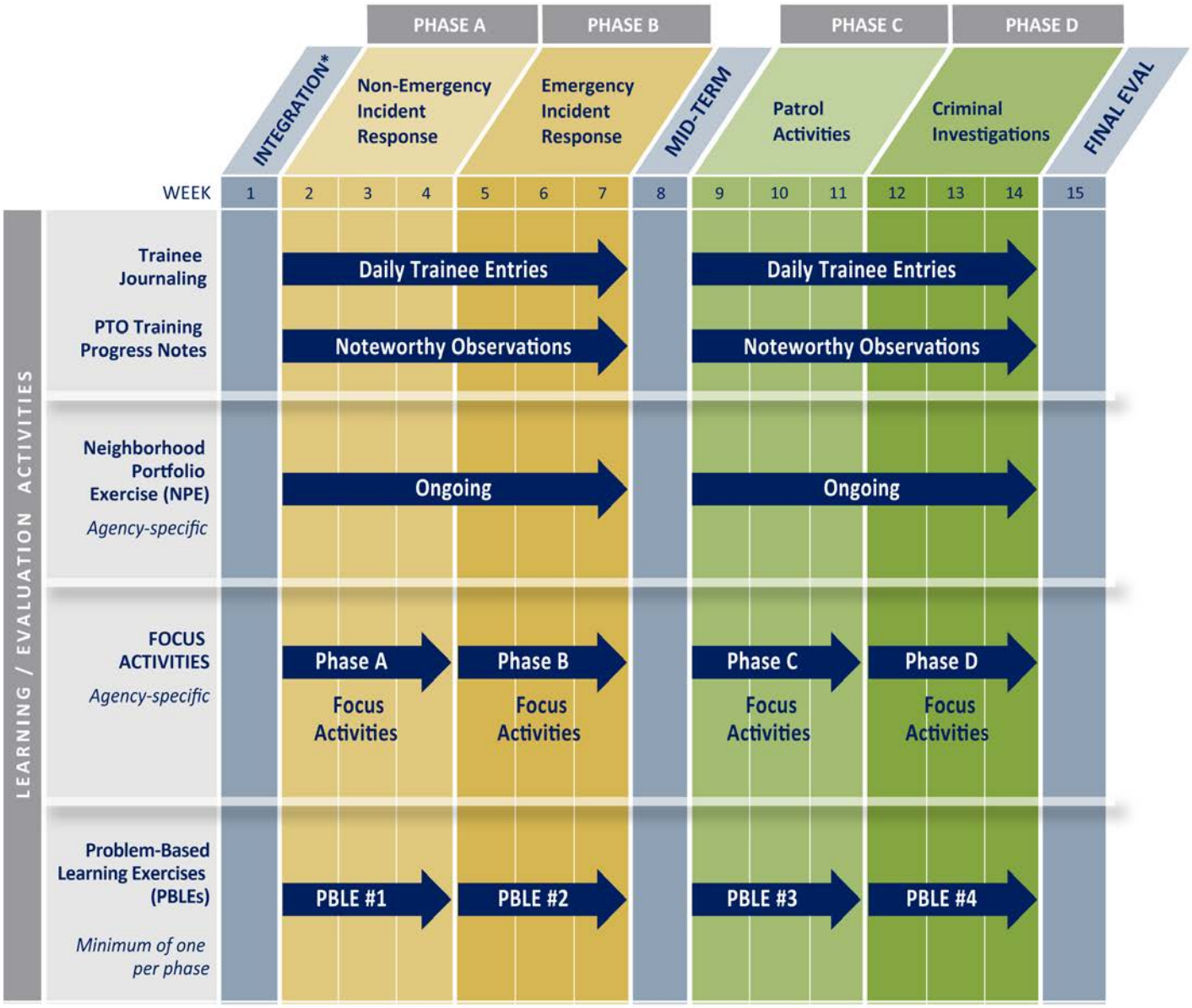
Table 1.0

POLICE TRAINING PROGRAM (PTP) OVERVIEW



*The **first week** is the i8ntegration/orientation period for PTO and trainee.

NOTE: Click on specific activity or mid-term or final evaluation for sample forms or additional information.

Table 2.1

THE LEARNING MATRIX GRID — *Click on a specific performance outcome number or activity to view details.*

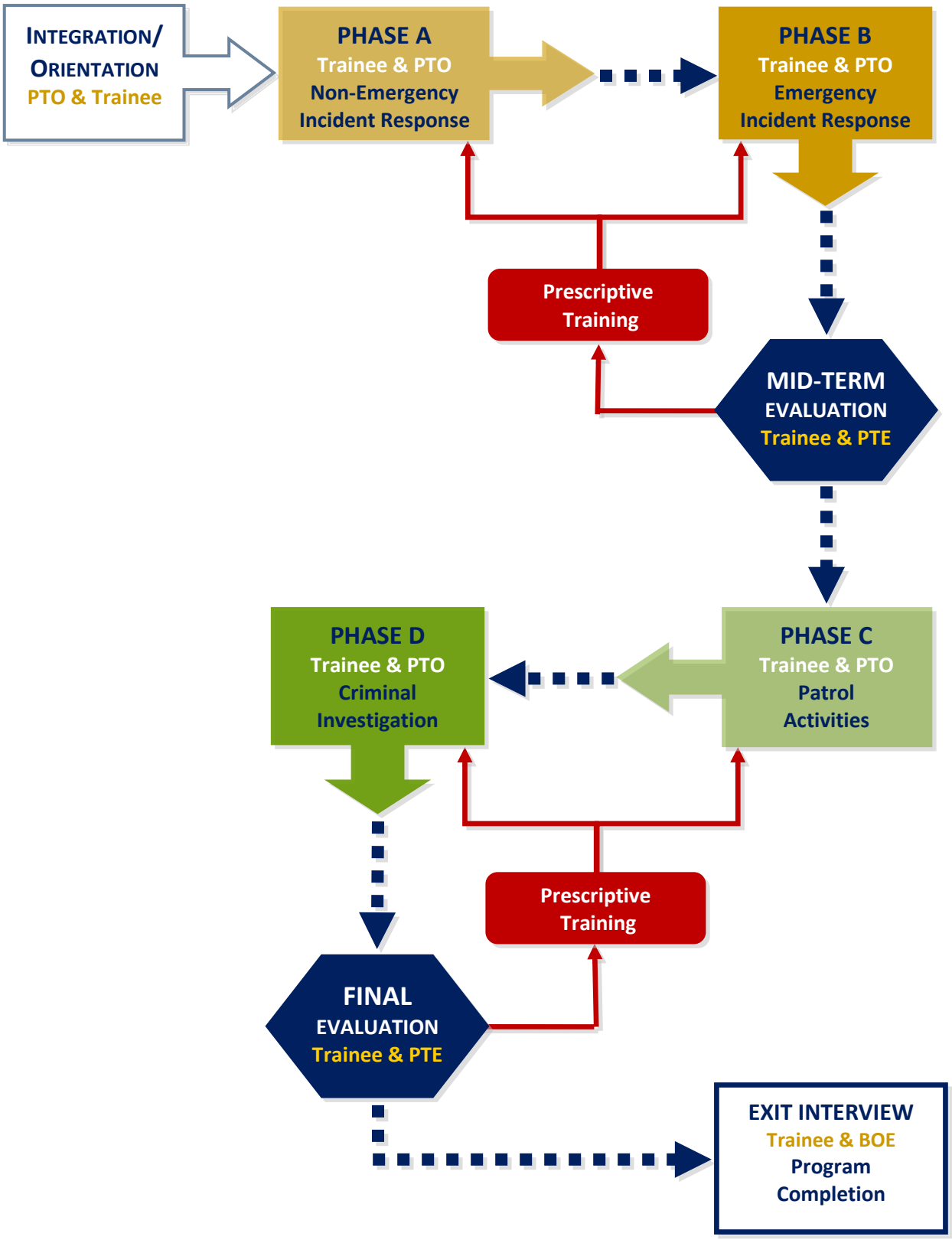
	PHASE A	PHASE B	PHASE C	PHASE D
CORE COMPETENCY	Non-Emergency Incident Response	Emergency Incident Response	Patrol Activities	Criminal Investigations
PERFORMANCE OUTCOMES				
1. Police Vehicle Operations	A1	B1	C1	D1
2. Conflict Resolution	A2	B2	C2	D2
3. Use of Force	A3	B3	C3	D3
4. Local Procedures, Policies, Laws, Philosophies	A4	B4	C4	D4
5. Report Writing	A5	B5	C5	D5
6. Leadership	A6	B6	C6	D6
7. Problem-Solving Skills	A7	B7	C7	D7
8. Community-Specific Problems	A8	B8	C8	D8
9. Cultural Diversity and Special Needs Groups	A9	B9	C9	D9
10. Legal Authority	A10	B10	C10	D10
11. Individual Rights	A11	B11	C11	D11
12. Officer Safety	A12	B12	C12	D12
13. Communication Skills	A13	B13	C13	D13
14. Ethics	A14	B14	C14	D14
15. Lifestyle Stressors / Self-Awareness / Self-Regulation	A15	B15	C15	D15
LEARNING ACTIVITIES *(Click on activity for additional information)*	· Learning Matrix · Trainee Journaling · PTO Training Progress Notes · Focus Activities* · Implement Neighborhood Portfolio Exercise (NPE)*	· Learning Matrix · Trainee Journaling · PTO Training Progress Notes · Focus Activities* · Continue NPE	· Learning Matrix · Trainee Journaling · PTO Training Progress Notes · Focus Activities* · Continue NPE	· Learning Matrix · Trainee Journaling · PTO Training Progress Notes · Focus Activities* · Continue NPE
EVALUATION ACTIVITIES *(Click on activity for additional information**)*	· Problem-Based Learning Exercises (PBL #1)	· PBLE #2	· PBLE #3	· PBLE #4

***The Focus Activities for each phase and the Neighborhood Portfolio Exercise (PPE) are to be determined by the Agency.**

** NOTE: See specific Core Competencies (1 –15), Problem-Based Learning Exercises (PBLEs), and Performance Outcomes

Figure 1.0

POLICE TRAINING PROGRAM (PTP) PHASES



ALL PHASES
Tracking Trainee Performance

OVERVIEW

DOCUMENTATION

The **PTO Training Progress Notes**, and **Trainee Journaling** are methods to track the trainee's performance for each core competency during each phase of training. These reports and journal entries allow the trainee and PTO to document specific training-worthy events for review, discussion, and feedback. Journaling offers trainees the ability to record relevant notes/questions/ideas and their own progress for self-evaluation and action plans.

The Process: *STEP 1*: Trainees are encouraged to complete their **Journal** entries after training-worthy events to analyze their performance, gather questions, and consider ways to improve. *STEP 2*: PTOs use their **Training Progress Notes** to record trainee performance following a training-worthy event. *STEP 3*: The trainee and PTO compare notes and discuss areas of strength, weakness, and action plans to build upon the trainee's progress. *STEP 4:* Based upon these observations, the PTE assesses the trainee's progress and competency for **Mid-term** and **Final Evaluation**.

CORE COMPETENCIES

Each core competency (1–15) for each phase contains the minimum POST content areas to be covered throughout the training program. Trainers and trainees shall discuss and become familiar with the topical areas (see Volume 1, Appendix H), and shall initial and date in the space provided to signify the training and comprehension of the topical material. For reference, core competencies are identified in the Journal entries and Progress Training Notes.

Trainee Responsibilities:

- Trainee will summarize his/her progress at the evaluation level for each core competency during each phase. ***Trainee performance is to be measured against the Performance Outcomes for each phase.***
- Trainee will critically assess his/her abilities and include action plans to gain further knowledge in areas that the trainee believes require improvement.

PTO Responsibilities:

- PTO will review the trainee's summary and where appropriate ***provide feedback and direction***.
- PTO should briefly describe ***areas of strength and weakness*** in any of the core competencies.
- When applicable, the PTO should comment on the trainee's strengths or weaknesses regarding emotional intelligence, (e.g., self-awareness, self-regulation, self-motivation, social awareness, and social skills).

SAMPLE TEMPLATES

The following templates provide *suggested formats* for **1)** Trainee Journaling and **2)** PTO Training Progress Notes. Continuation pages (see samples) should be provided to allow both trainee and PTO to make all comments they think are appropriate for each competency and session. Sample **Mid-term** and **Final Evaluation** forms are located in Volume 1, Appendix F.

TRAINEE JOURNALING

☐ PHASE A	☐ PHASE B	☐ PHASE C	☐ PHASE D	ENTRY DATE / WEEK
Non-Emergency Incident Response	Emergency Incident Response	Patrol Activities	Criminal Investigation	

Trainee	Badge/ID	PTO	Badge/ID

CORE COMPETENCIES	CC#	DISCUSSION TOPIC
For each topic (A, B, C) enter the CC numbers which apply and explain any events, reactions, etc. which you feel are noteworthy. *Continue comments on next page if needed.*		**A. Describe event:**
1. Police Vehicle Operations		
2. Conflict Resolution		
3. Use of Force		**B. Learning Issues:**
4. Local Procedures, Policies, Laws, Philosophies		
5. Report Writing		
6. Leadership		
7. Problem-Solving Skills		
8. Community-Specific Problems		
9. Cultural Diversity and Special Needs Groups		**C. Action Plan:**
10. Legal Authority		
11. Individual Rights		
12. Officer Safety		
13. Communication Skills		
14. Ethics		
15. Lifestyle Stressors / Self-Awareness / Self-Regulation		

Keep in mind CTR criteria: Ideas, known facts, learning issues, action plan, and evaluation.

