

## **Advanced Officer Course**

### **LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

#### **ADVANCED OFFICER TRAINING UNIT**

#### **ADMINISTRATIVE PROCEDURES**

##### INSTRUCTORS:

A.O.T. Staff

##### HOURLY BREAKDOWN:

2½ Hours

##### INSTRUCTIONAL AIDS:

Radio Code Book

Penal Code

Vehicle Code

Whiteboard

Computer and LCD

##### RESEARCH MATERIAL:

Los Angeles County Sheriff Department Policy and Procedure Manual

Los Angeles County Sheriff Department Field Operations Directives

California Penal Code

California Vehicle Code

Becoming an Exemplary Peace Officer (Josephson Institute)

PERFORMANCE OBJECTIVE:

The students will receive a welcome and introduction from the AOT Staff and receive a pre-test on radio codes and stat codes to test their level of readiness for patrol. The test is used as a starting point for reference and should reflect a progression of training in patrol school. Students will also be given scenarios to discuss regarding ethics and decision making, leadership, conduct, addressing victims and off duty conduct as it pertains to them and their job as peace officers.

COURSE OBJECTIVE:

I. Introduction

A Expectations

1 Policy & procedures

a Uniform

b Behavior

c Time

B Pre Test

1 Radio Codes

a Random

b Stat Code

c Used as a starting point

II. Ethics

A Leadership and Responsibilities

1. Be accountable
2. Learn the parameters of your job
3. Stay positive
4. Balance humility and self-confidence

B Ethics and Values

1. Six pillars of character

a Trustworthiness

b Respect

- c Responsibility
- d Fairness
- e Caring
- f Citizenship

C Attributes of an Exemplary Peace Officer

1. Good character
2. Proficiency
3. Professionalism
4. Leadership

D Aspects of an Exemplary Decision

1. Quality of a decision
2. Legal dimension of a decision
3. Ethical dimension of a decision
4. Effectiveness dimension of a decision
5. Achieving the best possible result

III. Crime Survivors

A Identifying the Victim

1. Responding to scene
2. Identifying the victims, suspects, informants
3. Administering aid

B Responding to the victim

1. Apathy
2. Sympathy
3. Indifference
4. Cold shoulder

C     Assisting the victim

1. Victim advocacy groups
2. Other victims of violent crimes
3. Therapy and Rehabilitation
4. Group therapy
5. Lending an ear

IV.    M.A.D.D. / Off Duty Conduct

A     Personal Responsibility

1. Conduct on duty and off duty
2. Responsibility
3. Drinking and driving

B     Off duty Incidents

1. Drunk driving
  - a     Against the law
  - b     Public danger

2. Impact on you

- a Criminal charges
- b Civil penalties
- c Impact on family
- d Impact on job
- e Impact on friends

3 Impact on Other Party

- a Criminal charges
- b Civil penalties
- c Impact on family
- d Impact on job
- e Impact on friends



**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**  
**ADVANCED OFFICER TRAINING UNIT**

**BOOKING PROCEDURES**

**INSTRUCTORS:**

A.O.T. Staff

**HOURLY BREAKDOWN:**

1 Hour

**INSTRUCTIONAL AIDS:**

Department Forms

Booking Packets

**RESEARCH MATERIAL:**

Los Angeles County Sheriff Department Policy and Procedure Manual

Los Angeles County Sheriff Department Field Operations Directives

California Penal Code

California Vehicle Code

PERFORMANCE OBJECTIVE:

The students will, through repetitive training demonstrate the ability to fill out a booking slip and the various forms associated with booking a suspect.

COURSE OBJECTIVE:

This course is an interactive class. The students will follow the instructors as they explain each box on the booking slip. The students will be told what each box is for and the proper information that should go in it. The students will also fill out the various forms associated with the booking procedure. These forms include the medical form, PCD, Additional charge slip and property envelopes. The students will become familiar with the booking procedures of the various patrol stations they will be assigned too.

I Field Procedures

A Arrest

1 Legal Standing

a Crimes

b Violations

1 Parole

2 Probation

B Transportation

1 Station booking

a Station protocol

II Paperwork

A Booking packet

1 Booking Slip Front

a Suspect information

b Phone numbers

c medical stamp

d File Number

e Arresting Agency

f Charges

g Additional Charges

h Suspect property

i Suspect Money

j Emergency contact

2 Booking Slip Back

a Fingerprints

b Phone Numbers

3 Additional Charge Slip

a Warrants

b Additional Charges

4 Property Envelopes

a Money

b Jewelry

c Personal Property

5 PCD

a Synopsis of Probable Cause

6 Medical Form

a Questionnaire

b Jailer part

Note: Students will fill out a booking packet on each other as part of a practical application exercise.

Booking packets will be corrected by assigned Field Training Officers and returned to students

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**ADVANCED OFFICER TRAINING UNIT**

**BRIEFINGS & PRE-BRIEFING DUTIES**

**PATROL EXPECTATIONS**

**RADIO CAR INSPECTIONS**

INSTRUCTORS:

AOT Staff

FTO Monitors

HOURLY BREAKDOWN:

½ Hour

INSTRUCTIONAL AIDS:

Station briefing board material (NWK, LKD, CER Stations)

TOD Slips

Radio Cars

Radios

RESEARCH MATERIAL:

Los Angeles County Sheriff's Department Policy & Procedure Manual

Los Angeles County Sheriff's Department Field Operations Directives

Station Unit Operating Procedures

PERFORMANCE OBJECTIVES:

The students will become familiar with pre-briefing (set up) and briefing duties. Students will participate in hand-on familiarization of filling out TOD Slips, Logging on an MDT and Basic Radio Procedures. Further, students will participate in a hands-on exercise of inspecting a radio car properly. Discussions

will be conducted to insure continuity and familiarization of station procedures, location of stunbag guns, shotguns, tasers, and additional equipment.

COURSE OBJECTIVES:

I Briefings

A Duties

- 1 Briefing set up
- 2 Radio draw
- 3 TOD Slips
- 4 Briefing board dissemination

II TOD Slips

A TOD Slips

- 1 Proper fill out

2 Vehicle inspection

3 Vehicle maintenance

4 Vehicle operation

III MDT

A Operation

1 Log on

2 Briefing obs

3 Call check

IV Radio Procedures

A Radio Draw

1 Batteries

2 Sign out

B Operation

1 Turn on

2 Frequency familiarization

a Practice changing frequencies

b Gold radio code book

3 Use

a Talking

b Wearing

c Rushing the mike

d Mouth to far away

e Volume control

f Dispatch vs L-Tac

g Broadcasts

h Coordination

V Role of the trainee

A Expectations

1 Duties

a Set-up

b Subpeonas

c Weapons

1 Shotgun

2 Stunbag

3 Taser

B Effort

1 Attitude

a Eager to learn

b Receives critiques well

C Training Officers

1 Patience

2 Repetitive

3 Feedback



**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**  
**ADVANCED OFFICER TRAINING UNIT**

**CRIME SCENE MANAGEMENT**

INSTRUCTORS:

AOT Staff

HOURLY BREAKDOWN:

2 Hours

INSTRUCTIONAL AIDS:

LCD Projector

VCR

Computer

Videos

RESEARCH MATERIAL:

Los Angeles County Sheriff Department Policy and Procedure Manual

Los Angeles County Sheriff Department Field Operations Directives

Los Angeles County Sheriff Department Training Bulletins

PERFORMANCE OBJECTIVE:

The students will become familiar with proper crime scene management techniques and protocol and evidence preservation, call coordination, and containments.

