CONROE ISD
POLICE DEPARTMENT

Safeguarding the Future . . . Today!

TRAINEE MANUAL

Trainee: ____________________________
Dept. ID: ____________________________
Unit #: ____________________________
Introduction

This manual has been prepared for the purpose of providing all officers involved in the Field Training Program with the basic information required to effectively execute their respective roles. The manual contains the training categories and training checklists which document the completion of training tasks, as well as daily validation records which must be retained to verify the completion of program requirements. It is incumbent upon all field training participants to become familiar with the contents and procedures set forth in this manual. It is the Police Officer's Trainee's responsibility to maintain this manual in the best condition possible.

The Field Training Program will build upon an existing foundation by providing the Trainee with structured, organized training in skills and knowledge in an effort to successfully complete the responsibilities required of all Conroe Independent School District Police Officers.

Field Training Program personnel will make every effort to replace learning by trial and error, with competent one-on-one instruction. The Trainee's success will greatly depend upon his/hers ability to quickly retain information and to exercise self-initiative in assuming responsibility and control of situations.
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rev: 10/2003
FTO PROGRAM DEVELOPMENT

The Conroe ISD Police Department Field Training Officer Program was originally instituted in the summer of 1996, under the direction of the Chief of Police, William J. Harness. Chief Harness and Sergeants Joe Perkins (retired) and Johnny Hubbard selected the initial group of officers who would become the department's first Field Training Officers (FTO's). It was a difficult process to select only a few from the ranks that included many qualified officers. Ten officers were chosen.

The first class of FTO's selected were:

- Sergeant Joe Perkins, Field Training Supervisor
- Sergeant Johnny Hubbard, Field Training Supervisor
- Officer Bill Dodson
- Officer Steve Garst
- Officer Ginger Bishop
- Officer Gary Hempleman
- Officer Haywood "Woody" Allen
- Officer Teresa Wallace-Chilcutt
- Officer Sid Gaylord
- Officer Don Taylor

Their initial task, however, was to develop a training program. No other ISD Police Department could be located which had a FTO program already in place, so there was no prototype plan to follow. Since the chief and several of the officers included in the FTO program had been with Houston Police Department contacts were made with that department for assistance in setting up our program.

Field Training Instructor Officer Matt Whitmore with HPD agreed to help and also agreed to instruct the first class of FTO's. The new group's mission was to originate an FTO program designed specifically for a school district police department, not merely copy a program designed for some other department. The group met several times with Officer Whitmore to select appropriate categories and develop a task list. While employed with HPD for 22 years, Officer Dodson had been involved with HPD's FTO program during much of its development phase, so he was appointed the primary lead officer for the group. Officer Garst began the process of collecting all the input and entering it into the computer in order to properly group topics as they were developed and to make all the considerable changes to the drafts as they were produced. The result of everyone's effort was a planned, structured, well thought-out FTO program.

The FTO's began their duties almost immediately and during the school year of 1996-97, a total of 18 newly hired, or previously hired part time, officers were trained.

The program was well received by the entire district. Favorable comments came from all segments, including custodians, teachers, principals, central administration, as well as from other police officers, both inside and outside the department.

Still, there was more to be done. A section needed to be added for patrol, which had purposefully been left out of the original program, preferring instead to concentrate initially on campus positions, where the bulk of the officers worked. Again, Officer Dodson and Garst were selected to originate the process. Meetings were held with the chief, the other FTO's and the group of trainee's that had gone through the program during the year, to elicit comments and suggestions. Through the input of these groups, as well as information from officers who worked specifically in patrol or other areas where the FTO program intended to expand, the changes began to develop.
It was decided that the initial set of thirteen Categories did not need to be changed. The task list, however, was revised substantially. Duplications of tasks were first omitted. Changes were added to include patrol, dispatch orientation, and Adaptive Behavior Unit orientation. The tasks were then re-organized to place them in a more logical sequence of the way the work actually progressed under normal circumstances. Many of the tasks were moved into classroom instruction and a day was set-aside during the training process for physical orientation to the station, fleet operations, and the school district itself.

In addition, forms were revised to make them more ‘user friendly’ with the capable help of Ki Clarke, who works for the district in communications. Officer Garst again assumed the task of computerizing the new information, and developed several new forms to aid the FTO’s in the performance of their duties. During that time, he had also attained his basic instructor certification, and so was additionally assigned to develop a lesson plan to instruct a portion of the course, to both the original group of FTO’s, but also to the new group which had been selected. Additionally, 26 year HPD veteran Officer Richard Jackson had recently joined our department. He was one of HPD’s original developers of that department’s FTO program just as Dodson had been. He was selected to aid Officers Dodson and Garst, and would assume the role of Field Training Coordinator from the upcoming school year. Officer Jorge Gaytan with HPD was contacted and he agreed to instruct the balance of the FTO course training this year.

The results all came together in mid June, 1997, when the revisions were complete and the new course outline ready. Eight additional officers were selected to go through the FTO training, along with all of the original group except one, who had commitments to other areas within the department.

In 2003 it was noticed that several trainees assigned to a campus or on the street were not familiar with the arrest procedures. During the training period they did not have the opportunity to arrest a juvenile or adult so they were not able to fill out the required paper work or know the arrest procedure. This was then taken care of by adding a 14th category to insure they would be trained in this procedure. During this time several tasks were revaluated also, and they changed to ensure they were up to date because of the constant changing of procedures in law enforcement and the district procedures.

None of this would have been possible without the help and support of all the officers and civilian employees within the CISD Police Department. Their assistance with and acceptance of the program is greatly appreciated. A special thanks goes to Chief Harness, Lieutenant Perkins and Sergeant Hubbard, who saw the need, presented the challenge and stood behind the program and the officers to see it become a successful reality.
PROGRAM STRUCTURE
&
FORMAT
**PROGRAM STRUCTURE & FORMAT**

**PROGRAM OVERVIEW**

The Field Training Program (FTP) consists of an initial series of classroom instruction, which covers a variety of subjects. The length of time in initial classroom instruction averages roughly eighty (80) hours, plus or minus. This instructional training is specifically designed to be fluid in nature, lending itself to rapid changes in curriculum as situations and needs dictate, as training methods are improved or modified and as new laws are enacted or court decisions are handed down. Topics generally include Departmental General Orders, arrest procedures, basic Education and Family Code updates, report writing and similar items. Methods of operation, which may be unique to Conroe I.S.D., are covered also. This allows the Trainee to arrive at his or her first training assignment with a great deal of the basic information covered. The Trainee is benefited by arriving at their first training assignment with some idea of what to expect. Additionally, the Field Training Officers (FTO) knows what basics have already been covered, allowing them to get immediately to actual training opportunities with their individual trainees.

At the conclusion of the classroom instruction, the Trainees are assigned to various field activities under an FTO. These activities are divided into phases, primarily for ease of tracking progress. Currently, the training program is divided into three distinct "phases", composed of campus, patrol (which includes at least one day in dispatch) and remedial. The campus phase is further divided into three (3) sections, with each section treated as a separate phase. More emphasis is placed on campus duties and tasks since the Department’s focus for officers is geared primarily toward campus assignments. The phases are thus referred to as Campus phase one, two and/or three, patrol/dispatch phase and remedial phase.

Each phase consists of ten valid training days. This insures that Trainee’s receive at least thirty (30) days of training on various campuses, nine (9) days of training in patrol, and one (1) day of training in dispatch. A valid training day is determined by the length of time the trainee is with the FTO (six (6) hours minimum) and the number of training categories covered that day [minimum nine (10) out of the fourteen (14)]. A valid training week is attained when the FTO/Trainee have covered all fourteen categories at least three (3) times during those five (5) days. The valid phase is completed when the FTO/Trainee complete two valid training weeks.

The three campus phases are designed to occur with different Field Training Officers at different campuses. In so doing, the department’s intent is to expose the Trainee to a myriad of training opportunities, with experienced officers of differing personalities and viewpoints. This allows the FTO to instruct and observe the Trainee and provide timely information when needed as to how to properly handle the situations, which occur. It allows the trainee to observe various FTO’s methods and viewpoints yet still remain within the Department guidelines and Orders.

It is important to remember that a police officer is in the business of dealing with people, and as a CISD Police Officer, the Trainee will be exposed to the youth of our community, often acting as a role model. By allowing the Trainee to experience training opportunities with different, qualified FTO’s, the Trainee will be able to gather experience in a variety of real situations and create his or her own unique, professional image, which will reflect positively on the Department, the District and the community.

The patrol/dispatch phase is ten valid training days in length also. The Trainee may be placed with several different FTO’s during this time period, which are assigned to different geographical locations within the district. This allows the Trainee to become familiar with the physical location of the various campuses, the alternative routes to get there quickly and safely, the different alarm systems and how they function, as well
as any number of other items which may be unique to individual campuses. The trainee spends at least one day in dispatch. This allows the Trainee to see the police operations from the perspective of the dispatcher, to observe their duties and responsibilities, and to experience, for a short time, a hands-on situational training based on real life, real time flow of information and coordination of resources.

At the conclusion of each training phase, the FTO will indicate an “acceptable” or “unacceptable” rating in each and every category. This rating is necessary to insure that the FTO and Trainee have a clear understanding of the Trainee’s status. The rating should reflect only the level of training, which the Trainee has completed up to that time. The FTO further indicates in a short narrative in the Weekly and End of Phase reports, the strengths and weaknesses, if any, exhibited by the trainee during that period of time. These should not be new issues, but should encapsulate specific strengths/weaknesses already detailed in the preceding DTR’s. At the conclusion of the campus and patrol/dispatch phases of training, the Trainee is expected to have achieved an “acceptable” rating in all training categories.