Phase: ☐ A ☐ B ☐ C ☐ D

TRAINEE JOURNALING

Entry Date: _____ **Week:** ____

COMMENTS *continued*	*Reference discussion topics and applicable CC number(s)*

PTO TRAINING PROGRESS NOTES

☐ PHASE A	☐ PHASE B	☐ PHASE C	☐ PHASE D	ENTRY DATE / WEEK	
Non-Emergency Incident Response	Emergency Incident Response	Patrol Activities	Criminal Investigation		

Trainee	Badge/ID	PTO	Badge/ID

CORE COMPETENCIES	CC#	DISCUSSION TOPIC
For each topic (A, B, C) enter the CC numbers which apply and record any training-worthy events, observations, etc. *Continue comments on next page if needed.*		A. Describe event:
1. Police Vehicle Operations		
2. Conflict Resolution		
3. Use of Force		B. Learning Issues:
4. Local Procedures, Policies, Laws, Philosophies		
5. Report Writing		
6. Leadership		
7. Problem-Solving Skills		
8. Community-Specific Problems		
9. Cultural Diversity and Special Needs Groups		C. Action Plan:
10. Legal Authority		
11. Individual Rights		
12. Officer Safety		
13. Communication Skills		
14. Ethics		
15. Lifestyle Stressors / Self-Awareness / Self-Regulation		

Keep in mind CTR criteria: Ideas, known facts, learning issues, action plan, and evaluation.

Phase: ☐ A ☐ B ☐ C ☐ D

PTO TRAINING PROGRESS NOTES

Entry Date: _____ **Week:** ____

COMMENTS *continued*	*Reference discussion topics and applicable CC number(s)*

EVALUATION

Phase A
Non-Emergency Incident Response

COMPONENTS

WEEKS 2–4

LEARNING ACTIVITIES

- Learning Matrix
- Trainee Journaling
- PTO Training Progress Notes
- Focus Activities

EVALUATION ACTIVITIES

- Problem-Based Learning Exercise
  - **PBLE #1 – Vehicle Stop**

NEIGHBORHOOD PORTFOLIO EXERCISE (NPE) – *To be determined*

CORE COMPETENCY PERFORMANCE OUTCOMES

A1	Police Vehicle Operations
A2	Conflict Resolution
A3	Use of Force
A4	Local Procedures, Policies, and Ordinances
A5	Report Writing
A6	Leadership
A7	Problem-Solving Skills
A8	Community-Specific Problems
A9	Cultural Diversity and Special Needs Groups
A10	Legal Authority
A11	Individual Rights
A12	Officer Safety
A13	Communication Skills
A14	Ethics
A15	Lifestyle Stressors/Self-Awareness/Self-Regulation

Phase A
Non-Emergency Incident Response

TRAINING PHASE FOCUS ACTIVITIES

Trainee	Badge/ID	PTO	Badge/ID

INSTRUCTIONS: Focus Activities are high-frequency events that are agency-specific for each Training Phase (A, B, C, D). The activities should encompass all aspects of responding to or completing the activity. The goals of the focus activities listed below center on the Performance Outcomes for this specific phase.

		ENTER DATE(S)		
	FOCUS ACTIVITIES – PHASE A	OBSERVED	DISCUSSED	APPLIED
1	EXAMPLE: Non-violent In-custody arrests			
2				
3				
4				
5				
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Phase A
Non-Emergency Incident Response

PROBLEM-BASED LEARNING EXERCISE

PBLE #1: Vehicle Stop

You and your partner stop a car on a busy street with a great deal of pedestrian and vehicular traffic. You have stopped the car for speeding in a school zone. Upon stopping the vehicle, you notice the passengers in the rear seats strapping on their seatbelts. As you approach the vehicle, you note the windows are down and you hear agitated voices. All occupants of the vehicle are from the same minority ethnic group. The passenger in the front seat complains loudly to the others about racial profiling. At this point he has not yet seen you. Several passersby have stopped to watch the event. Upon request, the driver produces identification, but the passengers are argumentative and refuse to identify themselves.

INSTRUCTIONS TO TRAINEE: You must present two or more possible outcomes for this problem-based learning exercise to your PTO. In each instance, you must include the following:

IDEAS: *Record your initial responses.*	• What are your initial thoughts on solving this problem? • Explain to your PTO two possible ways you can deal with this situation.
KNOWN FACTS: *List all known facts.*	• What do you know? EXAMPLE: You are in a school zone; the vehicle passengers will not provide I.D.
LEARNING ISSUE: *Use the Learning Matrix to identify relevant content for each decision.*	• What do you need to know to solve this problem? Where can you find it? • What resources are available to solve this problem? EXAMPLE: What do you know about racial profiling, and what conflict resolution skills are most appropriate in this circumstance.
ACTION PLAN:	• What are you going to do to meet your learning needs? • What are the possibilities to resolve the problem? REMINDER: This is an ill-structured problem; your action plan does not have a simple solution.
PRESENTATION/ EVALUATION:	• The trainee, in consultation with the PTO, will determine the best method to present solutions to this problem. These may include a verbal report, a written report, a formal presentation, demonstrations incorporating examples from your patrol work with your PTO, or other methods that best suit your abilities. • Use the PBLE Guideline to complete a PBLE written or verbal report.

PTO Name:	**Badge/ID:**	**WEEKS 2–4**
Present your findings to your PTO on this date: _____	**Time *(if verbal)*:** _____	☐ **AM** ☐ **PM**

Your method of presentation will be:

☐ **VERBAL REPORT** ☐ **FORMAL PRESENTATION/DEMONSTRATION**

☐ **WRITTEN REPORT** ☐ **OTHER:** _____

Phase A
Non-Emergency Incident Response

PROBLEM-BASED LEARNING EXERCISE – GUIDELINE

PBLE #1: Vehicle Stop

Trainee	Badge/ID	Report Date: _____
PTO	Badge/ID	☐ WRITTEN REPORT ☐ VERBAL REPORT

INSTRUCTIONS TO TRAINEE:
Use your learning matrix to answer questions 1–5 for your *written* or *verbal* report.

Trainee Comments	PTO Comments
1a. What did you learn from this community problem? (Use specific examples and refer to the cells in the matrix.) **1b.** Describe the core competencies that you developed during this exercise.	
2a. Did you initially formulate assumptions (ideas) that you later realized would not work? Explain. **2b.** Could these assumptions be transferred to another problem? Where?	

PBLE #1: Vehicle Stop

PBLE Guideline: Phase A

Trainee Comments	PTO Comments
3a. Identify important information or skills that you acquired during this problem-solving exercise. **3b.** Explain why you chose these (e.g., to identify laws, contacts, or behaviors that you will use again).	
4a. Evaluate your own problem-solving process regarding the listing of known facts, finding answers to questions, and devising the action plan. **4b.** Did you list all the facts? **4c.** Did you ask the right questions? What questions would you ask now? **4d.** Was your action plan realistic and achievable?	
5a. What competencies, skills, community contacts, and knowledge do you need to improve or develop more fully to deal with this type of problem in the future? **5b.** Explain and indicate how you intend to improve or develop these?	

Phase A
Non-Emergency Incident Response

PROBLEM-BASED LEARNING EXERCISE – COMPLETED

PBLE #1: Vehicle Stop

Trainee	Badge/ID	PTO	Badge/ID

PRESENTATION FORMAT

Officer/Deputy _____ completed this PBLE for this phase using one of the following format options:

☐ **VERBAL REPORT** ☐ **FORMAL PRESENTATION/DEMONSTRATION**

☐ **WRITTEN REPORT** ☐ **OTHER:** _____

DOCUMENTATION *(briefly describe form and location of documentation)*

The officer/deputy in training satisfactorily completed this exercise and solved his/her learning issues. This learning is documented as follows:

SIGNATURES

Trainee ▶ _____ **Date** _____

PTO ▶ _____ **Date** _____

Print full name of PTP SAC:	Badge/ID:

PTP SAC ▶ _____ **Date** _____

Phase A
Non-Emergency Incident Response

CORE COMPETENCY PERFORMANCE OUTCOMES

A1 – Police Vehicle Operations

Definition

Ability to operate a patrol vehicle in a safe and efficient manner and to position the vehicle appropriate for the situation.

Abilities / Knowledge	Trainee	PTO	Date
• **Patrol vehicle inspection**	_____	_____	_____
• **Patrol vehicle operation safety**	_____	_____	_____
• Patrol driving, Defensive driving, Vehicle positioning, **SAFE (Situation-Appropriate, Focused and Educated) Driving**	_____	_____	_____
• **Tactical Seatbelt Removal**	_____	_____	_____
• **Proper vehicle stops**	_____	_____	_____
• Situational **awareness**, **Vehicle maintenance**	_____	_____	_____
• Geographical awareness, **Directed and beat patrol strategies**	_____	_____	_____

Performance Outcomes

1. Trainee will describe proper non-emergency vehicle operations.
2. Trainee will demonstrate the proper use of a patrol vehicle during non-emergency operations.
3. Trainee will assess and explain non-emergency vehicle operation.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

- California Vehicle Code
- Department Policy
- POST website

Include any additional agency-approved resource information below:

Phase A
Non-Emergency Incident Response

CORE COMPETENCY PERFORMANCE OUTCOMES

A2 – Conflict Resolution

Definition

Ability to mediate disagreements by resolving a conflict using appropriate communication skills.

Abilities / Knowledge	Trainee	PTO	Date
• **Handling disputes (criminal and civil)**	_____	_____	_____
• **Using verbal skills to resolve conflict**	_____	_____	_____
• Defusing violent situations, **Crisis intervention**	_____	_____	_____
• Facilitating collaboration, Developing interpersonal relationships, **Dealing with witnesses and victims**	_____	_____	_____
• **Using tactical communication** to gain voluntary compliance and resolve situations	_____	_____	_____

Performance Outcomes

1. Trainee will identify the proper techniques to resolve conflict in a non-emergency situation.
2. Trainee will recommend a resolution or solve conflicts in a non-emergency situation.
3. Trainee will assess and evaluate conflict resolution strategies in a non-emergency event.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

- POST Learning Domain Workbook: *LD #24:* Handling *Disputes/Crowd Control*

Include any additional agency-approved resource information below:

Phase A
Non-Emergency Incident Response

CORE COMPETENCY PERFORMANCE OUTCOMES

A3 – Use of Force

Definition

Ability to distinguish and apply reasonable force options in given circumstances in accordance with state law and agency policy and procedure.

Abilities / Knowledge	Trainee	PTO	Date
• **Use of force policy**	_____	_____	_____
• **Appropriate body positioning during contacts**	_____	_____	_____
• **Use of contact/Cover concepts**	_____	_____	_____
• Use of **small**-unit tactics, Applying the **use of force (options) alternatives**	_____	_____	_____
• Using **less** lethal and lethal weapons, **Physical arrests**	_____	_____	_____
• **Detentions**	_____	_____	_____
• **Pedestrian stops**	_____	_____	_____
• **Maintaining** and securing equipment	_____	_____	_____

Performance Outcomes

1. Trainee will recognize use of force issues in a non-emergency situation.
2. Trainee will demonstrate proper use of force methods in all non-emergency situations.
3. Trainee will evaluate and explain the different aspects of the use of force alternatives.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

- *California Peace Officer Legal Sourcebook*
- General Orders and Department Policies

Include any additional agency-approved resource information below:

Phase A
Non-Emergency Incident Response

CORE COMPETENCY PERFORMANCE OUTCOMES

A4 – Local Procedures, Policies, and Ordinances

Definition

Ability to demonstrate knowledge of procedures or policies developed by the agency to address tactics or required actions in given circumstances.

Abilities / Knowledge	Trainee	PTO	Date
• Federal law, State statutes, Municipal code, General orders, Organizational philosophy	_____	_____	_____
• Agency policies, procedures, and protocols, **Missing persons**	_____	_____	_____
• **Self-initiated** activities such as **Vehicle stops**	_____	_____	_____
• **Pedestrian stops**	_____	_____	_____
• **Directed patrol**	_____	_____	_____
• **Arrests**	_____	_____	_____

Performance Outcomes

1. Trainee will identify and describe the different policies, laws, and department philosophies.
2. Trainee will properly apply all federal, state, and local laws, codes, policies, and philosophies to their specific assignment.
3. Trainee will evaluate and compare different procedures, policies, and laws that apply to the handling of non-emergency incidents.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

- *California Peace Officer Legal Sourcebook*
- Department Policy

Include any additional agency-approved resource information below:

Phase A
Non-Emergency Incident Response

CORE COMPETENCY PERFORMANCE OUTCOMES

A5 – Report Writing

Definition

Ability to document required reports in a factual, accurate, clear, concise, complete, and timely manner.

Abilities / Knowledge	Trainee	PTO	Date
• Reporting procedures, Department report writing system, Outline system for case preparation, **Producing clear, concise, and grammatically correct reports**	_____	_____	_____
• Using appropriate report forms, Maintaining accurate **field notes**	_____	_____	_____
• **Report writing**	_____	_____	_____
• **Impounding vehicles**	_____	_____	_____
• **Storing vehicles**	_____	_____	_____
• **Vehicle collisions**	_____	_____	_____
• **DUI investigations**	_____	_____	_____

Performance Outcomes

1. Trainee will identify and collect pertinent information to complete the report writing process in a timely manner.
2. Trainee will properly complete all required forms and any other related information concerning the report writing process in a timely, grammatically correct manner.
3. Trainee will evaluate the effectiveness of previously completed reports (e.g., charges filed or dropped by District Attorney) related to non-emergency incidents.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

- POST Learning Domain Workbook: *LD #18: Investigative Report Writing*

Include any additional agency-approved resource information below:

Phase A
Non-Emergency Incident Response

CORE COMPETENCY PERFORMANCE OUTCOMES

A6 – Leadership

Definition

Ability to influence people while using ethical values and goals to produce an intended change.