COURSE OBJECTIVE:

The Students will become familiar with managing a crime scene and the procedures for maintaining a crime scene , and coordinating calls

I Introduction

A Instructor Background

1 Training

2. Locations Worked

B Instructor Experience

1 Stations Worked

2 Assignments

3 Current Assignments

II Crime Scene Management

A First Unit

1 Assess

2 Render Aid

3 Direct responding units

4 Designate Assisting units

5 Gather information

B Coordination

1 Gather Information

2 Broadcasts

3 Identify Suspects and/or witnesses

4 Barricades

5 Contain scene

6 Assess needs

C Immediate Information

1 Identify Incident

2 Date / Time of occurrence

- 3 Victims / suspects / witnesses
- 4 Responding emergency personnel
- 5 Transport Location
- 6 Supervisor Notification
- 7 Specialized unit notification

### III Preservation of Scene

#### A Crime Scene Management

- 1 Set up perimeter
- 2 Identify viable evidence
- 3 Major incident log
- 4 Have enough personnel
- 5 Delegate personnel

a Assign jobs

b Assign areas

c Assign duties

B Control Scene

1 Entry / Exit

2 Equipment

3 Personnel

4 Media

5 Management

C Identify Evidence

1 Fragile

2 Direct

a Statements

b Observations

**LOS ANGELES COUNTY SHERIFF DEPARTMENT  
ADVANCED OFFICER TRAINING UNIT**

**DEALING WITH STRESS**

**INSTRUCTOR:**

Dr. Laurie Estes, ESSB

**HOURLY BREAKDOWN:**

½ Hour

**INSTRUCTIONAL AIDS:**

Stress Handout

VCR

Computer

LCD Projector

RESEARCH MATERIAL:

Various lecture from psychology seminars and symposiums

PERFORMANCE OBJECTIVES:

The students will become familiar with the Employee Support Services Bureau and the programs and counseling they offer.

COURSE OBJECTIVE:

The students will become familiar with the symptoms of stress and the programs and counselors available to them.

I Symptoms of Stress

A Work related

1 Schedule

2 Off duty

3 Work

B Home

1 Family

2 Finances

II Counseling

A Employee Support Services

1 Available 24 hours

2 Confidential

3 For work or privately related matters



**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**  
**ADVANCED OFFICER TRAINING UNIT**

**DEFENSIVE TACTICS**

INSTRUCTORS:

A.O.T. Staff

HOURLY BREAKDOWN:

11 Hours

INSTRUCTIONAL AIDS:

Flipcharts

Markers

Overhead Projector

Strike Chart

Options Chart

Mats

RESEARCH MATERIAL:

Los Angeles County Sheriff Department Policy and Procedure Manual

Los Angeles County Sheriff Department Field Operations Directives

Los Angeles County Sheriff Department Defensive Tactics Manual

Los Angeles County Sheriff Department Force Instructors Manual

P.O.S.T Basic Course Learning Domain #20

PERFORMANCE OBJECTIVE:

The students will be exposed to and gain knowledge and understanding of the various aspects of force and the use of force. The students will discuss the fundamentals of force and the policies governing its implementation.

The students will identify and assess situations that may involve medical treatment.

They will further discuss the responsibilities of field personnel when confronted with complaints of pain of force. Through the use of

hypothetical situations the students will recognize an incident of force and respond accordingly.

COURSE OBJECTIVE:

I Introduction

A Force Defined

1 Force

2 Reasonable force

3 Unreasonable force

4 Excessive force

5 Deadly force

B Department Specific Force Policy

1 Importance of the policy

a Intent to protect the officer

b Intent to protect the subject

2 Outside policy

- a Ramifications to you
- b Ramifications to the department
- c Career survival
- d Personal survival

C Case Law and the Impact on Law Enforcement

1 Terry vs Ohio

- a Legal standing on lawful detentions

2 Graham vs Conner

- a Relevance of probable cause

3 Tennessee vs Garner

- a Importance of quick decision making to interpret the safe outcome of a problem

II Reporting Force

A Your Responsibility

- 1 Must make immediate notification
- 2 Must be a "hardstripe" supervisor
- 3 Includes in detail all actions and aspects of the force used
- 4 Include other involved personnel
- 5 Obtain medical aid if needed
  - a Document what injuries
  - b real or alleged
  - c Who responded and treated
- 6 Transport if necessary
  - a Cannot be the involved officer

b Under escort

1 Officer

2 Suspect

B Medical Treatment

1 Required transport to medical facility

a Visible traumatic injury

b On recommendation of field medical personnel

c Head injury

1 Head struck an object

2 Head struck the ground

3 Sustains blow to head

4 Inform ER doctor

e Hit with special weapon projectile

1 Arwen

2 Taser dart

3 Stunbag

f O/C spray used

1 Unless cleared by field medical personnel

g Alleges injury and requests medical

h Alleges force

i When in doubt- transport

1 If suspect refuses

2 Let suspect refuse to medical personnel

C Supervisor Responsibility

1 Welfare of your personnel

- a Are they okay
  - b Injuries?
- 2 Welfare of the suspect
- a Medical attention
- 3 Transport witnesses to a suitable location for interviews
- a Other field personnel
  - b Civilian witnesses
- 4 Get a verbal first report
- a For briefing to higher ranking persons
  - b Begin documentation
- 5 Significant force
- a Locate and interview potential witnesses
  - b Document statements

- c Photograph the scene
- 1 Try to capture the conditions as near to the incident as possible
- d Complete suspect report on each person that force was used on
- e Interview medical staff
- 1 Are injuries consistent with officers statements
- f Photograph injuries to department personnel
- 6 Less significant force
- a Resistance by suspect during search or handcuffing technique
- b Use of department approved control hold, come along, takedown
- c Use of a hobble
- d Use of O/C spray
- only if it causes discomfort and does not involve injury or lasting pain

D Watch Commander / Supervising Lieutenant Responsibilities

1 Must immediately examine suspect

a Must physically look at suspect

b Must personally interview

c Will re-iterate

1 What happened?

2 Do you need medical attention?

d Must tape record

e Fill out force review package

E Additional Units of Notification

\*\*\*Agencies other than the Los Angeles County Sheriff

Department may or may not have the following types of

units, or may have units similar to those listed

- 1 Internal Affairs Bureau
- 2 Internal Criminal Investigation Bureau
- 3 Homicide Bureau
- 4 Shooting Teams
- 5 Unit Commander
- 6 PSTD Team
- 7 Training Division

III. Situational Options Chart- This chart is unique to the Los Angeles County Sheriff Department. Other Agencies may have similar displays that are unique or specific to that agency

A Pie Chart

- 1 Cooperative
  - a Professional presence
  - b Verbal

- c Non verbal
- d Control search

2 Resistive

- a Firm grip
- b Defensive tactics
- c Control holds
- d O/C spray
- e Intermediate weapons

3 Assaultive/High Risk

- a Impact weapons
- b Less lethal
- c Personal weapons

d Canine

4 Life threatening

a Firearms

b Impacting vital areas

IV Striking Charts- This strike chart is unique to the Los Angeles County Sheriff Department . Other agencies may have similar charts.

A Primary Strike Areas

1 "Green" areas

a Limbs

b Meaty areas

c Non vital areas

B Secondary Strike Areas

1 "Yellow" areas

a Groin

b Solar plexus

c Kidneys

C Vital Areas

1 "Red" areas

a Head

b Neck

c Spine

d Clavicle

D Nerve Motor Points

1 Femoral

2 Brachial

V Officer Survival

A Proper Training and Preparation

1 Limitations

a Physical training

b Cardio training

c Lack of training

2 Outside stress

a Stress from home

b Self imposed stress

c Peer pressure

3 Mental preparation

a Self motivation

- b Prior planning

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**  
**ADVANCED OFFICER TRAINING UNIT**

**DOMESTIC VIOLENCE**

**INSTRUCTORS:**

A.O.T. Staff

**HOURLY BREAKDOWN:**

3 Hours

**INSTRUCTIONAL AIDS:**

Whiteboard

Markers

Handout

**RESEARCH MATERIALS:**

Los Angeles County Policy and Procedure Manual

Field Operations Directives

Newsletters

Directive Updates

Find Law.com

PERFORMANCE OBJECTIVE:

The students will come to recognize, through the use of role playing and scenario based activities, the elements and information that make up domestic violence.