Should the Trainee receive an “unacceptable” rating at the end of either the first or second campus phase, the trainee may be sent to the next phase or placed in Remedial training. An “unacceptable” rating at the end of all three campus phases or the patrol/dispatch phase requires Remedial training. This additional training is designed to enable the trainee to experience intense one-on-one daily instruction in the particular area(s) or category(ies) where deficiencies have been demonstrated by the trainee. Every effort will be made by the Field Training Program personnel to focus attention on the identified areas in order to help the Trainee successfully complete that area. This remedial training may be in the form of additional classroom work, specific field assignments or other beneficial strategies, which may be available as determined by Field Training Supervisory personnel.

Upon completion of the Remedial phase, the Trainee will again receive a rating level. If the rating level is “acceptable”, the Trainee will be deemed to have successfully completed the Field Training Program, having met the minimum acceptable standards set forth by the Department. Should the trainee fail to perform at an “acceptable” level at the conclusion of the Remedial phase, the Trainee will be deemed to have failed the minimum acceptable standards of the Department. After careful consideration of all the training provided, a decision will be made by the Chief of Police as the future employment status of the Trainee with the department.

Each phase of training is designed with the flexibility of placing the patrol/dispatch and required remedial phase(s), at the beginning, end or middle of any campus phase. This aids both in scheduling of Trainee’s with available FTO’s or to address specific needs of the Department or the Trainee.

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**CATEGORIES AND TASKS**

The guiding principal of the one-on-one instruction process is that the Trainee actively participates in each training experience by gradually assuming more of the policing responsibilities as progress is made through each phase. Thirteen specific categories were designed to place emphasis on the areas that an officer would likely encounter on a routine basis. In addition, a considerable number of specific tasks were identified, and were arranged to allow instruction to begin with the least complicated or most frequently encountered tasks early on, followed by the more complicated or least likely areas to be encountered. FTO’s are not mandated to cover a specific number of tasks. Rather they are instructed to take advantage of any training opportunity that may arise and cover tasks in the list, in whatever order they occur. FTO’s are also instructed to attempt to cover a proportional number of tasks in the overall list so as not to burden another subsequent FTO with an inordinate number of tasks to complete.
FTO's and Trainee's are provided with manuals, which detail the thirteen categories and the expectations of each. In addition, the manuals contain the task list, providing both a reminder of tasks that need to be covered and a basis from which other FTO's, the FTC or FTS's may monitor the specific training opportunities. Each task requires that both the FTO and the Trainee initial each task when completed. This provides additional documentation to indicate that training was provided in these areas and gives the Trainee the immediate opportunity to ask for clarification immediately if there are questions or uncertainties regarding a specific task.

**DOCUMENTATION**

The Conroe I.S.D. Police Department considers the Trainee's further performance as a tenured officer a direct reflection of training received. Therefore, it will become a standard within the program to uniformly and specifically document training opportunities and the performance demonstrated by the Trainee, as well as the Trainee's reaction to any formal instruction.

Training in each phase is documented by the FTO in Daily Training Reports (DTR), Weekly Training Summary Reports and End of Phase Summary Reports. The FTO details the tasks, topics and opportunities that occur, documents instruction given and documents the Trainee's response to that training. Copies of trainee's reports, paperwork and other work generated documents are attached for additional support.

The DTR's are turned in daily and initially reviewed by the Department's Field Training Coordinator (FTC). Reports which are deficient by not providing adequate documentation or which do not fit other criteria established by the Department are immediately referred back to the FTO for correction. The FTC also reviews the Weekly and End of Phase reports. The FTC essentially serves as liaison between the FTO's and Supervisors, by identifying special needs, deficiencies, or similar situations and calling them to the immediate attention of the Field Training Supervisors.

After completing each Daily, Weekly and Supplemental Training Reports, the FTO will give the Trainee the report to read and sign. The Trainee's effective response to training is dependent upon the Trainee's knowledge of how well he or she is performing. The Trainee's signature certifies that he or she has read the report and is aware of its contents. The Trainee's signature in no way certifies agreement or disagreement with the contents of the report.

**PROGRAM SUPERVISION**

The FTO will be the senior officer assigned to supervise the Trainee’s activities. FTO’s are selected by the command staff based on a number of criteria, and are then placed in a forty (80) hours classroom training program so they will know the proper methods of instruction, documentation, and related subject matter. In their FTO capacity, officers are responsible for the Trainee's actions, conduct and well being during the duty hours when Trainee is assigned to the FTO. A Trainee has the responsibility to rapidly learn as much as possible while in the Field Training Program. The FTO is responsible for providing adequate training and monitoring the Trainee's response, paying particular attention to weaknesses. In so doing, the FTO should immediately modify emphasis on identified topics, and/or call Trainee deficiencies to the attention of the FTC or FTS, in an effort to help the Trainee learn and succeed in the Field Training Program.

The Field Training Supervisors (FTS) are department ranking officers who have also received formal training and who are responsible for the oversight and administration of the Field Training Program. The FTS will work closely with the FTC in determining the proper direction and training each Trainee will receive. The
FTS and FTC will work closely with the FTO to ensure that the Trainee receives quality training in a fair and objective manner.

Formal meetings between the FTS, FTO and Trainee will be held on regular basis, preferably at the end of a valid week and specifically at the end of a phase. These meetings will be held to insure that Trainee is aware of his or her performance strengths and weaknesses and to make preparations for subsequent week's training needs.
TRAINING CATEGORY DEFINITIONS
INTRODUCTION

The training category definitions are specific definitions of each training category in the Field Training Program. These definitions were designed to outline the scope of each of the fourteen (14) categories and are included in this manual as a training guide.

- Objective
- Elements
- Training Considerations
- Related Categories

The Objective sections state the training purpose of the specific category. The Elements section subdivides the objective into specific components to allow for uniformity and ease of interpretation. The Elements section also state the category training expectations and documentation needs. The Training Considerations section provides a list of points to be considered during the training process, the possible training considerations are not limited to those written, but can also include any other consideration which would fall under the category definition. The Related Categories section lists other categories which may be affected by the Trainee's performance.
TRAINING CATEGORIES
CAT E G O R Y  O N E  (01)

CONDUCTING SEARCHES, SEIZURES & EXECUTION OF INVESTIGATIVE / E V I D E N T I A R Y TECHNIQUES

OBJECTIVE

To instruct the trainee in the proper techniques of searching persons and property for contraband and weapons, and in the lawful methods of seizing found contraband and weapons.

To instruct to trainee in the laws and procedures governing the handling of evidence, in properly securing scenes, and in maintaining the evidence chain of custody.

To develop training opportunities relative to the basic techniques required to effectively conduct initial / preliminary and limited follow-up police investigations.

ELEMENTS

A. Suspect Searches
⇒ The trainee will be instructed in a variety of search techniques and the State Statutes involved with searches.

B. Property Searches
⇒ The trainee will be instructed how to properly search areas ( vehicles, habitations, buildings, articles, student lockers, etc. ) where contraband and weapons are commonly hidden or secured.

C. Seizures
⇒ The trainee will be instructed how to lawfully seize contraband and weapons discovered during searches.

D. Crime Scenes
⇒ The trainee will be instructed how to properly secure a crime scene in order to protect evidence.
⇒ The trainee will be instructed how to maintain custody of evidence and how to establish the chain of evidence by recognizing admissible evidence, properly marking the evidence and correctly tagging it at the appropriate locations.

E. Legal Parameters
⇒ The trainee will be instructed in the laws and procedures that govern the use and admissibility of evidence.
TRAINING CONSIDERATIONS

Instruction and training will be structured to ensure that the trainee has a good working knowledge of the following areas:

⇒ The use, guidelines, and limitations of the “Pat Down” frisk as a protective search for weapons (Terry v. Ohio);
⇒ The laws and policies governing suspect searches incident to lawful arrest;
⇒ The proper guidelines for the warrantless search of a vehicle (Carroll v. United States) as regulated by State Law and departmental policy;
⇒ The scope and limitations of a voluntary consent to search;
⇒ The application of laws governing seizure of plain view evidence and contraband.

Any search for weapons or contraband would fall under this category.

The underlying purpose of any search and seizure technique is that it resulted in a lawful search and/or seizure and that the search and/or seizure was completed successfully. (The technique used by the trainee does not have to be the one that would have been used by the FTO, provided all searches and seizures comply with State Statutes.)

This category includes any investigation where a crime scene must be secured, where evidence is collected (including fingerprints) or where property is tagged (including found property).

RELATED CATEGORIES

02: Control of Conflict & Scene Management
03: Knowledge of Department Procedures
08: Professional Demeanor
10: Report Writing - Organization, Detail, Grammar, Spelling & Neatness
11: Routine Forms
All Knowledge Categories
CATEGORY TWO (02)

CONTROL OF CONFLICT & SCENE MANAGEMENT

OBJECTIVE

To instruct the trainee to effectively use verbal commands and physical skill where needed to control a scene involving conflict between two or more persons.

To provide training opportunities and instruction in identification of a scene’s precipitating events (causes), managing the scene, and resolving issues.

ELEMENTS

A. Identifying the Problems at Scenes

⇒ The trainee will be instructed to identify the cause of a scene.
⇒ The trainee will be given instruction in how to recognize problems which merit attention.

B. Managing a Scene

⇒ The trainee will be instructed to organize information gained from sources available to the trainee for efficient reference and use.
⇒ The trainee will be instructed to use appropriate verbal commands with authority, in a clear calm voice, and to utilize good voice control for the given situation.
⇒ The trainee will be instructed in ways of determining the appropriate course of action and of carrying that action out to a successful conclusion.

