SAN DIEGO REGIONAL PUBLIC SAFETY TRAINING INSTITUTE

CORE INSTRUCTORS OPERATIONS MANUAL

Updated July 11, 2023

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MISSION, VISION, GOALS AND VALUES STATEMENTS

MISSION STATEMENT

OUR MISSION IS TO PROVIDE THE FINEST QUALITY PUBLIC SAFETY TRAINING AND PROFESSIONAL DEVELOPMENT THAT IS RESPONSIVE TO THE NEEDS OF THE AGENCIES AND DIVERSE COMMUNITIES WE SERVE.

VISION STATEMENT

WE ARE COMMITTED TO A COLLABORATIVE EFFORT TO PROVIDE THE HIGHEST QUALITY TECHNICAL AND HUMAN RELATIONS TRAINING TO PUBLIC SAFETY PERSONNEL WITHIN THE SAN DIEGO REGION. ALL TRAINING WILL REFLECT THE CORE VALUES OF PROFESSIONAL LAW ENFORCEMENT AND BE GROUNDED IN A FUNDAMENTAL RESPECT FOR DIGNITY OF ALL PERSONS. STATE OF THE ART TECHNOLOGY WILL SUPPORT THE DEVELOPMENT OF A FUTURE GENERATION OF LAW ENFORCEMENT OFFICERS SKILLED IN PROBLEM SOLVING, CONFLICT RESOLUTION, AND COMMUNITY POLICING.

GOALS STATEMENT

The primary goal of the Core Instructors at the San Diego Regional Public Safety Training Institute (S.D.R.P.S.T.I.) is to provide the highest quality of instructional training for law enforcement recruit and incumbent personnel in order to enable them to provide safe and effective service to their communities.

To achieve this goal, Core Instructors shall comply with the California Peace Officer Standards and Training (P.O.S.T.) recommendations and guidelines. Core instructors will be subject matter experts and advisors for the development of P.O.S.T. curriculum and testing. Additionally, they will serve as resource experts for all participating regional law enforcement agencies.

VALUES

- *CUSTOMER ORIENTED (INTERNAL AND EXTERNAL)*

- *NO DEMEANING, DISRESPECTFUL BEHAVIOR TOWARDS STUDENTS*

- *TREAT STUDENTS THE WAY THAT YOU WANT THEM TO TREAT CITIZENS*

- *BALANCE DISCIPLINE AND RESPECT FOR INDIVIDUALS*

- *SITUATIONAL DISCIPLINE IN LIFE THREATENING/ PHYSICAL ASPECTS OF JOB*

- *OPEN LEARNING ENVIRONMENT - INDEPENDENT/CRITICAL THINKING*

- *PURPOSEFUL DISCIPLINE (JOB RELATED)*

- *INCLUSION PHILOSOPHY - HELP STUDENTS MEET STANDARDS*

- *PROBLEM SOLVING AS A PRIORITY*

- *INTERAGENCY COOPERATION ON IMPLEMENTATION PRACTICES*

- *TOLERATE MISTAKES AS LEARNING OPPORTUNITIES*

- *PROMOTE INDIVIDUAL TEAM ORIENTATION WITH COMMUNITY*

- *CODE OF ETHICAL CONDUCT*

- *RESPECT DIFFERENCES*

- *FAIRNESS (COMMON SENSE)*

- *COLLABORATION AND CONSENSUS ACROSS AGENCY LINES*

II.

OVERVIEW OF ORGANIZATION

ORGANIZATIONAL CHART

SAN DIEGO REGIONAL PUBLIC SAFETY INSTITUTE EXECUTIVE ADVISORY COMMITTEE
Region Chiefs and SDCCD Dean of Public Safety

SAN DIEGO REGIONAL PUBLIC SAFETY TRAINING INSTITUTE EXECUTIVE DIRECTOR, SDPD CAPTAIN

ACADEMY DIRECTOR, SDSD LIEUTENANT

ACADEMY COORDINATORS SDSD SERGEANT SDPD SERGEANT

CORE INSTRUCTORS

ADJUNCT INSTRUCTORS

A. - OVERVIEW

The Core Instructor Program was initiated in 1986 by the San Diego Police Department to provide the highest quality and consistency of training. The Core instructors are experts from both the San Diego Police Department and the San Diego Sheriff's Department. In 1993 the role of the Core instructors was adjusted with the "regionalization" of the law enforcement training structure in the San Diego area and the development of the Executive Advisory Committee. With this restructuring the Core instructors expanded. Core instructors are responsible for collaborating with P.O.S.T. and using recommendations made to and from the Executive Advisory Committee to develop, coordinate and provide instruction to the law enforcement recruits who attend the San Diego Regional Public Safety Training Institute. In developing the curriculum the Core instructors must be mindful of not only what is best for their individual agency but also what is best for the law enforcement community in the San Diego region as a whole.

Core Instructors are paid by their employing agencies.

All Core Instructors have other duties and tasks that they perform for their employing agencies secondarily to their core related responsibilities.

B. - CORE INSTRUCTOR DOMAINS

• ARREST AND CONTROL

• EVOC/ TRAFFIC

• FIREARMS

• FITNESS AND HEALTH

• HUMAN RELATIONS

• LEGAL/ REPORT WRITING/ INVESTIGATION

• OFFICER SAFETY/ FIELD TACTICS

C. - CURRENT PERSONNEL

• COMMANDING OFFICER   --   Captain (SDPD)

• CORE SUPERVISOR   --   Lieutenant (SDSD/SDPD)

• ACADEMY COORDINATOR --   Sergeant (SDSD)

• ACADEMY COORDINATOR --   Sergeant (SDPD)

• ARREST AND CONTROL   --   Corporal (SDSD)

• EVOC/ TRAFFIC   --   Sergeant (SDPD)

• FIREARMS   --   Corporal (SDSD)

• FITNESS AND HEALTH   --   Officer (SDPD)

• HUMAN RELATIONS   --   Sergeant (SDPD)

• LEGAL/ INVESTIGATIONS   --   Sergeant (SDPD)

• OFFICER SAFETY   --   Sergeant (SDPD)

D. - GENERAL CORE INSTRUCTOR RESPONSIBILITIES:

The following is a list of general tasks and responsibilities of all Core instructors at the S.D.R.P.S.T.I.:

- P.O.S.T. Liaison: Core Instructors will serve as a point of contact or resource for the subjects connected to their core. They will participate in P.O.S.T. curriculum development, test question writing and evaluation.

- Core Instructors will study and serve as point of contact or resource in all P.O.S.T. Learning Domains subjects connected to their core.

- P.O.S.T. Workbook Instruction: Core Instructors will be responsible for the instruction of recruits in the P.O.S.T. Learning Domains. All curriculums must follow the basic workbooks outlines that are developed and updated by P.O.S.T.

- Instructor Coordinator: Core Instructors will mentor and guide instructors to ensure that students receive the highest quality of training possible for all P.O.S.T. Learning Domains. Core instructors will also ensure instructors who provide instruction under their core subjects maintain the proper certifications. The Core Instructors will ensure their instructor's profiles and resumes in the P.O.S.T. – E.D.I. is updated in compliance with P.O.S.T. requirements. The Core Instructors will also ensure their instructors Academy File, located on site, contains paper copies of the instructor's resume, certifications, and documents consistent with their EDI file, academy requirements, and P.O.S.T.

- Subject Instructor: Core Instructors will provide training for law enforcement personnel that include: P.O.S.T. required re-certification, in-service training, and classes in the Menu education program.

- Core Instructors will survey participating agencies to determine their training needs.

- Core Instructors will develop curriculum and provide training to satisfy the needs of all participating agencies.

- Core Instructors will ensure lesson plans and teaching aids are consistent with P.O.S.T. Training and Testing Specifications and the SDRPSTI's Expanded Course Outline.

- Core Instructors will review and approve all instructor lesson plans and teaching aids prior to the material being taught to recruits.

- Core Instructors will ensure, through periodic physical inspection, their instructors are teaching from approved lesson plans and using only approved teaching aids.

- The Core Instructors are responsible for ensuring all topics within the Training and Testing Specifications are taught to recruits.

- Core Instructors will develop cooperative relationships with persons and community organizations that may have an interest in the subject matter taught within their core.

- Core Instructors will integrate both problem solving and community oriented policing techniques into lessons whenever possible.

- Core Instructors will provide lesson plans for each instructor in their cadre to the Academy Coordinators.

- Core Instructors will be responsible for recruiting and retaining a sufficient number of certified instructors to provide sufficient responses to scheduling needs, regardless of the academy size.

- Only S.D.R.P.S.T.I. approved instructors will be used to teach recruits.

E. - GENERAL INSTRUCTOR GUIDELINES

All instructors at the S.D.R.P.S.T.I. are required to comply with the following guidelines.

- Potential instructors must complete the 40 hour, POST certified AICC.

- Report to the Core Instructor responsible for the subject matter for which they provide instruction.

- Provide all training based on current P.O.S.T. guidelines, Training and Testing Specifications, The S.D.R.P.S.T.I. Academy Expanded Course Outline, and legal requirements.

- Provide all P.O.S.T. Training and Testing Specifications, P.O.S.T. required Learning Activities, and Legislatively Mandated Training during the assigned session.

- Have a completed Instructor Resume submitted and on file.

- All specialized instructors, as identified in P.O.S.T. Regulation 1070, will have completed the necessary and approved specialized training and A.I.C.C. prior to teaching their related topic.

- Provide instruction to all students in a professional, unbiased, non-discriminatory fashion.

- Abide by all rules and regulations of the S.D.R.P.S.T.I and the San Diego Community College District.

- Maintain current credentials and certifications needed to serve as an instructor.

- Practice and enforce all safety policies of P.O.S.T., the San Diego Community College, and the S.D.R.P.S.T.I.

- Abide by the dress codes for the classes that they teach.

- Maintain the security and safe keeping of all tests and testing materials used for their courses of instruction.

- Report any safety hazards or unsafe practices to the Core Instructor.

- Report to all teaching assignments at least 10 minutes prior to the start of each class session.

- Notify the Core Instructor as soon as possible of any emergency schedule changes.

- Notify their Core Instructor of any schedule changes at least 48 hours prior to the class.

- Fill out *Change-of-Instructor* forms when needed.

- Furnish *Request for Outside Employment* permission slips annually and follow any other policies or procedures regarding outside employment as required by their employing agency.

III.

STANDARD OPERATING PROCEDURES

A. - CORE INSTRUCTOR SELECTION

• In the event of an inner-division transfer, no announcement will be required.

• An announcement describing the duties and qualifications of the position will be sent to all participating regional agencies when a vacancy occurs.

• All applicants must be in good standing and obtain written approval from their agency prior to submission of their application.

• All applicants must meet the minimum requirements to serve as an instructor for the San Diego Community College District (see appendix)

• Applicants shall submit resumes to the Core Instructor Supervisors (see above).

• A selection committee will review all resumes and interview the most qualified applicants.

• The Core Instructor Supervisors or Core Instructor will notify the selected candidate and non-selected applicants.

• All qualified applications will be kept on file for up to three years.

B. - INSTRUCTOR SELECTION

• An announcement describing the duties and qualifications of the position will be sent to all participating regional agencies when a vacancy occurs.

• All applicants must be in good standing and obtain written approval from their agency prior to submission of their application.

• All applicants must meet the minimum requirements to serve as an instructor for the San Diego Community College District (see appendix) if they wish to seek employment as an adjunct instructor.

• All applicants who wish to teach for the Regional Academy and/or P.O.S.T. certified classes must meet the P.O.S.T. minimum standards to be considered.

This applies to both adjunct and non-adjunct instructors.

- All candidates shall submit a resume to the Core Instructor who coordinates the training for the instructional position that is available.

- A panel consisting of the coordinating Core Instructor, the Academy Director, and a representative from Miramar College will review the resumes and interview, as necessary, the most qualified applicants.

- The selected and non-selected applicants shall be notified by the coordinating Core Instructor.

