

SECTION **14**

Investigations/Evidence

14.1 – 14.10 **COMPETENCY REQUIREMENTS**

Contents	
14.1	Interviewing and Interrogation
14.2	Preliminary Investigation
14.3	Burden of Proof
14.4	Concepts of Evidence
14.5	Rules of Evidence
14.6	Evidence Collection and Preservation
14.7	Lineups
14.8	Sources of Information
14.9	Subpoenas
14.10	Courtroom Testimony and Demeanor
	Attestation
	Instructions to Administrators
	Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

- 1) The POST FTP Approval Checklist ([Form 2-230](#))
- 2) Your department's *Policy & Procedure Manual*
- 3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS**14.1 INTERVIEWING AND INTERROGATION**

- 14.1.01 Preparing for an Interview
- 14.1.02 Taking Statements
- 14.1.03 Contents of a Good Statement
- 14.1.04 Miranda Warning
- 14.1.05 Conducting an Interview

14.2 PRELIMINARY INVESTIGATION

- 14.2.01 Investigating Cold Crimes
- 14.2.02 Crimes Against Property
- 14.2.03 Handling Crimes Against Property
- 14.2.04 Crimes Against Persons
- 14.2.05 Handling Crimes Against Persons
- 14.2.06 Investigating Specific Crimes
- 14.2.07 Serious Injury or Death Scenes
- 14.2.08 Evidence Technicians/Criminalists
- 14.2.09 Preliminary Investigations

14.3 BURDEN OF PROOF

- 14.3.01 Understanding the Burden of Proof

14.4 CONCEPTS OF EVIDENCE

- 14.4.01 Evidence Definition and Types
- 14.4.02 Evidence and Related Materials
- 14.4.03 Purpose of Evidence
- 14.4.04 Tests of Admissibility
- 14.4.05 Witness Qualifications
- 14.4.06 Privileged Communication

14.5 RULES OF EVIDENCE

- 14.5.01 Exclusionary Rule
- 14.5.02 Hearsay Rule

14.6 EVIDENCE COLLECTION AND PRESERVATION

- 14.6.01 Locating Physical Evidence
- 14.6.02 Weather Conditions
- 14.6.03 Preserving Evidence
- 14.6.04 Agency Policy
- 14.6.05 Storage of Evidence
- 14.6.06 Taking Evidence to Laboratories and Court
- 14.6.07 Chain of Custody/Evidence
- 14.6.08 Demonstrate Handling of Evidence

14.7 LINEUPS

- 14.7.01 Methods for Identifying Suspects
- 14.7.02 Agency Policy and Procedures
- 14.7.03 Photographic Identifications

14.8 SOURCES OF INFORMATION

- 14.8.01 Networking with the Community
- 14.8.02 Informants
- 14.8.03 Public and Private Records

14.9 SUBPOENAS

- 14.9.01 Definition, Authority, and Immunities
- 14.9.02 Agency Practices

14.10 COURTROOM TESTIMONY AND DEMEANOR

- 14.10.01 Professional Demeanor and Appearance
- 14.10.02 Pre-Trial Conference
- 14.10.03 Principles of Effective Testimony
- 14.10.04 Dealing with Attorney Personalities
- 14.10.05 Courtroom Security Policies and Procedures
- 14.10.06 Perjury and Falsifying Police Reports
- 14.10.07 Courtroom Testimony Preparation and Demonstration

SECTION 14 INVESTIGATIONS/EVIDENCE

CHECK ONE ONLY: PHASE 1 PHASE 2 PHASE 3 PHASE 4 PHASE 5

Trainee

FTO

14.1 INTERVIEWING AND INTERROGATION

14.1.01 Preparing for an Interview

The trainee shall explain the systematic steps he/she should take in preparing for an interview or interrogation.

<i>Reference(s):</i>						<i>Case # (If applicable)</i>	<i>Incident #</i>	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

14.1.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

N/A

Reference the following Antioch Police Policy(ies):

902.13 (Interviewing or Interrogating Juvenile suspects)

14.1.01 Part B - Agency Training Details *(field will expand automatically)*

Prior to conducting an interview or interrogation, a peace officer needs to know which of the two they are conducting. Interviews are the process of questioning non-suspects, such as victims or cooperative witnesses, and typically take place at the crime scene. Interrogations are the process of questioning suspects (individuals who are often unwilling to provide information), contain questions or are conducted in a manner that are designed to elicit an incriminating response, and usually take place as part of a follow-up investigation.

Before beginning any crime scene interview, peace officers should properly prepare themselves and the individual(s) to be interviewed. The following provides a strong basis for preparing oneself:

- Be physically and mentally prepared:
 - Become well acquainted with the circumstances surrounding the crime – Determine the number, role and priority of the people who should be interviewed – Develop an interview plan of questions that should be asked to establish the facts of the incident – Organize equipment that will be needed to document the interviewee’s statements
- Separate the involved parties:
 - If possible, move the person, with consent, to a location where there will be no interruptions or distractions – Focus the person’s attention on speaking with the peace officer rather than interacting with others
- Establish rapport:
 - Tell the interviewee why the interview is being conducted – Describe the interview process that will be followed – Assure the person that by using the process, the peace officer will be able to gather that person’s statement accurately – Be courteous, considerate and patient – Control the interview by remaining calm and polite

Prior to conducting an interrogation, peace officers should take the time to prepare themselves and form a strategy for obtaining incriminating information. In the course of this preparation, peace officers should do the following:

- Read all case reports so as to be thoroughly familiar with the:
 - Crime scene – Evidence collected – Earlier statements
- Learn as much as possible about the individual to be interrogated
- Decide on an interrogation technique to begin with (understanding that other techniques may be used during the interrogation as well)
- Prepare a list of key questions that refer to the following:
 - Elements of the specific crime – Actions taken by the individual – Intent and motive for those actions

14.1.02 Taking Statements
 The trainee shall discuss basic rules in statement taking and interviewing. These rules shall minimally include:

A. Asking direct and brief questions; Let the person being interviewed do the majority of the talking
 B. Controlling the interview; Minimize rambling by the person being interviewed
 C. Avoiding leading questions except when absolutely necessary
 D. Putting the person being interviewed at ease
 E. Writing statements verbatim (when appropriate) from person being interviewed
 F. Not improvising or making assumptions

<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

14.1.02	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
----------------	--	---

14.1.02 Part B - Agency Training Details *(field will expand automatically)*

The most valuable component of any investigation is a well-conceived written statement that details the subject’s confession, knowledge of an incident, or alibi. This formalized document locks the individual into his admission, exposure, or alibi so that it becomes more difficult for him or her to change it at a later date

Officers should consider that a written statement is the "shop window" of their work and therefore their professionalism is on display. Witnesses, magistrates, judges, solicitors, and supervisors form their opinion of an officer’s credibility and that of the law enforcement service on the quality of such statements. Officers shall be able to follow the basic rules in statement taking and interviewing that shall minimally include the following:

- Asking direct and brief questions; Let the person being interviewed do the majority of the talking
- Controlling the interview: minimize rambling by the person being interviewed
- Avoiding leading questions except when absolutely necessary
- Putting the person being interviewed at ease
- Writing statements verbatim (when appropriate) from the person being interviewed
- Not improvising or making assumptions

14.1.03 Contents of a Good Statement

The trainee shall describe the contents of a good statement. These contents shall minimally include:

- | | |
|-----------------------|----------------------------------|
| A. What happened | E. How it happened |
| B. When it happened | F. Why it happened |
| C. Where it happened | G. How many people were involved |
| D. Who it happened to | H. Who else was involved |

<i>Reference(s):</i>					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
FTO:	When completed, print full name	Date	When completed, print full name	Date	<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	When completed, print full name	Date	<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

14.1.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

14.1.03 Part B - Agency Training Details (field will expand automatically)

The foundation for a good statement is its contents. A statement must basically answer who, what, where, when, why, and how. The purpose of this training exercise is to determine if the officer’s statement contains the following contents:

- What Happened
- When it happened
- Where it happened
- Who it happened to
- How it happened
- Why it happened
- How many people were involved

14.1.04 Miranda Warning
The trainee shall explain the ramifications of issuing the Miranda warning and describe when and why it should or should not be used during interrogations.

Reference(s):					Case # (if applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

14.1.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

N/A

Reference the following Antioch Police Policy(ies):

902.5 (Temporary Custody of Juveniles - Advisements)
Contra Costa County District Attorney Miranda Warning card.

14.1.04 Part B - Agency Training Details *(field will expand automatically)*

Officers need to realize that if they fail to follow Miranda procedures, any statement they obtain during a custodial interrogation may be inadmissible against the person at the criminal trial. Once an officer reads the Miranda warning and has ensured that the person understands it, the person may either waive (give up) or invoke (assert) their Miranda rights. A person has two rights he or she can waive or invoke under Miranda – the right to remain silent and the right to have counsel present during interrogation. Statements volunteered by a person and not as a direct result of interrogation by an officer are not affected by Miranda. Statements may be volunteered in a variety of settings, such as during a consensual encounter, detention, arrest, booking process, forensic testing or transportation, or after the person has invoked Miranda right(s). Miranda applies the same to minors as adults. The courts have found no difference in application. A juvenile does not have the right to have an adult present and any request for one is not automatically an invocation of the right to silence or the right to an attorney. However, California has 625 W&I which requires officers to give Miranda warnings “in any case where a juvenile is taken into temporary custody.” This requirement exists even when the juvenile is not going to be interrogated. If the minor is not going to be interrogated, the statute does not require that the minor understands the warnings or any waiver of the rights, but rather just the advisements. There is one exception to the general Rule of Miranda when a person is in custody and about to be interrogated. It is known as the public safety or emergency rescue exception and is based on exigent circumstances. No Miranda warning is necessary even though a person is in custody if the officer who is about to ask incriminating questions (interrogate) is motivated by a concern for someone’s safety. The concern for safety can be for the victim, the defendant, some third person, the public at large, or the officer’s own safety. Courts view this exception rather narrowly.

