

Wayne County Sheriff's Department

Field Training Program

A. Preparation for Duty

Date/Initials

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1. Personal Appearance				
2. Uniform and Equipment				
3. Vehicle and Equipment				
4. Vehicle Maintenance				
5. Report for Duty on time				

B. Personal items

1. Conduct and Behavior on and off duty				
2. Congregation at a Crime Scene				
3. Fraternizing with employees of the Opposite Sex				
4. Respect and Courtesy towards Supervisors				
5. Rapport with fellow officers/employees				
6. Proper wearing of the uniform				
7. Offensive mannerisms and abusive language				
8. Gratuities				
9. Public Relations, prejudices, attitudes				

C. Officer's Responsibilities

1. Purpose of Patrol, crime and traffic				
2. Types of Patrol, hidden, resting, open				
3. Patrol Methods, day versus night				
4. Knowledge of Jurisdiction				

5. Developing Contacts				
6. Officer's positions in Civil Issues				
7. Pitfalls to be Avoided				
8. Duties in Emergency Situations				
9. Keeping Supervisors informed of Status				
10. Chain of Command				

D. Use of Police Radio

1. Position to hold the microphone				
2. Normal Voice, inflection and speed				
3. Phonetic Alphabet				
4. Brevity Codes (signals and 10 codes)				
5. Channel Selection and Operation				
6. Proper Radio Procedure and transmissions				
7. Availability Status (10-8, 10-6, 10-7)				
8. Signal 100/200				
9. Use of TX or meeting in lieu of Radio Traffic				
10. Portable Radio use and care				

E. Forms, Use and Preparation

1. Case Reports				
2. Accident Report				
3. Arrest Report				
4. Charging Affidavits				
5. E-Tickets				

6. Juvenile Forms				
7. Abandoned Vehicles				
8. Jail Book in				
9. Trespassing				
10. Miranda				
11. Pirtle				

F. Driving Techniques

1. Defensive Driving				
2. Inclement Weather				
3. Proper Driving and Courtesy				
4. Proper Parking				
5. Residential Driving				
6. Emergency Driving				
7. Use of Red and Blue Lights and Siren				
8. Pursuit Driving				
9. Use of County Plat book and Map				

G. Arrest Procedures

1. Proper Time for an Arrest				
2. Arrest with or without a Warrant				
3. Exceptions to the Misdemeanor Rule				
4. Felony versus Misdemeanor				
5. Use of Restraints				
6. Resisting Arrest				

7. Rectifying an Improper Arrest				
8. Search incident to Arrest				
9. Transporting Prisoners				
10. Identification of Suspect				
11. Searching Prisoners of the Opposite Sex				
12. Filing of Charges				

H. Search and Seizure

1. Plain View Search				
2. Consent to Search				
3. Exigent Circumstances				
4. Stop and Frisk				
5. Search Incident to Arrest				
6. Vehicle Inventory				
7. Vehicle Search without a Warrant				
8. Search Warrant				

I. Officer Safety

1. Weapon Safety				
2. Keep gun hand free				
3. Officer Positioning				
4. Vehicle Positioning				
5. Use of lighting				
6. Aware of Cover versus concealment				
7. Suspect under constant observation				

8. Proper Approach to Suspects				
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J. Traffic Stops

1. Responsibility for Traffic Enforcement				
2. Recognizing a Traffic Violation				
3. Select a Safe Stopping Location				
4. Notify Dispatcher of your stop				
5. Use of Equipment (lights, PA)				
6. Proper Positioning of your Vehicle				
7. Officer/Violator Safety				
8. Proper Approach				
9. Maintain Proper Demeanor				
10. Enforcement Action (UTT, Warning, Arrest)				
11. Safe Re-entry into Traffic				
12. UTT Processing (Infraction, Misdemeanor, Felony)				

K. High Risk Vehicle Stops

1. Evaluate Risk and Nature of the Crime				
2. Felony Stop and Back-up				
3. Communication				
4. Proper Stopping Location (Surroundings)				
5. Proper Vehicle Positioning				
6. Avoid Cross Fire				
7. Control Occupants				
8. Officer Safety				

9. Restraint and Search Techniques				
10. Check Vehicle for Hidden Occupants				

L. Operating While Intoxicated

1. Recognizing a DUI Violator				
2. Observation of the Violator (Evidence)				
3. Administration of the Standard Field Sobriety Tests				
4. Implied Consent				
5. Chemical Tests (Blood/Breath)				
6. Alco-Sensor (PBT)				
7. Refusal procedures				
8. Completion of related paper work				
9. Juvenile Offenders				
10. Habitual Traffic Violators				
11. OWI Involving Traffic Accidents				
12. Required Chemical Tests for Fatal Accidents				

M. Traffic Accidents

1. Responding to and Parking				
2. Protecting the Crash Scene				
3. Care for the Injured				
4. Directing Traffic				
5. Locating Drivers and Witnesses				
6. Interviewing Drivers and Witnesses				
7. Photographs and Measurements				

8. Determining Responsibility				
9. Issuing Tickets				
10. Leaving the Scene of an Accident (hit and run)				
11. OWI				
12. Crash reports/Case Reports				
13. Serious Personal Injury or Fatal Accidents				
14. Towing Policy				

N. Juvenile Procedures

1. Juvenile Arrests and Detention				
2. Status Offenses				
3. Juvenile Arrests and Release				
4. Notification of Parent of Guardian				
5. Juvenile Forms				

O. Patrol Tactics

1. Patrol Purpose and Procedures				
2. Business and Residential Checks				
3. Open Doors and/or Windows				
4. Search in unsecured Residence or Business				
5. Burglary in Progress				
6. Robbery in Progress				
7. Alarms				
8. Prowler or Suspicious Person				
9. Subject with a gun call				

10. Civil calls				
11. Bomb Threat procedures				

P. Disturbance of the Peace calls

1. Neighborhood Disputes				
2. Domestic Disputes				
3. Preserving the Peace				
4. Invasion of Privacy Arrests				
5. Nuisance Calls (dogs barking, livestock out, Property Lines)				
6. Loud Music/Party Complaints				
7. Trespassing				

Q. Investigative Techniques

1. Elements of a Crime				
2. Misdemeanor Investigation				
3. Felony Investigations				
4. Modus Operandi				
5. Death Investigation				
6. Any Death with a gun				
7. Child Molestation				
8. Rape Investigation				
9. Robbery				
10. Burglary				
11. Vehicle Theft (ownership)				
12. Fraud				

13. Investigative Equipment				
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R. Use of Force

1. Use of Force Policy				
2. Pursuit Policy				
3. Hazardous Waste Policy				

S. Miscellaneous Procedures

1. Animal Complaints				
2. Dog Complaints				
3. Unlock Vehicle Policy				
4. Field interrogation				
5. Death Notifications				
6. Property Safe Keeping/Evidence				
7. Evidence				
8. Inventory/Property Receipt				
9. Detecting and Reporting Hazards				
10. Welfare Checks				
11. Transients				
12. Civil Process				
13. Sex Offender Verifications				