C. - GENERAL DRESS CODES

Uniformity in dress code is an important component of presenting a professional image for any law enforcement agency. This professional image is critical to the legitimacy in the training provided and lends credibility to those who are presenting the training material.

All Core instructors and their instructors will adhere to the uniform guidelines set forth in this manual.

All instructors (including Core Instructors) shall wear their Department's Class "B" uniform (no vest), training center uniform, or professional attire when they are not teaching lab classes.

- **Class "B" Uniform**
  - ➢ Short sleeve shirt with patches
  - ➢ Department regulation trousers
  - ➢ Black uniform belt
  - ➢ Plain black or metal watch with matching band
  - ➢ Black socks and black shoes
  - ➢ Department name tag
  - ➢ White or black crew tee shirt

- **Training Center Uniform**
  - ➢ Short or long sleeve, black polo type shirt with S.D.R.P.S.T.I. logo (5.11 or similar)
  - ➢ Khaki or Black (SDPD), OD Green or Black (Sheriff) tactical type trouser (5.11 or similar)
  - ➢ Matching black or tan nylon tactical uniform belt
  - ➢ Black or tan boots

Lab class uniforms may be worn for the following classes and only by those personnel scheduled to provide instruction in a lab class. The following is a list of recognized lab classes at the S.D.R.P.S.T.I.: EVOC, Traffic Stops, Arrest and Control, Field Tactics

(Active Shooter, Patrol Tactics, etc.), Firearms training, and physical training. Core Instructor Supervisors may approve additional lab classes and may approve one of the following uniforms for those classes. Below is a list of the current, approve uniforms for lab classes.

- **Lab Uniform For Trainers (Officer Safety and Field Tactics)**
  - ➢ Short sleeve shirt, **red** polo type shirt with S.D.R.P.S.T.I.logo (5.11 or similar) (Vehicle Stops / High Risk Vehicle stops)
  - ➢ Black tactical type trousers (5.11 or similar) (Vehicle Stops / High Risk Vehicle stops)
  - ➢ Matching black nylon uniform belt
  - ➢ Black shorts (5.11 or similar)
  - ➢ Short sleeve, black polo type or t-shirt with logo (5.11 or similar)
  - ➢ Khaki (SDPD) or OD Green (Sheriff) tactical style trousers (5.11 or similar)
  - ➢ Matching black or tan nylon tactical uniform belt
  - ➢ Matching black or tan boots

- **Lab Uniform For Trainers (Arrest and Control)**
  - • Long or short sleeved, black t-shirt with white S.D.R.P.S.T.I. logo
  - • Black sweat shirt with white S.D.R.P.S.T.I. logo (optional)
  - • Black tactical type trousers (5.11 or similar)
  - • Matching black nylon uniform belt
  - • Mat shoes

- **Lab Uniform For Trainers** (EVOC)
  - ➢ Short sleeve shirt, **red** polo type shirt with logo
  - ➢ Long sleeve shirt, **red** mock-turtleneck type shirt with logo
  - ➢ Khaki (SDPD), O/D Green (Sheriff), or black Dickie type trousers (or uniform trousers)
  - ➢ Black uniform belt
  - ➢ Navy blue or black Dickie type shorts
  - ➢ White socks and sports shoes
  - ➢ Navy blue or black baseball cap with logo
  - ➢ Lifeguard type straw sun hat

- **Physical Training Uniform**
  - ➢ Academy tee shirt black (off campus run/gym) ,red, or grey in color
  - ➢ Academy gym shorts black (blue grandfathered in) in color
  - ➢ White crew length or running socks
  - ➢ Appropriate athletic shoes (running / crossfit, etc.) shoes
  - ➢ Sports/ running brassier (females), athletic supporter (males)
  - ➢ Dark blue Academy sweat suit (optional)
  - ➢ Black or navy blue spandex shorts can be worn under the Academy gym shorts but should not be visible below the bottom of the shorts.
  - ➢ Black Academy sweat shirt (optional)
  - ➢ Compression socks and/or sleeves black in color

D. - INJURY TREATMENT PROCEDURES

All personnel assigned to the S.D.R.P.S.T.I. shall promptly report injuries or illness and receive medical treatment in accordance with their Department's policy and the S.D.R.P.S.T.I. Safety Manual.

All personnel serving as paid San Diego Community College employees (instructors) shall immediately report work related illness or injuries to the San Diego Community College District Police for documentation and treatment.

Instructors shall assess all injuries that occur to students during any training session to determine the severity of the injury. After assessing a student's injury, instructors shall direct the student to the appropriate medical care treatment center.   All injuries shall be reported in accordance with the student's Department policy and the academy Safety Manual. San Diego Community College Police will be notified for documentation per SDCCD procedure.

If treatment is within the scope of the Instructor's training, the Instructors shall treat all minor injuries following Basic First Aid and Communicable Disease safety procedures.

E. - STAFF MEETINGS

All Core instructors are required to attend all Core Instructor meetings as scheduled by the Core Instructor Supervisors. Core Instructors will also attend any San Diego Regional Public Safety Training Institute Executive Advisory Committee or community meetings related to their core area upon the request of the Core Supervisor or members of the Executive Committee.

Core Instructors shall hold periodic meetings with their instructor staff as needed.

F. - T/O's, VACATIONS, WORK HOURS

Core Instructors work either a four-day ten-hour schedule, a five-day eight-hour, or 36/44 weekly schedule.   The ability to work either schedule is determined by terms of the agreements made between each Core Instructor's representative union and their employer. The Core Instructor Supervisor must approve all weekly schedules.

All time-off (i.e. vacation, compensatory time, sick-time, and family leave) shall be approved by the Core Instructor Supervisor and/or a supervisor from within the Core Instructor's agency.

G. - BUDGET PREPARATION

Core Instructors shall prepare and submit an annual budget to the Core Instructor Supervision when requested. See individual Core sections for budget information.

H. - EQUIPMENT PURCHASING AND INVENTORY

All requests for new equipment or equipment repair will be submitted to the Miramar College Dean of Instruction/Public Service & Physical Education after receiving the approval of Core Instructor Supervisor(s).
See individual Core sections for equipment inventory informatio

GENERAL APPENDIX

A.   Glossary of terms:

➢   Unit Guides

➢   Learning Specifications

➢   Educational Objectives

➢   Unit Guides

➢   Instructor Development

➢   *P.O.S.T. Safety Guidelines 2020*

- **UNIT GUIDES**

A unit guide is the basic instructor guide that is made and distributed by P.O.S.T. It contains on outline of each Learning Domain that incorporates Learning Specifications and Educational Objectives for a Learning Domain. The unit guide is a good baseline document for the preparation of a more detailed instructional lesson plan. The unit guide is created by academy Instructors at curriculum workshops. Core Instructors should attend curriculum workshops for that Learning Domains (LD) in their core. Instructors selected by the Core instructors should attend theses workshops to represent the S.D.R.P.S.T.I.

- **LEARNING DOMAINS (LD)**

A Learning Domain is an area of study that focuses on a group of related topics. Every Learning Domain is made up of a series of Learning Specifications and Educational Objectives.

- **LEARNING SPECIFICATIONS**

Learning Specifications are lists of key goals and topics that *must* be covered during the teaching of a Learning Domain. Curriculum *is not* limited to Learning Specifications, but they must be included in the lesson plan.

- **EDUCATIONAL OBJECTIVES**

Educational Objectives (PO's) are those topics within a Leaning Domain that are tested. Educational Objectives are more comprehensive than Learning Specifications. Testing *is* limited to those topics covered by a Educational Objective. Students *cannot* be tested on information that is not an item from a Educational Objective in a POST test. Other Academy in-house quizzes may be given to students that include topics not covered by Educational Objectives. All Educational Objectives shall be included in instructor lesson plans.

INSTRUCTOR DEVELOPMENT

Core Instructors should encourage instructor cadre development, improvement and implementation of adult learning concepts/techniques. Instructor cadre should attend teaching technique and instructor development courses as recommended by the P.O.S.T Academy Instructor Certificate Program.

Synopsis of the P.O.S.T. Academy Instructor Certificate Program (AICP).

The Academy Instructor Certificate Program: The AICP is a *mandatory* program for POST Regular Basic Course academies. The program is designed to promote general instructional excellence for those instructors employed to teach curriculum in the Regular Basic Course. There are three components of the AICP:

- A POST-certified Academy Instructor Certification Course
- An Academy Instructor Certificate
- A triennial Academy Instructor Certificate re-certification requirement.

An academy that volunteers to participate in the program shall follow the requirements specified in this regulation. A participating academy shall require certification of all the academy's Regular Basic Course instructional staff. A participating academy that employs instructors who fail to become certificated within the required time period is subject to removal from the AICP.

Regular Basic Course instructors who are employed by an academy participating in the AICP shall possess the Academy Instructor Certificate within three years of the academy's entry into the AICP, or within three years of appointment as a Regular Basic Course instructor, whichever is later. Regular Basic Course instructors who teach certain specialized subjects must satisfy additional requirements, as specified in Regulation 1070. Regular Basic Course instructors who also perform the duties of Academy Director, Academy Coordinator, or Academy Recruit Training Officer must satisfy additional requirements, as specified in Regulation 1071.

Academy Instructor Certification Course: This course is designed to develop Regular Basic Course instructors' training delivery, adult learning techniques, planning, presentation, and facilitation skills.

Academy Instructor Certificate Requirements:

- Successful completion of a POST-certified Academy Instructor Certification Course, and

- Successful demonstration* of all competencies listed on the Competency Verification Checklist, POST 2-123, as verified by the Academy Director/designee.

- Triennial Re-certification Requirement. The Academy Instructor Certificate shall be renewed every three years. Individuals seeking re-certification shall provide documentation that supports compliance with the requirements as set forth:

(1)   Re-certification shall be granted to an individual who, prior to the three-year renewal date, meets the following requirements as approved by the Academy Director/designee:

(A)   Delivery of a minimum of 24 hours of teaching/presentations (which exercise or expand instructor core competencies), and

(B)   Completion of a minimum of 8 hours of "professional development" training through a course, conference, symposium, self-directed study, or any other training experience approved by the Academy Director/designee. The professional development training shall cover general instructor development or specialized training development, which exercises or expands instructor core competencies.

San Diego Miramar College

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REQUIREMENTS FOR VOCATIONAL INSTRUCTORS (Adjunct)

1. Recommendation from an Academy Core Instructor

2. Approval from the Dean's office

3. Bachelor and/or Master Degree plus two years of related full-time occupational experience

OR

Associate Degree plus **six** years of related full-time occupational experience and completion,

Degree must be in course work reasonably related to the teaching field for which applying.

4. Under special circumstances, a teaching assignment may be granted without a degree if the Core Instructor feels that professional and/or occupational experience demonstrates a command of the discipline area, both teaching and non-teaching. In such a case:

> The dean's approval must be sought minimum of six years related full-time occupational experience and completion and verification of a 40 hour techniques of teaching course proof of course work in the subject matter in the form of college transcripts and/or training certificates from accredited institutions must be submitted publications which show a command of writing skills or work products which show a command of the discipline must be submitted if available verification letters from employers describing job duties and experience must be submitted once the applicable requirements have been met, all prospective instructors must stop by or make an appointment to see the clerical supervisor for school public safety. Instructors are given employment forms to be completed and returned to Sara for District processing. The employment package will have to be completed again in its entirety if you do not teach for college pay within a year's time.

IV.

ARREST AND CONTROL CORE

ARREST AND CONTROL CORE TABLE OF CONTENTS

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A. - ARREST AND CONTROL GOAL STATEMENT

The goal of the Regional ARREST AND CONTROL Core is to provide education, training, and guidance to all San Diego County law enforcement personnel in the area of arrest methods/ ARREST AND CONTROL. The achievement of this goal will enable law enforcement personnel to safely defuse and control volatile situations when it is necessary to use force.