For a waiver to be knowing, the person must have fully comprehended the four advisements, that is, must understand the nature of the rights he or she is giving up and the consequences of waiving them (“Knowing” and “intelligent” both have this same definition and express a single concept). For a waiver to be voluntary, it must be the result of a free and deliberate choice and not the result of coercion, i.e., any force, threats, or promises of leniency (whether expressed or implied), or any kind of tricks, cajoling, or “softening up” by the peace officers. If a waiver is ruled involuntary, any statements obtained afterward will not be admissible at trial. A valid waiver of rights may be either expressed, implied, or conditional. The following explains the difference between these types of waivers:

- Expressed: Answers yes/no question about going forward with the questioning. After giving advisements and ensuring understanding, the peace officer asks, “Can we talk about what happened?”
- Implied: Acknowledges understanding of the advisements, and exhibits conduct indicating the waiver of rights. The peace officer starts asking questions and the person answers.
- Conditional: Acknowledges understanding the advisements and is willing to go forward, but places a limitation/qualification on answering questions. The person: – refuses to give a written statement – refuses to be tape recorded – answers some questions but not others – refuses to speak to one specific officer but not others – refuses to answer questions – until a specific amount of time has lapsed, but will go forward if this condition is met. A person may invoke the right to silence or the right to counsel only at the time of, or during, police custodial interrogation. Unless custody and interrogation both exist at the same time, there are no Miranda rights to invoke. However, if these conditions both exist and the person invokes either the right to silence or the right to counsel, Miranda requires that all interrogation must cease. Some differences between these two rights exist concerning how they are invoked and whether the peace officer may later try to reinitiate interrogation. Miranda rights are personal to the person and may not be invoked by anyone else on his or her behalf, including an attorney or a parent. The right to remain silent may be invoked by any words or conduct which reflect an unwillingness to discuss the case. Once a person invokes the right to silence, Miranda requires that all interrogation must cease. Because Miranda rights are personal, suspects may change their mind. For example, suspects may reinitiate contact with an officer or express a desire to make a statement, even though they earlier invoked the right to silence or counsel. Under such circumstances, the officer should:

- re-admonish the person with Miranda warnings
- obtain a valid express waiver
- interrogate further
- make a verbatim account of the reinitiation and any statement given.

14.1.05 Conducting an Interview								
Given a situation in which a statement should be taken, the trainee shall properly conduct an interview and satisfactorily summarize the information on the appropriate form.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

14.1.05	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
----------------	---	---

14.1.05 Part B - Agency Training Details *(field will expand automatically)*

The most valuable component of any investigation is a well-conceived written statement that details the subject’s confession, knowledge of an incident, or alibi. This formalized document locks the individual into his admission, exposure, or alibi so that it becomes more difficult for him or her to change it at a later date

Officers should consider that a written statement is the "shop window" of their work and therefore their professionalism is on display. Witnesses, magistrates, judges, solicitors, and supervisors form their opinion of an officer’s credibility and that of the law enforcement service on the quality of such statements. Officers shall be able to follow the basic rules in statement taking and interviewing that shall minimally include the following:

- Asking direct and brief questions; Let the person being interviewed do the majority of the talking
- Controlling the interview: minimize rambling by the person being interviewed
- Avoiding leading questions except when absolutely necessary
- Putting the person being interviewed at ease
- Writing statements verbatim (when appropriate) from the person being interviewed
- Not improvising or making assumptions

14.2 PRELIMINARY INVESTIGATION

14.2.01 Investigating Cold Crimes

The trainee shall properly obtain all information necessary for the completion of a thorough preliminary investigation of a “cold” crime.

<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

14.2.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

N/A

Reference the following Antioch Police Policy(ies):

403 (Modified Service Guidelines), Antioch PD's PERS user Manual

14.2.01 Part B - Agency Training Details *(field will expand automatically)*

An investigation begins with the preliminary investigation and progresses through more in-depth follow-up investigations ultimately leading to the arrest or indictment of a suspect. The preliminary investigation begins when the responding officer first receives the call and continues through the writing and filing of the primary officer's investigative report. A number of individuals and organizations are involved in the preliminary investigation of a crime. Each person participating must understand and anticipate the needs and requirements of the other individuals involved. Some of the involved parties include: • Reporting officers • Responding officers • Investigating officers • Victims • Witnesses • Evidence technicians • Medical examiners • Forensic scientists • Attorneys. Although no two crime scenes are the same, the components of a preliminary criminal investigation remain similar. The extent that the responding officers are involved in each event is dependent upon the nature of the crime, the availability of other officers or specialized personnel, and whether or not the officer is responding to a "cold" crime or a "fresh" crime. The following information identifies the components common to all preliminary criminal investigations, with some of the actions varying depending upon whether or not it is a "cold" crime or a "fresh" crime: • Approach and Arrival: – Proceed safely to the scene. Scan area to identify potential physical evidence of reported crime while enroute. Scan scene(s) for occupational hazard(s). Position vehicle in such a manner as not to compromise potential evidence and/or officer/public safety. Stage emergency medical services and/or fire personnel. Direct back-up units. • Assessment: – Determine need for emergency medical services. Officers have a primary responsibility for the preservation of life that must supersede the apprehension of a suspect. Officers should render first aid and request additional emergency medical services when needed. While rendering aid, officers must also remain alert on officer safety, the accidental destruction of evidence, and the need to record any medical assistance rendered to injured parties by officers, medical personnel or others. – Verify that a crime has occurred. Do not assume that the information that was dispatched will be a valid reflection of the actual event. Information initially given to the dispatcher may not have been complete or accurate. Upon arrival, officers should visually inspect the scene, gather information from involved parties, and establish the body or elements of the crime (*corpus delicti*) to determine if a crime has been committed and, if so, identify the specific crime. – Identify and arrest suspect(s), if appropriate. Suspect identification may be based on victim and/or witness statements, spontaneous confessions and/or statements made by suspects themselves, or physical evidence at the crime scene. If sufficient probable cause exists to believe the suspect is guilty of a crime, the suspect can be taken into custody. A search of the suspect incident to the custodial arrest may include a full search of the arrestee's person, containers on the arrestee's person, and the nearby physical area that was under the immediate control of the arrestee. – Provide dispatch with pertinent information as soon as possible. If suspect(s) have fled the scene, officers should provide the dispatcher and other field units with information such as the physical and clothing description(s), direction(s) of flight and mode of travel and associated vehicle information, time and location last observed, and if any weapons are involved. Additional broadcasts can be made if/when additional information is obtained during the preliminary investigation. • Preliminary investigation: – Secure and protect the scene. The primary responding officer to a crime is responsible for the integrity of the crime scene until that deputy is relieved of that responsibility. – Determine jurisdiction. Make appropriate notifications based on our policies. – Identify and preserve possible evidence. Proper crime scene management requires preventing the contamination or destruction of evidence, documenting the crime scene, identifying and preserving evidence, and protecting the victim's property from damage or theft. – Locate and interview victim(s) and witness(es). Officers should obtain and document information needed to determine the crime, identify and locate the victim(s) or suspect(s), and generate additional crime broadcasts. Responding officers may be responsible for locating and interviewing all persons present at a crime scene. – Identify Loss(es). Identify stolen, missing, or lost items. Obtain complete description of item(s) with all pertinent information as applicable – make, model, serial number, color, size, etc. – Identify other possible sources of information. As quickly and accurately as possible, collect as much information as is available. • Report: Collect available information necessary to write a clear and effective investigative report. Officers should begin taking field notes as soon as possible after arriving at the crime scene.

14.2.02 Crimes Against Property
 The trainee shall review and explain an officer’s responsibilities associated with the preliminary investigation and reporting of in-progress or fresh crimes against property. These responsibilities should minimally include:

- A. Identity or description of suspect(s)
- B. Description of loss
- C. Direction of flight of suspect(s)
- D. Possibility of weapons being involved
- E. Radio broadcasts of all known and important information
- F. Conducting a witness check
- G. Pursuit and/or apprehension of suspects, if possible

Reference(s): Case # (If applicable) Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments:

Additional Information:

14.2.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

14.2.02 Part B - Agency Training Details *(field will expand automatically)*

The following information identifies the components common to all preliminary criminal investigations, with some of that actions varying depending upon whether or not it is a “cold” crime or a “fresh” crime:

- **Approach and Arrival:** – Proceed safely to the scene. Scan area to identify potential physical evidence of reported crime while enroute. Scan scene(s) for occupational hazard(s). Position vehicle in such a manner as not to compromise potential evidence and/or officer/public safety. Stage emergency medical services and/or fire personnel. Direct back-up units.
- **Assessment:** – Determine need for emergency medical services. Officers have a primary responsibility for the preservation of life that must supersede the apprehension of a suspect. Officers should render first aid and request additional emergency medical services when needed. While rendering aid, officers must also remain alert on officer safety, the accidental destruction of evidence, and the need to record any medical assistance rendered to injured parties by officers, medical personnel or others. – Verify that a crime has occurred. Do not assume that the information that was dispatched will be a valid reflection of the actual event. Information initially given to the dispatcher may not have been complete or accurate. Upon arrival, officers should visually inspect the scene, gather information from involved parties, and establish the body or elements of the crime (*corpus delicti*) to determine if a crime has been committed and, if so, identify the specific crime. – Identify and arrest suspect(s), if appropriate. Suspect identification may be based on victim and/or witness statements, spontaneous confessions and/or statements made by suspects themselves, or physical evidence at the crime scene. If sufficient probable cause exists to believe the suspect is guilty of a crime, the suspect can be taken into custody. A search of the suspect incident to the custodial arrest may include a full search of the arrestee’s person, containers on the arrestee’s person, and the nearby physical area that was under the immediate control of the arrestee. – Provide dispatch with pertinent information as soon as possible. If suspect(s) have fled the scene, officers should provide the dispatcher and other field units with information such as the physical and clothing description(s), direction(s) of flight and mode of travel and associated vehicle information, time and location last observed, and if any weapons are involved. Additional broadcasts can be made if/when additional information is obtained during the preliminary investigation.
- **Preliminary investigation:** – Secure and protect the scene. The primary responding officer to a crime is responsible for the integrity of the crime scene until that deputy is relieved of that responsibility. – Determine jurisdiction. Make appropriate notifications based on our policies. – Identify and preserve possible evidence. Proper crime scene management requires preventing the contamination or destruction of evidence, documenting the crime scene, identifying and preserving evidence, and protecting the victim’s property from damage or theft. – Locate and interview victim(s) and witness(es). Officers should obtain and document information needed to determine the crime, identify and locate the victim(s) or suspect(s), and generate additional crime broadcasts. Responding officers may be responsible for locating and interviewing all persons present at a crime scene. –Identify Loss(es). Identify stolen, missing, or lost items. Obtain complete description of item(s) with all pertinent information as applicable – make, model, serial number, color, size, etc. – Identify other possible sources of information. As quickly and accurately as possible, collect as much information as is available.
- **Report:** Collect available information necessary to write a clear and effective investigative report. Officers should begin taking field notes as soon as possible after arriving at the crime scene.