Abilities / Knowledge

	Trainee	PTO	Date
• Influencing people to solve their own problem, Engaging in peer assistance, Creating community partnerships, Ethical behavior, Role modeling and mentoring, Providing leadership through service	_____	_____	_____

Performance Outcomes

1. Trainee will explain his/her leadership roles in the community and peer group.
2. Trainee will display leadership ability in non-emergency situations.
3. Trainee will evaluate his/her own leadership ability in the scope of his/her role in non- emergency situations.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

- POST Learning Domain Workbook: *LD #1: History, Professionalism, and Ethics*
- POST Publication: *Becoming an Exemplary Peace Officer – An Introduction to Peace Officer Training*

Include any additional agency-approved resource information below:

Phase A
Non-Emergency Incident Response

CORE COMPETENCY PERFORMANCE OUTCOMES

A7 – Problem-Solving Skills

Definition

Ability to analyze situations, identify the real problem, and implement plans to solve problems in a timely manner using verbal or physical skills to determine the appropriate resolution to a situation.

Abilities / Knowledge	Trainee	PTO	Date
• **Critically assessing a call and addressing primary and secondary issues**	_____	_____	_____
• **Taking control of a call and making the appropriate disposition**	_____	_____	_____
• **I**dentifying community problems, Using outside government resources, Creating partnerships with community resources, Crime analysis, **Crime Prevention** Through Environmental Design (**CPTED**)	_____	_____	_____
• **Using the PBL process (ideas, known facts, learning issues, action plan, evaluation)**	_____	_____	_____

Performance Outcomes

1. Trainee will identify and define problems encountered in a non-emergency situation.
2. Trainee will apply knowledge and demonstrate proper solutions to problems in non-emergency situations.
3. Trainee will evaluate his/her problem-solving process and support his/her decisions in the problem-solving process.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

- *Problem-Oriented Policing* by Herman Goldstein
- *Fixing Broken Windows* by George L. Kelling

Include any additional agency-approved resource information below:

Phase A
Non-Emergency Incident Response

CORE COMPETENCY PERFORMANCE OUTCOMES

A8 – Community-Specific Problems

Definition

Ability to Identify, prioritize, and address issues that will improve the community's quality of life while recognizing that effective problem solving is a process that identifies and addresses the underlying causes of crime and disorder in the community.

Abilities / Knowledge	Trainee	PTO	Date
• Identifying community problems, Identifying how crime problems may impact communities, Identifying quality-of-life issues, Using community members and resources to collaborate in resolving community issues, Crime analysis, Use of other government resources to support problem solutions, **Community Relations and Service**	_____	_____	_____
• **Community Policing/POP**	_____	_____	_____
• **Gang awareness**	_____	_____	_____
• **Hate crimes**	_____	_____	_____

Performance Outcomes

1. Trainee will identify community-specific problems.
2. Trainee will demonstrate proficiency in creating partnerships and solving problems within his/her geographic assignment.
3. Trainee will recommend and support his/her decisions in dealing with community-specific problems.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

- POST Learning Domain Workbook: *LD #3: Policing the Community*
- POST Publication: *Hate Crimes Policy Guidelines*

Include any additional agency-approved resource information below:

Phase A
Non-Emergency Incident Response

CORE COMPETENCY PERFORMANCE OUTCOMES

A9 – Cultural Diversity and Special Needs Groups

Definition

Ability to understand and respect racial and cultural differences, and develop effective, non-combative methods to carry out law enforcement duties in a racially and culturally diverse environment.

Abilities / Knowledge	Trainee	PTO	Date
• **Cultural diversity**	_____	_____	_____
• Recognizing and responding to social, economic, and linguistic differences, Dealing with **Mentally Ill People**	_____	_____	_____
and responding to special needs groups/**Persons with Disabilities**	_____	_____	_____
• **Hate crimes**	_____	_____	_____

Performance Outcomes

1. Trainee will identify and describe a culturally diverse situation.
2. Trainee will demonstrate and apply his/her knowledge to effectively address diversity issues.
3. Trainee will explain and support his/her methods of appropriately dealing with different cultures.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

- POST Learning Domain Workbook: *LD #42: Cultural Diversity/Discrimination*
- POST Publication: *Police Response to People with Mental Illness or Developmental Disability – A Field Guide* AVAILABLE IN PRINT ONLY – TO ORDER: Contact POST Training Program Services at 916 227-4885
- POST Publication: *Hate Crimes Policy Guidelines*

Include any additional agency-approved resource information below:

Phase A
Non-Emergency Incident Response

CORE COMPETENCY PERFORMANCE OUTCOMES

A10 – Legal Authority

Definition

Ability to identify and properly apply the laws related to phase-specific situations.

Abilities / Knowledge	Trainee	PTO	Date
• Case law, Obligations of arrest authority, High liability issues, **Use of Force**	_____	_____	_____
• **Tenant/Landlord issues**	_____	_____	_____
• Legal powers during a criminal investigation, Criminal and civil processes, **Subpoenas**	_____	_____	_____
• Rules of **Evidence Collection/Preservation**	_____	_____	_____
• **Arrest Warrants and Search Warrants**	_____	_____	_____
• **Pedestrian Stops**	_____	_____	_____
• **Use of California Codes and Law, including Criminal Law**	_____	_____	_____
– **Vehicle Code**	_____	_____	_____
– **Probable Cause**	_____	_____	_____
– **Laws of Arrest**	_____	_____	_____
– **Juvenile Law and Procedure**	_____	_____	_____
• **Additional Laws (ABC, Probation, Parole)**	_____	_____	_____

Performance Outcomes

1. Trainee will identify appropriate use of legal authority in non-emergency situations.
2. Trainee will demonstrate his/her knowledge of legal authority in non-emergency situations.
3. Trainee will evaluate his/her legal authority for decisions made during a non-emergency situation.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

- *California Peace Officer Legal Sourcebook*
- Applicable POST Learning Domain Workbooks

Include any additional agency-approved resource information below:

Phase A
Non-Emergency Incident Response

CORE COMPETENCY PERFORMANCE OUTCOMES

A11 – Individual Rights

Definition

Ability to identify and apply the constitutional rights governing consensual encounters, detentions, and arrest.

Abilities / Knowledge	Trainee	PTO	Date
• Fair and equitable treatment of people based on the U.S. Constitution, Individual's rights while in custody **(booking prisoners)**	_____	_____	_____
• Racially-biased policing **(racial profiling)**	_____	_____	_____
• Individual's rights during a criminal investigation, **Miranda rights**	_____	_____	_____
• **Search concepts**	_____	_____	_____
• **Seizure concepts**	_____	_____	_____
• **Legal responsibility/required with prisoners**	_____	_____	_____

Performance Outcomes

1. Trainee will identify an individual's rights in any non-emergency situation.
2. Trainee will apply his/her knowledge in relation to an individual's rights and needs.
3. Trainee will evaluate the effectiveness of his/her actions regarding individual rights.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

- *California Peace Officer Legal Sourcebook*
- Applicable POST Learning Domain Workbooks

Include any additional agency-approved resource information below:

Phase A
Non-Emergency Incident Response

CORE COMPETENCY PERFORMANCE OUTCOMES

A12 – Officer Safety

Definition

Ability to demonstrate situational and tactical awareness and respond appropriately.

Abilities / Knowledge	Trainee	PTO	Date
• Tactical awareness, Awareness of activity in immediate surroundings, Proper use of equipment, Use of **Contact/Cover concepts**	_____	_____	_____
• Violent confrontations, **Control of Persons/Searches of Persons**	_____	_____	_____
• **Handcuffing**	_____	_____	_____
• **Searching Buildings, Structures, and Vehicles**	_____	_____	_____
• Weapons handling, Vehicle positioning, **Prisoner Transport**	_____	_____	_____
• **Vehicle stops**	_____	_____	_____
• Bloodborne pathogens, Handling hazardous evidence, Identification of hazardous materials, Critical incident response, Demonstrates awareness of **Officer Survival** techniques	_____	_____	_____

Performance Outcomes

1. Trainee will identify when to apply officer safety tactics in non-emergency situations.
2. Trainee will demonstrate proper officer safety tactics at all times in non-emergency situations.
3. Trainee will evaluate his/her decisions concerning officer safety tactics in non-emergency situations.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

Include any additional agency-approved resource information below:

Phase A
Non-Emergency Incident Response

CORE COMPETENCY PERFORMANCE OUTCOMES

A13 – Communication Skills

Definition

Ability to use effective verbal and non-verbal skills to convey intended meaning and establish understanding.

Abilities / Knowledge	Trainee	PTO	Date
• **Professional and appropriate communication** with the public and co-workers **(demeanor/communication)**	_____	_____	_____
• Procedures for using the police radio and computer, **Information systems/ telecommunications**	_____	_____	_____
• **Radio communications**	_____	_____	_____
• Voice control and command, Tactical communication, Sharing information within the organization, Effective writing and note taking, Active listening, Proper release of information procedures	_____	_____	_____

Performance Outcomes

1. Trainee will identify effective verbal and non-verbal communication.
2. Trainee will consistently demonstrate effective verbal and non-verbal communication.
3. Trainee will evaluate his/her effective or ineffective communication.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

Include any additional agency-approved resource information below:

Phase A
Non-Emergency Incident Response

CORE COMPETENCY PERFORMANCE OUTCOMES

A14 – Ethics

Definition

Ability to apply accepted principles of conduct that govern decisions and actions based on professional values and expectations.

Abilities / Knowledge Trainee PTO Date

- Scope and authority of the police officer position, Abuse of power, Respecting privacy concerns of victims, Displaying professional behavior on duty, Mitigating conflicts of interests between law enforcement and the community, **Demonstrates a proactive work ethic (including time management and attendance)**_____ _____ _____ _____

Performance Outcomes

1. Trainee will describe what his/her ethics are and how they align with the department's position on ethical behavior.
2. Trainee will demonstrate ethical decision making and conduct.
3. Trainee will discuss the proper procedure for reporting ethic violations.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

- Law Enforcement Code of Ethics
- POST Publication: *Becoming an Exemplary Peace Officer – An Introduction to Peace Officer Training*

Include any additional agency-approved resource information below:

Phase A
Non-Emergency Incident Response

CORE COMPETENCY PERFORMANCE OUTCOMES

A15 – Lifestyle Stressors / Self-Awareness / Self-Regulation

Definition

Ability to maintain self-control and make timely, rational decisions in stressful situations; ability to identify areas in need of improvement and self confidence; and awareness of public image, personal biases, and self- motivation.

Abilities / Knowledge	Trainee	PTO	Date
• Awareness of situations that cause personal stress, **Remaining calm and making rational decisions**	_____	_____	_____
• Participating in situational debriefings, **Identifying areas in need of improvement**	_____	_____	_____
• Assessing mental alertness and self-confidence, Dealing with shift work, Awareness of public image, Awareness of personal biases, Realizing the impact of police activities on the community, Balancing workload, Self-motivation, Having a sense of self- awareness (e.g., strengths and weaknesses)	_____	_____	_____

Performance Outcomes

1. Trainee will identify life stressors from on- and off-duty situations.
2. Trainee will demonstrate self-awareness and self-regulation.
3. Trainee will assess his/her ability to measure their personal lifestyle stressors and evaluate effective methods to reduce the impact of stress.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

- POST Learning Domain Workbook: *LD #32: Lifetime Fitness*

Include any additional agency-approved resource information below:

Phase B
Emergency Incident Response

COMPONENTS

WEEKS 5–7

LEARNING ACTIVITIES

- Learning Matrix
- Trainee Journaling
- PTO Training Progress Notes
- Focus Activities

EVALUATION ACTIVITIES

- Problem-Based Learning Exercise
  - ▶ **PBLE #2: Disorderly at Bar Radio Call**

NEIGHBORHOOD PORTFOLIO EXERCISE (NPE) – *To be determined*

CORE COMPETENCY PERFORMANCE OUTCOMES

B1	Police Vehicle Operations
B2	Conflict Resolution
B3	Use of Force
B4	Local Procedures, Policies, and Ordinances
B5	Report Writing
B6	Leadership
B7	Problem-Solving Skills
B8	Community-Specific Problems
B9	Cultural Diversity and Special Needs Groups
B10	Legal Authority
B11	Individual Rights
B12	Officer Safety
B13	Communication Skills
B14	Ethics
B15	Lifestyle Stressors/Self-Awareness/Self-Regulation

Phase B
Emergency Incident Response

TRAINING PHASE FOCUS ACTIVITIES

Trainee	Badge/ID	PTO	Badge/ID

INSTRUCTIONS: Focus Activities are high-frequency events that are agency-specific for each Training Phase (A, B, C, D). The activities should encompass all aspects of responding to or completing the activity. The goals of the focus activities listed below center on the Performance Outcomes for this specific phase.