B. - ARREST AND CONTROL CORE INSTRUCTOR RESPONSIBILITIES

The ARREST AND CONTROL Core Instructor is responsible for all ARREST AND CONTROL and use-of-force technical skills instruction for recruits and all participating regional agency law enforcement personnel instruction. The ARREST AND CONTROL Core Instructor must perform all of the responsibilities outlined in the **General Core Instructor Responsibilities, Section II, D.**

This Core Instructor determines the size of the teaching teams following a one-to-ten instructor to student ratio formula to guard the safety of the participants. Instructors are selected based on their ability, certifications, and availability for all class sessions.   The Core Instructor chooses a team leader for each team. Team Leaders report to the Core Instructor and are required to present all instruction as outlined in the curriculum. The Core Instructor will also monitor the teaching teams to ensure that all classes follow the curriculum and schedule in a timely manner.

C. - ARREST AND CONTROL P.O.S.T. LEARNING DOMAINS (LD)

- • LD #33   ARREST AND CONTROL

- • LD #20   USE OF FORCE (Shared with Officer Safety and Field Tactics Core)

D. - ARREST AND CONTROL INSTRUCTOR RESPONSIBILITIES

The ARREST AND CONTROL Instructors are required to safely present all ARREST AND CONTROL instruction for the Basic Academy, Detentions/ Court Services Academy, Reserve Academy and all Regional In-Service Advanced Officer Training Programs.   All ARREST AND CONTROL instruction will follow a syllabus of techniques that is approved by the ARREST AND CONTROL Core Instructor and adheres to P.O.S.T. Guidelines.

Team members shall be responsible for disseminating to students any information on policies, procedures, and techniques related to ARREST AND CONTROL. Instructors must stay current on all ARREST AND CONTROL techniques and arrest-and-control procedures to ensure consistency of all training.

All ARREST AND CONTROL Instructors must perform all tasks and adhere to all guidelines outlined in the **General Instructor Guidelines, Section II, E.**

II. ARREST AND CONTROL STANDARD OPERATING PROCEDURES

A. - INSTRUCTOR REQUIREMENTS AND SELECTION

All instructors must meet the minimum qualifications as outlined in **Section III, B, Instructor Selection**. Additionally, all instructors are required to meet the following standards:

Voluntarily observe approximately 40-80 hours of ARREST AND CONTROL instruction

- Completion of the 80 hrs. P.O.S.T. ARREST AND CONTROL Instructor course.
- Completion of a P.O.S.T. Academy Instructor Certification Course or it's approved 1070 equivalent.

- Completion of periodic update training

- Participate as a role player for scenario based training

- Must be able to teach the majority of assigned ARREST AND CONTROL sessions

TEAM LEADERS

- Must demonstrate superior knowledge of all ARREST AND CONTROL curriculum

- Will be capable of expertly performing and teaching all ARREST AND CONTROL curriculum

- Will demonstrate excellent leadership abilities

SUBSTITUTE INSTRUCTORS

Will be:

- Selected from a list of approved adjunct instructors

- Contacted by the Core Instructor or their designee

- Approved by the Core Instructor and/or their designee

B. - INSTRUCTOR DRESS CODE

All instructional team members should be dressed alike in accordance with the **General Dress Code, Section III, C** for all lab classes. The daily uniform will include a black t-shirt or sweatshirt (with S.D.R.P.S.T.I. logo), black BDU/ utility pants, mat/ wrestling shoes and training duty belt.

C. - T/O's, VACATION, WORK HOURS

All time-off, vacations, and work hours shall follow the guidelines in **Sec. III, F.** Instructors need the approval of the Core Instructor for any vacation days or time-off at least 48 hours prior to the class session.

In the event that the Core Instructor is unavailable, a contact person will be designated. The Academy training personnel will be notified of any instructor changes as soon as possible.

D. - MEETINGS

The Core Instructor and team instructors should attend all meeting as required, and any meetings related to the ARREST AND CONTROL Core. This includes: P.O.S.T. curriculum meetings and/or updated training requirements.

E. INJURY REPORTING AND TREATMENT

In the event of an injury to either a student or an instructor, all instructors shall follow the guidelines in **Sec. III, D** and **The S.D.R.P.S.T.I. Safety Manual.**

F. - EQUIPMENT

The ARREST AND CONTROL Core Instructor will monitor all ARREST AND CONTROL equipment and determine if any repair or replacement is needed. All requests for equipment purchase and repair will follow the guidelines as stipulated in **Sec. III, H.**

G. - RECORDS AND DOCUMENTATION

Records containing test scores, failures, and remedial testing of all Academy recruits shall be kept in each individuals training file by their Academy Training Officer. Up-to-date ARREST AND CONTROL training curriculum and outlines shall also be kept on file. Instructor resumes should be acquired, updated annually, and kept on file.

Student evaluations, deficiencies, remediation, and failures shall be documented with the appropriate form (i.e. *Notice of Improvement*). Completed motor skills technique test sheets shall be kept by the students Training Officers. Blank test sheets are on file with the ARREST AND CONTROL Core Instructor and available on the Google Drive provided to the students.

When a student is having difficulty and needs improvement in a particular area, an instructional team member may give their written notice of improvement. The Training Officer will also be provided with a copy for the recruit's file. Additionally, the Core Instructor will be notified and additional remedial training will be provided, if necessary.

Generally, if a student fails a test or scenario exercise, the student's T.O. will schedule practice time to help the student overcome their deficiencies. The amount of time will be based on the assessment of the Core Instructor. After remedial training has been completed the student will be retested on another day. *(See Improvement Notice & Enhancement Notice in ARREST AND CONTROL Appendix)*

H. - BUDGET

All supplies and materials for this Core are funded through the Miramar College annual budget. Requests for special materials must first be submitted and approved by the Academy Director and next forwarded to the Dean of Physical Fitness and Public Safety.

I. - ARREST AND CONTROL AWARD

The Regional Basic Law Enforcement Academy will recognize the top performing ARREST AND CONTROL student through an award. After the first 20 lessons have been completed, each ARREST AND CONTROL instructional team will select a top student performer from their section. The ARREST AND CONTROL Core Instructor shall be notified of their choice. Selected candidates will participate in the overall class competition conducted by the Core Instructor. The Core Instructor will select a winner based on observations made during a scenario of techniques performed by all contestants.

ARREST AND CONTROL APPENDIX

San Diego Regional Public Safety Training Institute
Mat Room Safety Rules

Please refer the S.D.R.P.S.T.I. Safety Policy

Equipment Requirements

All students participating in the P.O.S.T. Arrest Methods/ARREST AND CONTROL Basic Course and Sheriff's Detentions/ Court Services Academy must bring the following items to **EVERY SESSION:**

- Mat shoes
- Mouth piece
- Groin protection (if applicable)
- Soft body armor (vest)
- Duty belt, including:
  - Handgun holster
  - Magazine pouches
  - Handcuffs, handcuff case, and handcuff key(s)
  - Impact weapon and appropriate holder
  - Handheld chemical agent (OC) holder
  - Flashlight ring
  - Radio holder (if available)

- Learning Domain 33 – ARREST AND CONTROL Workbook and Learning Domain 20 – USE OF FORCE Workbook
- San Diego Regional Public Safety Training Institute – ARREST AND CONTROL Manual (current edition)

If any student fails to bring any of the above listed items, they will be directed to document the incident and related Academy Rule Violation(s) on an ARJIS 9 form. All written violations must be submitted to the Section Training Officer(s) the following working day.

Additionally, any recruit not properly equipped to participate in any high intensity or scenario based training exercise, will not be allowed to participate. The recruit may also receive a notice of non-participation.

As previously indicated, students may not miss more than 10% of the P.O.S.T. Basic Course or Sheriff's Detentions Academy Program for any reason whatsoever. Any student who misses more than 10% of either course may be dismissed from the Training Institute. Lastly, all students must be on full duty status and medically cleared to

participate. Any student on "light" or "restricted duty" will not be allowed to participate and subsequently receive a notice of non-participation.

Arrest Methods/ARREST AND CONTROL Course
Notice of Improvement Procedure

All students will be evaluated based on the P.O.S.T. Learning Domain 33 performance criteria and specified educational objectives. If a student performs at a below standard level, they will receive a Notice of Improvement, specifying the area(s) that need improvement.

A Notice of Improvement is not punitive (see attached form below). It is merely intended to notify the student of any performance criteria deficiencies and identify corrective actions. It is also designed to inform the participating agency of a sponsored recruit's progress.

The ARREST AND CONTROL Staff is available to provide additional assistance upon request. Any recruit in need of remedial training must make an appointment through the Academy Training Staff.

If a student fails to correct a deficiency or fails to show sustained improvement in an identified area(s), they may be dismissed from the Academy. Also, if a student fails a remediation skills test, they may be terminated.

Remember, maximum effort is expected and full participation is required. Any student who fails to participate fully will receive a notice of "non-participation." Furthermore, no student may miss more than 10% or two sessions of the P.O.S.T. Basic Course or Sheriff's Detentions Academy Program. Any student missing more than 10% (2 sessions) of either program may be dismissed from the Training Institute.

Supplementary Materials from P.O.S.T. Learning Domain 33
Arrest Methods/ARREST AND CONTROL Workbook

Student Performance Criteria Definitions

The following definitions provide a general description of the student behavior that instructors must look for when evaluating student test performance on the Arrest Methods performance objectives.

Awareness
- Student maintains proper distance/position
- Student exercises personal safety
- Student articulates to evaluator (visual search)
- Continuous observation of subject and environment
- Communication with back-up/partner (if appropriate)
- Student exhibits a command presence or professional demeanor

Balance
- Student maintains balance or regains balance
- Student uses proper stance

Verbal Instructions/Commands
- Student uses appropriate voice control (tone, modulation)
- Student delivers clear, concise verbal instructions
- Student requests compliance
- Student allows time for subject to comply with instructions

Mechanics
- Student's approach to subject
- Student's grasp of subject (hand, elbow, etc.)
- Student takes subject off balance
- Student's control of subject
- Student's application is systematic and controlled
- Student performs a completed technique

Controlling Force
- Student applies objectively reasonable level of controlling force
- Student's use of force appropriately limits/overcomes resistance of suspect

Handcuffing
- Student effectively grips handcuffs
- Student safely and effectively applies handcuffs
- Student safely and effectively adjusts handcuffs
- Student double locks handcuffs

Student Performance Criteria Definitions, Continued

Systematic Search
- Student begins search procedure at course instructed body location
- Student uses approved/recommended sequence
- Student uses approved/recommended hand technique
- Student uses approved/recommended method to control suspect, if appropriate
- Student performs an appropriate, safe and complete search
- If no weapons or contraband are found, student safely disengages from subject (Cursory Search)
- If weapons or contraband are found, student properly controls them

Impact Weapon
- Student appropriately grips impact weapon
- Student strikes approved/appropriate/designated target areas
- Student performs approved/recommended techniques

Patterns of Movement/Foot Movement
- Student moves with strength and coordination
- Student moves appropriately to desired position (pivots, steps, strong side, support side)
- Student reacts appropriately to a dynamic environment (POA, retreats, disengages) to a desired position

Post-Use of Force Evaluation
- Student determines subject's physical condition (ABC's)
- Student determines subject's need for first aid and takes appropriate action

Notice of Improvement –ARREST AND CONTROL
P.O.S.T. Learning Domain 33

On _____ , Recruit _____
was advised that improvement was needed in the following area(s):

Learning Objectives	P.O.S.T. Codes
_____ Principles of weaponless defense – Awareness	33.01.EO1
_____ Principles of weaponless defense – Balance (May include stances, movement, etc.)	33.01.EO2
_____ Principles of weaponless defense – Control (May include lack of self-control)	33.01.EO3
_____ Awareness of vulnerable body parts (protection / targeting)	33.01.EO4
_____ Use of personal body weapons to overcome resistance (May include lack of effort, intensity or aggressiveness)	33.01.EO5
_____ Approaching a suspect and conducting a visual search	33.02.EO1
_____ Systematic approach to conducting an effective person search	33.02.EO2
_____ Awareness of potential locations for weapons concealment	33.02.EO3
_____ Person searches of the opposite sex	33.02.EO4
_____ Cover officer's responsibilities during a person search	33.02.EO5
_____ Cover officer responsibilities	33.02.EO6
_____ Proper rationale for using controlling force	33.03.EO1
_____ Considerations and application of control hold(s) (May include lack of effort, intensity or aggressiveness)	33.03.EO2
_____ Considerations and application of takedown(s) (May include lack of effort, intensity or aggressiveness)	33.03.EO3
_____ Purpose of restraint devices	33.04.EO7
_____ Correct positioning and application of handcuffs (May include tactical communications)	33.04.EO9
_____ Contact and cover officer responsibilities when handcuffing (May include lack of command presence/tactical communications)	33.04.E11
_____ Potential hazards when using handcuffs as a restraint device	33.04.E08
_____ Double-Locking mechanism on handcuffs	33.04.E10

