

ORANGE COUNTY SHERIFF'S DEPARTMENT

SHERIFF-CORONER DON BARNES

REGIONAL TRAINING ACADEMY



RECRUIT ORIENTATION MANUAL

ACADEMY APPROVED

(REV. 10/11/19)

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A MESSAGE FROM THE COMMANDER

Every Department seeks officers of high moral character as required in Government Code Section 1031(d). This Academy is part of the selection process for peace officers. Therefore, any recruit who is found to be altering scores, falsifying records, cheating in any manner or who otherwise engages in any conduct involving questions of moral turpitude will be subject to immediate dismissal.



Academy Commander
Lieutenant Guy Coffee

ACADEMY APPROVED

Section I

ACADEMY APPROVED

Introduction

The purpose of this manual is to assist you in successfully completing the Orange County Sheriff's Regional Training Academy. This academy has very high standards utilizing solid discipline requirements with emphasis on physical conditioning. This manual is designed to assist you in preparation prior to the academy and as a reference while attending the academy. It is not just memorization, but knowledge and understanding of the reason behind protocol. Your success in the academy will be greatly improved by the amount of material you have committed to memory. Required memory work, speeches, spelling words, Academy Code of Conduct, academics, the physical training component and other protocol are specifically addressed within this manual.

Every effort has been made to provide you with preparation courses offered through Santa Ana Community College and/or your agency. Occasionally, as in law enforcement work, the program must adjust to unusual occurrences. It will be your responsibility to note any changes to the manual pointed out by staff.

Every recruit must understand that all activities performed after regularly scheduled academy hours, will be considered voluntary and will not be reimbursable (IE; Charity Runs / Fund Raisers).

The academy will make every effort possible to accommodate students with any ADA (Americans with Disabilities Act) issues. It is the responsibility of any recruit with concerns regarding ADA accommodations, to notify staff immediately.

The academy program is designed to take someone possessing basic academic skills, above average physical fitness abilities, and high moral character and build them into an entry level law enforcement officer capable of completing the Field Training Officer program. Enthusiasm, drive, determination, desire to succeed, ability to correct deficiencies, and heart cannot be issued. You must bring these tools with you if you are to be successful in the academy program and in a career in law enforcement.

Do not overestimate your abilities or underestimate the program. This combination is a recipe for your premature resignation from the academy due to failing to adequately prepare. If you feel you are up to the challenge, turn the page and begin your journey toward a rewarding career in law enforcement

Section II

ACADEMY APPROVED

ACADEMY STRUCTURE

I. ACADEMY STRUCTURE

A. The academy is organized as an integral part of the Training Division of the Orange County Sheriff's Department.

1. The Academy is under the direct control of the Training Division.
2. It is designed to handle all training of recruit officers. All instruction is in compliance with the Commission on Peace Officer Standards and Training (POST) requirements.

B. Academy Affiliation

1. On July 1, 1970 the Orange County Sheriff's Training Academy became affiliated with Rancho Santiago College.
2. In an attempt to maintain the highest quality of training, the Academy draws from the combined resources of the Sheriff's Department, the College, and the Orange County criminal justice community.
3. Twenty and a half units (non-transferable to college credit) will be awarded to those students who successfully complete the training program.

C. Academy Accreditation

1. The Department received certification from P.O.S.T. on June 28, 1965.
2. The Basic Academy program meets all State requirements and, in many areas, exceeds them.

D. Academy Location

Orange County Sheriff's Regional Training Academy
15991 Armstrong Ave.
Tustin, CA 92782

Phone (714) 566-2700

Section III

ACADEMY APPROVED

PREPARING FOR THE ACADEMY

As in most endeavors, preparation is the key to success. The academy is no exception. Lack of preparation could spell disaster to the otherwise very capable trainee.

The purpose of this section is to assist you in this preparation. To simplify your preparation, this chapter has been divided into four areas consisting of: *EQUIPMENT AND MATERIALS, REQUIRED MEMORY WORK, PHYSICAL PREPARATION, AND ADDITIONAL STUDIES.*

I. EQUIPMENT AND MATERIALS

You will be expected to bring all required equipment and materials listed below with you on the first Monday of the academy and everyday thereafter.

A. Department supplied materials.

1. Class "A" uniform.

A. Department issue short sleeve uniform shirt with shoulder patches.

B. Department issue trousers.

C. Department issue cover with cap piece.

D. Department issue trouser belt.

E. Department issue nameplate. *(To be worn in accordance with your department regulations.)*

F. Department issue jacket with shoulder patches.
(To be worn during cold weather or at the direction of the staff.)

2. Leather (or web, depending on agency requirements) gear, weapons, and handcuffs.

A. Leather gear including the following: Sam Browne belt with buckle, holster, handcuff case (*single type*), key holder, key ring, baton ring, magazine pouch, whistle, and four keepers. (or web gear equivalent to above)

B. Department issued firearm. *(Sheriff's recruits and independents will be issued firearms during the first week)*

C. Magazines. *(Will be kept in a magazine pouch and will not be carried in the weapon. The third magazine should be available for actual firearms instruction.*

D. Department issued baton.

E. Handcuffs and handcuff key. *(One pair only)*

3. Department issue identification card *(Will be carried in the right breast pocket. If none issued, your California driver's license will be carried in same manner)*

B. Additional required equipment

1. Accessories to complete a Class "A" uniform.

a. White tee-shirt. *(Crew type or other high neck variety)*

b. Black or blue socks. *(Per department policy)*

c. Black, leather, plain toe, lace-up boot (highly polished).

d. Matching pen and pencil set *(Two examples are: Cross-Gold and Classic Black #250, 105 or Parker-Insignia Gold and Matte Black. Other brands are acceptable as long as they are a matching set in gold or black).*

2. Physical training gear

a. Gray sweat pants (50/50 blend, no pockets, draw string waist, elastic cuff)

b. Gray long sleeve sweatshirt (50/50 blend, no pocket, no hood)

c. Gray gym shorts (50/50 blend, 6" leg, draw string waist)

d. White short sleeve tee-shirt (100% cotton, crew neck, no pocket)

e. Forest green physical training cover (baseball type, mesh back)

f. All white crew length athletic socks

g. Good quality running shoe. *(Suitable for long distances and hard surfaces)*

**Good quality high top athletic shoes may be worn during PT activities other than long distance running. (Prevents ankle injuries)*

h. Black compression shorts. *(For men)* Athletic bra and Black compression shorts. *(For women)*

i. Padlock. *(Combination lock preferred)*

3. Classroom material

- a. Pens (*black ink only*), pencils (#2 lead), and yellow highlighter pen.
- b. Paper. (*8.5" by 11" wide-rule, three-hole type, note book paper*)
- c. Black nylon lockable patrol bag, with combination lock.
- d. California Vehicle Code (*unabridged edition*)
- e. California Vehicle Code (*official version only...
Available at DMV*)

4. Ballistic vest. (Note: The wearing of a ballistic vest during portions of the academy training is a P.O.S.T. requirement. *It is not necessary to immediately obtain or purchase a vest.* One will be required, however, after approximately the 14th week of the training. Most agencies will issue a vest or provide funds for its purchase. You will need to contact your departmental training staff regarding your department's policy and procedure. O.C. Sheriff Recruits and Independent Recruits will be issued vests from the range staff on their first scheduled range day. The range maintains a very limited number of vests for temporary use and for training purposes only. Any recruit having difficulty in obtaining a vest for temporary use during training should contact the Tactical Staff for direction.

II. REQUIRED MEMORY WORK

Required memory work requirements are broken down over the first three weeks of the academy. Every effort must be made to commit all this information to memory prior to the actual start of the academy. The first few weeks of the academy are very critical to your success and little additional time will be available for study of this material. If memory work is required by a certain date, be sure to have it memorized verbatim by that date. You will be required to recite it, word for word, and under pressure. Some recruits find it beneficial to utilize flash cards, audio recordings, reading aloud, writing out the material and having someone quiz them on the material when memorizing it.

The Law Enforcement Code of Ethics and The Sixth Principle of the Peelian Reform can be found in the appendix section of this manual. The “Daily Dozen” can be found in the Physical Training section. *(Orange County Sheriff's recruits can find their department information, weapon, handcuff, and other equipment specifications in the appendix section of this manual)*

A. Required memory work for the first Monday

1. Department information

- a. Sheriff, Undersheriff, Assistant Sheriffs, and Commanders for Sheriff Department recruits or Police Chief, Assistant Chief/Deputy Chief and Captains for Police agency recruits.
- b. Department Divisions including contract cities and unincorporated areas.
- c. Year Department was founded.
- d. Chain of command according to the Professional Services Division *(Recruit to Sheriff or Police Chief)*.
- e. Any other additional information required by your agency *(i.e. **Mission Statement, contract cities etc.**)*.

2. Equipment speeches to include Weapon, Baton, Leather Gear, Handcuffs and Cap Piece (Examples in Appendix E)

- a. Weapon-must include: make, model, caliber, barrel length, round capacity, weight (unloaded and loaded), sight type, serial number, and any other important features
3. First Paragraph of the Law Enforcement Code of Ethics.
 4. Sixth Principle of the Peelian Reform.

5. First ten of the Ten-Code.
 6. The “Daily Dozen.”
 7. The Academy Chain of Command.
 8. LA County Agencies Required Memory Work: See Appendix F.
 9. Four Basic Rules of Firearm Safety
- B. Required memory work by the first Wednesday:
1. Second Paragraph of Law Enforcement Code of Ethics.
 2. The entire Ten-Code.
 3. **O.C. agencies:** Station numbers. (*Station 10 through 49, 54 and Station 59 - agency and corresponding station number.*)
- C. Required memory work for the second Monday:
1. Third Paragraph of the Law Enforcement Code of Ethics.
 2. Radio Codes 11350 through 664-187.
 3. First half of Nine-Codes (*Agency specific*).
 4. Phonetic Alphabet (appropriate to agency area).
 5. LA County Agencies Required Memory Work: See Appendix F.
- D. Required memory work by the third Monday.
1. Fourth Paragraph of the Law Enforcement Code of Ethics.
 2. Entire Nine-code (*Agency specific*).
 3. CODE ONE through CODE CHARLIE (*O.C. agencies*).
 4. LA County / Orange County Agencies Required Memory Work: See Appendix F.

III. PHYSICAL PREPARATION

The Orange County Sheriff's Training Academy places an emphasis on physical conditioning as part of its basic program. If you are in poor physical condition this close to the beginning of the academy, there is little that can be done to prepare you for the rigorous physical training program you are about to begin. Even if you are in good physical condition you will find physical training a challenge. You should begin training with a minimum goal of achieving 70% in each of the graded areas with an ultimate goal of 100% in each of the areas. As part of your training you may want to incorporate the stretching exercises and "Daily Dozen" in your warm-up. Below you will find some minimum standards for physical training testing. If you find yourself above 70% in all areas continue to train and prepare.

A. Physical Training Standards.

1. Timed push-ups. (2 minutes)
 - a. 70% - 60 repetitions
 - b. 100% - 90 repetitions
2. Timed sit-ups. (2 minutes)
 - a. 70% - 70 repetitions
 - b. 100% - 100 repetitions
3. 40 yard dash.
 - a. 70% - 6.50 seconds
 - b. 100% - 5.00 seconds
4. Obstacle course.
 - a. 70% - 2:05 minutes
 - b. 100% - 1:35 minutes (Recruits are not allowed to practice the obstacle course prior to the start of the academy.)
 - c. Recruits may not jump from the rope to improve their time.

5. Dummy drag (20 yards)
 - a. 70% - 10.40 seconds
 - b. 100% - 8.00 seconds

B. Shoes

Prior to entering the academy, you are required to purchase a good pair of running shoes. You are also encouraged to purchase a good pair of athletic shoes. The type and proper fit of shoe is important for any activity program. Programs such as this that involve a lot of running and jogging require special shoes which have been designed specifically for these activities. These shoes should not fit tightly; the soles should be firm and the tops pliable; and they should have good support at the arch and heel. It is important to remember that good shoes and socks are the best prevention against blisters, soreness, and aching of the feet, ankles, and knees.

IV. ADDITIONAL STUDIES

You should familiarize yourself with the following areas of study prior to the start of the academy.

- A. Class officer responsibilities.
 1. Class Sergeant.
 2. Class Assistant.
 3. Platoon Sergeants.
 4. Squad Leaders.
- B. Drill and Formation.
- C. Academy Honor Code.
- D. Academy Conduct.
- E. Range Rules and Regulations.
- F. Spelling word list (See Appendix).

V. INFORMATION SHARING POLICY

- A. All information needed to pass any California Peace Officer's Standards and Training (P.O.S.T.) test will be provided to you by P.O.S.T., Academy staff, or instructors. The use or possession of a study guide or any use of information from any previous or current recruit, trainee or attendee, from any academy, regarding answers to P.O.S.T. testing materials is prohibited. POST testing materials include, but are not limited to, Learning Domain exams, written firearms tests, written arrest and control techniques tests, or scenario tests. Any recruit who either discovers or believes that a study guide exists, or any former or current recruit improperly possesses, shares or is using answers to P.O.S.T. test materials, must notify the academy staff immediately.

Any use of an internet website or application to share information about the academy is allowed only with prior approval of the Academy staff. If permission is granted for the class to utilize an internet website or application, Academy staff **MUST** be granted access to the site for review of all information shared by the class.

Any possession, transfer or use of the prohibited materials described above, use of an unauthorized internet website or application, or failure to immediately report violations of this policy to Academy staff, is grounds for immediate dismissal from the Academy program.

Section IV

ACADEMY APPROVED

ORIENTATION

The purpose of this chapter is to ensure that you show up to the academy on day one, properly prepared and with all the necessary equipment. This will enable you to benefit fully from the academy program with a minimum of mistakes and wasted effort. All items mentioned are applicable to both the Pre-Academy Orientation Week and the Academy itself.

I. DAY ONE


You only receive one chance to make a good first impression. The moment you set foot on this compound, the staff will begin to evaluate you and your performance. Your ability to organize, prepare, and follow instructions are among the first characteristics to be observed.

A. En-route to the academy.

1. Leave home early

- a. Take into account any possible delays.

2. Equipment

- a. Law enforcement equipment and uniforms should be covered and/or carried where they cannot be seen.
 - b. Firearm and baton should be carried in trunk or other area not accessible to driver.
- 

B. Arrival at the academy

1. Parking – Recruits may enter the academy grounds 30 minutes prior to the start of the day.

- a. Park only in assigned area.
- b. Fill every stall – do not skip parking spaces.
- b. Vehicles will always be locked when not in immediate attendance.
- c. Law enforcement equipment should not be visible from outside.

2. Final Preparation

- a. Uniforms – recruits dress in full class “A” uniform with leather gear, weapons, and handcuffs.
- b. Locker room and restrooms may be utilized after 0630 hours.
- c. All classroom material necessary should be in your patrol bag.

3. Class formation

- a. Prior to the start of the academy day.
- b. Location
 - (1) *Katella* / north side of Range building.
 - (2) *Tustin* / the class will form up at the north end of the parking lot.
- c. Class formation.
- d. Alphabetical order.
- e. March to and stop at the designated area (at 0700 hours, sharp).
- f. Patrol bag held on the non-weapon side.

II. PERSONAL APPEARANCE STANDARDS

A neat and professional appearance is essential to the modern Law Enforcement Officer. Nearly every contact you make, whether it is with a citizen, peer, or supervisor, will be influenced by your appearance. The Orange County Sheriff's Training Academy places an emphasis on this area.

A. Class "A" uniform

1. Uniform condition.

- a. Properly tailored.
- b. Good repair and free from loose threads.
- c. Clean and neatly pressed.

2. Proper Wear

- a. Shirt tucked in. (*Shirttail stays or garters are recommended*)
- b. All buttons will be buttoned, except top shirt button.
- c. Name tag is to be worn on outer most garment in accordance with your departmental regulations.
- d. Pockets will be empty with exception of:
Identification (*right breast pocket*), Pen and Pencil set (*left breast pocket*), and a small pocket note pad (*not visible-right rear trouser pocket*).
- e. Cover will be worn at all times when outside.
(*Covers will not be worn indoors at any time.*)
- f. Boots will be highly polished using black shoe polish (not "painted" w/ edge dressing/Leather Luster) and edges and soles properly dressed.
- g. Gig-line will be straight. The right side of the front shirt seam, right side of the Sam Browne buckle and the trouser zipper seam should be aligned to form a straight line.

B. Leather gear, weapons, and handcuffs

1. Leather gear appearance.

- a. Leather gear will be black in color where visible.
 - b. Highly polished.
 - c. In good condition.
 - d. All snaps and fasteners fastened.
 - e. Metal should be clean and polished.
2. Leather gear wear – starting from weapon side
 - a. Holster worn on the reinforced portion of Sam Browne belt, centered on hip.
 - b. Handcuff case (not to touch butt of handgun).
 - c. Key holder will be worn with handcuff key on separate ring. Whistle and briefcase key on additional ring. *(No other keys are permitted.)*
 - d. Baton ring.
 - e. Magazine pouch – containing magazines.
 - f. Buckle with teeth facing towards magazine pouch.
 - g. The belt end will be under the leather belt loop. The leather belt loop will cover metal post on the Sam Browne belt.
 - h. Keepers will be fastened around both the Sam Browne and trouser belt. They will be worn one in front of the holster, one between magazine pouch and baton ring, and two between the handcuff case and key ring. *(Centered in the back)*
3. Weapons and handcuffs
 - b. Batons will be carried in the baton ring.
 - c. Handcuffs will be carried in the handcuff case.
- C. Personal grooming standards
 1. Hair standards.

- a. Hair must look neat and professional with and without a cover and must not interfere with proper cover wear.
- b. Hair must not touch the ears or shirt collar.
- c. Sideburns and bangs are not permitted.
- d. Men's hair must be short and tapered in the back. No block cuts. Must be a #1 guard cut all the way around.
- e. Women's hair should be neat and easily maintained. Hairstyles such as braids, locks and twists shall be allowed as long as they are professional in appearance and do not interfere with proper cover wear. *(If worn up, it will be free of "wispies," excessive gels or hairspray. Hair clips will not be visible when the cover is on.)*
- f. All (male and female) recruits' faces will be clean-shaven and/or free from noticeable hair. Mustaches and beards are not permitted.
- g. Neck and chest hair will not be visible above the tee-shirt collar.
- h. Nose and ear hair will be neatly trimmed.

2. Personal hygiene

- a. Recruits should shower or bathe each morning prior to reporting to the academy.
- b. Recruits should brush their teeth prior to the start of the academy day and practice good oral hygiene.
- c. Recruits will be free from bad breath.
- d. Fingernails will be clean, short, and neatly trimmed.
- e. Colored nail polish is prohibited.
- f. Female recruits may wear minimal facial makeup.

3. Jewelry

- a. Wedding rings only are permitted.
- b. Watches with black watchbands required.
- c. Females are permitted to wear one pair of plain metal stud earrings.

- d. No other visible jewelry will be permitted.
 - e. No jewelry or watches permitted on the physical training field. (*No exceptions*)
4. Tattoos will be covered with black compression style sleeves or black tape where a sleeve will not cover (Head, neck, hands, fingers, etc).

III. ATTENDANCE

A. Academy attendance

1. The academy is your assigned duty station each scheduled academy day.
 - a. You are expected to attend each day. Every effort should be made to make it to the academy if at all possible.
 - b. Unexcused absences and tardiness will not be tolerated.
2. Procedure if you cannot attend:
 - a. You must call *exactly* 35 minutes prior to the start of the academy day and request to speak to your primary Tactical Officer.
 - b. Tustin: (714) 566-2700
Katella: (714) 538-9668
3. Procedure for arriving at the academy late or leaving the academy grounds during the academy day:
 - a. If you report to the academy late, you must report to your primary Tactical Office prior to reporting to class.
 - b. If you must leave the academy grounds during the academy day, you must report to your primary Tactical Office prior to leaving.
4. Recruits are not permitted to leave the academy grounds without the expressed permission of the staff.
 - a. Staff will be advised by written report for any planned absence.

B. Additional equipment

1. Physical training gear

- a. Will be brought to the academy each day, whether or not physical training is scheduled.
- b. Physical training gear will be clean each day.
- c. Damage, tears, and rips may occur due to some training. It is not necessary to purchase new equipment if damage can be repaired adequately.
- d. Lockers will be provided.

2. Security

- a. All equipment will be secured in a locked vehicle, locked physical training locker, or locked war bag when not being used.
- b. You may leave notes, paper, writing implements and other non-valuable items out on your desk area when on break.

■ [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Section V

ACADEMY APPROVED

ACADEMY HONOR CODE

As a recruit preparing to enter the law enforcement field, you are entrusted to obey all laws and the law enforcement code of ethics. Here at the academy and in the law enforcement community, lying, cheating, or stealing is not and will not be tolerated.

Any recruit that has committed any one of the below listed violations of the honor code may be subject to immediate expulsion from the academy program:

1. Altering any answers or scores on test including range scores.
2. Altering scores on another recruits test or aiding a recruit to cheat.
3. Turning in assigned paperwork produced or written by someone other than the recruit.
4. Cheating or copying from another during testing.
5. Copying test questions and/or answers (in any form and by any method).
6. Using unauthorized aids during testing.
7. Falsifying any records or any academy document or log.
8. Signing off discipline that in fact has not been completed, or, purposefully failing to complete assigned discipline.
9. Engaging in any conduct involving moral turpitude or conduct violating the Law Enforcement Code of Ethics.
10. Discussing with or providing prior information to another recruit of specific scenarios in Night Problems or any other Practical Application testing. Recruits will not discuss any specific scenarios before or during testing.
11. Knowingly giving false information to any member of the academy staff.
12. Violation of any local, state or federal law, excluding minor traffic offenses. (All contacts with law enforcement will be reported to staff, in an Information Report, by the next academy day).
13. Fighting with or assaulting another.
14. Violating the Academy Information Sharing Policy.
15. Failure to accurately document hours worked on timesheet.

Any recruit that commits any one of the above listed violations or witnesses a violation by another recruit is required to report the incident to a member of the Tactical Staff immediately (*within the next academy day*).

Section VI

ACADEMY APPROVED

ACADEMY CONDUCT

- I. Arrival on the Compound
 - A. Recruits may arrive up to 30 minutes prior to the start of the academy day.
 - B. Recruits are subject to all academy rules and regulations immediately upon arrival.
 - C. Recruits may utilize the locker rooms and restroom upon arrival.
 - D. Recruits may enter the classroom with a 960, fifteen minutes prior to the start of the academy day (on inspection days only).
 - E. Recruits must be in full uniform unless moving directly between the locker room and their vehicle.
 - F. Recruits may complete physical discipline thirty minutes before or after the academy day, during breaks, lunch breaks, or as time permits.'
 - G. In the event of rain (anything more than a drizzle), Recruits will forgo the daily march on. Instead, they will march on informally (single file) at 0700 hours, enter through the Star doors, and fall directly into the classroom(s). The Recruit Class Sergeant(s) or designated billet(s) will report to their primary Tactical Offices as usual. If rainy day protocol is in effect, Flag Detail will not report for the flags, unless otherwise directed by Tactical Staff.
- II. Conduct While On the Compound
 - A. Recruits will move about the compound at a double time unless otherwise directed.
 - B. Recruits will be in full uniform (*Class "A" or physical training gear*) at all times, unless otherwise directed. Recruits will remove their covers whenever they enter a building.
 - C. Recruits will keep all items of value secured in a locked vehicle, locker, or locked patrol bag when not in immediate attendance.
 - D. Recruits will behave in a professional manner at all times and will not engage in horseplay.
 - E. Recruits will not litter the academy grounds.
 - F. Recruits will not chew gum or tobacco and will not spit.
 - G. Recruits will not use profanity.

H. Recruits will not have any unnecessary contact with the inmate worker(s).

I. Recruits will not draw their firearms or batons unless directed to do so by a staff member or instructor. *(A violation of this rule will be considered a serious breach of discipline and may result in dismissal from the program)*

J. Recruits will not possess or bring to the academy any live ammunition or unauthorized weapons without express permission of a staff member. *(A violation of this rule will be considered a serious breach of discipline and may result in dismissal from the program).*

K. Recruits will not wander around the compound needlessly.

1. Breaks will normally be taken in the classroom or in designated recruit break areas.

L. Recruits will not carry items in their weapon hand unless absolutely necessary.

M. Recruits will notify the staff immediately of **ALL** injuries, minor or serious, sustained while at the academy or performing academy functions.

N. Recruits are subject to all academy rules and regulations while attending off compound classes.

O. Recruits shall notify staff of any hazardous or potentially hazardous condition.

III. Contacting Tactical Staff

A. General Provisions

1. Recruits will treat all staff members with respect at all times.

2. Recruits will restrict their contact with staff members to those of an official or business nature.

3. Recruits will stand at attention at all times when speaking to a member of the staff unless given specific directions to do otherwise.

4. Recruits will come to the position of attention whenever a member of the staff enters a room not occupied by an instructor or other member of the staff or approaches a recruit within 21 feet (brace).