		ENTER DATE(S)		
	FOCUS ACTIVITIES – PHASE A	OBSERVED	DISCUSSED	APPLIED
1	EXAMPLE: Officers in need of emergency assistance			
2	EXAMPLE: High-risk vehicle stops			
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
2				
26				

Phase B
Emergency Incident Response

PROBLEM-BASED LEARNING EXERCISE

PBLE #2: Disorderly at Bar Radio Call

You are on solo patrol at 1:00 A.M. You receive a radio call from a bar owner on the opposite side of your patrol area. He reports that an extremely agitated person has destroyed property in the bar and driven off without paying. The owner believes the driver also struck another vehicle in the parking lot as he sped off. The bar owner reports the driver and one female passenger as occupants of the vehicle. You respond to the call and, while en route to the bar, you observe that the suspect's vehicle has struck another car and is stalled in the middle of the road. Both driver and passenger are still in the vehicle. Back-up officers are en route.

INSTRUCTIONS TO TRAINEE: You must present two or more possible outcomes for this problem-based learning exercise to your PTO. In each instance, you must include the following:

IDEAS: *Record your initial responses.*	• What are your initial thoughts on solving this problem? • Explain to your PTO two possible ways you can deal with this situation.
KNOWN FACTS: *List all known facts.*	• What do you need to know to solve this problem? Where can you find it? • What resources are available to solve this problem? EXAMPLE: There has been at least one motor vehicle accident. There has been a complaint about a bar fight and possible suspects are in the vehicle.
LEARNING ISSUE: *Use the Learning Matrix to identify relevant content for each decision.*	• What are you going to do to meet your learning needs? • What are the possibilities to resolve the problem? REMINDER: This is an ill-structured problem; your action plan does not have a simple solution.
ACTION PLAN:	• What do you need to know to solve this problem? Where can you find it? • What resources are available to solve this problem? EXAMPLE: What laws do you need to know and what are the procedures for impounding vehicles?
PRESENTATION/ EVALUATION:	• The trainee, in consultation with the PTO, will determine the best method to present solutions to this problem. These may include a verbal report, a written report, a formal presentation, demonstrations incorporating examples from your patrol work with your PTO, or other methods that best suit your abilities. • Use the PBLE Guideline to complete a PBLE written or verbal report.

PTO Name:	**Badge/ID:**	**WEEKS 5–7**
Present your findings to your PTO on this date: _____	**Time *(if verbal)*:** _____ ☐ **AM** ☐ **PM**	

Your method of presentation will be:

☐ **VERBAL REPORT** ☐ **FORMAL PRESENTATION/DEMONSTRATION**

☐ **WRITTEN REPORT** ☐ **OTHER:** _____

Phase B
Emergency Incident Response

PROBLEM-BASED LEARNING EXERCISE – GUIDELINE

PBLE #2: Disorderly at Bar Radio Call

Trainee	Badge/ID	Report Date: _____
PTO	Badge/ID	☐ WRITTEN REPORT ☐ VERBAL REPORT

INSTRUCTIONS TO TRAINEE:
Use your learning matrix to answer questions 1–5 for your *written* or *verbal* report.

Trainee Comments	PTO Comments
1a. What did you learn from this community problem? (Use specific examples and refer to the cells in the matrix.) **1b.** Describe the core competencies that you developed during this exercise.	
2a. Did you initially formulate assumptions (ideas) that you later realized would not work? Explain. **2b.** Could these assumptions be transferred to another problem? Where?	

PBLE #2: Disorderly at Bar Radio Call

PBLE Guideline: Phase B

Trainee Comments	PTO Comments
3a. Identify important information or skills that you acquired during this problem-solving exercise. **3b.** Explain why you chose these (e.g., to identify laws, contacts, or behaviors that you will use again).	
4a. Evaluate your own problem-solving process regarding the listing of known facts, finding answers to questions, and devising the action plan. **4b.** Did you list all the facts? **4c.** Did you ask the right questions? What questions would you ask now? **4d.** Was your action plan realistic and achievable?	
5a. What competencies, skills, community contacts, and knowledge do you need to improve or develop more fully to deal with this type of problem in the future? **5b.** Explain and indicate how you intend to improve or develop these?	

Phase B
Emergency Incident Response

PROBLEM-BASED LEARNING EXERCISE – COMPLETED

PBLE #2: Disorderly at Bar Radio Call

Trainee	Badge/ID	PTO	Badge/ID

PRESENTATION FORMAT

Officer/Deputy _____ completed this PBLE for this phase using one of the following format options:

☐ **VERBAL REPORT** ☐ **FORMAL PRESENTATION/DEMONSTRATION**

☐ **WRITTEN REPORT** ☐ **OTHER:** _____

DOCUMENTATION *(briefly describe form and location of documentation)*

The officer/deputy in training satisfactorily completed this exercise and solved his/her learning issues. This learning is documented as follows:

SIGNATURES

Trainee ▶ _____ **Date** _____

PTO ▶ _____ **Date** _____

Print full name of PTP SAC:	Badge/ID:

PTP SAC ▶ _____ **Date** _____

Phase B
Emergency Incident Response

CORE COMPETENCY PERFORMANCE OUTCOMES

B1 Police Vehicle Operations

Definition

Ability to operate a patrol vehicle in a safe and efficient manner and to position the vehicle appropriate to the situation.

Abilities / Knowledge	Trainee	PTO	Date
• **Emergency vehicle operations/pursuits**	_____	_____	_____
• **Vehicle operations liability**	_____	_____	_____
• High speed police pursuits, **High-risk vehicle stops**	_____	_____	_____
and interventions, **Awareness of location and conditions during emergency**	_____	_____	_____
• **Emergency response such as emergency lights, siren, radio equipment**	_____	_____	_____
• **Responding to crimes in progress**	_____	_____	_____
• Defensive responses during these types of operations, Vehicle position at the scene	_____	_____	_____

Performance Outcomes

1. Trainee will describe proper emergency vehicle operations.
2. Trainee will demonstrate the proper use of a patrol vehicle during emergency operations.
3. Trainee will assess and explain emergency vehicle operation.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

- California Vehicle Code
- Department Policy

Include any additional agency-approved resource information below:

Phase B
Emergency Incident Response

CORE COMPETENCY PERFORMANCE OUTCOMES

B2 Conflict Resolution

Definition

Ability to mediate disagreements by resolving a conflict using appropriate communication skills.

Abilities / Knowledge	Trainee	PTO	Date
• **Handling Disputes**	_____	_____	_____
• Responding to and diffusing calls involving violence, Crisis intervention during **Domestic Disputes**	_____	_____	_____
• Developing interpersonal relationships, Dealing with witnesses and victims, **Using Tactical Communication** to gain voluntary compliance	_____	_____	_____

Performance Outcomes

1. Trainee will identify the available options concerning conflict resolution.
2. Trainee will demonstrate the ability to resolve conflicts in an emergency situation.
3. Trainee will evaluate the effectiveness of his/her use of the conflict resolution resources available.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

- POST Learning Domain Workbook: *LD #24: Handling Disputes/Crowd Control*

Include any additional agency-approved resource information below:

Phase B
Emergency Incident Response

CORE COMPETENCY PERFORMANCE OUTCOMES

B3 Use of Force

Definition

Ability to distinguish and apply reasonable force options in given circumstances in accordance with state law and agency policy and procedure.

Abilities / Knowledge

	Trainee	PTO	Date
• Applying the use of force matrix/continuum, Use of lethal and less than lethal weapons, **Physical arrests** and **detentions**	_____	_____	_____
• Maintaining and securing equipment **Force options**	_____	_____	_____

Performance Outcomes

1. Trainee will describe the use-of-force options and reporting requirements.
2. Trainee will demonstrate reasonable use of force in emergency situations.
3. Trainee will evaluate his/her use of force and effectiveness after an emergency situation.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

- POST Learning Domain Workbook: *LD #20, Use of Force*

Include any additional agency-approved resource information below:

Phase B
Emergency Incident Response

CORE COMPETENCY PERFORMANCE OUTCOMES

B4 Local Procedures, Policies, and Ordinances

Definition

Ability to demonstrate knowledge of procedures or policies developed by the agency to address tactics or required actions in given circumstances.

Abilities / Knowledge	Trainee	PTO	Date
• Major emergencies and disasters, Bomb threats, **Responding to high-risk crimes in progress**	_____	_____	_____
• Federal law; State statutes, Municipal code, General orders, Organizational philosophy, Agency policies, procedures, and protocols, **Missing persons**	_____	_____	_____
• **Self-initiated activities such as Vehicle Stops**	_____	_____	_____
• **Pedestrian Stops**	_____	_____	_____
• **Directed Patrol, Arrests**	_____	_____	_____
• **Workplace Harassments**	_____	_____	_____

Performance Outcomes

1. Trainee will identify the local procedures, policies, laws, and philosophies that affect emergency responses.
2. Trainee will apply the correct laws, policies, and procedures to an emergency response situation.
3. Trainee will select and compare different procedures, policies, and laws that apply to the handling of emergency incidents.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

- *California Peace Officer Legal Sourcebook*

Include any additional agency-approved resource information below:

Phase B
Emergency Incident Response

CORE COMPETENCY PERFORMANCE OUTCOMES

B5 Report Writing

Definition

Ability to document required reports in a factual, accurate, clear, concise, complete, and timely manner.

Abilities / Knowledge

	Trainee	PTO	Date
• Report forms for emergency incidents, Departmental administrative reports for emergency incidents, Outline system for case preparation, Producing clear, concise, and grammatically correct reports	_____	_____	_____
• Maintaining accurate **Field Notes**	_____	_____	_____
• **Report writing**	_____	_____	_____

Performance Outcomes

1. Trainee will describe the reporting requirements for emergency incidents.
2. Trainee will demonstrate effective report writing to document emergency incidents.
3. Trainee will evaluate the effectiveness of his/her report writing skills related to emergency incidents.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

- POST Learning Domain Workbook: *LD #18: Investigative Report Writing*

Include any additional agency-approved resource information below:

Phase B
Emergency Incident Response

CORE COMPETENCY PERFORMANCE OUTCOMES

B6 Leadership

Definition

Ability to influence people, while using ethical values and goals to produce an intended change.

Abilities / Knowledge

	Trainee	PTO	Date
• Influencing people to solve their own problems, Engaging in peer assistance, Creating community partnerships, Ethical behavior, Role modeling and mentoring, Providing leadership through service and values	_____	_____	_____

Performance Outcomes

1. Trainee will explain his/her leadership role in emergency situations.
2. Trainee will display leadership ability in emergency situations.
3. Trainee will evaluate his/her own leadership ability in emergency situations.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

- POST Learning Domain Workbook: *LD #1: History, Professionalism, and Ethics*
- POST Publication: *Becoming an Exemplary Peace Officer – An Introduction to Peace Officer Training*

Include any additional agency-approved resource information below:

Phase B
Emergency Incident Response

CORE COMPETENCY PERFORMANCE OUTCOMES

B7 Problem-Solving Skills

Definition

Ability to analyze situations, identify the real problem, and implement plans to solve problems in a timely manner using verbal or physical skills to determine the appropriate resolution to a situation.

Abilities / Knowledge	Trainee	PTO	Date
• **Critically assessing a call and addressing primary and secondary issues**	_____	_____	_____
• **Taking control of a call and making the appropriate disposition**	_____	_____	_____
• **Using the PBL process (ideas, known facts, learning issues, action plan, evaluation)**, Awareness of high-risk/low-frequency crimes and community issues that affect area safety and quality of life, Designing and developing a problem-solving approach to emergency response, Employing traditional and non-traditional resources to identified problems and developing solutions, Using outside government resources, Creating partnerships with community resources, Crime analysis	_____	_____	_____

Performance Outcomes

1. Trainee will identify and define problems encountered in an emergency situation.
2. Trainee will apply knowledge and demonstrate proper solutions to problems in emergency situations.
3. Trainee will explain and support his/her decisions in the problem-solving process.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

- *Problem-Oriented Policing* by Herman Goldstein
- *Fixing Broken Windows* by George L. Kelling

Include any additional agency-approved resource information below:

Phase B
Emergency Incident Response

CORE COMPETENCY PERFORMANCE OUTCOMES

B8 Community-Specific Problems

Definition

Ability to identify, prioritize, and address issues that will improve the community's quality of life while recognizing that effective problem solving is a process that identifies and addresses the underlying causes of crime and disorder in the community.

Abilities / Knowledge

	Trainee	PTO	Date
• Anticipating community-specific problems that may result in threats to community safety or emergency response incidents, Identifying interrelationships and influences that community problems and crime may have on neighboring beats or communities, Identifying quality-of-life issues, Use of community members and resources to collaborate in the resolution of community issues, Crime analysis, Use of other government resources to support problem solutions, **Community policing/POP**	_____	_____	_____
• **Gang awareness**	_____	_____	_____
• **Hate crimes**	_____	_____	_____

Performance Outcomes

1. Trainee will identify and describe specific community problems in their assigned areas.
2. Trainee will explain and support his/her decisions dealing with community-specific problems.
3. Trainee will assess current community problems and make recommendations for solutions using the PBL model in the process.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

- POST Learning Domain Workbook: *LD #3: Policing the Community*
- POST Publication: *Hate Crimes Policy Guidelines*

Include any additional agency-approved resource information below:

Phase B
Emergency Incident Response

CORE COMPETENCY PERFORMANCE OUTCOMES

B9 Cultural Diversity and Special Needs Groups

Definition

Ability to understand and racial and cultural differences, and development of effective, non-combative methods of carrying out law enforcement duties in a racially and culturally diverse environment.