_____ Factors involved in properly retaining/securing weapon   33.05.EO7

_____ Effectively maintaining/regaining control of weapon   33.05.EO8

_____ Confronting and disarming a suspect   33.05.EO9
    (May include lack of effort, intensity or aggressiveness)

_____ Legal authority for use of a baton or impact weapon   33.06.EO6
    (May include improper, inadequate, or insufficient use of baton)

_____ Proper justification for use of baton or impact weapon   33.06.EO7

_____ Appropriate target areas on suspect's body   33.06.EO8

_____ Areas to avoid on suspect's body   33.06.EO9

_____ Use of verbal command while using impact weapon   33.06.E10

_____ Basic ground control positions when controlling a subject   33.07.EO7

_____ Defense against takedown   33.07.EO8

_____ Defense against choke holds   33.07.EO9

_____ Escape and/ or reversal skill on the ground   33.07.E10

_____ Weapon retention from while on the ground   33.07.E11

_____ Safe transporting of prisoners   33.08.EO9

_____ Safe and secure positioning of prisoner(s) in vehicle   33.08.E10

Comments: _____

_____

_____

_____

_____

_____

_____

I, Recruit _____ , am aware that improvement is needed in the above marked subject area(s). I have also read and understood the above comments and know the procedure for obtaining additional assistance.

_____	_____	_____
Recruit's Signature	I.D. #	Date

_____	_____	_____
Arrest & Control Instructor	Training Officer	Sergeant

ARREST AND CONTROL
Testing Procedures

There are three separate practical skills tests administered in the P.O.S.T. Basic Course and Sheriff's Detentions/ Court Services Academy. The third and final practical skills test is comprehensive. The P.O.S.T. (LD 33) student performance criteria and the following established anchors will be used as a guide when testing and evaluating students. All required exercise tests shall be completed prior to scenario testing.

The students must successfully pass each technique to pass the test. The students will be given only two opportunities to pass each of the three skills tests. If/ when a failure occurs, the student will receive a written re-test notice. The student will be offered/ given remedial training and sufficient time before the second and final re-test. Failure to successfully pass the re-test will result in a recommendation for termination from the Academy. In all cases, the Academy Director will make the final determination. For additional information regarding testing, remedial training and re-testing see appendix below.

Key

T = Technique: Failure to execute a given technique properly based on the student performance criteria.

M = Mechanics error(s):   Any step(s) omitted or performed out of sequence from the established baseline/proper sequence.

B = Balance: Failure to achieve and/or maintain balance throughout a given technique.

P = Position: Failure to achieve, maintain, and/or re-establish a proper position during a given technique, which may include an improper stance, approach to contact, position of the student's hands or feet, and/or an improper distance from the suspect(s).

C = Control: Loss of self-control, or failure to achieve and/or maintain control of an opponent.

E = Effort: Failure to demonstrate sufficient effort, intensity, aggressiveness, and/or command presence during the application or execution of a given technique.

V.

EMERGENCY VEHICLE OPERATIONS/TRAFFIC CORE

EVOC /TRAFFIC CORE TABLE OF CONTENTS

A. EVOC/ TRAFFIC GOAL STATEMENT

It is the goal of the EVOC/Traffic Core to provide students with knowledge of all traffic laws, enforcement procedures, proper collision investigation and documentation. Additionally, students will be given the training and skills needed to safely operate emergency vehicles under routine, emergency response and during pursuits driving conditions.

B. EVOC CORE INSTRUCTOR RESPONSIBILITIES

The EVOC/Traffic Core Instructor is responsible for coordinating all Regional Academy, Reserve Academy, and In-Service training relevant to Traffic Laws, Traffic Enforcement, Traffic Direction, Collision Investigation, and Vehicle Operations. The EVOC Core Instructor must perform all of the responsibilities outlined in the **General Core Instructor Responsibilities, Sec. II. , D.**

Additionally, the EVOC/Traffic Core Instructor must:

•   Provide expert instruction to help all students to successfully meet the P.O.S.T. EVOC and Traffic training requirements.

- Insure that the Safety Guidelines for each course are current, in compliance with P.O.S.T. directives, and meet the requirements of the San Diego Community College District.

- Insure that each instructor is familiar with the Safety Guidelines and establishes a safe training environment.

- Coordinate with The appropriate representative of the San Diego County Regional Emergency Vehicle Operations Center and off site locations to use and maintain the facilities and equipment (i.e. grinder tar mac, class materials).

- Oversee the maintenance, repair, and vehicle mileage tracking of all EVOC training vehicles with the garage facilities of the vehicles assigned.

- Coordinate the EVOC Budget with Fiscal Management.

- Purchase necessary equipment for effective presentation of the EVOC /Traffic classes (power point projectors, computers, traffic cones and pylons etc.).

- Select the EVOC Honor graduate for each Academy class.

- Facilitate all P.O.S.T. Menu and In-Service courses related to Vehicle Operations (with the exception of Motors Division).

- Maintain files; containing all current instructor P.O.S.T. resumes, performance objectives, lesson plans, course diagrams, tests, handout materials, student manuals, and other related materials.

C. EVOC /TRAFFIC P.O.S.T. LEARNING DOMAINS (LD'S)

- LD #19 EMERGENCY VEHICLE OPERATION

- L D #28 TRAFFIC ENFORCEMENT

- LD #29 TRAFFIC COLLISION INVESTIGATION

D. CLASSES COORDINATED THROUGH THE EVOC/TRAFFIC CORE

- L.D. 28 Introduction to Traffic (Vehicle Codes) #1 - #5 (15 hours)
- L.D. 28 Traffic Direction (4 hours)
- L.D. 28 Alcohol Violations #1 - #2 (6 hours)
- L.D. 29 Traffic Collision Investigation # 1 - #5 (15 hours)
- L.D. 19 EVOC Lecture (4 hours)
- L.D. 19 EVOC #1 - #5 (40 hours)
- P.O.S.T. Basic Collision Investigation (40 hours)
- P.O.S.T. Intermediate Collision Investigation (40 hours)
- P.O.S.T. Advanced Collision Investigation (80 hours)
- P.O.S.T. Radar Certification (24 hours)
- P.O.S.T. LIDAR Certification (8 hours)
- P.O.S.T. Bicycle Certification (30 hours)
- P.O.S.T. Van Certification (8 hours)
- P.O.S.T. 4x4 Certification (8 hours)
- P.O.S.T. ATV Certification (8 hours)
- P.O.S.T. UTV Certification (4 hours)
- P.O.S.T. Trailer Certification (4 hours)
- Menu Training - D.U.I. Update (4 hours)
- Menu Training - Collision Investigation Update (4 hours)
- Perishable Skills- Vehicle Operations (4 hours)

E. EVOC/TRAFFIC INSTRUCTOR SPECIFIC RESPONSIBILITIES

All EVOC/Traffic instructors are expected to present all EVOC or Traffic training safely, professionally, and fairly to all students. Additionally, all EVOC Instructors are required to perform all tasks and adhere to the guidelines stated in **Sec. II, E, General Instructor Responsibilities**.

II. EVOC/TRAFFIC STANDARD OPERATING PROCEDURES

A. INSTRUCTOR SELECTION/REQUIREMENTS

All instructors must meet the minimum qualifications as outline in **Sec. III, B, Instructor Selection**. Additionally, Traffic and EVOC Instructors are required to meet the following standards:

TRAFFIC INSTRUCTORS

- Voluntarily observe the entire Academy Traffic Instruction courses in the area they wish to teach (ie. Traffic Collision Investigation, D.U.I. Traffic Direction etc.)

- Complete the P.O.S.T. Traffic courses.

- Completion of a P.O.S.T. Academy Instructor Certification Course or it's approved 1070 equivalent.

Demonstrate expert teaching skills of the traffic curriculum.

EVOC INSTRUCTORS

- Voluntarily observe the 4-hour EVOC lecture.

- Voluntarily observe EVOC training days - practical exercises #1-5 (40 hours).

- Complete of the 24-hour P.O.S.T. Driver Awareness Instructor course, if required.

- Completion of the 40 hour P.O.S.T. Driver Instructor course, if required.

- Completion of other P.O.S.T. Driver Instructor courses as required.

- Must be certified to drive all vehicles on which they will provide instruction. (I.e. 4x4, vans, ATV, UTV, trailers, bicycles, SWAT Bearcat)

- Demonstrate proficient driving and vehicle control skills.

- Completion of a P.O.S.T. Academy Instructor Certification Course or it's approved 1070 equivalent.

SUBSTITUTE INSTRUCTORS

Will be:
- Selected from a list designated by the Core Instructor.

- Approved by the Core Instructor.

B. DRESS CODE

All EVOC and Traffic Instructors shall follow the dress codes as outlined in **Sec. III, B.** Specifically, EVOC/Traffic Core Instructor shall wear their Class B or C uniform or the approved S.D.R.P.S.T.I. uniform when teaching any non-lab classes. During lab classes (I.e. EVOC, collision scenarios, skid tests, radar testing, etc.) the EVOC instructors will wear the **<u>red</u>** Academy staff shirt, black Dickie, or black BDU pants, black belt, and athletic shoes. The black Dickie shorts may be optionally worn for lab classes. Lab uniforms may also be worn by the EVOC/Traffic Core Instructor and staff personnel when they perform non-teaching labor tasks such as: cleaning the EVOC trailer, stocking supplies, maintenance on vehicles, etc

C. T/O's, VACATIONS, WORK HOURS

All time-off, vacations, and work hours shall follow the guidelines in **Sec. III, F**. Team Instructors need the approval of the Core Instructor for any vacation days or time-off at least 48 hours prior to the class session.

In the event that the Core Instructor is unavailable a contact person will be designated. The Basic Academy training personnel will be notified of any instructor changes as soon as possible.

D. MEETINGS

The EVOC/Traffic Core Instructor and Instructor staff will attend all meetings in accordance with **Sec. III, E.**

E. INJURY REPORTING AND TREATMENT

In the event of an injury to either a student or an instructor all instructors shall follow the guidelines in **Sec. III, D.** Additionally, EVOC/Traffic Instructors shall:

- Sustain a safe training environment.

- Know and practice all course safety procedures.

- Ensure that the students know and follow all safety guidelines.

- Maintain a current certification in First Aid and CPR.

- Have portable radios available when classes are held in remote locations.

- Follow S.D.R.P.S.T.I Safety Manual and P.O.S.T Safety Guidelines when

F. EQUIPMENT AND INVENTORY

The EVOC/Traffic Core is assigned the following San Diego Police Department Vehicles:
- EQPT #3684 - Ford Ranger 4x4 Truck
- EQPT #3824 - Ford F150 4x4 Truck
- EQPT #3852 - Ford F250 4x4 Truck
- EQPT #3771 - Ford F350
- EQPT #3771 – Sundance flatbed Trailer 26 Ft
- EQPT #3719 – Sundowner flatbed Trailer 16 Ft

- EQPT #3911 - Enclosed cargo Trailer 24 Ft
- EQPT #### – Radar Trailer
- EQPT #4955 – Polaris General XP4 1000 Deluxe UTV
- EQPT #4956 – Honda 420 Rancher ATV
- EQPT #4957 – Honda 420 Rancher ATV

The EVOC/Traffic Core also has the following vehicles:

- 12 marked SDPD Police Hybrid PUV's
- 2 white PUV's

VEHICLE USE

All vehicles assigned to the unit will continue to be available during on-duty hours. The vehicles assigned to the EVOC Sergeant and EVOC Officer will continue to operate on a commuter only basis for the purpose of responding to In-Service training locations, on a callback basis for MMF deployment, to inspect, or manage an Academy or In-Service training facility or vehicles after hours. This policy will continue with the approval of the Division Lieutenant and/or Captain. If either the EVOC Sergeant or EVOC Officer are in school or on vacation, their assigned vehicle will be garaged at any secure City Facility or the Sheriff's EVOC facility at 7361 Otay Mesa Road, San Diego, CA 92154. After prior approval of the Lieutenant or Captain, other off-duty use of the vehicles will depend on several factors such as administrative callback, after-hours meeting, or other specific needs.

