

Field Training		Appendix D	F-16	
INSTRUCTIONAL GUIDELINES	<i>Explained</i>	<i>Demonstrated</i>	<i>Practiced</i>	<i>FTO</i>
1. Uniform and Appearance:				
a. <i>Roll call inspections</i>				
b. <i>Uniform classes and regulations</i>				
c. <i>Dry cleaning and care of uniforms</i>				
d. <i>Glossy shine on leather and footwear</i>				
e. <i>Personal grooming and jewelry</i>				
f. <i>Command presence and bearing</i>				
2. Admn/Oper. Issues for Officers				
a. <i>Chain of command</i>				
b. <i>Professionalism</i>				
c. <i>RDOs and requests for leave</i>				
d. <i>Tobacco use</i>				
e. <i>Breaks</i>				
f. <i>On-duty injury</i>				
g. <i>Change of address or phone number</i>				
h. <i>E-mail and officer's mailbox</i>				
i. <i>General Orders</i>				
j. <i>Disciplinary procedures</i>				
k. <i>Obtaining supplies and equipment</i>				
l. <i>Mutual aid agreements</i>				
m. <i>Compensation</i>				
n. <i>Sick leave</i>				
o. <i>Performance evaluations</i>				

	Explained	Demonstrated	Practiced	FTO
3. Patrol Units and Driving				
a. <i>Inspection procedure</i>				
b. <i>Maintenance</i>				
c. <i>Damage to unit</i>				
1. How to report				
2. Responsibility				
d. <i>Driving habits and tactics</i>				
1. Public perception				
2. Legal obligations				
3. Defensive driving				
4. Adverse conditions				
5. Responding to non-emergency calls				
6. Responding code-3				
7. Parking				
e. <i>Emergency equipment</i>				
f. <i>Video system</i>				
g. <i>Operation</i>				
h. <i>Policy</i>				
i. <i>Maintaining officer tapes</i>				
4. Reports				
a. <i>Forms</i>				
1. Daily activity				
2. Offense				
3. Supplemental				
4. Arrest				
5. Vehicle				
6. Property				

	Explained	Demonstrated	Practiced	FTO
7. Juvenile Contact				
8. Affidavit				
9. Warrant Service				
10. Victim's Information Guide				
11. Domestic Violence Receipt				
12. FINS Affidavit				
13. Use of Force				
14. Vehicle Pursuit				
15. PR Bond				
16. Citation				
17. Juvenile Citation				
18. Field Interview				
19. Accident Report				
20. Witness Statement Form				
b. Writing Reports				
1. Taking notes and obtaining information				
2. Spelling				
3. Grammar				
4. Narrative Composition				
5. Elements of the Crime				
6. Probable Cause				
5. Locations and Orientation				
a. Beats				
b. Primary streets				
c. Secondary streets				
d. Maps				

	Explained	Demonstrated	Practiced	FTO
<i>e. Important Locations</i>				
1. JDC				
2. District Court and Court Clerks Office				
3. Miller County Courthouse				
4. Miller County Jail				
5. Juvenile Court				
6. Wadley Hospital				
7. St. Michael's Hospital				
8. Communications				
9. CID				
10. ADC				
11. Fleet Maintenance				
12. District/Circuit Judge's homes & offices				
6. Communications				
<i>a. Radio Procedures</i>				
1. Channel assignments				
2. 10-codes				
3. Phonetic alphabet				
4. Operation				
5. Radio discipline and courtesy				
<i>b. MDC operations</i>				
1. Sign-on				
2. Function and uses				
3. ACIC				
4. E-mail				
5. Professionalism				

	Explained	Demonstrated	Practiced	FTO
c. <i>Central Records and Communications</i>				
1. Orientation and procedures				
7. Court Procedures				
a. <i>Subpoenas</i>				
b. <i>Testifying</i>				
c. <i>Courtly duty</i>				
8. Traffic Accidents				
a. <i>Protecting the scene</i>				
b. <i>Safety and injuries</i>				
c. <i>Accident diagrams</i>				
d. <i>Investigation</i>				
e. <i>Wreckers</i>				
f. <i>Directing traffic</i>				
9. Calls of Service				
a. <i>Civil matters</i>				
b. <i>Service or Report calls</i>				
c. <i>Funeral escorts</i>				
10. In-Progress Calls				
a. <i>Robbery in progress</i>				
b. <i>Burglary in progress</i>				
c. <i>Disturbances</i>				
d. <i>Alarms</i>				
e. <i>Suicide and attempts</i>				

	Explained	Demonstrated	Practiced	FTO
f. <i>Bomb threats</i>				
g. <i>Active shooter</i>				
11. Preventive Patrol				
a. <i>Community Contacts (10-75)</i>				
b. <i>School zones</i>				
c. <i>School patrol</i>				
d. <i>Building checks</i>				
e. <i>Bar checks</i>				
f. <i>Close watch</i>				
12. Responsibilities at Fires				
13. Property and Evidence				
a. <i>Collecting evidence</i>				
1. Fingerprints				
2. Articles				
3. Documents				
b. <i>Chain of evidence</i>				
c. <i>Vehicle Impounds</i>				
d. <i>Felony process evidence</i>				
e. <i>Evidence and property lockers</i>				
f. <i>Protecting the scene</i>				
1. Size of scene				
2. Who has access				
3. Crime scene log				
g. <i>Found property</i>				
h. <i>Prisoner property</i>				