C. Resolution of Scene

⇒ The trainee will be instructed to analyze the incident to determine the underlying elements of the problems and possible resolutions to the sources of the problems.
⇒ The trainee will be instructed when and how to use physical force commensurate with controlling and resolving conflict.
⇒ The trainee will be instructed in techniques to maintain control over persons involved in conflict in order to facilitate ease of handling.
⇒ The trainee will be instructed to recognize when an arrest is to be made.

D. Follows Accepted Safety Procedures

⇒ The trainee will be instructed in proper techniques and procedures used by the police department.
⇒ The trainee will be instructed in the proper techniques and procedures used in non-routine situations, including the use of restraints for students in grades kindergarten through sixth, and students with special needs.
E. Avoid Injury to Self and Other Officers
⇒ The trainee will be instructed in officer safety techniques in an effort to prevent injury to the trainee, other officers, and citizens.

F. Paranoia
⇒ The trainee will be instructed to balance common sense with good officer safety techniques to ensure self confidence when handling police matters.

G. Over Confidence
⇒ The trainee will be instructed that repetition and boredom may result in over confidence which may ultimately result in injury.

TRAINING CONSIDERATIONS
The trainee will:
⇒ Be able to use any available physical evidence and/or complainant/witness interviews to determine the true nature of the problem;
⇒ Make reasonable and practical decisions in taking action towards the resolution of the issues;
⇒ Know the importance and use of cataloguing and maintaining information provided at briefings, in bulletins, and from previous calls, in order to resolve the issue.
⇒ Be able to refer a citizen to the proper agency.
⇒ Know the difference between necessary force and excessive force.

The underlying evaluation of any officer scene management is that the action taken by the trainee resulted in the safe handling and control of a possibly dangerous situation. (The action taken does not have to be the action that would have been taken by the FTO)

RELATED CATEGORIES

03: Knowledge of Department Procedures
04: Knowledge of Texas Education, Health & Safety Code
05: Knowledge of Texas Family Code
06: Knowledge of Texas Penal Code Offenses
07: Knowledge of Texas Traffic Laws
08: Professional Demeanor
All Knowledge Categories
All Orientation Categories
CATEGORY THREE  (03)

KNOWLEDGE OF DEPARTMENT PROCEDURES

OBJECTIVE

To develop the trainee’s knowledge of department procedures and their application to police work.

ELEMENTS

A. Department Procedures
   ⇒ The trainee will be instructed in the procedures detailed in the field training guide.

B. Administrative Notices
   ⇒ The trainee will be instructed to review administrative notices and to become aware of their contents and application.

TRAINING CONSIDERATIONS

Instruction and training will be structured to ensure that the trainee has a good working knowledge of the following areas.

⇒ Department Procedures
⇒ Administrative Notices

RELATED CATEGORIES

All Categories
CATEGORY FOUR (04)

KNOWLEDGE OF TEXAS EDUCATION CODE AND HEALTH & SAFETY CODE

OBJECTIVE

To develop the trainee’s knowledge of the Texas Education Code and Health and Safety Code and its application to police tasks.

ELEMENTS

A. Education Code
   ⇒ The trainee will be instructed in commonly used Education Code offenses and will be aware of the elements of the offenses.
   ⇒ The trainee will be instructed how to apply the knowledge of Education Code offenses to police situations.

B. Health & Safety Code
   ⇒ The trainee will be instructed in commonly used Health & Safety Code offenses and will be aware of the elements of offenses.
   ⇒ The trainee will be instructed how to apply the knowledge of Health & Safety Code offenses to police situations.

TRAINING CONSIDERATIONS

The trainee will learn how to reference Texas Education Code and Health & Safety Code offenses.

RELATED CATEGORIES

03: Knowledge of Department Procedures
10: Report Writing - Organization, Detail, Grammar, Spelling & Neatness
11: Routine Forms
CATEGORY FIVE (05)

KNOWLEDGE OF TEXAS FAMILY CODE

OBJECTIVE

To develop the trainee’s knowledge of the Texas Family Code and its application to police tasks.

ELEMENTS

A. Family Code

⇒ The trainee will be instructed in commonly used Family Code offenses and will be aware of the elements of offenses.

⇒ The trainee will be instructed how to apply the knowledge of Family Code offenses to police situations.

TRAINING CONSIDERATIONS

The trainee will learn how to reference Texas Family Code offenses.

RELATED CATEGORIES

03: Knowledge of Department Procedures
08: Professional Demeanor
10: Report Writing - Organization, Detail, Grammar, Spelling & Neatness
11: Routine Forms
CATEGORY SIX (06)

KNOWLEDGE OF TEXAS PENAL CODE OFFENSES

OBJECTIVE

To develop the trainee's knowledge of the Texas Penal Code and the Code of Criminal Procedure and their applications to police tasks.

ELEMENTS

A. Texas Penal Code

⇒ The trainee will be instructed to read and understand the elements of criminal offenses.
⇒ The trainee will be instructed how to apply each element of an offense to police situations.

B. Texas Code of Criminal Procedure

⇒ The trainee will be instructed how to apply the Code of Criminal Procedure which affects law enforcement.
⇒ The trainee will be instructed how to apply the Code of Criminal Procedure relative to making arrests, conducting searches and seizures and to handling evidence.

TRAINING CONSIDERATIONS

The trainee will be instructed to carry the Texas Penal Code and the Code of Criminal Procedure while on duty.

The trainee will be instructed to learn where to locate needed information for criminal offenses not commonly encountered on school campuses.

The trainee will be instructed to use the Texas Penal Code and all other codes of criminal law as reference sources.

RELATED CATEGORIES

01: Conducting Searches, Seizures & Execution of Investigative / Evidentiary Techniques
02: Control of Conflict & Scene Management
03: Knowledge of Department Procedures
10: Report Writing - Organization, Detail, Grammar, Spelling & Neatness
C A T E G O R Y  S E V E N  (07)

KNOWLEDGE OF TEXAS TRAFFIC LAWS

OBJECTIVE

To develop the trainee's knowledge of Texas Traffic Laws, particularly those that are unique to campus operations, and their application to police tasks.

ELEMENTS

A. Texas Motor Vehicle Laws

⇒ The trainee will be instructed to read and apply the more common traffic violations likely to occur on school campuses.

⇒ The trainee will be instructed on the elements needed for common traffic violations likely to occur on school campuses.

⇒ The trainee will be instructed how to apply this knowledge to police situations.

TRAINING CONSIDERATIONS

The trainee will know the exact wording of the more common traffic violations.

The trainee will be knowledgeable of the elements needed to identify accident violations.

The trainee will be instructed on how to reference common traffic violation.

RELATED CATEGORIES

03: Knowledge of Department Procedures
08: Professional Demeanor
11: Routine Forms
13: Use of KEY MAP / District Awareness
CATEGORY EIGHT (08)

PROFESSIONAL DEMEANOR

OBJECTIVE

To instruct the trainee on the accepted standards of dress, personal hygiene, personal grooming, and command bearing.

To instruct the trainee, through example and instruction, how to use common courtesy and verbal communication to promote a positive relationship between Conroe ISD officers and the community.

To instruct the trainee, through example and instruction, how to be courteous and respectful to fellow officers and supervisors at all levels within the Conroe ISD Police Department.

To instruct the trainee in the use of constructive criticism as a training aid and to identify applications of constructive criticism.

To instruct the trainee in the importance of maintaining a positive view of police work and the need for personal motivation and self discipline to enhance professional knowledge and skills.

ELEMENTS

A. Attitude

⇒ The trainee will be instructed in the importance of maintaining an appropriate attitude towards field training personnel, fellow officers, supervisors, and citizens.

B. Lawful Instructions

⇒ The trainee will be instructed in the importance of obeying all lawful instructions from his FTO, supervisors, and senior officers.

C. Criticism

⇒ The trainee will be instructed to accept constructive criticism in a positive manner.

D. Appearance

⇒ The trainee will be instructed in the importance of maintaining a professional appearance, good health, and personal hygiene.

F. Common Courtesy

⇒ The trainee will be instructed not to allow prejudices, bias or pity to create hostile or sympathetic feelings toward any citizen.
TRAINING CONSIDERATIONS

Instruction and training will be structured to insure that the trainee has a good working knowledge of the following areas:

⇒ Obey all lawful instructions from the FTO, fellow officers and senior officers.
⇒ Be polite and courteous towards the FTO, fellow officers, supervisors and citizens.
⇒ Maintains a professional appearance in wearing the uniform, and maintains proper personal hygiene.
⇒ The proper attire to wear to court appearances.
⇒ That trainee is a public role model and that the trainee’s actions directly affect the police department.
⇒ The importance of working as a cohesive group in the police environment.
⇒ Exhibits command bearing in the form of professionalism in voice control and physical mannerisms.
⇒ Encouraged to find avenues of escape from job burn-out, such as non-police related activities.
⇒ Be expected to demonstrate a desire to improve trainee’s skills while in the field through review of statutes, procedures and field experiences.

RELATED CATEGORIES

03: Knowledge of Department Policies and Procedures
All Orientation Categories
All Relationship Categories
CATEGORY NINE (09)
RADIO - APPROPRIATE USE, LISTENING & COMPREHENSION

OBJECTIVE
To instruct the trainee in the department procedures governing the use of the police and campus radios, and to help the trainee develop good radio communication technique.

To instruct the trainee in the importance of developing listening skills relative to comprehending radio transmissions.

To help the trainee develop acceptable radio communication skills.

ELEMENTS
A. Department Procedures
   ⇒ The trainee will be instructed in department procedures involving the use of the police radio.

