

APPLETON POLICE DEPARTMENT

Field Training Manual Acknowledgement



I, _____, acknowledge receipt of the Field Training Manual and understand the expectations of a probationary officer in the training program.

Signature

Date

Law Enforcement Code of Ethics

As a law enforcement officer, my fundamental duty is to serve the community; 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 to liberty, equality and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will 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 in my personal life and official life, I will be exemplary in obeying the law and regulation 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, political beliefs, aspirations, 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 police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession.....LAW ENFORCEMENT.

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Introduction

For many years, police departments all over the United States assigned their new officers to senior officers in the field, because it seemed to be the best way to train and familiarize the new officer. In fact, it is likely that this was one of the best ways to train a good police officer. However, it also had many drawbacks.

First, the selection of the senior officer was usually left to chance. The assignment was often made at random or, occasionally, with limited forethought. Unfortunately, there was little or no assurance that the senior officer had any teaching or evaluating skills, or even the desire to participate in the development of a new officer.

Second, though the immediate field supervisor generally saw very little of the new officer's actual performance, they were given the bulk of the evaluative responsibility. Unless some major event revealed unacceptable behavior or poor performance, the supervisor would allow the new officer to continue their actions, with the quality of performance often unknown. If problems were detected, the responsibility for correction or discipline of the new officer was often passed on to other uninvolved supervisors.

Additionally, many factors such as bias, personality, and prejudice entered into the evaluative process. The reason was that multiple supervisors did not have a specific set of behavior and performance standards by which to judge the new officer's actions.

The third major difficulty was in documentation of performance. The new officer may have been generally performing well, but if there were problems in a specific area, the lack of continuous documentation on a daily basis made it difficult to identify these areas where additional training was necessary.

The Field Training and Evaluation Program, outlined in the following pages, serves to correct these and other field training deficiencies. For example, the program establishes a means of selecting the right officers to assume the role of Field Training Officer. By ruling out those officers to whom a new officer represents a secretary or chauffeur, or those officers who no longer find challenge and satisfaction in their job, we will be eliminating many of the problems associated with the training of new police officers.

The Field Training and Evaluation Program also transfers the authority and responsibility of evaluating the new officer from a field supervisor to the selected officers who serve as trainers and have the most contact with the new officer. As such, the Field Training Officer becomes a person who can change the very face of a department. By adhering to, and fairly applying a set of evaluative standards, the Field Training Officer will serve as the foundation in the development of a new police officer.

This evaluative process is facilitated by the set of standardized evaluation guidelines contained within. In 2009, the decision was made to re-evaluate the field training program to ensure it was still meeting the needs of the department. A team of field training officers, under the guidance of Lt. Weiske, exhaustively reviewed the program and developed a new set of guidelines. These guidelines were developed after careful consideration of several sources of material in the area of field training. They are derived from the expertise of our field training officers, the method developed by the San Jose, CA Police Department, the DOJ PTO program, the Sokolov method taught by Field Training Associates, and other academic models. They were developed by listing those daily and periodic tasks that a police officer must do to perform the job and by deciding what constitutes acceptable and unacceptable performance of those tasks. The application of such standards in a well-controlled field training program has been found to raise the performance level of police officers.

Additionally, the benefit of thorough documentation procedures has been realized by agencies with strong field training programs, such as the San Jose, CA Police Department and the Illinois State Police. For example, while the termination of recruits has been challenged on the basis of racial or sexual discrimination and prejudice, these departments have successfully defended their dismissal actions by the documentation and objective evaluations that are part of the Field Training and Evaluation Program.

As is evidenced here, experience has revealed to us the problems associated with conducting a field training program for new police officers. These past problems, however, have had a constructive effect on the current field training endeavors of the Appleton Police Department. By addressing these concerns and utilizing the experiences of our own and other police departments, most notably Mesa, AZ, we have attempted to create a program free of the problems formerly associated with field training. This manual represents a culmination of those continuing efforts.

Program Goals and Objectives

The Appleton Police Department Field Training and Evaluation Program is a complex management tool with a primary goal of improving the overall effectiveness and efficiency of the Department through a careful and comprehensive method of training police officers.

Toward achievement of this goal, the following objectives have been established:

1. **TO IMPROVE THE PROBATIONARY OFFICER TRAINING PROCESS:** The Field Training and Evaluation Program provides post-academy, on-the-job training to probationary police officers. Field Training Officers serve as role models to probationary officers, facilitating development of the knowledge, skills, and abilities needed to perform patrol duties in the best possible manner.
2. **TO ESTABLISH A PROBATIONARY OFFICER APPRAISAL SYSTEM:** The Field Training and Evaluation Program is designed to provide a valid, job-specific, post-academy evaluation of the probationary officer's performance. The program utilizes a standardized and systematic approach of documenting the measurement of a probationary officer's performance.
3. **TO FURTHER THE TASK OF APPLICANT SCREENING:** The Field Training and Evaluation Program is one phase of the Department's overall applicant screening process. It is designed to extend this process to include on-the-job observation and evaluation.
4. **TO AUDIT THE DEPARTMENT SCREENING AND SELECTION PROCESS:** The Field Training and Evaluation Program provides an appraisal system to measure the effectiveness of the Department's screening and selection process by comparing screening and selection indicators with observed strengths and weaknesses of probationary officers in training.
5. **TO ESTABLISH CAREER DEVELOPMENT OPPORTUNITIES WITHIN THE OPERATIONS BUREAU:** Participation as a Field Training Officer constitutes an enhancement of a career path within the Operations Bureau. Additionally, while performing the duties of an FTO, an officer gains experience and knowledge that increases his/her supervisory and evaluation skills and, in turn, improves chances for advancement within the Department.
6. **TO ESTABLISH A SOUND RETRAINING PROGRAM:** The Field Training and Evaluation Program provides a system to retrain, and evaluate the performance of, officers who have returned from extended leave, been reappointed, or reassigned to the Operations Bureau following an extended assignment elsewhere.

7. **TO ESTABLISH A SUPPLEMENTAL TRAINING PROGRAM FOR POLICE SUPPORT UNITS:** The Field Training and Evaluation Program provides a system which aids in the training and evaluation of police Explorers, community service officers, telecommunicators, etc.
8. **TO ENHANCE POLICE/COMMUNITY RELATIONS:** The Field Training and Evaluation Program can be utilized to better acquaint interested citizens with the police functions through a ride-along program in which citizens accompany Field Training Officers during their tour of duty.

The Field Training and Evaluation Program provides the probationary officer with a means to communicate, throughout the program, the organization's mission statement. By instilling problem solving techniques the probationary officer can learn to "Fight Crime and Solve Problems."

Standardized Phase Training

Standardized phase training is a systematic approach to field training designed to achieve the following goals:

1. To ensure that the probationary officer is capable of performing all of the tasks required of a solo police officer prior to receiving such an assignment.
2. To prevent unnecessary duplication of training as the probationary officer transfers from one field training officer to another.
3. To ensure consistency in the method in which certain basic patrol skills are taught to probationary officers.
4. To provide early detection of weaknesses in the probationary officer's performance and documentation of training given to overcome these weaknesses.
5. To provide the probationary officer with the necessary orientation to the Appleton Police Department's mission so as to become a guiding force in the officer's day-to-day performance.

In the standardized phase training system an effort has been made to identify all of the knowledge and skills necessary for effective and safe operation as a solo police officer. This information has been incorporated into pre- and post-orientation and four phases of training based upon the following criteria:

Pre-Orientation	Material that relates to general information about different units within the department; issuance of needed equipment and material; information about how to use the department's different computer systems and information systems.
Phase 1	Knowledge or skills that will be utilized on a frequent basis.
Phase 2	Knowledge or skills that will be used on an infrequent basis but present a great potential for danger if done incorrectly.
Phase 3	Knowledge or skills that will be used on an infrequent basis and present the need for more specialized knowledge and specialized support.
Phase 4	Knowledge of ongoing crime patterns in the community and specialized response capabilities of the department. Final skills assessment.

During the standardized phase training, several officers and civilian employees of the department with special skills and three field training officers (FTO) will be responsible for the different

phases of training. Various instructors will conduct the pre-orientation training with expertise in the areas to be covered. The primary FTO will train the probationary officer during phases (1) and (4). Two alternate field training officers will train the probationary officer during phases (2) and (3). Prior to transferring from one FTO to another, a meeting between the two field training officers and the FTO Coordinator may be held to discuss the probationary officer's strengths and weaknesses and any problem areas.

As a probationary officer is trained and demonstrates ability to perform in a certain area, the field training officer will note that this has been completed by initialing and dating the probationary officer's checklist. In order to progress from one phase to a subsequent phase, the probationary officer must demonstrate a working knowledge of the skills in that phase of training as well as all previous phases.

Under certain circumstances it may be difficult for a field training officer to cover a particular section of a training phase. With the permission of the FTO Coordinator a field training officer may allow a probationary officer to progress to the next training phase if arrangements with the next FTO to complete the section in question are made.

Use of the standardized phase training system will allow a field training officer to assume their role at any point in the probationary officer's training, knowing that certain specific areas of training have already been covered in previous phases. With this foundation, a field training officer should not experience a situation in which training is impeded by a lack of understanding of basic concepts. If such a problem does arise, the standardized phase training system will aid in revealing the source, be it the trainer or the trainee.

The following is a description of the pre- and post-orientation and the four phases of the standardized phase training system.

1. **Pre-Orientation** - This portion of the training will be both an orientation and introduction to the various facets of the Police Department. These days of training will be conducted primarily in-house. While several persons may become involved in the training, the majority of the training will be provided by specific employees who possess a degree of expertise in the areas to be covered. The probationary officer will not be evaluated during this period; however, instructors may document any notable occurrences.
2. **Week One of Phase I** - This week of training is a transitional period during which the probationary officer is given the opportunity to become acclimated to being out on patrol. The probationary officer will be expected to participate in police operations and the preparation of reports under the direct guidance of the field training officer. The probationary officer learns by observing his/her field-training officer and performing simple, routine tasks. The FTO should use this time to reassure and build confidence in the probationary officer. No evaluation is required on the first day of training, to allow the probationary officer time to acclimate to the FTO. Daily Observation Reports will be required starting on day two and continuing through the rest of Phase 1.

3. **Weeks Two and Three of Phase I** - During these phases the probationary officer will be expected to perform the most common patrol activities such as utilizing the patrol car, radio, computer resources, radar, first responder kits, mobile vision camera, etc. The probationary officer should also begin operating the patrol vehicle, completing simple reports, and assisting with investigations. The probationary officer should be learning by doing, under the close and direct supervision of the field training officer.
4. **Phase II** - During this phase of the training the probationary officer will be transferred to the first alternate field training officer. At this stage the probationary officer should be doing nearly all of the driving with orientation being stressed. With a good foundation in how to perform the most common patrol functions, the probationary officer should now be handling more serious or complicated calls for service. The probationary officer should be initiating much of the field activity. By the end of this phase of training, the probationary officer should be able to handle most common occurrences and reports without much assistance from the field training officer. An evaluation is not required the first day in this phase, but one must be completed for all other training days in the phase.
5. **Phase III** - During this phase of the training, the probationary officer will be transferred to the second alternate field training officer. The probationary officer should now be handling all calls for service with limited assistance. The emphasis will be on the critical issues such as performance under stress, ability to initiate positive action independently, healthy aggression, judgment, positive discretion, etc. The probationary officer should now have a working knowledge of all tasks that s/he may be called upon to perform. The probationary officer will be instructed in more advanced and complex investigative skills. An evaluation is required for all training days except for day 1 in this phase.
6. **Phase IV** - During this phase of training the probationary officer returns to the primary field training officer. While there are a few items remaining on the Probationary Officer Checklist, the formal training is essentially complete. The role of the FTO will primarily be observation and evaluation. While the FTO will be available for consultation, the probationary officer must now be functioning as an independent police officer. The field training officer will have certain options that will place more pressure on the probationary officer to perform, such as wearing civilian clothes and requiring the probationary officer to perform all patrol activities with little or no direction from the FTO unless absolutely necessary. In addition to all required evaluations, the primary FTO will make a final assessment of the probationary officer's ability to perform the (5) major skill areas listed on the final page of the Probationary Officer Checklist.