5. Recruits addressing more than one Tactical Officer will address the lowest ranking full time staff member present.

6. Recruits will begin and end all statements to a member of the staff with the word, "**Sir**" or "**Ma'am**."

7. Recruits will never initiate contact with the Academy Commander.

B. Approaching a member of the Tactical Staff to speak to them

1. The recruit shall approach the staff member from the front and come to the position of attention approximately five feet away.
2. The recruit shall address the lowest ranking full time member of the Tactical Staff present. The recruit shall state, "**Sir, recruit _____ request permission to speak to Tactical Officer _____, Sir.**"
3. Once the recruit is given permission to speak, the recruit shall state all necessary business in their initial statement.

C. To pass an approaching member of the Tactical Staff. (The following is not necessary beyond 21 feet)

1. The recruit will approach the staff member to a distance of approximately 21 feet.
2. The recruit will come to the position of attention and state, "**Sir, by your leave, Sir.**"
3. The recruit will remain at the position of attention until given permission to pass.
4. If the recruit does not receive any further instruction they will pass the staff member when able to do so.
5. If recruits are falling out in class formation and no break in the Ranks has occurred, they do not need to brace for staff. The only exception to this rule is if recruits are stopped by Tactical Staff or if staff is breaking class ranks.
6. If the recruit is approaching a staff member in a perpendicular angle, the recruit will state, "Make a hole."

IV. Reporting To the Tactical Offices

- A. The recruit will first post him/ herself, facing west along the south side of the Main Academy Hallway (at the entrance to the Staff Office Hallway or "Runway"). The recruit will remain in this position until the Runway is clear. The recruit will take one thirty-inch step and perform a facing movement to the right. He/she will march forward and position himself / herself at the end of the "Runway." Before leaving the "runway" the recruit will confirm that the corresponding Tactical Office is clear.

Tactical Office # 1

First office on the right- Once the recruit visually confirms that Tactical Office #1 is clear, the recruit will take two thirty-inch steps forward and come to a halt, centered on the knocking plate and perform a right face. The recruit's shoulder should be centered on the knocking plate. The recruit will knock firmly on the knocking plate 3 times, with the gun hand and wait to be recognized. If the recruit is not recognized, wait 15 seconds and knock 2 more times. If the recruit is still not recognized, return at a later time. Once the recruit has been recognized by being told to enter, the recruit will do so in the following manner:

Take one thirty-inch step forward, halt and perform a facing movement to the left. The recruit will then be centered in the doorway. Take two equal steps forward and come to the position of attention within six inches of the desk.

Once directed to leave, the recruit will acknowledge staff, execute an about face, take two steps forward to exit the office. Once the recruit confirms the Tactical Office Hallway is clear, he/she will take additional steps forward to cross the hallway, perform a column right, take two steps forward, perform a column left, and continue down the hallway (Runway).

Tactical Office # 2

Second office from the right – Once the recruit visually confirms that Tactical Office #2 is clear, the recruit will take two thirty-inch steps forward and perform a column left at the knocking plate for Tactical Office #1. The recruit will march forward (West) in the Tactical Office Hallway until he/she halts next to the knocking plate for Tactical Office #2. The recruit will perform an about-face, centering himself/herself on the knocking plate for Tactical Office #2. The recruit will knock firmly on the knocking plate 3 times, with the gun hand and wait to be recognized. If the recruit is not recognized, wait 15 seconds and knock 2 more times. If the recruit is still not recognized, return at a later time. Once the recruit has been recognized by being told to enter, the recruit will do so in the following manner:

Take two thirty-inch steps forward and perform a facing movement to the left. The recruit will then be centered in the doorway. Take two equal steps forward and come to the position of attention within six inches of the desk.

Once directed to leave, the recruit will acknowledge staff, execute an about face, take two steps forward to exit the office. Once the recruit confirms the Tactical Office Hallway is clear, he / she will march forward down the hallway (Runway) and out into the Main Academy Hallway. The recruit will always walk on the right side of the hallway.

Tactical Office #3

Third office from the right - Once the recruit confirms that Tactical Office #3 is clear, the recruit will take 2 thirty-inch steps forward and perform a column left at the knocking plate for Tactical Office #1. The recruit will march forward (West) in the Tactical Office Hallway until he/she halts next to the knocking plate for Tactical Office #3. The recruit's shoulder should be centered on the knocking plate. The recruit will knock firmly on the knocking plate 3 times, with the gun hand and wait to be recognized. If the recruit is not recognized, wait 15 seconds and knock two more times. If the recruit is still not recognized, return at a later time. Once the recruit has been recognized by being told to enter, the recruit will do so in the following manner:

Take 2 thirty-inch steps forward, halt, and make a facing movement to the right. The recruit will then be centered in the doorway. Take two equal steps forward and come to the position of attention within six inches of the desk.

Once directed to leave, the recruit will acknowledge staff, execute an about face, take two steps forward and exit the office. Once the recruit confirms that the Tactical Office Hallway is clear, he/she will take additional steps across the hallway (to the south side), perform a column left and march back out to the Main Academy Hallway. The recruit will always walk on the right side of the hallway.

Tactical Office #4

Fourth office from the right – Once the recruit confirms that Tactical Office #4 is clear, the recruit will take 2 thirty-inch steps forward and perform a column left at the knocking plate for Tactical Office #1. The recruit will march forward (West) in the Tactical Office Hallway until he/she halts next to the knocking plate for Tactical Office #4. The recruit's shoulder should be centered on the knocking plate. The recruit will knock firmly on the knocking plate 3 times, with the gun hand and wait to be recognized. If the recruit is not recognized, wait 15 seconds and knock two more times. If the recruit is still not recognized, return at a later time. Once the recruit has been recognized by being told to enter, the recruit will do so in the following manner:

Take 1 thirty-inch step forward, halt and make a facing movement to the right. The recruit will then be centered in the doorway. Take three steps forward (which will center the recruit on the desk), make a facing movement to the left, take one step forward and come to the position of attention within six inches of the desk.

Once directed to leave, the recruit will acknowledge staff, execute an about face, take one step forward, make a facing movement to the right, take three steps forward and exit the office. Once the recruit confirms that the Tactical Office Hallway is clear, he/she will take additional steps across the hallway (to the south side), perform a column left and march back out to the Main Academy Hallway. The recruit will always walk on the right side of the hallway.

Tactical Office #5

Office across from Tactical Office #1 – Once the recruit confirms that Tactical Office #5 is clear, the recruit will proceed down the Tactical Office Runway and stop at the knocking plate for Tactical Office #5, which is located near the intersection of the Tactical Office Runway and Tactical Office Hallway. The recruit's shoulder should be centered on the knocking plate. The recruit will knock firmly on the knocking plate three times, with the gun hand and wait to be recognized. If the recruit is not recognized, wait 15 seconds and knock two more times. If the recruit is still not recognized, return at a later time. Once the recruit has been recognized by being told to enter, the recruit will do so in the following manner:

Take one thirty-inch step forward, halt and make a facing movement to the right. The recruit will then take two equal steps forward, halt and perform a facing movement to the right. The recruit will then be centered in the doorway of Tactical Office #5. Take two equal steps forward and come to the position of attention within six inches of the vault.

Once directed to leave, the recruit will acknowledge staff, execute an about face, take two equal steps forward and exit the office. Once the recruit confirms that the Tactical Office Hallway is clear, he/she will make a column left, take additional steps down the hallway (to the west side of the Tactical Office Runway), perform a column left and march back out to the Main Academy Hallway.

V. Conduct in the Classroom

- A. Recruits will be courteous and show respect to all Instructors and other academy guests.
- B. Whenever an instructor or member of the staff leaves or enters a classroom, the recruit class sergeant will call the class to attention, provided there are no other instructors or members of the staff present.
- C. Recruits will stand whenever addressing an instructor.
- D. The procedure for asking a question during class will be as follows.
 - 1. The recruit will raise their hand and wait to be recognized.
 - 2. Once the recruit is recognized, stand and state, “**Sir, recruit _____, Sir,**” and then they may pose their question.
 - 3. Once the recruit is done speaking they may be seated.
 - 4. If the recruit wishes to continue they should remain standing until done addressing the instructor.
 - 5. This formality may be omitted at the direction of the instructor.

VI. Dismissal from the Compound

- A. Recruits must be in full uniform unless moving directly between the locker room and their vehicle.
- B. Recruits are subject to all academy rules and regulations until completely off the academy grounds.
- C. Recruits will complete all necessary business in the locker rooms as quickly as possible after being dismissed.
- D. Recruits will leave the facility as soon as possible.

VII. Academy Discipline

- A. The recruit will understand that maximum effort is required not just in training, but also in all areas of law enforcement to accomplish the goals of police work.

- B. The recruit will understand the necessity of maintaining composure and emotional stability during periods of criticism and pressure.
- C. The recruit will demonstrate by their actions the professionalism, desire for self-improvement and self-discipline that are necessary for competent performance throughout a law enforcement career.

D. Breaches of Discipline

1. All breaches of discipline will become a matter of record and will have an adverse effect upon the violator's academy status.
2. Serious breaches of discipline committed by recruits in the Academy shall be referred to their department head with recommendations for disposition.
3. Minor infractions will be handled by the Academy staff.
4. Corrective measures used by the Academy Staff:
 - a. Discipline may be administered in the form of physical exercise and will be due within five working days (*including the date of issue*).
 - b. Remedial Instruction Reports and Major Memorandums may be assigned by members of the staff for infractions and will be due the next academy day. Recruits will write their 5 oldest Remedial Instruction Reports per night and submit those the following academy day. Reports will be placed in descending order (5,4,3,2,1), with the higher number on top, descending to the lower number on the bottom (with the exception of Major Memorandums which will be given priority by being completed daily and submitted on top of all reports until approved). Additionally, on a typical two day weekend, recruits will submit up to 15 reports on Monday (5 for Friday night, 5 for Saturday night and 5 for Sunday night).

SEXUAL HARASSMENT POLICY

VII. Policy Against Unlawful Harassment

- A. The Orange County Sheriff-Coroner Department is committed to providing a professional and supportive work environment free from unlawful harassment. Department policy prohibits harassment based on sex, pregnancy, childbirth or related medical conditions, race, gender, veteran status, religion, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, use of family or medical leave, or any other basis protected by federal, state or local law. This prohibition includes harassment by anyone in the workplace – administrators, managers, supervisors, co-workers, and non- employees. Harassment by same sex offender(s) is prohibited as well. Harassing behavior can not only be personally damaging to the individual(s) involved, but can also be damaging to the workplace in terms of conflict, decreased productivity, unpleasant environment, and the degradation of interpersonal relationships and overall morale. It is the responsibility of every employee to prevent harassment and/or discrimination of any kind and to maintain a workplace free of hostility and conflict.
- B. Harassing conduct may include, but is not limited to, the following behavior:
- Verbal conduct such as epithets, derogatory jokes, slurs, threats or unwanted sexual advances, invitations or comments;
 - Visual conduct such as derogatory or sexually oriented posters, photography, cartoons, emails, drawings or gestures;
 - Physical conduct such as assault, unwanted touching, blocking normal Movement or interfering with one's work; and
 - Retaliation for reporting or threatening to report harassment.
- C. If you believe you are being unlawfully harassed by another person in the workplace, the department recommends that you tell that person in a clear and unambiguous manner that their conduct is unwelcome and you want it to stop. The key to dealing with any type of discrimination or harassment is either immediate confrontation and resolution, or reporting. Failure to take immediate action typically results in aggravation of the situation and/or continued offending behavior over a period of time. If you are uncomfortable confronting the offending person(s) or if the conduct does not cease after you have warned the offending person(s) to stop, you should complain to your immediate supervisor. If your immediate supervisor is the offending person, report the complaint to the next supervisor in the chain of command. As an alternative, you can make the

complaint to Sheriff's Human Resources/Professional Standards Division or contact the County's Equal Employment Opportunity Access office at 714-834-5259.

- Every complaint of harassment reported to the department will be investigated in a timely, thorough, impartial and confidential manner
- If the Department determines that unlawful harassment has occurred, effective remedial action will be taken appropriate to the circumstances.
- The department will not retaliate against any employee for filing a complaint of harassment and will not tolerate retaliation by anyone else against an employee complaining of unlawful harassment.

D. The complaint procedure is as follows:

Informal resolution; Whenever possible, employees who believe they are experiencing sexual harassment are encouraged to inform the harasser that his or her behavior is unwelcome, offensive, unprofessional, or highly inappropriate. If the above action does not resolve the concern or if an employee feels uncomfortable, threatened, or has difficulty expressing his or her concerns, complaints should follow the chain of command as dictated by department policy. However, repeated or unresolved situations can be reported to the Professional Standards Division of the Sheriff's Department for investigation and resolution. In addition, members of the Sheriff's Department Affirmative Action Committee are available for assistance in determining what course of action a complainant may want to take.

Formal resolution; should an employee be unsatisfied with the results of the informal resolution or choose not to seek an informal resolution, he or she may seek a formal resolution by contacting the Orange County Affirmative Action office at 714-834-5259. No influence will be used to suppress any complaint. No employee will be subjected to retaliation or reprisal for filing a complaint. Employees are expected to cooperate in the investigation of complaints of sexual harassment.

If the complaint is substantiated, the policy prohibiting harassment will be reviewed with the offender. Based upon the degree of severity of a proven incident, appropriate disciplinary action may be taken, up to and including discharge.

Section VII

ACADEMY APPROVED

REMEDIAL INSTRUCTION REPORT FOLDERS

I. INTRODUCTION

A. The purpose of the Remedial Instruction Report folder is to store each recruit's Remedial Instruction Reports and to maintain a record of all discipline issued.

B. Accuracy and completeness of the Remedial Instruction Report folder is the responsibility of the recruit.

C. The Individual Recruit Activity Log.

1. All discipline will be logged as soon as possible.
2. All appropriate blanks shall be filled in completely.
3. Only a member of the Tactical Staff shall fill in the "approved by" blank.
4. Remedial Instruction Reports will also be numbered in the column marked "type."
5. The "date completed" for written discipline shall be the date the discipline is first turned in and will be included with the initial log entry.
6. The "date completed" for physical discipline shall be the date the discipline was actually completed and will not be entered until the discipline has in fact been completed. Physical discipline must be completed within 5 academy days including the date of issue.
7. The last 2 full lines of the Individual Recruit Activity Log will be left blank and will not be used by the recruit. When the log sheet is filled to capacity it should be replaced with a fresh log. A blank log must be kept as the first (bottom) page of logs. Your name and agency must be filled out on the top of the blank log.
8. Written discipline shall not be removed from the Remedial Instruction Report folder.
9. Remedial Instruction Reports shall be placed in the folder with the most recent report on top with oldest report on the bottom. The reports should be in descending numerical order for the reports due that academy day.

REMEDIAL INSTRUCTION REPORT RULES

1. As a part of your training, you will receive instruction in the Report Writing Learning Domain. Throughout your training, you will be asked to complete Remedial Instruction Reports if it appears that further study in a particular area is warranted. Because report writing is a fundamental and essential function of any Peace Officer; your ability to clearly, accurately, and efficiently complete these remedial reports will be a consideration in your academy performance. Consequently, you will be expected to complete well-written Remedial Instruction Reports in a reasonable amount of time.
2. Remedial instruction reports must be grammatically correct without spelling errors.
3. Remedial instruction reports must be legible and neat in appearance without any noticeable corrections and written using a black ink ball point pen. *(No white-out, strike-overs, erasures, smudges, stray marks, poor handwriting, or ink blobs)*
4. Remedial instruction reports must be block print in all capitals.
5. Remedial instruction reports will be written in the first person.
6. Remedial instruction reports will be complete, yet brief and concise.
7. Remedial instruction reports will be written on 8.5" by 11" wide rule paper.
8. You will not write on both sides of the paper.
9. You will not write in the margins.
10. The last two full lines of each page will not be used, except for additional page numbers.
11. You must use every available line before moving on to an additional page. *(Exception: closing – See Rule #12)*
12. The Closing: The last three lines must be together on the same page. *(Note: This is the only time you are not required to use all available lines before starting an additional page.)*
13. Write out all words completely. Do not use abbreviations, contractions, or symbols unless directed by the staff or to match subject with the log title.

14. Numbers must be written out completely (Exceptions: You may use *numerical symbols when you must refer to four or more Radio Codes in one report. You may use numerical symbols to number steps of the correct procedure. You may use numerical symbols to identify individual enforcement sections, such as: Penal Codes, Vehicle Codes, and Health and Safety Codes. You may use numerical symbols to identify page or remedial instruction report numbers. You may use numerical symbols on the subject to match your log entry and Class #).*

15. Starting at the beginning of Week 6, Recruits will be allowed to type newly assigned remedial instruction reports. Also beginning Week 6, Recruits will be allowed to bring in laptops to type their reports during scheduled Remedial Instruction Report writing time. *Any reports assigned prior to the start of Week 6 must be handwritten until signed off by Tactical Staff.*

ACADEMY APPROVED

REMEDIAL INSTRUCTION REPORT FORMAT

HEADING- “REMEDIAL INSTRUCTION REPORT #”

The words “Remedial Instruction Report,” the number sign “#”, followed by the number of the remedial instruction report, will be written, centered and underlined on the top line of the page.

DATE- DATE: “SEPTEMBER 5, 2017”

Skip two lines, the word “Date” will be written on the left margin followed by a colon. The date starting at the center of the paper, the month written out completely, followed by the numeric day, comma, followed by the numeric year.

TIME-DAY- TIME-DAY: “HOURS – TUESDAY”

Next line, the word “Time” written on the left margin, followed by a dash, the word, “Day,” followed by colon. The numeric 4 digit military time starting at the center of the paper, followed by the word “Hours,” dash, followed by the day of the week written out completely.

FROM- FROM: “RECRUIT R. SMITH”

Next line, the word “From” written next on the margin, followed by a colon. The word “Recruit” followed by your first name, middle initial, period, and last name. (If you do not have a middle name or initial you may omit that portion only)

TO- TO: “LIEUTENANT C. MARTINO

Next line, the word “To” written next on the margin, followed by a colon. The word “Lieutenant” starting at the center of the paper, followed by the first initial, period and last name of the present academy commander.

DIRECTED BY- DIRECTED BY: “TACTICAL OFFICER M. BEACHNER”

Next line, the words “Directed By” written on the left margin, followed by a colon. The words “Tactical” starting at the center of the paper, followed by the word “Officer” or “Sergeant” where appropriate, followed by the officer’s first initial, period, followed by the officer’s last name.

SUBJECT- SUBJECT: “DIRTY WEAPON”

Next line, the word “Subject” written next to the left margin followed by colon. The title of your remedial instruction report starting at the center of the paper. The title must match your log title exactly.

THE FIRST PARAGRAPH-

Skip two lines, indent. This paragraph should answer the questions, “When,” “Where,” “Who,” “What” and “Why.”

“When”

When did the offense occur or when did you receive your remedial instruction report. Be specific but date and time are not necessary as long as you are still referring to the date and time listed in your heading. (i.e. “*During morning inspection,*” “*In the morning, during the first break*”)

“Where”

Where did the offense occur or where were you when you received your remedial instruction report. Again, be specific. (i.e. “*In the southwest corner of the academy parking lot, in front of the flagpole, in classroom number two, in Tactical Office number one.*”)

“Who”

Who assigned you your remedial instruction report? Be specific. (i.e. “*Tactical Officer M. Beachner,*” “*Tactical Sergeant T. Graham*”) issued me a remedial instruction report for (subject).

“What”

What was the cause or basis for you receiving your remedial instruction report? Be specific. (i.e. “*...inspected my firearm and found it dirty,*” “*I failed to stop and recognize Tactical Officer M. Beachner,*” “*I was unable to recite the third paragraph of the Law Enforcement Code of Ethics correctly.*”)

“Why”

Why did this offense occur? Be specific. (i.e. “*This was due to improper cleaning techniques,*” “*This was due to my inattention and poor observation techniques,*” “*This was due to my poor memorization and study techniques.*”)

Note: If you do not know when and where a particular offense occurred, for example, if you forgot to perform a task or omitted something required regarding your paperwork, you will indicate where and when the mistake was brought to your attention. (i.e. “*In the afternoon, prior to being dismissed for the day, in classroom number two, I received my remedial instruction report folder. Upon inspection, I noticed Tactical Officer A. Villicana assigned me a remedial instruction report for an incomplete log entry.*”)

THE SECOND PARAGRAPH-

Skip one line and indent. This paragraph should contain how this offense would apply to police work (*not the academy*) and what the correct response or procedure would be.

How does this offense apply to police work?

Be specific and relevant to this particular offense. The first sentence should match the reason in the last sentence of the previous paragraph. (i.e... *"In a field situation, improper cleaning techniques could cause a malfunction, which in turn could cost someone his/her life"*, *"In a field situation, poor observation techniques could cause me to overlook a valuable piece of evidence at a crime scene. This, in turn, could allow the suspect to escape prosecution"*, *"In a field situation, a poor uniform appearance could give the citizens I contact the impression I am careless and unprofessional. I understand I am a representative of my department and all law enforcement personnel."*)

What is the correct response or procedure?

Be specific. The correct procedure is... (i.e. to always have a clean firearm). The correct speech is, "Sir/Ma'am... (i.e. *"No quality is more indispensable to a police officer than perfect command of temper; a quiet determined manner has more effect than violent action."*) If the correct response is a speech given, it must start and end with "Sir/Ma'am" (i.e. "Sir, nine nine eight, officer involved in gun battle, Sir").

(*"I will ensure proper shoe appearance by employing the following techniques"*)

1. *Clean shoes with a brush and damp cloth to remove loose dirt.*
2. *Polish uppers with furniture polish and clean soft cloth.*
3. *Apply edge dressing to the soles and heels.*

THE THIRD PARAGRAPH-

Skip one line and indent. This paragraph should contain what you will do in the future to insure this mistake will not occur again. Be specific. (i.e. *"In the future, I will follow these steps each evening before inspection and as otherwise necessary to insure the cleanliness of my firearm."* *"In the future, I will utilize flash cards, study groups, and audio recordings to ensure I can recite the ten-code without error."* *"In the future, I will double check my holster periodically to insure the hood is secure."*) This paragraph must have more than one sentence.

SIGNATURE - (SIGNATURE) "RYAN J. SMITH"

The closing: Skip two lines, the words "Respectfully Submitted" written next to the left margin followed by a comma. Next line, your signature (*First name, middle initial, period, last name*) written on the left margin. Next line, your name printed next to the left margin. (*First name, middle initial, period, last name.*) If you do not have a middle name or initial you may omit that portion only.

PAGE TWO- "REMEDIAL INSTRUCTION REPORT #1 (CONT'D.)," "SMITH, R."

The words "Remedial Instruction Report" written on the left margin, number sign "#", followed by the numeric number of the remedial instruction report, the word, "continued," abbreviated and in parenthesis, with an apostrophe between the "T" and "D", "(CONT'D.)", underlined. Your last name, comma, first initial, period, next to the **right margin**. Skip two lines and resume with the narrative portion of your remedial instruction report.

ADD'L PAGES- "(2)"

The number of the additional page in parenthesis, centered, on the last full line of the additional page. All pages will be numbered with the exception of page number one.

TYPED REPORTS FORMAT

1. All typed reports will follow the previously outlined rules in this section regarding spacing, format and content of reports.
2. Reports will be typed in all capital letters, using Times New Roman, size 12 font.
3. Reports will have one-inch margins.
4. Reports will be double-spaced.
5. Regarding Major Memorandums, the word count will still be written in pencil in the right margin.

Section VIII

ACADEMY APPROVED

ACADEMY ACADEMICS

I. GRADED AREAS

A. Recruits will be graded in the following seven categories:

1. Written Examinations and Communications Skills Tests

a. P.O.S.T. generated examinations will be administered throughout the academy to test the recruit's knowledge of classroom instruction. Twenty-three Learning Domains will be tested, broken down into 4 cumulative tests (RBC Test 1, 2, 3 & LD 34) throughout the academy.

b. Recruits must achieve a score at or above the P.O.S.T. minimum cut score for each of the 4 cumulative tests. (*Refer to minimum cut scores, page 51*).

c. Recruits achieving less than the minimum score in any given cumulative test will be given a remediation test covering the same material. Recruits achieving less than the minimum score on the remediation test will be terminated from the academy program.

d. One separate, academy generated, test will be administered regarding Carotid Control Holds. Due to the critical nature of this subject matter, the recruit will be required to score no less than 100% on this test. The remediation procedure described in "c", above, will apply.

e. Recruits will be tested on 14 Communication Skills Tests; each will be made up of 40 questions, 20 questions from the Radio Code Book (Appendix F for LA County recruits) and 20 questions from the spelling lists supplied in this manual. Each test is worth a possible 40 points.

2. Report Writing

a. Recruits will be required to complete 9 written reports throughout the academy.

(1) All written reports are worth 60 points each.

3. Firearms Proficiency

- a. Recruits are required to show safety and proficiency with their weapon and maintain qualifying scores. The range will usually be available to recruits on Saturday and Sunday for practice.
- b. Shooting scores will consist of nine tests worth a total of 600 points.