B. Campus Procedures
   ⇒ The trainee will be instructed in procedures involving the use of the campus radio.

C. Other Agency Radio Procedures
   ⇒ The trainee will be instructed in procedures involving the use of the police radios of other law enforcement agencies in the area.

D. Emergency and Non-emergency Situations
   ⇒ The trainee will be instructed to use the police radio during emergency and non-emergency situations.

E. Radio Channels
   ⇒ The trainee will be taught to identify frequencies on assigned radios.

F. Other Personnel
   ⇒ The trainee will be able to identify, by unit number, other police units in service, and their location.

   ⇒ The trainee will be able to recognize district personnel in other departments, by unit number.

G. Radio Techniques
   ⇒ The trainee will be instructed in basic radio techniques which include, but are not limited to; modulation, proper use of the mike switch, pre-planned transmissions, use of squelch and volume control, length of transmissions and proper speaking techniques.
H. Listens to Radio
⇒ The trainee will be instructed to monitor the radio(s) and to key on the unit call sign while engaging in other police functions (investigations, interrogations, driving, etc.)
⇒ The trainee will be instructed to monitor and become aware of adjoining campus or general area transmissions.

I. Comprehends Radio Messages
⇒ The trainee will demonstrate the ability to comprehend radio transmissions and to properly interpret them so messages need not be repeated.

TRAINING CONSIDERATIONS

The trainee will begin using the radios the first day of training.

The trainee will be allowed, where possible, to acknowledge and make all radio transmissions during the training day.

The trainee will demonstrate an understanding of the importance of proper radio terminology and procedures.

RELATED CATEGORIES

02: Control of Conflict & Scene Management
03: Knowledge of Department Procedures
08: Professional Demeanor
12: Safety Awareness
13: Use of KEY MAP / District Awareness
CATEGORY TEN (10)

REPORT WRITING - ORGANIZATION, DETAIL, GRAMMAR, SPELLING & NEATNESS

OBJECTIVE

To instruct the trainee in the importance of organization, detail and accuracy in the narrative composition of offense reports relative to department procedure.

To instruct the trainee in proper usage of grammar, spelling, overall neatness of all offense reports, and usage of available resource materials in completing offense reports.

ELEMENTS

A. Organization

⇒ The trainee will be instructed in the importance of organizing the narrative of the report into a logical sequence.

B. Details

⇒ The trainee will be instructed to include all necessary factual information in the narrative section of the report.

C. Narrative Comprehension

⇒ The trainee will be instructed to write narratives that clearly describe incidents in a manner easily understood by all potential readers.

D. Time

⇒ The trainee will be instructed in the importance of completing reports in a timely manner.

E. Grammar

⇒ The trainee will be instructed to write reports that conform to the accepted principles of good grammar. (Write clear, concise sentences, select words carefully and check subject verb agreement.)

F. Spelling

⇒ The trainee will be instructed in the importance of correct spelling in reports.

G. Neatness

⇒ The trainee will be instructed in the importance of writing neat and legible reports.

H. Use of Resource Material
⇒ The trainee will be instructed in skillful usage of the dictionary and other materials required for training in this category.

**TRAINING CONSIDERATIONS**

This category will include all offense reports made by the trainee.

**RELATED CATEGORIES**

- 01: Conducting Searches, Seizures & Execution of Investigative / Evidentiary Techniques
- 03: Knowledge of Department Procedures
- 11: Routine Forms
C A T E G O R Y  E L E V E N  (11)

ROUTINE FORMS

OBJECTIVE

To instruct the trainee to select, locate, and accurately complete all department forms used by campus officers.

ELEMENTS

A. Department Forms

⇒ The trainee will be instructed in the use of all department forms used by campus officers. These forms will include, but are not limited to: accident reports, administrative citations, court citations, consent to search forms, evidence submission forms, property tags, criminal trespass forms, arrest and tracking forms, time sheets, referral forms, transport forms, wrecker slips, and witness statements.

B. Proper Form Selection

⇒ The trainee will be instructed to properly select the correct form for given situations and to determine when a form should be completed.

C. Form Location

⇒ The trainee will be instructed where to locate all necessary forms.

⇒ The trainee will be instructed to have commonly used forms readily available.

D. Accuracy and Completeness

⇒ The trainee will be instructed to neatly and accurately complete forms without errors in grammar, spelling, necessary information, etc.

TRAINING CONSIDERATIONS

The trainee will be given instruction in the proper completion of the previously listed forms.

All accident reports will fall into this category.

RELATED CATEGORIES

01: Conducting Searches, Seizures & Execution of Evidentiary Techniques
03: Knowledge of Department Procedures
CATEGORY TWELVE (12)

SAFETY AWARENESS

OBJECTIVE

To develop training opportunities in techniques commonly used to prevent personal injury to the trainee, fellow officer(s), and/or members of the community.

ELEMENTS

A. Safety Procedures

⇒ The trainee will be instructed how to use established officer safety techniques to safeguard the trainee, fellow officer(s), and members of the community while engaged in all aspects of policing.

B. Exercises Good Judgment

⇒ The trainee will be instructed to balance good judgment with good officer safety techniques to ensure self-confidence when handling police matters.

The underlying evaluation of any officer safety technique is that the action taken by the trainee resulted in the safe handling and control of a possibly dangerous situation (the action taken does not have to be the action that is preferred or would have been taken by the FTO.)

TRAINING CONSIDERATIONS

Instruction and training will be structured to ensure that the trainee has a good working knowledge of the following areas. The trainee will be instructed:

⇒ To caution against repetition and boredom which may lead to overconfidence and possibly result in injury.

⇒ To mentally prepare oneself to plan ahead for each call for service and to be alert at all times for danger signs.

⇒ In the difference between executing felony and misdemeanor arrests.

⇒ The trainee will be instructed to take precautions to prevent unreasonable exposure to risks of injury to oneself or others.

⇒ The trainee will be instructed to handcuff all prisoners (with prisoner's hands positioned behind the back) going to jail or juvenile detention. There will be few exceptions to this rule.

⇒ Whenever possible, the trainee will be instructed to handcuff a prisoner prior to initiating a custodial search for weapons and contraband.

⇒ The trainee will be instructed to thoroughly search all prisoners immediately following the prisoner's arrest.

⇒ The trainee will be instructed never to search a prisoner while holding his duty weapon.
⇒ The trainee will be instructed in how to use cover and concealment relative to their applications in the situation.
⇒ The trainee will be instructed to have all suspects keep their hands in view at all times.
⇒ The trainee will be instructed to recognize the “Danger Zone” and how to determine how close a suspect can get to the officer before the suspect becomes a threat.
⇒ The trainee will be instructed, and shown by example, not to intentionally provoke a suspect into an action for which the trainee is not prepared.
⇒ The trainee will be instructed to take as much time as the situation may afford to assess the factors in a scene prior to rushing into a course of action that may pose an unnecessary risk of injury to the trainee, fellow officer(s), and/or citizens.
⇒ The trainee will be instructed not to personalize situations by keeping their emotions in check over long periods of time.
⇒ The trainee will be instructed to maintain a good communication link with the FTO/partner, fellow officers on the scene, and the dispatcher in order to safely coordinate the scene investigation.
⇒ The trainee will be instructed in the safe intervention of large groups of people.
⇒ The trainee will be instructed never to stand between parked cars or turn their back to on coming traffic.

RELATED CATEGORIES

01: Conducting Searches, Seizures & Execution of Investigative / Evidentiary Techniques
02: Control of Conflict & Scene Management
08: Professional Demeanor
09: Radio - Appropriate Use, Listening & Comprehension
13: Use of KEY MAP / District Awareness
CATEGORY THIRTEEN (13)

USE OF KEY MAP / DISTRICT AWARENESS

OBJECTIVE

To develop training opportunities in the use of a KEY MAP as it relates to district information, and to provide instruction relative to teaching the trainee to become alert to district and campus boundaries, schools and buildings, major thoroughfares, intersections, and determining the appropriate routes to destinations.

ELEMENTS

A. KEY MAP Locations
   ⇒ The trainee will be instructed how to use the index, paging system and grid in the KEY MAP to find locations. Specific training will be provided in the following areas: finding destinations; relating current location to destinations; understanding KEY MAP symbols; utilizing indexes and lists; knowledge of major thoroughfares, intersections, campuses, schools, major buildings; and determining the most appropriate routes to destinations.

B. Location Relationship to Intended Destination
   ⇒ The trainee will be instructed to locate particular addresses or buildings in relationship to where the trainee is located to emphasize the importance of relating to both.

C. Appropriate Route Selection
   ⇒ The trainee will be instructed to plot the most appropriate route to a location with use of KEY MAP or previous knowledge of the area.
   ⇒ The trainee will be instructed in the importance of plotting alternate routes.

D. Awareness of Surroundings
   ⇒ The trainee will be instructed where district and campus boundaries are located.
   ⇒ The trainee will be instructed on the location of the major or important buildings, businesses, and institutions in the area.
   ⇒ The trainee will receive instructions regarding the importance of knowing the trainee’s location at all times and of being aware of the surroundings.

TRAINING CONSIDERATIONS

Instruction in training will be structured to ensure the trainee can demonstrate a good working knowledge of the following areas:

The trainee should be capable of finding locations in a timely manner.
Be able to plot routes to locations by the use and knowledge of the KEY MAP.

Develop proficiency in identifying all symbols, abbreviations, numerical designations and the importance of their use in finding locations in a KEY MAP.

Be knowledgeable in the use of the indexes and various other lists provided in the KEY MAP to determine the locations.

Be aware of their location throughout a tour of duty.

Develop an understanding of factors to consider which may effect response time (time of day, road conditions, holiday traffic, etc.) and alternative steps to reduce the response times in these situations.

