



ADMINISTRATIVE WEEK

Carlsbad Police Department

Training and administrative procedures required for new Police Officers.

SCHEDULING CHECKLIST

(Instructions for the Coordinating FTO)

	Human Resources (90 minutes). Schedule for the FIRST DAY
	Firearms qualification (8 hours). Contact a WTU Sgt. ASAP to reserve range time.
	Taser training and certification (6 hours). Contact a WTU Sgt to schedule. Training <i>may</i> be waived for laterals with a Taser certificate.
	Defensive Tactics / Hot Stop training (8 hours). Contact the DTAC Sgt ASAP to reserve the training facility.
	Tourniquet training by a CFD medic (1 hour). Contact Paramedic Andy Spears for scheduling.
	Records introduction and tour (30 min). Email Records Manager for ARJIS password (provide names, badge #, and last 4 of SS#) and to request access Cal ID.
	CPOA introduction. Contact CPOA board member to schedule.
	Technology introduction. Contact IT for fingerprint ID and Cell Phone
	Dispatch introduction and tour (30 min). Email the Communication's Manager to schedule and provide the employee name and ARJIS # for entry into CAD.
	Property & Evidence introduction and tour (30 min). Contact an Evidence Technician to schedule a tour.
	Gas Mask video and fit testing (2 hours). Video is on the "H" drive and should be watched prior to scheduling the fit test. Schedule the fit test with Cpl. Develasco or Sgt. Smith.
	Vista Court tour (90 min). Department 5 & 33. Explain process.
	Senior Volunteer Patrol intro (30 min)
	Station Tour & Equipment (2 hours) <ul style="list-style-type: none"> • Business cards (Paula Melikian) • Voicemail (Help Desk ext. 7500) • Equipment / Keys (see page 15) • Photo for ID card in Class A Uniform (Heather Hutchinson) • Lexipol / P&P book (FTO Sergeant)
	H Drive/Training/Training Videos
	Dog Encounters (2 hrs)
	Human Trafficking (2 hrs) (also print and complete test)
	Gas Mask training and video – Coordinate Fit Test with Develasco
	Firestorm (1hr)
	Pursuit Policy SB719 (1hr) (also print and sign attestation form)
	Strangulation video
	Truth Act (AB2792)
	Bloodborne Pathogens DVD (20 min) Get DVD from Heather

	CLETS (2 Hours) Email from Heather
	Domestic Violence Response Video (2 Hrs) – Go to POST Learning Portal/PASS
	<p>Set Up POST PASS Account</p> <ol style="list-style-type: none"> 1. Go to POST website 2. Click Sign In 3. Click Create Account 4. Fill out the required information and click create account 5. A confirmation email will be sent to the email address provided 6. Click the link in the confirmation email to confirm the creation of the account 7. Once the account has been confirmed, click "sign in" to continue creation the PASS account
	NIMS/SEMS - NIMS/SEMS- ICS 100, 200, 700, 703, 800 (Due by the end of field training) Login info on H Drive/Training)-submit all certificates to the training coordinator. If completed at previous agency, contact FEMA to request transcripts at: https://training.fema.gov/15/ . Send certificates to training coordinator when complete
	CIT/CRT Training Course - Lateral officers who have not attended an 8 hour Crisis Intervention and/or Crisis Response training course since 1/1/17, will need to be scheduled for PERT's 8 hr CRT course.
	Respectful Workplace: Preventing Workplace Harassment, Discrimination and Retaliation – Must receive training within six months of hire. Sign on to Lawson to sign up for a course date.
	Access METR training software – log in for first time and change password. Familiarize with looking at records and creating an online TRF. See Heather Hutchinson for questions.

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INTRODUCTION

Welcome to Carlsbad Police Department!

Before you begin your first day of field training, there are administrative duties and training requirements that must be completed. During this first week you will be assigned to a Field Training Officer (FTO) who will be your guide. Your FTO will schedule all training and notify you. The FTO is your first line supervisor and all questions or concerns should be addressed with him or her.

This guidebook outlines some of the required training and provides additional information that will prepare you for your first day of patrol.

Our goal is to help you succeed! Please ask questions and notify your FTO of any problems or concerns.