4. Performance Testing (Practical Applications)

- a. Recruits will be tested in their ability to apply acquired knowledge and procedures in various role-playing situations.
- b. Each recruit will be required to demonstrate proficiency in the competencies required by each scenario test and/or exercise test. Each recruit must demonstrate a pattern of overall proficiency in each competency required by these items.
- c. The same remediation procedure (1. c. above) will take place, if necessary.

5. Staff Evaluations

- a. Recruits will be evaluated by the staff at midterm and at the end of the Academy.
- b. Evaluations are based on personal appraisal, work habits, job knowledge and skill.
- c. Formal counseling sessions will be held explaining the evaluation to the recruit.

6. Physical Training

- a. Recruits will be tested throughout the Academy in five events to evaluate their overall physical fitness degree of improvement since the prior test (3 tests worth 100 points each).
- b. Recruits will be tested in the Obstacle Course, 40 Yard Dash, Dummy Drag, Push-ups, and Sit-ups.
- c. Recruits will also be tested in the POST Job-Related Work Sample Test Battery as outlined in the Physical Training portion of this manual. (These 2 tests are graded and worth 100 points each.) Failure of the final administration of the test, however, will result in dismissal from the Academy.

7. Arrest Control Techniques

a. Recruits will be tested for proficiency in control holds, baton and self-defense techniques. Failures will remediate. If, following remediation, the recruit fails to demonstrate proficiency to the satisfaction of the instructor; the recruit will be dismissed from the Academy.

B. Academy Grading Format

1. Rancho Santiago Community College District has set letter grades based on percentages as follows:

a. 88% - 100% = "A"

b. 80% - 87% = "B"

c. 70% - 79% = "C"

a. below 70% = "F"

II. ACADEMY MINIMUM STANDARDS / REQUIREMENT FOR GRADUATION

A. Recruits must achieve an average of 70% or higher in each graded category at the final evaluation.

- (The only exception will be Physical Training, see II. B.)

B. Recruits **must pass** the P.O.S.T. Job-Related Work Sample Test Battery.

**MINIMUM CUT SCORES
For P.O.S.T. RBC (Regular Basic Course)**

RBC Test 1: (LDs 5 total): 5, 15, 16, 20, 39 - 3 hours in length

- **80% is needed to pass**

RBC Test 2: (LDs 10 total): 5, 6, 7, 8, 9, 10, 15, 16, 20, 39 - 3 hours in length

- **82% is needed to pass**

RBC Test 3: (LDs 18 total): 5, 6, 7, 8, 9, 10, 11, 12, 15, 16, 20, 25, 26, 28, 37, 39, 40, 43 – 4 hours in length

- **84% is needed to pass**

RBC Test 4: LD 34 – First Aid and CPR

- **80% is needed to pass**

Section IX

ACADEMY APPROVED

CLASS OFFICERS DUTIES

I. DUTIES OF THE CLASS OFFICERS

A. Class Sergeant

1. The Class Sergeant shall be appointed by the Academy Staff and perform in this position for a period of time as designated by the staff.
2. The Class Sergeant will be identified by Gunnery Sergeant Chevrons worn on the uniform shirt collar.
3. The Class Sergeant shall be addressed as "Recruit Class Sergeant" by other recruits at *all times*. Infractions of this will be handled as any other infraction.
4. Refusal to follow orders given by the Class Sergeant will be considered an infraction.
5. During classes the Class Sergeant shall be seated at the desk in the front of the classroom.
6. Duties of the Class Sergeant are:
 - a. Obtain the Academy Clipboard, Attendance and Disciplinary rosters at the beginning of the training day from your primary Tactical Office.
 - b. Conduct flag raising ceremonies: The Class Sergeant will appoint six members from the class to form the flag detail. (*For additional details, refer to the Drill and Formation Section in this manual*).
 - c. Report daily attendance and record any absences or tardiness. The Class Sergeant must report, at the conclusion of the flag ceremony, whether or not anyone is absent (*For additional detail, refer to the Drill and Formation Section in this manual*).
 - d. Turn in the Daily Attendance Roster at the first break of the day.
 - e. Form up the recruits for inspection.
 - f. Turn in the Disciplinary Roster at the second break of the day.
 - g. Ensure that the class is assembled for periods of instruction as requested by the members of the staff or instructors.
 - h. Conduct the Pledge of Allegiance prior to the start of the first academic class each day. The class will wait until the instructor arrives and invite them to join in the pledge. Begin by saying, "**Hand over heart... ready begin.**"**

- i. Maintain proper conduct of the students in the classroom.
- j. Assign recruits to work details as needed for the proper care and general policing of the classroom and Academy grounds. The classroom is to be maintained in order at all times. The senior class will have the privilege of cleaning the Peace Officer's Memorial daily, during lunch.
- k. When on a formal break, assemble the class in class formation on the inspection grounds facing east. After having the class fall out for the break, report to the Tactical Office to inform staff of the duration of the break.
- l. The class will remain at the position of attention in the classroom, while the Class Sergeant requests permission to be dismissed for lunch.
- m. With the class at attention, in the classroom, request permission to prepare the class for physical training.
- n. Perform in any other capacity as directed by the academy staff.

B. Classroom Assistant

1. The Classroom Assistant shall be appointed by the academy staff and shall perform for a period of time designated by the staff.
2. The Classroom Assistant will be identified by Staff Sergeant Chevrons worn on the uniform shirt collar.
3. The duties of the Classroom Assistant are:
 - a. Assume the responsibilities of the Class Sergeant in his or her absence.
 - b. If needed, distribute handout material prior to the classroom instruction for the day. *(All handout material is issued to each recruit at the beginning of the academy. The Classroom Assistant will handout new additions to the handout material.)*
 - c. Maintain copies of any new handout material for absent recruits.
 - d. Obtain necessary visual aid equipment for instructor use.
 - e. Assist instructor as needed.
 - f. Perform as projectionist when films or videos are to be shown.
 - g. Replace all equipment after use.

- h. Maintain overall classroom cleanliness.
- i. Pick up/turn in Station 18 sign-in sheet(s).
- j. Prior to the start of each period of instruction, the Classroom Assistant will write on the classroom chalkboard the Instructor's Name, Agency, the Class Title, Learning Domain and Performance Objective for the class.
- k. Operate the equipment that plays the National Anthem each morning during flag raising ceremonies.
- l. Make a new seating chart to be turned in by the second break of each Monday, or after each change of class officers. *(Each Monday all recruits are to change seats to a new seating location. The Classroom Assistant is to make sure that all recruits are at a new seating location and are sitting next to a different recruit.)*
- m. At the second break of the day, turn in instructor evaluations on Tuesday after the block of instruction is complete *(All student material is submitted to the Tactical Office in alphabetical order).*
- n. The Classroom Assistant will submit three newspaper articles relevant to law enforcement for approval by the Tactical Staff.
 - 1. On Monday, at the second break, submit these articles for approval.
 - 2. After one week, articles will be removed from the classroom bulletin board.
- o. Unless otherwise instructed by tactical staff, the Classroom Assistant will report to the Tactical Office and pick-up the Remedial Instruction Report Folders for the entire class, just prior to report writing time. Recruits will take their folders home for the evening.
- p. Perform in any other capacity as directed by the academy staff.

C. Platoon Sergeant

- 1. Platoon Sergeants shall be appointed by the academy staff and shall perform for a period of time designated by the staff.
- 2. They shall be identified by Sergeant Chevrons worn on the uniform shirt collar.
- 3. The duties of the Platoon Sergeants are:
 - a. First Platoon Sergeant will assume the responsibility of the Classroom Assistant in their absence.

- b. Assist the Class Sergeant as needed.
- c. Responsible for their platoon's conduct.
- d. Report daily attendance to the Class Sergeant.
- e. Ensure the Squad Leader is prepared for morning inspection.
- f. ONE MINUTE prior to the end of each break, Platoon Sergeants will advise their Squad Leaders to reassemble for class. Platoon Sergeants will be responsible for squad members being late in returning to class.
- g. On the second break of the day, Platoon Sergeants are to turn in to the Tactical Office all Information Reports, written by recruits in their respective platoons. They will be two hole punched and paper clipped.
- h. Perform in any other capacity as directed by the academy staff.

D. Squad Leaders

1. Squad Leaders shall be appointed by the academy staff and perform for a period of time as designated by the staff.
2. They shall be identified by Corporal chevrons worn on the uniform shirt collar.
3. The duties of the Squad Leaders are:
 - a. Assume the responsibilities of the Platoon Sergeant in their absence. *(Alpha Squad leader will assume the responsibilities of his/her respective Platoon Sergeant.)*
 - b. Report daily attendance to the Platoon Sergeant prior to and after the morning flag ceremony.
 - c. Assist each person in his or her squad and assure that they are prepared for morning inspection.
 - d. Accompany the inspecting officer during their squad's inspection and make notations of administered discipline or Remedial Instruction Reports. *(See Drill and Formation Manual for details.)*
 - e. Obtain Remedial Instruction Report folders from members of their squad. *(Place in alphabetical order and deliver to the tactical offices at the first break each day.)*

- f. One minute prior to the end of each break, Squad Leaders will advise their squad members to reassemble for class. Squad Leaders will be responsible for any squad members being late in returning to class.
- g. Assist in the training of their squad in close order drill.
- h. Perform in any other capacity as directed by the academy staff.

II. DUTIES OF THE ELECTED CLASS OFFICERS

A. Class President

1. This is the recruit who has excelled in all areas of the academy program. Whose leadership and organizational skills has helped the class develop and mature, and who sets by example the role model for the “ideal” recruit.

2. To be elected by fellow recruits, after notification by the staff.

3. The duties of the Class President are:

a. To represent the class during graduation.

b. Will give a short address during the graduation ceremonies.

B. Class Chaplain

1. This is the recruit who is recognized for their inspiration and unselfish dedication in helping their peers throughout the academy.

2. To be elected by fellow recruits, after notification by the staff.

3. The Class Chaplain presents the invocation during graduation or other formal affairs.

C. Honorary Class Sergeant

1. This is the recruit who is recognized for leading the class in developing team unity, motivation and the necessary “Esprit-de-Corps.”

2. To be elected by fellow recruits, after notification by the staff.

3. The Honorary Class Sergeant leads the class during graduation ceremonies.

D. Honorary Squad Leaders

1. These are recruits, who like the Honorary Class Sergeant have helped the class develop the team unity and spirit necessary for the Academy.
2. They are elected by fellow recruits, after notification by the staff. Four Honorary Squad Leaders will be elected: Alpha, Bravo, Charlie, and Delta squads respectively.
3. The Honorary Squad Leaders will lead each squad during the graduation ceremonies.
4. Additionally, the Delta Squad Leader will be responsible for the Class Guidon.

E. Honorary Guidon Bearer

1. The Honorary Class Guidon Bearer is chosen by the class as one who portrays the epitome of motivation, integrity and leadership throughout the academy program.

NOTES

ACADEMY APPROVED

Section X

ACADEMY APPROVED

RECRUIT SPEECHES

The following is a list of the more common speeches used by recruits when reporting to the Tactical Office and when contacting the Tactical Staff outside of the office such as the physical training field. The recruit should recite the appropriate speech verbatim when they report to the Tactical Office or make contact with staff.

I. THE BASIC SPEECH

If the recruit was ordered to report, (*i.e. to the Tactical Office or to a Tactical Officer*) the proper speech will be:

“Sir, Recruit _____ reporting as requested, Sir.”

After the opening speech by the recruit, the Tactical Staff will respond with their business.

B. If the recruit is initiating the contact at the Tactical Office or to a Tactical Officer outside of the office. The proper speech will be:

“Sir, Recruit _____ request permission to speak to Tactical Officer/Tactical Sergeant _____, Sir.”

1. The recruit will address the lowest ranking full time Tactical Officer present inside the office.
2. After the opening speech by the recruit, the Tactical Staff will respond to the request. The recruit will then reply with the purpose of their visit to the Tactical Office.
3. During the response to the Tactical Staff, the recruit will state all the business they need to conduct in one complete speech.

II. CLASS SERGEANT SPEECHES

A. Reporting to the Tactical Office

1. The start of the class day:

“Sir, Recruit Class Sergeant _____ request permission to speak to Tactical Officer/Tactical Sergeant _____, Sir.” “Sir, request permission to pickup Class _____’s Academy Clipboard, Daily Attendance and Disciplinary Rosters (*the latter on days of inspections*), Sir.”

2. If the instructor does not arrive within 15 minutes of scheduled start time:

“Sir, Recruit Class Sergeant _____ request permission to speak to Tactical Officer/Tactical Sergeant _____, Sir.” “Sir, advising staff Class _____’s instructor has not arrived for their block of instruction, Sir.”

3. Placing the class on a break (must report at 0830 & 1000 hours):

“Sir, Recruit Class Sergeant _____ request permission to speak to Tactical Officer/Tactical Sergeant _____, Sir.” “Sir, request permission to turn in Class _____’s Daily Attendance roster and to advise staff Class _____ is on a _____ minute break, Sir.”

“Sir, Recruit Class Sergeant _____ request permission to speak to Tactical Officer/Tactical Sergeant _____, Sir.” “Sir, advising staff Class _____ is on a _____ minute (informal) break (quick 10-45), Sir.”

4. If classroom instruction is completed prior to the scheduled end time:

“Sir, Recruit Class Sergeant _____ request permission to speak to Tactical Officer/Tactical Sergeant _____, Sir.” “Sir, advising staff Class _____’s block of instruction is complete, request further instructions, Sir.”

5. If classroom instruction is going beyond a scheduled break, or beyond the ending time for that block of instruction:

“Sir, Recruit Class Sergeant _____ request permission to speak to Tactical Officer/Tactical Sergeant _____, Sir.” “Sir, advising staff Class _____ is still in session, Sir.”

6. Placing the class on lunch:

“Sir, Recruit Class Sergeant _____ request permission to speak to Tactical Officer/Tactical Sergeant _____, Sir.” “Sir, request permission to place Class _____ on a sixty minute lunch break, Sir.”

7. Preparing the class for physical training:

“Sir, Recruit Class Sergeant _____ request permission to speak to Tactical Officer/Tactical Sergeant _____, Sir.” “Sir, request permission to prepare Class _____ for physical training, Sir.”

8. Dismissing the class for the day:

“Sir, Recruit Class Sergeant _____ request permission to speak to Tactical Officer/Tactical Sergeant _____, Sir.” “Sir, request permission to turn in, Class _____’s Academy Clipboard, and to dismiss Class _____ for the day, Sir.”

B. On the Physical Training Field:

1. At the conclusion of the Twelve Daily Exercises:

“Sir, Recruit Class Sergeant _____ request permission to speak to Tactical Officer/Tactical Sergeant _____, Sir.” “Sir, Class _____ has completed the twelve daily exercises, request further instructions, Sir.”

End of physical training:

“Class upon my command, we will fall out, recover our gear, dispatch the flag detail and fall directly back into the classroom for end of the day business.”

The Class Sergeant would also report to the lowest ranking Tactical Officer at the conclusion of each field exercise.

III. CLASS ASSISTANT SPEECHES

Reporting to the Tactical Office

A. The start of the class day:

“Sir, Recruit_____request permission to speak to *Tactical Officer/Tactical Sergeant*_____, Sir.” “Sir, reporting for special instructions and to pick up Station 18’s sign-in sheet(s), Sir.”

B. Picking up and turning in material:

“Sir, Recruit_____request permission to speak to *Tactical Officer/Tactical Sergeant*_____, Sir.” “Sir, request permission to turn in Class_____’s (*shooting scores, instructor evaluations, newspaper articles, etc.*) and to recover the contents of Class_____’s wooden box, Sir.”

C. Turning in Station 18’s sign-in sheet(s) at 1000 hours break:

“Sir, Recruit_____request permission to speak to *Tactical Officer/Tactical Sergeant*_____, Sir.” “Sir, request permission to turn in Station 18’s sign-in sheet(s), Sir.”

D. Picking up Remedial Instruction Report Folders:

“Sir, Recruit_____request permission to speak to *Tactical Officer/Tactical Sergeant*_____, Sir.” “Sir, request permission to pick up Class_____’s Remedial Instruction Report Folders with the assistance of my 960(s) Recruit(s) _____, Sir.”

IV. PLATOON SERGEANT SPEECHES

Reporting to the Tactical Office

D. Turning in Information Report:

“Sir, Recruit_____request permission to speak to *Tactical Officer/Tactical Sergeant*_____, Sir.” “Sir, request permission to turn in Class_____, (*First or Second*)_____Platoon’s Information Reports, Sir.”

V. SQUAD LEADER SPEECHES

Reporting to the Tactical Office. The proper response is:

Turning in Remedial Instruction Report Folders

“Sir, Recruit_____request permission to speak to *Tactical Officer/Tactical Sergeant*_____, Sir.” “Sir, request permission to turn in Class_____, (*First or Second*)_____Platoon,_____(*Alpha, Bravo, etc.*) Squad’s Remedial Instruction Report Folders, Sir.”

VI. FLAG DETAIL SPEECHES

Reporting to the Tactical Office.

A. Picking up the flags:

“Sir, Recruit_____request permission to speak to *Tactical Officer/Tactical Sergeant*_____, Sir.” “Sir, request permission to pick up the United States flag, the flag of the State of California, and the flag of the County of Orange, Sir.”

B. Turning in the flags:

“Sir, Recruit_____request permission to speak to *Tactical Officer/Tactical Sergeant*_____, Sir.” “Sir, request permission to turn in the United States flag, the flag of the State of California, and the flag of the County of Orange, Sir.”

****** Recruits will report to their primary tactical office for flag reporting, unless directed to report to a different office by tactical staff. ******

NOTES

ACADEMY APPROVED

Section XI

ACADEMY APPROVED

Drill and Formation

I. PURPOSE

- A. Drill inspires an individual to be a member of a team working confidently together in unison and to a measured cadence.
- B. Drill enables the group to be moved in an orderly fashion from one location to another.
- C. Provides a simple formation from which the officer can move into the required crowd and panic control formations.
- D. Teaches discipline by instilling habits of precision and automatic response to orders.
 - 1. This is not to imply that the officer blindly follow orders based on pure habit or fear but rather intelligent, willing obedience prevalent in the properly disciplined officer.
 - 2. It should be remembered that discipline is the enemy of fear and one can defeat it.
- E. Gives fellow officers the confidence of command and of giving proper commands.

II. DEFINITIONS

- A. *Element*. An individual, squad, section, Platoon, or class, which is part of a larger unit.
- B. *Formation*. An arrangement of elements of a unit in line, in column, or in any other prescribed manner.
- C. *Line*. A formation in which the elements are side by side or abreast of each other. A platoon is in line when its squads are in line and one behind the other.
- D. *Rank*. A line of recruits placed side by side.
- E. *Column*. A formation in which elements are placed one behind the other. A platoon is in column when members of each squad are behind the other with the squads abreast of each other.

III. COMMANDS

A. A drill command is a verbal order of one entrusted with command. There are two kinds of commands:

1. The preparatory command, which will indicate to the recruit that movement which he/she will be called upon to execute. It merely forewarns or prepares him/her for the movement.
2. The command of execution is that command which requires the movement to be made. This command calls for immediate execution.
3. An example of these commands is found in “**Forward, MARCH;**” “**Class, HALT;**” or “**Double time, MARCH.**”

EXAMPLES

PREPARATORY COMMAND

“Forward”
“Class”
“Double Time”

COMMAND OF EXECUTION

“MARCH”
“HALT”
“MARCH”

4. There are some types of commands in which the preparatory command and the command of execution are combined. For example: “**Fall In,**” “**At Ease,**” “**Parade Rest,**” etc.

5. If the command is given in error, the command, “**As You Were,**” will cancel that command. Continue with what you were doing prior to the command given in error.

B. Voice control is very important in drilling. The voice can be developed and when the officer has occasion to use this “**Command Voice**” it becomes a real asset.

1. When giving commands, give them from the position of attention and while facing the group.
2. The loudness of the command is adjusted to the number of persons in the group.
3. the most important muscle in breathing is the diaphragm. (*The large muscle that separates the chest cavity from the abdominal cavity.*) The diaphragm can be used to control the breath in giving commands, increasing not only the volume of the command, but its tone.

- C. Distinctness can be developed and is very important. The recruit should practice giving commands, slowly and carefully, prolonging the syllables. After finding that he/she can properly enunciate each syllable then he/she should increase his/her speed until the desired speed is acquired.

IV. DRILL MOVEMENTS

A. *Attention:*

1. Assume the position of attention on the command "**Fall In.**"
2. To come to attention, bring your heels together smartly. The feet are turned out equally and forming an angle of 45 degrees. Heels are in line and touching.
3. The knees are to be straight but not locked. The weight of the body resting equally on the heels and balls of the feet.
4. The body is to be held erect, chest lifted and back arched, shoulders square with the head held erect, chin pulled in with eyes to the front and not moving.
5. The arms are to be straight without stiffness, the fingers curled slightly so that the tips of the thumb touch the tips of your forefingers. The thumbs are to be held along the seams of the trousers.

B. *At Ease:*

At the command "**At Ease,**" the recruits may relax their position but must keep their right foot in place. The recruit must remain silent.

C. *Rest:*

At the command "**Rest**", the recruit must keep their right foot in place but can move around. The recruits are allowed to talk while at this position.

D. *Parade Rest:*

1. This position can be executed from the position of attention only, and the only command you may receive from the position of "Parade Rest" is the command of "Attention."
2. At the command "**Parade Rest,**" the recruit shall move his/her left foot smartly a comfortable shoulder width distance from the right foot, keeping the legs straight but not locked so that the weight

of the body rest equally on both feet.

3. At the same time, clasp the hands behind the small of the back, palms to the rear, thumb and fingers of the right hand clasping the left thumb without constraint; preserve silence and immobility.

4. The position of the head and eyes will remain consistent with the position of attention.

E. Fall In:

At the command "**Fall In**," recruits will form into squads facing the person giving the command, on the double. The recruit shall fall in at the position of attention after positioning themselves by raising their left arm, extending their fingers until they touch the right shoulder patch of the recruit to the left. The recruits shall be one arm's length from the recruit in front. After getting their dress and covering, the recruits shall lower their arms as soon as possible and remain immobile.

F. Fall Out:

At the command "**Fall Out**," the recruits shall sound off loudly "**Sir, Yes, Sir!**" execute an about face, and move from the group. The command shall be given from the position of attention only.

G. Dress Right Dress:

1. At the command "**Dress Right, DRESS**," the recruits shall smartly extend their left arms with the elbow locked and fingers extended in a straight line so as to touch the right shoulder patch of the recruit to the left. At the same time the recruits will move their head to the right so as to observe the person to the right. The recruits will take short steps and align themselves to the right.

2. The recruits (squad leaders) on the extreme *right flank* will raise their left arm but shall not move their heads.

3. The recruits on the extreme left flank shall move their heads smartly to the right so as to enable themselves to properly align their position but shall not raise their left arms.

4. All recruits shall hold this position and remain immobile until the command "**Ready Front**" is given. At this time, the arms will be lowered and the heads turned so as to face the front. These movements shall be done smartly.

H. At Double Arms Intervals, Dress Right Dress:

At the command “**At Double Arms Intervals, Dress Right Dress,**” the person on the extreme right flank stays in position while all others move to the left. All recruits, except squad leaders who only raise their left arm, shall raise both their right and left arms, fingers extend and touching the fingertips of the recruits on either side. The head shall be turned to face the right. All recruits shall remain immobile until the command “**Ready, FRONT**” is given, at which time they shall return smartly to the position of attention.

The person on the extreme right or left flank shall not raise their arms if there is no one on that side of them.

I. *Cover:*

At the command “**Cover**” recruits in Alpha, Bravo and Charlie Squads, etc., will take short steps left or right to align themselves directly behind the individual in front of them. The 1st squad shall not move.

J. *Hand Salute:*

At the command “**Hand, SALUTE**” raise the right hand smartly until the tip of the forefinger touches the lower part of the headdress. The thumb and forefingers are to be extended and joined, palm down, upper arm horizontal, forearm inclined at 45 degrees, hand and wrist straight.

1. The person rendering the hand salute shall remain in this position, immobile, until the command “**Ready, to**” is given. At this time the hand shall be brought down smartly.
2. If the person rendering the hand salute is saluting a person, he shall remain in this position until the person being saluted has returned the salute. When this has been done, the person rendering the salute shall return to the position of attention.

K. *Center Face:*

The command is “**Center, FACE.**” At the command “**FACE,**” slightly raise your left (or right) heel and right (or left) toe and turn 90 degrees to the right (or left) on your heel, assisted by a slight pressure on the ball of your left (or right) foot. When completing the facing movement, move your left (or right) foot up beside your right (or left) and resume the position of attention. (*The use of left and right in this description will depend on the direction of “center.”)

L. *About Face:*

The command is “**About, FACE.**” At the command “**FACE,**” move the toe of

your right foot to a position touching the ground one-half the length of your foot to the rear and slightly to the left of your heel. Resting most of your weight on your left leg face to the rear, turning 180 degrees to the right by turning on your left heel and toe of the right foot. Completing this turn your feet should be positioned as in the position of attention. Hold your arms to your side during this movement to keep the arms from swinging widely.