The trainee will be made aware of the appropriate times to request KEY MAP locations from the dispatcher.

**RELATED CATEGORIES**

03: Knowledge of Department Procedures  
08: Professional Demeanor  
12: Safety Awareness
CATEGORY FOURTEEN (14)

KNOWLEDGE OF ARREST PROCEDURES

OBJECTIVE

To instruct the trainee on the proper procedure to fill out proper paperwork and procedures to physically incarcerate adult and juvenile offenders.

ELEMENTS

A. Texas Motor Vehicle Laws

⇒ The trainee will be instructed to how to complete the report.

⇒ The trainee will be instructed how to fill out all paperwork related to the arrest procedures that is required at the detention facilities.

⇒ The trainee will be instructed how to finish the arrest procedure after depositing the arrested subject in the proper facility.

TRAINING CONSIDERATIONS

The trainee will know the proper way to write and complete the report in ARMS

The trainee will be knowledgeable of the proper paper work required by the receiving facility.

The trainee will be instructed where to take the arrested party.

The trainee will be instructed on how and where arrested party is booked.

The trainee will be instructed on procedure after the arrest.

RELATED CATEGORIES

01: Conducting searches, seizures/investigations
03: Knowledge of Department Procedures
08: Professional Demeanor
09: Radio Procedures
10: Report Writing
11: Routine Forms
13: Use of KEY MAP / District Awareness
## FIELD TRAINING CHECKLIST

### 100/1. GENERAL CAMPUS / POLICE STATION / FLEET OPERATIONS ORIENTATION

#### 100/1.1 Light Overrides
- a. Interior lights
  
#### 100/1.2 Interior Gates
- a. Location
- b. Operation

#### 100/1.3 ABU / SAC / After School Detention
- a. Location of room(s)

#### 100/1.4 Trouble Spots on Campus
- a. Location
- b. Nature

#### 100/1.5 Traffic Control
- a. Regular busses
- b. Special busses
- c. Car riders
- d. Pedestrians
- e. Deliveries
- f. Special events

#### 100/1.6 Office Locations
- a. Main
- b. Grade level(s)
- c. Clinic
- d. Custodial

#### 100/1.7 Schedules
- a. Classes
<table>
<thead>
<tr>
<th>100/1.8 Parking Restrictions</th>
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<thead>
<tr>
<th>100/1.9 Special Activities</th>
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<tbody>
<tr>
<td>a. Money pick up</td>
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<td>b. Secure facilities</td>
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<thead>
<tr>
<th>100/1.10 Areas peculiar to campus</th>
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<tr>
<th>100/1.11 Station / Employee</th>
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<tr>
<td>a. Proper notification for:</td>
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<tr>
<td>1. Late arrival</td>
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<td>2. Illness</td>
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<td>3. Early departure requirements</td>
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<td>4. Family emergencies</td>
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<td>b. Station</td>
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<td>1. Chief's Office</td>
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<td>2. Supervisor's offices</td>
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<td>3. Community outreach, investigators</td>
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<td>4. Dispatch</td>
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<td>5. Officers boxes</td>
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<td>6. Location of forms and supplies</td>
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<thead>
<tr>
<th>100/1.12 Vehicle Operations</th>
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<tbody>
<tr>
<td>a. Check vehicle readiness</td>
<td></td>
<td></td>
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<tr>
<td>b. Place vehicle in service with dispatch</td>
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<tr>
<td>1. unit number</td>
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<td>2. Mileage</td>
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<td>c. Observe traffic laws</td>
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<tr>
<td>d. Legal authority to disregard traffic laws</td>
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<tr>
<td>e. Appropriate use of emergency equipment</td>
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<tr>
<td>FTO/TRAINEE INITIALS</td>
<td>DATE TESTED</td>
<td>DATE PERFORMED</td>
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<tr>
<td>f. Fuel</td>
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<td>1. Patrol shift</td>
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<td>2. Campus Vehicle</td>
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<tr>
<td>3. Special Operations</td>
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<tr>
<td>g. Obtain code for gas pump</td>
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<td>h. Fuel needed, no power</td>
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<tr>
<td>i. Fuel needed, pump key inoperative</td>
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<tr>
<td>j. Oil Changes</td>
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<tr>
<td>k. Low fluids during fleet operation hours</td>
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<tr>
<td>1. Oil</td>
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<td>2. Transmission fluid</td>
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<td>3. Windshield washer fluid</td>
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<td>4. Radiator coolant</td>
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<td>l. Low fluids after fleet operation hours</td>
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<tr>
<td>1. Clip board for record of use</td>
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<td>2. Instructions for pumping oils</td>
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<td>3. Officer responsible for washing</td>
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<td>m. Compressed Air - location</td>
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<tr>
<td>n. Procedure to “down” vehicle</td>
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<td>1. Emergency</td>
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<td>2. Routine</td>
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<tr>
<td>3. Notify dispatch</td>
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<tr>
<td>o. Inspection of Vehicle - Reporting Methods</td>
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<tr>
<td>1. Daily inspection form</td>
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<td>2. irregularities observed</td>
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<tr>
<td>3. contraband check</td>
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<td>p. Remove vehicle from service with dispatch</td>
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<tr>
<td>1. Vehicle number</td>
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<tr>
<td>2. Mileage</td>
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<tr>
<td>3. Clean vehicle out and wash</td>
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100/2. CAMPUS POLICING

100/2.1 Disturbance Calls
   a. Determine if civil or criminal
   b. Refer complainant to the proper agency for civil action
   c. Determine if complainant will prosecute in a criminal action
   d. Sign complainant affirmation or non-prosecution
   e. Explain rights of parties involved
   f. Determine if arrest is to be made

100/2.2 Public Intoxication
   a. Determine if intoxicated or diabetic
   b. Notify campus administrator/nurse
   c. Criteria for booking in jail/detention

100/2.3 Field Interrogations
   a. Suspicious persons
   b. Reasonable suspicion needed to stop and frisk (Terry frisk)
   c. Probable cause needed to search and/or arrest

100/2.4 Suspicious Activities Call
   a. Response and arrival
   b. Locate the complainant
   c. Call for backup if appropriate
   d. Searching the premises

100/2.5 Kid Chat Tips
   a. Procedure for received tip
   b. Advise administrator
   c. Fill return on Novel

100/3. GENERAL INVESTIGATIONS

100/3.1 Keep Notebook of Daily Activities
100/3.2  Crime Scene
   a. Protect and preserve the scene
   b. Locate complainant and/or reportee

100/3.3  Witnesses
   a. Locate and interview
   b. Record information
   c. Obtain witness statements

100/3.4  Wanted Suspect/Vehicle
   a. Obtain description of suspect/vehicle
   b. Transmit appropriate data to dispatch

100/3.5  Suspect(s) on the Scene
   a. Locate and interview
   b. Miranda or magistrate rights
   c. Advise dispatch
   d. Record information

100/3.6  Notify Supervisor
   a. When to call
   b. Advise of probable need for investigator
   c. Note worthy events
   d. Taking suspect into custody

100/3.7  Found Property
   a. Locate Complainant when appropriate
   b. Determine if Property was reported in a crime by checking NCIC/TCIC
   c. Tag Found Property

100/3.8  Missing Persons (Adults)
   a. Notify appropriate district personnel
   b. Initiate investigation / search
100/3.9 Fingerprints

a. Fingerprint kit on campus
b. Dust for fingerprints
c. Lift prints and properly tag
d. Obtain comparison prints if applicable
e. Submit prints to lab

100/3.10 Physical Evidence

a. Search the scene for physical evidence
b. Properly tag physical evidence and label for court identification
c. Submission of evidence to the crime lab or other appropriate authorities

100/3.11 Proper Procedures for Tagging Evidence

a. Check the evidence through NCIC and TCIC
b. Complete the property envelope and/or tag of custody tag
c. Complete ARMS log in page
   i. copy for report attached
   ii. copy for records
   iii. copy attach to evidence

100/3.12 Utilization of Department Resources for Suspects, Property, Vehicles

a. Check TCIC/NCIC
b. CCH
c. View it

100/4. Basic ARMS Offense Report Writing

100/4.1 Sign on with ARMS

a. User name
b. Password
c. Front page
100/4.2 Introduction
   a. Reporting officer
      1. Primary officer
      2. Secondary officer(s)
   b. Determine call type (offense/incident)
   c. Officer's unit identification
   d. Determine that crime occurred
   e. Determine offense title
   f. Determine offense classification
   g. Determine appropriate code reference

100/4.3 Complainant's Information
   a. Name, sex, age, race, date of birth
   b. Residence and business addresses
   c. Residence and business telephone numbers
   d. Grade level/principal
   e. Obtain complainant's statement
   f. Complainant affirmation non-prosecution

100/4.4 Witnesses
   a. Locate and identify
   b. Obtain witness statement

100/4.5 Reportee
   a. Locate and identify
   b. Obtain reportee statement

100/4.6 Narrative
   a. Probable cause statement
   b. Crime scene description
   c. Officer's actions at the scene
   d. Suspects
   e. Chain of custody of evidence
f. Facts of the crime or chain of events
   ___  ___  __________  __________

   g. Wanted suspects and vehicles
   ___  ___  __________  __________

100/4.7 Supplement Reports
   a. Follow up investigation
   ___  ___  __________  __________

   b. Secondary officer involvement at origin crime scene
   ___  ___  __________  __________