Abilities / Knowledge

	Trainee	PTO	Date
• Awareness of cultural or linguistic barriers during emergency situations, Dealing with individuals who have a **Mental Illness**	_____	_____	_____
or other **Disability**	_____	_____	_____
and are acting violently, Responding to special needs groups, **Hate crimes**	_____	_____	_____

Performance Outcomes

1. Trainee will identify the social, economic, and linguistic differences of cultural groups in his/her area.
2. Trainee will demonstrate the ability to assist without personal bias in an emergency situation.
3. Trainee will explain the ramifications of demonstrating personal bias in an emergency situation.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

- POST Learning Domain Workbook: *LD #42: Cultural Diversity/Discrimination*
- POST Publication: *Police Response to People with Mental Illness or Developmental Disability – A Field Guide* AVAILABLE IN PRINT ONLY – TO ORDER, contact POST Training Program Services at 916 227-4885
- POST Publication: *Hate Crimes Policy Guidelines*

Include any additional agency-approved resource information below:

Phase B
Emergency Incident Response

CORE COMPETENCY PERFORMANCE OUTCOMES

B10 Legal Authority

Definition

Ability to identify and properly apply the laws related to phase-specific situations.

Abilities / Knowledge	Trainee	PTO	Date
• Case law, Detention and search parameters, Obligations of arrest authority, High liability issues (pursuits, PIT maneuvers, fleeing felons, etc.), **Use of force**	_____	_____	_____
• Tenant/landlord issues, Legal powers during a criminal investigation, Knowledge of criminal and civil processes, Rules of evidence, **Arrest warrants**	_____	_____	_____
• **Search warrants**	_____	_____	_____
• **Search and seizure**	_____	_____	_____
• **Use of California codes and law, including Criminal law**	_____	_____	_____
– **Vehicle Code**	_____	_____	_____
– **Probable Cause**	_____	_____	_____
– **Laws of Arrest**	_____	_____	_____
– **Juvenile Law and Procedure**	_____	_____	_____
• **Additional laws (ABC, Probation, Parole)**	_____	_____	_____

Performance Outcomes

1. Trainee will identify his/her lawful authority within policy and statute in an emergency response.
2. Trainee will demonstrate lawful authority during emergency responses with regard to policies, procedures, and statutes.
3. Trainee will assess his/her use and effectiveness of available resources in an emergency situation.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

- *California Peace Officer Legal Sourcebook*
- Applicable POST Learning Domain Workbooks

Include any additional agency-approved resource information below:

Phase B
Emergency Incident Response

CORE COMPETENCY PERFORMANCE OUTCOMES

B11 Individual Rights

Definition

Ability to identify and apply the constitutional rights governing consensual encounters, detentions, and arrests.

Abilities / Knowledge

	Trainee	PTO	Date
• Awareness of constitutional rights during emergencies, Rules of search and seizure, Individual's rights while in custody, Racially-biased policing, Individual's rights during a criminal investigation, **Search Concepts**	_____	_____	_____
• **Seizure Concepts**	_____	_____	_____
• **Legal Responsibility/Required with Prisoners**	_____	_____	_____
• **Miranda rights**	_____	_____	_____

Performance Outcomes

1. Trainee will define individual rights in emergency situations.
2. Trainee will demonstrate his/her knowledge of individual rights in emergency situations.
3. Trainee will evaluate his/her knowledge and application of individual rights in emergency situations.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

Include any additional agency-approved resource information below:

Phase B
Emergency Incident Response

CORE COMPETENCY PERFORMANCE OUTCOMES

B12 Officer Safety

Definition

Ability to demonstrate situational and tactical awareness and respond appropriately.

Abilities / Knowledge	Trainee	PTO	Date
• Proper use of equipment including firearms, handcuffs, and less-lethal weapons, **Controlling the scene of an emergency,** Employing situational tactics such as tactical retreats, Taking custody of violent or armed person, **Cover vs. concealment**	_____	_____	_____
• Effective searches of persons and scenes during emergencies, **Positioning a vehicle during emergency situations**	_____	_____	_____
• Bloodborne pathogens, Handling hazardous evidence, Identification of hazardous materials such as explosive devices and improvised weapons, **Critical incident response**	_____	_____	_____
• **Handling crimes in progress**	_____	_____	_____
• **Domestic violence**	_____	_____	_____
• **Felony/high risk vehicle stops**	_____	_____	_____
• **Demonstrates awareness of officer survival techniques**	_____	_____	_____

Performance Outcomes

1. Trainee will describe and identify officer safety skills necessary during an emergency response.
2. Trainee will demonstrate officer safety skills during all emergency responses.
3. Trainee will assess his/her performance in officer safety during all emergency responses.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

Include any additional agency-approved resource information below:

Phase B
Emergency Incident Response

CORE COMPETENCY PERFORMANCE OUTCOMES

B13 Communication Skills

Definition

Ability to use effective verbal and non-verbal skills to convey intended meaning and establish understanding.

Abilities / Knowledge	Trainee	PTO	Date
• Professional and appropriate communication with the public and co-workers, **Procedures for using the police radio during an emergency response**	_____	_____	_____
• Use of computer, **Information Systems/Telecommunications**	_____	_____	_____
• **Radio Communications**	_____	_____	_____
• **Voice control and command during an emergency response**	_____	_____	_____
• Tactical communication, Sharing information within the organization, Effective writing and note taking, Active listening, Proper release of information procedures	_____	_____	_____

Performance Outcomes

1. Trainee will describe the many different communication skills used during an emergency response situation.
2. Trainee will demonstrate effective communication skills during an emergency response situation.
3. Trainee will assess his/her communication in an emergency response situation.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

Include any additional agency-approved resource information below:

Phase B
Emergency Incident Response

CORE COMPETENCY PERFORMANCE OUTCOMES

B14 Ethics

Definition

Ability to apply accepted principles of conduct that govern decisions and actions based on professional values and expectations.

Abilities / Knowledge

Trainee PTO Date

- Identifying inappropriate responses in emergency responses, Scope and authority of the police officer position, Abuse of power, Respecting privacy concerns of victims, Responding to emergency field activities in a proportionate manner, Displaying professional behavior on duty, Mitigating conflicts of interests between law enforcement and the community in emergency situations, **Demonstrates a proactive work ethic (including time management and attendance)**_____ _____ _____ _____

Performance Outcomes

1. Trainee will identify ethical behavior expected of a professional law enforcement officer in an emergency situation.
2. Trainee will demonstrate ethical behavior in emergency situations.
3. Trainee will assess the importance of ethical behavior so as to maintain the public trust in emergency situations.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

- Law Enforcement Code of Ethics
- POST Publication: *Becoming an Exemplary Peace Officer – An Introduction to Peace Officer Training*

Include any additional agency-approved resource information below:

Phase B
Emergency Incident Response

CORE COMPETENCY PERFORMANCE OUTCOMES

B15 Lifestyle Stressors / Self-Awareness / Self-Regulation

Definition

Ability to maintain self-control and making timely, rational decisions in stressful situations; ability to identify areas in need of improvement and self confidence; and awareness of public image, personal biases, and self- motivation.

Abilities / Knowledge

	Trainee	PTO	Date
• Debriefing personnel effectively, Ability to identify areas in need of improvement, Awareness of situations that cause personal stress, Remaining calm and making rational decisions, Participating in situational debriefings, Assessing mental alertness and self confidence, Awareness of post traumatic stressors, Dealing with shift work, Awareness of public image, Awareness of personal biases, Realizing the impact of police activities on the community, Balancing workload, Self motivation, Having a sense of self awareness (e.g., strengths and weaknesses)	_____	_____	_____

Performance Outcomes

1. Trainee will identify what stressors affect his/her performance in emergency situations.
2. Trainee will apply self-awareness and self-regulation in emergency situations.
3. Trainee will assess his/her level of self-awareness and self-regulation in emergency situations and decide if his/her lifestyle stressors should be adjusted.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

- POST Learning Domain Workbook: *LD #32: Lifetime Fitness*

Include any additional agency-approved resource information below:

Phase C
Patrol Activities

COMPONENTS

WEEKS 9–11

LEARNING ACTIVITIES

- Learning Matrix
- Trainee Journaling
- PTO Training Progress Notes
- Focus Activities

EVALUATION ACTIVITIES

- Problem-Based Learning Exercise
  - ▶ **PBLE #3 – Disorderly Youths in Park**

NEIGHBORHOOD PORTFOLIO EXERCISE (NPE) – *To be determined*

CORE COMPETENCY PERFORMANCE OUTCOMES

C1	Police Vehicle Operations
C2	Conflict Resolution
C3	Use of Force
C4	Local Procedures, Policies, and Ordinances
C5	Report Writing
C6	Leadership
C7	Problem-Solving Skills
C8	Community-Specific Problems
C9	Cultural Diversity and Special Needs Groups
C10	Legal Authority
C11	Individual Rights
C12	Officer Safety
C13	Communication Skills
C14	Ethics
C15	Lifestyle Stressors/Self-Awareness/Self-Regulation

Phase C
Patrol Activities

TRAINING PHASE FOCUS ACTIVITIES

Trainee	Badge/ID	PTO	Badge/ID

INSTRUCTIONS: Focus Activities are high-frequency events that are agency-specific for each Training Phase (A,B,C,D). The activities should encompass all aspects of responding to or completing the activity. The goals of the focus activities listed below center on the Performance Outcomes for this specific phase.

		ENTER DATE(S)		
	FOCUS ACTIVITIES – PHASE A	OBSERVED	DISCUSSED	APPLIED
1	EXAMPLE: Traffic stops			
2	EXAMPLE: Traffic citations			
3				
4				
5				
6				
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Phase C
Patrol Activities

PROBLEM-BASED LEARNING EXERCISE

PBLE #3: Disorderly Youths in Park

You are patrolling in your area and a woman near a park stops you. She reports that in the past several months she and several other residents have been having trouble with disorderly youths hanging around in the park. The park is surrounded on three sides by local residences with numerous walkway exits to surrounding streets. The local high school is situated directly opposite the park. A records check indicates that neighbors and school officials have called the police about the youths in the park on numerous occasions. Police reports describing trespassing, burglaries, larceny, drug usage, and disorderly conduct have been filed over the past six months. These events occurred during both daytime and evening hours. Uniform and plainclothes police have responded in the past with little effect.

INSTRUCTIONS TO TRAINEE: You must present two or more possible outcomes for this problem-based learning exercise to your PTO. In each instance, you must include the following:

IDEAS: *Record your initial responses.*	• What are your initial thoughts on solving this problem? • Explain to your PTO two possible ways you can deal with this situation.
KNOWN FACTS: *List all known facts.*	• What do you know? EXAMPLE: Previous police efforts have had little consequences. There is a school opposite the park, etc.
LEARNING ISSUE: *Use the Learning Matrix to identify relevant content for each decision.*	• What do you need to know to solve this problem? Where can you find it? • What resources are available to solve this problem? EXAMPLES: Describe local resources you may contact, information you require, or other people you would consult for each possible outcome. What laws do you need to know and what are the procedures for dealing with local schools?
ACTION PLAN:	• What are you going to do to meet your learning needs? • What are the possibilities to resolve the problem? REMINDER: This is an ill-structured problem; your action plan does not have a simple solution.
PRESENTATION/ EVALUATION:	• The trainee, in consultation with the PTO, will determine the best method to present solutions to this problem. These may include a verbal report, a written report, a formal presentation, demonstrations incorporating examples from your patrol work with your PTO, or other methods that best suit your abilities. • Use the PBLE Guideline to complete a PBLE written or verbal report.

PTO Name:	**Badge/ID:**	**WEEKS 9–11**
Present your findings to your PTO on this date: _____	**Time *(if verbal)*:** _____ ☐ **AM** ☐ **PM**	

Your method of presentation will be:

☐ **VERBAL REPORT** ☐ **FORMAL PRESENTATION/DEMONSTRATION**
☐ **WRITTEN REPORT** ☐ **OTHER:** _____

Phase C
Patrol Activities

PROBLEM-BASED LEARNING EXERCISE – GUIDELINE

PBLE #3: Disorderly Youths in Park

Trainee	Badge/ID	Report Date: _____
PTO	Badge/ID	☐ WRITTEN REPORT ☐ VERBAL REPORT

INSTRUCTIONS TO TRAINEE:
Use your learning matrix to answer questions 1–5 for your *written* or *verbal* report.

Trainee Comments	PTO Comments
1a. What did you learn from this community problem? (Use specific examples and refer to the cells in the matrix.) **1b.** Describe the core competencies that you developed during this exercise.	
2a. Did you initially formulate assumptions (ideas) that you later realized would not work? Explain. **2b.** Could these assumptions be transferred to another problem? Where?	

PBLE #3: Disorderly Youths in Park

PBLE Guideline: Phase C

Trainee Comments	PTO Comments
3a. Identify important information or skills that you acquired during this problem-solving exercise. **3b.** Explain why you chose these (e.g., to identify laws, contacts, or behaviors that you will use again).	
4a. Evaluate your own problem-solving process regarding the listing of known facts, finding answers to questions, and devising the action plan. **4b.** Did you list all the facts? **4c.** Did you ask the right questions? What questions would you ask now? **4d.** Was your action plan realistic and achievable?	
5a. What competencies, skills, community contacts, and knowledge do you need to improve or develop more fully to deal with this type of problem in the future? **5b.** Explain and indicate how you intend to improve or develop these?	