COURSE OBJECTIVE:

I Domestic Violence Awareness

A What is Domestic Violence?

1. Violence
2. Relationships

B Definitions and related Terms

1. Domestic Violence
2. Co- habitant
3. TRO (Temporary Restraining Order)
4. EPO (Emergency Restraining Order)

C Awareness Dynamics

1. Emotions of the victim
2. Emotions of the family
3. Reluctance of the victim to report
4. Reluctance of the victim to prosecute

II What Do I Do?

A Command Presence

1. Remain Calm and Composed
2. Firmly reassure the victim
3. If both parties are there, keep them separated

B Gather Information

1. Notify Duty Deputy
  - a. Pre-lim report
  - b. Location
  - c. Needs
2. Provide for Medical needs

3. Descriptions

a Suspect(s)

b Last seen

c Weapons?

4 Identify Witnesses

a Get witness info

b Keep separated

III Conclusion

A Awareness

1 Know all of your players

2 Know your areas

- a Avenues of escape?
- b Cover and concealment
- c Construction

1      Are There Other Family Members  
Around?

B      Prepare To Act , But DON'T!!

1      Eyes and Ears

- a      Stop , look and listen
- b      Gather and record all necessary information

2      Don't get pulled into the problem

- a      Don't let the problem overcome you
- b      Watch your emotions
- c      Don't take sides

REMEMBER: WE ARE NOT HERE AS A PERSONAL VALET OR ESCORT, WE ARE HERE TO MAINTAIN THE PEACE. DON'T GET DEEPLY INVOLVED IN THE PROBLEM.

C Support Deputy Personnel

- 1 Remember legal foundation
- 2 Remember parameters of abilities
- 3 Supplemental report
  - a Actions you took
  - b Chronological

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**ADVANCED OFFICER TRAINING UNIT**

**FOOT PURSUITS**

INSTRUCTORS:

AOT Staff

HOURLY BREAKDOWN:

2 Hours

INSTRUCTIONAL AIDS:

Computer

LCD Projector

Handouts

RESEARCH MATERIAL:

Los Angeles County Sheriff's Department Policy & Procedure Manual

Los Angeles county Sheriff's Department Field Operations Directives

Newsletters

PERFORMANCE OBJECTIVE:

The students will become familiar with current department policy on foot pursuits. Students will also

become familiar with the steps necessary the successfully conclude a foot pursuit.

COURSE OBJECTIVE:

The students will be led through a hands on exercise on call coordination and containment. The students will watch an interactive video on containments and utilize the instruction given to them regarding coordination and placement. Upon completion of the classroom exercises ,the students will participate in a foot pursuit exercise. Students will run at a slow to moderate pace and broadcast via radio, foot pursuit radio traffic. Monitors and staff will be with the groups and provide guidance, feedback and response.

I Policy

A Dept policy

1 Definition

2 Implementation

3 Interpretation

a Line deputies

b Sergeants

c Lieutenants

II Procedures

A One vs two man foot pursuits

1 Safety factors

2 Environment parables

a neighborhood familiarity

b Community support

B Pursuit vs Containment

1 When to pursue

2 Safety in containment\

C Pursuit ability

1 Physical ability

a cardio

b muscle

2 Area awareness

a Familiarity

b Location awareness

III Pursuit Exercise Classroom

A Interactive video

1 Plot pursuit course

2 Plot containment positions

B Pursuit Dynamics

1 One vs two man

2 Area movement

IV Pursuit Exercise Outside

A Track

1 Full gear

2 Vests

B Neighborhood

1 Groups

a Calling pursuits

b Calling pursuits under stress

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT  
ADVANCED OFFICER TRAINING UNIT**

**LASER VILLAGE**

**INSTRUCTORS:**

AOT Staff

TAS Staff

**HOURLY BREAKDOWN:**

8 Hours

INSTRUCTIONAL AIDS:

LASER Village area

Props

Simulation Trailer

Radio cars

Less lethal weapons

Classroom

RESEARCH MATERIAL:

Los Angeles County Sheriff's Department Policy & Procedure Manual

Los Angeles County Sheriff's Department Field Operations Directives

California Penal Code

California Vehicle Code

Los Angeles County Sheriff's Department Radio Code Book

PERFORMANCE OBJECTIVE:

The students will participate in a continuous training environment in which they will be able to implement all of the training, lecture material and information via active scenarios and written tests.

COURSE OBJECTIVE:

Practical Application Day is not a specific block of instruction but a day of events where the students will participate in scenarios and testing.

The students will be divided into 3 groups. Each group will start at a particular location and take part in the scenarios and application there. The breakdown is as follows:

I SIMS training

A Students will engage in a bldg clearance

1 Movement

2 Team

B Students will conduct a deputy rescue

1 Movement

2 Post rescue

II SIMS training part II

A Students will participate in a shoot / don't shoot scenario

1 Critical Decision Making

2 Tactical Movement

B Students will familiarize and use Less Lethal

1 ARWEN

2 Stunbag

3 Taser

III SIMS training part III

A Students will engage in shooting assessment scenarios

1 Critical Decision Making

2 Tactical Decision Making

B Students will engage in team movement

1 Tactical Movement

IV SIMS training part IV

A Students will engage an active shooter

1 Cover and Concealment

2 Tactical Decision Making

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**ADVANCED OFFICER TRAINING UNIT**

**MDT CERTIFICATION**

INSTRUCTORS:

MDCS Staff

HOURLY BREAKDOWN:

8 Hours

INSTRUCTIONAL AIDS:

Computer

MDC Terminal

MDT Terminal

JDIC Terminal

RESEARCH MATERIAL:

Los Angeles County Sheriff's Department Policy & Procedure Manual

Mobile Digital Systems Training Course

PERFORMANCE OBJECTIVES:

The students will become familiar with the common procedures and applications of the Mobile Digital Terminal.

COURSE OBJECTIVES:

I Introduction

A Configurations

1 Screen

2 Lights

3 Sounds

4 Keyboard

B Procedures

1 Log on

2 Observation screen

3 DMV screen

4 Wanted persons screen

5 URN screen

C Functions

1 Enroute

2 10-97

3 10-98

4 Booking number

5 Property screen

6 License plates

7 Code 6

8 902H

## II Call Handling

### A Receive priority call

1 Dispatch procedures

2 Keyboard functions

### B Receive emergency call

1 Dispatch procedures

2 Keyboard functions

III Administrative procedures

A SRF messages

1 Received

2 Send

B Monitor

1 Monitor initiate

2 Monitor terminate

C Vehicle exchange

1 Vehicle info

2 Operator info

D Sign on / off

1 Sign on procedures

2 Sign off procedures

E Password exchange

NOTE: Students receive their MDT certification from MDCS (8hrs). Students are also allowed and encouraged to operate MDT's during Patrol School. Students are given opportunities throughout Patrol School to work on the MDT's. Students can be assessed by the Monitors or Staff on the basic functions of the MDT.