V. MOVEMENTS WHILE MARCHING

A. *Marching (Quick Time):*

1. When executed from a halt, all steps and marching begin with the left foot.
2. All steps taken while marching shall be a full 30 inch step which is to be taken without stiffness or exaggerating your movements. The arms swings in a natural motion, without exaggeration and without bending the elbows, approximately 9 inches straight to the front and 6 inches straight to the rear of the trouser seams. Keep the fingers curled as in the *Position of Attention* so that the fingers just clear the trousers.
3. The command is “**Forward, MARCH.**” At the command “**MARCH**” step off smartly with a full 30-inch step (120 steps per minute).
4. For halt from quick time, the command is “**Platoon or Class, HALT,**” given as either foot strikes the ground. Upon the command of “**HALT,**” take one more step and then bring your rear foot alongside the stationary foot coming to the position of attention.

B. *Half Step March:*

1. To march with a 15-inch step, the command is “**Half Step, MARCH**”
2. At the command “**MARCH**” take one more 30-inch step then take 15-inch steps in the cadence of quick time. Allow your arms to swing naturally 6 inches to the front and 3 inches to the rear.
3. To resume the 30-inch step, the command “**Forward, MARCH**” is given as either foot strikes the ground. At the command of execution, take one more 15-inch step then step off with a full 30-inch step.

C. *Marching in Place:*

1. To march in place at quick time, the command “**Mark Time, MARCH**” is given as either foot strikes the ground while marching at quick time or at half step; or it can be done while standing at the position of attention.
2. If the command is given from the stationary position of attention, at the command “**MARCH**” raise the heel of the left foot approximately six inches off the ground then plant it next to the stationary one, doing this alternately until the command “**HALT**” or “**Forward, MARCH**” is given.
3. If the command of execution “**MARCH**” is given while in motion, take one more step then March in place.
4. The command “**Forward, MARCH**” or “**Class, HALT**” is given to either resume movement or stop it. At the command “**Forward, MARCH**” take one more step in place and then step off with a full 30 inch with the left foot. If the command is “**Class, HALT,**” take one more step in place coming to a stop in the position of attention.

D. *Double Time March:*

1. The command “**Double Time, MARCH**” is given from halt or when either foot strikes the ground while marching at quick time.
2. When double time is given from a halt, shift the weight of your body to your right leg without noticeable movement. At the command “**MARCH**” step off with your left foot. Continue to march with a 36-inch step in an easy jog at the cadence of double time (180 steps per minute). Let your arms swing naturally straight to the front and rear, but keep your forearms horizontal.
3. When marching at double time and the command “**Quick Time, MARCH**” is given as either foot strikes the ground. At the command of execution, take two more double time steps, and then resume quick time, dropping your arms to your side.
4. To halt from marching double time, the command “**Quick Time, MARCH**” is given followed by “**Class, HALT.**”

E. *Counter Columns March:*

To change the direction of a column to move in the opposite direction (reverse) while keeping the squad leaders at the head of their squads, the

command is "**Counter Column, MARCH.**" When executed from a halt, this movement will begin with the left foot. On the command of execution, "**MARCH,**"

1. Alpha squad marches forward three steps, executes a *Column Right*, marches across the front of the platoon, and executes another *Column Right* just beyond the last squad.
2. Bravo squad steps forward one step, executes a *Column Right*, marches forward, and executes another *Column Right* between the third and fourth squads.
3. Charlie squad executes two short *Column Lefts* from the Halt and marches between the remainder of the third squad and the second squad.
4. Delta squad marches forward two steps, executes a *Column Left*, marches across the front of the platoon, and executes another *Column Left* between the first and second squads.

As the Charlie squad leader marches past the last recruit in Charlie squad, he/she and his/her squad begin to march at the *Half Step*. After marching past the last recruit in each file, all other squads incline to the right and left as necessary, obtain Normal Interval on Charlie squad, and begin to march with the *Half Step*. When all squads are abreast of each other, they begin marching with a 30-inch step without command.

VI. FORMATION FOR POSTING THE COLORS

- A. A flag detail shall be appointed by the Class Sergeant. The flag detail will consist of six members, two for each flag. An attempt will be made to have multiple agencies represented on the detail. The flag detail will form up facing west in the main academy hallway, and recruit will be designated to retrieve the United States flag, the flag of the State of California and the flag of the County of Orange from the designated tactical office. While carrying the flags, the United States flag will **ALWAYS** be positioned on top of the other two flags. The flags shall be carried at chest level with the pointed side facing away from the recruit and the flat side flushed against the recruit's chest. The recruit shall carry the flags by placing his/her left hand, with the palm facing upward, underneath the flags and their right hand, with the palm facing downward, flat across the United States flag.

Once in possession of the flags, the recruit designated to retrieve the flags from the tactical offices will not brace for tactical staff nor will they make a hole for any person on compound. Instead, the recruit will announce, "Make a hole for colors!" whenever appropriate.

To distribute the flags to the other members of the flag detail, the recruit shall march to the main academy hallway and stop abreast with while facing in the opposite direction of the second recruit in the detail. The second recruit in the detail will receive the United States flag. The recruit distributing the flags and the recruit receiving the flag will simultaneously execute the appropriate facing movements to face one another. Once the flag has been distributed, the recruits will execute the appropriate facing movements to return to their respective positions. The recruit distributing the flags will proceed to the fourth recruit in the detail who will receive the flag of the State of California, and stop abreast this recruit. The recruits will execute the aforementioned protocol to distribute/receive the flag of the State of California. Once the flag of the State of California had been distributed, the recruit in possession of the flag of the County of Orange will execute a left facing movement, proceed to the rear of the detail, execute a right facing movement and fall in at the rear of the detail.

The last recruit in the detail will then give the preparatory command, "**Flag detail, forward.**" Upon this command, recruit leading the detail will announce, "**Make a hole for colors!**" The last recruit in the detail will then give the command of execution, "**March.**" **The flag detail will not brace for tactical staff nor will they make a hole for any person on compound. Instead, the recruit leading the detail will announce, "Make a hole for colors!" whenever appropriate.** The flag detail is responsible for posting the flags.

1. Falling Out For Inspection
 - a. The class will exit the classroom in the prescribed manner and file into the main academy hallway. They will exit the academy through the designated exit adjacent to the inspection grounds.
2. The Class Sergeant will be positioned in front of the class and centered on the inspection grounds. He/she will be approximately 8 steps west of the corner of the building.
3. If there are two platoons, each Platoon Sergeant will be centered on their platoon.
4. Upon arrival of the staff members the Class Sergeant will call the class to attention. In the absence of the Class Sergeant, the Chain of Command will dictate who calls the class to attention.
5. The command, "**Class, ATTENTION**" will be the signal for the flag detail to march to the flagpoles and prepare to post the colors. The rear member of the flag detail will give the command, "**Flag detail, forward, MARCH!**" The detail will march in single file north toward the three flag poles. The lead recruit will designate a point to pivot at a 45 degree angle, near the first flag pole, and lead the detail and align the members with the three poles. Once they are even with the three flagpoles, the command, "**Mark Time, MARCH,**" will be given. Once

each of three groups of two is even with their respective flag pole, the command, “**Detail, HALT,**” will be given. The commands “**right, FACE**” and “**one step forward, MOVE**” will be given. This will be followed by the command, “**Center, FACE.**” The member on the left will hold the flag. The member on the right will operate the handle to lower the halyard. The member on the left attaches the flag.

6. The United States flag will be attached to the flag pole furthest to the north, the flag of the State of California will be attached to the flag pole in the middle, and the flag of the County of Orange will be attached to the flag pole furthest to the south. When the flag detail has completed attaching the flags, The Class Sergeant will give the command “**Hand, SALUTE.**”
7. The Classroom Assistant will immediately operate the audio system to play the National Anthem. The Classroom Assistant will then move to a location designated by the staff and render a hand salute.
8. Upon the start of the National Anthem, the members of the flag detail operating the handles will raise the flags. The United States flag will be raised first, followed by the flag of the State of California and the flag of the County of Orange. The flags will be flown full staff (unless otherwise directed) with no flags flown higher than the United States flag.
9. When the National Anthem has been completed the Class Sergeant will give the command “**Ready, TO.**”
10. When the Class Sergeant is told by the staff to “Post the Flag Detail”, the Class Sergeant will give the command, “**Flag Detail, POST.**” The person at the end of the flag detail will give commands. The commands are, “**Ready, FACE; One step forward, MOVE; Right, FACE; Forward, MARCH.**” The person at the front of the flag detail will step off to his/her left. The remainder of the detail will follow. They will march along the edge of the concrete, counter-clockwise around the class formation, to the rear of the formation. They will not brace for staff while in this detail. Once at the rear of the formation, they will halt, execute a left face, and then an about face. They will return to their perspective positions in the class formation, pursuant to academy protocol. Once the flag detail has cleared the recruit class Sergeant’s peripheral vision, he/she will perform an about face to face the class.
11. A Staff member will take a position behind the class Sergeant at which time the Class Sergeant will do an about face, render a hand salute and state, “**Sir, Flag Ceremony complete, Class _____ Ready for Roll Call, Sir.**”
12. The Staff member will return the salute and give the command, “Report.”

13. The Class Sergeant will execute an about face and give the command **“Report.”** If there are two platoons, each Platoon Sergeant will execute an about face and give the command **“1ST Platoon Report”** or **“2ND Platoon Report.”** The squad leaders will in turn give their reports starting with Alpha Squad. Each squad leader will render a hand salute and say, **“Sir, Alpha Squad, All Present and/or Accounted For, Sir”** or **“Sir, Alpha Squad All Present and/or Accounted For, Recruit Jones Absent, Sir.”** The Squad Leader will hold their salute until it is returned by their Platoon Sergeant.

14. Upon receiving the Squad Leader’s reports, the Platoon Sergeants will do an about face, the 1ST Platoon Sergeant repeats the report to the Class Sergeant while rendering a hand salute. The 1ST Platoon Sergeant will hold the salute until the Class Sergeant returns it. The 2ND Platoon Sergeant will then report. If the class formation is a single element, the squad leaders will report directly to the Class Sergeant.

15. Upon receiving the Platoon Sergeant’s or Squad Leader’s report, the Class Sergeant will execute an about face and report attendance to the Staff member.

16. The Staff member will then advise the Class Sergeant to prepare the class for inspection. The Class Sergeant will respond with, **“Sir, Yes Sir!”** do an about face and give the necessary commands to form the class for inspection.

VII. FORMATION FOR INSPECTION

A. The formation for inspection shall be the regular class formation.

This formation shall be established by a member of the Academy Staff and may have two, three, or more ranks. All recruits are expected to fall into this formation in the same position each day.

1. For a four squad platoon, the First Platoon, Alpha squad leader will fall in next to the middle set of double doors leading out to the inspection grounds. The recruit will position himself/herself two, 30-inch steps north of the glass doors and aligned with the eastern most section of the door frame. All other members of the platoon will form up accordingly on the Alpha squad leader with the proper alignment and interval.

2. For a five squad platoon, the First Platoon, Alpha squad leader will fall in next to the middle set of double doors leading out onto the inspection grounds. The recruit will position himself/herself two, 30-inch steps north of the glass doors and aligned with the center of the doors. All other members of the platoon will form up accordingly on the Alpha squad leader with the proper alignment and interval.

3. For a six squad platoon, the First Platoon, Alpha squad leader will fall in next to the middle set of double doors leading out onto the inspection grounds. The recruit will position himself/herself two, 30-inch steps north of the glass doors and aligned with the center of the doors. All other members of the platoon will form up accordingly on the Alpha squad leader with the proper alignment and interval.

The platoon sergeants will form up two, 30-inch steps in front of Alpha squad and centered in front of their respective platoons.

The recruit class sergeant will form up two, 30-inch steps in front of the platoon sergeants and centered on the class.

B. It will be the Class Sergeant's responsibility to form the class each day for inspection.

1. After the Class Sergeant has received the morning report, and is directed to prepare the class for inspection, he/she will give the command "**Open Ranks, MARCH.**" The class will open ranks in the following manner dependent on the number of squads in the platoon.

- a. Four squad platoon: Alpha Squad will take three, 30-inch steps forward and come to a halt; Bravo Squad will take two, 30-inch step forward; Charlie Squad will take one, 30-inch step forward; and Delta Squad will stand fast.
- b. Five squad platoon: Alpha Squad will take four, 30-inch steps forward and come to a halt; Bravo Squad will take three, 30-inch steps forward; Charlie Squad will take two, 30-inch steps forward, Delta Squad will take one, 30-inch step forward and Echo Squad will stand fast.
- c. Six squad platoon: Alpha Squad will take four, 30-inch steps forward and come to a halt; Bravo Squad will take three, 30-inch steps, Charlie Squad will take two, 30-inch steps; Delta Squad will take one, 30-inch steps, Echo Squad will stand fast; and Foxtrot Squad will take two, 15-inch steps backwards.

2. Once the squads come to a halt after completing the movement open ranks, they will immediately come to the position of **Dress right, Dress** and remain in this position until the recruit class sergeant gives the command, "**Ready, FRONT...COVER.**"

3. The Class Sergeant will execute an about face and come to inspection arms and advise the Staff Member the class is ready for inspection. After he/she is inspected, the Class Sergeant will then face the class and stand

at parade rest until the class is inspected or until addressed by a Staff Member.

4. Each Squad Leader will accompany the Staff Member inspecting his/her squad. The Squad leader will also keep notes on disciplinary action, and give the notes to the Class Sergeant. After the Squad Leader is inspected, he/she will make an about face, fall-out, go around the end of the squad and fall-in to the right of the inspecting officer.

5. The disciplinary roster shall be turned in to the Tactical Office at the designated break by the Class Sergeant.

C. The following procedure will be followed for inspection of weapons:

1. When a Staff Member is in front of the person directly to the recruit's right, the recruit shall unsnap his/her holster and grasp the butt of his/her weapon. The weapon will be drawn from the holster to the 'low ready' position, pointed at the ground in front of them. The recruit will be certain at all times that the weapon is not pointed at any persons. The recruit will bring the left arm across his or her body smartly and lock the slide open. The weapon may be canted towards the body to facilitate this. The recruit will visually check to make certain no ammunition is in the chamber. The left hand should move back to a normal position alongside the body. The right hand and forearm, should travel upward in a circular motion across the upper torso of the body until it is in line with the right shoulder. The elbow of the hand holding the weapon is held firmly against the side of the body, and the forearm held at a 45-degree angle from the elbow.

2. Left-handed individuals will perform all of the previously described steps left-handed. For consistency of training, they will be allowed to come to inspection arms with the weapon in their left hand.

3. The weapon may be removed by the inspecting party. When he/she takes possession of the weapon **then and only then**, will the recruit being inspected release control of the weapon. At this time the recruit shall lower his/her arm in a smart manner returning to the position of attention.

4. When the inspecting party hands the weapon back to the recruit, the recruit shall again position his arm and hand to the original position with the forearm held at a 45-degree angle from the elbow and accept the weapon.

5. To return the weapon to the holster, the recruit will lower the right hand in a circular motion across the upper torso until the weapon is again at the 'low ready' position. Reach across with the left hand, grasp the slide and release it forward. At this time, without moving the head to look at the

holster or weapon, place the weapon securely in the holster. Return to the position of attention.

6. Left-handed individuals will again perform the previously described steps left-handed.

7. Each squad will follow this procedure during the inspection. The recruit will then maintain the position of attention until ordered to, "**Parade Rest**" by the Class Sergeant, Squad leader or a member of the staff.

C. A member of the staff will notify the Class Sergeant to move the class into the classroom or give other instructions at the end of inspection.

1. The Class Sergeant, upon receiving the command to close the class formation, will wait until all staff members have cleared the ranks prior to giving any commands to the class.

2. Once the staff has cleared the ranks the Class Sergeant shall give the command, "**Class, ATTENTION.**" (*This command is not necessary if the entire class is already standing at the position of attention.*)

3. The Class Sergeant shall then give the command, "**Close Ranks, MARCH.**" The class will close ranks in the following manner dependent on the number of squads in the platoons.

a. Four squad platoon: Alpha Squad will stand fast; Bravo Squad will take one, 30-inch step forward and halt; Charlie Squad will take two, 30-inch steps forward; Delta Squad will take three, 30-inch steps forward.

b. Five squad platoon: Alpha Squad will stand fast; Bravo Squad will take one, 30-inch step forward and halt; Charlie Squad will take two, 30-inch steps forward; Delta Squad will take three, 30-inch steps forward; Echo Squad will take four, 30-inch steps forward.

c. Six squad platoon: Alpha Squad will stand fast; Bravo Squad will take one, 30-inch step forward and halt; Charlie Squad will take two, 30-inch steps forward; Delta Squad will take three, 30-inch steps forward; Echo Squad will take four, 30-inch steps forward; and Foxtrot squad will take five, 30-inch steps forward.

4. Once the squads come to a halt after completing the movement open ranks, they will immediately come to the position of **Dress right, Dress** and remain in this position until the recruit class sergeant gives the

command, "**Ready, FRONT...COVER.**" At this point the Class Sergeant may give the class the command to fall out if required. Follow the directions given by the staff.

5. The Class Sergeant shall then give the command "**Right, FACE**" followed by the command, "**Column of files from the right,**" to which the squad leader to the right front shall turn his/her head to the right and respond, "**Delta Squad** (or the corresponding squad's name), **Forward,**" The remaining squad leaders at the front of the formation shall turn their heads to their right and respond in unison "**Stand Fast,**" after which time the Class Sergeant shall give the command "**MARCH.**" The members of the squad given the command "**MARCH**" shall immediately step off with the left foot, in double time, to their respective classroom. The next squad leader to the left shall look over his/her right shoulder and observe the squad to his/her right. When the last recruit in the squad to his/her right approaches, he/she shall give the command "**Charlie Squad**" (or the corresponding squad's name) **Forward, MARCH**" timing the command "**MARCH**" just as the last recruit passes. The members of this squad shall immediately step off with the left foot, in double time. This procedure shall be repeated for each of the remaining squads.

Once Alpha Squad moves out at double time, the 1ST Platoon Sergeant shall look over his/her right shoulder and observe them. When the last recruit in Alpha Squad approaches the 1ST Platoon Sergeant, he/she shall give the command "**Platoon Sergeants Forward, MARCH.**" The timing of the command "**MARCH**" shall be given when the last recruit in Alpha squad is abreast with the 1ST Platoon Sergeant so that the 1ST Platoon Sergeant can file in directly behind the last recruit. Platoon Sergeants shall immediately step off on their left foot, in double time, followed immediately by the Class Assistant and then the Class Sergeant who will be the last recruits to leave the inspection grounds. As the recruits pass through the threshold of the doorway, they will remove their covers and walk single file along the south side of the main academy hallway.

The recruits will enter the classroom in silence, in a single file line. They will move immediately to their assigned seat and stand at the position of attention in front of their chair.

VIII. CLASS FORMATION

A. Standard Class Formation:

1. The standard class formation will normally be conducted on the inspection grounds or as directed by the staff.

2. The Class Sergeant

- a. The Class Sergeant will stand facing the class.
- b. The Class Sergeant will be centered on the formation and approximately two, 30-inch steps in front of the platoon sergeants.

3. The Classroom Assistant

- a. The Classroom Assistant shall be the last recruit in 1ST Platoon, Alpha Squad.

4. The Platoon Sergeants

- a. The Platoon Sergeants will stand facing the Class Sergeant.
- b. The Platoon Sergeants will be centered and approximately two, 30-inch steps in front of their respective platoon(s).

5. The Squad Leaders

- a. The Squad Leaders shall be located on the right flank of their respective squads.
- b. The Squad Leaders shall position themselves in alphanumeric order from front to rear.
- c. The Squad Leaders shall position themselves to aid in the formation of their squads.

6. The Ranks

- a. 1ST Platoon will always be on the right.
- b. Every effort will be made to make all squads of equal number. If squads must be short they will be the last squads in the formation. The two last squads in the formation should be of equal number. If the two last squads will not be equal then the last squad in 2nd Platoon will be the shorter of the two.

- c. Recruits will be in alphabetical order from right to left, 1ST Platoon, Alpha Squad, to the last squad in 2ND Platoon with the exception of class officers.
- d. Recruits shall be one arm's length from the recruit in front of them and one arm's length from the recruit on their left.
- e. 1ST and 2ND Platoon shall be separated by a gap of approximately 10'. This gap is known as "Platoon Integrity."
- f. Recruits falling out of formation by themselves from platoon formation shall fall out to the left of the formation.

B. Falling out from the Classroom

1. When the instructor or the staff member exits the classroom the Class Sergeant shall call the class to attention.
2. The Class Sergeant shall then give the class the command "**Left or Right Face.**" The class will execute a left or right face to face the hallway door.
3. The Class Sergeant shall give the command "**Column of Files from the Rear Forward, March.**" The class shall file out of the classroom from the rear, in silence, placing their covers under their left arm as they pass through the threshold of the door. The Class Sergeant shall be the last person out of the classroom.
4. The class will walk in single file, along the south wall of the corridor and exit the building onto the inspection grounds. Recruits will face east at the position of attention in class formation.
 - a. The class will fall in automatically at dress right dress, facing east.
 - b. There will be an approximate 10' gap between 1ST and 2ND Platoon.
5. Once the class is in position the Class Sergeant shall give the command "**Ready, FRONT.**" The Class will then assume the position of attention.
6. The Class Sergeant shall then give the command "**Cover.**"
 - a. Each recruit shall align themselves behind the recruit in front of them. Alpha squads will remain motionless.

b. Platoon Sergeants shall take two steps forward and execute an about face.

c. The command “**Cover**” should not be given unless the entire class is present and/or accounted for.

7. The Class Sergeant shall then give the command:

“**Class, Upon My Command We Will Fall out For a _____ Minute Break**” or “**Class, Upon My Command We Will Fall Out For Physical Training.**” The class will respond with “**Sir, Yes, Sir!**” perform an about face, followed by a left face and double time to the area of the compound designated.

C. Falling into the Classroom

1. The Class Sergeant shall give the command “**Class _____ Fall in.**”

2. The Class will form up in class formation.

3. Once the Class Sergeant reaches his seat he will give the command “**Ready Seats.**” The class will take their seats at the position of attention until given the command “**At Ease.**” At this time the recruits are free to move about the classroom as necessary.

D. Falling Out at the End of the Day

1. Once all class business has been completed and all recruits are prepared to leave the classroom the Class Sergeant shall call the class to “**Attention.**” The class will remain at attention while the Class Sergeant goes to the Tactical Office to request permission to dismiss the class for the day.

2. The Class Sergeant shall give the command “**Column of Files from the Rear, Forward, March.**” The class shall file out of the classroom from the rear, in silence, placing their cover under their arm. The Class Sergeant shall be the last person out of the classroom making sure that the classroom lights are turned off.

3. The Class shall line up in class formation in the designated area. Recruits will face east at the position of attention, one arm's length from the recruit in front of them.

4. Once all the recruits are lined up and at the position of attention the Class Sergeant will give the command "**Recover Your Gear.**" Recruits pick up war bags. Class Sergeant states "**Right, FACE.**" "**Counter Columns, MARCH.**" Class will march to the north end of the parking lot. The Class Sergeant will state, "**Class, HALT**" followed by "**Left, FACE.**"

- D. Once the entire class is in formation and at the position of attention, the Class Sergeant will give the command "**Class, Upon My Command We Will Fall out for the Day, Class _____ Fall out.**" The Class will respond with "**Sir, Yes, Sir!**" execute an about face and move out.

ACADEMY APPROVED

Notes

ACADEMY APPROVED

Section VII

ACADEMY APPROVED

PHYSICAL TRAINING

I. PHYSICAL TRAINING INTRODUCTION

As part of your basic training you will be required to participate in the Basic Academy Physical Conditioning Program and to demonstrate acceptable physical readiness by successfully completing the P.O.S.T. Job-Related Work Sample Test Battery at the conclusion of the physical conditioning program.

Participation in the Basic Academy Conditioning Program and the successful completion of job-related tests are requirements of the California Commission on Peace Officer Standards and Training (P.O.S.T.). P.O.S.T. is the state agency that has responsibility for certifying all basic training academies in California.

II. GOALS AND OBJECTIVES

The P.O.S.T. Basic Academy Physical Conditioning Program is designed to develop in you an enhanced level of physical fitness, in a manner that will both prepare you to perform physically demanding police tasks and instill a desire to maintain a high level of fitness throughout your career. To this end, the objective of the program is to:

- Prepare you to meet minimum physical job task performance standards.
- *Sensitize* and *educate* you to the importance of maintaining a lifelong health-related personal physical fitness program.
- Provide positive reinforcement and support for maintaining high fitness levels and personal health-related lifetime fitness programs.

The objectives are achieved by means of a threefold educational process. First, you will be introduced to the goals and objectives of the physical program, which includes individual assessment and instruction on the principles of physical conditioning. Second, you will participate in a series of conditioning modules, which systematically embrace a wide variety of physical exercise. These activities include neuro-musculo-skeletal development through strength and flexibility exercises, as well as cardio-respiratory enhancement through various aerobic-type involvements.