100/4.8 Case disposition (ARMS)
   a. Open
   ___  ___  __________  __________

   b. Inactive
   ___  ___  __________  __________

   c. Closed
   ___  ___  __________  __________

100/5. FILING CHARGES

100/5.1 Complete paperwork for prosecutor
   ___  ___  __________  __________

100/5.2 Discuss options with prosecutor
   ___  ___  __________  __________

100/5.3 File Charges
   a. Misdemeanor
   ___  ___  __________  __________

   b. Felony
   ___  ___  __________  __________

   c. Class “C” misdemeanor
      1. Proper Completion
         ___  ___  __________  __________
      2. Copy Distribution
         ___  ___  __________  __________
      3. Follow-up
         ___  ___  __________  __________

   d. Justice Court
   ___  ___  __________  __________

   e. Municipal Court
   ___  ___  __________  __________

100/5.4 Proper Completion of Warrant Service
   ___  ___  __________  __________

100/5.5 Return the Warrant to the Appropriate Jurisdiction
   ___  ___  __________  __________

END OF 100 SERIES TASKS
200/ 1.  JUVENILE INVESTIGATIONS

200/ 1.1  Juvenile Cases
   a. Juvenile interview sites
   b. Mandatory advisement of rights
   c. Notify parents
   d. Juvenile arrest records (where to find them and how to use them)
   e. Intoxicated juveniles
   f. DWI/DUID juveniles
   g. Processing juvenile offenders
      (Normal hours)
      1. county identification division
      2. mug-shot, inked fingerprints
      3. receipt of child with case number
     4. Location after hours
   h. Handling non-offenders
   i. Locations of referral agencies
   j. Searching for lost juveniles
   k. Missing juveniles
   l. Runaway juveniles
   m. Located juvenile runaways

200/ 1.2  Determine Class of Offense Committed
   a. Misdemeanor
      1. Class “C” offenses citations only
      2. Detainable offenses class A & B
   b. Felony (state jail, 1st, 2nd, 3rd degrees or capital offense)
   c. Enhanced charge drugs/weapons

200/ 1.3  Advise the suspect of being under arrest and reason for arrest

200/ 1.4  Statutory Warning
   a. In the field
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Test Details</th>
</tr>
</thead>
</table>
| **200/1.5** | Taking Custody of the Arrested Person | a. Personal safety of prisoner: **-----** **------** **--------------** **----------**  
                           b. Custody of prisoner’s property: **-----** **------** **--------------** **----------**  
| **200/1.6** | Necessary Force Used to Make an Arrest - Knowledge of limitations by: | a. Statutory law: **-----** **------** **--------------** **----------**  
                           b. Department procedure: **-----** **------** **--------------** **----------**  
                           c. Campus procedure: **-----** **------** **--------------** **----------**  
| **200/1.7** | Searching the Prisoner | a. Procedure in searching female prisoners by male officers: **-----** **------** **--------------** **----------**  
                           b. Procedure in searching male prisoners by female officers: **-----** **------** **--------------** **----------**  
                           c. Purses, bags, suitcases, briefcases, etc.: **-----** **------** **--------------** **----------**  
                           d. Student lockers, vehicles: **-----** **------** **--------------** **----------**  
| **200/1.8** | Necessary Restraint | a. Handcuffs: **-----** **------** **--------------** **----------**  
                           b. ERB: **-----** **------** **--------------** **----------**  
                           c. Other devices: **-----** **------** **--------------** **----------**  
| **200/1.9** | Multiple Prisoners | **-----** **------** **--------------** **----------**  
| **200/1.10** | Placing the Prisoner in the Patrol Car | a. Responsibility for the safety of a prisoner: **-----** **------** **--------------** **----------**  
                           b. Weapons, contraband, and/or property left in patrol vehicle by prior prisoner: **-----** **------** **--------------** **----------**  
                           c. Weapons left in patrol vehicle by an officer: **-----** **------** **--------------** **----------**  
                           d. Department procedure regarding leaving prisoners unattended in patrol car: **-----** **------** **--------------** **----------**  

*rev: 10/2003*
200/1.11 Transporting Prisoners
a. Transporting prisoners in vehicles without cages
   --- --- ---------------
   
b. Procedure regarding detours or stops enroute to the station or jail
   --- --- ---------------
   
c. Advising dispatcher of time leaving / arriving with prisoner / detainee mileage
   --- --- ---------------

200/1.12 Prisoner’s Vehicle
a. Procedure regarding officer’s driving prisoner’s vehicle
   --- --- ---------------
   
b. Procedure regarding criteria for removal of prisoner’s vehicle by wrecker
   --- --- ---------------
   
c. Inventory of prisoner’s vehicle
   --- --- ---------------
   
d. Procedure regarding releasing vehicle to a third party at the scene
   --- --- ---------------
   
e. Valuable property found in vehicle
   --- --- ---------------
   
f. Perishable items found in vehicle
   --- --- ---------------
   
g. Animals and pets found in vehicle
   --- --- ---------------

200/1.13 Determine Where to Take the Prisoner
a. County jail
   --- --- ---------------
   
b. Identification division
   --- --- ---------------
   
c. Juvenile detention
   --- --- ---------------

200/1.14 Procedure for Tagging Prisoner’s Property
a. Large sums of money
   --- --- ---------------
   
b. Large objects
   --- --- ---------------

200/1.15 Warrant and Criminal History Checks of Prisoners
a. City warrant
   --- --- ---------------
   
b. Montgomery County Sheriff’s Dept. Warrant Division
   --- --- ---------------
   
c. NCIC/TCIC
   --- --- ---------------
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<tr>
<td>200/1.16</td>
<td>Booking the Prisoner at County Jail</td>
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<td></td>
<td>a. Violent prisoners</td>
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<td></td>
<td>b. Restricted weapons areas</td>
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<td>c. Completion of required paperwork</td>
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<td></td>
<td>(offense report, tracking forms, etc.)</td>
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<tr>
<td>200/1.17</td>
<td>Booking the Detainee at Juvenile</td>
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<tr>
<td></td>
<td>a. Procedure regarding the booking of juveniles</td>
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<td>b. Restricted weapons area</td>
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<td>c. Completion of required paperwork</td>
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<td>(offense report, tracking forms, etc.)</td>
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<tr>
<td>200/1.18</td>
<td>Prisoner Requiring Medical Attention</td>
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<td></td>
<td>a. At the scene</td>
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<td>b. At the county jail / detention</td>
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<td>c. Transport to hospital (from the scene, jail, or detention)</td>
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<td>d. Guarding the prisoner</td>
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<td></td>
<td>e. Notification of supervisor</td>
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<tr>
<td>200/1.19</td>
<td>Safety Concerns</td>
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<tr>
<td></td>
<td>a. Officer</td>
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<td>b. Prisoner / detainee</td>
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<td>c. Third parties</td>
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<tr>
<td>200/2</td>
<td>RADIO COMMUNICATIONS</td>
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<tr>
<td>200/2.1</td>
<td>Hand Held Police Radio Operation</td>
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<td></td>
<td>a. Transmit</td>
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<td>b. Receive</td>
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<td>c. Re-charge</td>
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<td>d. Repair</td>
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<td>200/2.2</td>
<td>Nextel</td>
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<tr>
<td></td>
<td>a. Transmit</td>
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</table>
b. Receive

c. Re-charge

### 200/2.3 Vehicle Radios

a. Transmit
b. Receive
c. Scan
d. Frequencies & agencies
e. Repair

### 200/2.4 Utilizing the Police Radio

a. Sign on / In service
b. Sign off / Off duty
c. “In service” vs. “Out of Service”
d. Monitor dispatch broadcasts
e. Advise dispatcher of arrival upon location
f. Advise the dispatcher when clearing location
g. Calling out to specific location
h. Reporting hazardous situations to the dispatcher
i. Awareness of calls assigned to others

### 200/2.5 Transmissions

a. Wasting air time
b. Clipping transmissions
c. Holding microphones
d. Speaking in a calm, clear voice
e. Using radio in high stress situations
f. Dead spots
g. Knowledge and use of the phonetic alphabet
### 200/3. RESPONDING TO CALLS FOR SERVICE

<table>
<thead>
<tr>
<th>200/3.1</th>
<th>Dispatched Calls</th>
</tr>
</thead>
<tbody>
<tr>
<td>200/3.2</td>
<td>Officer Initiated Calls / On view</td>
</tr>
<tr>
<td>200/3.3</td>
<td>Volunteering for a Call</td>
</tr>
<tr>
<td>200/3.4</td>
<td>Proper Response Priority</td>
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<tr>
<td>200/3.5</td>
<td>Recording Call Information</td>
</tr>
<tr>
<td>200/3.6</td>
<td>Call for a Back Up Unit</td>
</tr>
<tr>
<td>200/3.7</td>
<td>Coordinate the Activities of Other Units Backing Up Your Call</td>
</tr>
<tr>
<td>a. Personnel - same agency</td>
<td></td>
</tr>
<tr>
<td>b. Personnel - other agencies</td>
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<tr>
<td>200/3.8</td>
<td>Locate the Reportee and/or the Complainant</td>
</tr>
<tr>
<td>200/3.9</td>
<td>Determine Actual Nature of the Call</td>
</tr>
<tr>
<td>200/3.10</td>
<td>When to Notify a Supervisor</td>
</tr>
<tr>
<td>200/3.11</td>
<td>Exchange necessary information with the dispatcher</td>
</tr>
<tr>
<td>200/3.12</td>
<td>Properly Clear Call</td>
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<tr>
<td>200/3.13</td>
<td>Advise the Dispatcher when back In-Service</td>
</tr>
</tbody>
</table>

### 200/4. PUBLIC SERVICE

<table>
<thead>
<tr>
<th>200/4.1</th>
<th>Transports</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Time / mileage checks</td>
<td></td>
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</table>
b. Courtesy Transports with supervisor approval