MISCELLANEOUS EVOC INVENTORY

- 12", 18" traffic cones & 48" delineators
- Stop Sign
- D.O.T. approved helmets
- Reflector Vests
- Hydraulic Jacks
- Tool Box & Miscellaneous Tools
- Spare Tires
- Spray Paint
- Four Pop Up Tens
- Fire Extinguishers
- First Aid Kits
- Air compressor
- Gas Powered Portable Generator
- Portable Radios
- Portable lighting system
- East Drift Ring

G. RECORDS AND DOCUMENTATION

The EVOC/Traffic Core Instructor maintains a current P.O.S.T. resume and Emergency Notification Form for all EVOC instructors.

The students are given Performance Evaluations Sheets on a compact computer disc on the first day of the academy. On Intro to EVOC class, recruits are instructed to print them out and bring them to EVOC Day #1. The P.E.S. documents the student's driving performance and or participation for each driving course. The student's performance is discussed after each driving course. They are provided information on how to improve their driving, and if time allows the student can practice the course. During the four scored driving courses are scored and recorded with a pass or fail.

The testing, remedial training and re-testing follows the Academy Operations Manual. See appendix for details

The Core Instructor ensures all students test scores are secured until the completion of the course that meet POST guidelines. All test score information is then forwarded to the recruit's Training Officers at the completion of EVOC Day #5.

All grades for P.O.S.T. Traffic and Radar classes will be submitted to the Miramar College staff at the completion of each course. The EVOC/Traffic Core Instructor shall sign the official grade sheets and send them to the Miramar College Registrar's Office. A copy of the grade sheet for each class will be maintained in the course binder.

H. BUDGET

All Traffic courses, with the exception of the In-Service EVOC Menu classes, are conducted through Miramar College. The Dean of Physical Fitness and Public Safety mandates the budget for these courses.

The 4x4, Van, ATV, UTV, Trailer, Bicycle and SWAT Bearcat Certification classes are offered by the San Diego Police Department to meet both Department and City regulations. Instructors teach "on-duty" or are paid overtime by their respective agencies. The students shall bring vehicles from their agency needed for their participation in training classes, when necessary.

The Basic Academy EVOC course is reimbursed by P.O.S.T. The San Diego Police Department (SDPD) is certified by P.O.S.T. to present the Academy EVOC course. The current reimbursement is $1,500.00 by P.O.S.T. for up to 300 agency-sponsored students participating in the Basic Academy EVOC program. Any funds that are accumulated may be used to purchase and maintain training vehicles and related equipment at the direction of the EVOC Core and with approval from the appropriate

commanding officer. EVOC Instructors not paid by Miramar College and automotive repair technicians may also be paid with P.O.S.T. reimbursement monies.

POST provides reimbursement for appropriate students attending the 4 hour Driving Simulator class. The current reimbursement is $79.00 per student.

I. EVOC AWARD

The Regional Basic Law Enforcement Academy will recognize the top performing EVOC student through an award. The award is currently based on the student who shows control, drives within the limits of the vehicle, drives with safe following distances and speaks on the radio clearly while driving. In addition, the recruit obeys traffic laws on the course (IE, stops at stop sign, wears seat belt and drives at speeds appropriate for conditions) and does not hit any cones, lose control, or drive off the course. The EVOC Core Instructor, with input from EVOC instructors, shall nominate to the Academy Director the award winner.

VI.

LEGAL, REPORT WRITING, INVESTIGATIONS
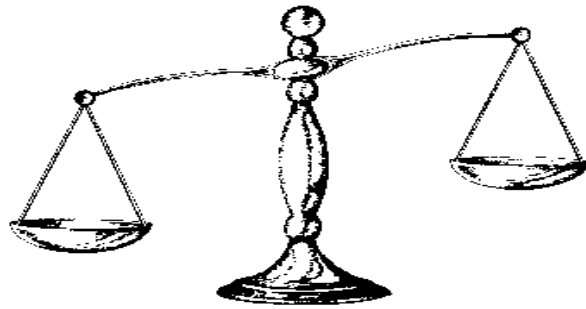
LEGAL, REPORT WRITING, INVESTIGATIONS CORE TABLE OF CONTENTS

A. LEGAL, REPORT WRITING, INVESTIGATIONS GOAL STATEMENT

The goal of the Legal, Report Writing, and Investigations Core is to provide students with the skills and knowledge to make criminal investigations and write reports that lead to the successful arrest and prosecution of criminal offenders. Additionally, the Legal Core Instructor must perform all of the responsibilities outlined in the **General Core Instructor Responsibilities, Section II. , D.**

B. LEGAL, REPORT WRITING, INVESTIGATIONS CORE RESPONSIBILITIES

This Core Instructor is responsible for training students in selected California statutory laws. Further, this Core Instructor directs the instruction of students in how to conduct thorough investigations, make lawful arrests, and write precise and accurate reports. This Core Instructor also serves as a liaison between the regional agencies and the legal community in San Diego City and County.

C. LEGAL, REPORT WRITING, INVESTIGATIONS CORE LEARNING DOMAINS (LD's)

- LD #2   ADMINISTRATION OF JUSTICE COMPONENTS   (4hrs)
- LD #5   INTRODUCTION TO CRIMINAL LAW   (6hrs)
- LD #6   CRIMES AGAINST PROPERTY   (14hrs)
- LD #7   CRIMES AGAINST PERSONS   (21hrs)
- LD #8   GENERAL CRIMINAL STATUTES   (4hrs)
- LD #9   CRIMES AGAINST CHILDREN   (8 hrs)
- LD #10   SEXUAL ASSAULT   (10hrs)
- LD #11   JUVENILE LAW   (6hrs)
- LD#12   CONTROLLED SUBSTANCES   (12hrs)
- LD #13   ABC LAW   (2hrs)
- LD #15   LAWS OF ARREST/MIRANDA   (18hrs)
- LD #16   SEARCH AND SEIZURE   (16hrs)
- LD #17   LAWS OF EVIDENCE   (10hrs)
- LD #18   REPORT WRITING   (54hrs)
- LD #25   DOMESTIC VIOLENCE   (13hrs)
- LD #27   MISSING PERSONS   (4hrs)
- LD #30   PRELIMINARY INVESTIGATION , SIDS   (16hrs)
- LD #31   CUSTODY PROCEDURES   (4hrs)
- LD #39   CRIMES AGAINST THE JUSTICE SYSTEM   (4hrs)
- LD #40   WEAPONS VIOLATIONS   (6hrs)

D. CURRENT CLASSES COORDINATED THROUGH THE LEGAL\ REPORT WRITING/INVESTIGATIONS CORE

- Basic Investigations

- Domestic Violence

- Criminal Investigations

- Preliminary Investigation

E. LEGAL/REPORT WRITING/INVESTIGATIONS INSTRUCTOR SPECIFIC RESPONSIBILITIES

All Instructors for this Core are expected to present all training professionally and fairly to all students. Additionally, all Instructors are required to perform all tasks and adhere to the guidelines stated in **Section II, E, General Instructor Responsibilities**.

VII. LEGAL/REPORT WRITING/INVESTIGATIONS CORE

STANDARD OPERATING PROCEDURES

A. INSTRUCTOR REQUIREMENTS AND SELECTION

All instructors must meet the minimum qualifications as outline in **Sec. III, B, Instructor Selection**.

Investigations Instructors must have a minimum of one year of experience working in the specific investigative area that they are teaching.

Report Writing instructors must have excellent writing skills and knowledge of English language structure and grammar.

B. DRESS CODE

All Legal/Report Writing/Investigations Instructors shall follow the dress codes as outline in **Sec. III, B.** Specifically, instructors shall wear their Class B uniform, professional attire, or the Training Center Uniform when they are teaching any classes at the S.D.R.P.S.I.

C. T/O's, VACATION, WORK HOURS

All time-off, vacations, and work hours shall follow the guidelines in **Sec. III, F.** In the event that the Core Instructor is unavailable a contact person will be designated. The Basic Academy training personnel will be notified of any instructor changes as soon as possible.

D. MEETINGS

The Core Instructor shall attend all meetings as outlined in **Sec. III, D**. The Legal Core Instructor shall hold meetings with instructors as needed.

E. INJURY REPORTING AND TREATMENT

In the event of an injury to either a student or an instructor all instructors shall follow the guidelines as delineated in **Section III, D.**

F. EQUIPMENT

The Legal Core Instructor will monitor all core equipment and determine if any repair or replacement is needed. All requests for equipment purchases and repairs will follow the guidelines as stipulated in **Sec. III, H.**

G. RECORDS AND DOCUMENTATION

Records containing test score, failures, and remedial testing of all Academy recruits shall be kept in each individuals training file by their Academy Training Officer. Legal/Investigations course training curricula and outlines shall also be kept on file. Instructor resumes should be acquired, updated annually, and kept on file.

H. BUDGET

All supplies and materials for this Core are funded through the Miramar College annual budget. Requests for special materials must first be submitted and approved by the Core Instructor Supervisor (Academy Director) and then forwarded to the Dean of Physical Fitness and Public Safety for endorsement.

VII
FIREARMS

FIREARMS CORE

I.   CORE SYNOPSIS
   A.   Goal Statement
   B.   Core Instructor Responsibilities
   C.   Learning Domain
   D.   Current Courses

II.   FIREARMS CORE OPERATING PROCEDURES
   A.   Instructor Selection/Requirements
   B.   Uniform/ Dress Code
   C.   TO's, Vacations, Work hours
   D.   Meetings
   E.   Injuries
   F.   Equipment
   G.   Records and Documentation
   H.   Budget

III.   FIREARMS CORE APPENDIX
   ➢ Pre-Academy 'cover' correspondence
   ➢ Firearms /Range Safety rules
   ➢ RBC Firearms Practice

I.   CORE SYNOPSIS

A. FIREARMS GOAL STATEMENT
To provide the highest level of training for winning deadly force encounters through gun handling, marksmanship, and tactics with small arms (primarily the pistol and shotgun).

B. CORE RESPONSIBILITIES
(In addition to GENERAL CORE INSTRUCTOR RESPONSIBILITIES on page 8)
➢ Planning, developing, conducting, presenting small arms training for:
   Academy (RBC)
   In-service /   Regional (*Perishable Skills- Firearms)*
➢ Selection of instructor cadre
➢ Developing / mentoring instructors
➢ Evaluating instructor cadre
➢ Session documentation/ tracking of the teaching cadre/teams
➢ Facilitating cadre briefings/ meetings
➢ Verifying the P.O.S.T. AICP/AICC requirements are met
➢ Annual update of instructor resumes. (POST EDI electronic file system)
➢ Reviewing/ revising the LD35 firearms outline as warranted
➢ Ensuring the 'lesson plan' meets the POST LD35 needs, objectives and testing requirements
➢ Monitoring the RBC firearms program
➢ Scheduling of small arms training sites/ ranges
➢ Ensure recruits/ students report to firearms session one with required equipment (see section III: 'Cover correspondence")
➢ Ensure dissemination to recruits prior to 'firearms session 1 from the Google Drive
➢ Instructing RBC students/recruits in the use of firearms in a safe, professional and effective manner
➢ Ensuring 'coaching' of RBC recruits is administered and effectively documented
➢ Knowledge of POST safety guidelines
➢ Facilitating planning, directing, and controlling daily Range operations.
➢ Assisting in the operation and maintenance of the Range grounds, buildings, and equipment.
➢ Enforcement of Range/Facility rules.
➢ Liaison with: P.O.S.T , Local, State, federal Law Enforcement and Military Units

C. FIREARMS P.O.S.T. LEARNING DOMAINS (LD's)
• LD35-BASIC FIREARMS

Learning domain 35- firearms- is 68 to 72 hours of small arms training, tactical training and critical thinking. In general the SDRPSTI dedicates 48 hours towards 'foundational' gun handling and marksmanship development; 12 hours to meet the POST required exercise tests; and 8 hours of tactical and realistic scenarios, exposing students to advanced techniques.