14.2.03 Handling Crimes Against Property Given an in-progress or fresh incident involving a crime against property, the trainee shall properly assess and perform all the objectives necessary to satisfactorily complete the preliminary investigation, including the satisfactory completion of the proper report(s).								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
		When completed, print full name	Date	When completed, print full name		Date	When completed, print full name	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

14.2.03	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A

14.2.03 Part B - Agency Training Details *(field will expand automatically)*

The following information identifies the components common to all preliminary criminal investigations, with some of that actions varying depending upon whether or not it is a “cold” crime or a “fresh” crime:

- **Approach and Arrival:** – Proceed safely to the scene. Scan area to identify potential physical evidence of reported crime while enroute. Scan scene(s) for occupational hazard(s). Position vehicle in such a manner as not to compromise potential evidence and/or officer/public safety. Stage emergency medical services and/or fire personnel. Direct back-up units.
- **Assessment:** – Determine need for emergency medical services. Officers have a primary responsibility for the preservation of life that must supersede the apprehension of a suspect. Officers should render first aid and request additional emergency medical services when needed. While rendering aid, officers must also remain alert on officer safety, the accidental destruction of evidence, and the need to record any medical assistance rendered to injured parties by officers, medical personnel or others. – Verify that a crime has occurred. Do not assume that the information that was dispatched will be a valid reflection of the actual event. Information initially given to the dispatcher may not have been complete or accurate. Upon arrival, officers should visually inspect the scene, gather information from involved parties, and establish the body or elements of the crime (*corpus delicti*) to determine if a crime has been committed and, if so, identify the specific crime. – Identify and arrest suspect(s), if appropriate. Suspect identification may be based on victim and/or witness statements, spontaneous confessions and/or statements made by suspects themselves, or physical evidence at the crime scene. If sufficient probable cause exists to believe the suspect is guilty of a crime, the suspect can be taken into custody. A search of the suspect incident to the custodial arrest may include a full search of the arrestee’s person, containers on the arrestee’s person, and the nearby physical area that was under the immediate control of the arrestee. – Provide dispatch with pertinent information as soon as possible. If suspect(s) have fled the scene, officers should provide the dispatcher and other field units with information such as the physical and clothing description(s), direction(s) of flight and mode of travel and associated vehicle information, time and location last observed, and if any weapons are involved. Additional broadcasts can be made if/when additional information is obtained during the preliminary investigation.
- **Preliminary investigation:**
 - Secure and protect the scene. The primary responding officer to a crime is responsible for the integrity of the crime scene until that deputy is relieved of that responsibility.
 - Determine jurisdiction. Make appropriate notifications based on our policies.
 - Identify and preserve possible evidence. Proper crime scene management requires preventing the contamination or destruction of evidence, documenting the crime scene, identifying and preserving evidence, and protecting the victim’s property from damage or theft.
 - Locate and interview victim(s) and witness(es). Officers should obtain and document information needed to determine the crime, identify and locate the victim(s) or suspect(s), and generate additional crime broadcasts. Responding officers may be responsible for locating and interviewing all persons present at a crime scene.
 - Identify Loss(es). Identify stolen, missing, or lost items. Obtain complete description of item(s) with all pertinent information as applicable – make, model, serial number, color, size, etc.
 - Identify other possible sources of information. As quickly and accurately as possible, collect as much information as is available.
- **Report:** Collect available information necessary to write a clear and effective investigative report. Officers should begin taking field notes as soon as possible after arriving at the crime scene.

14.2.04 Crimes Against Persons
 The trainee shall review and explain an officer’s responsibilities associated with the preliminary investigation and reporting of in-progress or fresh crimes against persons. These responsibilities should minimally include:

- A. Identity or description of suspect(s)
- B. Description of injury and/or loss
- C. Direction of flight of suspect(s)
- D. Possibility of weapons being involved
- E. Radio broadcasts of all known and important information
- F. Conducting a witness check
- G. Pursuit and/or apprehension of suspects, if possible

<i>Reference(s):</i>					<i>Case # (if applicable)</i>	<i>Incident #</i>		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

14.2.04	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
----------------	--	---

14.2.04 Part B - Agency Training Details *(field will expand automatically)*

The following information identifies the components common to all preliminary criminal investigations, with some of that actions varying depending upon whether or not it is a “cold” crime or a “fresh” crime:

- **Approach and Arrival:** – Proceed safely to the scene. Scan area to identify potential physical evidence of reported crime while enroute. Scan scene(s) for occupational hazard(s). Position vehicle in such a manner as not to compromise potential evidence and/or officer/public safety. Stage emergency medical services and/or fire personnel. Direct back-up units.
- **Assessment:** – Determine need for emergency medical services. Officers have a primary responsibility for the preservation of life that must supersede the apprehension of a suspect. Officers should render first aid and request additional emergency medical services when needed. While rendering aid, officers must also remain alert on officer safety, the accidental destruction of evidence, and the need to record any medical assistance rendered to injured parties by officers, medical personnel or others. – Verify that a crime has occurred. Do not assume that the information that was dispatched will be a valid reflection of the actual event. Information initially given to the dispatcher may not have been complete or accurate. Upon arrival, officers should visually inspect the scene, gather information from involved parties, and establish the body or elements of the crime (*corpus delicti*) to determine if a crime has been committed and, if so, identify the specific crime. – Identify and arrest suspect(s), if appropriate. Suspect identification may be based on victim and/or witness statements, spontaneous confessions and/or statements made by suspects themselves, or physical evidence at the crime scene. If sufficient probable cause exists to believe the suspect is guilty of a crime, the suspect can be taken into custody. A search of the suspect incident to the custodial arrest may include a full search of the arrestee’s person, containers on the arrestee’s person, and the nearby physical area that was under the immediate control of the arrestee. – Provide dispatch with pertinent information as soon as possible. If suspect(s) have fled the scene, officers should provide the dispatcher and other field units with information such as the physical and clothing description(s), direction(s) of flight and mode of travel and associated vehicle information, time and location last observed, and if any weapons are involved. Additional broadcasts can be made if/when additional information is obtained during the preliminary investigation.
- **Preliminary investigation:**
 - Secure and protect the scene. The primary responding officer to a crime is responsible for the integrity of the crime scene until that deputy is relieved of that responsibility.
 - Determine jurisdiction. Make appropriate notifications based on our policies.
 - Identify and preserve possible evidence. Proper crime scene management requires preventing the contamination or destruction of evidence, documenting the crime scene, identifying and preserving evidence, and protecting the victim’s property from damage or theft.
 - Locate and interview victim(s) and witness(es). Officers should obtain and document information needed to determine the crime, identify and locate the victim(s) or suspect(s), and generate additional crime broadcasts. Responding officers may be responsible for locating and interviewing all persons present at a crime scene.
 - Identify Loss(es). Identify stolen, missing, or lost items. Obtain complete description of item(s) with all pertinent information as applicable – make, model, serial number, color, size, etc.
 - Identify other possible sources of information. As quickly and accurately as possible, collect as much information as is available.
- **Report:** Collect available information necessary to write a clear and effective investigative report. Officers should begin taking field notes as soon as possible after arriving at the crime scene.

14.2.05 Handling Crimes Against Persons Given an in-progress or fresh incident involving a crime against a person, the trainee shall properly assess and perform all the objectives necessary to satisfactorily complete the preliminary investigation, including the satisfactory completion of the proper report(s).								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
		When completed, print full name	Date	When completed, print full name		Date	When completed, print full name	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

14.2.05	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A

14.2.05 Part B - Agency Training Details *(field will expand automatically)*

The following information identifies the components common to all preliminary criminal investigations, with some of that actions varying depending upon whether or not it is a “cold” crime or a “fresh” crime:

- **Approach and Arrival:** – Proceed safely to the scene. Scan area to identify potential physical evidence of reported crime while enroute. Scan scene(s) for occupational hazard(s). Position vehicle in such a manner as not to compromise potential evidence and/or officer/public safety. Stage emergency medical services and/or fire personnel. Direct back-up units.
- **Assessment:** – Determine need for emergency medical services. Officers have a primary responsibility for the preservation of life that must supersede the apprehension of a suspect. Officers should render first aid and request additional emergency medical services when needed. While rendering aid, officers must also remain alert on officer safety, the accidental destruction of evidence, and the need to record any medical assistance rendered to injured parties by officers, medical personnel or others. – Verify that a crime has occurred. Do not assume that the information that was dispatched will be a valid reflection of the actual event. Information initially given to the dispatcher may not have been complete or accurate. Upon arrival, officers should visually inspect the scene, gather information from involved parties, and establish the body or elements of the crime (*corpus delicti*) to determine if a crime has been committed and, if so, identify the specific crime. – Identify and arrest suspect(s), if appropriate. Suspect identification may be based on victim and/or witness statements, spontaneous confessions and/or statements made by suspects themselves, or physical evidence at the crime scene. If sufficient probable cause exists to believe the suspect is guilty of a crime, the suspect can be taken into custody. A search of the suspect incident to the custodial arrest may include a full search of the arrestee’s person, containers on the arrestee’s person, and the nearby physical area that was under the immediate control of the arrestee. – Provide dispatch with pertinent information as soon as possible. If suspect(s) have fled the scene, officers should provide the dispatcher and other field units with information such as the physical and clothing description(s), direction(s) of flight and mode of travel and associated vehicle information, time and location last observed, and if any weapons are involved. Additional broadcasts can be made if/when additional information is obtained during the preliminary investigation.
- **Preliminary investigation:**
 - Secure and protect the scene. The primary responding officer to a crime is responsible for the integrity of the crime scene until that deputy is relieved of that responsibility.
 - Determine jurisdiction. Make appropriate notifications based on our policies.
 - Identify and preserve possible evidence. Proper crime scene management requires preventing the contamination or destruction of evidence, documenting the crime scene, identifying and preserving evidence, and protecting the victim’s property from damage or theft.
 - Locate and interview victim(s) and witness(es). Officers should obtain and document information needed to determine the crime, identify and locate the victim(s) or suspect(s), and generate additional crime broadcasts. Responding officers may be responsible for locating and interviewing all persons present at a crime scene.
 - Identify Loss(es). Identify stolen, missing, or lost items. Obtain complete description of item(s) with all pertinent information as applicable – make, model, serial number, color, size, etc.
 - Identify other possible sources of information. As quickly and accurately as possible, collect as much information as is available.
- **Report:** Collect available information necessary to write a clear and effective investigative report. Officers should begin taking field notes as soon as possible after arriving at the crime scene.