**LOS ANGELES COUNTY SHERIFF DEPARTMENT**  
**ADVANCED OFFICER TRAINING UNIT**

**MDT USE**

INSTRUCTORS:

A.O.T. Staff

Field Training Officers ( Monitors)

HOURLY BREAKDOWN:

3 Hours

INSTRUCTIONAL AIDS:

Radio Cars

MDT's

MDT Guide

MDT Field Cheater

RESEARCH MATERIAL:

Los Angeles County Sheriff Department Radio Code Book

Mobil Digital Computer Service Guide Book

MDT Function Checklist

PERFORMANCE OBJECTIVE:

The students will, through repetitive use learn to operate the basic functions of the MDT terminal.

COURSE OBJECTIVE:

The students will be provided time during the Patrol School to manipulate the MDT terminals. The students can operate the MDT on their own or with Monitors and Staff. The terminal operation is in addition to the 8 hour orientation course at SCC. The students will be assessed on the basic functions of the MDT. These functions include log on and off, create obs, run people and vehicles and clear calls. The students will receive calls for service from training dispatch and will have to handle them accordingly.

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**ADVANCED OFFICER TRAINING UNIT**

**MENTALLY ILL PERSONS**

INSTRUCTORS;

A.O.T. Staff

HOURLY BREAKDOWN:

1 Hour

INSTRUCTIONAL AIDS:

Power Point

LCD

VCR

Computer

RESEARCH MATERIAL

Manual Policy and Procedure

Field Operation Directives

Newsletters

W.I.C. Code

Handouts

PERFORMANCE OBJECTIVE:

Students will recognize the signs of a mentally unstable person and how to react and talk to them.

COURSE OBJECTIVE:

I Understanding Mentally Ill Persons

A What is 5150 W.I.C.?

1 California Penal Code section for a mentally ill person

a A danger to others

b A danger to himself

personal c Gravely disabled (unable to provide necessary needs to oneself)

B What is a mentally ill person?

1 Lack of medication

a not taking meds

b too much medication

c wrong medication

2 Physical or Psychological Instability

a medically diagnosed

b trauma

c life infused emotional duress

II How Do I Deal With A Mentally Ill Person?

A Do not talk down or degrade them

1 Lowkey approach

- a firm but low voice
- b no furtive or sudden movements
- c one person talk at a time

B Officer Safety

1 Do not compromise safety

- a Treat as a real threat to you
- b Treat as unknown
- c Render problem "safe" first

2 How to deal with them

- a Talk evenly
- b watch language, do not spark anger
- c Attempt to understand perceived problem

III What can I do?

A Safety is first

1 If you feel uncomfortable do not contact

a Notify your Deputy

b Get back up

c Monitor the person

2 Public Safety first

a Protect the public

b Secure the area

c Insure adequate logistics

B Notifications

1 On Duty Deputy First

- a advise situation
- b time frame of events
- c M.E.T. Team

2 Monitor Situation

- a Do not assess
- b contain the area
- c monitor the person
- d watch out for additional persons

The authority to take mentally disordered persons into custody is found in Section 5150 of the Welfare and Institution Code. Which states in part:

When an person is a danger to others, or to himself, or gravely disabled as a result of mental disorder, a peace officer ( or other specified person) may, upon probable cause, take the person into custody and place him or her in a facility designated by the county and approved by the State Department of Mental Health as a facility for 72 hour treatment and evaluation.

**REMEMBER: DO NOT GET SUCKED INTO THE PROBLEM!!!!!!**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**ADVANCED OFFICER TRAINING UNIT**

**NARCOTIC RECOGNITION**

**NARCOTIC SYMPTOMOLOGY**

**INSTRUCTORS:**

Narcotics Bureau Detectives and Investigators

**HOURLY BREAKDOWN:**

2 Hours

**INSTRUCTIONAL AIDS:**

Packaged Narcotics (To be provided by Narcotics Bureau) for display only

Narcotics Paraphernalia

**RESEARCH MATERIAL:**

Los Angeles County Sheriff Department Manual of Policy & Procedure

Los Angeles County Sheriff Department Field Operations Directives

PERFORMANCE OBJECTIVES:

Through direct interaction with the Detectives and Investigators, the students will become familiar with narcotics and narcotics paraphernalia and how to recognize the materials and the symptomology of a person under the influence.

COURSE OBJECTIVE:

The Detectives and Investigators of the Narcotics Bureau conduct a very interactive and informative lecture based on directing the students to become involved in discussion and recognition. They respond to direct questioning and will illicit discussion on the student experience and knowledge. Their foundation for the class revolves around the current trends and activities occurring on the streets. Due to the ever changing world of narcotics, they prefer open discussion as opposed to direct lesson planning where they can direct discussion of narcotics based on demographics, ethnicity, social status, and environment.

I Symptomology

A Narcotics

1 Symptoms

B Alcohol

1 Symptoms

C Under the influence procedures

1 DSR

2 Rohmberg

3 Bruxism

4 Body language

5 Pupils

6 pulse rate

II Field procedures

A Sales

1 Undercover buys

2 Sales

3 hiding places

B Person

1 Packaging

a Individual wraps

b Money

C Surroundings

1 Ground

2 Vehicle

III Legal Update

A 4<sup>th</sup> Amendment

1 Searches

2 Seizures

3 Wall stops

a Need probable cause

IV Recognition

A Types

1 Methamphetamine

2 Cocaine

3 PCP

4 Estasy

5 Designer drugs

B Stash locations

1 Vehicle

2 Props

C Packaging

1 Individual

a Baggies

b Bindles

c Bricks

2 Scent deterrent

a Coffee

b Pharmaceuticals

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**ADVANCED OFFICER TRAINING**

**OFFICER SURVIVAL**

INSTRUCTOR:

Dep R. Jones

HOURLY BREAKDOWN:

2 Hours

INSTRUCTIONAL AIDS:

LCD

Computer

Videos

Dryboard

RESEARCH MATERIALS:

Los Angeles Sheriff Dept Manual of Policy and Procedures

Los Angeles Sheriff Dept Field Operations Directives

Field Operations-Deputy Course Curriculum

PERFORMANCE OBJECTIVES:

Upon completion of this block of instruction the students will be able to self assess their own mental and physical preparedness to stressful and fast and evolving situations.

COURSE GOAL:

To improve the student awareness of Mental Attitude, Physical Training, Tactical Training, Equipment, and shooting Skills.

I Mental Attitude:

A High Risk encounters

1 Any encounter could be high risk

a Maintain a mental attitude of being safe and knowing  
your surroundings

b Maintain an "I will survive" attitude

B Mentally condition yourself to overcome the forces, attack an individuals ability to survive deadly encounters

1 Pain

2 Blood

3 Fatigue

4 Fear

5 Being shot

C The human body is amazing at survival

1 Understand that the fact you are bleeding does not mean you are going to die!

## II Physical Training:

A Endurance and Strength is necessary for Survival

1 Incorporate and maintain a physical training program into your routine

B Cardiovascular Training

1 Run, Walk, MOVE

2 Get your heart rate up and improve your stamina and endurance

3 Lift weights to improve muscular enhancement for strength

C Discussion of shootings

1 Past experiences are discussed regarding Officer Survival

2 How training saved the deputy's life

3 How lack of physical and mental training factored into the death of a deputy

III Training

A Defensive Tactics

1 The importance of quality training

a The necessity of proper response

b The reduction of lag time

B Tactics

1 The importance of a proper tactical response to police situations

a There is no perfect tactic

b Each deputy must develop a tactic in each situation  
that “works” for him/her

c Tactics are chosen for its strengths, but all tactics  
have a weakness

2 Discussion regarding various tactics

C Equipment:

1 Essential item for survival:

a Body armor

2 Shootings are reviewed

a Body armor played a significant roll in the survival of  
the deputy

D Shooting Skills

- 1 The ability to deploy and be proficient with a handgun and shotgun
  - a Tactical considerations for close quarter battle
  - b Rapid and immediate incapacitation
  - c Hit ratio of law enforcement
  - d One hit stopping potential
  - e Head shots
  - f Bullet effects