	Explained	Demonstrated	Practiced	FTO
14. Traffic Enforcement				
<i>a. Traffic laws</i>				
1. Hazardous violations				
2. Administrative violations				
3. Selected violations				
* <i>Speeding</i>				
* <i>Disregard red light</i>				
* <i>Improper lane change</i>				
* <i>Fail to yield right of way</i>				
* <i>Careless or Prohibited driving</i>				
* <i>Reckless driving</i>				
* <i>Driver's license violation</i>				
* <i>No proof of insurance</i>				
* <i>Registration violations</i>				
* <i>DWLS</i>				
* <i>Abandoned vehicle</i>				
<i>b. DWI</i>				
1. Recognition				
2. Field sobriety tests				
* <i>HGN</i>				
* <i>One leg stand</i>				
* <i>Walk & turn</i>				
3. Datamaster				
4. Blood test				
5. DUI				
<i>c. Conducting a traffic stop</i>				
1. Hazards				
2. Recognizing violations				

	Explained	Demonstrated	Practiced	FTO
3. Radio traffic				
4. Location of traffic stop				
5. Use of emergency equipment				
6. Making contact with violator				
7. 7 step contact				
8. Enforcement				
<i>*warnings</i>				
<i>*citations</i>				
<i>*arrests</i>				
<i>*officer discretion</i>				
9. Radar operations				
10. Parking violations				
d. <i>Conducting felony stops</i>				
1. Backup unit's)				
2. Location and positioning				
3. Communication				
4. Maintaining position of advantage				
5. Arrest & search				
6. Clearing suspect vehicle				
15. Arrests and Searches				
a. <i>Legal issues</i>				
1. Probable cause				
2. Reasonable suspicion				
3. Warrantless arrests				
4. Arrest with Warrant				
5. Officer Discretion				
6. Obstructing governmental operations				

	Explained	Demonstrated	Practiced	FTO
7. Fleeing				
8. Resisting arrest				
9. Refusal to submit to arrest				
10. Hindering apprehension				
b. Making arrests				
1. Misdemeanors				
2. Felonies				
3. Mentally unstable people				
4. Juveniles				
*Runaways				
* Curfew				
5. Resisting/Refusal to submit to arrest				
6. PR Bond				
7. DL Bond				
8. Booking procedures				
c. Safety				
1. Handcuffing				
2. Positioning				
3. Secondary officers				
4. Transporting male/female prisoners				
5. Exposure to contagious diseases				
d. Searches				
1. Suspects				
2. Vehicles				
3. Buildings				
4. Open areas				
5. Pat downs				
6. Inventories				

	Explained	Demonstrated	Practiced	FTO
16. Vehicle Pursuits				
17. Use of Force				
a. <i>Reasonable force</i>				
b. <i>Deadly force</i>				
1. Investigation process for incidents				
c. <i>Physical force</i>				
d. <i>Use of force continuum</i>				
e. <i>Types of resistance</i>				
18. Available Force Options				
a. <i>Firearms</i>				
1. Duty weapon				
* <i>Safety</i>				
* <i>Maintenance and operation</i>				
2. Shotgun				
* <i>Safety</i>				
* <i>Maintenance and operation</i>				
3. M-16				
4. Back-up and off-duty weapons				
5. Ammunition				
b. <i>Vehicles</i>				
c. <i>Less lethal options</i>				
d. <i>Impact Weapons</i>				
1. Asp batons				
2. Flashlight				
e. <i>Chemical options</i>				
1. OC				

	Explained	Demonstrated	Practiced	FTO
2. OC foggers				
3. Multi-purpose grenades				
4. Pepperball gun				
f. <i>Unarmed confrontation</i>				
19. Selected Offenses				
a. <i>Battery</i>				
b. <i>Domestic Battery</i>				
c. <i>Harassment</i>				
d. <i>Disorderly Conduct</i>				
e. <i>Public Intoxication</i>				
f. <i>Loitering</i>				
g. <i>Breaking or Entering</i>				
h. <i>Burglary</i>				
i. <i>Robbery</i>				
j. <i>Aggravated Assault</i>				
k. <i>Terroristic Threatening</i>				
l. <i>Terroristic Act</i>				
m. <i>Sexual Assault</i>				
n. <i>Endanger Welfare of a Minor</i>				
o. <i>Contribute to the Del. Of a Minor</i>				
p. <i>Theft</i>				
q. <i>Shoplifting</i>				
r. <i>UUMV</i>				
s. <i>Forgery</i>				
t. <i>Criminal Impersonation</i>				
u. <i>Criminal Mischief</i>				
v. <i>Criminal Trespass</i>				

	Explained	Demonstrated	Practiced	FTO
w. <i>Arson</i>				
x. <i>Resisting Arrest</i>				
y. <i>Refusal to Submit to Arrest</i>				
z. <i>Hindering Apprehension</i>				
aa. <i>Cruelty to Animals</i>				
bb. <i>Harassing Communications</i>				
cc. <i>Stalking</i>				
dd. <i>Poss. Instrument of a Crime</i>				
ee. <i>Carrying a Weapon</i>				
ff. <i>Poss. Of Firearm by Certain Person</i>				
20. Wreckers				
a. <i>Impounds</i>				
b. <i>Rotation</i>				
c. <i>Request</i>				
d. <i>Abandoned vehicles</i>				
e. <i>Parking violations</i>				
21. K-9 Operations				
a. <i>Duties during a track</i>				
b. <i>Duties during a search</i>				
c. <i>Duties during an apprehension</i>				
22. Recruit Testing Record				
a. 10-codes				
b. Phonetic alphabet				
c. Use of force				
d. MDC/Radio operations				
	Explained	Demonstrated	Practiced	FTO
e. Pursuit Policy				
f. Criminal code				