14.2.06 Investigating Specific Crimes
 The trainee shall explain the steps to take while investigating various crimes against persons, including:

A. Rape/Sexual assault	D. Child Abuse
B. Robbery	E. Elder Abuse
C. Kidnapping	F. Felonious assault

<i>Reference(s):</i>	Case # (If applicable)	Incident #
----------------------	-------------------------------	-------------------

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments:

Additional Information:

14.2.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

Reference the following Antioch Police Policy(ies):

601 (Domestic Violence), 602 (Sexual Assault), 605 (Adult Abuse), 606 (Child Abuse), 403 (Modified Service Guidelines)

14.2.06 Part B - Agency Training Details *(field will expand automatically)*

The following information identifies the components common to all preliminary criminal investigations, with some of that actions varying depending upon whether or not it is a “cold” crime or a “fresh” crime:

- **Approach and Arrival:** – Proceed safely to the scene. Scan area to identify potential physical evidence of reported crime while enroute. Scan scene(s) for occupational hazard(s). Position vehicle in such a manner as not to compromise potential evidence and/or officer/public safety. Stage emergency medical services and/or fire personnel. Direct back-up units.
- **Assessment:** – Determine need for emergency medical services. Officers have a primary responsibility for the preservation of life that must supersede the apprehension of a suspect. Officers should render first aid and request additional emergency medical services when needed. While rendering aid, officers must also remain alert on officer safety, the accidental destruction of evidence, and the need to record any medical assistance rendered to injured parties by officers, medical personnel or others. – Verify that a crime has occurred. Do not assume that the information that was dispatched will be a valid reflection of the actual event. Information initially given to the dispatcher may not have been complete or accurate. Upon arrival, officers should visually inspect the scene, gather information from involved parties, and establish the body or elements of the crime (*corpus delicti*) to determine if a crime has been committed and, if so, identify the specific crime. – Identify and arrest suspect(s), if appropriate. Suspect identification may be based on victim and/or witness statements, spontaneous confessions and/or statements made by suspects themselves, or physical evidence at the crime scene. If sufficient probable cause exists to believe the suspect is guilty of a crime, the suspect can be taken into custody. A search of the suspect incident to the custodial arrest may include a full search of the arrestee’s person, containers on the arrestee’s person, and the nearby physical area that was under the immediate control of the arrestee. – Provide dispatch with pertinent information as soon as possible. If suspect(s) have fled the scene, officers should provide the dispatcher and other field units with information such as the physical and clothing description(s), direction(s) of flight and mode of travel and associated vehicle information, time and location last observed, and if any weapons are involved. Additional broadcasts can be made if/when additional information is obtained during the preliminary investigation.
- **Preliminary investigation:**
 - Secure and protect the scene. The primary responding officer to a crime is responsible for the integrity of the crime scene until that deputy is relieved of that responsibility.
 - Determine jurisdiction. Make appropriate notifications based on our policies.
 - Identify and preserve possible evidence. Proper crime scene management requires preventing the contamination or destruction of evidence, documenting the crime scene, identifying and preserving evidence, and protecting the victim’s property from damage or theft.
 - Locate and interview victim(s) and witness(es). Officers should obtain and document information needed to determine the crime, identify and locate the victim(s) or suspect(s), and generate additional crime broadcasts. Responding officers may be responsible for locating and interviewing all persons present at a crime scene.
 - Identify Loss(es). Identify stolen, missing, or lost items. Obtain complete description of item(s) with all pertinent information as applicable – make, model, serial number, color, size, etc.
 - Identify other possible sources of information. As quickly and accurately as possible, collect as much information as is available.
- **Report:** Collect available information necessary to write a clear and effective investigative report. Officers should begin taking field notes as soon as possible after arriving at the crime scene.

14.2.07 Serious Injury or Death Scenes
 The trainee shall discuss the steps to take initially at a scene where a serious injury or death has occurred. These steps shall minimally include:

- A. Preserving the scene, including the restriction of unauthorized police personnel
- B. Determining the need for first aid and summoning medical assistance
- C. Identifying and apprehending suspect(s), if possible
- D. Making proper notifications
- E. Locating visible physical evidence
- F. Locating and interviewing witnesses or possible witnesses as appropriate

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

14.2.07 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

Reference the following Antioch Police Policy(ies):

602 (Death Investigation), 608 (Investigations Call Out)

14.2.07 Part B - Agency Training Details *(field will expand automatically)*

The following information identifies the components common to all preliminary criminal investigations, with some of that actions varying depending upon whether or not it is a “cold” crime or a “fresh” crime:

- **Approach and Arrival:** – Proceed safely to the scene. Scan area to identify potential physical evidence of reported crime while enroute. Scan scene(s) for occupational hazard(s). Position vehicle in such a manner as not to compromise potential evidence and/or officer/public safety. Stage emergency medical services and/or fire personnel. Direct back-up units.
- **Assessment:** – Determine need for emergency medical services. Officers have a primary responsibility for the preservation of life that must supersede the apprehension of a suspect. Officers should render first aid and request additional emergency medical services when needed. While rendering aid, officers must also remain alert on officer safety, the accidental destruction of evidence, and the need to record any medical assistance rendered to injured parties by officers, medical personnel or others. – Verify that a crime has occurred. Do not assume that the information that was dispatched will be a valid reflection of the actual event. Information initially given to the dispatcher may not have been complete or accurate. Upon arrival, officers should visually inspect the scene, gather information from involved parties, and establish the body or elements of the crime (*corpus delicti*) to determine if a crime has been committed and, if so, identify the specific crime. – Identify and arrest suspect(s), if appropriate. Suspect identification may be based on victim and/or witness statements, spontaneous confessions and/or statements made by suspects themselves, or physical evidence at the crime scene. If sufficient probable cause exists to believe the suspect is guilty of a crime, the suspect can be taken into custody. A search of the suspect incident to the custodial arrest may include a full search of the arrestee’s person, containers on the arrestee’s person, and the nearby physical area that was under the immediate control of the arrestee. – Provide dispatch with pertinent information as soon as possible. If suspect(s) have fled the scene, officers should provide the dispatcher and other field units with information such as the physical and clothing description(s), direction(s) of flight and mode of travel and associated vehicle information, time and location last observed, and if any weapons are involved. Additional broadcasts can be made if/when additional information is obtained during the preliminary investigation.
- **Preliminary investigation:**
 - Secure and protect the scene. The primary responding officer to a crime is responsible for the integrity of the crime scene until that deputy is relieved of that responsibility.
 - Determine jurisdiction. Make appropriate notifications based on our policies.
 - Identify and preserve possible evidence. Proper crime scene management requires preventing the contamination or destruction of evidence, documenting the crime scene, identifying and preserving evidence, and protecting the victim’s property from damage or theft.
 - Locate and interview victim(s) and witness(es). Officers should obtain and document information needed to determine the crime, identify and locate the victim(s) or suspect(s), and generate additional crime broadcasts. Responding officers may be responsible for locating and interviewing all persons present at a crime scene.
 - Identify Loss(es). Identify stolen, missing, or lost items. Obtain complete description of item(s) with all pertinent information as applicable – make, model, serial number, color, size, etc.
 - Identify other possible sources of information. As quickly and accurately as possible, collect as much information as is available.
- **Report:** Collect available information necessary to write a clear and effective investigative report. Officers should begin taking field notes as soon as possible after arriving at the crime scene.

14.2.08 Evidence Technicians/Criminalists								
The trainee shall recognize what types of situations require the skills of an evidence technician or criminalist.								
Reference(s):						Case # (if applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

14.2.08	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
----------------	---	---

14.2.08	Part B - Agency Training Details (field will expand automatically)
The trainee shall demonstrate to his/her FTO they are proficient in this area given an appropriate situation.	

14.2.09 Preliminary Investigations The trainee shall demonstrate the ability to conduct thorough and complete preliminary investigations.								
Reference(s):						Case # (if applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
		When completed, print full name	Date	When completed, print full name		Date	When completed, print full name	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

14.2.09	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A

14.2.09 Part B - Agency Training Details *(field will expand automatically)*

Prior to conducting an interview or interrogation, a peace officer needs to know which of the two they are conducting. Interviews are the process of questioning non-suspects, such as victims or cooperative witnesses, and typically take place at the crime scene. Interrogations are the process of questioning suspects (individuals who are often unwilling to provide information), contain questions or are conducted in a manner that are designed to elicit an incriminating response, and usually take place as part of a follow-up investigation.

Before beginning any crime scene interview, peace officers should properly prepare themselves and the individual(s) to be interviewed. The following provides a strong basis for preparing oneself:

- Be physically and mentally prepared:
 - Become well acquainted with the circumstances surrounding the crime – Determine the number, role and priority of the people who should be interviewed – Develop an interview plan of questions that should be asked to establish the facts of the incident – Organize equipment that will be needed to document the interviewee’s statements
- Separate the involved parties:
 - If possible, move the person, with consent, to a location where there will be no interruptions or distractions – Focus the person’s attention on speaking with the peace officer rather than interacting with others
- Establish rapport:
 - Tell the interviewee why the interview is being conducted – Describe the interview process that will be followed – Assure the person that by using the process, the peace officer will be able to gather that person’s statement accurately – Be courteous, considerate and patient – Control the interview by remaining calm and polite

Prior to conducting an interrogation, peace officers should take the time to prepare themselves and form a strategy for obtaining incriminating information. In the course of this preparation, peace officers should do the following:

- Read all case reports so as to be thoroughly familiar with the:
 - Crime scene – Evidence collected – Earlier statements
- Learn as much as possible about the individual to be interrogated
- Decide on an interrogation technique to begin with (understanding that other techniques may be used during the interrogation as well)
- Prepare a list of key questions that refer to the following:
 - Elements of the specific crime – Actions taken by the individual – Intent and motive for those actions

14.3 BURDEN OF PROOF

14.3.01 Understanding the Burden of Proof
 The trainee shall define the term “burden of proof” and determine whether the burden of proof falls upon the prosecution or defense during a criminal trial in the following situations:

- A. Criminal Guilt
- B. *Corpus delicti*
- C. Jurisdiction
- D. Double jeopardy as a defense
- E. Self-defense as a defense
- F. Insanity as a defense

Reference(s):					Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training	How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test		
Trainee:							<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:							

Additional Information:

14.3.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
---------	---	---

14.3.01 Part B - Agency Training Details *(field will expand automatically)*

The following California Evidence Codes address the burden of proof and whether that burden falls upon the prosecution or the defense during a criminal trial.

A. Criminal Guilt (Prosecution):

- 520: The party claiming that a person is guilty of a crime or wrongdoing has the burden of proof on that issue.

B. Corpus delicti (Prosecution):

- 550(a): The burden of producing evidence as to a particular fact is on the party against whom a finding on that fact would be required in the absence of further evidence.
- 550(b): The burden of producing evidence as to a particular fact is initially on the party with the burden of proof as to that fact.