E Radio Procedures

- 1 Stay on the working frequency
  - a May forget to switch over
  - b May miss emergent traffic

2 L-tac

a Use for short transmissions

b After call switch back

3 Verbage

transmissions a Always use unit identifiers before and after

radios 1 Most foot units not logged on with

2 Easier to look and identify you

b Speak methodically

1 Slow and clear

2 Hold mike close to mouth

3 Don't "eat" the mike

4 Keep transmissions short

a Prevents cut off

5 Follow format identifiers

a Who you are

b Where you are

c What you have

d Other pertinent info

6 Radio Codes

a Know them

1 Wont walk  
into a situation

2 Will  
understand radio traffic

3 Keeps  
average citizen out of enforcement matters

7 Crime Broadcasts

a Clear and concise

b Quickly

c NO PURSUITS

AUTHORIZED 1 NOT

2 Not trained

3 Dangerous

foot and vehicle 4 Includes

to inform 5 Can follow

a ONLY WITH DEPUTY PERMISSION

b In very limited circumstances



**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**ADVANCED OFFICER TRAINING UNIT**

**PATROL OPERATIONS DAY**

INSTRUCTORS:

AOT Staff

FTO Monitors

HOURLY BREAKDOWN:

8 Hours

INSTRUCTIONAL AIDS:

(MOCK CITY AREA) - Pontevista

27500 S Western Av

Rancho Palos Verdes, Ca 90275

Radio Cars

Radios

Radio Frequency

Dispatcher

CAD Dispatcher System

CP Trailer

RD Maps

FTO's

Role Players

Props

Housing

RESEARCH MATERIAL:

Los Angeles County Sheriff's Department Policy & Procedure Manual

Los Angeles County Sheriff's Department Field Operations Directives

Department Newsletters

Station Unit Orders

PERFORMANCE OBJECTIVES:

The students will participate in a continuous training environment in which they will be able to implement all of the training, lecture material and procedure they have learned. Students will be have to make decisions and handle the problems they are presented with.

COURSE OBJECTIVE:

Patrol Operations Day is not a specific lecture block of instruction but day of events where the students will be able to participate in scenarios and problems they will cause them to make decisions, respond to calls and handle situations.

The students will be divided into 3 groups. Each group will start at a particular location and take part in the scenarios at each location. The locations are as follows:

I Patrol Operations Day

A Students will work in 2 person radio cars

act as an FTO 1 FTO Monitor will ride with students and

B Students will participate in and be assessed in

and/or MDT 1 Respond to calls dispatched via radio

2 Handle calls for service

accordingly 3 Make "observations" and handle

4 Make critical decisions

5 Coordinate calls

6 Put out broadcasts

7 Multi task

8 Make arrests

9 Run arrests by W/S and

W/C

10 Tactical communication

11 Use the MDT

“on patrol”

C Students will in essence be 10-8 and

1 Handle segment as if on patrol

2 Make the necessary decisions

3 FTO's will critique as necessary

Students will handle all calls for service as sent to them via MDT and radio. Monitors will not act unless team has lost control of the problem and can not recover. Students will also be afforded the opportunity to see or “obs” pedestrian, bike and car stops. All arrests made will be relayed to the “Watch Sgt”.

II Building  
Clearance / Weapons  
Draw

A Conduct Building Clearances

1 Stress level

a SIMS gear

2 Monitor will shadow the team

a Critique

b Assess

c

Evaluate

3 Weapons Draw

a Seated in car

b Standing

c Crouched

d Laying down

e Back up

Students will also participate in weapons draws from various positions. These positions include seated in a car, laying down, crouch position and kneeling. Students will draw both duty and back-up weapons. Drawing back-up weapons will give the students the opportunity to see how effective they would be at drawing the weapon from their front or back pocket or ankle holster. Students will critique themselves on weapons draws.

III Officer Rescue

A 998 Call

1 Assist request

2 arrive at scene

a Observe

b Evaluate

c Assess

action

d Implement course of

e Escape

f Re-evaluate

The students will participate in an officer rescue scenario. The “wounded” officer has responded to a call for service and was shot. The “wounded” officer puts out emergent radio traffic and responding units will have to assess and coordinate response. The scenario is critiqued and the students are encouraged to actively engage in discussion and dialogue.

#### IV Felony Traffic Stop

##### A High Risk Stop

1 Positioning

2 Safety

3 Cover

4 Commands

5 Control

The students will participate in a High risk traffic stop. The students will conduct the traffic stop and respond to the situation at hand. The students will de-brief each stop and are actively encouraged to participate in discussion and dialogue.

Patrol Operations Day is designed for the students to self assess their learned knowledge and skills and apply them in an interactive environment. The patrol area is enclosed and guarded and provides a safe arena for the students to conduct their activities. Students get to interact with “suspects” and Field Training Officers. This operation is a culmination of all the classes they have received during Patrol School.

**LOS ANGELES COUNTY SHERIFF’S DEPARTMENT**

**ADVANCED OFFICER TRAINING UNIT**

**PULLOVER & APPROACH**

INSTRUCTORS:

AOT Staff

FTO Monitors

HOURLY BREAKDOWN:

3 Hours

INSTRUCTIONAL AID:

Radio Cars

Deputies

Role Players

RESEARCH MATERIAL:

Los Angeles County Sheriff's Department Policy & Procedure Manual

Los Angeles County Sheriff's Department Field Operations Directives

Advanced Officer Training Unit Powerpoint Presentation

PERFORMANCE OBJECTIVE:

The students will become familiar with basic procedures regarding conducting high risk and unknown traffic stops. Students will participate in hands on training scenarios involving role players and FTO monitors

COURSE OBJECTIVE:

I General guidelines

A Contacts

1 Violations

2 Consent

3 Arrest

4 Investigations

B Vehicles stops

1 Detention

a Commands

b Red lights / sirens

2 Stops

a Unknown Risk

1 Traffic / Equipment violations

2 Suspicious activity

3 Citizen request

4 Certain misdemeanors

b High Risk

1 Felony violations

2 Serious misdemeanors

3 Broadcasted descriptions

C Location

1 Know your locations

2 Enter in MDT

a When convenient

b When safe

3 Request via SCC

D Tactics

1 Dictate location of stop

2 Distance between cars

3 Safety corridor

4 Cover locations

5 Back up

6 Lighting

a Spotlights

b Street lights

7 Avenues of escape

II Stops

A Unknown risk

1 2 man car

- a 12-15 feet between vehicles
- b Scan for cover spots
- c Radio car is dissected by suspect car

2 1 man car

- a 12-15 feet between vehicles
- b Scan for cover spots
- c Radio car is dissected by suspect vehicle
- d Back up request
- e Scan area for people

B High risk

1 Vehicle positions

a 2 cars minimum

b Radio cars side by side

c 15-20 feet

d Directly behind suspect vehicle

e Cover car off driver side

**LOS ANGELES COUNTY SHERIFF DEPARTMENT**

**ADVANCED OFFICER TRAINING UNIT**

**RADIO NOMENCLATURE & PROCEDURES**

INSTRUCTORS:

A.O.T. Staff

HOURLY BREAKDOWN:

2 Hours

INSTRUCTIONAL AIDS:

Whiteboard

Markers

Radios

RESEARCH MATERIAL:

Los Angeles County Sheriff=s Department Manual Policy and Procedures

PERFORMANCE OBJECTIVE:

The students will, through facilitated role playing, recognize the aspects of good and bad personal communication skills.