Phase C
Patrol Activities

PROBLEM-BASED LEARNING EXERCISE – COMPLETED

PBLE #3: Disorderly Youths in Park

Trainee	Badge/ID	PTO	Badge/ID

PRESENTATION FORMAT

Officer/Deputy _____ completed this PBLE for this phase using one of the following format options:

☐ **VERBAL REPORT** ☐ **FORMAL PRESENTATION/DEMONSTRATION**

☐ **WRITTEN REPORT** ☐ **OTHER:** _____

DOCUMENTATION *(briefly describe form and location of documentation)*

The officer/deputy in training satisfactorily completed this exercise and solved his/her learning issues. This learning is documented as follows:

SIGNATURES

Trainee ▶ _____ **Date** _____

PTO ▶ _____ **Date** _____

PTP SAC (Print Full Name):	Badge/ID:

PTP SAC ▶ _____ **Date** _____

Phase C
Patrol Activities

CORE COMPETENCY PERFORMANCE OUTCOMES

C1 Police Vehicle Operations

Definition

Ability to operate a patrol vehicle in a safe and efficient manner and to position the vehicle appropriate to the situation.

Abilities / Knowledge	Trainee	PTO	Date
• **Patrol vehicle inspections**	_____	_____	_____
(one- versus two-officer patrol responsibilities), Checking businesses and other properties for security, Maintaining geographic location awareness, Patrol driving, Vehicle positioning, **Traffic stops**	_____	_____	_____
• Situational awareness, Vehicle maintenance, **Directed and beat patrol strategies**	_____	_____	_____

Performance Outcomes

1. Trainee will describe safe and proper vehicle operations.
2. Trainee will demonstrate the proper use of a patrol vehicle during patrol operations.
3. Trainee will assess and evaluate patrol vehicle operation.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

- California Vehicle Code
- Department Policy

Include any additional agency-approved resource information below:

Phase C
Patrol Activities

CORE COMPETENCY PERFORMANCE OUTCOMES

C2 Conflict Resolution

Definition

Ability to mediate disagreements by resolving a conflict using appropriate communication skills.

Abilities / Knowledge

	Trainee	PTO	Date
• Fostering collaboration among divergent groups, Community meeting facilitation skills, Dealing with conflict styles within the community, Communicating and exchanging views with dissatisfied citizens, Developing interpersonal relationships, Dealing with witnesses and victims, Using **tactical communication** to gain voluntary compliance	_____	_____	_____

Abilities / Knowledge

Fostering collaboration among divergent groups, Community meeting facilitation skills, Dealing with conflict styles within the community, Communicating and exchanging views with dissatisfied citizens, Developing interpersonal relationships, Dealing with witnesses and victims, Using **tactical communication _____/_____**

Performance Outcomes

1. Trainee will identify situations that can create conflict.
2. Trainee will apply and demonstrate appropriate communication and problem-solving skills to resolve conflict.
3. Trainee will assess situations of conflict and recommend an appropriate course of action for resolution.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

- POST Learning Domain Workbook: *LD #24: Handling Disputes/Crowd Control*

Include any additional agency-approved resource information below:

Phase C
Patrol Activities

CORE COMPETENCY PERFORMANCE OUTCOMES

C3 Use of Force

Definition

Ability to distinguish and apply reasonable force options in given circumstances in accordance with state law and agency policy and procedure.

Abilities / Knowledge

	Trainee	PTO	Date
• Communication and dialogue in use of force situations, **Body positioning during contacts**	_____	_____	_____
• **Use of contact/cover concepts**	_____	_____	_____
• Applying the **legal/ethical use of force** matrix/continuum, Use of lethal and less than lethal weapons,	_____	_____	_____
Physical arrests	_____	_____	_____
and **detentions**	_____	_____	_____
• Maintaining and securing equipment	_____	_____	_____

Performance Outcomes

1. Trainee will define and describe the use-of-force options.
2. Trainee will apply and demonstrate the reasonable amount of force necessary to resolve a situation safely.
3. Trainee will evaluate use-of-force techniques in patrol situations.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

- POST Learning Domain Workbook: *LD #20, Use of Force*

Include any additional agency-approved resource information below:

Phase C
Patrol Activities

CORE COMPETENCY PERFORMANCE OUTCOMES

C4 Local Procedures, Policies, and Ordinances

Definition

Ability to demonstrate knowledge of procedures or policies developed by the agency to address tactics or required actions in given circumstances.

Abilities / Knowledge	Trainee	PTO	Date
• Understanding geographic responsibilities (e.g., area and beat responsibilities), Assisting other emergency services (e.g., fire department), Strategies and procedures for dealing with community support services (e.g., school districts, social services), **Policies and regulations governing pre-patrol issues**	_____	_____	_____
• **Preparing and reporting for duty**	_____	_____	_____
• Local non-criminal statutes and regulations for minimizing community safety issues (e.g., fire and building codes), Federal law, State statutes, Municipal code, General orders, Organizational philosophy, Agency policies, procedures, and protocols, **Missing persons**	_____	_____	_____
• **Gang awareness**	_____	_____	_____
• **Hate crimes**	_____	_____	_____
• **Self-initiated activities (such as vehicle stops, pedestrian stops, directed patrol, arrests)**	_____	_____	_____

Performance Outcomes

1. Trainee will collect, explain, and describe the state, county, and municipal laws, local procedures and policies as they apply to patrol activities.
2. Trainee will apply laws, policies, and procedures for all appropriate enforcement action.
3. Trainee will discriminate between state, county, and municipal laws governing within their area of responsibility.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

- *California Peace Officer Legal Sourcebook*

Include any additional agency-approved resource information below:

Phase C
Patrol Activities

CORE COMPETENCY PERFORMANCE OUTCOMES

C5 Report Writing

Definition

Ability to document required reports in a factual, accurate, clear, concise, complete, and timely manner.

Abilities / Knowledge	Trainee	PTO	Date
• Maintaining accurate and legible **journaling/training progress notes**	_____	_____	_____
• Maintaining and understanding criminal information bulletins, Engaging in legal and related field interviews, Report forms and departmental administrative reports, Outline system for case preparation, **Producing clear, concise, and grammatically correct reports**	_____	_____	_____
• **Field notes**	_____	_____	_____
• **Report writings**	_____	_____	_____
• **Impounding vehicles**	_____	_____	_____
• **Storing vehicles**	_____	_____	_____
• **Vehicle collisions**	_____	_____	_____
• **DUI investigations**	_____	_____	_____
• **Missing persons**	_____	_____	_____

Performance Outcomes

1. Trainee will describe what types of patrol activities require documentation.
2. Trainee will demonstrate the ability to document patrol activities as required.
3. Trainee will accurately assess which patrol activities require documentation.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

- POST Learning Domain Workbook: *LD #18: Investigative Report Writing*

Include any additional agency-approved resource information below:

Phase C
Patrol Activities

CORE COMPETENCY PERFORMANCE OUTCOMES

C6 Leadership

Definition

Ability to influence people while using ethical values and goals to produce an intended change.

Abilities / Knowledge Trainee PTO Date

- Influencing people to solve their own problems, Engaging in peer assistance, Creating community partnerships, Ethical behavior, Role modeling and mentoring, Providing leadership through service and values _____ _____ _____ _____

Performance Outcomes

1. Trainee will explain his/her leadership role in patrol situations.
2. Trainee will display leadership ability in patrol situations.
3. Trainee will evaluate his/her own leadership ability in patrol situations.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

- POST Learning Domain Workbook: *LD #1: History, Professionalism, and Ethics*
- POST Publication: *Becoming an Exemplary Peace Officer – An Introduction to Peace Officer Training*

Include any additional agency-approved resource information below:

Phase C
Patrol Activities

CORE COMPETENCY PERFORMANCE OUTCOMES

C7 Problem-Solving Skills

Definition

Ability to analyze situations, identify the real problem, and implement plans to solve problems in a timely manner using verbal or physical skills to determine the appropriate resolution to a situation.

Abilities / Knowledge	Trainee	PTO	Date
• **Critically assess a call and address primary and secondary issues**	_____	_____	_____
• **Taking control of a call and making the appropriate disposition**	_____	_____	_____
• **Using the PBL process (ideas, known facts, learning issues, action plan, evaluation)**	_____	_____	_____
and strategies to scan and analyze community problems (such as crime mapping, crime analysis, CPTED, community surveys), Internet research, Incorporating directed patrol and other strategies for responding to other community problems, Mobilizing other governmental resources, community resources, and community partnerships to respond to community problems, Implementing problem-oriented policing strategies to identify solutions to community problems, **Community relations and service**	_____	_____	_____

Performance Outcomes

1. Trainee will identify and define problems encountered during patrol activities.
2. Trainee will apply knowledge and demonstrate proper solutions to problems during patrol activities.
3. Trainee will use the PBL guidelines to analyze and explain solutions for a current problem occurring in the beat.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

- *Problem-Oriented Policing* by Herman Goldstein
- *Fixing Broken Windows* by George L. Kelling

Include any additional agency-approved resource information below:

Phase C
Patrol Activities

CORE COMPETENCY PERFORMANCE OUTCOMES

C8 Community-Specific Problems

Definition

Ability to Identify, prioritize, and address issues that will improve the community's quality of life while recognizing that effective problem solving is a process that identifies and addresses the underlying causes of crime and disorder in the community.

Abilities / Knowledge

	Trainee	PTO	Date
• Urban versus rural issues, Special events, Identifying the interrelationships and influences that community problems and crime may have on neighboring beats or communities, Identifying quality-of-life issues, Use community members and resources to collaborate in resolving of community issues, Crime analysis, Use of other government resources to support problem solutions, **Community policing/POP**	_____	_____	_____
• **Gang awareness**	_____	_____	_____
• **Hate crimes**	_____	_____	_____

Performance Outcomes

1. Trainee will identify and describe specific-community problems within his/her assigned areas. .
2. Trainee will apply specific course(s) of action to solve community-specific problems.
3. Trainee will judge the effectiveness of a course of action.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

- POST Learning Domain Workbook: *LD #3: Policing the Community*

Include any additional agency-approved resource information below:

Phase C
Patrol Activities

CORE COMPETENCY PERFORMANCE OUTCOMES

C9 Cultural Diversity and Special Needs Groups

Definition

Ability to understand and respect racial and cultural differences, and develop effective, non-combative methods to carry out law enforcement duties in a racially and culturally diverse environment.

Abilities / Knowledge

	Trainee	PTO	Date
• Awareness of and participation in the local community customs and cultural events, Responding to special needs populations, Language barriers and other cultural differences, Developing contacts with different minority and cultural groups, **Cultural sensitivity to racial profiling**	_____	_____	_____
• **Hate crimes**	_____	_____	_____

Performance Outcomes

1. Trainee will identify different needs of various cultural and special needs groups in his/her area.
2. Trainee will relate and modify his/her actions, as well as demonstrate empathy, when dealing with cultural and special needs groups.
3. Trainee will evaluate his/her actions in dealing with different cultural and special needs groups.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

- POST Learning Domain Workbook: *LD #42: Cultural Diversity/Discrimination*
- POST Publication: *Hate Crimes Policy Guidelines*

Include any additional agency-approved resource information below:

Phase C
Patrol Activities

CORE COMPETENCY PERFORMANCE OUTCOMES

C10 Legal Authority

Definition

Ability to identify and properly apply the laws related to phase-specific situations.

Abilities / Knowledge	Trainee	PTO	Date
• Legal vehicle stops, Detaining and arresting individuals, Landlord/tenant issues, Vehicle safety inspections, Non-criminal laws (e.g., fire and building codes, licensing), **Departmental, state, and local laws regarding police misconduct**	_____	_____	_____
• Case law, **Detention and search parameters**	_____	_____	_____
• Obligations of arrest authority, High liability issues (pursuits, PIT maneuvers, fleeing felons, etc.), Use of force, Legal powers during a criminal investigation, Criminal and civil processes, Rules of evidence, **Arrest warrants**	_____	_____	_____
• **Search warrants**	_____	_____	_____
• **Use of California codes and law, including: Criminal Laws**	_____	_____	_____
– **Vehicle Code**	_____	_____	_____
– **Probable Cause**	_____	_____	_____
– **Laws of Arrest**	_____	_____	_____
– **Juvenile Law and Procedures**	_____	_____	_____
• **Additional laws (ABC, Probation, Parole)**	_____	_____	_____

Performance Outcomes

1. Trainee will identify define legal authority as it applies to criminal investigations.
2. Trainee will demonstrate lawful authority during patrol activities with regard to policies, procedures, and statutes.
3. Trainee will assess his/her use and effectiveness of lawful authority during patrol activities.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

- *California Peace Officer Legal Sourcebook*
- Applicable POST Learning Domain Workbooks

Include any additional agency-approved resource information below:

Phase C
Patrol Activities

CORE COMPETENCY PERFORMANCE OUTCOMES

C11 Individual Rights

Definition

Ability to identify and apply the constitutional rights governing consensual encounters, detentions, and arrests.

Abilities / Knowledge	Trainee	PTO	Date
• Departmental policy and legal issues **regarding the use of race and ethnicity to make decisions**	_____	_____	_____
• **Racial profiling**	_____	_____	_____
• Legal issues related to community notifications of sexual predators and other criminal groups, Individual's rights while in custody, Racially- biased policing, Individual's rights during a criminal investigation, **Search concepts**	_____	_____	_____
• **Seizure concepts**	_____	_____	_____
• **Legal responsibility/required with prisoners**	_____	_____	_____

Performance Outcomes

1. Trainee will define and identify specific court cases, policies, and laws as they pertain to custodial and non-custodial contacts.
2. Trainee will apply demonstrate his/her ability to relate to specific court cases, laws, and policies to custodial and non-custodial contacts.
3. Trainee will support his/her actions through established case law, statutory laws, and policies.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

Include any additional agency-approved resource information below:

Phase C
Patrol Activities

CORE COMPETENCY PERFORMANCE OUTCOMES

C12 Officer Safety

Definition

Ability to demonstrate situational and tactical awareness and respond appropriately.