I. CORE SYNOPSIS (continued)

D. CLASSES COORDINATED THROUGH THE FIREARMS CORE
- RBC (Academy) Firearms Training
- Firearms Instructor Course

II. FIREARMS CORE OPERATING PROCEDURES

A. INSTRUCTOR SELECTION AND REQUIREMENTS
All instructors must meet the minimum qualifications as outlined in the post Administrative Manual regulation 1070

Teaching cadre in P.O.S.T. firearms courses shall have successfully completed a POST Firearms Instructor Course or its equivalent.

- The presenter and POST will jointly determine training equivalency.
  It is recognized that there are a number of excellent firearms instructor courses offered in other states, by federal law enforcement agencies or by other sources. The intent of this guideline is to encourage an appropriate amount of instructor-level training.

  - Completion of a P.O.S.T. Academy Instructor Certification Course or it's approved 1070 equivalent.

- Instructors are encouraged to participate in periodic Firearms Instructor Update/ development courses**.**

- Instructors must be able to demonstrate and participate with/ in various physical activities or movement of heavy equipment and supplies.

B. UNIFORM
As approved by the FIREARMS Core.
- Instructors in psychomotor skills training should wear clearly identifiable clothing.
- The use of distinctive clothing, hats, armbands, etc. by instructors is recommended.
- Agency 'patrol' uniform is acceptable attire

C. T/O's, VACATION, WORK HOURS
All time-off, vacations, and work hours shall follow the guidelines in **Section III, F.** A contact person will be assigned when the Firearms Core Instructors is absent. The RBC CORE must be notified of any instructor changes as soon as possible. Instructors may 'teach' or elect to 'teach' as part of their daily assignment.

D. MEETINGS
The Firearms Core Instructor shall attend all meetings as outlined in **Section III, E**. The Firearms Core Instructor shall schedule a minimum of one annual instructor

cadre meeting and additional meetings as required. CADRE briefings prior the start of an academy (RBC) is a standard and accepted practice.

E. INJURY REPORTING AND TREATMENT

Injuries: to either a student or an instructor: shall follow the guidelines as delineated in **Section III, D** and **The S.D.R.P.S.T.I. Safety Manual.** Firing ranges are equipped with First Aid and trauma kits. When conducting firearms training, the firearms team leader is responsible for ensuring the availability of adequately equipped kits. All injuries are to be reported to the CORE instructor. All injuries will be documented by the section Training Officer and supplemented as needed by teaching staff and or others present at the time of the injury. All injury reports shall be forwarded to the Academy Director.

F. OPERATIONS/EQUIPMENT

The Firearms Core Instructor will monitor all core equipment (i.e. weapons, ammunition, and targets) and determine if any repair or replacement is needed. All requests for equipment purchase and repair will follow the guidelines as stipulated in **Section III, H.**

G. RECORDS AND DOCUMENTATION

Academy test scores, failures, and remedial testing records for students/recruits shall be kept in each individuals training file by the Academy Training Officer. Firearms course training curricula and outlines shall also be kept on file at the Range and / or in an electronic format. Coaching reports are disseminated to the academy training officer.

H. BUDGET

All supplies and materials for this Core are funded through the Miramar College annual budget. Requests for special materials must first be submitted and approved by the Academy Director and next forwarded to the Dean of Physical Fitness and Public Safety for funding.

Effective 10/2008, the CORE instructor manages a budget (college purchase offer) of approximately $4800 to purchase target for the firearms training.

III. FIREARMS APPENDIX
   a. COVER CORRESPONDENCE TEMPLATE
   b. RBC Firearms Practice
   c. POST Safety guidelines

a. COVER CORRESPONDENCE TEMPLATE:
   DISSEMINATED TO STUDENTS PRIOR TO START OF AN ACADEMY

Greetings:

Listed are the RBC ammunition requirements and preparatory firearms reporting instructions for each recruit.

Comments or questions? You may contact Cpl, Claudia Valencia of the San Diego Sheriff's Department

Telephone: 858-761-6928 Email:Claudia.Valencia@sdsheriff.org

Pistol and Safety Equipment:
Please ensure the recruit/student reports to firearms session one with appropriate issued, or authorized, safety equipment including:

- Pistol
- Magazines (3)
- Holster
- Magazine pouch
- Duty belt (leather)
- Hearing and eye protection
- Pistol cleaning kit
- Pistol operators manual
- Body armor- ballistic vest
- Academy ball cap

Transporting pistols:
Pistols will be transported to and from 'classes' in compliance with Penal Code 16850. Ammunition is to be kept separate from the pistol and magazines. Pistols will be transported unloaded in a locked and secure container in the trunk of the vehicle.

Ammunition: Please deliver on or before firearms session one to the:
Sheriff's Pistol A-Range @ Duffy's Town
East Miramar, Camp Elliot
San Diego, CA
        Pistol and Shotgun ammunition:

- 2000 rounds –Outlined Pistol Sessions 2-17: Any factory manufactured ammunition. (NO RELOADED AMMO)

- 1000 rounds – Additional practice, drills or extra instructor coaching. (NO RELOADED AMMO)

- 250 shotgun rounds - 12 gauge - '00' Buckshot: Federal Ammunition (LE132 00)

- 12 gauge – one ounce Slug: 40 Rounds

IV.   FIREARMS APPENDIX

b.   RBC FIREARMS PRACTICE:
After firearms session five RBC 'recruits' may begin practicing with their firearms. Ammunition for 'practice' is **supplied by the recruit** (and not drawn /obtained' from the regional academy ammunition storage area).

The Sheriff's Miramar Training Facility (MTF) ranges and the San Diego Police Departments' pistol ranges at 4008 Federal Blvd are available for pistol and shotgun marksmanship 'practice'.

The Sheriff's MTF is usually available Mon-Thurs 0600-2100, Fri 0600-1600 and Sat 0600-1600 (excluding holidays). Please telephone 858 565 3077 prior to arrival to ensure a range is available.

The San Diego Police Departments' pistol ranges at 4008 Federal Blvd are generally available for practice Sunday afternoon beginning at 1300. Telephone 619.527.6080 for additional information.

Recruits may also use their agency's firing range for firearms practice in compliance with their agency's use policy.

See also: POST FIREARMS SAFETY GUIDELINES –See POST Guidelines Section 01 1-15, Section 02 1-16

VIII

HEALTH AND FITNESS
CORE
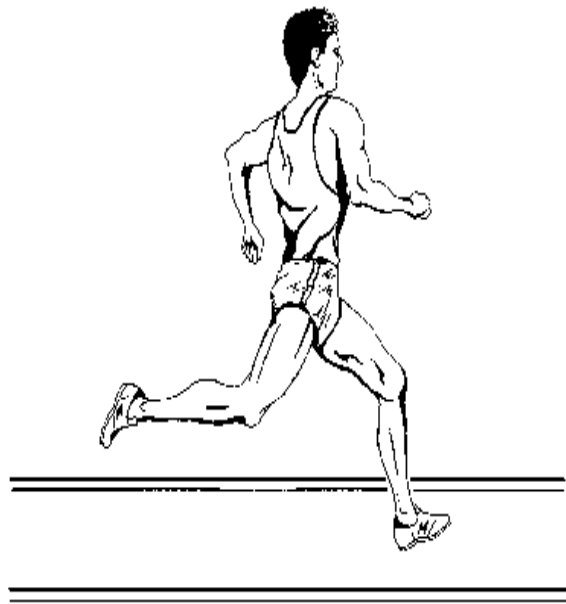
HEALTH AND FITNESS CORE TABLE OF CONTENTS

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APPENDIX

➢ Physical Fitness Improvement Notice

A. HEALTH AND FITNESS CORE GOAL STATEMENT

The goal of the Health and Fitness Core is to provide education, training, and guidance to all San Diego County law enforcement personnel in the areas of First Aid/CPR, working with Persons with Disabilities or Mental Illness, personal lifetime fitness, and general health.

The achievement of this goal will enable law enforcement personnel the ability to provide basic emergency first aid, safely associate with Persons with Disabilites and Mental Illness. Additionally, law enforcement personnel will learn to assess their fitness, develop a lifetime fitness program, and live a healthy lifestyle.

B. HEALTH AND FITNESS CORE INSTRUCTOR RESPONSIBILITIES

The Health and Fitness Core Instructor is responsible for all recruit physical fitness and stress management at the S.D.R.P.S.T.I. This Core Instructor is charged with coordinating the initial training and follow-up re-certification of all participating agency sworn personnel in both First Aid and CPR. This Core Instructor oversees the training provided at the S.D.R.P.S.T.I. to sworn personnel related to working with the mentally ill and persons with disabilities. This Core Instructor must comply with all responsibilities as outlined in the **General Core Instructor Responsibilities, Section II. , D.**

C. HEALTH AND FITNESS P.O.S.T. LEARNING DOMAINS (LD)

- • LD #14   OFFICER WELLNESS

    - • EMOTIONAL SURVIVAL FOR LAW ENFORCEMENT

- • LD #32   PHYSICAL FITNESS/STRESS MANAGEMENT

- • LD #34   FIRST AID AND CPR

- • LD #37   PERSONS WITH DISABILITIES & MENTAL ILLNESS

D. CURRENT CLASSES COORDINATED THROUGH THE HEALTH AND FITNESS CORE

- Exercise Training & Programming

- Basic Nutrition

- Coordinate scheduling of First Aid/CPR for Detentions Academy

- Coordinate scheduling of refresher training for Detentions & SDSD Law Enforcement First Aid /CPR, AOT for SDPD

- Scheduling for persons with disabilities & mental illness

- Scheduling for Emotional Survival

E. HEALTH AND FITNESS INSTRUCTOR RESPONSIBILITIES

All Instructors for this Core are expected to present all training professionally and unbiased to all students. Additionally, all Instructors are required to perform all tasks and adhere to the guidelines stated in **Sec. II, E, General Instructor Responsibilities**.

II. HEALTH AND FITNESS CORE STANDARD OPERATING PROCEDURES

A. INSTRUCTOR REQUIREMENTS AND SELECTION

It is recommended that any instructors providing training in physical fitness or nutrition hold a Master of Science degree in the specialized area that they will teach. The physical fitness cadre should attend the POST mandated Physical Training Class with in a year of appointment. The American Heart Association, Medic First Aid, or P.O.S.T must currently certify all First Aid/CPR Instructors.

B. DRESS CODE

All Instructors shall follow the dress codes as outline in **Section III, B.** Specifically, Instructors shall wear their Class B uniform, professional attire, or the Training Center uniform when teaching any classes. Instructors participating in physical fitness training classes must wear the Academy physical training uniform.

C. T/O's, VACATION, WORK HOURS

All time-off, vacations, and work hours shall follow the guidelines in **Section III, F.** In the event that the Core Instructor is unavailable a contact person will be designated. The Basic Academy training personnel will be notified of any instructor changes as soon as possible.

D. MEETINGS

The Core Instructor shall attend all meetings as outlined in **Section III, D**. The Health and Fitness Core Instructor shall hold meetings with instructors as needed.

E. INJURY REPORTING AND TREATMENT

In the event of an injury to either a student or an instructor all instructors shall follow the guidelines as delineated in **Section III, D.** The Health and Fitness Core Instructor shall provide an initial assessment and any basic First Aid treatment of injured personnel when possible.