COURSE OBJECTIVE:

I Interpersonal Communication

A Oppressive mannerisms

- 1 Disrespectful Attitude
- 2 Negative Body Language
- 3 Overbearing tone

B Reading People

- 1 Anger
- 2 Emotional instability
- 3 Age
- 4 Under the influence
- 5 Extremist Views

II Tactical Communication

A Radio familiarity

1 Equipment Knowledge

2 Knowing all signs

a recognize signs

b recognize traffic

c understand what=s going on

3 Codes

a memorize

b proper use

c context

B Radio Traffic

1 Use of Radio

a firm voice

b talk into mike

c don=t rush

2 Limitations

a overstepping

b feedback

c busy signal

III Positioning

A Good stances

1 Gunside back

2 APersonal space@

3 Observe subject

B Know you surroundings

1 Escape routes

2 ADefensible positions@

3 Cover & concealment

4 Limited space to move

C Partner concepts

1 Don=t split Partners

a Don=t be too far away from

b Distance judged by:

2 How quickly you can help partner

3 How fast you can move

- a Always keep partner in view
  - b Turn the subject(s)
  - c Watch the hands
- 4 Availability of back-up
- a Back up officers
  - b Assistance response
  - c Other agencies

The students will wear a handheld radio for the duration of patrol School. During their attendance in

patrol School students are encouraged to conduct broadcasts and coordinate containments. Monitors and Staff will also request students to put out various radio traffic. The students will request needs and relay information via the radio. The time of radio use by students during the course of Patrol School is included in this instruction block. Students will practice their 10-38, containments, broadcasts and coordinations with AOT staff and FTO monitors. Radio use is conducted throughout the entire length of Patrol School.

**LOS ANGELES COUNTY SHERIFF DEPARTMENT**

**ADVANCED TRAINING BUREAU**

**RANGE WEAPONS QUALIFICATION**

INSTRUCTORS:

P.D.C. Staff (PDC Range Staff)

HOURLY BREAKDOWN:

10 Hours

INSTRUCTIONAL AIDS:

Gunbelts

Personal Issued Handgun

Ammunition & Magazines

Silhouette Targets

Eye Protection

Ear Protection

RESEARCH MATERIAL:

Los Angeles County Sheriff's Department Policy and Procedure Manual

Los Angeles County Sheriff's Department Field Operations Directives

Los Angeles County Sheriff's Department Range Manual

P.O.S.T. Basic Course Learning Domain #35

PERFORMANCE OBJECTIVES:

The students will become familiar with the safety guidelines for handling and shooting a handgun. The students will demonstrate proficiency in shooting by qualifying on standard targets.

COURSE OBJECTIVES:

I. Introduction

The mental and physical standards that face police recruits today are some of the highest in any job specific description. This has been consistently demonstrated by the high percentage of students who graduate from the academy. One such standard that graduating students achieve is in the field of handguns and shooting.

A. The students, through repetitive exercise, will competently perform various techniques in the proper operation of a handgun.

1 A proper over all sight picture will insure proper sight alignment.

a Proper grip

b Sight alignment

c Sight picture

2 Proper body control is a vital part of a good shooting technique.

a Breath control

b Stance

c Follow  
through

## II Shooting techniques- body position

A. Grip primary hand (2 hand grip)



- c Comfortable grip to support weight

2 The thumb should be clamped over the thumb of the primary hand or the back of the primary hand

- a Low on the hand to prevent interference with the slide

- b Natural grip across the hand

C Triangle arm formation

1 Wrists, elbows and shoulders should be locked, in place forming a triangle

- a Apex of triangle should be the end of the line of sight.

b Locked triangle stance will greatly assist in night shooting.

- c Emphasize practical repetition

D Body position

1 Parallel to the target

- a Facing squarely
- b Feet shoulder width apart
- c Lean back slightly to counter balance the weight of the  
weapon

E Breath control

1 Normal breaths between firing, during commands

- a Deep breaths
- b Breath during commands
- c Deep breath intake prior to target acquisition

F Control breathing

1 Prevents hyperventilation

2 Controls body movement

III Shooting technique

A Sight alignment

1 Front sight centered in notch of rear sight

a Equal light on both sides

b Both sights are even across the top

c Sight aligned center mass on target

B Eye focus

1 Primary focus is on the front sight

a Dominant eye should be used

b Close weak eye

c Do not look downrange to target, will un focus sight alignment

C Sight picture

1 Center mass theory should be emphasized

a Don't pin point shoot, tends to cause jerking

b Normal arc motion (wobbling) will not adjust sight picture unless the motion is violent

c Focus on the front sight. The target should be a blur in the rear of the sight.

D Trigger control

1 Trigger finger angled to the rear and at the first joint

a Tip of finger should touch trigger guard before firing

b Helps control trigger jerking

c Central positive proper trigger control with  
uninterrupted

d Shot should "surprise" the shooter

IV Range Qualification

A Timed Course Relay

1 Combat Stance

a 25 yard line

b Standard Firing Stance

2 Triangle Position

3 Target Acquisition

a Center Mass

b 3 rounds in 5 seconds

4 Standard Score

a 10, 9, 8, 7

1 Critique

2 Shot grouping

V 832 P.C. Qualification

A Standard 832 P.C. Course

1 1 handed- shoot from hip

a 3 yard line

b 2 rounds every 5 seconds

c total 12 rounds

d total 30 seconds

2 2 hand point shoulder (standard combat stance)

a 7 yard line

b 2 rounds every 5 seconds

c total 12 rounds

d total 30 seconds

3 2 hand point shoulder (standard combat stance)

a 15 yard line

b 2 rounds every 5 seconds

c total 12 rounds

d total 30 seconds

4 Score

a Minimum score 29 hits out of 36 rounds

b 7 ring or better

5 Remedial

a 1 remedial re-shoot allowed per student

b remedial failure

1 re-take entire course  
again

IV Conclusion

A Repetition and practice

Grip, stance and breathing are most easily controlled by the shooter. Too an extent so is sight picture and alignment which through training and practice can be improved.

1 Adherence to instruction

a Follow instructors instructions

b Practice

c Repetitive

B Safety

1 Follow instruction

a Wear proper equipment

b Strict compliance with rule and regulations

c Familiarity with equipment

C Emphasize the need to continue training to improve upon or hone skills. Although shooting is a last stand issue, proper preparation and training may make the difference in survival. Reverence for human life is a term implied by the department to instill common sense and decency to a trying situation. The term can also imply reverence to the shooter and the sanctity of his life. In either case the bottom line is practice repetition and familiarity.



**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**ADVANCED OFFICER TRAINING UNIT**

**REPORT WRITING**

INSTRUCTORS:

AOT Staff

HOURLY BREAKDOWN:

6 Hours

INSTRUCTIONAL AIDS:

Power Point

Computer

LCD

Whiteboard

Pencils

Sheriff dept forms

SCAR Report

Arrest Report

PCD

CHP-180

RESEARCH MATERIAL:

Los Angeles County Sheriff's Department Policy and Procedure Manual

Los Angeles County Sheriff's Department Field Operations Directives

Los Angeles County Sheriff's Department Newsletters

Report Writing Handout

Previous Written Reports

P.O.S.T. Basic Course Learning Domain #18

PERFORMANCE OBJECTIVES;

The students will become familiar with the various Dept report

Forms and implement basic interview and organizational skills necessary to complete the reports.

COURSE OBJECTIVE:

I. Introduce Complaint Report Form:

A Face page

**Note: The face page is always numbered as page one.**

1 Action

a Active, Inactive, or Pending

b Assess according to case screening guidelines

2 Non-Criminal

- report
- i.
    - a If there are no criminal violations contained in the
    - b Adult arrests
    - c Enter the number of adults arrested
    - d An adult is reported as “arrested” if a booking number has been drawn for the individual

3 Subjects Detained

- a Enter the number of Subjects detained
- b This section includes adults taken into custody under 5150 W.I.C. and
- c Those persons “Detained Only” under 849 P.C.