Abilities / Knowledge	Trainee	PTO	Date
• Using seatbelts, Using other safety equipment (e.g., flares, etc.), **Transporting prisoners**	_____	_____	_____
• Transporting members of the public, Developing community partnerships to enhance officer safety, Cover vs. concealment, Effective **searches of persons** and **scenes**	_____	_____	_____
• Proper vehicle positioning, Pedestrian stops, **Police patrol techniques**	_____	_____	_____
• **Demonstrates awareness of officer survival technique**	_____	_____	_____

Performance Outcomes

1. Trainee will describe his/her knowledge and understanding of appropriate officer safety techniques.
2. Trainee will demonstrate proper officer safety techniques in all patrol situations.
3. Trainee will constantly assess and improve the effectiveness of his/her officer safety techniques.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

Include any additional agency-approved resource information below:

Phase C
Patrol Activities

CORE COMPETENCY PERFORMANCE OUTCOMES

C13 Communication Skills

Definition

Ability to use effective verbal and non-verbal skills to convey intended meaning and establish understanding.

Abilities / Knowledge	Trainee	PTO	Date
• Radio and computer procedures, **Information systems/ telecommunications**	_____	_____	_____
• **Radio communications**	_____	_____	_____
• Internal administrative reporting procedures	_____	_____	_____
• Obtaining and sharing information with crime analysis, Creating communication opportunities for fostering community cooperation, if applicable (e.g., web pages, newsletters for community meetings), Professional and appropriate communication with the public and co-workers, **Voice control and command**	_____	_____	_____
• Tactical communication, Sharing information within the organization, Effective writing and note taking, **Active listening**	_____	_____	_____
• Proper release of information procedures	_____	_____	_____

Performance Outcomes

1. Trainee will describe the many different communication skills used during patrol activities.
2. Trainee will demonstrate effective communication skills during patrol activities.
3. Trainee will assess his/her communication in patrol activities.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

Include any additional agency-approved resource information below:

Phase C
Patrol Activities

CORE COMPETENCY PERFORMANCE OUTCOMES

C14 Ethics

Definition

Ability to apply accepted principles of conduct that govern decisions and actions based on professional values and expectations.

Abilities / Knowledge

	Trainee	PTO	Date
• Appropriate professional behavior on and off duty, Balance between individual rights and community and crime control needs, Conflict of interest issues between law enforcement and the community, Scope and authority of the police officer position, Abuse of power, Respecting privacy concerns of victims, **Demonstrates a proactive work ethic (including time management and attendance)**	_____	_____	_____

Performance Outcomes

1. Trainee will define ethics as it pertains to law enforcement.
2. Trainee will demonstrate sound ethical practices.
3. Trainee will assess his/her use of ethical practices.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

- Law Enforcement Code of Ethics
- POST Publication: *Becoming an Exemplary Peace Officer – An Introduction to Peace Officer Training*

Include any additional agency-approved resource information below:

Phase C
Patrol Activities

CORE COMPETENCY PERFORMANCE OUTCOMES

C15 Lifestyle Stressors / Self-Awareness / Self-Regulation

Definition

Ability to maintain self-control and make timely, rational decisions in stressful situations; ability to identify areas in need of improvement and self confidence; and awareness of public image, personal biases, and self- motivation.

Abilities / Knowledge

	Trainee	PTO	Date
• Eating habits, Dealing with partners with different lifestyles/habits, Learning to establish open dialogue and communication, Local employee assistance programs, Awareness of public image, Creating initiatives to enhance community safety, Identify areas in need of improvement, Awareness of situations that cause personal stress, **Remaining calm and making rational decisions**	_____	_____	_____
• Assessing mental alertness and self confidence, Awareness of personal biases, Realizing the impact of police activities on the community, Balancing workload, Self-motivation, Having a sense of self awareness (i.e., strengths and weaknesses)	_____	_____	_____

Performance Outcomes

1. Trainee will identify what stressors affect his/her performance in patrol situations.
2. Trainee will apply self-awareness and self-regulation in patrol situations.
3. Trainee will assess his/her level of self-awareness and self-regulation in patrol situations and decide if his/her lifestyle stressors should be adjusted.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

- POST Learning Domain Workbook: *LD #32: Lifetime Fitness*

Include any additional agency-approved resource information below:

Phase D
Criminal Investigation

COMPONENTS

WEEKS 12–14

LEARNING ACTIVITIES

- Learning Matrix
- Trainee Journaling
- PTO Training Progress Notes
- Focus Activities

EVALUATION ACTIVITIES

- Problem-Based Learning Exercise
  - **PBLE #4 – Domestic Dispute**

NEIGHBORHOOD PORTFOLIO EXERCISE (NPE) – *To be determined*

CORE COMPETENCY PERFORMANCE OUTCOMES

D1	Police Vehicle Operations
D2	Conflict Resolution
D3	Use of Force
D4	Local Procedures, Policies, and Ordinances
D5	Report Writing
D6	Leadership
D7	Problem-Solving
D8	Community-Specific Problems
D9	Cultural Diversity and Special Needs Groups
D10	Legal Authority
D11	Individual Rights
D12	Officer Safety
D13	Communication Skills
D14	Ethics
D15	Lifestyle Stressors/Self-Awareness/Self-Regulation

Phase D
Criminal Investigation

TRAINING PHASE FOCUS ACTIVITIES

Trainee	Badge/ID	PTO	Badge/ID

INSTRUCTIONS: Focus Activities are high-frequency events that are agency-specific for each Training Phase (A,B,C,D). The activities should encompass all aspects of responding to or completing the activity. The goals of the focus activities listed below center on the Performance Outcomes for this specific phase.

		ENTER DATE(S)		
	FOCUS ACTIVITIES – PHASE A	OBSERVED	DISCUSSED	APPLIED
1	EXAMPLE: Crime scene investigation			
2	EXAMPLE: Evidence collection and preservation			
3	EXAMPLE: Interviewing suspects			
4				
5				
6				
7				
8				
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24				
2				
26				

Phase D
Criminal Investigation

PROBLEM-BASED LEARNING EXERCISE

PBLE #4: Domestic Dispute

You are working with your partner on the afternoon shift when you receive a call regarding noise from a loud argument and crying children coming from an apartment in your patrol area. The neighbor who called in the complaint lives above the apartment where the disturbance is occurring. The dispatcher tells you that this is the fourth call of a similar nature in the past six weeks. No arrests were made at those calls, but the husband and wife have both been cautioned regarding the consequences of domestic assault. Upon arrival at the scene, you hear a child screaming inside and the sound of a struggle in progress. The husband answers the door and you see that both he and his wife have facial cuts. He moves into the kitchen and begins to yell at his wife. Each accuses the other of assault. Two children, ages five and three, are in the living room and both are crying. The apartment is dirty and there is garbage strewn throughout the apartment. As you are speaking to the wife, she advises you that she wants her husband arrested for assault. She also informs you that she would like him arrested for the marijuana he has in his drawer in the bedroom. The husband denies he has any drugs in the house.

INSTRUCTIONS TO TRAINEE: You must present two or more possible outcomes for this problem-based learning exercise to your PTO. In each instance, you must include the following:

IDEAS: *Record your initial responses.*	• What are your initial thoughts on solving this problem? • Explain to your PTO two possible ways you can deal with this situation.
KNOWN FACTS: *List all known facts.*	• What do you know? EXAMPLE: There has been an assault. Children are on the scene. You have a report of drugs in the home.
LEARNING ISSUE: *Use the Learning Matrix to identify relevant content for each decision.*	• What do you need to know to solve this problem? Where can you find it? • What resources are available to solve this problem? EXAMPLES: What laws do you need to know and what are the procedures for seizing drugs? What do you do with the children if both parents are arrested?
ACTION PLAN:	• What are you going to do to meet your learning needs? • What are the possibilities to resolve the problem? REMINDER: This is an ill-structured problem; your action plan does not have a simple solution.
PRESENTATION/ EVALUATION:	• The trainee, in consultation with the PTO, will determine the best method to present solutions to this problem. These may include a verbal report, a written report, a formal presentation, demonstrations incorporating examples from your patrol work with your PTO, or other methods that best suit your abilities. • Use the PBLE Guideline to complete a PBLE written or verbal report.

PTO Name:	**Badge/ID:**	**WEEKS 12–14**
Present your findings to your PTO on this date: _____	**Time *(if verbal)*:** _____ ☐ **AM** ☐ **PM**	

Your method of presentation will be:

☐ **VERBAL REPORT** ☐ **FORMAL PRESENTATION/DEMONSTRATION**
☐ **WRITTEN REPORT** ☐ **OTHER:** _____

Phase D
Criminal Investigation

PROBLEM-BASED LEARNING EXERCISE – GUIDELINE

PBLE #4: Domestic Dispute

Trainee	Badge/ID	Report Date: _____
PTO	Badge/ID	☐ WRITTEN REPORT ☐ VERBAL REPORT

INSTRUCTIONS TO TRAINEE:
Use your learning matrix to answer questions 1–5 for your *written* or *verbal* report.

Trainee Comments	PTO Comments
1a. What did you learn from this community problem? (Use specific examples and refer to the cells in the matrix.) **1b.** Describe the core competencies that you developed during this exercise.	
2a. Did you initially formulate assumptions (ideas) that you later realized would not work? Explain. **2b.** Could these assumptions be transferred to another problem? Where?	

PBLE #4: Domestic Dispute

PBLE Guideline: Phase D

Trainee Comments	PTO Comments
3a. Identify important information or skills that you acquired during this problem-solving exercise. **3b.** Explain why you chose these (e.g., to identify laws, contacts, or behaviors that you will use again).	
4a. Evaluate your own problem-solving process regarding the listing of known facts, finding answers to questions, and devising the action plan. **4b.** Did you list all the facts? **4c.** Did you ask the right questions? What questions would you ask now? **4d.** Was your action plan realistic and achievable?	
5a. What competencies, skills, community contacts, and knowledge do you need to improve or develop more fully to deal with this type of problem in the future? **5b.** Explain and indicate how you intend to improve or develop these?	

Phase D
Criminal Investigation

PROBLEM-BASED LEARNING EXERCISE – COMPLETED

PBLE #4: Domestic Dispute

Trainee	Badge/ID	PTO	Badge/ID

PRESENTATION FORMAT

Officer/Deputy _____ completed this PBLE for this phase using one of the following format options:

☐ **VERBAL REPORT** ☐ **FORMAL PRESENTATION/DEMONSTRATION**

☐ **WRITTEN REPORT** ☐ **OTHER:** _____

DOCUMENTATION *(briefly describe form and location of documentation)*

The officer/deputy in training satisfactorily completed this exercise and solved his/her learning issues. This learning is documented as follows:

SIGNATURES

Trainee ▶ _____ **Date** _____

PTO ▶ _____ **Date** _____

PTP SAC (Print Full Name):	Badge/ID:

PTP SAC ▶ _____ **Date** _____

Phase D
Criminal Investigation

CORE COMPETENCY PERFORMANCE OUTCOMES

D1 Police Vehicle Operations

Definition

Ability to operate a patrol vehicle in a safe and efficient manner and to position the vehicle appropriate to the situation.

Abilities / Knowledge

	Trainee	PTO	Date
• Criminal investigation involving police vehicles, Patrol driving, Vehicle positioning, Traffic stops, Situational awareness, Directed and beat patrol strategies	_____	_____	_____

Performance Outcomes

1. Trainee will describe safe and proper police vehicle operations in a criminal investigation.
2. Trainee will apply good judgment in the safe operation and decision of positioning his/her vehicle at a crime scene.
3. Trainee will assess his/her driving abilities and vehicle maintenance needs.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

- California Vehicle Code
- Department Policy

Include any additional agency-approved resource information below:

Phase D
Criminal Investigation

CORE COMPETENCY PERFORMANCE OUTCOMES

D2 Conflict Resolution

Definition

Ability to mediate disagreements by resolving a conflict using appropriate communication skills.

Abilities / Knowledge

	Trainee	PTO	Date
• Dealing with hostile victims, witnesses, and citizens, Handling interagency and intra-agency conflicts, Dealing with conflict styles within the community, Communicating and exchanging views with dissatisfied citizens, Developing interpersonal relationships, Using **tactical communication** to gain voluntary compliance	_____	_____	_____

Performance Outcomes

1. Trainee will describe conflict resolution techniques to resolve disputes in the community and in the workplace.
2. Trainee will demonstrate conflict resolution techniques.
3. Trainee will evaluate his/her conflict resolution decisions.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

- POST Learning Domain Workbook: *LD #24: Handling Disputes/Crowd Control*

Include any additional agency-approved resource information below:

Phase D
Criminal Investigation

CORE COMPETENCY PERFORMANCE OUTCOMES

D3 USE OF FORCE

Definition

Ability to apply reasonable force options in given circumstances in accordance with state law and agency policy and procedure.

Abilities / Knowledge

	Trainee	PTO	Date
• Use of force policy, **Use of force reporting procedures**	_____	_____	_____
• Communication and dialogue in use of force situations, Body positioning during contacts, Use of **contact/cover concepts**	_____	_____	_____
• Applying the use of force matrix/continuum, Use of lethal and less-lethal weapons, Physical arrests and detentions, Maintaining and securing equipment	_____	_____	_____

Performance Outcomes

1. Trainee will define and describe the use-of-force options.
2. Trainee will apply and demonstrate the reasonable amount of force necessary to resolve a situation safely.
3. Trainee will evaluate use-of-force techniques.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

- POST Learning Domain Workbook, *LD #20, Use of Force*

Include any additional agency-approved resource information below:

Phase D
Criminal Investigation

CORE COMPETENCY PERFORMANCE OUTCOMES

D4 Local Procedures, Polices, and Ordinances

Definition

Ability to apply procedures or policies developed by the agency to address tactics or required actions in given circumstances.