F. EQUIPMENT

The Health and Fitness Core Instructor will monitor all core equipment and determine if any repair or replacement is needed. All requests for equipment purchase and repair will follow the guidelines as stipulated in **Section III, H.**

EQUIPMENT INVENTORY

- First Aid Manikins, Training AED's, and manikin supplies, general first aid supplies
- Spin Bikes, Concept II Rowers (5), ERG, Treadmill, Precor, Kettle bells, Ab Mats, Oly Bars, Jump Ropes, Battling ropes, pull-up bars, Med balls, wall balls
- Sandbags

G. RECORDS AND DOCUMENTATION

Records containing test scores, failures, and remedial testing of all Academy students shall be kept in each individual's training file by their Academy Training Officer. This shall include their CPR test as well as WSTB results and PT Assessments.

Health and Fitness course training curricula and outlines shall also be kept on file. Instructor resumes should be acquired, updated annually, and kept on file.

H. BUDGET

All supplies and materials for this Core are funded through the Miramar College annual budget. Requests for special materials must first be submitted and approved by the Academy Director and next forwarded to the Dean of Physical Fitness and Public Safety.

Additionally, this core instructor manages a contract between the City of San Diego and the San Diego Cardiac Center that performs graded exercise testing (treadmill testing) and cardiovascular risk reduction for San Diego sworn personnel. The value of this contract is approximately $12,000 annually. This Core Instructor also manages a contract for the repair and maintenance of the exercise equipment located at the SDPD area stations. The current annual budget for this contract is $12,000. The core instructor also manages a $35,000 budget to fund gym equipment to all SDPD area commands

HEALTH AND FITNESS CORE APPENDIX

PHYSICAL FITNESS IMPROVEMENT NOTICE

DATE:

_____ **NEEDS TO IMPROVEMENT IN THE FOLLOWING AREAS:**

_____ **AEROBIC CAPACITY** _____ **P.O.S.T. PHYSICAL TEST**

_____ **BODY FAT REDUCTION** _____ **UPPER BODY STRENGTH**

To successfully complete the Physical Training requirements of the San Diego Regional Public Safety Training Institute students must score a minimum of **384** points on the P.O.S.T. Work Sample Battery Test and fully participate in 30 of 36 physical fitness classes. Students will receive credit for participation in Physical Training classes **only** when they take part in the **same** activity and with the same level of intensity as the other students in their class. A student that falls 2 minutes or farther behind on training runs or cannot perform the minimum physical strength exercises required by all students will not receive credit for their participation.

The following are recommendations to help you to overcome deficiencies that have been observed in your physical fitness:

_____ Start and maintain a healthy balanced diet completing a fitness log to be turned in every Monday

_____ Participate in a consistent running program;
30 minutes, 3-5 days per week

_____ Weight training

_____ Cycling

I ACKNOWLEDGE THAT I NEED TO IMPROVE MY PHYSICAL FITNESS AND I WILL STRIVE TO IMPROVE MY DEFICIENCIES TO FACILITATE MY SUCCESSFUL COMPLETION OF THE ACADEMY PROGRAM.

_____   _____
Training Officer   **Student**

_____   _____
Fitness Specialist   **Training Sergeant**

Date

**SAN DIEGO REGIONAL PUBLIC SAFETY
TRAINING INSTITUTE**
At Miramar College

10440 Black Mountain Road - San Diego, CA 92126

RECEIPT OF RECRUIT NON- PARTICIPATION/PERFORMANCE POLICY

I, _____, hereby acknowledge
       PRINT CLEARLY – Last Name, First Name

the receipt of the Recruit Non- Participation Policy for the San Diego Regional Public Safety Training Institute.

a) **PT Non-Participation/Performance** –If a recruit is unable to participate due medical restriction(s) or their performance creates a safety hazard for them or anyone else, they will receive a "Non-participation" for the session(s). (seven (7) non-participations, within the first 36 sessions will result in dismissal from the Academy).

b) **Arrest and Control Non-Participation/Performance** – restricted duty due to illness or injury, lack of performance (more than eight (8) hours of Non-participation will result in dismissal in Academy).

c) **EVOC Non-Participation** – restricted duty due to illness or injury or failure to complete testing on days 2, 3, 4 and 5.

d) I acknowledge that I understand the Non-Participation Policy in its entirety.

e) I declare that I understand the rules of the Non-Participation violations and that I will abide by them.

f) I understand that if I fail to obey these rules I am subject to disciplinary action up to and including dismissal from the Academy.

_____   _____
      Recruit's Signature   Date

IX.

HUMAN RELATIONS CORE

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APPENDIX

➢ Community Service Organizations

I. OVERVIEW OF HUMAN RELATIONS CORE

A. HUMAN RELATIONS GOAL STATEMENT

The goal of the Human Relations Core is to enhance the students' knowledge and respect for persons of various cultures, backgrounds, ethnicity, and beliefs. The knowledge gained will enable the students to interact with community members in a fair, ethical, respectful, and responsible manner.

B. HUMAN RELATIONS CORE RESPONSIBILITIES

The Human Relations Core Instructor is responsible for all instruction and coordination of training for the S.D.R.P.S.T.I. in the areas of community service, professionalism, leadership, ethics, cultural diversity, interpersonal skills, computer information systems, victimology, and equal employment opportunity. The Human Relations Instructor must perform all of the responsibilities outlined in the **General Core Instructor Responsibilities, Section II. , D.**

The current Human Relations Core Instructor is a San Diego Police Sergeant.

C. HUMAN RELATIONS P.O.S.T. LEARNING DOMAINS (LD'S)

- LD #1   LEADERSHIP, PROFESSIONALISM & ETHICS

- LD #3   COMMUNITY POLICING (VERBAL JUDO, CRIME PREVENTION, MEDIA RELATIONS)

- LD #4   CRISIS INTERVENTION/VICTIMIZATION

- LD #98   SPANISH FOR LAW ENFORCEMENT

- LD #36   INFORMATION SYSTEMS

- LD #42   CULTURAL DIVERSITY/DISCRIMINATION

D. CURRENT CLASSES COORDINATED THROUGH THE HUMAN RELATIONS CORE

- Gay & Lesbian Population

- Basic Spanish for Law Enforcement Personnel

- Community Oriented Policing

- Tactical Communication

- Leadership, Professionalism and Ethics

- Ethics and Technology

- Cultural Diversity

- Racial Profiling, Non-bias Based Policing, Fair and Impartial Policing

- Equal Employment Opportunities (EEO)

- Victimology

- Victim Assistance

- Media Sensitivity

- Alcohol Substance Abuse Prevention

- Crime Prevention

- Hate Crimes

E. HUMAN RELATIONS INSTRUCTOR SPECIFIC RESPONSIBILITIES

All Human Relations Instructors are expected to present all training professionally and unbiased to all students. Additionally, all Human Relations Instructors are required to perform all tasks and adhere to the guidelines stated in **Section II, E, General Instructor Responsibilities**.

II. HUMAN RELATIONS STANDARD OPERATING PROCEDURES

A. INSTRUCTOR REQUIREMENTS AND SELECTION

All instructors must meet the minimum qualifications as outlined in **Section III, B, Instructor Selection**. Additionally, instructors are required to meet the following standards:

- All Spanish instructors must be bilingual and fluent in the Spanish Language.

- All subject experts must have specialized training or experience in the subject area that they teach.

Additionally, all instructors must periodically update their training and be knowledgeable in the following instructional areas:

- Communications (Verbal Judo, Media Relations, Community Relations)

- Ethics

- Crisis Intervention/Victimization

- Criminal Law Enforcement Telecommunications Systems

- Cultural Diversity

B. DRESS CODE

All Human Relations Instructors shall follow the dress codes as outline in **Section III, B.** Specifically, Human Relations Instructors shall wear their Class B uniform, professional attire, or the Training Center uniform when teaching any classes.

C. T/O's, VACATION, WORK HOURS

All time-off, vacations, and work hours shall follow the guidelines in **Section III, F.** Team Instructors need the approval of their Team Leader for any vacation days or Time-off at least 48 hours prior to the class session. In the event that the Core Instructor is unavailable a contact person will be designated. The Basic Academy training personnel will be notified of any instructor changes as soon as possible.

D. MEETINGS

The Core Instructor shall attend all meetings as outlined in **Section III, D**. The Human Relations Core Instructor shall hold meetings with instructors as needed.

E. INJURY REPORTING AND TREATMENT

In the event of an injury to either a student or an instructor all instructors shall follow
The guidelines as delineated in **Section III, D.**

F. EQUIPMENT

The Human Relations Instructor will monitor all core equipment and determine if any
repair or replacement is needed. All requests for equipment purchase and repair will
follow the guidelines as stipulated in **Section III, H.**

G. RECORDS AND DOCUMENTATION

Records containing test score, failures, and remedial testing of all Academy students
shall be kept in each individuals training file by their Academy Training Officer.
Human Relations assistant training curricula and outlines shall also be kept on file.
Instructor resumes should be acquired, updated annually, and kept on file.

H. BUDGET

All supplies and materials for this Core are funded through the Miramar College annual
budget. Requests for special materials must first be submitted and approved by the
Academy Director and forwarded to the Dean of Public Safety.

HUMAN RELATIONS CORE APPENDIX

COMMUNITY SERVICE ORGANIZATIONS

Access Center	1295 University Ave. #10	San Diego	92103
Alzheimer Family Center	280 Faylor Street	Chula Vista	91910
Alzheimer Family Center	455 Churchway	San Diego	92020
Alzheimer Family Center	3686 4th Ave.	San Diego	92103
Alzheimer Family Center	2017 Felicita Road	Escondido	92025
ARC	3035 G Street	San Diego	92102
ARC	9575 Aero Drive	San Diego	92122
ARC	1280 Nolan Ave.	Chula Vista	92011
Boys & Girls Club Vista	410 W. California Street	Vista	92083
Casa de Amparo	4070 Mission Ave.	San Luis Rey	92068
Casa de Paz YMCA	1012 C Street	San Diego	92101
Casa Familiar	119 Hall Street	San Ysidro	92111
Catholic Charities	4575-A Mission Gorge Place	San Diego	92120
Center for Social Services	P.O. Box 3357	San Diego	92163
Center for Comm. Sol.	4508 Mission Bay Dr.	San Diego	92109
Children's Services	6950 Levant Street	San Diego	92111
Crisis House	1034 Magnolia	El Cajon	92020
DV TROClinc	276 4th Ave.	Chula Vista	91910
EYE Counseling/Crisis	200 N. Ash #110	Escondido	92027
Heartland Human Res.	7435 University Ave. #202	La Mesa	92102
Indian Human Res.	4040 30th St. Suite A	San Diego	92104
Internal Mutual Asst.	4102 El Cajon Blvd.	San Diego	92115
Neighbor. House Assn.	3043 Ave.	San Diego	92102
St. Vincent de Paul	1501 Imperial Ave.	San Diego	92101
S.D. Center for Blind	5922 El Cajon Blvd.	San Diego	92115
Crime Stoppers	MS 799		
Central Division Storefront	MS 748		
Multi Cultural Storefront	MS 760		

X.

OFFICER SAFETY AND FIELD TACTICS CORE (OSFT)
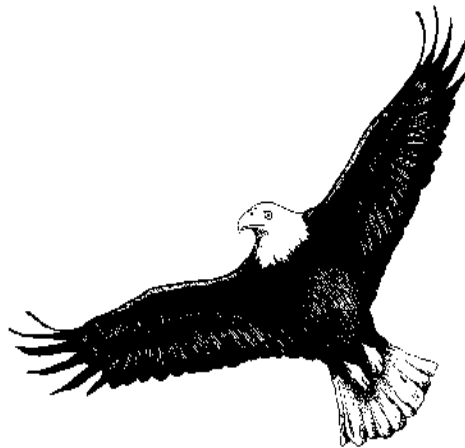
I. OVERVIEW OF OFFICER SAFETY AND FIELD TACTICS (OSFT) CORE

A. OFFICER SAFETY AND FIELD TACTICS GOAL STATEMENT

The goal of the Safety and Field Tactics Core is to provide students with training that will enable them to perform basic patrol techniques and to safely interact with persons who may be victims, witnesses, or suspects of crimes. Students will learn when and how to use special equipment such as OC spray, and Tasers to control violent suspects. Additionally, students will learn to identify and safely apprehend persons under the influence of drugs or alcohol.