Carlsbad Police Department

Mission Statement

*To protect and serve the community with integrity,
professionalism and valor*

Values

Leading with:

Commitment: Dedication to duty and responsibility

Honesty: Sincere and truthful in our endeavors

Respect: Treat everyone with dignity

Accountability: Responsible and transparent in our
actions and words

Compassion: Concern and sympathy for others
ensures our organizational success

Vision

*Embrace the future and honor the past in pursuit of a
safer tomorrow*

TRAINING REQUIREMENTS

As a police officer in the State of California you will be required to meet the minimum level of training required by the California Commission on Peace Officer Standards & Training (POST). The POST website (www.post.ca.gov) has information regarding training and a learning portal you may access at your convenience.

In addition to POST requirements, the Carlsbad Police Department is proud to provide a level of training that greatly exceeds the minimum requirements of POST. This additional training is provided on a regular basis and conducted by highly trained professionals within our department. The training includes, but is not limited to: Firearms, Defensive Tactics and Emergency Vehicle Operations.

You will periodically receive email notification of department training. You are required to select and attend one of the training dates offered. Refer to Department Policy #208 regarding training requirements. During your Field Training, you will coordinate training dates with your Field Training Officer (FTO).

Some of the training and introductions to be completed in your preparation week are outlined in the following pages. You will be expected to arrive to all training prepared and with a positive attitude. If you have any questions please contact your FTO.

Enjoy training!

FIREARMS Training and Qualification (8 hours)

Firearms training and qualification will include:

- Handgun
- Rifle
- Shotgun and
- Back-up handgun (optional – must provide your own ammunition if other than .40 caliber)

The authorized departmental issued handgun is the Sig Sauer P226 .40 S&W. Officers desiring to carry a personally-owned weapon must first request prior approval by the Range Master or a member of the Weapons Training Unit (WTU). See **Department Policy 312** regarding Firearms and Qualification for additional information.

What to wear:

- Entry level: Class B uniforms with your duty belt and vest.
- Lateral: Uniform or BDU's and a polo shirt, with your duty belt and vest.

Location:

- Safety Training Center (STC) across from the Carlsbad Police Department.

Please bring a lunch.

TASER Certification (6 hours)

Taser training and qualification:

- Per **Department Policy 309**, all uniformed personnel are required to carry the Taser while performing field duties.
- Only members who have successfully completed department-approved training may be issued and carry the Taser device.
- Lateral officers who have a valid Taser certificate may not be required to attend training. *Contact a member of the WTU for confirmation.*

What to wear:

- Entry level: Class B uniforms with your duty belt and vest.
- Lateral: Uniform or BDU's and a polo shirt, with your duty belt and vest.

Location:

- Your FTO will notify you of the time and location:

DEFENSIVE TACTICS Training (8 hours)

Defensive tactics training (PSP – 4 hours):

- Penal codes and case law
- Handcuffing
- SPEAR technique
- Control holds
- Carotid restraint
- Maximum restraint

Felony vehicle stops (Hot stops – 2 hours)

- **Department Policy 314**
- Tactics
- Stop stick deployment

Restraint chair (1 hour)

- **Department Policy 514.4**
- Procedure

What to wear:

- Class B uniform or BDU's.
- Mat shoes or athletic shoes (No black sole shoes are allowed on the mats).
- Department issued vest.
- Full duty belt with Taser, radio, impact weapon and **unloaded handgun**.
- **NO AMMUNITION, MAGAZINES or OC SPRAY.**

Location:

- Your FTO will notify you of the time and location.

RECORDS DIVISION Introduction (30 minutes)

Introduction:

- **Department Policy # 806**
- Requesting reports (Officers, citizens)
- Release of information
- Citation books
- Subpoenas
- CAL ID access

Things to remember:

- Do not give your copy of the report to others.
- After-hours access to the Records Division must be requested through the Watch Commander.

COMMUNICATIONS CENTER Introduction

Public safety communicators (your dispatchers) are professionals who function as the vital link between the public and the help they need (you). Being a dispatcher requires a special skill set that includes being a radio dispatcher, telephone call-taker, researcher, and computer specialist.

Our most important function is to support you, help you do your job the best way you can, and make sure you go home at the end of the shift. These are some of the things we want you to know:

- Dispatch is your partner – we are all on the same team
- Dispatch needs and want to know what you are doing and where you are so that we are prepared and able to respond with what you may need (help us help you)
- The radio works both ways – listening is as important as talking
- For every call you are handling, dispatch is handling 5-10 more, **at the same time**
- **Always** feel free to come in and ask questions or tell us if we can help you by doing something better or different – we like feedback!!