<table>
<thead>
<tr>
<th>Initials</th>
<th>Date Tested</th>
<th>Date Performed</th>
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c. Administrative Removals/forms
   1. To a CISD facility
   2. To a non CISD facility

d. Bus Removals

e. Emergency Removals

200/4.2 Emergency Escorts

200/4.3 Delivering Emergency Messages

200/5. CAMPUS PARKING VIOLATIONS

200/5.1 Campus Parking Stickers / hang tag

200/5.2 Abandoned Vehicles

200/5.3 Vehicle Blocking Campus Drive

200/5.4 Issuing the Parking Citation
   a. Administrative
   b. Court citations

200/5.5 Vehicle Towing Procedures
   a. Inventory form
   b. Advise dispatch where towed

200/6. DISTRICT DEFINED OFFENSES

200/6.1 Smoking
   a. On premises
   b. In building
### 200/6.2 Truancy

<table>
<thead>
<tr>
<th>FTO/TRAINEE INITIALS</th>
<th>DATE TESTED</th>
<th>DATE PERFORMED</th>
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### 200/7. Gang Related Investigations

#### 200/7.1 Criminal Mischief

- a. Prepare sketch of items
- b. Notify appropriate district personnel for immediate removal
- c. Notify police investigator
- d. Prepare Graffiti Field Report form
- e. Prepare Offense Report

#### 200/7.2 Intelligence

- a. Document gangs involved in fights
- b. Pass information to task force

### 200/8. Adaptive Behavior Units (ABU) Option III

#### 200/8.1 Officer Behavior

- a. Attitude
- b. Command bearing
- c. Voice control
- d. Hand gestures
- e. Avoid conversation with student
- f. Constant / consistent application

#### 200/8.2 Officer/Administrator Working Relationship

- a. Administrator / teacher in charge
- b. Officer not a counselor
- c. Develop visual/audio signals
- d. Physical contact danger zone
- e. Responsibility to protect

#### 200/8.3 Student Behavior

- a. Physical signals
b. Mood swings
   _______ _______ __________ __________

c. Medications
   _______ _______ __________ __________

200/ 8.4 Re-control of Student

   a. Verbal
      _______ _______ __________ __________
   b. Physical contact
      _______ _______ __________ __________
   c. Take downs
      _______ _______ __________ __________

d. Restraints
   _______ _______ __________ __________
e. Removal
   _______ _______ __________ __________

200/ 8.5 J.J.A.E.P.

   a. Who gets assigned
      _______ _______ __________ __________
   b. Why get assigned
      _______ _______ __________ __________
   c. Location
      _______ _______ __________ __________
   d. D.A.E.P.
      _______ _______ __________ __________

END OF 200 SERIES TASKS

*****************************************************************************
300/1. STATUS OFFENSES

300/1.1 Minors in Possession

300/1.2 Runaway

300/2. NARCOTICS INVESTIGATIONS

300/2.1 Determine the Type of Drug (Field test)

300/2.2 Submitting Narcotics for Analysis

300/2.3 Tagging Narcotics

300/2.4 Enter into evidence log (attach copy for records, attach to evidence, attach to attachment sheet)

300/3. OFFENSES AGAINST PROPERTY

300/3.1 Criminal Mischief
   a. Determine complainant
      1. CISD property
      2. Non CISD property
   b. Possible civil recourse for complainant
   c. Determine level of criminal offense

300/3.2 Thefts
   a. Determine complainant
   b. Determine level of criminal offense

300/3.3 Burglary of a Building
   a. Response priority
   a. Secure the area
   b. Determine entry / exit
   c. Call a back-up unit (if appropriate)
d. Search the building

e. Determine who/what set off the alarm

f. Notify police supervisor

g. Contact the appropriate district personnel

h. Property damaged / taken
   1. Complete description
   2. Obtain valuation
   3. Enter TCIC/NCIC if applicable

i. Secure the building/reset alarm

**300/3.4** Burglary of a Building – Suspect Apprehended

a. Safely contain suspect

b. Notify dispatch

c. Follow appropriate booking procedure

**300/3.5** Burglary of Motor Vehicle

**300/4.** RECOVERY OF STOLEN VEHICLE

**300/4.1** Stolen Vehicles

a. Notify dispatch

b. Proceed as directed

c. Make recovery report

d. Advise dispatch where stored

**300/5.** OFFENSES AGAINST PERSONS

**300/5.1** Carrying a Pistol

a. Check weapon condition ( loaded unloaded ) and safe weapon

b. Check the pistol for stolen or wanted in TCIC / NCIC

c. Tag the pistol and ammunition in the property section

d. Mark the evidence for identification in court
## 300/5.2 Assault
- Threat
- Bodily injury

## 300/5.3 Aggravated Assault
- Determine the degree of offense

## 300/5.4 Sexual Assault
- Determine the degree of offense
- Notify supervisor

## 300/5.5 Suicide or Attempted Suicide
- Call for medical unit / clinic
- Notify supervisor
- Notify campus administrator
- Secure scene

## 300/5.6 Shooting or Cutting
- Call for medical unit / clinic
- Notify supervisor
- Notify campus administrator
- Secure scene

## 300/5.7 Natural DOA
- Call for medical unit
- Notify supervisor
- Notify campus administration
- Secure scene

## 300/5.8 Homicide
- Call for medical unit
- Notify supervisor
- Notify campus administration
- Secure scene
300/6. ROBBERY

300/6.1 Determine Level of Offense

300/6.2 Weapon Description (If applicable)

300/7. BOMB THREATS

300/7.1 Notify Campus Administration

300/7.2 Notify Police Supervisor

300/7.3 Take immediate safety measures

300/7.4 Write report

300/8. TRAFFIC ACCIDENT INVESTIGATIONS

300/8.1 Campus Accidents
   a. Determine injuries / notify medical personnel
   b. Locate the point of impact
   c. Interview drivers
   d. Interview and log witness information
   e. Diagram scene of accident
   f. Use of vehicle damage rating scale
   g. Determine the cause of the accident
   h. Issuance of accident citation when appropriate
   i. Wrecker selection / where stored
   j. Complete accident forms
      1. ST-3 Series
      2. Blue Form
   k. Proper exchange of driver / vehicle information
300/8.2 CISD Vehicles

a. School Buses
   1. Determine injuries / notify medical personnel
   2. Contact Police Dispatch
   3. Notify Police Supervisor
   4. Notify Transportation Supervisor
   5. Complete following forms when required or requested
      i. Bus Seating Chart
      ii. Fleet Accident Form
   6. Verify campus notification

b. Maintenance / Custodial Vehicles
   1. Determine injuries / notify medical personnel
   2. Contact Police Dispatch
   3. Notify Police Supervisor
   4. Notify Maintenance / Custodial Supervisor

c. Police Department Vehicles
   1. Determine injuries / notify medical personnel
   2. Contact Police Dispatch
   3. Notify Police Supervisor

300/8.3 Off Campus Accidents

a. Determine injuries / notify medical personnel
b. Contact Police Dispatch
c. Notify appropriate law enforcement agency
d. Contact school if student or staff

300/8.4 Traffic Accident Offenses

a. Failure to stop and render aid
b. Failure to comply with requirements upon striking unattended vehicle
c. Failure to comply with requirements upon striking a fixed object

300/9. **ANIMAL REMOVAL**

300/9.1 Animals on Campus
   a. Removal - Dead
   b. Removal - Alive

300/10. **COURT ATTENDANCE**

300/10.1 Appropriate Dress

300/10.2 Appearing at Proper Time
   a. Calling in late
   b. Calling in sick

300/10.3 Preparation Prior to Court
   a. Reviewing report/notes/ticket

300/10.4 Court Priority with Conflicting Subpoenas

300/10.5 Check Out Evidence Obtain Receipt

300/10.6 Procedure When Evidence is Kept by the Court
   a. Obtain receipt from court
   b. Submit receipt property section

300/10.7 Supplemental Report Showing Disposition of Case / Property / Evidence

300.11. **ASSIST OTHER AGENCIES**

300/11.1 Notify Campus Administration

300/11.2 Notify Supervisor (when appropriate)
END OF 300 SERIES TASKS

******************************************************************************

******************************************************************************
400/ 1. PATROL FUNCTIONS

400/ 1.1 Building Patrol Checks

a. Notify dispatch on arrival
b. Check for open / unsecured doors windows
c. Broken doors / windows
d. Check alarm pad status
   1. Alarm set / not set
   2. Activated
   3. Violated zones
e. Check for unusual conditions, i.e. broken water lines, etc.
f. Check exterior lighting condition
g. Notify dispatch of unusual conditions
h. Prepare incident / offense report
i. Contact suspicious persons
   1. Obtain identification
   2. Consider running NCIC/TCIC
   3. Determine reason for being on location
   4. Consider appropriate criminal trespass action
   5. Relay information to dispatch
j. Check suspicious vehicles
   1. Run plate or VIN
   2. Observe if occupied
   3. Observe vehicle condition
   4. Relay information to dispatch
k. Notify dispatch upon departure

400/ 1.2 Alarm Calls

a. Burglar alarms
   1. Observe priority assigned
   2. Notify dispatch upon arrival
<table>
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<tr>
<th>FTO/TRAINEE INITIALS</th>
<th>DATE TESTED</th>
<th>DATE PERFORMED</th>
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3. Appropriate approach (lights, siren, etc.)
4. Proper positioning of vehicle
5. Proper approach to building
6. Check exterior doors/windows
7. Observe alarm pad status
8. Notify dispatch of
   i. Signs of forced entry
   ii. PIR’s/Zones violated
   iii. When entering building
9. Call for backup when appropriate
10. Request outside agency help
   i. Extended ETA
   ii. No available CISD unit
11. Safely clear area violated
    i. Note suspicious items
    ii. Listen for activity
    iii. Plan concealment/cover
    iv. Observe lighting
    v. Limit flashlight use
12. After clearing advise dispatch of:
    i. Officer status
    ii. Suspects observed
    iii. Suspects apprehended
13. Supervisor notification requirements
14. Re-set alarm on departure
15. Notify dispatch upon departure
16. Reprogram NAPCO alarms
17. Reprogram ADEMCO alarms
18. Reprogram Radionics

b. Fire alarms
   1. Observe priority assigned
   2. Notify dispatch
      i. Upon arrival
      ii. Visible smoke/flames
### 400/1.3 Vehicle Operations