Early Release Option

It is the policy of the Appleton Police Department that most probationary officers, regardless of prior experience or exceptional abilities, shall complete the entire Field Training and Evaluation Program. An early release option could deprive the probationary officer of essential information, and may expose the probationary officer or the Appleton Police Department to liability risks. In addition, an early release option could expose the probationary officer to undue time pressures, diminishing their ability to learn/retain information. For these reasons, an early release option is not a recommended part of the program.

However, if a probationary officer has prior law enforcement experience and their abilities and performance clearly show that they would be able to successfully function as an independent patrol officer, and if the needs of the department would best be met, then the probationary officer may be released from the field training program early. No probationary officer shall be considered for early release until they have successfully completed Phase III of their training. Following a regular “end of field training” review, the probationary officer’s primary FTO, the FTO Coordinator, the Deputy Chief of Operations, and the Chief of Police must all approve the early release.

Duties and Responsibilities of the Field Training Officer

The Field Training Officer has two basic roles to fulfill. They must remain responsible for full patrol duties, but must also function as a trainer and mentor of probationary police officers. The task is not an easy one to accomplish, but this is partly by design. If the ability to function as a Field Training Officer was without difficulty then anyone might have a hand in training new police officers, and this could be a mistake. Great care must be used in selecting Field Training Officers because they are the means by which the goal of the Field Training and Evaluation Program will be achieved.

The responsibilities associated with the first of the two basic roles of the Field Training Officer, that of patrol officer, will not be discussed here. A thorough description of these responsibilities can be found by examining other sources; i.e., the job description for police officer and the performance evaluation standards. Rather, the area of concentration will be the responsibilities and duties associated with the second of the two basic roles of the FTO, that of trainer and mentor of probationary police officers.

With respect to this role, five distinct responsibilities have been identified. Each of these areas are comprised of various duties. They are as follows:

1. **TO SERVE AS AN INFORMATION SOURCE:** The Field Training Officer must be prepared to provide an answer to any job-related question posed by the probationary officer. If the FTO does not possess the knowledge to answer the question then he should be able to identify a source of the answer. To accomplish this task, the FTO must remain current with respect to Department policies and procedures. It may also be necessary for the FTO to research other topical material as circumstances dictate.

It is important that the Field Training Officer not leave the probationary officer in doubt regarding any issue.

2. **TO SERVE AS A TEACHER:** The Field Training Officer must have the ability to deliver to the probationary officer the knowledge required to do the job. Merely knowing the answers is not sufficient. The FTO must present the material in such a fashion that the probationary officer is able to retain the information and apply it in actual situations. To fulfill this responsibility, it is imperative that the FTO strive to understand how people learn and what motivates them. Training in the Adult Learning Theory can help the FTO accomplish this task.

3. **TO SERVE AS AN EVALUATOR:** The FTO must complete daily evaluations using the standardized guidelines found in this manual. To fulfill this responsibility the FTO must have the ability to make an unbiased assessment of a probationary officer's performance. If poor performance cannot be corrected, the FTO must have the determination and courage to recommend additional training or, quite possibly, termination.
4. **SERVE AS A COUNSELOR:** The FTO must be sincerely concerned about the welfare of the probationary officer. This concern must enable the FTO to discuss the probationary officer's deficiencies even though it may be difficult to inform the probationary officer that their performance is poor. With positive reinforcement and a compassionate approach the FTO must aid the probationary officer in achievement of the program standards.
5. **TO SERVE AS A ROLE MODEL:** Since the Field Training Officer is in such close contact with the probationary officer while serving in all of the aforementioned capacities, s/he becomes an automatic role model for the probationary officer. As such, it is important that the FTO exhibit those qualities the Department considers important for the probationary officer to possess, such as loyalty, dedication, honesty, and respect. It is essential that the FTO embraces the Department's mission, and consistently performs within the spirit of the mission. The probationary officer is probably learning as much from how the FTO acts as from what they say.

Duties and Responsibilities of the District Supervisor

Though the Field Training Officer accomplishes most of the immediate supervision of a probationary officer, the district supervisors also have responsibilities associated with the Field Training and Evaluation Program. District supervisors shall monitor the progress of the recruit to provide the appropriate mentoring to facilitate a successful orientation into the Department's operational philosophy.

The district supervisor must ensure that the FTO and their recruit have the time and resources to complete their training program. The supervisor will also evaluate the progress of the probationary officer by observing their performance and checking written reports.

In addition, the district supervisor must monitor the Field Training Officer's handling of the probationary officer. If it becomes apparent that a personality conflict or other detrimental process is interfering with the probationary officer's progress, the district supervisor should either counsel the FTO and/or notify the program coordinator.

Upon completion of the formal portion of the field training, the supervisor in the district to which the probationary officer is assigned must continue to process a formal evaluation of the officer. These evaluations will occur on a bi-weekly schedule.

This documentation of the probationary officer's performance by the district supervisors is extremely important both to the success of the Field Training and Evaluation Program and the eventual formal review of the new officer's probationary period, since these evaluations will address the deficient, acceptable, and superior performances of the probationary officer. If and when a question regarding the suitability of retaining the probationary officer arises, this documentation will provide a ready reference to the strengths and weaknesses of the new officer. Therefore, it is imperative that these bi-weekly evaluations be completed in thorough fashion.

The supervisor may wish to utilize the talents and abilities of other officers within the district, especially other Field Training Officers, to complete the evaluation forms. These officers, who must work directly with, and depend upon, the probationary officers, can probably give the district supervisor comments or examples of the probationary officer's ability to handle their responsibilities.

Duties and Responsibilities of the Field Training Program Coordinator

In order to meet the objectives stated for the Field Training Program there must be a coherent and consistent plan. The efforts and activities of the involved personnel must be directed along the same course or the program cannot hope to succeed. To ensure that this occurs, the FTO Coordinator, who is a lieutenant assigned to an Operations District, will have full responsibility for the Field Training program

The FTO Coordinator is a supervisor with a sincere interest in developing quality police officers for the City of Appleton. This interest in recruit development is important because it will serve as the impetus for acceptance of the numerous and varied duties and responsibilities associated with the position. Those duties and responsibilities are outlined below:

1. **SELECTION OF FIELD TRAINING OFFICERS:** The FTO Coordinator will assist in selecting officers to perform as Field Training Officers. The FTO Coordinator will accomplish this through the program guidelines established for FTO selection.
2. **PROVIDE TRAINING FOR FIELD TRAINING OFFICERS:** The FTO Coordinator will provide training, as appropriate, for all Field Training Officers. This training may be external or may be conducted "in-house." As needed, the FTO Coordinator will conduct an informational session with all involved Field Training Officers. Updates and new information will be shared on a frequent basis with FTOs. Relevant articles, videos, or other media will be distributed as needed.
3. **MAINTAIN AN ACTIVE FIELD TRAINING OFFICER ROSTER:** The FTO Coordinator will maintain a roster of Field Training Officers who are readily available should it become necessary to initiate the Field Training Program.
4. **ASSIGNMENT OF PROBATIONARY OFFICERS TO FIELD TRAINING OFFICERS:** The FTO Coordinator will make all probationary officer assignments. They will provide each recruit with three different Field Training Officers. One in each of the three main times of assignment. (i.e. 0600, 1400, and 2200).
5. **PERFORM RECRUIT SCHEDULING:** The FTO Coordinator will perform scheduling functions necessary to ensure smooth entry into the Field Training Program and smooth transition from one FTO to another.
6. **ARRANGE FOR ORIENTATION TRAINING:** The FTO Coordinator will make arrangements for each probationary officer to complete the in-house orientation training session prior to commencing the FTO program.

7. **PROVIDE RECRUIT PACKETS TO ALL NEW OFFICERS:** The FTO Coordinator will ensure that each probationary officer receives a "recruit packet" during the orientation session of the FTO Program.
8. **RECEIVE, REVIEW, AND FILE DAILY AND WEEKLY SUMMARY REPORTS:** The FTO Coordinator is responsible for receiving all evaluations from the Field Training Officers, reviewing the forms for both recruit problems and the quality of FTO input, and filing the forms. The Coordinator must ensure that the Field Training Officers are timely in their submission of all evaluations.
9. **MONITOR PROBATIONARY OFFICERS PERFORMANCE:** The FTO Coordinator is responsible for monitoring the progress of each probationary officer during the entire Field Training Program, especially during FTO transition periods. This will facilitate the identification of continuing problems and those that may result from conflicts between probationary officers and FTOs.
10. **CONDUCT END OF PHASE REVIEWS:** The FTO Coordinator will review a probationary officer phase review report at the end of each phase of training in which the probationary officer is with an FTO. The outgoing FTO shall consult with the FTO Coordinator about this report.
11. **PROVIDE PROGRESS INFORMATION TO THE OPERATIONS DEPUTY CHIEF:** The FTO Coordinator shall provide probationary officer progress updates to the Operations Deputy Chief.
12. **EVALUATE FIELD TRAINING OFFICER PERFORMANCE:** The FTO Coordinator shall monitor the performance of Field Training Officers to determine if they are functioning within program guidelines.
13. **ENSURE COMPLETION OF ALL TRAINING PHASES:** The FTO Coordinator shall ensure, upon completion of the Field Training Program, that all training phases were covered. This shall be accomplished by reviewing the Critical Task Checklist to ensure that each segment has been dated and initialized by an FTO or other trainer i.e. clerical staff, dispatch, or HR representative.
14. **DISCUSS CRITICAL TASK CHECKLIST WITH PROBATIONARY OFFICER:** The FTO Coordinator shall meet with each probationary officer to discuss the completed Critical Task Checklist. During this meeting the probationary officer will sign a statement that all material in the checklist has been covered and they understand the material. If the probationary officer desires, remedial training may be arranged at this time.
15. **MAKE RECOMMENDATIONS FOR SOLO ASSIGNMENT OR REMEDIAL TRAINING:** The FTO Coordinator shall, upon completion of the Field Training Program, make a recommendation as to whether the probationary officer shall be placed on solo assignment or referred for remedial training.

16. **PARTICIPATE ON PROBATION REVIEW BOARD:** The FTO Coordinator shall be an active participant on each probationary officer's "end of probation" review.

17. **LIAISON WITH RECRUIT SCHOOL:** The Training Coordinator shall serve as the liaison between the Appleton Police Department and the Recruit School.

Selection Criteria for Field Training Officers

It is imperative that certain standards be set for the selection of Field Training Officers so that the integrity of the Field Training and Evaluation Program is ensured and the greatest effort is made to impart upon the probationary police officer all the knowledge required to perform their job.