C. Jurisdiction (Defense):

- 666: Any court of this state or the United States, or any court of general jurisdiction in any other state or nation, or any judge of such a court, acting as such, is presumed to have acted in the lawful exercise of its jurisdiction. This presumption applies only when the act of the court or judge is under collateral attack.

D. Double Jeopardy as a Defense (Defense):

- 500: Except as otherwise provided by law, a party has the burden of proof as to each fact the existence or nonexistence of which is essential to the claim for relief or defense that he is asserting.

E. Self-Defense as a Defense (Defense):

- 500: Except as otherwise provided by law, a party has the burden of proof as to each fact the existence or nonexistence of which is essential to the claim for relief or defense that he is asserting.

F. Insanity as a Defense (Defense):

- 522: The party claiming that any person, including himself, is or was insane, has the burden of proof on that issue.

14.4 CONCEPTS OF EVIDENCE								
14.4.01 Evidence Definition and Types								
The trainee shall review the term “evidence” as defined by California law, and recognize the various concepts of evidence, including:								
A. Direct evidence				B. Indirect/Circumstantial evidence				
Reference(s): Evidence Codes 140 and 410						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

14.4.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
----------------	--	---

14.4.01	Part B - Agency Training Details (field will expand automatically)
<ul style="list-style-type: none"> • Evidence: 140: “Evidence” means testimony, writings, material objects, or other things presented to the senses that are offered to prove the existence or nonexistence of a fact. • Direct Evidence: 410: “Direct evidence” means evidence that directly proves a fact, without an inference or presumption, and which in itself, if true, conclusively establishes that fact. • Indirect/Circumstantial Evidence: 600(a): A presumption is an assumption of fact that the law requires to be made from another fact or group of facts found or otherwise established in the action. A presumption is not evidence. 600(b): An inference is a deduction of fact that may logically and reasonably be drawn from another fact or group of facts found or otherwise established in the action. 	

14.4.02 Evidence and Related Materials
 The trainee shall discuss and give examples of the following evidence and related materials:

A. Fruits of a crime
 B. Instrumentalities of a crime
 C. Contraband

Reference(s): Case # (if applicable) Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments:

Additional Information:

14.4.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

14.4.02 Part B - Agency Training Details (field will expand automatically)

- Fruits of a Crime: Results of a criminal act; material objects acquired in consequence of the commission of a crime
 - Personal electronic device taken from a person
 - Jewelry from a heist
- Instrumentalities of a Crime: Actual instrument, weapon or item with which the crime was committed
 - Gun used in armed robbery
 - Crowbar used to pry open a door during a burglary
- Contraband: Property that is illegal to produce or possess; property that is not used in its lawful manner or is used for an unlawful activity
 - Marijuana pipe with residue found during pat search of person with a knife during pedestrian stop
 - Mixture of common household cleaners to create a toxic substance

14.4.03 Purpose of Evidence
 The trainee shall explain the purposes for offering evidence in court including:

A. As an item of proof
 B. To impeach a witness
 C. To rehabilitate a witness
 D. To assist in determining sentence

<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

14.4.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

14.4.03 Part B - Agency Training Details *(field will expand automatically)*

Officers should be accustomed to performing a wide range of duties under the scrutiny of the public eye. It is possible that no other actions of officers will be scrutinized more closely than their conduct and demeanor when presenting evidence as witnesses in court.

An individual officer can influence only that part of the court proceedings that are the responsibility of law enforcement. This responsibility includes the professional presentation of lawfully gathered evidence and the factual, clear, concise, and complete support of that evidence based on a sound officer’s report. Integrity in documenting and collecting evidence is one of the key elements of the job and should be a recurring theme throughout training.

Officers must recognize that their primary role as witnesses for the prosecution is to tell the truth, testify to only those facts which they know from personal knowledge, and be unbiased witnesses for either side. By living up to these standards, an officer’s credibility with the jury will be ever strengthened. As a result, the evidence an officer offers will serve as an item of proof of the occurrence of a crime, may lead to the impeachment or rehabilitation of a witness, or assist in the determining of the sentence.

14.4.04 Tests of Admissibility

The trainee shall explain the tests which an item of evidence must successfully pass before it may be admitted into any criminal court, including that the evidence must:

- A. Be relevant to the matter in issue
- B. Be competently presented in court
- C. Have been legally obtained

<i>Reference(s)</i> Evidence Code 210						Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date		
						<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:									
Comments:									

Additional Information:**14.4.04 Part A - Reference Agency Policies/Procedures, if applicable** (600 characters maximum) N/A**14.4.04 Part B - Agency Training Details** (field will expand automatically)

210 EC: “Relevant evidence” means evidence, including evidence relevant to the credibility of a witness or hearsay declarant, having any tendency in reason to prove or disprove any disputed fact that is of consequence to the determination of the action.

A judge can allow only relevant evidence to be presented in court. Relevant evidence is anything that tends to prove or disprove any disputed fact. Most problems of relevancy arise in dealing with circumstantial evidence since this evidence may allow conflicting inferences to be made. In all instances, it is up to the judge to decide if circumstantial evidence has enough probative value (ability to prove a point) to pass the relevancy test. Not only does the evidence need to be relevant to the matter at hand, but it must be able to be competently presented in court by having been legally obtained, or it is subject to exclusion.

14.4.05 Witness Qualifications
 The trainee shall identify at least three of the following as qualifications that a witness must meet before testifying in a criminal trial in the State of California:

- A. Know the difference between right and wrong
- B. Understand his/her duty to tell the truth
- C. Possess the ability to express himself/herself concerning the matter to be understood
- D. Testify only to those facts that are personal knowledge (with the exception of those areas covered by the Hearsay Rule)

Reference(s): Evidence Code [701](#) Case # (If applicable) Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments:

Additional Information:

14.4.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

14.4.05 Part B - Agency Training Details *(field will expand automatically)*

A witness must meet several criteria of the California Evidence Code before testifying in a criminal court in California.

- 701(a): A person is disqualified to be a witness if he or she is (1) incapable of expressing himself or herself concerning the matter so as to be understood, either directly or through interpretation by one who can understand him or her; or (2) incapable of understanding the duty of a witness to tell the truth ([1] Possess the ability to express himself/herself concerning the matter, [2] Understand his/her duty to tell the truth).
- 701(b): In any proceeding held outside the presence of a jury, the court may reserve challenges to the competency of a witness until the conclusion of the direct examination of that witness (Know the difference between right and wrong).
- 702(a): Subject to Section 801, the testimony of a witness concerning a particular matter is inadmissible unless he has personal knowledge of the matter. Against the objection of a party, such personal knowledge must be shown before the witness may testify concerning the matter (Testify only to those facts that are of personal knowledge).
- 702(b): A witnesses' personal knowledge of a matter may be shown by any otherwise admissible evidence, including his own testimony (Testify only to those facts that are of personal knowledge).

14.4.06 Privileged Communication

The trainee shall explain the privileged communication rule and provide examples to include:

- A. Husband and wife
- B. Attorney and client
- C. Clergy person and confessor
- D. Physician and patient

<i>Reference(s):</i> Evidence Codes 950 , 970 , 980 , 990 , and 1030					Case # (If applicable)	Incident #		
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
	Trainee:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test		
Comments:								

Additional Information:

14.4.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

N/A

14.4.06 Part B - Agency Training Details *(field will expand automatically)*

Privileged communication is an interaction between two parties in which the law recognizes a private, protected relationship. Whatever is communicated between these pairs of parties shall remain confidential, and the law cannot force disclosure of these communications. However, there are exceptions that can invalidate a privileged communication (communication does not qualify as privileged because the communication was made in a context where confidentiality could NOT reasonably be expected) and circumstances where it can be waived, whether purposefully or unintentionally (all or part of the communication is disclosed to a third party).

A. Husband and Wife:

- 970: Except as otherwise provided by statute, a married person has a privilege not to testify against his spouse in any proceeding.
- 980: Subject to Section 912 and except as otherwise provided in this article, a spouse (or his guardian or conservator when he has a guardian or conservator), whether or not a party, has a privilege during the marital relationship and afterwards to refuse to disclose, and to prevent another from disclosing, a communication if he claims the privilege and communication was made in confidence between him and the other spouse while they were husband and wife.

B. Attorney and Client:

- 954: Subject to Section 912 and except as otherwise provided in this article, the client, whether or not a party, has a privilege to refuse to disclose, and to prevent another from disclosing, a confidential communication between client and lawyer.

C. Clergy person and Confessor (Penitent):

- 1033: Subject to Section 912, a penitent, whether or not a party, has a privilege to refuse to disclose, and to prevent another from disclosing, a penitential communication if he or she claims the privilege.
- 1034: Subject to Section 912, a member of the clergy, whether or not a party, has a privilege to refuse to disclose a penitential communication if he or she claims the privilege.

D. Physician and Patient:

- 994: Subject to Section 912 and except as otherwise provided in this article, the patient, whether or not a party, has a privilege to refuse to disclose, and to prevent another from disclosing, a confidential communication between patient and physician.
- 1014: Subject to Section 912 and except as otherwise provided in this article, the patient, whether or not a party, has a privilege to refuse to disclose, and to prevent another from disclosing, a confidential communication between patient and psychotherapist.

The law considers certain interest and relationships sufficiently important to justify the exclusion of otherwise relevant information in order to protect those interests. In other words, protecting the relationship is more valuable to society than ascertainment of the truth. A testimonial privilege means that a witness will not be required to state the substance of a communication that takes place within a protected relationship. All of the privileged relationships have exceptions and restrictions. From the standpoint of the officer, however, it is generally the best practice to obtain as much evidence as possible. Remember, a witness may choose to waive testimonial privilege.

14.5 RULES OF EVIDENCE								
14.5.01 Exclusionary Rule								
The trainee shall describe the effects of the “Exclusionary Rule” upon police actions and procedures in the following areas:								
A. Civil rights		B. Inadmissible evidence		C. Possibility of false arrest				
Reference(s):						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:								

Additional Information:

14.5.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A
----------------	---	-------

14.5.01 Part B - Agency Training Details *(field will expand automatically)*

The exclusionary rule requires that evidence obtained by government or its agents (including peace officers) in violation of a person’s rights and privileges guaranteed by the U.S. Constitution be excluded at trial. The primary purpose of the exclusionary rule is to deter unlawful searches and seizures by peace officers. This is accomplished by prohibiting the presentation in court of any evidence obtained in violation of an individual’s constitutional rights.