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<tbody>
<tr>
<td>a.</td>
<td>Check vehicle readiness</td>
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<td>b.</td>
<td>Fill out inspection form</td>
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<td>c.</td>
<td>Report deficiencies to dispatch</td>
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<td>d.</td>
<td>Place vehicle in service with dispatch</td>
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<tr>
<td>e.</td>
<td>Observe traffic laws</td>
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<tr>
<td>f.</td>
<td>Legal authority to disregard traffic laws</td>
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<tr>
<td>g.</td>
<td>Appropriate use of emergency equipment</td>
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<tr>
<td>h.</td>
<td>Breakdowns during shift</td>
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<tr>
<td>i.</td>
<td>Refuel vehicle at end of shift</td>
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<td>j.</td>
<td>Fill out repair form</td>
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<td>k.</td>
<td>Remove vehicle from service with dispatch</td>
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### 400/1.4 Communications

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<tbody>
<tr>
<td>a.</td>
<td>Observe proper radio procedure</td>
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</table>
b. Properly notify dispatch of:
   1. Arrival on locations
   2. Departure from locations
   3. Traffic stops
   4. Officer status while on calls
   5. Any unusual activity or observations

400/2. KEY MAP

400/2.1 Key Map Symbols

400/2.2 Finding Street Locations

400/2.3 Use of the Key Map Index
   a. Schools
   b. Zip Code Assistance
   c. Area Breakdown Map
   d. Location Abbreviations
   e. Public Buildings
   f. Hospitals
   g. Parks
   h. Police Stations
   i. Shopping Centers
   j. Villages/Communities/Subdivisions
   k. Street Maps
   l. Zip Code Map
   m. Highways and FM Roads
   n. Montgomery County Map
   o. City of Conroe Map

400/3. DISTRICT ORIENTATION

400/3.1 Jurisdictional Boundaries
   a. Campus
b. In District
   ____  ____  __________  __________
c. Out of District
   ____  ____  __________  __________

### 400/3.2 Street Numbering

### 400/3.3 District Landmarks

a. Major thoroughfares
   ____  ____  __________  __________
b. Major intersections
   ____  ____  __________  __________
c. Major buildings and institutions
   ____  ____  __________  __________

### 400/4. CAMPUS ALARMS

#### 400/4.1 Burglar Alarms

a. Alarm pad location
   ____  ____  __________  __________
b. Alarm function
   1. Oldest style
      ____  ____  __________  __________
   2. Older style
      ____  ____  __________  __________
   3. New style
      ____  ____  __________  __________

#### 400/4.2 Fire Alarms

a. Alarm panel location
   ____  ____  __________  __________
b. Alarm function
   1. Old style
      ____  ____  __________  __________
   2. New style
      ____  ____  __________  __________

#### 400/4.3 Classroom Panic Alarms

a. Alarm location
   ____  ____  __________  __________
b. Notification process
   ____  ____  __________  __________
c. Appropriate response
   ____  ____  __________  __________

END OF 400 SERIES TASKS
500/1. DISPATCH FUNCTIONS

500/1.1 Alarm Monitoring System

500/1.2 TLETS System

500/1.3 ARMS System

500/1.4 Radio Console
   a. Appropriate Use
      1. Speak clearly and distinctly
      2. Background noise
      3. Officer safety
      4. Plain English (no 10-codes)
   b. Listens and Comprehends
   c. Proper Dispatch of Calls
      1. Timely dispatched
      2. Call priority assignment

500/1.5 Telephone System
   a. Recorded line
   b. Un-recorded line
   c. Intercom

500/1.6 Calls for Service
   a. Obtain appropriate information
   b. Proper recording of information

500/1.7 Messages
   a. Obtain appropriate information
   b. Proper routing

500/1.8 Juvenile Filing System

500/1.9 Adult Filing System
### CONROE ISD POLICE DEPARTMENT FIELD TRAINING MANUAL

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>FTO/Trainee Initials</th>
<th>Date Tested</th>
<th>Date Performed</th>
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<tbody>
<tr>
<td>500/1.10</td>
<td>Radio Backup System (Handheld)</td>
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</table>
| 500/1.11 | Form Filings  
  a. Criminal Trespass Warnings  
  b. Class “C” Citations  
  c. UCR Transport Forms | --- --- | --- --- | --- --- |
| 500/1.12 | Evidence Locker  
  a. Location  
  b. Arms evidence log  
  c. Evidence logs sheets attached and copy submitted | --- --- | --- --- | --- --- |
| 500/1.13 | Officer Boxes  
  a. Location  
  b. Mandatory pick-up and when to check | --- --- | --- --- | --- --- |
| 500/1.14 | Missing and exploited children locator | --- --- | --- --- | --- --- |
| 500/1.15 | Ortega system | --- --- | --- --- | --- --- |
| 500/1.16 | Camera monitoring | --- --- | --- --- | --- --- |
| 500/1.17 | Alarm response  
  a. Freezer alarms  
  b. Burglar alarms  
  c. Fire alarms | --- --- | --- --- | --- --- |

**END OF 500 SERIES TASKS**
600/1 - 600/4.4  ABNORMAL BEHAVIOR UNITS

600 Series deleted and moved to Series 200/8

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### 700/1. SERIES TOPICS FOR DISCUSSION

**700/1.1** The Field Training Program
- a. Goals and objectives
- b. Organization Phases
- c. Training reports (daily, weekly, phase)
- d. FTO/Trainee relationship

**700/1.2** Equipment Needed for Patrol

**700/1.3** Care of Personal Equipment

**700/1.4** Personal Conduct in Uniform

**700/1.5** Personal appearance

**700/1.6** Acceptance of Gratuities

**700/1.7** Off-Duty Conduct (Out of Uniform)

**700/1.8** Policing Off-Duty

**700/1.9** Off-Duty Employment (Extra Jobs)

**700/1.10** Relationships with Other Officers

**700/1.11** Demeanor Towards Violator

**700/1.12** Use of Force in Police Work

**700/1.13** Care of District Owned Equipment

**700/1.14** Department Chain of Command

**700/1.15** Care and Handling of Weapons

---

*rev: 10/2003*
| 700/1.15 | Use of Discretion in Police Work | ____ ____ | __________ | __________ |
| 700/1.16 | Danger of Routines & Complacency | ____ ____ | __________ | __________ |
| 700/1.17 | Officer’s Responsibility for Prisoners | ____ ____ | __________ | __________ |
| 700/1.18 | Conduct with Prisoners (Heckling, etc.) | ____ ____ | __________ | __________ |
| 700/1.19 | Job Related Stress on Family Relationships | ____ ____ | __________ | __________ |
| 700/1.20 | Handling Evidence | ____ ____ | __________ | __________ |
| 700/1.21 | Identification of Medical Problems vs. Intoxication | ____ ____ | __________ | __________ |
| 700/1.22 | Department Procedure Regarding Press Releases | ____ ____ | __________ | __________ |
| 700/1.23 | Community/Cultural Stresses Experienced by Minority Officers | ____ ____ | __________ | __________ |
| 700/1.24 | | ____ ____ | __________ | __________ |
| 700/1.25 | | ____ ____ | __________ | __________ |
| 700/1.26 | | ____ ____ | __________ | __________ |
| 700/1.27 | | ____ ____ | __________ | __________ |
| 700/1.28 | | ____ ____ | __________ | __________ |
| 700/1.29 | | ____ ____ | __________ | __________ |
| 700/1.30 | | ____ ____ | __________ | __________ |
| 700/1.31 | | ____ ____ | __________ | __________ |
**CONROE ISD POLICE DEPARTMENT**  
**FIELD TRAINING MANUAL**

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**END OF 700 SERIES TASKS**

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ASSIGNMENT RECORD
ASSIGNMENT RECORD

BASIC IN-SERVICE CLASSROOM TRAINING

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DAY: ______ DATE: ______ CLASS: ________________________________ FTO ______________________

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DAY: ______ DATE: ______ CLASS: ________________________________ FTO ______________________

BASIC DISPATCH TRAINING

DAY: ______ DATE: ______ CLASS: ________________________________ FTO ______________________

INITIAL FIREARMS QUALIFICATION

DAY: ______ DATE: ______ CLASS: ________________________________ FTO ______________________
## CAMPUS - PHASE ONE (1)

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## PATROL PHASE

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WEEKLY CONFERENCE RECORD
WEEKLY CONFERENCE RECORD

CAMPUS PHASE ONE

WEEK ONE
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FTS _____________________
WEEK TWO
DATE ____________
FTS _____________________

CAMPUS PHASE TWO

WEEK ONE
DATE ____________
FTS _____________________
WEEK TWO
DATE ____________
FTS _____________________

CAMPUS PHASE THREE

WEEK ONE
DATE ____________
FTS _____________________
WEEK TWO
DATE ____________
FTS _____________________

PATROL PHASE ONE

WEEK ONE
DATE ____________
FTS _____________________
WEEK TWO
DATE ____________
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REMEDIAL PHASE ONE

WEEK ONE
DATE ____________
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