1. A memo of interest shall be made to the FTO Coordinator.
2. FTO minimum qualifications.
 - Three years post-probation as a sworn officer with the Appleton Police Department of which six months of the twelve months prior to application were spent in uniform patrol in the Operations Section.
 - The FTO Board has the option to reduce the three year post-probation period to a two year probation period for an applicant displaying exceptional qualifications.
 - The FTO Board has the option to recognize prior FTO training and experience to determine minimum qualifications.
 - Acceptable annual APD performance evaluation with an overall rating of successful must be maintained.
3. The FTO Board shall review FTO applicant's qualifications based on the following criteria:
 - The FTO applicant meets the minimum requirements established in Section C.
 - The FTO applicant will present a positive image and learning environment for probationary officers.
 - The FTO applicant successfully completes an interview with the FTO Board.
4. Yearly review of qualifications

Assignment of Probationary Officers

Officers newly appointed to the Appleton Police Department will be assigned in one of two fashions. Those officers who have yet to receive State of Wisconsin law enforcement certification will be enrolled in the recruit school at the Fox Valley Technical College. Officers who hold current law enforcement certification will be immediately assigned to the Field Training and Evaluation Program. Under normal circumstances, the start date for those officers needing state certification will coincide with the start date of a recruit school.

While it is important that the activities of all probationary officers be closely supervised, this should be especially true of probationary officers who have yet to receive state certification. This will ensure that their relative lack of knowledge of police tactics does not result in an improper handling of any police incident. During this time the probationary officer will never work alone. Rather, they shall work strictly under the guidance of their field training officer or another senior member of the department appointed by the FTO Coordinator.

The Field Training and Evaluation Program is designed to include 13 weeks of instruction with an additional seven days of orientation prior to field training, and four more days of orientation after field training or they are released early (see "early release option"). The length of the program will be varied only when a probationary officer needs additional training. If the FTO Coordinator feels there is a need to modify a probationary officer's assignment to the Field Training and Evaluation Program, they will notify the Deputy Chief of Operations and modify the schedule as needed. The decision to extend the training assignment shall be made jointly by the primary FTO, the FTO Coordinator, and the Deputy Chief of Operations.

The training assignment will consist of nine days of in-house pre-orientation training, followed by 3 weeks with the primary FTO, 4 weeks with the first alternate FTO, 4 weeks with the second alternate FTO, and, finally, 2 weeks with the primary FTO. There will be an additional four days or post-orientation after field training is complete, if needed. Each transition shall be preceded by a conference attended by the FTO relinquishing responsibility for the recruit, the FTO accepting responsibility for the recruit, and the FTO Coordinator. This conference may be made via e-mail. The topic of discussion for this conference will be strengths and weaknesses of the recruit, items to be covered in the forthcoming phase of training, and other pertinent issues relating to the field training of the probationary officer. In addition, the out-going FTO will make contact with the FTO Coordinator to assist in making a recommendation concerning the probationary officer's advancement, extension, or termination in the training program.

Though the probationary officer will cycle through three field training officers, the responsibility for monitoring performance, assisting, and advising the probationary officer will remain with the primary FTO. Therefore, the primary FTO should maintain contact with the alternate FTOs, to ensure that the probationary officer's progress is satisfactory. If it is not, the primary FTO should assist the alternate FTOs in developing a training plan that addresses the probationary officer's areas of weak performance.

Upon conclusion of the Field Training and Evaluation Program, the primary FTO, in conjunction with the two alternate FTOs, will make a recommendation regarding the graduation or retention of the probationary officer within the program and the need for any remedial training. This recommendation will be forwarded to the FTO Coordinator.

When the probationary officer progresses to a district assignment, the FTO Coordinator will maintain close communications with the probationary officer's district supervisor. This will enable the FTO Coordinator to determine if the officer's training needs have been fulfilled. Should the need exist, the probationary officer may be recycled through any portion of the Field Training and Evaluation Program. The FTO Coordinator shall make this decision. Specific remedial training may also be conducted by the district supervisor and recorded in bi-weekly evaluations.

Duties and Responsibilities of the Probationary Officer

You are now entering the second major element of your training as a probationary police officer. Now that you have completed Basic Recruit School, you will be assigned to the Patrol Division where you will be provided a minimum of thirteen weeks of intense field training, nine days of pre-orientation training, and four days of post-orientation training under the direct supervision of Field Training Coordinator and the Field Training Unit.

The Field Training Program is an advanced training program designed to assist police recruit school graduates make the transition from the classroom environment to the application of learned skills in field situations. Your Field Training Officers (FTOs) have been selected for their abilities to perform the job in a professional manner as well as for their ability to impart this necessary knowledge to you.

It is our desire to help you become a fully competent police officer. The obstacles that we most often experience are complacency and reluctance on the part of the probationary police officer. The advice we can share is to BE ASSERTIVE! When you are with your Field Training Officer give them something to evaluate. You must give us the chance to train you. If you resist or take the training program lightly, you may not succeed. You learn from your mistakes and we expect that you will make many of them. However, learn from them because we can better evaluate what other training needs to be done and/or re-done. The Field Training and Evaluation process has one goal: to assist you to become a fully competent police officer. Success depends on your attitude and willingness to perform the job. The training is time consuming and demanding - for you and the Field Training Unit - but the reward will be well worth the effort.

You are expected to enter the Appleton Police Department's Field Training and Evaluation Program with the basic knowledge and skills that you learned in Recruit School. You must recognize the broad background of knowledge necessary to provide safe, courteous, effective, and efficient law enforcement services to the community. These skills cannot be gained entirely from Recruit School curriculum or while on duty with your FTO. The Field Training Manual shall serve as a guide along with specific direction from your Field Training Officers regarding home study requirements.

You will be involved in a training relationship with several Field Training Officers throughout the process. It is important for you to recognize that you are not a "partner" in a two-person patrol vehicle. The FTOs mission is to assist you to certify for a solo patrol assignment. Accordingly, the training program is intended to provide you with instruction, direction, supervision, guidance, and experience to assist in applying critical skills in a variety of situations. You will also learn how to quickly and effectively develop sound judgments and to provide excellent uniform patrol services to the community. The Field Training and Evaluation Program will provide the Appleton Police Department with the information necessary to determine if you possess the requisites to certify as a non-probationary employee.

You must thoroughly review the training manual in order to become acquainted with the purpose, process, procedure, and expectations of the program.

Until you receive the benefit of a full 13-week training program, you do not possess all of the tools necessary to allow you to safely function as a solo police officer in potentially dangerous or complex situations.

Therefore, while you are in the 13-week field-training program if you encounter a situation requiring police action, outside of your assigned work hours, you are expected to assume the role of a responsible citizen only. This includes calling the appropriate police department and being an observant witness. The only exception would be an incident involving the threat of great bodily harm or death to you or a citizen deserving of self-defense, as defined in the State of Wisconsin definition of the Authorized use of Deadly Force.

Evaluation Process of Probationary Officer

Formal, documented evaluation of probationary officer performance is essential to any field training program. A good evaluation will serve to identify strengths and weaknesses, suggest the need for remedial training, and support a decision of retention/termination. The evaluation, however, does more than serve the department. It also provides the probationary officer with regular feedback on performance and progress.

The Appleton Police Department's Field Training and Evaluation Program utilizes a variety of formal evaluations. Five of these are for the purpose of assessing recruit probationary performance while one is for the purpose of assessing the performance of the Field Training Officer. The following pages offer a description of these formal evaluations.

Daily Observation Report (D.O.R.)

The Daily Observation Report (D.O.R.) is the most important document used by the **FTO** to evaluate the probationary officer's performance. With the exception of the first day of each phase, this form will be completed by the FTO during each shift and provides essential information pertaining to the daily progress of the probationary officer.

The daily performance level of the probationary officer is recorded using **S** for satisfactory performance. **S/I** for satisfactory with improvement needed. **U** for unsatisfactory performance. When a rating of S/I or U is noted relevant and significant training time, an action plan, and remedial training will be documented.

Each D.O.R. face sheet displays **13** numbered "Activity #" columns. One Activity column may be assigned to each call/assignment the probationary officer receives. The FTO will evaluate the probationary officer's performance for any activity covered by that particular event.

There is a block above each of the numbered Activity columns where the FTO can enter the Incident Number pertaining to that particular activity.

Each D.O.R. face sheet also contains a "Training Time" column, where the FTO can document daily training provided to the probationary officer in each of the 13 Task Categories as they apply. A "N.R.T." (Not Responding to Training) column is also provided on the face sheet.

The reverse side of the D.O.R. contains a "Narrative" section, where the FTO should expound upon the probationary officer's performance for each assigned activity. For ratings S/I or U, the FTO shall make specific written comments, which will validate the performance rating.

The reverse side of the D.O.R. contains a "Summary of Performance Progression/Regression," "Best Performance of the Day" and "Areas Needing Improvement" section, where the FTO is required to document the probationary officer's daily performance in each of these respective areas. When documenting comments in the Summary of Performance Progression/Regression field, the FTO should provide an overall synopsis of whether the probationary officer's performance is progressing or regressing in relation to their longevity in the field training program.

After the D.O.R. has been completed, the FTO and the probationary officer shall review it. The form will then be signed by the FTO and the probationary officer, indicating that the review has been completed and ensuring that the probationary officer is aware of their progress, particularly any problem areas that may exist. When this process has been completed, the form shall be submitted to the FTO Coordinator. (An example of this evaluation form is located in the Appendix)

Weekly Summary Report

The Weekly Summary Report ensures that the probationary officer's progress is thoroughly scrutinized and all responsible parties are accountable for the probationary officer's continued training and development. The FTO computes the training time totals for the entire week and enters them under the "Total Training Time" category on the Weekly Summary Report form. The FTO will document strengths, deficiencies, and a training overview for that evaluation week. The FTO will then review the Weekly Summary Report with the probationary officer. If the FTO and probationary officer are in agreement with the contents of the completed report, both are required to sign the form. The completed report will then be forwarded to the FTO Coordinator for review and signature. (An example of this form is located in Appendix) This form will be forwarded to the Chief and the Deputy Chief of Operations for their review and comment.

Probationary Officer Phase Review

At the end of each scheduled training phase, the FTO will complete a Probationary Officer Phase Review. The FTO Coordinator will assist the FTO responsible for the phase of training being evaluated, by evaluating pertinent information about the probationary officer's performance and progress. The FTO will document the probationary officer's strengths and weaknesses and with the FTO Coordinator will decide whether the probationary officer will advance to the next phase of training, be extended in the current phase, or be recommended for termination of employment. An area has been provided on this form for the FTO to document that they have briefed the upcoming FTO on the probationary officer's phase progress, as well as the briefing method used.

Upon the FTO reviewing the completed form with the probationary officer, it will be forwarded to the FTO Coordinator. The FTO Coordinator will then review the recommendations outlined on the form and if necessary, will meet with the FTO and the probationary officer to review the recommendation and formulate a remedial training plan. (An example of this evaluation form is located in the Appendix) The FTO Coordinator will file this report in the Probationary Officer's field training file.

Remedial Training Worksheet

The remedial training worksheet is a form to be used to clarify a performance area that is below standard and requires remedial training. This form is only to be used after normal preliminary remedial training efforts by the assigned FTO have not been successful.

On the front side of the form, the FTO shall document the hours/minutes that have been spent in preliminary remedial training to correct a deficient area of performance. The FTO shall document what skill area needs additional training, and what remedial training efforts have already been tried.

The FTO should then consult with the FTO Coordinator and/or UT instructors to decide what new remedial training efforts will be used to correct the problem area. The new training plan shall be documented on the back of the form. The FTO shall include specific performance goals expected of the probationary officer, as well as a time parameter in which the improvement shall be accomplished.