The exclusionary rule also maintains the dignity and integrity of the courts by keeping “tainted” evidence away from the courtroom and preventing the courts from participating in any illegal conduct of peace officers.

The exclusionary rule’s bar against the use of illegally obtained evidence applies to criminal prosecutions as well as other types of judicial proceedings, for example, juvenile proceedings and narcotics commitment proceedings.

In some types of judicial proceedings, illegally obtained evidence may be admissible. This ruling is based on the idea that the deterrent purpose of the exclusionary rule is outweighed by public policy favoring use of any relevant evidence.

14.5.02 Hearsay Rule

The trainee shall define the Hearsay Rule and give examples of exceptions to the rule, including:

- A. Spontaneous statements
- B. Admissions
- C. Confessions
- D. Dying declarations

<i>Reference(s):</i> Evidence Codes 1200 and 1220						Case # <i>(If applicable)</i>	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:**14.5.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)** N/A**14.5.02 Part B - Agency Training Details (field will expand automatically)**

Evidence may be excluded if it is deemed by the court to be unreliable, such as hearsay. Hearsay evidence is evidence of a statement that is made by someone other than the witness who is testifying in court and that is offered to prove the truth of the matter. Usually hearsay evidence consists of a statement made out of court by someone who was not under oath or subject to cross-examination at the time. While hearsay is generally inadmissible because it is not considered to be trustworthy, there are several exceptions to this rule.

Spontaneous statements are statements made about some exciting or unnerving event, at or proximate to the event, while the person making the statement is still under the excitement or stress of that event. These statements are admissible exceptions to the hearsay rule in both criminal and civil cases. Testimony can be offered by anyone overhearing the statement. The rationale for this exception is that the spontaneous statement is trustworthy because the speaker had no time to fabricate a story.

An admission is a statement that is incriminating but falls short of a full acknowledgement of guilt. It only acknowledges some facts that tend to prove or imply guilt. A confession is an express and complete acknowledgement of all elements of the offense.

An express admission or confession is an out-of-court oral or written statement made by the defendant. The rationale for accepting this type of hearsay (admissions and confessions) is that a person is not considered likely to make such a statement unless it is true.

An implied admission consists of conduct that circumstantially establishes consciousness of guilt. Since implied admissions do not involve statements, they are not subject to the hearsay objection. Rather, admission or exclusion of implied admissions is based on its ability to pass the relevancy test.

Dying declarations are statements made by a dying person about the circumstances surrounding the person's impending death. The statement must be based on the speaker's personal knowledge and made under sense of impending death. Dying declarations concern the cause of and circumstances surrounding the death of the person making the statement. Statements made by the declarant which pertain to other matters are not within the exception. The victim must actually die for the declaration to be admitted under this exception to the hearsay rule. Any person may be a witness to a dying declaration. The rationale for this exception to the hearsay rule is the belief that people do not lie about the cause for their predicaments when they truly believe they are about to die.

14.6 EVIDENCE COLLECTION AND PRESERVATION								
14.6.01 Locating Physical Evidence								
The trainee shall search a crime scene and locate physical evidence through the use of an organized method which may include:								
A. Strip				C. Spiral				
B. Quadrant								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:								

Additional Information:

14.6.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
--	---

14.6.01 Part B - Agency Training Details *(field will expand automatically)*

A crime scene search is a systematic, coordinated effort conducted in order to locate physical evidence that indicates a crime has taken place and to identify individual(s) who may have committed the crime. There are a number of different search patterns that can be used when attempting to locate evidence at a crime scene. The selection of a specific search pattern used at a crime scene should be based on the location and configuration of the crime scene, number of personnel available for the search, and personal preference.

The following information identifies five patterns commonly used:

Line: • Officer begins at one corner of the crime scene and searches back and forth across the area, moving in parallel straight lines. • The search can be modified for use by two or more officers walking side-by-side when the crime scene is a large open area.

Quadrant: • Crime scene area is divided into fourths or specified quadrants. • Quadrants are searched one at a time by the officer(s).

Grid: • An imaginary grid is superimposed on the crime scene area. • All blocks within the grid are the same size. • Officer(s) begin searching at one corner and proceed, searching one block at a time. • A variation of this pattern is the sector search where a large area is divided into designated sectors and searched one at a time.

Spiral: • Officer begins searching by circling the outer perimeter of the crime scene. • Officer continues spiraling in an ever-smaller circle toward the center of the crime scene area. • Useful when searching a small crime scene area alone or it is believed that evidence that once was centrally located has been moved or hidden some distance from the original point of the crime.

Wheel: • An imaginary circle is superimposed on the crime scene area. • The circle is divided into manageable pie-shaped wedges. • Each wedge or section between spokes is searched one at a time.

14.6.02 Weather Conditions								
The trainee shall explain and/or demonstrate the methods for preserving evidence at a crime scene in fair and inclement weather.								
Reference(s):						Case # (if applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

14.6.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

14.6.02 Part B - Agency Training Details (field will expand automatically)

Evidence within a crime scene may be moved, damaged or obliterated by even the smallest disturbance. Because of this, initial responding officers must take action to protect physical evidence. The crime scene may be affected by environmental factors, including fair and inclement weather. It may be necessary to protect the evidence by providing a tent covering to shield the evidence from rain or sunlight or erecting temporary walls or barriers to reduce wind contamination.

14.6.03 Preserving Evidence

The trainee shall demonstrate the ability to properly preserve evidence in a way that ensures it is received by the examining authority or court in as nearly as possible to the same condition as it was found.

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training	How Remediated?	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

14.6.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

14.6.03 Part B - Agency Training Details (field will expand automatically)

14.6.04 Agency Policy
 The trainee shall review and explain the agency’s policies and procedures regarding the following:

- A. Handling controlled substances
- B. Depositing property, evidence, and money
- C. Calling out Crime Scene Investigators and/or detectives to process a crime scene
- D. Depositing firearms, miscellaneous weapons, and explosives
- E. Withdrawing and returning property

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments:

Additional Information:

14.6.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

Reference the following Antioch Police Policy(ies):

811 (Property and evidence)

14.6.04 Part B - Agency Training Details (field will expand automatically)

The trainee will review and explain Antioch Police Department policy 811- Property and Evidence.

4.6.05 Storage of Evidence
The trainee shall explain the provisions of the agency’s rules, policies, and procedures regarding the storage of evidence.

<i>Reference(s):</i>					<i>Case # (If applicable)</i>	<i>Incident #</i>		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

14.6.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

Reference the following Antioch Police Policy(ies):

811 (Property and evidence)

14.6.05 Part B - Agency Training Details *(field will expand automatically)*
 The trainee will review and explain Antioch Police Department policy 811- Property and Evidence.

14.6.06 Taking Evidence to Laboratories and Court
 The trainee shall review and explain the agency’s policies and procedures regarding taking evidence to laboratory examination facilities and court.

Reference(s):					Case # <i>(If applicable)</i>	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

14.6.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* N/A
 Reference the following Antioch Police Policy(ies):
 811 (Property and evidence)

14.6.06 Part B - Agency Training Details *(field will expand automatically)*
 The trainee will review and explain Antioch Police Department policy 811- Property and Evidence.

14.6.07 Chain of Custody/Evidence								
The trainee shall explain the meaning of “chain of custody” or “chain of evidence.”								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

14.6.07	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) Reference the following Antioch Police Policy(ies): 811 (Property and evidence)	<input type="checkbox"/> N/A
----------------	--	------------------------------

14.6.07 Part B - Agency Training Details *(field will expand automatically)*

For any piece of evidence to be considered valid and reliable by the court, it must be accounted for from the time it is collected at the scene until it is presented in court. This is known as the chain of custody. The chain of custody is the sequential order of documented possession of evidence from one person to another, including the times, places, and purposes of the handling, until it is offered into evidence at trial. Individuals within the judicial process who have handled a piece of evidence may be asked in court to positively identify that evidence and testify regarding the following:

- Who had contact with the evidence
- When or during what time periods the evidence was handled
- Under what circumstances the evidence was handled
- What changes, if any, were made to the evidence

The chain of custody is the written, witnessed, unbroken record of all individuals who maintained control or had access to any physical evidence. A complete and accurate chain of custody record is absolutely essential in establishing the validity and integrity of evidence in court. The chain of custody begins when an item is first collected as evidence. From this time, supplying complete, clear, concise information and using appropriate documentation techniques will aid in keeping the chain of custody intact. Anyone who handles evidence officially accepts custody of that evidence by signing the chain of custody record. It is important to limit the number of individuals in the chain of custody in order to maintain accountability and integrity of evidence. Documentation of events should be reported in chronological order in a report.

14.6.08 Demonstrate Handling of Evidence

Given a crime situation in which any form of evidence is recovered, the trainee shall collect, preserve, and deliver the evidence, and properly complete all necessary forms (property reports, evidence tags, etc.) in order to document the chain of custody.

Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:**14.6.08 Part A - Reference Agency Policies/Procedures, if applicable** (600 characters maximum) N/A

Reference the following Antioch Police Policy(ies):

811 (Property and evidence)

14.6.08 Part B - Agency Training Details (field will expand automatically)

For any piece of evidence to be considered valid and reliable by the court, it must be accounted for from the time it is collected at the scene until it is presented in court. This is known as the chain of custody. The chain of custody is the sequential order of documented possession of evidence from one person to another, including the times, places, and purposes of the handling, until it is offered into evidence at trial. Individuals within the judicial process who have handled a piece of evidence may be asked in court to positively identify that evidence and testify regarding the following:

- Who had contact with the evidence
- When or during what time periods the evidence was handled
- Under what circumstances the evidence was handled
- What changes, if any, were made to the evidence

The chain of custody is the written, witnessed, unbroken record of all individuals who maintained control or had access to any physical evidence. A complete and accurate chain of custody record is absolutely essential in establishing the validity and integrity of evidence in court. The chain of custody begins when an item is first collected as evidence. From this time, supplying complete, clear, concise information and using appropriate documentation techniques will aid in keeping the chain of custody intact. Anyone who handles evidence officially accepts custody of that evidence by signing the chain of custody record. It is important to limit the number of individuals in the chain of custody in order to maintain accountability and integrity of evidence. Documentation of events should be reported in chronological order in a report.

