

## **SPECIAL LAW ENFORCEMENT OFFICER CLASS III**

### Agency Training

#### **PERFORMANCE OBJECTIVES**

- 1.1.1 The trainee will identify the statutory authority of his/her job title.
- 1.1.2 The trainee will identify the geographic boundaries of his/her jurisdiction and authority
- 1.1.3 The trainee will identify the organization and chain of command of his/her agency.
- 1.1.4 The trainee will identify five areas of concern that necessitate pertinent rules, regulations, policies and procedures:
  - A. Personnel (general work rules, outside employment, grievance procedures, standards of conduct on and off duty, etc.);
  - B. Dissemination of documents or files;
  - C. Firearms policy;
  - D. Handling calls and outside communications;
  - E. Preservation of Interview/Field Notes pursuant to A.G. Policy.
- 1.1.5 The trainee will identify agency procedures for informing personnel of pertinent communications.
- 1.1.6 The trainee will identify the organization and delegation of investigative responsibilities within his/her agency.
- 1.1.7 The trainee will identify the schools, hospitals, recreational facilities, health and social service providers in his/her community.
- 1.1.8 The trainee will identify the officer in his/her agency who has primary responsibility to be the liaison between the department and the school system.
- 1.1.9 The trainee will identify programs or agencies in his/her jurisdiction designed for youth as part of a formal referral system.
- 1.1.10 The trainee will identify local agencies to which an officer may refer an individual who is in need of mental health services.
- 1.1.11 The trainee will identify initial approaches available to a police officer in handling a juvenile who has allegedly committed a delinquency offense. This description shall include local departmental practices such as warning, release, and referral.

- 1.1.12 The trainee will identify the procedures for handling a juvenile-family crisis. This should include the legal criteria for taking a juvenile into short-term custody, the procedures to be followed once the juvenile has been taken into short-term custody, and any local agency policies to be followed.
- 1.1.13 The trainee will identify the primary report forms utilized by his or her agency.
- 1.1.14 The trainee will select and prepare interoffice correspondence on the proper form and in an acceptable manner according to the requirements of his or her agency.
- 1.1.15 The trainee will identify how to safely handle handguns and shotguns. This will include operating weapons storage mechanisms in agency authorized vehicles and in authorized agency storage areas.
- 1.1.16 The trainee will identify those firearms and ammunition his/her agency authorizes for on-duty use.
- 1.1.17 The trainee will identify employing agency policies regarding the utilization of each chemical agent device used by the agency.
- 1.1.18 The trainee will identify his/her agency policy regarding the searching of juveniles.
- 1.1.19 The trainee will identify the employing agency policy regarding the searching of individuals of the opposite sex.
- 1.1.20 The trainee will identify his/her agency policy regarding the handcuffing of juveniles.
- 1.1.21 The trainee will identify his/her agency policy regarding transportation of prisoners and/or other individuals. The explanation will include:
  - A. Transportation of females;
  - B. Positioning within vehicle;
  - C. Transportation of injured or sick prisoners;
  - D. Transportation of juveniles;
  - E. Transportation of victims/witnesses;
  - F. Transportation infants and young children; and
  - G. Transportation of other citizens.
- 1.1.22 The trainee will identify notifications an officer is required to make when processing a juvenile. The notifications will reflect:
  - A. The law; and
  - B. The policies of his/her agency.
- 1.1.23 The trainee will identify his/her agency procedures for the release of a prisoner.

- 1.1.24 The trainee will identify the procedures of his/her agency for handling sick or injured persons. These procedures will include:
- A. The extent of first aid to be performed by police;
  - B. The role of ambulance and paramedic crews;
  - C. The hospitals to which sick or injured are to be transported; and
  - D. The use of universal precautions when handling sick, injured, or deceased persons.
- 1.1.25 The trainee will identify the considerations of the law enforcement officer on arrival at the scene of a suspected or actual explosive device. These considerations will include agency policy.
- 1.1.26 The trainee will identify his/her agency procedures for releasing information to the media.
- 1.1.27 The trainee will identify his/her agency policies regarding who may release information to the news media.
- 1.1.28 The trainee will identify law and agency policy that pertains to the admission of news media representatives into areas otherwise closed to the public.
- 1.1.29 The trainee will read and study the policy of his/her agency, as required by the Attorney General, regarding response to a bomb threat in a school.
- 1.1.30 The trainee will read and study the policy of his/her agency, as required by the Attorney General, regarding the rapid response to an active shooter in a school.
- 1.1.31 The trainee will read and study the policy of his/her agency, as required by the Attorney General, regarding the look-down of a school.
- 1.1.32 The trainee will read and study the policy of his/her agency, as required by the Attorney General, regarding the evacuation of a building.