In addition, there is a FOLLOW-UP section on the back of the form. The FTO shall circle the appropriate response to the questions indicated. If the training plan is not satisfactorily completed, the FTO shall consult with the FTO Coordinator to decide whether an additional Remedial Training Worksheet and subsequent remedial training shall be completed to document a follow-up training plan, or if the probationary officer should be scheduled for an Employment Status meeting.

In most cases, the probationary officer shall remain in the Phase they are having problems in until that problem area is corrected. In the rare event the FTO Coordinator makes a decision to pass the probationary officer to the next phase, it is the responsibility of the officer originating the Remedial Training Worksheet to make the next scheduled FTO aware of the remedial training plans in effect. It will be the responsibility of the next scheduled FTO to continue the plan and report on its effectiveness.

The probationary officer, FTO and FTO Coordinator must sign both the front and back of the Remedial Training Worksheet. This document shall be filed in the probationary officer's field training file by the FTO Coordinator.

If there is a need for this form contact the FTO Coordinator.

Probationary Officer Self-Evaluation Form

The Probationary Officer will, at a minimum, complete a self-evaluation form at the completion of each training phase.

In addition, this form will be filled out by the probationary officer anytime a rating of S/I or U is given. Also, the form can be used after a particularly noteworthy call. This self-evaluation will allow the probationary officer to express personal perceptions of their own strengths and weaknesses. It will also assist the FTO and FTO Coordinator in identifying areas that the probationary officer feels additional training or assistance is needed.

After the form is completed, it will be filed with the D.O.R.'s in the probationary officer's field training file. (An example of this evaluation form is located in the Appendix)

Probationary Officer's Bi-Weekly Performance Update

Once the probationary officer completes the phase portion of the Field Training and Evaluation Program they will no longer be under the constant supervision afforded by working with a Field Training Officer. Rather, the probationary officer will be assigned to a police district where they will assume regular patrol duties and fall under the supervision of a district supervisor.

Assignment to a police district, however, does not mean that formal evaluation of the probationary officer's performance ceases. The supervisors in the district of assignment continue this task by completing a Probationary Officer's Bi-Weekly/Monthly Performance evaluations.

The Probationary Officer's Bi-Weekly/Monthly Performance Update closely resembles the Daily Observation Report used by the Field Training Officer to assess probationary officer performance. It is utilized throughout the entire probationary period. For the first two months of supervision, the Bi-Weekly/Monthly Performance Update will be completed every two weeks. This is to ensure close supervision during the critical weeks immediately following daily supervision by an FTO. If the probationary officer is progressing well after this initial two months, the Operations Deputy Chief and/or District Captain may authorize the completion of this report on a monthly basis for the duration of the probationary period. If the probationary officer's performance begins to decline, it may be necessary to return to a bi-weekly performance review.

The Probationary Officer's Bi-Weekly/Monthly Performance Update is an important document in that it will be heavily relied upon at the time the probationary officer's probationary period is reviewed and a decision is made regarding whether to grant the officer permanent status with the police department. Great consideration must be given to the completion of this document and scores and comments must be substantiated by factual evidence. (An example of this evaluation form is located in the Appendix)

Evaluation Definitions

To assist in the application of appropriate evaluation, the following definitions have been assigned to each rating.

Satisfactory

- Probationary officer is able to perform in this category at an acceptable level. Officer understands what needs to be done, and is able to perform the tasks without prompting.
- In this category the probationary officer meets all the standards of the critical task list. The probationary officer has a good understanding of the task and needs little, if any, prompting to complete the call professionally, efficiently, and safely.

Satisfactory with Improvement Needed

- Probationary officer has a basic understanding of tasks that need to be completed, but lacks the confidence to complete them without prompting. Needs additional experience and training to gain confidence in their own abilities
- The probationary officer is not comfortable with the task or displays significant hesitation in decision making, makes significant report writing blunders, and misses minor aspects of the critical tasks. A S/I mark will require an action plan that outlines the problem and a training goal to fix the issue. The FTO may decide to have the probationary officer complete a self-evaluation form in reference to the issue at hand

Unacceptable

- Extensive and detailed training compulsory. Probationary officer is unable to demonstrate the capacity to perform in this category. Extensive training and very close supervision in this category is needed.
- This mark indicates the probationary officer is having significant difficulty grasping the basics of the critical performance tasks or continues to make the same mistakes over and over. An action plan and immediate training is required to mitigate the issue. If the problem persists a meeting with the FTO Coordinator may be needed to assess the situation and recommend additional training with other departmental resources. Numerous “U” marks may result in a probationary officer “not responding to training” and more extreme steps may be necessary to fix the problem.

Standard Evaluation Guidelines

To further assist in the application of the evaluation guidelines, the following explanations for each category on the Daily Observation Report are presented. These guidelines should be used by the FTO to determine the proper mark that the probationary officer earned in each category.

Critical Performance Tasks

1. Multi-Task Performance

- U ***Unacceptable:*** When faced with multiple tasks; reports, street situations, investigations, etc., is indecisive or fails to take action. Takes an inordinate amount of time to handle situations so as to adversely affect their outcome. Is overwhelmed by the multiple tasks presented.
- S ***Meets Standards:*** When faced with multiple tasks, is able to make appropriate decisions and take appropriate actions to successfully resolve common situations in a reasonable amount of time.

2(a). Driving Skill: Stress Conditions

- U ***Unacceptable:*** Fails to slow for intersections and loses control on corners. Uses excessive and unnecessary speed. Overuses emergency lights and siren or fails to use this equipment when necessary. Driving results, or nearly results, in an accident.
- S ***Meets Standards:*** Maintains control of vehicle. Evaluates driving situations and reacts properly; i.e., proper speed for prevailing conditions.

2(b). Driving Skill: Non-stress Condition

- U ***Unacceptable:*** Violates vehicle code; i.e., sign or signal violations, failure to yield. Involved in a chargeable accident. Lacks dexterity and coordination during vehicle operation.
- S ***Meets Standards:*** Ability to maintain proper control while still observing activity outside of patrol vehicle and utilizing radio equipment.

3. **Orientation Skill**

- U ***Unacceptable:*** Unaware of their location while on patrol. Is unable to utilize maps. Is unaware of district boundaries. Is unable to recognize and utilize landmarks. Becomes disoriented when responding to a situation. Is unable to relate their location to a destination. Unaware of personal location. Is unable to grasp the City numbering system i.e. major streets and corresponding numbered block.
- S ***Meets Standards:*** Is aware of their location, district boundaries, landmarks, etc. Is able to use map to get to any location in the city.

4. **Report Writing**

- U ***Unacceptable:*** Is unaware that a form must be completed and/or is unable to complete the proper form for the given situation. Forms are incomplete, inaccurate, or improperly used. Leaves out pertinent information. Reports are illegible. Reports contain excessive number of misspelled words. Sentence structure or word usage is improper or incomplete. Requires an excessive amount of time to complete a report. Incapable of organizing events into written form. Account does not match what actually occurred. Failure to follow narrative format. Inability to dictate narratives.
- S ***Meets Standards:*** Knows the commonly used forms and understands their use and completes them with reasonable accuracy and thoroughness. Reports are legible and grammar is at an acceptable level. Spelling is accurate. Completes reports within a reasonable amount of time. Organizes events into written format. Covers elements of the offense and who, what, when, where, why, and how. Dictates narratives using the proper format. Content of narratives is concise, detailed, and organized.

5. **Complaint Processing/Investigations**

- U ***Unacceptable:*** Lacks knowledge to take proper course of action. Is indecisive or fails to take appropriate action to bring situation to some acceptable resolution. Does not conduct a basic investigation or conducts investigation improperly. Unable to accurately diagnose offense committed. Does not use proper questioning techniques. Does not elicit or record available information. Does not establish appropriate rapport with subject and/or does not control interrogation of suspects. Fails to give Miranda warnings when appropriate. Makes frequent mistakes when identifying, collecting, or logging evidence. Does not connect evidence with suspect when apparent. Lacks skill in collection and preservation of evidence. Does not protect the crime scene. Fails to discern readily available evidence.

S ***Meets Standards:*** Makes appropriate decisions at scene of complaints. Is able to bring situations to some type of successful and proper conclusion. Follows proper investigatory procedure in all trained tasks. Is accurate in diagnosis of nature of offense committed. Uses proper questioning techniques. Elicits available information and records it. Establishes proper rapport with most victims/witnesses. Controls the interrogation of most suspects and generally gives a proper Miranda admonition when applicable. Demonstrates the ability to secure the crime scene. Collects, tags, logs evidence properly. Connects evidence with suspect when apparent. Properly protects crime scene for processing. Ability to translate the obtained information and apply it to courtroom testimony.

6. **Problem Solving/Decision Making Ability**

U ***Unacceptable:*** Acts without thought or good reason. Is indecisive and naive. Is unable to reason through a problem and come to a conclusion. Can't recall previous solutions and apply them in like situations. Problem solutions are short term; does not attempt to find a long-term solution.

S ***Meets Standards:*** Able to reason through a problem and come to an acceptable conclusion in routine situations. Makes reasonable decisions based on information available. Perceives situations as they really are. Makes a decision without assistance. Relates past solutions to present situation. Attempts to reason through a problem so that solutions are long term. Can find solutions outside the ordinary police response. Anticipates problems in assigned area.

7. **Telecommunications**

U ***Unacceptable:*** Is unable or unwilling to properly use telecommunications equipment; squad radio, portable radio, MDC, telephone, and in-house computer. Violates policy/procedure concerning the use of telecommunications equipment. Uses improper, inappropriate, or poorly thought out codes or language when using telecommunications equipment. Is unaware of or fails to acknowledge receipt of communications directed at them.

S ***Meets Standards:*** Is able and willing to properly use the common functions of telecommunications equipment. Knows and follows policy/procedure concerning telecommunications equipment. Uses proper codes and language when using telecommunications equipment. Recognizes and acknowledges receipt of communications directed at them. Is aware of communication to other officers and their location at any given time.

8. **Officer Safety/Tactics**

- U ***Unacceptable:*** Frequently fails to exercise good judgment and violates many of the general principles of officer safety, such as:
- A. Exposes weapons to suspect (handgun, baton, etc.).
 - B. Fails to use proper approach techniques, cover/concealment, etc.
 - C. Stands in front of violator car door.
 - D. Fails to control the suspects/citizen contacts movements.
 - E. Does not keep the suspect/citizen contact in sight.
 - F. Fails to use illumination when necessary or uses it improperly.
 - G. Fails to advise dispatcher when making citizen contacts, when dealing with suspicious/potentially dangerous situations, or making traffic stops.
 - H. Fails to maintain adequate physical condition. Has difficulty dealing with strenuous physical activity.
 - I. Fails to utilize or maintain personal safety equipment.
 - J. Does not anticipate potentially dangerous situations.
 - K. Stands too close to passing vehicular traffic or between vehicles on the highway.
 - L. Is careless with guns and other equipment.
 - M. Stands in front of doors when knocking.
 - N. Makes poor choice of what equipment to use and when to use it.
 - O. Fails to cover other law enforcement personnel.
 - P. Fails to call for back up when appropriate.
 - R. Fails to conduct proper searches, persons, vehicles, buildings, etc.
 - S. Improper voice inflection. Is unable to use voice to gain control of situation. Uses vulgarities or demeaning language.
 - T. Uses too little or too much force for the given situation. Is physically unable to perform the task. Does not use proper restraints. Fails to control the movements of others through body positioning.
 - U. Becomes emotional or panic-stricken. Is unable to function. Loses temper easily. Cannot maintain control of a situation.
- S ***Meets Standards:*** Follows accepted safety procedures. Understands and applies them. Speaks with authority in form, clear voice. Uses and understands force options and body positioning reactive to the movements of others. Exhibits calm and controlled attitude. Does not allow situation to deteriorate. Obtains and maintains control with minimal assistance. Recognizes the need to assist other officers as back up or cover officer.