Here are things you should ask about and learn during your sit-a-long in dispatch:

1. Traffic stop (11-49) mask on the command line – it will tell you in what order we need you to put out a traffic stop (and you'll see why)
2. Our staffing levels and how it affects you
3. How to ask for a person to be run; DL by name, if not exact, will return **no match**; so if you can, give us a DL number, and if not, spell name phonetically
4. How the return will be given back to you
5. How to re-set your radio after an emergency activation (please ask to hear what it sounds like in dispatch)
6. Proper keying of mic and why it's important
7. The dispatcher can hear you even when the dispatcher is talking because your radio will override us talking
8. Patching, multi-selecting, the radio and what you do (mutual aid, pursuits, etc)
9. How to tell who is on what channel in dispatch
10. Where the teletypes are
11. Radio etiquette and how and why it affects our job (especially typing)

Your “sit-a-long” with dispatch will be scheduled through your FTO.

TECHNOLOGY Introduction

Email and internet access:

- Email address: ***First.last@carlsbadca.gov***
- Email access from home: ***Mail.carlsbadca.gov*** (Do not include www.)
- Internet access in the report writing room: ***First.last@pd.carlsbadca.gov***

Voicemail:

- Dial 2400 from any phone inside the station
- Outside phone dial 760-602-2400

PROPERTY & EVIDENCE

Department Police #804 defines property and evidence and outlines procedures. Instructions on how to prepare property and evidence for entry to the property room are explained in the **P & E Manual** located on the "H" drive and in the evidence preparation room.

Accurate and complete information is important when booking evidence. Locating and processing the evidence for later investigation or court proceedings will depend on your entries.

Common errors:

- Que Tel entries. DOUBLE CHECK INFO for: correct case #, **complete** info on suspect / victim / witness / owner, do **not** list incident location as victim address.
- Label placement and location (check instructions).
- Separate currency and narcotics.
- Wet items go in the Drying Room, including narcotics.
- Field Property Receipts should be given to owners.
- Firearms need print out from Automated Firearms System (AFS).
- Blood evidence needs name and DOB.

CARLSBAD POLICE OFFICER'S ASSOCIATION (CPOA)

Your FTO will schedule a meeting with a CPOA representative to provide information on the following:

- Website: ***carlsbadpoa.com***
- Dues
- Dental insurance options
- Political Action Committee (PAC)
- Other POA benefits

SENIOR VOLUNTEER PATROL (SVP)

Introduction

- Duties & Responsibilities
- Related patrol activities (Command post, traffic control, parking)

TRAFFIC COURT TESTIMONY

Your appearance in court in response to a subpoena is mandatory. Refer to *Department Policy #209* for details. The following is an example of traffic court testimony to be given by a police officer.

Example:

On _____ at about _____ hours, I was working speed enforcement for the City of Carlsbad in the area of _____.

I was in full police uniform, driving a marked black and white vehicle. I was using a _____ hand held radar, unit #_____. The radar unit was factory calibrated on _____. I tested the radar using a tuning fork and the unit's internal testing mechanism prior to, throughout and at the end of my shift and found it to be working properly. I have successfully completed a 24-hour POST approved and certified police traffic radar operator course. I have also completed an additional 16 hours of practical training in the use of police traffic radar.

There is a speed survey of the road on file with the court dated _____ and it shows a critical speed of _____ mph and a posted speed of _____ mph. I pointed my radar in the vehicle's direction and it displayed a speed of _____mph. The defendant's vehicle was traveling _____ . I visually estimated the speed of the defendant's vehicle at _____ mph. I pointed my radar in the vehicle's direction and it displayed a speed of _____ mph, which confirmed my visual estimation. The radar's Doppler tone was consistent with the speed display.

I stopped the defendant and told him/her that the reason I stopped him/her was for speeding. I asked the defendant if he/she knew how fast he/she was going. The defendant said

_____. I then asked the defendant if he/she knew the speed limit. The defendant said

_____.

I believe the speed the defendant was driving was unsafe because

_____.

I cited the defendant for _____ CVC and released him/her on his/her written promise to appear. The picture on the license matched that of the driver and the signature on the license matched the defendant's signature on the citation. I recognize the subject standing to my left as that person.