B. OFFICER SAFETY AND FIELD TACTICS CORE RESPONSIBILITIES

The Safety and Field Tactics Core Instructor is responsible for all instruction and coordination of training for the S.D.R.P.S.T.I. in the following areas:

- Use of Force
- Force Options Simulator (FOS)
- Taser
- Field Tactics
- Patrol Techniques
- Crimes in Progress
- Officer Safety
- Crowd Control
- Chemical Agents
- Vehicle Pullovers
- High Risk Vehicle Stops
- Law Enforcement Response to Terrorism (LERT)
- Incident Command System (ICS)
- Hazardous Material
- Gangs
- Active Shooter/ Rapid Deployment
- Academy Role Play Scenarios

The Officer Safety and Field Tactics Instructor must perform all of the responsibilities outlined in the **General Core Instructor Responsibilities, Section II, D.** Additionally, this Core Instructor organizes and directs the Role Play scenario training for Academy students.

C. OFFICER SAFETY AND FIELD TACTICS P.O.S.T. LEARNING DOMAINS (LD'S)

- LD # 20   DEADLY FORCE

- LD # 21   PATROL CONCEPTS/TECHNIQUES

- LD # 22   VEHICLE PULL-OVERS/VIOLATOR CONTACT/ARREST

- LD # 23   CRIMES IN PROGRESS, OFFICER SAFETY

- LD # 24   HANDLING DISPUTES/CROWD CONTROL

- LD # 26   CRITICAL INCIDENTS

- LD # 35   CHEMICAL AGENTS

- LD # 38   STREET AND MOTORCYCLE GANGS

- LD # 41   HAZARDOUS MATERIALS

- LD # 43   EMERGENCY MANAGEMENT

D. OFFICER SAFETY AND FIELD TACTICS INSTRUCTOR SPECIFIC RESPONSIBILITIES

All Safety and Field Tactics Instructors are expected to present all training professionally and unbiased to all students. Additionally, all Safety and Field Tactics Instructors are required to perform all tasks and adhere to the guidelines stated in **Section II, E, General Instructor Responsibilities**.

II. OFFICER SAFETY AND FIELD TACTICS CORE STANDARD OPERATING PROCEDURES

A. INSTRUCTOR REQUIREMENTS AND SELECTION

All instructors must meet the minimum qualifications as outlined in **Section III, B,** Instructor Selection. Additionally, all instructors are required to meet the following standards:

- All Chemical Agents Instructors must be certified by the Department of Justice in Non-Lethal Chemical Agents (40 hours).

- All instructors must have specialized training or experience in the subject area that they teach.

- All Hazardous Materials Instructors must hold current certifications.

- All instructors teaching POST 1070 courses must be 1070 certified.

B. DRESS CODE

All Safety and Field Tactics Instructors shall follow the dress codes as outline in **Section III, C.** Specifically, Safety and Field Tactics Instructors shall wear their Class B uniform, professional attire, or the Training Center uniform when teaching any non-lab class.

C. T/O's, VACATION, WORK HOURS

All time-off, vacations, and work hours shall follow the guidelines in **Section III, F.** Team Instructors need the approval of their Team Leader for any vacation days or time-off at least 48 hours prior to the class session. In the event that the Core Instructor is unavailable a contact person will be designated. The Basic Academy training personnel will be notified of any instructor changes as soon as possible.

D. MEETINGS

The Core Instructor shall attend all meetings as outlined in **Section III, E**. The Safety and Field Tactics Core Instructor shall hold meetings with instructors as needed.

E. INJURY REPORTING AND TREATMENT

In the event of an injury to either a student or an instructor all instructors shall follow the guidelines as delineated in **Section III, D.**

F. EQUIPMENT

The Safety and Field Tactics Instructor will monitor all core equipment and determine if any repair or replacement is needed. All requests for equipment purchase and repair will follow the guidelines as stipulated in **Section III, H.**

G. RECORDS AND DOCUMENTATION

Records containing test score, failures, and remedial testing of all Academy students shall be kept in each individuals training file by their Academy Training Officer. Officer Safety and Field Tactics curriculum and outlines shall be kept on file and updated by the Officer Safety and Field Tactics CORE.

OFFICER SAFETY AND FIELD TACTICS CORE APPENDIX

ROLE-PLAY ASSIGNMENT POLICY

<u>ACADEMY (P.O.S.T.) ROLE-PLAY</u>

The Role-play program places students into dramatized scenarios that law enforcement personnel may experience as part of their normal duties. Students are evaluated based on their ability to safely and successfully respond to each situation. It is the aim of the Role-play program to involve representatives from all regional law enforcement agencies.

Notices for participation in Academy role-play will be sent to all law enforcement agencies involved in the San Diego Regional Public Safety Training Center.

The applications for role-play will be ranked and placed on a list of qualified personnel. The selection of candidates will be based on the following criteria:

- Emphasis on the participation of all agencies
- Consideration for those directly involved in the training process,
  (i.e. training coordinators, FTO's, instructors, etc.)
- Supervisors for considering evaluators positions
- Length of employment with agency and at current assignment
- Previous Role-play experience
- Past reliability: both in conduct and when reporting to assigned work
- Command approval

Notices will be sent out approximately six (6) to eight (8) weeks prior to the scheduled Academy Role-play sessions.   This will allows time for the processing of applications, candidate selection, assignment of duties, notification of assignment, confirmation of assignment, and reassignment if needed.

<u>TRAINED ROLE PLAYERS</u>

There are several scenarios within the curriculum that require trained role players. These include, but are not limited to:

> Close Order Drill
> High Risk Vehicle Stops #2
> Crowd Control
> Tactical Applications for Patrol
> Traffic Stops and Field Problems

The role players for these scenarios will be trained for the specific behaviors that must be demonstrated. The role players must know in detail what is required of the student and how to react to students' behaviors. Novice role players are required to learn the behaviors and techniques for each scenario by monitoring classes on their own time. When one of the current trained role players cannot attend a class, a newly trained role player may be substituted. Each class will have a distinct list of trained role players.

The Coordinator, Radio Dispatcher and Data Entry positions will be reserved for persons who have actually performed these tasks in the past. These positions require an extensive knowledge of all training scenarios and the ability to rotate students through the training in the correct sequence.

Role play Evaluators will be selected based on their experience related to the topic of the scenario. Evaluators must have attended the Role Player Evaluator class to be selected.

ASSIGNMENT OF ROLE PLAY

Once the applications for an Academy Role-play program have been received, the applicants will be ranked based on the previously mentioned criteria. Next, a master list of role players will be created for each Academy class Role-play session.

Frequency and scheduling of role player assignments will vary based on the annual number of Academy classes and their schedules. The fewest number of Academy classes trained yearly has been two, while the maximum has been four (not including Reserve Academies).

A master list of qualified Role-play personnel will be divided into the following categories: Role-players, Evaluators, and Dispatchers/Data Entry. A list of qualified and eligible applicants will be used to select players for future Role-player assignments. Due the variety of schedules worked among law enforcement personnel different individuals may be available for role-playing at different times of the year.

Role-players demonstrating any of the following forms of misconduct will be removed from the qualified Role-play personnel list.

Unreliability
Refusal to work at assigned Role-play tasks
A below standard evaluation
Other activities that inhibit the training process

Assignments will be distributed on a rotating basis after the list of qualified players has been established. An applicant may be chosen for additional Role-player assignments within any Role-play session if needed.

APPENDIX II

TEST ADMINISTRATION

The listed procedural guidelines are for the use and administration of POST constructed tests (knowledge tests, comprehensive tests, scenario tests, physical abilities tests, exercise tests and other spontaneous tests (skill or written) prepared by the academy staff.

All tests administered to recruits attending POST certified training must be in compliance with the following:
- POST Certified Course(s)
- Test Use and Security Agreement
- POST Regulations and Guidelines
- San Diego Regional Public Safety Training Institute's Written, Scenario and Exercise Student Testing Contract

Testing Protocols

Recruits shall be provided two attempts to pass any TEST - Whether it is a P.O.S.T. developed test or *academy developed skills exercise test, such as* driving, firearms or ARREST AND CONTROL.

Test dates/ schedules and expectations should be clearly stated verbally and in writing to all recruits/ students, by a lead instructor.

Essentially the testing is as follows:
TEST- score recorded

When a failure occurs:
Recruits will receive a re-test notice and must pass the re-test

Recruits will be offered:
Remedial training prior to the **RE-TEST**
Recruits may opt to decline remediation/ remedial training

RE-TEST: Score recorded
When a failure occurs with the RE-TEST: Advise the coordinator and contact the academy director.

Failure to successfully pass the re-test will result in a recommendation for termination from the Academy. In all cases, the Academy Director will make the final determination. Recruits recommended for termination will be removed from the Academy **as soon as practical** and assigned to their department until their appeal process is complete.

Remedial Training Guidelines:

When a recruit/ student fails a test, he/she will be given the opportunity to re-test. The Academy staff/ CORE instructor will assist the recruit/student in identifying specific areas of deficiency. The staff/ CORE instructor will recommend training or reference material and may provide a written assignment. The staff/CORE instructor will also administer or arrange for a re-test that meets all P.O.S.T. learning objectives included in the initial test. Recruits/ students may review their tests on any break, before or after classes, generally from 0630 to 1600 hours. For information concerning remedial examinations, refer to the Recruit Policy Manual, Sections 13.00 - 13.09

Psychomotor skills remedial training

Remedial training is additional training provided to an academy recruit/ student who have not achieved the competency level to successfully complete the required *academy developed skills exercise tests*.

Recruits / students shall be offered remedial training as determined by the CORE instructor/ staff prior to the re-test. Recruits may opt to decline the remedial training offered.

Any remedial training conducted will be documented and provided to both the CORE instructor and academy coordinator.

Core Instructor Responsibilities:

The Core Instructor is responsible for transportation to/from the venue of all scenario props, ensuring the safety of everyone by inspecting recruits for ammunition, maintaining security of scenario tests, and handling the remedial training process for recruits/ students who fail POST developed tests or academy developed skills exercise tests.

Test Acquisition and Handling

The Academy Coordinator is responsible for the management of all academy tests and for providing instructors and staff directions according to academy test security procedures.

- Anyone with access to any test shall read and comply with the POST Test Security Agreement and sign the Agreement's Acknowledgment form.

- Academy RTOs will download the test from POST and provide the number of copies required per recruit class.

- CORE Instructors are responsible for reviewing tests and re-tests. Tests may be reviewed on-line with P.O.S.T.'s secure website or in hard copy form in building A-210.

- Each test is numbered by a RTO for accounting purposes when tests are collected from recruits.

- Academy Staff will place downloaded and printed tests in a locked file cabinet in Room A-210.

- All academy staff, including instructors, are explicitly prohibited from teaching to the test. Teaching to the test includes any instructional activity that focuses on specific test content rather than on the broader learning objectives in the course. Sharing of test content (i.e., questions, answers, role play scripts, scoring criteria or specific educational objectives) to the exclusion of non-tested objectives is strictly prohibited.

- During the review of the test academy staff will not allow information that is contained in the Learning Domain Tests, Review Test, Test Key, or Re-Tests to be recorded.

Test Booklet Acquisition and Handling

Academy staff will be present in the classroom at all times when examinations are in progress. At the beginning of each exam block academy staff will review the following guidelines with the class:
- During a written test, or quiz, all unauthorized printed material will be removed from desk tops and be out of view of the recruits.
- Academy staff will write the Learning Domain, start and ending time on the board.

Test Review

Academy staff/ Training Officer Responsibilities:
- Recruits' desks must be clear of all items except name tags.
- Note taking or other means of recording answers is prohibited.
- The RTO will provide the correct answer to each question (test item).
- If it is necessary to print material (i.e. remediation study materials), the items will be secured in the locked test file cabinet and shredded after completion of the testing.

FIREARMS COACHING POLICY: SEE RECRUIT P & P 14.06