4 Classification

- a Use one line for each classification

b For criminal classifications, cite the verbiage of the section followed by the level (Felony/Misdemeanor/Infraction) and the statistical code

c Use the check box to indicate whether the crime was attempted or completed

5 Penal Code 664 is no longer used on the classification line

a Only three classifications can be reported on the face page

b Additional classifications are placed on "Face page Continuation" pages as necessary

6 Prints Requested/Completed

a Check the upper box if prints were requested

b Enter the name of the person who transmitted the request to SSB along with the time of the request

c If prints were taken prior to the completion of the report, check the lower box, enter the name of the person taking the prints and the time that they were taken

7 Date, Time, Day of Occurrence

a Enter date, then time, then day of occurrence (i.e. Monday).

**\*\*\*\*IMPORTANT\*\*\*\***

**Note: Be sure to the time of occurrence agrees with the time of the call for service or your observations, i.e. the crime occurred before you received the call for service or your observations were made at the time of the crime occurrence.**

8 Location of Occurrence

a Enter the location by street address if possible, otherwise give geographic location

b In the case of a business also include the business name

9 Domestic Violence

a Complete this section only in the case of Domestic Violence incidents

- b      The “Non-Personal” box is checked if non-personal weapons were used
  
- c      The “Personal” box is used if personal weapons were used in the incident
  
- d      i.e., hands, feet, fists, etc.
  
- e      The injury boxes are used to report only those injuries resulting from Domestic Violence
  
  
- f      They are not to be checked in the event of injuries resulting from other types of crimes
  
  
  
  
  
  
  
  
  
  
- g      The “Non-Criminal” box is checked for those reports in which there are no criminal violations, but for which a report is required
  
  
  
  
  
  
  
  
  
  
- 1      This box is redundant to the “Non-Criminal” box on the first line of the face page

2 It appears here for clarity within the  
“Domestic Violence” section

3 Both should be checked in the case of Non-Criminal Domestic  
Violence reports

10 Participation

a Self explanatory

b Note that “Party” and “Reporting Party” are only used  
in Domestic Violence reports

11 Race

a Enter the described persons race according to the  
following table:

A- Asian

B- Black

H- Hispanic

I - American Indian

M - Multi-Race

N - Alaskan Native

P - Pacific Islander

U - Unknown

W - White

12. Ethnic Origin

a Cite a specific country

1 In those cases where a specific county cannot be cited, use a regional ethnicity from the following table:

African

Australian

North American

Central American

South American

European

Eastern European

Middle Eastern

Asian

Pacific Rim

13 Date of Birth

a Enter in MM/DD/YY format

b If the DOB is unknown, do not estimate

c The previous practice of coding an approximate age using 02/30/(approximate year) has been discontinued in LARCIS

14 Age

a Use this field only if the DOB is unknown



b Check the "Outstanding" box only when the vehicle is currently wanted and a corresponding entry has been made in SVS (i.e., Stolen, Felony Vehicle, Dangerous)

18 Authoring Deputy

a Note that the order of the Authoring Deputy and Partner Deputy has changed

b The Authoring Deputy is now cited in the Left column of the report

c The "Court Exp/Vacation Dates" may be optionally used to communicate the Prop 115 qualification status of the deputy and his/her vacation dates

19 Unit/car#

a Enter the MDCS call sign identifier (i.e., 31A) or the car number identifier (i.e., E9) of the unit to which the authoring deputy is assigned

b Do not enter the vehicle number (i.e., 51334) of the patrol vehicle being driven by the authoring deputy

20 HQ Notification Required

a Check "Yes" or "No"

b If "Yes," provide the name of the deputy making the notification in the block along with the date/time of the notification

c Place the remainder of the required notification information in the narrative of the report

21 TT B/C By

a If a JDIC Broadcast is issued, identify the secretary who sent the broadcast along with the date and time

22 Secty

a Leave this box blank in all cases

b It is used to identify the secretary who processed the report

B Face Page Continuation:

1 The Face Page Continuation blocks are completed exactly as on the face page

a You may add as many continuations as are needed to fully report all information

b When these pages are used, they are numbered as page 2, 3, ... up to the number of pages used

C Property/Evidence/Case Screening Page:

1 Tag#:

a Enter the truncated portion of the MDCS Incident Number (i.e., T-032)

b The Station and Julian date components of the number are not required

c Leave this block blank if the report is not connected to a MDCS recorded event

2 Evidence Entered in:

a There are three sections so that multiple items of evidence can now be clearly recorded in multiple ledgers

3 Evidence held:

a Check all applicable boxes

b There is a "Blank Line" box to include any items not listed

**Note: If you have more property items than can be placed onto the narrative section of this page, use a "Narrative Page" for the continuation in the same manner as is currently done with the Complaint Report.**

4 Property released to:

a Name and signature of person receiving released

property

D Narrative portion:

1 Documenting Evidence, Stolen property, etc.

a Utilize the code menu to select the appropriate code

b Be sure to number the item and quantity of that item

c Describe the item in detail, utilizing the format given in  
the menu

2 Narrative:

a The Incident Report narrative is completed in  
substantially the same manner as the present Complaint Report narrative

b Report information that is fully contained within the  
report check boxes should not be redundantly included in the narrative unless that  
treatment would provide a clearer presentation of the information

c The narrative page(s) are numbered in sequence  
following the last Property/Evidence/Case Screening page

E Crime Analysis:

1 Suspect/Subject page:

a This page is designed to report information relating to two (2) different Suspects/Subjects

b The page is laid out in columns with check boxes for each item

c In each column, the first check box relate to Suspect/Subject #1

d The second check box relates to Suspect/Subject #2

e If you have more than 2 Suspects/Subjects, use additional pages to fully report all Suspects/Subjects

f The same column convention applies

g The second page would report Suspects/Subjects #3 and #4 and so on

2 Clothing Description:

a In order to make best use of the limited space available on the form, this section provides for narrative entry

b The list of items is provided as a reminder of those categories for which data may be entered

c Use the narrative space to describe any of the listed items

3 Scars/Marks/Tattoos/Oddities

a Check the "L" - Left, "R" - Right or "Unknown" box to describe which side of the Suspects/Subjects body contains the described item

b Use the narrative space to fully describe that item

4 Relationship of Victim to Suspect

a In every case where one of the listed relationships exists between any of the victims and any of the suspects, place the corresponding victim number in the box on the line corresponding to the relationship and in the column corresponding to the Suspect/Subject

**Note: The Crime Analysis - Suspect/Subject Page(s) are numbered following the final narrative page.**

F Crime Analysis - M.O. Factors Page:

1 Point of Entry/Exit

a This section contains two columns

1 The "In" column is used to describe how the suspect(s) entered the location

2 The "Ex" column is used to describe how the suspect(s) exited from the location

III. The Post Report Writing Process:

A Where reports go (not always in this order)

1 You

a Complete the report

2 F.T.O.

a Proof reads for accuracy and clarity

3 Sergeant

a Checks the report for clarity, accuracy, and crime  
elements

4 Detective Bureau (D.B.)

a Investigates based on the information in your report

b Files the case

5 D.B. Lieutenant

a Reviews the report in some cases

6 News media

a Provides information to the public regard the incident

7 District Attorney

a Files the

8 Defense

a Attempts to find defend the suspect(s) based  
on errors, etc in your report

9 Captain

a Reviews reports in some cases (news worthy, etc.)

10 Chief

a Reviews reports in some cases (news worthy, etc.)

11 Sheriff

a Reviews reports in some cases (news worthy, etc.)