9. **Self-initiated Field Activity**

- U ***Unacceptable:*** Does not see or avoids situations, which could generate activity. Does not conduct follow-up investigations. Rationalizes suspicious activities, thereby avoiding taking action.

S ***Meets Standards:*** Recognizes violations and illegal activities and takes appropriate action. Conducts follow-up investigations without prompting. Investigates circumstances of a suspicious nature. Uses briefing topics to advantage. Uses free time to work on quality of life issues and addresses neighborhood problems and can recommend long term solutions.

10. **Statutes/Ordinances/Traffic Codes: Knowledge/Application**

U ***Unacceptable:*** Does not know even the most often used sections of the criminal statutes, ordinance codes, or traffic codes. Does not recognize commonly encountered criminal, ordinance, or traffic violations, and, if so, incorrectly identifies violation/offense.

S ***Meets Standards:*** Recognizes commonly encountered criminal, ordinance, or traffic violations. Knows and applies appropriate sections of the statutes, ordinances, and traffic codes. Familiarizes themselves with lesser known statutes and unusual traffic violations.

11. **Policies/Procedures/Resources: Knowledge/Application**

U ***Unacceptable:*** Fails to display knowledge of department policies/regulations/procedures and/or violates them. Unable to locate manuals or resource materials necessary to complete a given task or answer a question. Compromises expeditious accomplishment of tasks due to lack of familiarity with manuals or resource materials. Is unaware of or fails to utilize other officers, other city departments, or other agencies (public or private) that are necessary to resolve, or could better resolve, a task, assignment, or question.

S ***Meets Standards:*** Familiar with most commonly applied department policies/regulations/procedures and complies with them. Able to locate the proper manuals and/or reference materials necessary for completion of a given task or to respond to a question. Is aware of, and utilizes, other officers, other city departments, or other agencies that are necessary to resolve routine or complex tasks, assignments, or questions.

12. **Relationships/Interpersonal Skills/Appearance**

- U ***Unacceptable:*** Argumentative, fails to accept final decision of FTO or supervisor. Fails to adhere to chain of command. Insubordinate. Rationalizes mistakes, denies that errors were made, is argumentative, refuses to, or does not attempt to make corrections. Considers criticism as a personal attack. Abrupt, belligerent, overbearing, arrogant, and uncommunicative. Overlooks or avoids “service” aspects of the job. Introverted, insensitive, uncaring. Poor “non-verbal” skills. Cannot/will not establish working rapport with co-worker(s). Fails to respect rights/feelings of co-worker(s) or citizens. Dirty shoes and wrinkled uniform. Uniform fits poorly or is improperly worn. Hair poorly groomed and/or in violation of department regulation. Has dirty weapons/equipment. Equipment missing or inoperative. Has offensive body odor/breath.
- S ***Meets Standards:*** Works to establish a good student-teacher relationship with FTO. Understands and adheres to the chain of command. Gives supervisors appropriate degree of respect. Actively solicits criticism/feedback and applies it to improve performance and further learning. Courteous, approachable, and empathetic. Communicates in a professional, unbiased manner. Is customer service oriented. Has good “non-verbal” skills. Generally has a good working rapport with co-workers. Respects rights/feelings of co-workers and citizens. Uniform neat and clean. Uniform fits and is worn properly. Weapon and shoes clean/polished, equipment is clean and operative. Has hair within department regulations. Emphasizes community relationships.

13. **Missions Application**

- U ***Unacceptable:*** Fails to understand or accept the Department’s mission.. Is unable or unwilling to apply the mission in day to day operations. Has no interest in the welfare of the Department, city or citizens. Actions are motivated by self-interest. Fails to use teamwork.
- S ***Meets Standards:*** Understands and accepts the mission. Is generally successful in applying the mission in most situations. Is a team member, and genuinely cares about the welfare of the Department, citizens and fellow employees.

Frequent Daily Tasks

The Field Training Manual shall be utilized by the FTO in the training and evaluation of all probationary officers. This manual will ensure standardized training for all probationary officers, regardless of who may be assigned as field training officer.

Each FTO shall receive a field training manual for the probationary officer assigned to them. This manual will be issued to the primary FTO by the FTO Coordinator. During the transition to alternate FTOs, the probationary officer will deliver the training manual to the next FTO.

Each FTO having contact with a particular probationary officer will record the progress of that officer. This will be accomplished by dating and initialing the critical task checklist, completing daily observation reports, and weekly summary reports. The FTO Coordinator may assist each FTO in completing the Probationary Officer Phase Review report.

At the conclusion of the field training assignment, the primary FTO will deliver the Field Training Manual to the FTO Coordinator for review, evaluation, and retention. The probationary officer's training forms; i.e.--daily observation reports, weekly summary reports, probationary officer phase reviews, and critical task checklist, will be retained in a file under the control of the Operations Coordinator.

Critical Task Checklist

The “Critical Task Checklist” is the guide to completion of Standardized Phase Training. The Checklist identifies the tasks a probationary officer must be knowledgeable of and/or able to perform before they shall be deemed qualified for assignment as a solo police officer. It also affords a consistent approach to training regardless of who serves as the Field Training Officer. The Critical Task Checklist will further serve as a history of the probationary officer’s training at the Appleton Police Department and is a step by step guide as well.

To complete the Critical Task Checklist, the FTO shall document the date in the “Action” section under the “Discussed/Trained,” “Demonstrated” or “Probationary Officer Performed” categories. The FTO shall then initial each respective Action category. When required an on-line quiz will be administered to facilitate learning in important policy and procedure areas.

Both parties will acknowledge that the required task(s) have been demonstrated and that the Probationary Officer understands how to perform the task(s) by at least one of the following: completion of a verbal test, practical scenario, on-line quiz, or actual performance of the task on an assigned call. Both the FTO and Probationary Officer must sign at the end of each defined critical task to confirm that the training material has been covered and that the Probationary Officer understands how to perform the task.

With regards to other tasks contained within the Critical Task Checklist, which are not displayed in outline format, the FTO should perform documentation in the following manner: the FTO will date and initial the “Trained” category pertaining to a specific task defined in the checklist, once training is conducted. The FTO will also date and initial the “Performed” category pertaining to a specific task, when it is performed by the probationary officer in a manner consistent with that of a solo patrol officer. The FTO is encouraged to make annotation in the “Comments” category of each specific task pertaining to the probationary officer’s performance relative to the task, if that task is one in which performance can be evaluated.

The Critical Task Checklist is designed to correlate with the (4) standardized training phases. When a probationary officer completes a particular phase and transfers to another Field Training Officer they will deliver the Checklist to the new Field Training Officer. When the Checklist returns to the primary Field Training Officer for the final phase of training, they will ensure that every item has been covered and that the probationary officer has no questions concerning any item.

Upon completion of phase (4) of the Field Training Program the primary Field Training Officer will forward the Critical Task Checklist to the FTO Coordinator. The FTO Coordinator upon receipt of the Checklist will review the document for completeness and shall ask the probationary officer to sign an Affirmation of Training document. The document represents a statement by the probationary officer indicating that they understand all the material that has been covered. If a problem exists in which the probationary officer does not feel comfortable with certain material, remedial training efforts will be undertaken. If no such problem exists

then the signed statement along with the Critical Task Checklist shall be forwarded by the FTO Coordinator to the Operations Coordinator for review and placement into the probationary officer's personnel file.

An example of the Critical Task Checklist and the Affirmation of Training is located in the Appendix.

Pre-FTO Orientation Checklist

EQUIPMENT & MANUAL LIST

This equipment & manual list contains the basic equipment required to perform as a patrol officer. The list will also be used to collect the equipment & manuals upon the officer's departure from employment with the Appleton Police Department.

Equipment List			
Item	Location Stored	Date Given to Officer	Date Returned by Officer
<input type="checkbox"/> American Body Armor Vest	Schedule Fitting		
<input type="checkbox"/> Ammunition	UT Instructor		
<input type="checkbox"/> Badge (Breast shield)	Records Supervisor		
<input type="checkbox"/> Cellular Phone (list # here)	CellCom		
<input type="checkbox"/> City ID Card (w/APD patch) – (2)	City Clerk		
<input type="checkbox"/> City Ramp Card	Records Supervisor		
<input type="checkbox"/> First Responder Equipment	CSO Storage Area		
<input type="checkbox"/> FTO Manuals (Manual & Forms)	Support Services		
<input type="checkbox"/> Hat Shield	Records Supervisor		
<input type="checkbox"/> HepaMask & <input type="checkbox"/> Fitting			
<input type="checkbox"/> Keys: - Traffic Control Box	Records Supervisor		
<input type="checkbox"/> - Medco 2 AA	Records Supervisor		
<input type="checkbox"/> - FOB	Records Supervisor		
<input type="checkbox"/> Locker assignment	Records Supervisor		
<input type="checkbox"/> MVC charger	Operations		

Item	Location Stored	Date Given to Officer	Date Returned by Officer
<input type="checkbox"/> MVC holster	Operations		
<input type="checkbox"/> MVC microphone	Operations		
<input type="checkbox"/> MVC microphone cord	Operations		
<input type="checkbox"/> OC Spray	UT Instructor		
<input type="checkbox"/> PBT	Operations		
<input type="checkbox"/> Policy Manuals (1 Set – Admin & Ops)	Support Services		
<input type="checkbox"/> Radio (portable)	Support Services		
<input type="checkbox"/> - Charger	Support Services		
<input type="checkbox"/> - Batteries	Support Services		
<input type="checkbox"/> - Clip/Holder	Support Services		
<input type="checkbox"/> Riot Helmet	Support Services		
<input type="checkbox"/> Ripp Hobble Restraint	Support Services		
<input type="checkbox"/> Digital Recorder	Records Supervisor		
<input type="checkbox"/> - Car Adapter	Records Supervisor		
<input type="checkbox"/> Taser Clip & <input type="checkbox"/> Holster	Lt.. Peters		
<input type="checkbox"/> Traffic Vest	Support Services		
<input type="checkbox"/> Vehicle Tag	Briefing Room		
<input type="checkbox"/> WMD Response Bag	Support Services		

Miscellaneous Forms, Manuals & Schedules			
Item	Location Stored	Date Given to Officer	Date Returned by Officer
<input type="checkbox"/> Bloodborne Pathogens folder	Support Services		
<input type="checkbox"/> Citizen Contacts	Wilbur Room		
<input type="checkbox"/> City Map	Support Services		
<input type="checkbox"/> City Ordinance Bond Schedule	Justice Sys. Specialist		
<input type="checkbox"/> City Phone Directory	Support Services		
<input type="checkbox"/> City Summons	Records		
<input type="checkbox"/> Court Dates & Warrant procedures	Records		
<input type="checkbox"/> Emergency Response Guidebook (HazMat)	Emergency Gov't (x-5148)		
<input type="checkbox"/> Hmong translation flipchart & CD, "The First Five Minutes"	Support Services		
<input type="checkbox"/> MV4000 Manual (Blue)	Support Services		
<input type="checkbox"/> Orientation Schedule & Checklist	Support Services		
<input type="checkbox"/> Parking Tickets	Wilbur Room		
<input type="checkbox"/> Revised Uniform State Traffic Deposit Schedule	Records		
<input type="checkbox"/> Traffic Bond Schedule	Justice Sys. Specialist		
<input type="checkbox"/> Wisconsin Criminal Statutes Book	Support Services / DOJ		
<input type="checkbox"/> Wisconsin Law Enforcement Officer's Manual (Green) – 2003 Edition	Support Services / DOT		
<input type="checkbox"/> Wisconsin Motor Vehicle Laws Book	Support Services/ FVTC		
<input type="checkbox"/> WPPA Application	APPA Secretary		
<input type="checkbox"/> Uniform Traffic Citations	Records		
<input type="checkbox"/> APBA Application	APBA President		