Your fitness level and the subsequent improvement of your physical condition through training will dictate the progression of exercise. Third, you will receive classroom instruction on the subjects of: Physical fitness as a lifetime pursuit, low back care, nutrition, overweight/obesity, substance abuse, stress management and self evaluation. The actual physical conditioning phase of the program is organized into modules. Each module is designed to address muscular strength, power, muscular endurance,

cardiovascular endurance, and neuromuscular functioning. The relative emphasis given to each of these types of conditioning varies from module to module. All exercises within a module are designed to maximize the development of those physical abilities needed to function as a patrol officer.

III. OVERALL DESIGN OF THE PROGRAM

Recruits will be assessed as to their physical abilities (*pre-testing*). The results of this assessment are used to inform each recruit of their physical condition relative to the other recruits, and to identify special exercise “targets” for those recruits who may have significantly higher or lower original levels of fitness than the class as a whole.

Regularly scheduled physical training sessions will take place.

The program concludes with the administration of a job-related physical ability test [per PC13510 (b)], which each recruit must pass in order to demonstrate acceptable physical readiness to perform as a patrol officer.

IV. OVERVIEW OF FINAL TESTS

As indicated, at the conclusion of the conditioning program, you must successfully complete a battery of job-related tests in order to graduate from the Academy. The test battery that you will take will consist of a series of work samples that must be performed within a specified time. Examples of the kind of work sample tests that you will likely take include climbing over a 6-foot solid wall and/or chain link fence; dragging a lifelike mannequin (165 lbs.) for a specified distance (about 30 feet); running a short pursuit obstacle course (about 100 yards long) consisting of several sharp turns and minor obstacles that must be jumped or vaulted; and running a longer pursuit, usually 500 yards, with no obstacles. These types of tests are designed to simulate actual job tasks that are frequently performed by the typical California Peace Officer. The passing scores required on such tests have been established so that they reflect standards that are reasonable and consistent with normal expectations of acceptable proficiency. They are therefore not tests of athletic prowess but rather tests that measure one’s ability to do the job.

In closing, the intent of this section is to provide you with a brief description of the nature and purpose of the conditioning program you will be experiencing. For further details about any of the information provided, you are encouraged to contact the physical training staff at the Academy.

DETERMINING PHYSICAL FITNESS LEVELS

PHASE I: INITIAL ASSESSMENT

The tests administered prior to the beginning of the actual conditioning phase of the program are designed to accomplish two objectives. First, scores on the tests are used to evaluate the recruit's initial fitness levels so that appropriate exercise targets can be established. Second, as stated earlier, and for purposes of providing recruit motivation, results of tests are provided to each recruit in the form of individual scores as well as the average score for the entire class.

PHASE II: PHYSICAL CONDITIONING

The two-fold purpose of the conditioning program is to both enhance lifetime fitness and to improve physical job tasks performance. The training sessions which comprise the actual physical conditioning phase was designed to accomplish these dual objectives.

In addition to the actual physical conditioning, classroom materials are provided to both alert the recruits as to the nature and causes of frequently occurring physical disablers, and to inform the recruits of the steps that can be taken to lessen the chances of the onset of such disablers. These materials are intended to serve as the basis for classroom instruction that is to be provided to the recruits during the initial five weeks of the conditioning phase. Time over and above that needed for conditioning is to be provided for this purpose.

PHASE III: FINAL ASSESSMENT

The final component of the conditioning program consists of the administration of a job-related physical ability test battery. The purpose of the final assessment is to assure that each recruit is physically ready and capable of effectively performing the physically demanding tasks required of patrol officers. Each recruit must achieve a passing score on the final assessment in order to successfully complete the P.O.S.T.-Certified basic course. The test battery utilized for the final assessment must be either:

- The P.O.S.T. job-related work samples test battery, or
- A job-related physical ability test that has been approved by POST

JOB RELATED REQUIREMENTS

The requirement that all graduates of the P.O.S.T. Basic Course pass a job-related physical performance test at the conclusion of the physical conditioning program is contained within Educational Objectives within Learning Domain 32 - Lifetime Fitness. They read:

Physical Conditioning / Lifetime Fitness

Learning Goal: The student will possess the physical ability required to effectively perform the physically demanding tasks of the patrol officer job.

Performance Objectives

The student will demonstrate acceptable physical readiness for patrol officer duties by successfully completing the P.O.S.T. developed, work sample test battery (or its equivalent) as described in the Basic Academy Physical Conditioning Manual.

Also enumerated within the P.O.S.T. minimum standards (Learning Domain 32) is the following Learning Activity:

The student will participate in a structured program of physical conditioning as described in the P.O.S.T. Basic Academy Physical Conditioning Manual.

LIFETIME FITNESS BASIS

The POST Basic Academy Physical Conditioning Program is also designed to prepare and encourage the recruit to stay active and fit throughout their *career and lifetime*. This goal stems from current knowledge about the average fitness levels of peace officers and the related high incidence of disability. Today, most law enforcement agencies anticipate losing a significant number of their officers each year for health related reasons such as lower back dysfunction, ulcers, heart disease, stroke and similar stress related problems.

Over and above the significant and sometimes incalculable personal loss experienced by an officer who becomes disabled, the loss to the employing agency is often great. In those instances where the officer can no longer work, there is the loss of experience and know-how gained over a prolonged exposure to the social and economic characteristics of a community; such involvement with the people and places they patrol. There is also significant monetary loss to the agency in the form of medical bills, overtime, costs of selecting and training replacements. One large agency, for example, recently projected that it will incur a 1.8 million liability for each officer lost to disability retirement.

Officers who are not disabled, but who are nevertheless physically unfit, also represent

a significant burden to agencies in the form of performance losses that can occur when physically unfit officers begin to realize their diminished physical capability.

P.O.S.T. believes that a great deal of such disability and loss could be prevented if officers maintained even a minimal level of physical fitness. Accordingly a major focus of P.O.S.T.'s conditioning program is based upon lifetime fitness and the prevention of disability. Several classroom instructional presentations cover a variety of fitness concepts, such as diet, nutrition, weight control, exercise and stress management.

In addition to the classroom instruction, a significant portion of the recruit exercise program is devoted to cardiovascular fitness that is, conditioning of the cardiovascular and cardio respiratory systems. It is important to note that the cardiovascular (*or aerobic*) fitness components of the exercise program are not based on the job analysis as described previously but rather on an extensive body of research, which indicates, that poor cardiovascular and cardio-respiratory condition can contribute to stress-related disability (e.g., heart disease, ulcers, stroke). An important objective of the conditioning program, then, is to bring about an appropriate level of aerobic fitness and to teach the recruit how to maintain this level throughout his/her career.

COMPONENTS OF AN EXERCISE SESSION

Each exercise session in the POST Basic Academy Physical Conditioning Program contains three general components:

1. Warm-up
2. Conditioning program
3. Cool-down

These components are considered to be essential ingredients in the design of any sound program. The significance of each component, as described below, should be communicated to the recruits so that they may better evaluate the quality of any personal fitness program they may want to adopt after the Academy.

The **warm-up** serves as a preparation for the actual conditioning session. In addition to preparing the body for the upcoming workout, it also helps to protect against unnecessary injuries and muscle soreness. A proper warm-up should consist of exercises that are relatively moderate in intensity, involve the entire body, and cause a gradual (not sudden) increase in heart rate. This should take about three to five minutes and include activities such as walking and or easy jogging. In addition to preparing the heart and lungs for action, this also increases muscle temperature so that the second phase of warm-up and stretching, will be more effective. It is better to stretch muscles that are warmed-up. Thus, after the general warm-up, a proper amount of time should be spent on stretching. The stretching phase of the warm-up should take between 7 and 10 minutes. An effective method of stretching is to slowly stretch until the point of resistance is encountered, holding that position for 10 seconds, and then relax. Each stretching exercise should be repeated until the muscle group feels supple.

It is important to remember not to bounce or stretch to the point of pain; this is counterproductive. Also, if the weather is especially cool, more time should be spent in both warming up and stretching.

The **conditioning period** constitutes the main component of the exercise session. It is during this period that the intensity of exercise should rise to a sufficient level to produce a training stimulus. The conditioning period may consist of activities such as running, rope skipping, interval training, weight lifting, or a combination of activities. The content of the conditioning period should be tailored to the specific objectives of the training program.

For example, if the objective of the training session is exclusively to increase cardiovascular endurance, an appropriate conditioning session would consist of running or bike riding at 70% of the heart rate reserve for a minimum of 20 minutes. Due to specificity of training, there would be a little carry over to other functions, such as strength.

The **cool down** is the tapering off period that occurs after the conditioning period. The most important aspect of the cool-down period is a continuation of activity at a decreased intensity. For example, if the conditioning period consisted of running at a vigorous pace, then the cool down should begin by reducing the pace to a slow jog or perhaps even a fast walk. The general idea is to bring the heart rate down to around 100 or 110 within three to five minutes. Following this decrease in activity aimed at gradually lowering the heart rate, it is important to finish off with some flexibility exercises for a few minutes. The exercises for cool down should focus on the legs, hips and low back. A properly conducted cool-down will help recover from exercise, help prevent muscle soreness (by facilitating the removal of lactic acid) and improve flexibility.

CORRECT MECHANICS OF DISTANCE RUNNING

1. Perform a thorough warm-up with static stretching of legs and hips.
2. Correct posture is one in which the trunk is almost straight above the hips; do not lean forward because it will stress the low back when running for distance.
3. Carry arms at right angle at elbows, hands loosely cupped – or open, DO NOT clench fist. Swing hands diagonally forward to the midline of trunk (belly button) and back to a point adjacent to the hips. This is the natural line of the arm on the shoulder, not straightforward and backward. Also carry arm action low around the shoulders; do not raise the elbows and shoulders during this action because it interferes with the muscle of the trunk required for breathing.
4. Run so that the foot contacts the ground, heel first or almost flat footed (*not on the ball of the foot with the heel raised*) and then either rolls up onto the ball of the foot after the heel contact or the heel touches down and rolls forward to an almost flat footed contact. This foot placement relaxes the calf muscle necessary for distance running. In addition, when the foot breaks contact with the ground, runners should concentrate on relaxing the trailing leg to minimize the energy required. The ankle and calf muscle of the trailing leg should be relaxed and the action of the forward leg should be without a high knee lift during endurance running. When the body rotates forward, the rear foot is pulled off the ground and does not thrust off the ground as during striding or sprinting.
5. The proper breathing technique is critical to distance running. It should be rhythmic and deep, and it should be in “sync” with the running tempo. It should begin with a full inhalation for two running steps and expiration for two running steps. Later, recruits may need to shift to an inhalation and expiration for every two steps. However, recruits should never allow themselves to pant with shallow breaths or in an unrhythmic manner. The latter is counterproductive to sustaining the necessary air exchange needed for the oxygen required for the exercise. The inability to sustain controlled, rhythmic breathing is a symptom of overexertion.

Physical training has a certain degree of discomfort, if not distress, associated with it. These are necessary elements of any sound program or training, however, both the recruit and the physical training instructor need to be sensitive to early warning signs of “over use” injury. A basic distinction must be made between the discomfort of exercise exertion and pain. Discomfort or transient distress is a natural phenomenon, which accompanies all training.

On the other hand, pain is symptomatic of physiological disorder and should not be ignored, particularly if it persists through exercise and following exercise.

The object of the training program is to improve the physical capacities of the body and to experience the confidence and control that is associated with physical fitness. Over training, leading to “over use” injury, is counterproductive to these objectives.

COMPUTING TARGET ZONE PULSE RATE

Shown below is one method of computing target zone pulse rates. The example given is for a person who is age 35 and has a *resting pulse rate of 70*.

	<u>Method</u>	<u>Example</u>
Step 1:	Subtract individual's age From 220	220-35 equals 185
Step 2:	Subtract individual's Pulse rate	185-70 equals 115
Step 3:	Multiply total by 60%	115 x 60% equals 69
	Multiply total again by 70%	115 x 70% equals 81
Step 4:	To each number resulting from step 3 above add individuals resting pulse rate. The range between these two sums is the individual's target zone for exercising.	69 plus 70 equals 139 81 plus 70 equals 151

Target Zone equals 139 to 151 beats per minute.

Resting pulse rate should be measured by taking a 60 second count before sitting up or getting out of bed in the morning. Pulse rate can be taken by palpating (with two fingers) on the chest directly over the heart or on the wrist near the thumb side. The percentages entered into the formula in step 3 above, depend on how much training you have had recently. The following initial target zones are recommended:

Over 30 years old, beginning exercises 60-70%

Under 30 years old, beginning exercise 70-80%

Regular aerobic exercise more than two month 75-85%

Regular aerobic exercise more than two years 80-90%

To monitor pulse rate during exercise, it is best to use a ten-second count. A count for ten seconds, if taken immediately after exercise, is a more accurate predictor of the pulse rate during exercise than a longer count because the heart slows down immediately after stopping exercise. The ten-second count should be multiplied by six so it can be compared to the target zone pulse rates. For example, a ten-second count of 24 multiplied by 6 is a 144 beats per minute.

BENEFITS OF CARDIOVASCULAR CONDITIONING

With regular cardiovascular conditioning, the following benefits may be expected:

Heart

- Reduced resting heart rate
- Reduced heart rate for standardized sub maximal exercise
- Accelerated rate of heart rate recovery after standardized exercise
- Increased blood volume pumped per heart beat (stroke volume)
- Increased size of heart muscle: (myocardial hypertrophy)
- Increased blood supply to heart muscle
- Increased strength of contraction (contractibility)

Blood Vessels and Blood Chemistry

- Reduced resting systolic and diastolic arterial blood pressure
- Reduced risk of hardening of the arteries (arteriosclerosis)
- Reduced serum lipids, i.e., cholesterol, triglycerides
- Increased blood supply to muscles
- Increased blood volume
- More efficient exchange of oxygen and carbon dioxide in muscles

Lungs

- Increased functional capacity during exercise
- Increased blood supply
- Increased diffusion of respiratory gases
- Reduced nonfunctional volume of lung (residual volume)

Neural, Endocrine, and Metabolic Function

- Increased glucose tolerance
- Increased enzymatic function in muscle cells
- Reduced body fat content (adiposity)
- Increased muscle mass (lean body mass)
- Reduced strain resulting from psychological stress
- Increased maximal oxygen uptake

Psychological Factors

- Improved self-image
- Increased personal satisfaction
- Improved sense of well being

Dynamic Warm-up

Prior to Physical Training – Preliminary Commands

Recruits will prepare for physical training and gather in a column of two's outside the door parallel to the "Beach." Once all recruits are accounted for, the recruit class sergeant will give the command, "Forward march, double time, march," and the class will warm up with one lap around the track. At the completion of the lap, the class sergeant will call out the command, "Quick time, march." When the class reaches the last light post, the command, "Mark time, march," followed by, "class halt."

RCS: Will be centered on the class, standing to the left of the class on the path they ran on. He/she will give the command, "Left face" (Class Sergeant will make a right face).

RCS: "Class upon my command, we will fall out and fall in to begin the dynamic warm-up, Class _____ fall out."

CLASS: "Sir/Ma'am, yes, Sir/Ma'am", followed by an about face, "_____grunt," followed by a left face. Bravo squad will peel off, followed by Alpha squad and fall in on the south side of the beach facing north in rows of 6 recruits in Alpha, 7 in each there after.

Dynamic Warm-up: The class sergeant will lead the recruits in the following dynamic exercises. Each exercise will consist of 10 repetitions, and will be completed independently. The first 5 exercises below are stationary. The following 7 are moving across space.

RCS: "Arm Circles, ready exercise" (after completing 5 forward, reverse to 5 backwards).

RCS: "Trunk Twist, ready exercise" (5 to each side).

RCS: "Sumo Squat, ready exercise" (10 total).

RCS: "Mountain Groiners, ready exercise" (5 each leg).

RCS: "Forward Lunges, ready exercise" (5 with left leg forward, 5 w/right leg forward).

This completes the stationary exercises. The class sergeant will now fall in with Alpha squad, in the squad leader position as the 7th person to begin the moving exercises. When performing the last 7 exercises, as the recruit finishes his/her 10 repetitions, they will jog to the other side and prepare for the next exercise.

RCS: "Straight Leg March, ready exercise."

RCS: "Walking Quad Stretch, ready exercise."

RCS: "Knee Hugs, ready exercise."

RCS: "Inch Worms, ready exercise."

RCS: "Elbow to Instep, ready exercise."

RCS: "Forward Hip Swing, ready exercise."

RCS: "Backward Hip Swing, ready exercise."

Upon completion of the last exercise, the class assistant will place him/herself at the end of Alpha squad and the class sergeant will again center him/herself on the class and give the following speech:

RCS: "Class upon my command, we will fall out, get a drink of water, and prepare for physical training, Class _____, fall out."

CLASS: "Sir/Ma'am, yes, Sir/Ma'am." The class will fall out as previously instructed above. After a drink of water, the class will fall in, in a column of 2's by the drinking fountains.

RCS: "Class, attention", Class _____, fall in."

CLASS: "Sir/Ma'am, yes, Sir/Ma'am."

RCS: Will call out the first number of the class ("Two") and be centered on the class.

CLASS: Will call out the remaining numbers of the class ("Twenty nine") as they fall into class formation on the beach, making sure the class assistant is at the end of Alpha squad. The class will fall into class formation at a dress, right, dress.

RCS: "Ready, front, cover".

If the class owes sets of physical discipline:

RCS: "Class, upon my command we will assume the front leaning rest position, to do our first set, of 5 sets, of 10 (15, 20, 25) disciplinary exercises, due to (whatever the tactical staff gave the discipline for. Example: "my improper speech"), starting positions, move".

"Recover"

Class, upon my command we will assume the squat thrust position, to do our second set, of 5 sets, of 10 (15, 20, 25) disciplinary exercises, due to _____, starting positions, move."

“Recover”

“Class upon my command we will assume the seated position, to do our 3rd set, of 5 sets, of.....etc.”

“Recover”

Class upon my command we will assume the mountain climber position, to do our 4th set of 5 sets of.....etc.”

“Recover”

Class upon my command we will assume the front leaning rest position, to do our final set, of 5 sets, of 10 (15, 20, 25) disciplinary exercises, due to _____, starting positions, move.”

Upon the completion of the last set of discipline, the RCS will request permission to recover the class in the same manner as when doing a single set of discipline.

The RCS will do an about face and report that the class is ready for physical training.

RCS: “Sir, RCS _____ requests permission to speak to tactical officer _____, Sir.”

TAC: “What?”

RCS: “Sir, Class _____ ready for physical training, request further instructions, Sir.”

TAC: “Open them up and get them through the 12 daily exercises.”

RCS: “Sir, yes, Sir.”

RCS: “Sir, by your leave, Sir.”

TAC: “Get there.”

RCS: “Sir, yes, sir.”

The recruit class sergeant will take the necessary steps forward to make room to open ranks. He/She will do an about face and will then give the command to open ranks, readying the class for exercise:

RCS: “Open ranks, march.”

“Ready, front.”

“Cover.”

The recruits are then spaced at double-arms interval:

RCS: “At double-arms interval, dress-right, dress.”

“Ready, front.”

“Cover.”

The recruits’ formation is then staggered to give them room for exercising:

RCS: “Class, upon my command, Bravo and Delta squads will take one step to the left.”

“Ready, move.”

The class is now ready to start the 12 daily exercises.

12 Daily Exercises

The Recruit Class Sergeant should work off the National Debt after successfully completing each of the 12 Daily Exercises, with the exception of after the 12th exercise. The correct speech is as follows:

RCS: "Class, halt."

"Half-right, face."

"Class, upon my command we will assume the [front-leaning rest/squat-thrust/seated/mountain climber] position to do 25 [pushups/squat thrust/sit-ups (left arm over right) /mountain climber (right leg forward)] to work off the National Debt."

"Starting positions, move."

"Ready, exercise."

(Count off each exercise, beginning with "Down" for push-ups, "One" for squat-thrusts, "Up" for sit-ups, "Left" for mountain climbers)

"Recover"

"Half-left, face."

Assist: Class Assistant reports the new national debt. "Sir/Ma'am, the national debt is now____, Sir/Ma'am."

RCS "Recover"

(Run in place, ready for the next exercise)

Exercise #1 (Seated Toe Touch)

"Class, the first exercise of the day is the seated toe touch.

It is a non-cadence, non-repetitious exercise. Starting positions, move."

(Seated, legs extended, feet together, hands on top of thighs)

"Ready, exercise."

"Recover"

(Class runs in place)

Exercise #2 (Modified Indian Curl)

"Class, the second exercise of the day is the modified Indian curl. It is a non-cadence, non-repetitious exercise. Starting positions, move".

(Seated, legs flexed, knees lateral, soles of feet together, grab ankles)

"Ready, exercise."

"Recover"

(Class runs in place)

Exercise #3 (Bent Leg Trunk Twist)

“Class, the third exercise of the day is the bent leg trunk twist. It is a non-cadence, non-repetitious exercise. Starting positions, move”. (*Seated, trunk upright, right leg extended, the left leg flexed with the sole of the foot placed on the ground alongside the opposite knee, left arm supporting back, right arm across left knee*)

“Ready, exercise.”

“Reverse”

“Ready, exercise.”

(*Repeat in opposite position*)

“Recover”

(*Class runs in place*)

Exercise #4 (Straight Leg Trunk Twist)

“Class, the fourth exercise of the day is the straight leg trunk twist. It is a four count exercise, done at a slow cadence. I will count the cadence, you will count the repetitions. We will do five repetitions. Starting positions, move”. (*Seated, trunk upright, arms fully extended at shoulder level, legs extended with feet together*)

“Ready, exercise.”

(*Turn to right first*)

“Recover”

(*Class runs in place*)

Exercise #5 (Side Leg Raise)

“Class, the fifth exercise of the day is the side leg raise. It is a four count exercise, done at a slow cadence. I will count the cadence, you will count the repetitions. We will do five repetitions. Starting positions, move”. (*Lying on left side, legs extended together, left arm fully extended in line with body, right arm placed in front of body for support*)

“Ready, exercise.”

“Reverse”

“Ready, exercise.”

(*Repeat lying on right side*)

“Recover”

(*Class runs in place*)

Exercise #6 (Mod Back Stretcher)

“Class, the sixth exercise of the day is the modified back stretcher. It is a non-cadence, non-repetitious exercise. Starting positions, move.” (*Lying flat on back, legs extended together, hands behind your head with fingers interlaced*)

“Ready, exercise, Up.”

(*Slowly lift your head with your hands behind the neck and hold this position for two cadences. Perform four times*)

“Down” (*Be sure to finish the last iteration with the command “Down”*)

“Recover”

(*Class runs in place*)

Exercise #7 (Back Stretcher)

“Class, the seventh exercise of the day is the back stretcher. It is a four count exercise done at a moderate cadence. I will count the cadence, you will count the repetitions. We will do five repetitions. Starting positions, move.” (*Lying flat on back, legs extended and together, arms extended along the trunk*)

“Ready, exercise.”

(*Left leg bends first*)

“Recover”

(*Class runs in place*)

Exercise #8 (Mod Calf Stretcher)

“Class, the eighth exercise of the day is the modified calf stretcher. It is a non-cadence, non-repetitious exercise. Starting positions, move.” (*Assume a modified push-up position, arms in front of the shoulder, both legs fully extended, touch one heel to the ground, starting with the left, flexing the right knee*)

“Ready, exercise.”

“Reverse”

“Ready, exercise.”

“Recover”

(*Class runs in place*)

Exercise #9 (Standing Lateral Side Stretcher)

“Class, the ninth exercise of the day is the standing lateral side stretcher. It is a non-cadence, non-repetitious exercise. Starting positions, move.” (*Stand erect, hands on hips, with feet wider than shoulder width apart*)

“Ready, exercise.”

(*Move to right leg first, right hand on right upper leg, left hand on top of right hand*)

“Reverse.”

“Ready, exercise.”

“Recover”

(*Class runs in place*)

Exercise #10 (Cross Leg Toe Touch)

“Class, the tenth exercise of the day is the cross leg toe touch. It is a non-cadence, non-repetitious exercise. Starting positions, move.” (*Stand erect, starting with right leg crossed over in front of the left leg, feet together, slowly bend at the waist, touching hands to toes, head up*)

“Ready, exercise.”

“Reverse”

“Ready, exercise.”

“Recover”

(*Class runs in place*)

Exercise #11 (Stomach Curl)

“Class, the eleventh exercise of the day is the stomach curl. It is a four count exercise done at a moderate cadence. I will count the cadence, you will count the repetitions. We will do five repetitions. Starting positions, move.” (*Lying flat on back, legs bent 90-degrees at the knees, feet off the ground, arms crossed over chest, left over right*)

“Ready, exercise.”

“Recover”

(*Class runs in place*)

Exercise #12 (Squat Thrust)

“Class, the twelfth exercise of the day is the squat thrust. It is a four count exercise done at a moderate cadence. I will count the cadence, you will count the repetitions. We will do five repetitions. Starting positions, move.” (*Stand erect with hands on hips*)

“Ready, exercise.”