MISCELLANEOUS Training Checklist

- _____ Lexipol – Policy Manual (and hard copy)
- _____ Gas mask training and video
- _____ Wildfire video
- _____ Human Trafficking video

UNIFORMS & EQUIPMENT

Maintaining and purchasing required equipment is your responsibility. Please refer to the **Department Policy #1045** and the **Uniform and Awards Manual** located on the "H" drive.

You will be provided with the following:

- | | |
|---|--------------------------------------|
| <input type="checkbox"/> Traffic vests | <input type="checkbox"/> Hobble |
| <input type="checkbox"/> Rain jacket | <input type="checkbox"/> Tourniquet |
| <input type="checkbox"/> Business cards | <input type="checkbox"/> Riot helmet |
| <input type="checkbox"/> Spit socks | |
| <input type="checkbox"/> Camera | |
| <input type="checkbox"/> Equipment bin / Locker | |
| <input type="checkbox"/> Keys | |
| <input type="checkbox"/> Ticket book | |
| <input type="checkbox"/> ID card | |

OPTIONAL EQUIPMENT

There is a wide range of equipment and items that are optional and may be purchased and carried by you. The following is a list of commonly used equipment:

- Patrol Jacket
- Forms/file box
- Clipboards
- Extra handcuffs and keys
- AR-15 carrying bag
- Duffle bags
- Legal sourcebook (abridged)
- Posse box
- Cheaters

If you have questions about additional equipment such as personal firearms, impact weapons, or items worn on your duty belt and uniform, please refer to the policy manual or ask your FTO.

CARLSBAD POLICE DEPARTMENT

Uniform and Personally Issued Items Inspection Checklist

Name:

ID #:

Inspection Date:

The supervisor will review the listed items with the employee.

Supervisor's
Initials

Employee's
Initials

- | | | | |
|-----|---|--|--|
| 1. | Inspected department issued badge . | | |
| 2. | Inspected department issued identification card . | | |
| 3. | Inspected California driver license . | | |
| 4. | Inspected department issued or authorized personal duty firearm .
Serial #: | | |
| 5. | Inspected two additional magazines for firearm. | | |
| 6. | Inspected department issued handcuffs .
Serial #: | | |
| 7. | Inspected flashlight . | | |
| 8. | Inspected gold name badge . | | |
| 9. | Inspected defensive impact/control tool .
Type Carried: | | |
| 10. | Inspected pepper spray/O.C. (Sabre Red Only)
Expiration Date: | | |
| 11. | Inspected body armor (mandatory for field personnel). | | |
| 12. | Inspected department issued Taser .
Serial #: | | |
| 13. | Inspected less lethal shotgun .
Serial #: | | |
| 14. | Inspected personal protective equipment including riot helmet, baton, and gas mask . | | |
| 15. | Inspected fingerprint kit . | | |
| 16. | Inspected digital camera .
Serial #: | | |
| 17. | Inspected department issued radio .
Serial #: | | |
| 18. | Inspected station key and Knox box key . | | |
| 19. | Inspected memory stick . | | |
| 20. | Inspected department issued hobble (only Ripstop nylon authorized). | | |

CARLSBAD POLICE DEPARTMENT Vehicle Supplies Inspection Checklist

Name: _____ ID #: _____ Inspection Date: _____

The supervisor will review the listed items with the employee.		Supervisor's Initials	Employee's Initials
1.	Inspected department issued shotgun.		
2.	Inspected department issued AR-15.		
3.	Inspected flares.		
4.	Inspected fire extinguisher.		
5.	Inspected stop sticks.		
6.	Inspected crime scene tape.		
7.	Inspected first aid kit.		
8.	Inspected CPR mask/ambu bag.		
9.	Inspected spit sock.		
10.	Inspected keys (383, Signals).		
11.	Damage documented in log book in Watch Commander's office		

PASSWORDS

1.	Arjisnet		
2.	Cal ID		
3.	Cal Photo		
4.	CopLink		
5.	CopWare(legal sourcebook)		
6.	Cybershift / Lawson		
7.	eLab Toxicology		TxRes5255
8.	Lexipol		
9.	Windows User		
10.	SD Law		
11.	SRFERS		
12.	QueTel		
13.	METR		
14.			