12 Judge

- a Reviews your report during court process

13 Jury

- a Reads your report during court process

suspect(s) b Based on your report, decides the fate of the

based on how your c Formulates opinions regarding you and your peers  
report is prepared

#### IV Things to Remember

##### A While writing a report

1 Legible:

a good penmanship

b Minimize erasures (use a white eraser)

c Do not leave large spaces in the midst of a sentence

1 The defense attorney could allege that  
you omitted pertinent information

2 Accurate

a Maintain accuracy in reporting the incident

b When Quoting statements in your report, place  
quotation marks around the statement and use the same words that were said

1 Do not “paraphrase” in this instant

2 A quote is exactly that – A QUOTE

3 Clear

a No ambiguities

1 Ask yourself the question, “could

someone that was not at the scene take what I have written to mean something else?”

2 If so, be more specific

4 Concise

a Be direct and to the point

b Active voice vs. Passive voice

5 Objective

a report the incident, do not editorialize

1 Provide the facts without a “personal slant” based on emotion

## V. Practical Application:

### A Written exercises

1 Three reports to be written by the groups in class (459 PC vehicle, 594 PC, and 11377 (A) HS)

2 Residential Burglary report to be written individually

a To be turned in at a later date to the instructor

1 Instructor will review, make corrections, give advise, and return the report to the student prior to the end of patrol school

3 Use of force report to be written on the force practical application day.

a The students will document their use of force. Instructor will review, make corrections, give advise, and return the report to the student prior to the end of patrol school

4 CHP-180

a Students will fill out at least 2 CHP-180's. One will be an abandoned car and the second will be a stolen vehicle. The students are not limited to the 2 reports and can have more depending on the course lectured

5 Arrest Reports

a Students will complete at least one arrest report

including PCD and booking packet. Students are not limited to one arrest report and can have more arrest reports per the FTO monitor and staff.

6 SCAR Report

a Students will receive at least one SCAR report. The report will be in response to a SCAR report they will be given by the staff.

**Note: The Field Training Officer's who monitor the Patrol School will correct, critique and re-distribute the corrected reports to the students.**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT  
ADVANCED OFFICER TRAINING UNIT**

**SEARCH AND SEIZURE**

INSTRUCTORS:

A.O.T. Staff

HOURLY BREAKDOWN:

4 Hours

INSTRUCTIONAL AIDS:

Powerpoint

Computer

Whiteboard

Markers

VCR

Video

Flipcharts

RESEARCH MATERIAL:

Los Angeles County Sheriff Department Policy and Procedure Manual

Los Angeles County Sheriff Department Field Operations Directives

Los Angeles County District Attorney Legal Update Manual

Legal Source Book

Penal Code of California

Vehicle Code of California

P.O.S.T. Basic Course Learning Domain # 15

PERFORMANCE OBJECTIVE:

The students will gain knowledge and an understanding of the basic laws of arrest as well as the laws, codes and regulations that dictate general compliance with the laws.

COURSE OBJECTIVE:

I Legal Standing

A Reasonable Suspicion

1 Articulate in court

2 Activity related to a crime

a Has occurred

b Is occurring

c Will occur

1 Person detained may be involved

a Detention may be justified

b Observation

c Experience

d Witnesses

2 Supporting factors for reasonable suspicion

a Physical resemblance

b Vehicle resembles the one sought

c Close proximity to the crime

d Suspect casing the area

3 Non supportive factors

a Suspect ethnically does not fit the area

b Nervous

c Furtive gestures

d Prior arrests

e High crime area

B Reasonableness Rule

1 Totality of circumstances

a One fact by itself is not enough

b Several facts together

c Reasonable officer rule

2 Terry vs Ohio

a Reasonable suspicion

b Reasonable caution

c Don't act in haste

C Probable Cause

1 Group of facts

2 Totality of circumstances

3 Generate reasonable belief

4 Fourth Amendment

5 Probable cause search

a Reasonableness

II Arrest Defined

A Elements of an Arrest

1 Definition

a Take person

b Into custody

c Manner authorized by law

2 Who can arrest

a Private

b Officer

3 How arrest is made

a Actual restraint

b Submission to authority

4 Force level

a Reasonable force

b Necessary to arrest

c Prevent escape

d Overcome resistance

5 Required information at time of arrest

a Notify of intent to arrest

b Give authority to arrest

c Reason for arrest

d Exceptions

6 During commission of a crime

a Pursuit

b Scope of authority

1 Warrant

7 Obedience to warrant instructions

a In writing

b Signed by a magistrate

8 Warrantless

a Committed in your presence

b Felony committed not in your presence

c Probable cause to belief

d Violation of a protective order

e Juvenile committed a misdemeanor not in presence

9 Civil liability

a Acting within the law

- 1 Lawful scope of duties
  - 2 In accordance with current law
- b Ordered by magistrate
  - c Accept private person's arrest

### III Private Person Arrest

#### A Authority to Arrest

- 1 Crime committed in presence
- a Includes attempts
- 2 Suspect committed felony not in private persons presence
  - 3 Felony occurred- reasonable cause to believe person did it

#### B Steps to Private Person Arrest

- 1 Inform person that they are under arrest
- 2 Inform person of charge

3 Take before a magistrate or peace officer

C Arrest Exemptions

1 Stale misdemeanor rule

a Reasonable time

2 Diplomatic Immunity

a Immediately call Office of Emergency Service

b Immediately call State Department

c Immediately notify supervisor

3 There are no congressional exceptions

IV Arrest Related Definitions

A Private Dwellings

1 Residence

- a Receives mail there
- b Calls it home
- c Applies to any dwelling or structure

2 Entering private dwelling

- a Need probable cause
- b Knock and notice applies

B Exceptions to Warrant Arrest

1 Consent

- a Voluntary
- b Implied
- c Must have legal domain over property

2 Exigent circumstances

- a Imminent threat to life or property
- b Escape of suspect
- c Destruction of evidence
- d Continuance of violent crimes
- e Fresh pursuit

C Time Constraints

1 Felony

- a Any time
- b Any place
- c Any day

2 Misdemeanor

- a Can't be between the hours of 2200 and 0600 unless...

- 1 Occurs in your presence
- 2 Occurs in a public place
- 3 Pursuant to a warrant
- 4 Person is already in custody

D Disposition of Arrestee

- 1 Booked
  - a Local jail
- 2 Magistrate appearance
  - a Within forty eight hours
- 3 Warrant compliance
  - a Terms
- 4 Warrantless arrest

a Forty eight hour arraignment

5 Phone calls

a Three for three

1 three calls

2 Within three hours

3 Booking process excluded

6 Visits

a During normal hours

1 Comply with agency policy

b Any time visits

1 Attorney

2 Personal physician

E Release of Arrestee

1 Felony

a Authorized by a magistrate

b Bail or bond

c 849 (b) (1) PC

2 Misdemeanor

a Citation

b Bail

c Own Recognizance

3 Infraction

a Proof of identity

b Citation

- 4 Without a warrant
  - a 849 (b) (1) PC
  - b 849 (b) (2) PC
  - c Drug Intoxication

V Miranda Warnings

A Arizona vs Miranda

- 1 Right against self incrimination
- 2 Fifth Amendment

B Parts of Miranda

- 1 Warning
  - a Advise of rights
  - b Right to silence

- c Know consequence of talking
  - d Right to counsel
- 2 Understanding
- a Acknowledgement of understanding
  - b Comprehends content
- 3 Waiver
- a Knowing, voluntary and intelligent release of rights
  - b Dictated by suspect
- 4 Basic form of Miranda warning
- a Agency specific regarding format
  - b Agency specific regarding understanding
  - c Agency specific regarding waiver

5 Juveniles and Miranda

a Required for all juveniles

1 regardless if interrogated or not

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