“Recover”

(*Stand at the position of attention*)

Final Commands

At the completion of the twelve daily exercises, the recruit class sergeant will close up the class:

RCS: “Class, upon my command, Bravo and Delta squads will take one step to the right.”

“Ready, move.”

“Close ranks, march.”

(*Bravo, Charlie and Delta squads move forward towards Alpha squad, and all recruits close ranks. Recruits will be conducting a dress right, dress, raising their left arm, and looking to the right – with the exception of the squad leaders, who look straight forward and the last recruit in each squad will not raise their right arm*)

“Ready, front.”

“Cover”

The Recruit Class Sergeant will then ask the Tactical Staff for further instructions:

The RCS will do an about face and request permission to speak to tactical staff:

RCS: “Sir, Recruit Class Sergeant _____ requests permission to speak to Tactical Officer _____, sir.”

TAC: “What is it?”

RCS: “Sir, Class _____ has completed the twelve daily exercises (or whatever exercises that were completed), request further instructions, sir.”

Common directive from Tactical Staff, as put out by the Recruit Class Sergeant:

RCS: "Class, upon my command, we will fall out, get a drink of water and prepare for the Obstacle-Course, Distance Run, (etc.), Class _____, fall out."

Class will respond: "Sir, yes, sir", do an about face, left face and all squads will simultaneously file off of the physical training field. The curb hazard will be called out and the squad leaders will go to their left and guide over to the drinking fountains. Class Assistant will position him/herself in front of the class sergeant.

If another recruit is called out to direct the commands of the 12 daily exercises:

RCS: will immediately make a left face and place him/herself in front of the alpha squad leader. Ask for leave if there is tactical staff within 21 feet.

When a specific recruit is chosen, the recruit will acknowledge staff by saying, "Sir, yes, sir", do an about face, and look at their surroundings. If there is tactical staff within 21 feet, the recruit will call out, "Sir, by your leave, sir", and wait for permission to continue. If there is no tactical staff within 21 feet, the recruit will take one step forward (left foot), followed by a right face and make their way up to the front of the class, centering him/herself. If at any time while the recruit is making their way to the front, there is tactical staff within 21 feet, the recruit must brace and acknowledge, "Sir, by your leave, sir."

When the chosen recruit is told to return to their position in the ranks, he/she will do an about face, followed by an immediate left face and follow the directive above when coming within 21 feet of staff.

If the chosen recruit is told to put the class on a water break, the speech is the same as discussed above. This recruit, along with the RCS will do a left face, the class assistant will fall in, in front of the class sergeant and the chosen recruit will fall in at the end of alpha squad as they pass by on their way to water. The last off the "Beach" is always the class sergeant.

Requesting to help or 960 another recruit

"Sir, as you were sir." Sir, recruit _____ request permission to 960, sir."

Physical Training Cadences

When I say:

Hardcore
Blue & Green
Class
Pride
Run
Red /White

You Say:

Everyday
Lean & Mean
Unity
Integrity
Faster
Blue

When I say:

Integrity
American
Motivated
O.C.
Bring it on
Run

You Say:

Respect
Pride
Dedicated
S.A.
Everyday
Faster

Falling out for a drink of water during Physical Training on the beach

RCS: "Class, upon my command, we will fall out get a drink of water and fall directly back into positions. Class _____, fall out."

Reporting the National Debt during the 12 daily exercises

This is the class national debt and the class assistant is reporting to the lowest ranking tactical officer (If there is no tactical staff present, the debt would be reported to the RCS.) Immediately after the completion of a set of national debt, after the class has made their half left face and is in the position of attention is when the class assistant will report the national debt. "Sir/Ma'am, the national debt is now _____(ex: one hundred, sixty), sir/ma'am."

Speeches at the completion of the distance run

Class sergeant will do an about face and say: "Sir/ma'am, recruit class Sergeant _____request permission to speak to tactical officer _____, sir." After acknowledgement from tactical staff, "Sir, Class _____has completed the distance run, request further instruction, sir." The common directive from the tactical staff will be to have the class fall out, recover their gear, dispatch the flag detail, and fall directly back into the classroom for end of the day business. Class sergeant will do an about face and wait until the class assistant reports.

Class Assistant will request permission to speak, "Sir/ma'am, recruit _____request permission to speak to tactical officer _____, sir." (Acknowledgement from staff). "Sir, request combat miles for class _____'s distance run, sir." Tactical staff will give them the mileage and the class assistant will reply "Sir/ma'am", yes, sir/ma'am."

After the Class Assistant receives the mileage, the class sergeant will put out the directive previously given. "Class upon my command, we will recover our gear, dispatch the flag detail and fall directly back into the classroom for end of the day business. Class _____, fall out." The class will reply, "Sir/ma'am, yes, sir/ma'am." The class will do an about face, call out their class motto, left face and fall out.

Procedure for Sprint 10's or 12's

A common directive the class will be given upon the completion of the 12 daily exercises is, "Have the class fall out, get a drink of water, first platoon will line up for the obstacle course, second platoon will line up for sprint 10's." Once the recruits fall out, they will get their drink of water and the platoons will go to their directed activity.

The recruit in charge of the platoon will center themselves within the platoon and give the speech, "Platoon, upon my command, we will assume the front leaning rest position to begin sprint 10's (or 12's), starting positions, move. Ready exercise, down", (recruits respond, "Sir, one, sir" and so on). When the 10 (or 12) push-ups are complete, all recruits will sprint to the other side of the beach. While running to the other side of the beach, the recruits will call out the next number of repetitions to be completed (ex. "9999999"). The platoon will then assume squat thrust position with their hands their hips. The class sergeant will then say "Ready, exercise, one, two, three." Recruits will respond, "Sir, one, sir" etc, until the 9 squat thrusts are complete. This continues, following the cycle of discipline, until all repetitions are complete. The platoon will complete the exercise with 10 more push-ups (or 12 push-ups).

To recover the recruits, the recruit sergeant will say, "Sir, recruit class sergeant _____ request permission to recover class _____ 1st platoon, sir." Staff will give permission to recover the platoon. At this point the Tactical staff will give a directive to the class sergeant on what they are to do. Example: "Get them on a water break and prepare for the obstacle course." The recruit class sergeant replies "Sir, yes, sir." At this point, the class sergeant will check his or her surroundings and if tactical staff is within 21 feet, he/she will ask, "Sir, by your leave, sir." The response is usually, "get there." Recruit class sergeant responds, "Sir, yes, sir", and steps out in front of the platoon, does an about face and puts out the following: "Platoon, upon my command, we will fall out, get a drink of water and prepare for the obstacle course. Class 230, First platoon, fall out." Platoon responds, "Sir, yes, sir" and falls out with the second in command, that is at the south end of the formation, placing them self in front of the class sergeant and exiting the beach as usual.

DAILY DOZEN (DESCRIPTION OF EXERCISES)

1. SEATED TOE TOUCH - Static

Position: Seated, legs extended, feet together

Action: Slowly bend trunk forward and reach arms to toes or beyond; hold for 10 seconds or more, as prescribed. Do not bounce.

Purpose: Exercise focuses on stretching the low back (*lumbar sacral area*) and back of legs (hamstring – between knee and hip); the primary effort is an anterior flexion.

2. MODIFIED INDIAN CURL - Static

Position: Seated, legs flexed, knees lateral, soles of feet placed together.

Action: Slowly bend trunk forward and grasp ankles; flex trunk and hold for 10 seconds or more, as prescribed. Do not bounce.

Purpose: In addition to the hip flexion rotation and adduction (*knees moved laterally*), the exercise focuses on stretching the low back, as above, with the primary effort being anterior flexion of the trunk and adduction of upper leg around the hips.

3. BENT LEG TRUNK TWIST

Position: Seated, trunk upright; one leg extended fully, the other flexed with sole of foot placed on the outside of the knee of extended leg.

Action: Slowly twist trunk to side of bent leg placing upper arm extended across knee, and hand of bent leg behind back on floor for support; hold for 10 seconds or more, as prescribed.

Purpose: Exercise focuses on stretching and supplying spine (*thoracic sacral area*); the primary effort is a twisting rotational effort left and right and involves rotators and lateral flexors.

4. STRAIGHT LEG TRUNK TWIST

(Not recommended for persons with low back pain or recent back injury/surgery)

Position: Seated, trunk upright, arms fully extended at shoulder level; legs extended with feet together.

Action: Alternately twist trunk left and right rhythmically at moderate tempo while facing forward; complete five repetitions each side or as prescribed.

Purpose: As above, but performed in a dynamic fashion.

5. SIDE LEG RAISE - Dynamic

Position: Lying on left or right side, lower arm fully extended and upper arm placed in front of chest for support.

Action: Raise upper leg laterally and fully at moderate pace; complete five repetitions, or as prescribed, on each side.

Purpose: Exercise focuses on supplying hip joint and stretching the hip adductors and rotators; the primary effort is upward through the lateral plane, contracting the abductor muscles of the gluteus and tensor fascia.

6. MODIFIED BACK STRETCHER

(Not recommended for persons with low back pain or recent back injury/surgery)

Position: Lying flat on back, legs extended together.

Action: Leaving back flat on the ground, slowly lift your head with both hands behind your neck, hold this position for 10 seconds. Repeat exercise four times.

Purpose: Exercise focuses on supplying the lumbar-thoracic area of the lower back and pelvic area and stretching the extensor muscles of the low back and hips; the primary effort is an extension of the lower back muscles.

7. THE BACK STRETCHER – Dynamic

(Not recommended as part of low back injury prevention program)

Position: Lying face up, supine; arms alongside trunk, legs extended, and feet together.

Action: Raise and flex right and left leg alternately and fully while grasping under flexed knee and tucking chin and chest to knee; repeat at moderate tempo, five repetitions each side, or as prescribed. *(Decrease tempo or do statically if low back pain is experienced or present prior to exercise.)*

Purpose: Exercise focuses on supplying the lumbar-thoracic area of the low back and hip and stretching the extensor muscles of the low back and hips: the primary effort is a flexion of the leg on the hip and forward rotation of hip with depression of the low back.

8. MODIFIED CALF STRETCHER - Dynamic

Position: Standing, assume a modified push-up position, hands in front of the shoulders, both legs fully extended and both heels flat on the ground.

Action: (a) With hands on the ground bend upwards at the waist, while maintaining right heel flat on ground bend left knee, hold for 10 seconds or as prescribed *(pull or stretch should be felt in the calf muscle or heel cords)*

(b) Repeat above, now stretching the left calf and bending the right knee.

Purpose: Exercise focuses on stretching (hypertension) of the Achilles tendon and the attached gastrocnemius calf muscle of the underlying soleus muscle, depending upon the posture assumed.

9. STANDING LATERAL SIDE STRETCHER - Dynamic

Position: Stand erect, position right leg at a 90-degree angle, with the right knee bent.

Action: While keeping the left foot firmly on the ground stretch the upper half of the body across the right leg and place the right elbow across the right knee, stretching the left side for 10 seconds, or as prescribed on each side.

Purpose: Exercise focuses on stretching the flexors (*hamstring*) of the bent leg, and the stretching of the extensors (*quadriceps*), hip muscles and lower back muscles.

10. **CROSS LEG TOE TOUCH** - Static

Position: Stand erect, starting with right leg crossed over in front of left leg, feet together.

- Action:
- (a) Slowly bend at waist, touching hands to toes; hold 10 seconds or as prescribed.
 - (b) Repeat above, this time crossing the left leg in front of the right legs.

Purpose: Exercise focuses on stretching the low back (*lumbar-sacral area*) and back of legs (*hamstrings, between knee and hip*) the primary effort is an anterior flexion.

11. **STOMACH CURL**- Dynamic

Position: Lying flat on back, legs bent 90 degree at the knees, arms crossed over chest left over right.

Action: Raise trunk half way approximately (*1 – 1 ½ feet*) towards knees and back to the starting position. (*Two cycles is one repetition.*) Repeat at moderate tempo, five repetitions or as prescribed.

Purpose: Exercise focuses on supplying the lower back and hip areas and strengthening the upper abdominal muscles as well as the quadriceps. The primary effort is a flexion of the abdominal muscles to raise the legs.

12. **SQUAT THRUST** - Dynamic

Position: Stand erect, feet together, hands on hips.

Action: Bend at the knees, place hands flat on the ground. Extend both legs to the rear, fully extended as in the starting position for push-ups. Return the legs to the squatted position and then back to the standing position.

Purpose: Exercise focuses on stretching the flexors (*hamstring*), extensors (*quadriceps*), and the anterior trunk and hip muscles; the primary effort is a depression of the hips resulting in a dipping action, followed by a quick change of the foot position.

P.O.S.T. JOB-RELATED TEST

The P.O.S.T. Job-Related Test is to be administered toward the beginning and at the conclusion of the physical conditioning program. As indicated previously, each recruit must successfully complete this test (or another P.O.S.T. approved job-related test) at the conclusion of the conditioning program. This section contains a brief description of how the P.O.S.T. test was developed, as well as written procedures for administering and scoring the test. Also included are P.O.S.T.'s Guidelines for Evaluating Alternative Physical Ability Tests.

DEVELOPMENT OF THE P.O.S.T. JOB-RELATED TEST

The first step in developing the test consists of conducting a detailed job analysis to identify the nature and extent of significant physical tasks performed on patrol. A combination work diary-interview-survey approach was used to collect the job analysis information. Data was collected from a representative sample of officers in each of 120 police and sheriff's departments.

The job task information was used to develop tests, which simulate actual job tasks (climbing obstacles, moving incapacitated persons, etc.). Each test was designed to simulate a distinct and significant job task, which officers said they perform on patrol. Such tests, i.e., work sample tests, are job-related to the extent that they reliably sample behaviors, which must be performed on the job (established by the job analysis). A total of five work samples tests were developed for inclusion into the test:

99 Yard Obstacle Course

Run a 99-yard obstacle course consisting of several sharp turns, a number of curb height obstacles, and a 34-inch high obstacle that must be vaulted.

Body Drag

Lift and drag 165 pound lifelike dummy 32 feet. The recruit will lift the dummy by holding it under the arms and with the back to the recruit. Proper lifting techniques will be used. The recruit will walk/run backwards, dragging the dummy's leg on the ground (the exception will be recruits whose height is such that the dummy's legs do not touch the ground, though they will still be required to walk/run backwards). This technique will be used in all other dummy drag events throughout the academy.

Chain Link Fence

Run 5 yards to a 6-foot chain link fence, climb over fence, and continue running another 25

yards.

Solid Fence Climb

Run 5 yards to a 6-foot solid fence, climb over fence, and continue running another 25 yards.

500 Yard Run

Run 500 yards (equivalent to 1 lap plus 60 yards of a standard running track).

The second step in developing the test battery consisted of determining the reliability of the tests. To this end, the test was administered to a group of 445 recruits at both the beginning and the end of their academy physical training program. Analysis of the test data revealed that the test is highly reliable.

The final step in the test development process consisted of verifying the job relatedness of the five work samples and establishing a minimum passing score. This was accomplished by administering the test to a representative sample of 148 patrol officers, and then asking them to rate the similarity of the test events to critical work tasks and to propose a reasonable passing standard (time) for each event. The officers felt that the test items were very similar to actual work tasks, and that the ability to perform each test event was critically important to patrol officer performance. The performance standard established for the test was based directly on the time estimates that the officers felt were reasonable and consistent with the normal expectations of acceptable proficiency.

99-YARD OBSTACLE COURSE

Conversion of Time to Points

Time in Seconds	Time in Tenths of a Second									
	0/10	1/10	2/10	3/10	4/10	5/10	6/10	7/10	8/10	9/10
14	248	246	245	244	243	241	240	239	238	236
15	235	234	232	231	230	229	227	226	225	224
16	222	221	220	219	217	216	215	213	212	211
17	210	208	207	206	205	203	202	201	200	198
18	197	196	195	193	192	191	189	188	187	186
19	184	183	182	181	179	178	177	176	174	173
20	172	170	169	168	167	165	164	163	162	160
21	159	158	157	155	154	153	152	150	149	148
22	146	145	144	143	141	140	139	138	136	135
23	134	133	131	130	129	128	126	125	124	122
24	121	120	119	117	116	115	114	112	111	110
25	109	107	106	105	103	102	101	100	98	97
26	96	95	93	92	91	90	88	87	86	85
27	83	82	81	79	78	77	76	74	73	72
28	71	69	68	67	66	64	63	62	60	59
29	58	57	55	54	53	52	50	49	48	47
30	45	44	43	42	40	39	38	36	35	34
31	33	31	30	29	28	26	25	24	23	21
32	20	19	17	16	15	14	12	11	10	9
33	7	6	5	4	2	1	0	0	0	0

165-POUND BODY DRAG
Conversion of Time to Points

Time in Seconds	Time in Tenths of a Second									
	0/10	1/10	2/10	3/10	4/10	5/10	6/10	7/10	8/10	9/10
2	63	62	62	62	62	61	61	61	61	60
3	60	60	60	59	59	59	59	58	58	58
4	58	58	57	57	57	57	56	56	56	56
5	55	55	55	55	54	54	54	54	54	53
6	53	53	53	52	52	52	52	51	51	51
7	51	50	50	50	50	49	49	49	49	48
8	48	48	48	47	47	47	47	47	46	46
9	46	46	45	45	45	45	44	44	44	44
10	44	43	43	43	43	42	42	42	42	41
11	41	41	41	40	40	40	40	39	39	39
12	39	38	38	38	38	37	37	37	37	36
13	36	36	36	36	35	35	35	35	34	34
14	34	34	33	33	33	33	32	32	32	32
15	31	31	31	31	31	30	30	30	30	29
16	29	29	29	28	28	28	28	27	27	27
17	27	26	26	26	26	25	25	25	25	25
18	24	24	24	24	23	23	23	23	22	22
19	22	22	21	21	21	21	20	20	20	20
20	20	19	19	19	19	18	18	18	18	17
21	17	17	17	16	16	16	16	15	15	15
22	15	15	14	14	14	14	13	13	13	13
23	12	12	12	12	11	11	11	11	10	10
24	10	10	9	9	9	9	9	8	8	8
25	8	7	7	7	7	6	6	6	6	5
26	5	5	5	4	4	4	4	4	4	3
27	3	3	2	2	2	2	1	1	1	1
28	0	0	0	0	0	0	0	0	0	0

CHAIN LINK FENCE CLIMB CONVERSION TABLE

Conversion of Time to Points

Time in Seconds	Time in Tenths of a Second									
	0/10	1/10	2/10	3/10	4/10	5/10	6/10	7/10	8/10	9/10
4	120	119	118	117	116	115	114	113	112	111
5	109	108	107	106	105	104	103	102	101	100
6	99	98	97	95	94	93	92	91	90	89
7	88	87	86	85	84	83	82	80	79	78
8	77	76	75	74	73	72	71	70	69	68
9	66	65	64	63	62	61	60	59	58	57
10	56	55	54	52	51	50	49	48	47	46
11	45	44	43	42	41	40	39	37	36	35
12	34	33	32	31	30	29	28	27	26	25
13	23	22	21	20	19	18	17	16	15	14
14	13	12	11	10	8	7	6	5	4	3
15	2	1	0	0	0	0	0	0	0	0

SOLID FENCE CLIMB**Conversion of Time to Points**

Time in Seconds	Time in Tenths of a Second									
	0/10	1/10	2/10	3/10	4/10	5/10	6/10	7/10	8/10	9/10
4	224	223	221	220	218	217	216	214	213	211
5	210	208	207	206	204	203	201	200	198	197
6	196	194	193	191	190	188	187	186	184	183
7	181	180	178	177	176	174	173	171	170	168
8	167	166	164	163	161	160	158	157	156	154
9	153	151	150	148	147	146	144	143	141	140
10	138	137	136	134	133	131	130	128	127	126
11	124	123	121	120	118	117	116	114	113	111
12	110	108	107	106	104	103	101	100	98	97
13	96	94	93	91	90	88	87	86	84	83
14	81	80	78	77	76	74	73	71	70	68
15	67	66	64	63	61	60	58	57	56	54
16	53	51	50	48	47	46	44	43	41	40
17	38	37	36	34	33	31	30	28	27	26
18	24	23	21	20	18	17	16	14	13	11
19	10	8	7	6	4	3	1	0	0	0

500-YARD RUN

Conversion of Time to Points

Time (Seconds)	Points	Time (Seconds)	Points
53.0 to 55.8	50	126.5 to 129.3	25
55.9 to 58.7	49	129.4 to 132.3	24
58.8 to 61.7	48	132.4 to 135.2	23
61.8 to 64.6	47	135.3 to 138.1	22
64.7 to 67.6	46	138.2 to 141.1	21
67.7 to 70.5	45	141.2 to 144.0	20
70.6 to 73.5	44	144.1 to 147.0	19
73.6 to 76.4	43	147.1 to 149.9	18
76.5 to 79.3	42	150.0 to 152.8	17
79.4 to 82.3	41	152.9 to 155.8	16
82.4 to 85.2	40	155.9 to 158.7	15
85.3 to 88.2	39	158.8 to 161.7	14
88.3 to 91.1	38	161.8 to 164.6	13
91.2 to 94.0	37	164.7 to 167.5	12
94.1 to 97.0	36	167.6 to 170.5	11
97.1 to 99.9	35	170.6 to 173.4	10
100.0 to 102.9	34	173.5 to 176.4	9
103.0 to 105.8	33	176.5 to 179.3	8
105.9 to 108.7	32	179.4 to 182.2	7
108.8 to 111.7	31	182.3 to 185.2	6
111.8 to 114.6	30	185.3 to 188.1	5
114.7 to 117.6	29	188.2 to 191.1	4
117.7 to 120.5	28	191.2 to 194.0	3
120.6 to 123.4	27	194.1 to 196.9	2
123.5 to 126.4	26	197.0 to 199.9	1

**ORANGE COUNTY SHERIFF-CORONER DEPARTMENT
TRAINING DIVISION
Range Grading Sheet**

<u>Score</u>	<u>Points</u>	<u>Score</u>	<u>Points</u>	<u>Score</u>	<u>Points</u>	<u>Score</u>	<u>Points</u>	<u>Score</u>	<u>Points</u>
360	50.00	322	44.72	284	39.44	246	34.17	208	28.89
359	49.86	321	44.58	283	39.31	245	34.03	207	28.75
358	49.72	320	44.44	282	39.17	244	33.89	206	28.61
357	49.58	319	44.31	281	39.03	243	33.75	205	28.47
356	49.44	318	44.17	280	38.89	242	33.61	204	28.33
355	49.31	317	44.03	279	38.75	241	33.47	203	28.47
354	49.17	316	43.89	278	38.61	240	33.33	202	28.06
353	49.03	315	43.75	277	38.47	239	33.19	201	27.92
352	48.89	314	43.61	276	38.33	238	33.06	200	27.78
351	48.75	313	43.47	275	38.19	237	32.92	199	27.64
350	48.61	312	43.33	274	38.06	236	32.78	198	27.50
349	48.47	311	43.19	273	37.92	235	32.64	197	27.36
348	48.33	310	43.06	272	37.78	234	32.50	196	27.22
347	48.19	309	42.92	271	37.64	233	32.36	195	27.08
346	48.06	308	42.78	270	37.49	232	32.22	194	26.94
345	47.92	307	42.64	269	37.36	231	32.08	193	26.81
344	47.78	306	42.50	268	37.22	230	31.94	192	26.67
343	47.64	305	42.36	267	37.08	229	31.81	191	26.53
342	47.50	304	42.22	266	36.94	228	31.67	190	26.39
341	47.36	303	42.08	265	36.81	227	31.53	189	26.25
340	47.22	302	41.94	264	36.67	226	31.39	188	26.11
339	47.08	301	41.80	263	36.53	225	31.25	187	25.97
338	46.94	300	41.67	262	36.39	224	31.11	186	25.83
337	46.81	299	41.53	261	34.25	223	30.97	185	25.69
336	46.67	298	41.39	260	36.11	222	30.83	184	25.56
335	46.53	297	41.25	259	35.97	221	30.69	183	25.42
334	46.39	296	41.11	258	35.83	220	30.56	182	25.28
333	46.25	295	40.97	257	35.69	219	30.42	181	25.14
332	46.11	294	40.83	256	35.56	218	30.28	180	25.00
331	45.97	293	40.69	255	35.42	217	30.14		
330	45.83	292	40.56	254	35.28	216	30.00		
329	45.69	291	40.42	253	35.14	215	29.86		
328	45.56	290	40.28	252	35.00	214	29.72		
327	45.42	289	40.14	251	34.86	213	29.58		
326	45.28	288	40.00	250	34.72	212	29.44		
325	45.14	287	39.86	249	34.58	211	29.31		
324	45.00	286	39.72	248	34.44	210	29.17		
323	44.86	285	39.58	247	34.31	209	29.03		

APPENDIX SECTION

ACADEMY APPROVED

APPENDIX A

ACADEMY APPROVED

APPENDIX A

PEELIAN REFORM

I. CRIME IN ENGLAND FROM 1760 TO 1829 WAS VERY PREVALENT

A. The causes were:

1. An industrial revolution had begun in England around 1760.
 - a. Many people were unemployed.
 - b. Human suffering was common.
 - c. Most of the major cities in England developed tremendous slum areas, many are still in England today.
 - (1) Crime was, for many, the only way to sustain life; they stole to live.