Abilities / Knowledge

	Trainee	PTO	Date
• Regulations regarding enforcing and investigating legal codes such as drug offenses, Criminal offenses, Crimes against persons and property, etc., Using forensic and other investigative strategies effectively, Geographic responsibilities (e.g., area and beat responsibilities), Local non-criminal statutes and regulations for minimizing community safety issues (e.g., fire codes, building codes), Federal law, State statutes, Municipal code, General orders, Organizational philosophy, Agency policies, procedures, and protocols, **Missing persons**	_____	_____	_____
• **Self-initiated activities (such as vehicle stops, pedestrian stops, directed patrol, arrests)**	_____	_____	_____

Performance Outcomes

1. Trainee will identify and define the most commonly used state, local, and federal laws as they pertain to criminal investigations.
2. Trainee will apply the most commonly used state, local, and federal laws that pertain to criminal investigations.
3. Trainee will evaluate his/her application of state, local, and federal laws that pertain to criminal investigations.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

- *California Peace Officer Legal Sourcebook*

Include any additional agency-approved resource information below:

Phase D
Criminal Investigation

CORE COMPETENCY PERFORMANCE OUTCOMES

D5 Report Writing

Definition

Ability to document required reports in a factual, accurate, clear, concise, complete, and timely manner.

Abilities / Knowledge

	Trainee	PTO	Date
• Departmental regulations regarding writing reports on criminal and court-related investigation, Taking statements, Preparing cases, Maintaining accurate and **legible notes**, Maintaining and understanding criminal information bulletins, Engaging in legal and related field interviews, Report forms and departmental administrative reports, Producing clear, concise, and grammatically correct **field notes** and **report writing**	_____	_____	_____

Performance Outcomes

1. Trainee will describe how to construct reports in an objective, concise, and accurate manner.
2. Trainee will demonstrate his/her ability to select and then complete the appropriate reports for specific incidents.
3. Trainee will evaluate content and accuracy of investigative reports.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

- POST Learning Domain Workbook: *LD #18: Investigative Report Writing*

Include any additional agency-approved resource information below:

Phase D
Criminal Investigation

CORE COMPETENCY PERFORMANCE OUTCOMES

D6 Leadership

Definition

Ability to influence people while using ethical values and goals to produce an intended change.

Abilities / Knowledge

	Trainee	PTO	Date
• Influencing people to solve their own problems, Engaging in peer assistance, Creating community partnerships, Ethical behavior, Role modeling and mentoring, Providing leadership through service and values	_____	_____	_____

Performance Outcomes

1. Trainee will explain his/her leadership role in investigative situations.
2. Trainee will display leadership ability in investigative situations.
3. Trainee will evaluate his/her own leadership ability in investigative situations.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

- POST Learning Domain Workbook: *LD #1: History, Professionalism, and Ethics*

Include any additional agency-approved resource information below:

Phase D
Criminal Investigation

CORE COMPETENCY PERFORMANCE OUTCOMES

D7 Problem-Solving Skills

Definition

Ability to analyze situations, identify the real problem, and implement plans to solve problems in a timely manner using verbal or physical skills to determine the appropriate resolution to a situation.

Abilities / Knowledge	Trainee	PTO	Date
• **Critically assessing a call and addressing primary and secondary issues**	_____	_____	_____
• **Taking control of a call and making the appropriate disposition**	_____	_____	_____
• **Using the PBL process (ideas, known facts, learning issues, action plan, evaluation)**, **Understanding** the importance of providing thorough and competent initial investigative information to investigators, Employing traditional and non-traditional resources to identified problems and developing solutions, CPTED	_____	_____	_____

Performance Outcomes

1. Trainee will identify and define problems encountered during investigative activities.
2. Trainee will apply knowledge and demonstrate proper solutions to problems during investigative activities.
3. Trainee will use the PBL guidelines to analyze and evaluate solutions for criminal investigations.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

- *Problem-Oriented Policing* by Herman Goldstein
- *Fixing Broken Windows* by George L. Kelling

Include any additional agency-approved resource information below:

Phase D
Criminal Investigation

CORE COMPETENCY PERFORMANCE OUTCOMES

D8 Community-Specific Problems

Definition

Ability to Identify and prioritize the issues in the community that address the underlying causes of crime and disorder.

Abilities / Knowledge

	Trainee	PTO	Date
• Understanding the reality of community perceptions and influences on community crime and quality-of-life issues, Using community members and resources to collaborate in the resolution of community issues, Crime analysis, Use of other government resources to support problem solutions, **Community policing/POP**	_____	_____	_____
• **Gang awareness**	_____	_____	_____

Performance Outcomes

1. Trainee will identify resources for community-specific problems.
2. Trainee will utilize resources to address community-specific problems.
3. Trainee will evaluate the use of resources to address community-specific problems.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

- POST Learning Domain Workbook: *LD #3: Policing the Community*

Include any additional agency-approved resource information below:

Phase D
Criminal Investigation

CORE COMPETENCY PERFORMANCE OUTCOMES

D9 Cultural Diversity and Special Needs Groups

Definition

Awareness of racial and cultural differences and ability to demonstrate effective methods of carrying out law enforcement duties in a culturally diverse community.

Abilities / Knowledge

	Trainee	PTO	Date
• Cultural differences relevant to investigations (e.g., poor perceptions of police by some groups from other countries, Social diversity issues related to investigations (e.g., dealing with people with mental illnesses, developmental disabilities, etc.), Awareness of and participation in the local community customs and cultural events, Responding to special needs population, Language barriers, Developing contacts with different minority and cultural groups, **Cultural sensitivity to racial profiling**	_____	_____	_____
• **Hate crimes**	_____	_____	_____

Performance Outcomes

1. Trainee will identify different needs of various cultural and special needs groups during criminal investigations.
2. Trainee will relate and modify his/her actions, as well as demonstrate empathy, when dealing with cultural and special needs groups.
3. Trainee will evaluate his/her actions in dealing with different cultural and special needs groups.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

- POST Learning Domain Workbook: *LD #42: Cultural Diversity/Discrimination*
- POST Publication: *Police Response to People with Mental Illness or Developmental Disability – A Field Guide* AVAILABLE IN PRINT ONLY – TO ORDER: Contact POST Training Program Services at 916 227-4885
- POST Publication: *Hate Crimes Policy Guidelines*

Include any additional agency-approved resource information below:

Phase D
Criminal Investigation

CORE COMPETENCY PERFORMANCE OUTCOMES

D10 Legal Authority

Definition

Ability to identify and properly apply the laws related to phase-specific situations.

Abilities / Knowledge	Trainee	PTO	Date
• Understanding legal powers for criminal investigation **(investigations)**	_____	_____	_____
• Court procedures and evidentiary rules **(courtroom testimony)**	_____	_____	_____
• Issues related to warrant, warrantless, and improper searches, High-liability issues and case law, **Procedures for handling property** and **evidence**	_____	_____	_____
• Procedures for **securing scenes for court presentations**	_____	_____	_____
• **Procedures for taking witness, victim, and accused-persons statements (interviewing)**	_____	_____	_____
• **Use of California codes and law, including Criminal law**			
– **Vehicle code**	_____	_____	_____
– **Probable cause**	_____	_____	_____
– **Laws of arrest**	_____	_____	_____
– **Juvenile law and procedure**	_____	_____	_____
• **Additional laws (ABC, Probation, Parole)**	_____	_____	_____

Performance Outcomes

1. Trainee will define legal authority as it applies to criminal investigations.
2. Trainee will use available information, concepts, and resources to maintain good working relationships with attorneys and judges.
3. Trainee will evaluate the limitations of his/her legal authority.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

- *California Peace Officer Legal Sourcebook*
- Applicable POST Learning Domain Workbooks

Include any additional agency-approved resource information below:

Phase D
Criminal Investigation

CORE COMPETENCY PERFORMANCE OUTCOMES

D11 Individual Rights

Definition

Ability to identify and apply the constitutional rights governing consensual encounters, detentions, and arrests.

Abilities / Knowledge

	Trainee	PTO	Date
• Individual's rights during a criminal investigation, Fair and equitable treatment of individuals based on the U.S. Constitution, Racially biased policing, **Search concepts**	_____	_____	_____
• **Seizure concepts**	_____	_____	_____
• **Legal responsibility/required with prisoners**	_____	_____	_____

Performance Outcomes

1. The trainee will describe the Fourth Amendment, search and seizure, Miranda, and all applicable constitutional rights as they pertain to criminal investigations.
2. The trainee will apply case law to criminal and civil situations.
3. The trainee will evaluate application of case law and constitutional rights during criminal investigations.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

- *California Peace Officer Legal Sourcebook*

Include any additional agency-approved resource information below:

Phase D
Criminal Investigation

CORE COMPETENCY PERFORMANCE OUTCOMES

D12 Officer Safety

Definition

Ability to demonstrate situational and tactical awareness and respond appropriately.

Abilities / Knowledge	Trainee	PTO	Date
• **Safe handling of evidence (such as weapons, bodily fluids,** etc.) _____	_____	_____	_____
• Tactical awareness, Awareness of activity in the immediate surroundings, Proper use of equipment, Contact/cover concepts, Searches of persons, buildings, structures, and vehicles, Vehicle positioning, Prisoner transport, Vehicle stops, **Demonstrates awareness of officer survival techniques** _____	_____	_____	_____

Performance Outcomes

1. Trainee will describe appropriate officer safety techniques during criminal investigations.
2. Trainee will demonstrate proper officer safety techniques during criminal investigations.
3. Trainee will assess and improve his/her officer safety techniques.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

Include any additional agency-approved resource information below:

Phase D
Criminal Investigation

CORE COMPETENCY PERFORMANCE OUTCOMES

D13 Communication Skills

Definition

Ability to use effective verbal and non-verbal skills to convey intended meaning and establish understanding.

Abilities / Knowledge	Trainee	PTO	Date
• Effective writing and note taking, Active listening, **Maintaining a professional demeanor and testimony in court**	_____	_____	_____
• Maintaining a professional demeanor when dealing with the public during an investigation, **Rules regarding communicating with the media**	_____	_____	_____
• **Procedures for taking witness statements, victim statements, and accused-person statements**	_____	_____	_____
• High liability issues and case law, Radio and computer procedures, Proper release of information procedures	_____	_____	_____

Performance Outcomes

1. Trainee will describe the many different communication skills used during criminal investigations.
2. Trainee will demonstrate effective communication skills during criminal investigations.
3. Trainee will assess his/her communication in criminal investigations.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

Include any additional agency-approved resource information below:

Phase D
Criminal Investigation

CORE COMPETENCY PERFORMANCE OUTCOMES

D14 Ethics

Definition

Ability to make decisions and take actions based on professional values and expectations.

Abilities / Knowledge	Trainee	PTO	Date
• **Process for reporting internal corruption**	_____	_____	_____
• **Abuse of power or excessive use of force (IA process)**	_____	_____	_____
• Applying discretion in investigation in an equitable manner, Appropriate professional behavior on and off duty, Substance abuse awareness, Balance between individual rights and community and crime control needs, Conflict of interest issues between law enforcement and the community, Scope and authority of the police officer position, Respecting privacy concerns of victims, **Demonstrates a proactive work ethic (including time management and attendance)**	_____	_____	_____

Performance Outcomes

1. Trainee will define ethics as it pertains to law enforcement.
2. Trainee will demonstrate sound ethical practices.
3. Trainee will assess his/her use of ethical practices.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

- Law Enforcement Code of Ethics
- POST Publication: *Becoming an Exemplary Peace Officer – An Introduction to Peace Officer Training*

Include any additional agency-approved resource information below:

Phase D
Criminal Investigation

CORE COMPETENCY PERFORMANCE OUTCOMES

D15 Lifestyle Stressors / Self-Awareness / Self-Regulation

Definition

Ability to maintain self-control and make timely, rational decisions in stressful situations with the ability to identify areas in need of improvement; awareness of public image, personal biases, and self- motivation.

Abilities / Knowledge	Trainee	PTO	Date
• Ability to self-assess professionalism, competency, and fairness during criminal investigation, Awareness of post traumatic stress syndrome, **Effectively managing case load and calls for service**	_____	_____	_____
• Eating habits, Dealing with partners with different lifestyles/habits, Learning to establish open dialogue and communication, Local employee assistance programs, Awareness of public image, Creating initiatives to enhance community safety, Identify areas in need of improvement, Awareness of situations that cause personal stress, Remaining calm and making rational decisions, Assessing mental alertness and self confidence, Awareness of personal biases, Realizing the impact of police activities on the community, Balancing workload, Self- motivation	_____	_____	_____

Performance Outcomes

1. Trainee will maintain a professional demeanor in all contacts.
2. Trainee will demonstrate effective time management of workload; maintain a healthy balance between work and personal life.
3. Trainee will assess his/her lifestyle and recognize his/her limitations.

NOTE: See Volume 1, Appendix H, for POST's **Minimum Content Areas** for training manuals.

Resource Material

- POST Learning Domain Workbook: *LD #32: Lifetime Fitness*

Include any additional agency-approved resource information below:

End of workbook