Unified Tactical Orientation Training			
Topic	Certified Instructor	Initials	Date
Defense And Arrest Tactics / Taser / OC	DAAT		
Firearms (Handgun, shotgun, AR-15)	Firearms		
Less Lethal	Less Lethal		
Juvenile Procedures			
Topic	Responsibility	Initials	Date
Police School Liaison Overview	PSL Coord. or designated PSL		
1. Jurisdiction of Children			
2. Taking Children into Custody			
a. CHIPS			
b. Crimes			
c. Chapter 51 and 55			
3. Release of Children from Custody			
a. CHIPS			
b. Crimes			
4. Disposition of Juveniles			
a. Informal			
b. Warning			
c. Citation/Summons			
d. Referral			
5. Juvenile Records			
6. Relevant Statutes			
a. Chapter 48			
48.981(2)			
48.981(3)			
b. Chapter 938			
c. Chapter 948			
7. Police School Liaison Program			
a. Schools and officers			
b. Duties			
c. In-school contacts			
d. Records/files			

Unit Overviews			
Topic	Responsibility	Initials	Date
Welcome & Department Mission	Chief of Police		
Ethics Discussion & Operations	Operations DC		
Accreditation Discussion & Support Services	Support Services DC		
Investigative Services Unit (ISU)	ISU Lt.		
Union Contract	Union President		
Communications & Comm. Center	PCT Supervisor		
Records	Records Supervisor		
ID Unit	Evidence Officer		
FTO Program	FTO Coordinator		
Mentoring Program	Mentoring Coordinator		
Payroll & Overtime Procedures	Fiscal Resources Mgr.		
Computer usernames & passwords, general forms, voice-mail activation	Support Services		
Communication Center		Trained By	Initials
1. Console			
2. Phones			
3. Prioritization			
4. Teletype			
5. Information Sources			
6. In-House			
7. Ambulance			
8. Fire Department			
9. Radio/Phone Training Capability			
10. Warrants			
11. Sally Port (Jail)			
12. Safety Monitoring Systems			
Court Procedures		Trained By	Initials
1. Police Justice System Coordinator			
2. Court House Familiarization			
a. Court Rooms			
b. Court Commissioner			
c. Clerk's Office			
d. Sheriff's Department			
e. District Attorney's Office			
f. Law Library			

Crime Analysis Section	Trained By	Initials	Date
1. Tip Line			
2. False Alarm			
3. Crime Analysis Reports			
4. Crime Analysis Searches			
ID Section	Trained By	Initials	Date
1. Evidence Procedures			
a. Evidence Handling			
(1) Chain of Custody			
(2) State Crime Lab			
(3) Evidence Storage			
b. Forms			
c. Record Keeping			
d. Evidence Retrieval			
2. Fingerprints			
a. Fingerprinting			
b. Latent Fingerprints			
3. Vehicle Inventory			
4. Other Procedures			
a. Ultra Violet Detection			
b. Number Restoration			
c. Trace and Metal Restoration			
d. Gunshot Residue			
e. Bite Marks			
f. Fingernail Scraping			
g. Postmortem Fingerprinting			
5. Evidence Technicians			
a. Photographic Assistance			
b. Evidence Collection			
c. Evidence Kits			
Investigative Services Unit	Trained By	Initials	Date
1. Stolen Jewelry Reports			
2. Death Investigation Formats			
3. Entering Articles in NCIC/CIB			
4. Retail and Rental Property Thefts			
5. Frauds, Forgeries and Embezzlements			
6. VARDA, Surveillance Equipment			
7. One Party Consent Calls			
8. Sex Offender Registration			
9. Computer Crimes Investigation			
10. Polygraph			
11. Intelligence and Informant Cases			
Juvenile Procedures, After	Trained By	Initials	Date
1. Review			
a. Jurisdiction of children			

b. Taking children into custody			
c. Release of children from custody			
d. Disposition of Juveniles			
e. Juvenile Records			
f. Relevant Statutes			
g. Police School Liaison Program			
2. Juvenile Contacts			
a. Municipal Violations			
b. Traffic Violations			
c. Alcohol Violations			
d. Tobacco Violations			
e. Crimes			
f. CHIPS			
g. JIPS			
h. Chapter 51 and 55			
3. Other Juvenile Contacts			
a. Interviews and interrogations			
b. Bicycle violations			
c. Warning and release			
d. Sexual assault			
e. Child abuse/neglect			
f. Truancy			
4. Misc.			
a. Parental contact			
b. Role of: Social Services			
Juvenile Intake			
Youth and Family Services Social Workers			
Child Protection Intake			
On-going case worker (child protection)			
c. Supervision of Juveniles			
Deferred prosecution/Informal Supervision (Intake worker)			
Formal Supervision (Social Worker)			
Electronic Monitoring			
Shelter Care			
Secure Detention			

Probationary Officer's Checklist

PHASE I (Weeks 1–3)			
Police OPNS and Personal Equipment	Trained By	Initials/ Date	Comments
1. Shift Schedules			
2. Days off (OTO, Sick leave, etc.)			
3. Overtime/Court time			
4. Holiday/Vacation Schedule			
5. Shift Orientation			
a. Duty assignment			
b. Alert items			
c. Vehicle check-out			
6. Personal Equipment			
a. Firearm			
b. Duty Belt			
c. Handcuffs			
d. Uniform			
e. Parking Tickets			
f. Citizen Contacts			
g. MV 4000 Accident Reports			
h. City Summons			
Vehicle Inspection Form	Trained By/Date	Performed/ Date	Comments
1. Exterior			
2. Trunk			
3. Fuel			
4. Electrical system			
5. Under seats for contraband			
6. Emergency systems			
7. Engine			
Emergency Equipment Operation	Trained By/Date	Performed/ Date	Comments
1. Radio			
a. Switches, squelch, frequency			
b. Microphones – voice tone, uses			
2. Sirens			
a. Outside speaker/public address			
b. Different modes			

Radio Procedures	Trained By/Date	Performed/ Date	Comments
1. Receipt of transmissions			
a. Hear, log, acknowledge			
(1) Your radio calls			
(2) Other unit's radio traffic			
2. Transmitting			
a. Positioning of microphone			
b. Frequency selection			
(1) Channel 1			
(2) Channel 2			
(3) Other frequencies			
3. Radio Protocol			
a. Arrival/clearance			
b. Restricted traffic			
4. Inquiries			
a. CIB and NCIC wanted checks			
b. DMV requests (27's, 29's)			
c. Checking on local records			
5. Calling for HELP/ASSISTANCE			
6. MDCs			
a. MDC Policy			
b. When to use vs. radio			
c. Capabilities			
7. MVC			
a. MVC Policy			
b. Digital capabilities			
Daily Forms	Trained By/Date	Performed/ Date	Comments
1. Form familiarization			
2. Location			
3. Routing			
Completion of Commonly Used Forms	Trained By/Date	Performed/ Date	Comments
1. Traffic citation/municipal summons			
a. All applicable sections			
b. Court dates/instructions			
c. Narrative on back of citation			
(1) Elements of offense			
(2) Clear and concise			
d. Officer signature			
e. Distribution of copies			
2. Offense reports			
a. All applicable sections			

b. Proper narrative format			
c. Dictation skills			
d. Establish elements of offense			
3. Citizen contacts			
a. All applicable sections			
b. Various uses			
4. Parking tickets			
5. Shift alerts			
6. Confinement notices			
Routine Calls for Service	Trained By	Performed/ Date	Comments
1. Taking down dispatch information			
2. Use of city maps/street signs			
3. GPS unit			
4. Driving – non-emergency			
5. Signify arrival			
6. Perform information gathering			
7. Actions appropriately reflect APD Mission			
8. Initiate appropriate action			
9. Clear from call			
Citizen Contacts			
1. Approach, stance, and control			
2. Awareness of surroundings/available cover			
3. Use of frisk			
4. Actions appropriately reflect APD Mission and Values			
Elementary Information Gathering			
1. Basic identifying information			
a. Full name (correct spelling)			
b. Date of birth			
c. Correct address			
d. Correct telephone number			
2. Elements of the offense			
3. Who, What, When, Where, Why, How			
4. Vehicle information			
5. Project positive image			
Driving			
1. Non-emergency driving			
a. Due regard for traffic laws			
b. Courtesy to other drivers			

Emergency Vehicle Operations

Date Issued: **January 25, 2010**

Applicable State Statutes: [346.03](#), [346.04](#)

Applicable APD Policies: [Emergency Vehicle Operations](#), [Special Purpose Vehicles](#)

Definitions: EVOC, Emergency Vehicle Operation. Operation of an authorized emergency vehicle, with visual and audible signals in operation, and the same without the signals in operation when permitted.

I. Emergency Calls

- A. Rescue run
 - 1. Code 2 vs.
 - 2. Code 3
- B. Traffic crashes
 - 1. Injury
 - 2. Non-injury
 - 3. Parking lot crash
- C. Calls for service
 - 1. Code 4
 - 2. Code 3
 - 3. Code 2
 - 4. Code 1

II. Compile Reports

- A. Offense reports
- B. MV4000
- C. Internal reports/memos

Action	Date	FTO Initials
Discussed/Trained	_____	_____
Demonstrated	_____	_____
Probationary Officer Performed	_____	_____

I certify that I have been trained in the above material. My FTO has demonstrated the material, and I understand and have demonstrated understanding of the required tasks by the following means:

(Circle One) Verbal Test Scenario

Incident No. _____

P.O. Signature _____ FTO _____

First Responder Duties and Equipment

Date Issued: **January 25, 2010**

Applicable State Statutes: [\(940.291\) Law Enforcement Officer; Failure to Render Aid](#)
[\(940.34\) Duty to Aid Victim or Report Crime](#)

Applicable APD Policies: [Death Investigation Procedures](#)
[Protective Placements/Detentions](#)
[Emergency Medical Services](#)
[Sensitive Crimes Investigations](#)
[Victim Crisis Response Program](#)

Definitions (See Policy Definitions):

- [AED: Automatic External Defibrillator](#)
- [BCLS: Basic Cardiac Life Support](#)
- EMT: Emergency Medical Technician
- F.R. Kits: First Responder Kits (Basic first aid kits not to be confused with the large F. R. Bags that are carried with the AED)
- [Triage](#): Assessing victim needs. Generally, those most critical receive aid first.

I. First Responder Kits and Large First Responder Bag

A. First responder kits (small)

1. First responder kits will be assigned to new officers during orientation. These kits contain basic first aid items only. It is the officers responsibility to insure that the contents of the kit are restocked, if used. Restocking should be done at the scene, at the time of the incident. The officer should tell Gold Cross Ambulance what items they used, and the ambulance personnel will replace any items used from their stock. The victim will be billed by Gold Cross Ambulance for the items used.
2. Review contents of small kit.