B. The types of crimes were much like the crimes prevalent today.

1. Thefts were the most common.
 - a. There were 6,000 fences operating in London alone.
 - (1) A “fence” is one who deals in stolen property.
2. Counterfeiting
 - a. There were fifty false mints operating in London at one time.
 - b. More false than good money was in circulation.
3. Prostitution – the oldest crime known to man.
 - a. 25,000 prostitutes operated in London. This is only an estimate, as not many were arrested.
4. Other types
 - a. Pickpockets
 - (1) Many of these were juveniles who were being trained by “fences.” They had no homes, their parents were imprisoned, and they were easy prey for training as thieves.

b. Highway Robbery

(1) Because there was no central police agency, and by keeping on the move, their chances of getting caught were nonexistent... there were no police to follow them from town to town.

C. Types of Punishment

1. Capital Punishment – Because of the excess amount of crimes, the government, or King, decided to increase the punishment for crimes.

a. There were 160 crimes punishable by death.

(1) One of these was for stealing a loaf of bread. This may have been only for food.

2. Transportation

a. Many persons convicted of lesser crimes were transported in bondage as indentured slaves to Australia and America to assist in the colonization of the continents. What is lesser than stealing a loaf of bread?

II. POLICE AGENCIES IN ENGLAND

A. Crime was so bad that many police agencies had to be formed. There were many types of police agencies in England, but none were under the direct control of the government.

1. Merchant Police

a. Civilians were hired by merchants to protect their stores and banks.

B. Principles of the reform – All twelve of the principles are just as applicable today as they were in 1829.

1. The police must be stable, efficient, and organized along military lines. Most police officers today are. They have Captains, Lieutenants, Sergeants, etc.

2. The police must be under government control. In 1760 no agencies were under government control, but today all are.

3. The absence of crime will best prove the efficiency of police.

4. The distribution of crime news is essential. Most distribution is violated today. Citizens must be informed in order to support police.

5. The deployment of police strength, both by time and area is essential. Time, area and clientele – purpose – units etc...
6. No quality is more indispensable to a police officer than a perfect command of temper; a quiet determined manner has more effect than violent action. This is enough to justify stress training.
7. Good appearance commands respect – how true. Up to this time, police had no uniforms.
8. The securing and training of proper persons is at the root of efficiency. We all know what we had to go through to get here – oral exam – written exam – background-etc.....
9. Public security demands that every police officer be given a number. This is not to show membership, but to identify in case of complaint.
10. Police headquarters should be centrally located and easily accessible to the people. Remember that, even prior to 1829 this was important, even today with cars and telephones it is still necessary.
11. Police officers should be hired on a probationary basis. There are many persons that are not suited to police work.
12. Police records are necessary for the correct distribution of police strength.

III. THE “NEW” POLICE – IT WAS ACTUALLY CALLED THE “NEW POLICE”

- A. The first day of service was September 29, 1829, Law Enforcement’s birthday.
- B. The department started with 1,000 men hired from the 12,000 applicants.
 1. In 1830 it was increased to 3,314 men.
 2. During the first three years of operation, 5,000 officers were dismissed and 6,000 were asked to resign.
 3. There were 11,000 men terminated in three years of operation. Their operating strength was only 3,314 men.

APPENDIX B

ACADEMY APPROVED

Appendix B

RANGE RULES AND REGULATIONS

The objective of Firearms Training is to develop the shooter into a safe and competent gun handler. To accomplish this, the shooter must understand and be familiar with the operation and parts of their firearm. Accidents with firearms don't just happen. They often times occur because of the carelessness of the shooter.

1. Four basic rules of Firearms Safety:
 - A. Treat all firearms as if they are loaded.
 - B. Never point the muzzle at anything you are not willing to shoot or destroy. Keep the weapon pointed in a safe direction at all times.
 - C. Keep your finger straight and off the trigger until you are on target and ready to fire.
 - D. Be sure of your target, its backstop and beyond.
2. Making a safe weapon: Point the weapon in a safe direction; remove the magazine; lock the slide to the rear and **visually/physically** inspect the chamber and ensure you have an empty magazine well.
3. If you drop anything on the firing line, do not attempt to catch the item and do not bend over to pick anything up until the line is declared safe, and the range officer gives you permission.
4. When you draw the weapon, and re-holster the weapon, keep your finger off the trigger and along the side of the frame.
5. Obey all range instructions and commands IMMEDIATELY. While on the firing line, if you have any questions during any part of the firearms course, or you did not hear the course of fire, raise your support hand and a Range Officer will assist you.
6. Loading and unloading of weapons in preparation for the courses of fire will be done on the firing line at the command of the Range Officer only. Firearms will remain in the holster and will not be handled unless directed by the Range Officer.

7. If you experience a malfunction while on the firing line, clear it performing the primary or secondary clearing procedures. If your weapon does not fire after performing the clearing procedures, raise your support hand and a Range Officer will assist you.
8. Eye and double ear protection (soft inserts and outer ear muffs) will be worn when shooting or observing.
9. If you experience hot brass down your clothing, either keep the weapon pointed down range and raise your non-shooting hand or holster the pistol and remove the hot brass. Do not try and remove the hot brass with the weapon in your hand.
10. Remain on the firing line until all shooting has ceased and the range officer declares the line safe.
11. If you are currently under a doctor's supervision, on prescribed medication that may affect you physically or emotionally, or if in general you do not feel well, please make this fact known to a Range Officer.
12. At any break, and at the conclusion of the firearms training day, all participants shall wash thoroughly to avoid lead contamination.
13. All firearms shall be stored in such a way that they will be inaccessible to children and untrained and/or unauthorized adults when not under your direct control. (ie: Issued pistol lock box/cable lock, or locked safe).
14. If anyone on the range witnesses an unsafe condition, immediately call "cease fire." Upon, hearing the command to cease fire, place your weapon on safe and stand by for further instructions. Holster if directed to do so.

In case of emergency, the LEAD Instructor will designate an instructor to call 911. Should the LEAD become injured, a designee will call 911. All non-essential personnel will holster a safe weapon and clear the immediate area. Appointees' will move to a safe area where they will await the arrival of responding medical personnel and direct them to the injured party.

APPENDIX C

ACADEMY APPROVED

Appendix C

SPELLING WORDS

ABANDONED	ATTACK	COMPLAINT
ABDUCTION	ATTEMPT	COMPLETED
ABSOLUTE	AUTHORIZE	CONCENTRATION
ACCELERATE	AUTOMATIC	CONDEMN
ACCESSORY	AVENUE	CONDITION
ACCIDENTAL	BARBITURATE	CONFESSION
ACCOMPLICE	BARREL	CONSPIRACY
ACETYLENE	BARRICADE	CONSTABLE
ACHIEVEMENT	BATON	CONSTITUTION
ACQUAINTANCE	BECAUSE	CONVENIENCE
ADDICTED	BEHAVIOR	CONVULSION
ADEQUATE	BELLIGERENT	CORROBORATE
ADJACENT	BENEFICIAL	COUNTERFEIT
ADJUSTABLE	BEVERAGE	CRUELTY
ADMINISTRATIVE	BICYCLE	CRUISING
ADMISSIBLE	BINOCULARS	CYLINDER
ADMONISH	BOISTEROUS	DANGEROUS
AFFIDAVIT	BOULEVARD	DAUGHTER
AFRAID	BRUISE	DEADLY
AGENCY	BUREAU	DECEASED
AGGRESSOR	BURGLARY	DEFECATE
ALCOHOL	CALENDAR	DEFENSE
ALIAS	CALIBER	DELIBERATE

ALIBI	CAPTURE	DEMONSTRATION
ALLEY	CARBURETOR	DEPARTMENTAL
AMATEUR	CASHIER	DESCEND
AMBULANCE	CASUALTY	DESCRIPTION
AMMUNITION	CEMETERY	DETAILS
AMNESIA	CERTIFICATE	DETAINED
AMPHETAMINE	CHAUFFEUR	DETRIMENTAL
AMUSEMENT	CHEVROLET	DEXEDRINE
ANALYSIS	CHILDREN	DIAGRAM
ANTAGONIZE	CHRYSLER	DIAMOND
APOLOGIZE	CITIZEN	DILATED
APPEARANCE	CIVIL	DIMENSION
APPROXIMATELY	CLIENTELE	DISARRANGED
ARGUMENT	COERCION	DISCREPANCY
ARRESTED	COINCIDENCE	DISEASE
ARRIVAL	COLLABORATE	DISPATCHED
ARSENAL	COLLIDE	DISPERSE
SUBPOENA	COLLISION	DISTRICT
ARTIFICIAL	COMMAND	DOUBTFUL
ASPIRIN	COMMERCIAL	DUPLICATE
ASSAULT	COMMUNICATE	ELIGIBLE
ASSISTANCE	COMPETENT	EMBARRASS
EMBEZZLEMENT	KNIFE	PERSONNEL
EMERGENCY	KNUCKLES	PERSPIRATION
ENFORCEMENT	LABORATORY	PERVERSION
ENVIRONMENT	LACERATION	PHYSICAL

EQUIPMENT	LANGUAGE	PISTOL
ESTABLISH	LEGITIMATE	PORNOGRAPHIC
EVIDENCE	LEISURE	POSSESSION
EXAGGERATE	LICENSE	POSSIBLE
EXCEPTION	LIEUTENANT	PRESENCE
EXHAUSTED	LIFEGUARD	PRISONER
EXHIBITION	LIQUOR	PRIVATE
EXTORTION	MACHETE	PROCESS
FAMILIAR	MAINTAIN	PROFESSIONAL
FICTITIOUS	MAINTENANCE	PROHIBITED
FINGERPRINT	MALICIOUS	PROPERTY
FORCIBLE	MANEUVER	PROSECUTION
FOREIGN	MANNEQUIN	PROSTITUTION
FORGERY	MANSLAUGHTER	PUNITIVE
FOUND	MARTIAL	PURSUIT
FRACTURE	MATERIAL	QUARANTINE
FRAUDULENT	MEASUREMENT	QUARREL
GAUGE	MILLIMETER	QUESTION
GENERATOR	MISCHIEF	QUESTIONING
GOVERNMENT	MISDEMEANOR	QUIET
GUARDIAN	MODEL	RACIAL
HABITS	MUSTACHE	RECKLESS
HALLUCINATION	MUTUAL	RECOGNIZE
HANDKERCHIEF	NECESSITY	RECOMMEND
HEIGHT	NEGLIGENCE	REFERRED
HEROIN	NEITHER	RELEASE

HYDRAULIC	NOTICEABLE	RESISTANCE
IDENTIFICATION	OBNOXIOUS	RESTAURANT
ILLEGITIMATE	OBSCURE	REVOKED
IMMEDIATELY	OBSTACLE	REVOLVER
IMPORTANT	OCCASION	SCENE
INCOHERENT	OCCURRENCE	SCISSORS
INCONSISTENT	OFFENSE	SEARCH
INCORRIGIBLE	OFFENSIVE	SEIZE
INDECENT	OFFICER	SELECTIVE
INFORMANT	OFFICIAL	SEPARATED
INFORMATION	OPERATION	SERGEANT
INNOCENT	OPERATOR	SILHOUETTE
INTELLIGENCE	OPPORTUNITY	SIMILAR
INTERROGATE	PARALLELED	SITUATION
INTERSECTION	PARAPHERNALIA	SOLICITOR
INTERVIEW	PARTIALLY	SPANISH
INTOXICATION	PARTICIPATE	SPECIMEN
INVESTIGATE	PEDESTRIAN	STANDARD
IRRELEVANT	PENITENTIARY	SUBTLE
JEOPARDY	PERIMETER	SUICIDE
JEWELRY	PERMANENT	SURRENDER
SUSPICIOUS	TRANSMIT	VEHICLE
TATTOO	TRANSPORT	VIAL
TECHNIQUE	TRESPASSING	VICIOUS
TELEVISION	TROUBLE	VIETNAMESE
TOBACCO	UNCONSCIOUS	VIOLATION

TOURNIQUET

UNDERSTAND

VISIBLE

TRAFFIC

UNIFORM

WAIVER

TRANSACTION

UNIQUE

WATCHED

TRANSLATOR

URINATE

WEIGHT

WITNESS

ACADEMY APPROVED

APPENDIX D

ACADEMY APPROVED

Appendix D

**Orange County Sheriff's Training Academy
Attendance Roster
Basic Academy Class 175**

JUNE 27, 2006

May 8, 2006
To
November 2, 2006

Arroyo, Jorge	Santa Ana PD	Ragadio, Ernest	OCSD
Baella, Harald	OCSD	Sa, Sam	Newport Beach PD
Bennallack, Nicholas	Anaheim PD	Salinas, Orlando	OCSD
Castellanos, Joe	Santa Ana PD	Scott, Brian	OCSD
Enriquez, David	Santa Ana PD	Slayton, Corey	Santa Ana PD
Gonzalez, Kyle	OCSD	Sontag, Brandon	Santa Ana PD
Holtzman, Luke	Santa Ana PD	Stedman, Kyle	OCSD
Hopkins, John	OCSD	Tiscareno, Arthur	OCSD
Kim, Jasper	Anaheim PD		
Kirk, Adam	OCSD		
Kollenda, Derek	OCSD		
Le, James	Anaheim PD		
Leathers, David	OCSD		
Long, Richard	OCSD		
Luna, Stephen	OCSD		
Maridakis, George	Costa Mesa PD		
Marquez, Javier	OCSD		
Mata, Cynthia	OCSD		
McAloney, Michael	OCSD		
Mercer, Brian	Santa Ana PD		
Pena, David	OCSD		
Perkins, Jeffrey	Newport Beach PD		

Anaheim PD	3
Costa Mesa PD	1
Newport Beach	2
OCSD	17
Santa Ana PD	<u>706</u>

TOTAL

30 29

RESPECTFULLY SUBMITTED:

Orlando Salinas
ORLANDO SALINAS

Revised 02/22/06

Orange County Sheriff's Training Academy
 -Attendance Roster-
 Basic Academy Class 173

JUNE 6, 2006
 DISCIPLINARY ROSTER

December 19, 2005
 To
 June 19, 2006

Aguilar, Kenney M.
 Ainley, Jonathon M.
 Bolano, Christopher C.
 Chin, Christopher
 Donnelson, Cynthia S.
 Gudorf, Brent J.
 Hamlin, Joseph A.
 Hewlett, Mark
 Hoopii, Ryan
 Hughes, William T.
 Lopez, Christopher J.
 Mielke, Orlando J.
 Myers, Joshua J.
 Perez, Hunberto R.
 Rodriguez, Enrique
 Rosado, Erik E.
 Spencer, Brian T.
 Valdiserri, Alan M.
 Van De Kreeke, Mark A.
 Wilson, Rashad D.

Santa Ana PD A-2, D-25
 Placentia PD A-1
 OCSD F-25
 Anaheim PD A-2, D-50
 OCSD B-1, F-25
 Newport Beach PD A-4
 Santa Ana PD D-50
 OCSD A-6
 OCSD A-2
 Fountain Valley PD A-1
 OCSD F-50
 Santa Monica PD F-25
 Costa Mesa PD A-8, I-10
 OCSD A-1, B-2, C-1
 Santa Monica PD G-25
 Costa Mesa PD A-2
 Santa Monica PD NO DISCIPLINE
 Fullerton PD A-1
 OCSD ANAHEIM PD
 Santa Ana PD COSTA MESA PD
 A-2 FOUNTAIN VALLEY PD
 F-25 FULLERTON PD
 NEWPORT BEACH PD
 OCSD
 PLACENTIA PD
 SANTA ANA PD
 SANTA MONICA PD
 TOTAL

1
 2
 1
 1
 1
 7
 1
 3
 3
 20

RESPECTFULLY SUBMITTED,


 BRIAN T. SPENCER

ORANGE COUNTY SHERIFF-CORNER DEPARTMENT AUGUST 8, 2006
 TRAINING DIVISION
 SEATING CHART
 BA CLASS # 175

VIDEO EQUIPMENT	ENRIGUEZ D.	MARRIARRAS G.	BAIELLA H.	BENARLUK N.	ARROYO J.
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GONZALES K.	TISLAREND A.	STEDMAN K.	SANTAG B.	PERKINS J.	SLAYTON C.
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LONG R.	LUNA S.	SCOTT B.			
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SA S.	MERLER B.	KIM J.	CASTELLANOS J.	Class Asst. KOLLEND D.	Class Sgt. HOLTZMAN L.
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MALONEY M.	MARQUEZ J.	LEATHERS D.	MATA C.	HOPKINS J.	KIRK A.
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			REGA DIO E.	PENA D.	SALINAS O.
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RESPECTFULLY SUBMITTED,
Derek A. Kollenpa
 DEREK A. KOLLENDPA

ORANGE COUNTY SHERIFF-CORONER DEPARTMENT
TRAINING DIVISION

INSTRUCTOR EVALUATION

Basic Academy # 174 Other: _____ Instructor: L. VINING

Class Title(s): INFORMATION SYSTEMS K.D./P.O. # K.D.#36, P.O. 1.1 Date: JUNE 5, 2006

Evaluation System:

To be placed in overall score boxes:

5-Outstanding 4-High Competent 3-Competent 2-Needs Improvement 1-Unsatisfactory

To be placed in smaller boxes:

+ = High Competent / = Satisfactory - = Needs Improvement U = Unsatisfactory N/A = Not Applicable

VOICE QUALITY

- [+] Enunciation/Understandable
- [+] Adequate Level
- [+] Good Inflection/Not a Monotone

Comments:

[5] CLEAR, LOUD, AND
WELL-SPOKEN INSTRUCTOR.

TRAINING AIDS

- [+] Current/Up to Date
- [+] Relevant to Class
- [+] Quality of Handouts
- [N/A] Quality of Video/Films
- [+] Use of Chalkboards

Comments:

[5] EXCELLENT HANDOUTS.

ORGANIZATION

- [+] Training Aids used/Given out in order of lecture
- [+] Continuity
- [+] Prepared for Instruction

Comments:

[5] WELL-PREPARED FOR
INSTRUCTION

KNOWLEDGE

- [+] Knowledgeable on Subject
- [+] Ability to Teach/Pass on Knowledge
- [+] Able to Answer Relevant Questions

Comments:

[5] VERY CLEAR AND
INSIGHTFUL.

CONTROL AND INTEREST

- [+] Maintained Class Interest
- [+] Relaxed Classroom Environment
- [+] Topic Enhanced by Instructor

Comments:

[5] ABLE TO MAINTAIN
INTEREST WITH SUCH A
DRY TOPIC/SUBJECT.

Total Points = 25

Average Points = 5 (Total divided by 5)

SUGGESTIONS FOR IMPROVEMENT: PERHAPS INCLUDING SOME SCENARIOS IN WHICH
RECRUITS MUST DECIDE HOW TO COMMUNICATE WITH DISPATCH.

ADDITIONAL COMMENTS: INSTRUCTOR WAS PERSONABLE AND VERY KNOWLEDGEABLE.

Signature (required of Academy Recruits) Michael G. Chun Reviewed by _____
MICHAEL G. CHUN (Tactical Staff)

ORANGE COUNTY SHERIFF-CORONER DEPARTMENT

TRAINING DIVISION

INSTRUCTOR EVALUATION

INSTRUCTOR: SERGEANT J. MEITER
CLASS TITLE: SEARCH AND SEIZURE
DATE: MAY 18, 2006

CLASS NUMBER: ONE HUNDRED SEVENTY-FOUR
RECRUITS PRESENT: 32
RECRUITS ABSENT: 0

CLASS AVERAGE: 4.8

RESPECTFULLY SUBMITTED,

Debbie Borboa

DEBORAH L. BORBOA

ORANGE COUNTY SHERIFF-CORONER DEPARTMENT

TRAINING DIVISION

INFORMATION REPORT

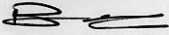
DATE: MAY 26, 2006
TIME-DAY: 0700 HOURS-FRIDAY
FROM: RECRUIT BRIAN M. WONG
TO: LIEUTENANT M. HILLER
DIRECTED BY: TACTICAL OFFICER M. CROUCH
SUBJECT: INJURY / DOCTOR APPOINTMENT

I AM RESPECTFULLY REQUESTING TO LEAVE THE COMPOUND AT 1300 HOURS TODAY TO SEE MY DOCTOR IN REGARDS TO POSSIBLE INJURY TO MY RIGHT SHOULDER AND LEFT KNEE. SORENESS STARTED ON FRIDAY MAY 17, 2006, AND HAS NOW DEVELOPED INTO A SHARP PAIN. THE PAIN IN MY LEFT KNEE STARTED WEDNESDAY MAY 24, 2006 AND HAS SINCE PROGRESSED INTO A SHARP PAIN WHEN RUNNING OR PERFORMING ACADEMY SHUFFLE. I FEEL THAT PARTICIPATING IN PHYSICAL TRAINING TODAY WILL CAUSE FURTHER DAMAGE.

INFORMATION REPORT (CONT'D)

WONG, B.

RESPECTFULLY SUBMITTED.



BRIAN M. WONG

(2)

**Orange County Sheriff's Department
Training Division
Recruit Activity Log**

Name: _____ Dept: _____

Report Type			Supplemental Physical Exercise			
(A) Remedial Instruction Report			(D) Push-ups	(E) Laps	(F) Sit-ups	(G) Pull-ups
(B) Major Memorandum (C) Research Memorandum			(H) Squat-thrusts	(I) Mountain Climbers	(J) Walls	
Type	No.	Description	Assigned By	Date Assigned	Date Completed	Approved

REMEDIAL INSTRUCTION REPORT #70

DATE:	APRIL 21, 2016
TIME-DAY:	1545 HOURS - THURSDAY
FROM:	RECRUIT KRISTIN I. ROBBINS
TO:	LIEUTENANT K. MITTERMEIER
DIRECTED BY:	TACTICAL OFFICER J. GURROLA
SUBJECT:	THE DEFINITION OF A FIELD SHOWUP

IN THE AFTERNOON, WHILE PICKING UP THE
REMEDIAL INSTRUCTION REPORT FOLDERS, IN THE TACTICAL
OFFICE HALLWAY, TACTICAL OFFICER J. GURROLA ISSUED
ME A REMEDIAL INSTRUCTION REPORT FOR THE
DEFINITION OF A FIELD SHOWUP. I FAILED TO RECITE
THE DEFINITION OF A FIELD SHOWUP. THIS WAS DUE TO
MY LACK OF KNOWLEDGE.

IN A FIELD SITUATION, MY LACK OF KNOWLEDGE
IS UNACCEPTABLE. FOR EXAMPLE, IF I DO NOT STUDY THE
RADIO CODES IN THE SHERIFF-CORONER LAW ENFORCEMENT
COMMUNICATIONS HANDBOOK, I WILL BE UNABLE TO
COMMUNICATE WITH MY PARTNERS OR DISPATCH. THE
CORRECT RESPONSE IS, "SIR, VIEWING OF A SUSPECT BY

THE VICTIM OR WITNESS THAT COMMONLY OCCURS IN THE
FIELD SHORTLY AFTER A CRIME HAS BEEN COMMITTED,
SIR."

IN THE FUTURE, I WILL RECITE THE DEFINITION
OF A FIELD SHOWUP. I WILL DO SO BY STUDYING LEARNING
DOMAIN NUMBER SIXTEEN: SEARCH AND SEIZURE.

RESPECTFULLY SUBMITTED,

Kristin Robbins

KRISTIN I. ROBBINS

REMEDIAL INSTRUCTION REPORT #102

DATE: FEBRUARY 23, 2017
TIME - DAY: 0715 HOURS - THURSDAY
FROM: RECRUIT ADAM A. LOPEZ
TO: LIEUTENANT J. DAHL
DIRECTED BY: TACTICAL OFFICER N. HOLMES
SUBJECT: THE ELEMENTS OF CALIFORNIA PENAL
CODE 242

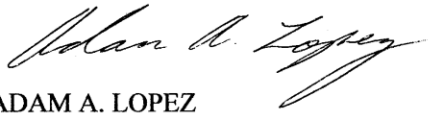
IN THE MORNING, DURING INSPECTION, WHILE ON THE INSPECTION
GROUNDS, TACTICAL OFFICER N. HOLMES ISSUED ME A REMEDIAL
INSTRUCTION REPORT FOR THE ELEMENTS OF CALIFORNIA PENAL CODE 242. I
FAILED TO RECITE THE ELEMENTS CORRECTLY. THIS WAS DUE TO MY LACK OF
PREPARATION.

IN A FIELD SITUATION, MY LACK OF PREPARATION IS UNACCEPTABLE.
FOR EXAMPLE, IF I FAIL TO KNOW MY RADIO CODES, THEN I WILL NOT BE ABLE
TO EFFECTIVELY COMMUNICATE WITH DISPATCH, WHICH MAY RESULT IN
DELAYED RESPONSE TIMES TO CALLS FOR SERVICE. THE CORRECT RESPONSE IS,

“SIR, THE WILLFUL AND UNLAWFUL USE OF FORCE OR VIOLENCE ON THE PERSON OF ANOTHER, SIR.”