14.7 LINEUPS								
14.7.01 Methods for Identifying Suspects								
The trainee shall explain technical methods for identifying suspects, including:								
A. Field show-up		B. Photo identification		C. Identification kit		D. Artist’s conception		
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

14.7.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) Reference the following Antioch Police Policy(ies): 321 (Eyewitness Identification)	<input type="checkbox"/> N/A
----------------	--	------------------------------

14.7.01 Part B - Agency Training Details *(field will expand automatically)*

The search for a perpetrator of a crime may include asking a victim or witness to identify a suspect from a number of individuals. Once a proper identification has been made, the suspect may be seized (arrested.) The purpose of any identification procedure is to confirm or eliminate a person as the actual perpetrator. Because it is a violation of a defendant's constitutional right to due process to be convicted on the basis of an unduly suggestive identification process, officers must not suggest in any way to the victim or witness(es) that a person to be observed during an identification process committed the crime. Officers must be very careful to avoid any conduct before, during, and after the identification process which might be ruled suggestive.

A field show-up (in-field show-up) is the viewing of a possible suspect by the victim or witness that commonly occurs in the field shortly after a crime has been committed. A show-up is appropriate only if it can be performed a short time after the crime has taken place. The advantages of this short time lapse are that the victim's or witness' memory is fresh regarding the perpetrator and events, provides for the immediate release of an innocent subject, and the search for a suspect can continue while the trail is still fresh. The general rule is that an officer who detains a subject pending a show-up should not move the subject to another location, but rather transport the victim or witness to the subject. Exceptions to this rule include a victim who is too seriously injured to move, the subject consents to being moved, availability of officers to assist in transporting the victim or witness(es), or independent probable cause exists to arrest the subject and take the subject into custody.

A photographic line-up (six pack) is an identification procedure in which the victim or witness to a crime is asked to look at a number of photographs in an attempt to identify the suspect. Identification by means of a photographic line-up does not have to take place within a short time of the crime but should take place while the victim's or witness' memory is still fresh. Officers should use the most recent photograph of the suspect that is available and he/ she should bear similar characteristics to the other photographs used in the line-up to avoid causing him/her to unreasonably stand out.

A custodial line-up (physical line-up) is an identification procedure in which the victim or witness to a crime is asked to look at a number of individuals within a custodial environment in an attempt to identify the suspect. A custodial lineup may take place any time after a crime has been committed and takes place within the controlled environment of a law enforcement facility.

Identification kits are kits that contain information used to identify people. Identification kits are commonly geared towards parents with children and allow them to have the child's fingerprints, DNA, photograph, and physical description recorded and stored in one location should the child come up missing. With the creation of the state-wide DNA database, DNA kits (identification kits) can be used to collect DNA at the scene of a crime and submitted to the database for identification of a suspect. An identification kit can be used at any time after the crime has been committed as it does not rely upon the memory of a victim or witness.

An artist's conception is a graphical representation of a victim's or witness' memory of a face as recorded by a composite artist. A growing trend in law enforcement is the use of computer-based facial composite systems as artistic talent is not readily available. An artistic conception drawing or computer composite can take place any time after the crime has been committed, but should take place while the victim's or witness' memory is still fresh.

14.7.02 Agency Policy and Procedures
 The trainee shall review and explain the agency policy and procedure(s), including admonitions, for conducting the following types of line-ups:

A. In custody
 B. In the field
 C. Photographic

<i>Reference(s):</i>							Case # (If applicable)	Incident #
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

14.7.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

Reference the following Antioch Police Policy(ies):

321 (Eyewitness Identification)

14.7.02 Part B - Agency Training Details (field will expand automatically)

The trainee will review and explain Antioch Police Department policy 321- Eyewitness Identification.

14.7.03 Photographic Identifications
 The trainee shall explain and/or demonstrate the following procedures for a photographic identification:

A. Use of multiple photos
 B. Witness instructions
 C. Control of the situation
 D. Similar appearances

Reference(s): Case # (if applicable) Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

14.7.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

Reference the following Antioch Police Policy(ies):

321 (Eyewitness Identification)

14.7.03 Part B - Agency Training Details *(field will expand automatically)*

A photographic line-up (six pack) is an identification procedure in which the victim or witness to a crime is asked to look at a number of photographs in an attempt to identify the suspect. Identification by means of a photographic line-up does not have to take place within a short time of the crime but should take place while the victim's or witness' memory is still fresh. A photographic line-up may be used when the identity of the suspect is not known or the identity is known but the suspect is not in custody. Since there is no intrusion on a suspect's time or privacy, the photographic line-up identification process can take place at any location. Since there is no form of custody involved, the suspect is not entitled to have an attorney present at the time of the identification process. The following steps should be taken in a photographic line-up:

- Preparation:

- Use the most recent photograph of the suspect that is available
- Use all color or all black and white photographs
- Try to use photographs that bear similar characteristics to the suspect
- Use photographs of suspects of the same sex, race, and similar facial characteristics
- Use at least six photographs; fewer than five makes the selection impermissibly suggestive
- Record the names, DOBs, and other identifying information
- Cover all identifiers on the photographs

- Administration:

- If there are two or more suspects, use different photograph spreads to identify each suspect
- Instruct the victim or witness(es) to look at each photograph before making any decision regarding identification
- Do not discuss photograph choices
- Have the victim or witness(es) circle, initial, and date the selected photograph

- Follow-up:

- Place all photographs in an evidence envelope and process for placement into evidence locker
- A copy of the photographic line-up should be attached to the report

14.8 SOURCES OF INFORMATION								
14.8.01 Networking with the Community The trainee shall discuss the importance of identifying and developing sources of information through networking with persons in the community.								
<i>Reference(s):</i>						<i>Case # (If applicable)</i>	<i>Incident #</i>	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

14.8.01	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
----------------	---	---

14.8.01	Part B - Agency Training Details <i>(field will expand automatically)</i> The trainee shall discuss with his/ her FTO some alternative sources within the community that could potentially be developed as sources of information such as business owners, persons whom they may have regular contact with during the course of their duties, neighborhood watch programs, etc.
----------------	---

14.8.02 Informants								
The trainee shall describe techniques for identifying and developing “informants,” including:								
A. The hazards of divulging too much information to informants				B. The danger of breaking confidentiality				
<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

14.8.02	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input type="checkbox"/> N/A
	Reference the following Antioch Police Policy(ies):	
	609 (Confidential Informants)	

14.8.02	Part B - Agency Training Details (field will expand automatically)
	<p>Informants can be of great assistance when investigating crimes or being made aware of criminal activity. Officers must keep in mind that working with confidential informants is a slippery slope. Those confidential informants who commit the occasional petty crime typically expect that their transgressions be overlooked. Officers need to be cautious when providing a confidential informant with information about investigations so as not to compromise the integrity of the investigation. Working with a confidential informant builds a level of trust that is atypical of law enforcement and non-law abiding citizens. As such, breaking the confidentiality of and naming a confidential informant can put his/her life at risk.</p> <p>Officers should be familiar with Antioch Police Department policy 609- Confidential Informants.</p>

14.8.03 Public and Private Records								
The trainee shall explain the types of public and private records that may be of assistance when collecting investigative information.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

14.8.03 Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
---	---

14.8.03 Part B - Agency Training Details *(field will expand automatically)*

The following records, some of which the courts have limited accessibility of, can be of assistance when conducting an investigation:

- Criminal histories and custodial records of suspects, victims, witnesses and reporting parties. Criminal histories contain information that is not to be released to the public but may aid an investigator in the case.
- Official records are written statements or records made by public officials with a duty to make them. Coroner's Report, Fire Marshal's Inspection Report, Marriage Certificate
- Business records are written statements or records made by a business person who has the duty to know the facts as they relate to the business. Payroll Taxes, Personnel Records

Official Records:

- The records are admissible as evidence of the facts recited in them. These records are generally considered to be trustworthy because of the declarant's legal duty to make an accurate report.
- Admissibility is largely governed by statutes. In accepting this evidence courts have stressed the fact the public inspection of some official records will tend to reveal inaccuracies and cause them to be corrected.
- Evidence may be admitted regardless of whether declarant is personally unavailable as a witness. Need for this type of evidence is balanced with the inconvenience of requiring public officials to appear in court about statements that they are legally bound to document truthfully.

Business Records:

- These records are generally admissible if the entry was made in the regular course of business and by a person with a business duty to know the facts. Based on the unlikelihood that the responsible parties would be able to remember the particulars of various transactions after any time has passed. Accuracy is assured by regular business practices.
- The record entry must also have been made close to the time of the transaction in question. If records are properly maintained they will be regularly updated in the course of business.
- A supervisor or custodian may authenticate the records by testifying about its mode of preparation and that it was made in the regular course of business. The person making the entry need not testify. Participants in entries need not be shown to be unavailable witnesses in the regular course of business. The reliability of the evidence depends on regular maintenance of records, not the independent recollection of the person making the entry.

14.9 SUBPOENAS								
14.9.01 Definition, Authority, and Immunities								
The trainee shall define the term “subpoena” and describe the authority and immunities associated with the subpoena, including:								
A. Who may exercise the power of a subpoena				E. What immunities from arrest are granted to a person traveling in answer to a subpoena				
B. Who may serve a subpoena				F. How a subpoena is enforced				
C. How a subpoena is served				D. Who is subject to the power of a subpoena				
Reference(s):						Case # (if applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

14.9.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) Reference the following Antioch Police Policy(ies): 327 (Subpoenas and Court Appearances)	<input type="checkbox"/> N/A
----------------	--	------------------------------

14.9.01 Part B - Agency Training Details *(field will expand automatically)*

A subpoena is a court order which orders a witness to attend court. It can be issued by a judge, court clerk, prosecutor, defense attorney, or an investigator for the district attorney or public defender (1326[a] & 1326[a][1] PC).

Subpoenas are most commonly handed to the person being served. Service can be made by a law enforcement officer, a defense investigator, or almost any other adult who is not a party to the case (1328[a] PC).

Failure to comply with a subpoena issued and acknowledged may be punished as a contempt provided that a warrant of arrest or body attachment may not be issued based upon the failure to appear after being subpoenaed (1328d PC).

Witnesses testifying on behalf of the prosecution may be granted immunity against prosecution. Witnesses may be eligible for reimbursement for travel (68097 Government Code, 1987 Code of Civil Procedure).

Officers should be familiar with Antioch Police Department policy 327- Subpoenas and Court Appearances.

14.9.02 Agency Practices
The trainee shall review and explain the agency’s practices and policies concerning the subpoena process.

Reference(s):					Case # (If applicable)	Incident #		
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments <i>(field will expand automatically)</i>								

Additional Information:

14.9.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

Reference the following Antioch Police Policy(ies):

327 (Subpoenas and Court Appearances)

14.9.02 Part B - Agency Training Details (field will expand automatically)

Antioch Police Department members will respond appropriately to all subpoenas and any other court-ordered appearances.