B. Large first responder bags and AED

1. Officers who have been trained as first responders and have received training in the use of the AED shall carry the equipment on patrol. The restocking of items from these bags is the responsibility of the officer carrying the bag at the time of use. Restock items from Gold Cross Ambulance, as above.
2. Review contents of large F.F. bag

- C. Automatic external defibrillator
 - 1. Review machine and set-up/use protocol.
 - 2. Review protocol on how/where to download, after use. Download is necessary if you have placed patches on a victim AND have pushed the analyzed button. (See laminated plastic card in inside pocket of AED.)

II. Response Protocols

- A. Gain information from dispatch
 - 1. Information received from the RP
 - 2. Previous calls for service/related issues?
 - 3. Any officer safety issues?
 - 4. Response code? Monitor Channel 4 on radio. If Fire Department, Gold Cross Ambulance, or another officer arrives before you, downgrade to a slower response code for safety.
- B. Park squad car so as not to block responding ambulance
 - 1. Use caution when approaching scene
 - 2. Assess scene
 - 3. Insure officer and scene safety
 - 4. One thing to consider is if the rescue run turns into (or is known to be) something more serious, such as a domestic incident, the officer should have the Fire Department and Gold Cross Ambulance wait at a safe distance until the scene/situation is safe for them to come in.
- C. Multiple victims
 - 1. If multiple victims, call for back up and have dispatch notify Gold Cross Ambulance if there are more than two victims that may need transport (your best guess)
 - 2. Triage. Victims having CPR needs and/or needing cervical immobilization, major bleeds, etc. should be attended to first (most severely injured first)
- D. Victim assessment
 - 1. ABC's: Airway, Breathing, and Circulation (always first)
 - 2. Is there a need for C-Spine immobilization? Frequently needed in any head injury situation such as car accidents, fall, etc. Determine this prior to moving any victim. Remember that once you start holding a victim's head still to immobilize the C-Spine, you must do so until an EMT takes over doing this or until the immobilization collar has been placed on the victim.
 - 3. If not breathing, no pulse, get AED hooked up to victim as soon as possible and follow AED commands
 - 4. Provide first aid as necessary
 - 5. Look ahead! Should you be doing CPR? Getting witness info? Etc.

- E. Arrival of ambulance
 - 1. For medical purposes when the ambulance arrives, the EMTs are in charge of the medical coordination of the scene
 - 2. If there is a crime scene, the officer is in charge. The EMTs must still be allowed to provide care to victims. Notify a supervisor to come to the scene.
- F. Considerations
 - 1. For traffic accidents with injuries, the Fire Department and ambulance can attend to the victims, allowing the officers to process the scene
 - 2. For rescue runs that do not involve an issue requiring police attention/intervention (72-hour holds, commission of a misdemeanor or crime, etc) the officer should go to the scene and check with the Fire Department and Gold Cross Ambulance to be sure they have no need of the officer's assistance, then clear the call as soon as is feasible

Action	Date	FTO Initials
Discussed/Trained	_____	_____
Demonstrated	_____	_____
Probationary Officer Performed	_____	_____

I certify that I have been trained in the above material. My FTO has demonstrated the material, and I understand and have demonstrated understanding of the required tasks by the following means:

(Circle One) Verbal Test Scenario

Incident No. _____

P.O. Signature _____ FTO _____

Mechanics of Custodial Arrests

Date Issued: **January 25, 2010**

Applicable State Statutes: [968.07\(1\)](#)

Applicable APD Policies: [Arrest Procedures](#)
[Use of Deadly and Non-Deadly Force](#)
[Search and Seizure Guidelines](#)

Definitions: Arrest is the act of depriving a person of their liberty by legal authority for a civil or criminal law violation.

Custodial Arrest is the act of depriving a person of their liberty by legal authority for the purpose of holding or detaining them to answer a criminal charge or civil forfeiture action.

I. [Approach Considerations](#)

II. [Intervention Options](#)

III. Follow-Through Procedures

- A. Stabilize subject
 1. Verbalize intent to arrest, i.e. "You are under arrest!"
 2. Subject is cooperative and is in a position where you can handcuff them
- B. Handcuff subject
 1. Cooperative subject tactical handcuffing
 2. Standing compliance handcuffing
 3. Multiple officer or single officer ground cuffing
- C. Monitor/debrief subject
 1. Maintain proper level of mental readiness and control
 2. Perform initial medical assessment, if necessary
 3. Provide treatment to the level of training, and if necessary, activate EMS
- D. Search subject
 1. Search should always be safe, systematic, and thorough
 2. Intent of proper search is location of contraband and/or weapons
- E. Escort subject
 1. Ensure his/her safety, prevent escape, and to prevent injury to anyone
 2. ALWAYS MAINTAIN PHYSICAL CONTROL OF SUBJECT
- F. Transport subject
 1. Placement of subject in and out of a transport vehicle
 2. Safe transportation to a secure facility
 3. Seatbelts should be used
 4. Continue to monitor

- G. Turnover/unhandcuffing
 - 1. Proper removal of handcuffs
 - 2. Release of subject to jail facility or next authority
- H. Booking procedures
 - 1. Fingerprints
 - a. An offense which is a felony
 - b. An offense which is a misdemeanor or ordinance violation (see policy for specific offenses)
 - 2. Photographs
 - a. Criteria same as that for fingerprinting
 - b. Juvenile runaways
 - c. Persons suspected of being associated with a gang
 - d. Show new officer how to use CompuCapture system
 - e. Completion of applicable reports
 - 3. Notice of Confinement
 - 4. Probable Cause Statement
 - a. Necessary if arrestee is not able to appear in court within 48 hours due to weekend, holiday, etc.
 - 5. Offense Reports
 - a. Parts 2-8 including Part 3 Alpha for arrestee and any other parts applicable to the arrest
 - 6. Tape Narrative
 - a. Demonstrate computer upload from digital recording device

Action	Date	FTO Initials
Discussed/Trained	_____	_____
Demonstrated	_____	_____
Probationary Officer Performed	_____	_____

I certify that I have been trained in the above material. My FTO has demonstrated the material, and I understand and have demonstrated understanding of the required tasks by the following means:

(Circle One) Verbal Test Scenario

Incident No. _____

P.O. Signature _____ FTO _____

Traffic Stops

Date Issued: **January 25, 2010**

Applicable State Statutes: [346.01](#)

Applicable APD Policies: [Traffic Enforcement](#)

Outside Resources: [WILENET](#),

- I. Routine Vehicle Stops
 - A. Radio
 - 1. License
 - 2. Location
 - B. Choice of location
 - C. Mechanics of stop
 - 1. Use of emergency equipment
 - 2. Observation of vehicle occupants
 - 3. Checks for physical evidence
 - 4. Hazard to other traffic?
 - D. Officer's approach to vehicle
 - 1. Use of equipment
 - 2. Pausing and observing
 - 3. Position of officer to vehicle
 - E. Safety during return to patrol
 - F. Locating violators
 - 1. Frequent violation locations
 - 2. Controlled intersections
 - 3. High traffic areas
 - G. Enforcement options
 - 1. Verbal warning
 - 2. Written warning
 - 3. Citation
 - 4. Custodial arrest
 - H. State v. municipal violations
 - I. Abandoned/hazardous vehicles
 - J. Frequent violations

Action	Date	FTO Initials
Discussed/Trained	_____	_____
Demonstrated	_____	_____
Probationary Officer Performed	_____	_____

I certify that I have been trained in the above material. My FTO has demonstrated the material, and I understand and have demonstrated understanding of the required tasks by the following means:

(Circle One) Verbal Test Scenario

Incident No. _____

P.O. Signature _____ FTO _____

Bicycle Enforcement/Bicycles

Date Issued: **January 25, 2010**

Applicable State Statutes: [346.31\(1\)\(2\)\(3\)\(4\)](#), 346.32, 346.33(1)(2), 346.34(1)(2), 346.35, 346.37, 346.39(1)(2), 346.44(1)(2), 346.46, 346.46(3), 346.57, 346.59, 346.595(6), 346.77, 346.78, 346.79(1)(2)(3)(4)(5), 346.80(2)(3)(4)(5), 346.803, 346.804, 347.489(1)(2)

Applicable City Ordinances: [19-182](#), [19-183](#), [19-184](#), [19-185](#), [19-186](#), [19-187](#), [19-188](#), [19-189](#), [19-190](#), [19-191](#), [19-192](#), [19-193](#), [19-194](#), [19-195](#), [19-196](#), [19-197](#), [19-198](#), [19-199](#), [19-200](#), [19-201](#), [19-202](#)

Applicable APD Policies: [Traffic Enforcement](#)

- I. Targeted Violations--These violations account for the majority of the car/bike accidents. Concentrating on them will prevent many injuries and save lives.
 - A. Targeted violations for bicyclists
 - 1. No headlight at night
 - 2. Wrong way riding
 - 3. Disobey traffic control device or sign
 - 4. Failing to yield right of way (i.e. driveways, alleys)
 - 5. Improper left turn (turn from wrong lane)
 - 6. Riding single file (2 or more abreast)
 - 7. Riding double
 - 8. Equipment violations (defective brakes)
 - B. Targeted violations for motorists
 - 1. Failing to yield right of way (i.e. driveways, alleys)
 - 2. Improper passing
- I. Stolen/recovered bicycles
 - A. Location of I.D. numbers
 - B. Return to owner/book into evidence
 - C. Complete follow-up report for recovered stolen bicycle
 - D. Complete found property report for found bicycle

Action	Date	FTO Initials
Discussed/Trained	_____	_____
Demonstrated	_____	_____
Probationary Officer Performed	_____	_____

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(Circle One) Verbal Test Scenario

Incident No. _____

P.O. Signature _____ FTO _____

Victim Rights

Date Issued: **January 25, 2010**

Applicable State Statutes: [950.02](#), [950.04](#)

Definitions: Crime: An act committed in Wisconsin, which, if committed by a competent adult, would constitute a crime, as defined in s. 939.12. [Includes juvenile offenses, acts committed by persons deemed incompetent, etc.] [s. 950.02(1m)]

Victim: [s 950.02(4)] means any of the following:

- a. Person against whom the crime was committed [person means natural persons as well as businesses and governments]
- b. If victim is a child, then a parent, guardian or legal guardian of the child
- c. If victim is physically or emotionally unable to exercise rights, then a person designated by the victim or a family member
- d. If victim is deceased, then any of the following:
 - 1) A family member
 - 2) A person who resided with the victim
 - 3) If victim is incompetent, then guardian

* “Victim” does **not** include the person charged with or alleged to have committed the crime

- I. A law enforcement agency investigating a misdemeanor or felony crime is required to provide the victim with the following information, in writing, within 24 hours of the initial contact with the victim:
 - A. Crime victim compensation information (required under current law)

The addresses and telephone numbers of:

1. The district attorney’s office that is responsible for prosecuting the case
 2. The law enforcement agency responsible for investigating the crime
 3. The law enforcement agency responsible for maintaining custody of the defendant
 4. Local victim assistance agencies, including medical services
- B. Suggested procedures to follow if the victim is subjected to threats for intimidation

Review the APD Victim Rights Form for Outagamie, Calumet, and Winnebago Counties. Review VINE program and pamphlet.