IN THE FUTURE, I WILL BE ABLE TO RECITE THE ELEMENTS OF CALIFORNIA PENAL CODE 242. I WILL DO SO BY STUDYING LEARNING DOMAIN NUMBER SEVEN, CRIMES AGAINST PERSONS.

RESPECTFULLY SUBMITTED,



ADAM A. LOPEZ

MAJOR MEMORANDUM

DATE: MONTH, DAY AND YEAR (OF THE VIOLATION)

TIME-DAY: MILITARY TIME-DAY OF THE WEEK

FROM: RECRUIT, FIRST NAME, MIDDLE INITIAL AND
LAST NAME

TO: ACADEMY COMMANDER

DIRECTED BY: NAME OF PERSON REQUESTING MEMORANDUM

SUBJECT: BRIEF TITLE OF OFFENSE

PARAGRAPH I WILL GIVE THE REASON FOR THE MEMORANDUM
(MUST EXCEED 50 WORDS)

PARAGRAPH II WHY DID THE OFFENSE OCCUR?
(MUST EXCEED 65 WORDS)

PARAGRAPH III WHAT ACTION ARE YOU FOLLOWING TO REPAIR
THE DEFICIENCY?
(MUST EXCEED 100 WORDS)

RESPECTFULLY SUBMITTED,

SIGNATURE

NAME OF OFFICER

NOTE: The memorandum submitted shall be free of obvious corrections and shall evidence proper grammatical usage.

In the right hand margin, indicate in pencil, the number of words in each paragraph.

MAJOR MEMORANDUM

DATE: MAY 31, 2006
TIME-DAY: 1015 HOURS - WEDNESDAY
FROM: RECRUIT MICHAEL S. MCALONEY
TO: LIEUTENANT M. HILLER
DIRECTED BY: TACTICAL OFFICER D. MISSEL
SUBJECT: LACK OF COMMON SENSE

IN THE MORNING, DURING FIRST BREAK IN THE
SOUTHWEST CORNER OF THE ACADEMY PARKING LOT,
TACTICAL OFFICER D. MISSEL ISSUED ME A MAJOR
MEMORANDUM FOR LACK OF COMMON SENSE. I FAILED
TO CORRECT MY MISTAKE THAT WAS POINTED OUT TO
ME EARLIER IN THE MORNING. THIS WAS DUE TO MY
LACK OF FOCUS. (53)

WHILE IN FORMATION, DURING CLASS ONE SEVENTY-
FIVE'S MARCH ON, TACTICAL OFFICER D. MISSEL POINTED
OUT TO ME THAT ONE OF MY KEEPERS WAS NOT ON
CORRECTLY. MISUNDERSTOOD, I SLID MY KEEPER DOWN

MAJOR MEMORANDUM (CONT'D.)

MCALONEY, M.

BUT FAILED TO FIX THE PROBLEM. WHILE IN FORMATION DURING CLASS ONE SEVENTY-FIVE'S FIRST BREAK, TACTICAL OFFICER M. BROWN POINTED OUT THE PROBLEM WITH MY KEEPER AGAIN. I FAILED TO PROPERLY ADJUST MY KEEPER AFTER BEING TOLD TO DO SO EARLIER. (75)

IN THE FUTURE, I WILL TRY TO DISPLAY MORE COMMON SENSE BY LEARNING FROM MY MISTAKES. I WILL DO SO BY PAYING CLOSER ATTENTION TO WHAT THE TACTICAL STAFF IS INSTRUCTING ME OR MY CLASSMATES TO DO. I WILL ALSO GO OVER MY UNIFORM AND CORRECTLY SECURE MY GEAR INSIDE THE CLASSROOM BEFORE CLASS ONE SEVENTY-FIVE GOES ON BREAKS. I WILL TRY TO HAVE FELLOW RECRUITS NINE SIXTY ME THROUGHOUT THE DAY TO LOOK OVER MY UNIFORM. WHEN TACTICAL STAFF INFORMS ME OF A PROBLEM I WILL BE SURE TO FIX IT IMMEDIATELY SO I CAN AVOID REPEATING THIS SITUATION AGAIN. (102)

RESPECTFULLY SUBMITTED.

M.S.S. McAloney

MICHAEL S. MCALONEY

(2)

APPENDIX E

ACADEMY APPROVED

Appendix E

I. ORANGE COUNTY SHERIFF'S GENERAL INFORMATION

The Orange County Sheriff's Department provides police services and protection for the entire unincorporated area and thirteen (13) contract cities in Orange County.

Additional services include, Transit Police Services for the Orange County Transit Authority (OCTA). These services provide law enforcement protection for bus passengers and OCTA property including all the rail lines throughout the County. Security at the John Wayne Airport is provided by the Sheriff's Department through contractual arrangement and the Orange County Fairgrounds contracts for law enforcement services during events at that location.

The harbors and coastline of Orange County are patrolled by the Sheriff's Department through contract with the County Environmental Management Agency. The Sheriff's Harbor Patrol provides a variety of law enforcement, lifesaving and fire services to the community.

DEPARTMENT STRENGTH

1. 1,897 enforcement personnel.
2. 1,813 professional personnel.
3,710 Totals (do not include extra help)
3. Totals as of 07/10/18

EXECUTIVE COMMAND

1. Sheriff Don Barnes
2. Undersheriff Bob Peterson
3. Assistant Sheriff William Baker
4. Assistant Sheriff Jon Briggs
5. Assistant Sheriff Jeff Hallock
6. Commander Joe Balicki
7. Commander Jason Park
8. Commander Dave Sawyer
9. Commander Ken Burmood

DEPARTMENT SERVICE AREA

- 1. Founded in 1889
- 2. Area of Service
 - a. There are 253 square miles of unincorporated area with a total population of approximately 120,400. (Information obtained from County Demographics at (714) 278-3009.
 - b. There are thirteen contract cities:
(Information obtained from County Intranet)
 - 1. Aliso Viejo(48,400)
 - 2. Dana Point (33,700)
 - 3. Laguna Hills(30,700)
 - 4. Laguna Niguel.....(63,700)
 - 5. Laguna Woods.....(16,400)
 - 6. Lake Forest(78,200)
 - 7. Mission Viejo.....(94,400)
 - 8. Rancho Santa Margarita.....(48,600)
 - 9. San Clemente(64,300)
 - 10. San Juan Capistrano.....(35,000)
 - 11. Stanton.....(39,500)
 - 12. Villa Park.....(6,000)
 - 13. Yorba Linda..... (65,000)

North Operations serve the following cities:

Stanton Villa Park
Yorba Linda

South Operations serve the following cities:

Aliso Viejo Laguna Woods
Dana Point Mission Viejo
Lake Forest Rancho Santa Margarita
Laguna Hills San Clemente
Laguna Niguel San Juan Capistrano

- c. Unincorporated Area Information

North Unincorporated county areas:

Santa Ana Heights Midway City
Orange Santa Ana
The Canyons Tustin
Rossmoor Anaheim

South Unincorporated county areas:

Coto de Caza	Foothill Ranch
Ladera Ranch	Las Flores
Trabuco Canyon	Wagon Wheel

5. The department has three Harbor Patrol stations located at Dana Point, Newport Beach and Sunset Beach.
6. The department also patrols the John Wayne Airport. Airport Operations provides professional explosive detection services to the travelling public, air carriers, and the Transportation Security Administration at John Wayne Airport. John Wayne Airport serves approximately 10 million passengers and visitors a year.
7. The total population served by the Orange County Sheriff's Department is approximately 630,500 – this includes all contract cities (as of 1/1/04).

Mission Statement

The men and women of the Orange County Sheriff's Department are dedicated to the protection of all we serve. We provide exceptional law enforcement services free from prejudice or favor, with leadership, integrity, and respect.

Core Values

Integrity without compromise;
Service above self;
Professionalism in the performance of duty;
Vigilance in safeguarding our community.

II. EQUIPMENT SPEECHES

A. Weapons

"My weapon is a Glock Model 17, nine millimeter semi-automatic handgun. It has a four and one half inch barrel, with an overall length of eight inches. It carries seventeen rounds in the magazine with one round in the chamber for a total of eighteen rounds. It weighs twenty-four point nine ounces unloaded, and thirty-three point thirty-three ounces loaded. It has Trijicon Night Sights, utilizing a white dot post front sight and an adjustable two-dot rear sight. The barrel has a hexagonal profile with a right hand twist. The serial number of my weapon is _____."

B. Baton

"My baton is 26" in length and 1 ½" in diameter. It has a rubber grommet 6" from the top. It is made of second growth hickory. Second growth hickory is that which has been cut and allowed to grow back, increasing its strength."

C. Leather Gear

"My leather gear is black, safety speed basket weave."

D. Handcuffs

"My handcuffs are Peerless nickel-plated steel. They weigh 10 oz. *The serial number of my cuffs is _____.*"

E. Cap Piece

"The cap piece says from the top to bottom: DEPUTY SHERIFF ORANGE COUNTY, CALIFORNIA. The great seal of the State of California is in the middle. There is an eagle standing on top of it with its wings spread and his head turned to the right."

III. Four Basic Rules of Firearm Safety

1. **Treat all firearms as if they are loaded.**
2. **Never point the muzzle at anything you are not willing to shoot or destroy. Keep the weapon pointed in a safe direction at all times.**
3. **Keep your finger straight and off the trigger until you are on target and ready to fire.**
4. **Be sure of the target, its backstop and beyond.**

APPENDIX F

ACADEMY APPROVED

Appendix F

Los Angeles County / Orange County Agency Required Memory Work

LOS ANGELES COUNTY FIRST MONDAY INFORMATION			
	VEHICLE CODE		PENAL CODE
2800.1	Evading a Peace Officer	187	Murder
4000(a)(1)	Expired registration	207	Kidnapping
4454(a)	Registration Card	211	Robbery
5200(a)	2 License Plates Required	215	Carjacking
10851(a)	Auto Theft	240	Assault
12500(a)	Unlicensed Driver	242	Battery
12509(d)	Instruction Permit	245	Assault with Deadly Weapon
12951(a)	Driver's License not in Possession	246	Shooting at an Inhabited Dwelling
14601.1(a)	Suspended License	261	Rape
20001(a)	Felony/ Hit and Run	262	Spousal Rape
20002(a)	Misdemeanor/Hit and Run	273.5	Felony Domestic Violence
21453(a)	Red Light Violation	285	Incest
21453(b)	Red Turn Signal Violation	286	Sodomy
21460(a)	Double Lines	288	Child Molest
21461(a)	Official Traffic Control Device	288a	Oral Copulation
21650	Right Side of Roadway	314	Indecent Exposure
21651(a)	Divided Highway	415	Disturbing the Peace
21800(a)	Right of Way/Intersections	417	Brandishing a Weapon
21801(a)	Right of Way/Left Turn or U-Turn	451	Arson
LOS ANGELES COUNTY SECOND MONDAY INFORMATION			
22107	Unsafe Turn	459	Burglary
22349(a)	Maximum Speed	470	Forgery
22350	Basic Speed Law	484	Theft
22450(a)	Stop Sign	487	Grand Theft
22500.1	Fire Lane	488	Petty Theft
22507.8(a)	Disabled Parking	496	Receiving Stolen Property
23103(a)	Reckless Driving	537	Defrauding Innkeeper
23152(a)	Misdemeanor/DUI	594	Vandalism
23153(a)	Felony/DUI	602	Trespass
23220(a)	Drinking While Driving	646.9	Stalking
23222(a)	Open Container While Driving	21510	Switchblade Knife
23222(b)	Possession of Marijuana While Driving	653m	Annoying Phone Calls
23223(a)	Possession of Open Container In Vehicle	16590	Possession of Prohibited Weapon
24250	Lighting During Darkness	25400(a)	Concealed Firearm
24252(a)	Required Lighting Equipment	25850(a)	Carrying a Loaded Firearm
24400(a)	Headlamps	25110(b)	Criminal Storage of a Firearm/Misdemeanor
24600(a)	Tail Lamps		
24603(a)	Stop Lamps		
24601	License Plate Lamp		

LOS ANGELES COUNTY THIRD MONDAY INFORMATION

LOS ANGELES COUNTY THIRD MONDAY INFORMATION			
	VEHICLE CODES		HEALTH & SAFETY CODES
4462(b)	Proof of CA Registration; Improper use	11351	Possession or Purchase for Sale Controlled Substance
4462.5	Proof of CA Registration; Fraud	11357(b)	Possession of Marijuana/ Under an Ounce
10751(a)	Altered V.I.N. Number	11357(c)	Possession of Marijuana/ Over an Ounce
16028(a)	Proof of Insurance	11359	Possession For Sale Marijuana/Concentrated Cannabis
21201(d)(1)	Bicycle Equipment During Darkness/ white light	11358	Cultivating and Harvesting Marijuana
21212(a)	Helmet Under Age 18yrs.	11364(a)	Possession of Drug Paraphernalia
21650.1	Bicycle; Wrong Way	11379.6(a)	Manufacturing a Controlled Substance
21200.5	DUI Bicyclist on Highway	11377(a)	Possession of Dangerous Drugs
23110(a)	Throw Substance at Vehicle	11378	Possession for Sale Amphetamines or Methamphetamine
23109(a)	Speed Contest	11550(a)	Under the Influence Specified Controlled Substance
23123(a)	Cell Phone; Use While Driving	11532(a)	Loitering with Intent to Use/Sell Controlled Substance
26710	Windshield; Broken or Defective		
27156(a)	Gross Smog Polluter		BUSINESS & PROFESSIONS CODES
27360(a)	Child Restraint; Parent's Duties	4060	Possess Prescription Drugs without Prescription
27400	Headset or Earplugs	4140	Possession of Syringe Without a Prescription
14601.2(a)	DL Suspended or Revoked For DUI	25661(a)	Posses or Use False I.D. By Minor
22651	Vehicle Tow Authorities	25662(a)	Possession of Alcohol By Minor
22651(a)	Vehicle Left Unattended		
22651(b)	Parked or Left Standing on Highway		WELFARE & INSTITUTIONS CODES
22651(c)	Stolen or Embezzled Vehicle Found on Highway	300	Ward Of the Court (Dependent Child)
22651(d)	Blocking Private Driveway	305	Temporary Custody
22651(e)	Blocking Fire Hydrant	601	Uncontrollable Minor
22651(h)(1)	Arrested Driver or Person in Charge or Vehicle	602	Delinquent Minor (Criminal)
22651(p)	Driver cited For Violation	5150	Mental Disorder; Emergency Commitment
22651(o)(1)	Vehicle Found or Operated on Highway		

ORANGE COUNTY THIRD MONDAY INFORMATION

ORANGE COUNTY THIRD MONDAY INFORMATION			
	VEHICLE CODES		VEHICLE CODES
4000(a)(1)	Expired Registration	22350	Basic Speed Law
5200(a)	Two License Plates Required	22450(a)	Stop Sign
12500(a)	Unlicensed Driver	23103(a)	Reckless Driving
14601.1(a)	Suspended License	23109(a)	Speed Contest
16028(a)	Proof of Insurance	23123(a)	Cell Phone; Use While Driving
20001(a)	Felony/ Hit and Run	23152(a)	Misdemeanor/DUI
20002(a)	Misdemeanor/Hit and Run	23223(a)	Possession of Open Container in Vehicle
21453(a)	Red Light Violation	24252(a)	Required Lighting Equipment
22107	Unsafe Turn	24400(a)	Headlamps
22349(a)	Maximum Speed	26710	Windshield; Broken or Defective

ORANGE COUNTY OFFICIAL RADIO CODES

<u>CODE</u>	<u>MEANING</u>		
10-1	Receiving poorly	10-14	Escort or convoy
10-2	Receiving well	10-15	En route with prisoner
10-3	Stop transmitting	10-16	Pick up prisoner
10-4	OK or acknowledgement	10-17	Pick up papers
10-5	Relay	10-18	Complete present assignment as soon as possible
10-6	Busy	10-19	Return or returning to station
10-7	Out of service	10-20	Location
10-7-B	Out of service at home	10-21	Call by telephone
10-8	In service	10-21-A	Advise my home I will return at _____
10-9	Repeat	10-21-B	Call your home by telephone
10-10	Out of service subject to call	10-22	Cancel last message or assignment
10-11	Transmitting too rapidly	10-23	Standby
10-12	Officials or visitors present	10-25	Do you have contact with _____?
10-13	Weather or road conditions		

10-27	Request want and warrant check of a person	207	Kidnapping
		207-A	Attempt kidnapping
10-28	Registration request	211	Robbery
10-29	Check for stolen or wanted	211-S	Robbery, silent alarm
10-30	No wants your subject	215	Carjacking
10-30-C	Computer or switcher unavailable	220	Attempt rape
10-31	Subject has record but no wants	240	Misdemeanor assault
10-32	Subject wanted, are you clear to copy?	242	Battery
		245	Assault with deadly weapon
10-32-F	Subject wanted, felony type hit	246	Discharge of firearms at inhabited dwelling or vehicle
10-33	Standby, emergency traffic only		
10-34	Resume normal radio traffic	261	Rape
10-35	Confidential information	273-A	Willful cruelty to children
10-36	Correct time	273.5	Domestic violence
10-37	Name of operator on duty?	288	Lewd and lascivious conduct
10-39	Message delivered	314	Indecent exposure
10-42	Pick up officer	390	Drunk
10-45	Service your equipment	390-C	Drunk in car
10-46	Standby, I am proceeding to a better location	390-D	Drunk down
10-48	I am now ready to take information	415	Disturbing the peace
10-49	Proceed to _____	415-A	Disturbing the peace / auto(s) involved
10-86	Traffic check, do you have traffic for this unit/dispatcher?	415-E	Disturbing the peace / music or party
10-87	Meet _____ at _____	415-F	Disturbing the peace / family row
10-97	Arrived at location	415-G	Disturbing the peace / gang
10-98	Finished last assignment	415-M	Disturbing the peace / mechanical - miscellaneous
11350	Possession of controlled substance	417	Subject with a firearm/weapon
11357	Possession of marijuana	451	Arson
187	Murder	459	Burglary

459-A	Burglar alarm audible	902-M	Medical aid
459-S	Burglar alarm silent	902-T	Non-injury traffic accident
470	Forgery	903	Plane crash
480	Hit and run felony	903-L	Low flying plane
481	Hit and run misdemeanor	904	Fire
483	Hit and run parked vehicle	904-A	Fire alarm
484	Theft/larceny	904-B	Boat fire
487	Grand theft	904-C	Car fire
488	Theft/larceny	904-G	Grass fire
496	Concealing or receiving stolen property	904-I	Illegal fire
502	Drunk driver	904-M	Trash fire
503	Stolen car/motorcycle/boat	904-S	Structure fire
503-T	Stolen vehicle tracking system activation	905	Animal information
504	Car tampering or stripping	905-B	Animal bite
505-A	Reckless driver/driving	905-D	Animal dead
510	Speeding or racing vehicle	905-H	Animal in heat
586	Illegal parking	905-I	Animal injured
594	Malicious mischief	905-L	Animal loose
597	Cruelty to animals	905-N	Animal noise
653-M	Obscene telephone calls	905-R	Animal rabies suspect
664-187	Attempt murder	905-S	Animal stray
901	Traffic accident, unknown if injury	905-X	Animal field euthanasia
901-K	Ambulance dispatched	906	Rescue
901-N	Ambulance needed	907-K	Paramedic team dispatched
901-T	Injury traffic accident	907-N	Paramedic team needed
901-Y	Is ambulance needed?	907-Y	Is paramedic team needed?
902	Accident, non-traffic	909	Traffic information
902-H	En route hospital	909-C	Traffic congestion / control
		909-F	Flares needed

909-T Traffic hazard

910	Can handle call	927-D	Investigate dead body
911-B	Contact the officer	927-H	9-1-1 hang up
912	Are we clear to/for____ ?	928	Found property
913	You are clear to/for	928-B	Found bicycle
914-A	Attempted suicide	929	Investigate person down
914-C	Coroner needed	930	See the man
914-D	Doctor needed	931	See the woman
914-S	Suicide	932	Open door
917-A	Abandoned vehicle	933	Open window
918	Mental case (same as W&I Code 5150)	949	Gasoline spill
918-V	Violent mental case	952	Report on conditions
919	Keep the peace	954	Off the air at scene
920-A	Missing adult (18 years and older)	960	Car stop, request follow-up
920-C	Missing child (12 years and under)	960-X	Car stop, expedite follow-up, dangerous suspects
920-F	Found child	961	Car stop, no follow-up needed
920-J	Missing juvenile (13 to 17 years)	962	Subject armed and dangerous, clear to copy?
921	Prowler	966	Sniper activity
922	Illegal peddling	966-A	Shots heard, no suspect information
924	Station detail	967	Outlaw motorcycle movement
924-D	Station detail / desk	968	Request want and warrant check of a person
924-F	Food for prisoners	970	Illegal surfing
924-R	Report writing	971	Boat over
925	Suspicious person	972	Boat speeding
925-C	Suspicious person in car	973	Swimmer on boat
925-V	Suspicious vehicle	974	Boat adrift
926	Tow truck needed	975	Wreckage adrift
926-A	Tow truck dispatched	976	Oil slick
927	Unknown trouble		

977	Check mooring line	Code 12	Patrol your assigned district and report extent of disaster damage
978	Vessel aground	Code 13	Activate major disaster plan or perform major disaster duties
979	Vessel sinking	Code 14	Resume normal operations (used only in conjunction with Code 12 & 13)
980	Radioactive materials present or involved	Code 20	Notify news media
981	Need radiological monitoring team	Code 20-D	Request departmental photographer
982	Bomb threat	Code 99	Emergency situation. Emergency button on radio has been depressed. No voice contact
983	Explosion	Code 200	Fire department requests law enforcement assistance due to a POTENTIALLY violent situation with fire units on scene, and no further details available
984	Hazardous materials spill	Code 300	Fire department requests law enforcement assistance due to an IMMEDIATE threat or danger to fire units on scene, and no further details available
995	Riot or major disturbance	Code Alex	Establish countywide law enforcement observation checkpoint plan
997	Officer needs assistance from own agency units only. Urgent	Code Charlie	Establish pre-planned law enforcement mutual aid when emergency or riotous conditions is anticipated but not yet requested. If an actual call for assistance is made, the initiating agency will notify Control One to effect an immediate response by pre-designated units. The code for an actual call for assistance is "Code Charlie Checkmate"
998	Officer involved in gun battle		
999	Officer needs help, any units respond. Emergency!		
Code 1	Routine. Take this call next		
Code 2	Urgent. Expedite, but obey all traffic laws. No red light or siren		
Code 3	Emergency. Proceed immediately using red light and siren		
Code 4	No further assistance needed		
Code 4-A	No further assistance needed, suspect at large in the area		
Code 5	Stake out. Other units stay away unless dispatched in response to a call		
Code 6	Out for investigation		
Code 7	Out of service to eat		
Code 7-B	Out of service to eat at home		
Code 9	Jail break		

PHONETIC ALPHABET

A- Alpha
B- Bravo
C- Charlie
D- Delta
E- Echo
F- Foxtrot
G- Golf
H- Hotel
I- India
J- Juliett
K- Kilo

L- Lima
M- Mike
N- November
O- Oscar
P- Papa
Q- Quebec
R- Romeo
S- Sierra
T- Tango
U- Uniform
V- Victor

W- Whiskey
X- Xray
Y- Yankee
Z- Zulu

ACADEMY APPROVED

ORANGE COUNTY STATION NUMBERS

STATION NUMBER	AGENCY	STATION NUMBER	AGENCY
10	CALIFORNIA HIGHWAY PATROL	42	HUNTINGTON BEACH POLICE
11	U.C. IRVINE, POLICE	43	NEWPORT BEACH POLICE
12	O.C. TRANSPORTATION AUTHORITY	44	COSTA MESA POLICE
13	C.S.U. FULLERTON, POLICE	45	LAGUNA BEACH POLICE
14	PROBATION	47	WESTMINSTER POLICE
17	OC ANIMAL CONTROL	48	LOS ALAMITOS POLICE
18	SHERIFF-CORONER	49	SANTA ANA SCHOOL POLICE
19	DISTRICT ATTORNEY	54	OCSD/HARBOR PATROL
21	LA HABRA POLICE	59	CALIFORNIA STATE PARKS
22	BREA POLICE		
23	BUENA PARK POLICE		
24	FULLERTON POLICE		
25	PLACENTIA POLICE		
26	ANAHEIM POLICE		
29	SADDLEBACK COLLEGE POLICE		
31	SANTA ANA POLICE		
32	GARDEN GROVE POLICE		
33	ORANGE POLICE		
34	TUSTIN POLICE		
36	CYPRESS POLICE		
37	LA PALMA POLICE		
38	IRVINE VALLEY COLLEGE POLICE		
39	IRVINE POLICE		
40	FOUNTAIN VALLEY POLICE		
41	SEAL BEACH POLICE		

APPENDIX G

ACADEMY APPROVED

Appendix G

Law Enforcement Code of Ethics

As a Law Enforcement Officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession...law enforcement.