Officers should be familiar with Antioch Police Department policy 327- Subpoenas and Court Appearances.

Officers will generally be served subpoenas by their supervisors and may check the status of pending court appearances by contacting the APD subpoena clerk.

14.10 COURTROOM TESTIMONY AND Demeanor

14.10.01 Professional Demeanor and Appearance
 The trainee shall explain the value of impressive and professional courtroom demeanor and appearance.

<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

14.10.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

N/A

Reference the following Antioch Police Policy(ies):

1001 (Standards of Conduct) 1014 (Personal Appearance Standards)

14.10.01 Part B - Agency Training Details *(field will expand automatically)*

When appearing in court, members shall:

- a. Be punctual and prepared to proceed immediately with the case for which they are scheduled to appear.
- b. Dress in the department uniform or business attire.
- c. Observe all rules of the court in which they are appearing and remain alert to changes in the assigned courtroom where their matter is to be heard.

- **Grooming:** Be neat and clean. Hands and fingernails should be scrubbed. Shoes should be shined. Hair should be properly trimmed. Officer's demeanor in and around the courtroom is as important as their appearance and testimony. The credibility of officers giving testimony can be greatly influenced by their body language, attitude, manner of speaking, and behavior. If an officer behaves like a professional, the jurors will perceive those officers as professional.

The following information identifies factors to be considered:

- **Body Language/Poise:** Present a professional appearance and bearing at all times. Assume a relaxed position in the witness chair and sit up straight. Refrain from fidgeting or excessive use of hands.
- **Attitude/Objectivity:** Be respectful. Avoid sarcasm or flippant remarks. Do not let emotions influence testimony. Maintain composure at all times. Remain patient, even if frequently interrupted. Do not become arrogant or try to impress the court. Display a sincere interest in accuracy and the truth. Avoid displaying an extraordinary interest in the case.
- **Manner of Speaking/Honesty/Clarity/Brevity:** Speak up. Speak clearly in a natural speaking voice, yet with authority. Speak in a calm and pleasant tone, except inflections for emphasis. Enunciate words distinctly. Do not rush or hurry statements. Do not use law enforcement jargon; it does not impress the jurors, but rather confuses them. Use laymen's language, and explain further if requested. Be brief in statements. Be grammatically correct. Avoid filling pauses with "um", "ah", or "you know." Do not add unsolicited information.
- **Behavior/Poise:** Walk quickly and with purpose to the front of the courtroom. Take the oath in a dignified manner, right hand raised until the oath is completed. Take the witness chair and face the questioning attorney. Be cordial and polite at all times. Remain silent and attentive when not answering questions.

Demeanor outside the courtroom is just as important as inside. Officers should maintain their demeanor even when not on the witness stand. This includes areas such as hallways during breaks, outside the courtroom while waiting to testify, elevators, restrooms, etc. A flippant remark, laughing, joking, horseplay or any other less than professional demeanor may be overheard or witnessed by jurors, attorneys, family members of involved parties, other witnesses, or the court bailiff. Individuals may think officers (or the prosecution in general) do not take the case seriously and the officer's credibility may be damaged.

14.10.02 Pre-Trial Conference								
The trainee shall explain the value of a pre-trial conference with the prosecuting attorney. This shall minimally include:								
A. Refreshing the officer’s memory				B. Coordination of efforts				
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

14.10.02 Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
--	---

14.10.02 Part B - Agency Training Details *(field will expand automatically)*

Officers are primarily called as witnesses to testify concerning matters which occurred during the investigation after the crime was committed. Prior to appearing as a witness in court, officers are responsible for the following:

- Reviewing their field notes and all reports related to the case
- Meeting with the case prosecutor at a pretrial conference
- Complying with the prosecutors’ instructions and recommendations
- Obtaining all necessary evidence prior to the trial.

Meeting with the case prosecutor prior to trial allows an officer to present and/or discuss evidence or information related to the case. It is critical that the prosecutor knows as much about the case as the investigating officer knows about the case. The officer should bring a copy of the arrest report and any other notes or memoranda that may be useful during the meeting. During this meeting, it is common for the prosecutor and officer to identify possible weaknesses in the case, discuss anticipated questions during both direct and cross-examination, go over portions of the officer’s anticipated testimony, and strategize how to best answer certain questions. Such meetings between the prosecution and officer are lawful as long as the prosecutor does not solicit or encourage perjury, counsel evasiveness or distortion of the truth, or distort testimony to create misunderstanding or a false version of the facts. If asked by a defense attorney whether they discussed their testimony with the prosecuting attorney prior to giving testimony, officers should not be reluctant or hesitant to confirm that such discussions have taken place.

14.10.03 Principles of Effective Testimony

The trainee shall identify and explain principles of effective testimony. These principles shall minimally include:

- | | |
|------------|----------------|
| A. Honesty | D. Objectivity |
| B. Clarity | E. Poise |
| C. Brevity | |

<i>Reference(s):</i>					Case # <i>(If applicable)</i>	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
	FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test		
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:**14.10.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)** N/A**14.10.03 Part B - Agency Training Details (field will expand automatically)**

Officer's demeanor in and around the courtroom is as important as their appearance and testimony. The credibility of officers giving testimony can be greatly influenced by their body language, attitude, manner of speaking, and behavior. If an officer behaves like a professional, the jurors will perceive those officers as professional. The following information identifies factors to be considered:

- **Body Language/Poise:** Present a professional appearance and bearing at all times. Assume a relaxed position in the witness chair and sit up straight. Refrain from fidgeting or excessive use of hands.
- **Attitude/Objectivity:** Be respectful. Avoid sarcasm or flippant remarks. Do not let emotions influence testimony. Maintain composure at all times. Remain patient, even if frequently interrupted. Do not become arrogant or try to impress the court. Display a sincere interest in accuracy and the truth. Avoid displaying an extraordinary interest in the case.
- **Manner of Speaking/Honesty/Clarity/Brevity:** Speak up. Speak clearly in a natural speaking voice, yet with authority. Speak in a calm and pleasant tone, except inflections for emphasis. Enunciate words distinctly. Do not rush or hurry statements. Do not use law enforcement jargon; it does not impress the jurors, but rather confuses them. Use laymen's language, and explain further if requested. Be brief in statements. Be grammatically correct. Avoid filling pauses with "um", "ah", or "you know." Do not add unsolicited information.
- **Behavior/Poise:** Walk quickly and with purpose to the front of the courtroom. Take the oath in a dignified manner, right hand raised until the oath is completed. Take the witness chair and face the questioning attorney. Be cordial and polite at all times. Remain silent and attentive when not answering questions.

14.10.04 Dealing with Attorney Personalities
 The trainee shall explain the value of furnishing testimony in a professional manner, even when confronted with attorneys that are:

A. Irate
 B. Offensive
 C. Threatening
 D. Argumentative
 E. Overly friendly

Reference(s): Case # (If applicable) Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

14.10.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* N/A

14.10.04 Part B - Agency Training Details *(field will expand automatically)*

Public defenders and defense attorneys will often attempt to discredit, annoy, or otherwise challenge you when testifying. It is imperative that you remain cool, calm, and collected during cross-examination and not fall into the traps set by the opposing attorney. Do not match their behavior if they become irate, threatening, argumentative, or make offensive remarks. Be wary of opposing attorneys who become overly friendly as they are trying to lure you into complacency and make you say something that contradicts your earlier statements or puts reasonable doubt into the minds of the jury. These actions are not limited to opposing counsel as the district attorney can present unfavorably towards you if the situation merits, such as failing to properly disclose everything you know of the case.

14.10.05 Courtroom Security Policies and Procedures
 The trainee shall become familiar with local courtroom security policies and procedures such as:

A. Prisoner Escort
 B. Prisoner Restraint
 C. Screening of Courtroom Audience
 D. Disturbance Procedures

<i>Reference(s):</i>							Case # (If applicable)	Incident #
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

14.10.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

14.10.05 Part B - Agency Training Details (field will expand automatically)
 The Contra Costa County Sheriff's Department handles the above procedures.

14.10.06 Perjury and Falsifying Police Reports
 The trainee shall recognize that perjury and the falsification of police reports are crimes, and may result in the following consequences:

A. Criminal and civil action against the officer
 B. Irreparable damage to the officer’s credibility (Brady List)
 C. Irreparable damage to the prosecution of a case
 D. May result in civil actions against the agency

<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

14.10.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

14.10.06 Part B - Agency Training Details (field will expand automatically)

118.1 PC: Every peace officer who files any report with the agency which employs him or her regarding the commission of any crime or any investigation of any crime, if he or she knowingly and intentionally makes any statement regarding any material matter in the report which the officer knows to be false, whether or not the statement is certified or otherwise expressly reported as true, is guilty of filing a false report punishable by imprisonment in the county jail for up to one year, or in the state prison for one, two or three years. This section shall not apply to the contents of any statement which the peace officer attributes in the report to any other person.

14.10.07 Courtroom Testimony Preparation and Demonstration								
The trainee shall demonstrate the ability to prepare and furnish courtroom testimony in such a manner as to promote professionalism and the administration of justice.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

14.10.07 Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
--	---

14.10.07 Part B - Agency Training Details <i>(field will expand automatically)</i>
Given the opportunity during field training, the trainee shall furnish courtroom testimony in such a manner as to promote professionalism and the administration of justice.

See next page for Attestation

Part 5 – Section 14: Investigation/Evidence

ATTESTATION FOR SECTION 14

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Click on the 'X' in the signature line to activate the signature field > Right click and select "Sign" from the menu.

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (<https://www.post.ca.gov/field-training--police-training.aspx>). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.
2. **Front cover (optional):** To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.
3. **For each section (1–18):**
 - Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
 - Below each table:
 - Part A:* Enter applicable references from your agency's Policies & Procedure Manual.
 - Part B:* Enter your agency's training details.
4. **After completing ALL sections (1–18),** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
 - 1) **Your completed FTP Guide**
 - 2) **FTP Approval Checklist ([POST Form 2-230](#))**
NOTE: Guides submitted without this form will NOT be reviewed.
 - 3) **Your Department's Policy & Procedure Manual**
5. MAIL YOUR ELECTRONIC MEDIA TO:
Commission on POST
860 Stillwater Road, Suite 100
West Sacramento, CA 95605
Attn: Phil Caporale – BTB
6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency’s Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. **Tracking your training sessions:**
 - Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
 - Enter any note-worthy comments related to the trainee’s performance.
3. **If trainee requires remedial training:**
 - Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
 - Enter any additional note-worthy comments related to the trainee’s performance.
4. **Attestation:** After all competencies have been performed, including any remedial training, the primary FTO and Trainee **MUST** enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section