II. Identification of the Primary Needs of Crime Victims

- A. Safety (actual as well as perceived)
- B. Ventilation—opportunity to express feelings and tell their story
- C. Validation of their experience
- D. Information about rights, referrals, and the criminal justice process

III. Meeting the Basic Needs of Crime Victims

- A. Needs assessment completed by investigating officer
 - 1. Evaluate the immediate needs of the victim (potential threats)
 - 2. Stabilize the environment and the victim
 - 3. Application of crisis intervention techniques
 - 4. Listen, listen, and listen...(allow victims to ventilate)
 - 5. Conflict resolution and problem solving
 - 6. Information/evidence gathering phase
 - 7. Assessment and communication of solvability factors
 - 8. What can I do to help you
 - 9. Arrange for shelter or emergency services
 - 10. Referral to community or county resources
 - 11. Help the victim establish a safety and support network
 - 12. Consider VCR program

IV. Physical and Psychological Reactions

- A. Signs and symptoms of high anxiety and emotional shock
- B. Feelings of fear, anger, confusion, loss of control, shock, and denial
- C. Reactions ranging from hysteria and tears to the inability to respond, withdrawn, or calm acceptance
- D. Self-blame and/or blaming officers (including officers)
- E. Post-traumatic stress disorder

V. Verbal and Non-Verbal Techniques for Defusing a Crisis

- A. Techniques and tactics
- B. Acknowledge victim's ordeal
- C. Be a great listener
- D. Pose simple choices to help the victim regain some sense of control
- E. Explain all relevant options
- F. Maintain good eye contact and body posture
- G. Establish a safety network

VI. Guiding Principles and Qualities for Assisting Victims

- A. Don't blame the victim
- B. Explain why you need to ask questions and gather information
- C. Make the interview environment as comfortable as possible
- D. Privacy is paramount
- E. Allow the victim some control over the pace of the interview
- F. Follow-up

VII. Crisis Intervention/Communication Skills

- A. Are you okay?
- B. It wasn't your fault
- C. I believe you
- D. You are safe now
- E. You have survived
- F. There is nothing I can say or do to change what has happened

Action	Date	FTO Initials
Discussed/Trained	_____	_____
Demonstrated	_____	_____
Probationary Officer Performed	_____	_____

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(Circle One) Verbal Test Scenario

Incident No. _____

P.O. Signature _____ FTO _____

Window of Opportunity

This diagram depicts the “window of opportunity” that victim’s of crime often view during the first 24 hours following a crime. A positive intervention by a law enforcement officer can greatly enhance a victim’s ability to cope with the impact.



Window of Opportunity

This is the “window of opportunity” that victim’s of crime should view after a successful law enforcement intervention.

Police	Victim Advocates
Safety Plan	Community Support

Crime in Progress

Date Issued: **January 25, 2010**

Applicable APD Policies: [Emergency Vehicle Operation](#)

I. Dispatched

- A. Get as much information as possible
 - 1. What type of crime
 - 2. Number of people involved, still inside?
 - 3. Weapons displayed?
- B. Request multiple back up units
 - 1. Give location you are responding from
 - 2. Direct other units responding to location to form a perimeter
- C. Enroute to scene
 - 1. Be aware of persons, vehicles leaving area
 - 2. Mentally prepare a plan of action
 - 3. Take side streets when getting close, if feasible
 - 4. Activate MVC equipment to capture vehicles leaving the area
 - 5. Turn emergency equipment off before arriving in area

II. Arrival

- A. Request restriction on Channel 1
- B. Park away from location, never in front, but within view
- C. Observe scene and pass on information to responding units
- D. Be aware of ambush
 - 1. Utilize cover and concealment
 - 2. Prepare escape route
- E. Quiet: car doors, radio, keys, etc.

III. Contact

- A. Let suspects exit to avoid hostage situation
- B. Confront suspects from cover
- C. Avoid letting suspects go back inside
- D. Avoid allowing suspects from going mobile
- E. Take suspects into custody

IV. Reports

- A. Separate witnesses and get written statements
- B. If suspects have fled the scene, get description and have Communication Center broadcast and put out ECAR message
- C. Have ID process scene
- D. Prepare offense report with taped narrative

Action	Date	FTO Initials
Discussed/Trained	_____	_____
Demonstrated	_____	_____
Probationary Officer Performed	_____	_____

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Phase II
Probationary Officer's Checklist
(Weeks 4-7)

Responding to a Crime Scene

Date Issued: **January 25, 2010**

Applicable APD Policies: [Major Case Investigations](#)
[Collection and Preservation of Evidence](#)
[Arrest Procedures](#)
[Emergency Medical Services](#)

- I. Initial Response/Receipt of Information
 - A. Note dispatch information (i.e. address/location, time, date, type of call, parties involved, etc.)
 - B. Be aware of any persons or vehicles leaving the crime scene
 - C. Activate MVC to record persons or vehicles leaving the area
 - D. Approach the scene cautiously, scan the entire area to thoroughly assess the scene, and note any possible secondary crime scenes. Be aware of any persons and vehicles in the vicinity that may be related to the crime.
 - E. Make initial observations (look, listen, smell...) to assess the scene and ensure officer safety before proceeding
 - F. Remain alert and attentive—assume the crime is ongoing until determined to be otherwise
 - G. Treat the location as a crime scene until assessed and determined to be otherwise
- II. Safety Procedures
 - A. Ensure that there is no immediate threat to other responders—scan area for sights, sounds, and smells that may present danger to personnel (i.e. hazardous materials such as gasoline, natural gas, etc.). If the situation involves a clandestine drug laboratory, biological weapons, or radiological or chemical threats the appropriate personnel/agency should be contacted prior to entering the scene.
 - B. Approach the scene in a manner designed to reduce risk of harm to officer(s) while maximizing the safety of victims, witnesses, and others in the area
 - C. Survey the scene for dangerous persons and control the situation
 - D. Notify a supervisor and call for additional unit(s)

III. Emergency Care

- A. Assess the victim(s) for signs of life and medical needs and provide immediate medical attention
- B. Call for Gold Cross Ambulance and Fire Department First Responders
- C. Guide medical personnel to the victim to minimize contamination/alteration of the crime scene
- D. Point out potential physical evidence to medical and fire department personnel, instruct them to minimize contact with such evidence (i.e. ensure that medical personnel preserve all clothing and personal effects without cutting through bullet holes, knife tears, etc.), and document movement of persons or items by medical personnel
- E. Instruct medical personnel not to “clean up” the scene and to avoid removal or alteration of items originating from the scene. If medical personnel arrive first, obtain the names of all personnel, and the name of the medical facility where the victim is being taken.
- F. If there is a chance the victim may die, attempt to obtain “dying declaration”
- G. Document any statements/comments made by victims, suspects, or witnesses at the scene
- H. If the victim or suspect is transported to a hospital, send an officer with the victim or suspect to document any comments made and to preserve evidence. If no officers are available to accompany the victim/suspect, stay at the scene and request medical personnel to preserve evidence and document any comments made by the victim or suspect.

IV. Secure and Control Persons at the Scene

- A. Control all individuals at the scene—prevent individuals from altering/destroying physical evidence by restricting movement, location, and activity while ensuring and maintaining safety at the scene
- B. Identify all individuals at the scene, such as
 - 1. Suspects: secure and separate
 - 2. Witnesses: secure and separate
 - 3. Bystanders: Determine whether witness, if so, treat as above; if not, remove from the scene
 - 4. Victims/family/friends: control while showing compassion
 - 5. Medical and other assisting personnel
- C. Exclude unauthorized and nonessential personnel from the scene (i.e. officers not assisting with the case, politicians, media, etc.)

V. Boundaries: Identify, Establish, Protect, and Secure

- A. Establish boundaries of the scene(s), starting at the focal point and extending outward to include:
 - 1. Where the crime was committed
 - 2. Potential points and paths of exit and entry of suspects and witnesses
 - 3. Places where the victims/evidence may have been moved (be aware of trace and impression evidence while assessing the scene)
- B. Set up physical barriers (i.e. ropes, cones, crime scene barrier tape, available vehicles, personnel, and other equipment) or use existing boundaries (i.e. doors, walls, and gates)

- C. Document the entry/exit of all people entering and leaving the scene once boundaries have been established
- D. Control the flow of personnel and animals entering and leaving the scene to maintain integrity of the scene
- E. Effect measures to preserve/protect evidence that may be lost or compromised (i.e. protect from the elements[rain, snow, wind] and from footsteps, tire tracks, sprinklers)
- F. Document the original location of the victim or objects that you observe being moved
- G. Consider search and seizure issues to determine the necessity of obtaining consent to search and/or obtaining a search warrant
- VI. Turn Over Control of the Scene and Brief Investigator(s) in Charge
 - A. The initial responding officer(s) should:
 1. Brief the investigator(s) taking charge
 2. Assist in controlling the scene
 3. Turn over responsibility for the documentation of entry/exit
 4. Remain at the scene until relieved of duty
- VII. Document Actions and Observations
 - A. Observations of the crime scene, including the location of persons and items within the crime scene and the appearance and condition of the scene upon arrival
 - B. Conditions upon arrival (i.e. lights on/off, shades up/down or open/closed, doors and windows open/closed, smells, ice, liquids, movable furniture, weather, temperature, and personal items)
 - C. Personal information from witnesses, victims, suspects, and any statements or comments made
 - D. Own actions and actions of others

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Discussed/Trained	_____	_____
Demonstrated	_____	_____
Probationary Officer Performed	_____	_____

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High Risk Vehicle Contacts

Date Issued: **January 25, 2010**

Definition: Any vehicle contact posing a high potential for bodily harm to officers, citizens, and/or suspects.

- I. Threat Assessment Factors Supporting High Risk Techniques
 - A. Nature of offense or call for service
 1. Violent or potentially violent offense
 2. Offenses involving serious injury/death, robbery, weapon use
 - B. Warrants for violent offenses/drug offenses
 - C. Pursuits/stolen vehicles
 - D. Special circumstances
 1. Potential for violent resistance by subject(s)
 2. Known or suspected presence of weapon(s)
 - E. Any person, lawfully stopped, who poses great danger to officers, citizens, or suspects
- II. Pre-Contact Considerations
 - A. Provide Communications Center with pertinent information
 - B. Request necessary back-up
- III. Initiating the Contact
 - A. Vehicle positioning
 1. Primary vehicle
 - a. Approximately 50 feet from suspect vehicle
 - b. In-line to enable view of both sides of vehicle
 - c. Illuminate suspect vehicle with all available lights
 - d. Unlock doors and roll down windows on squad
 2. First back-up patrol vehicle
 - a. Assume position on left side of primary vehicle
 - b. Angle vehicle toward suspect's driver door
 - c. Allow approximately 8 feet between squads
 - d. Illuminate suspect vehicle with all available lights
 - e. Unlock doors and roll down windows on squad
 3. Additional patrol vehicles
 - a. Do not prevent retreat option by parking directly behind first two vehicles
 - b. Park additional vehicles in a strategic manner

- B. Officer deployment and responsibilities
 - 1. Four primary roles must be achieved
 - a. Initiating/contact officer
 - 1) Delivers commands/directions to suspects via PA
 - 2) Directs assisting units in absence of supervisor
 - 3) Weapon coverage on suspects being removed
 - 4) Typically driver of primary squad
 - b. Arrest/control officer
 - 1) Typically positioned at passenger door of back-up patrol vehicle
 - 2) Position filled by one of first arriving back-ups
 - 3) Weapon coverage on suspects being removed
 - c. Left cover officer
 - 1) Typically driver of the first back-up patrol vehicle
 - 2) Provides weapons coverage on suspects and left side of suspect vehicle (preferably w/shotgun or carbine)
 - d. Right cover officer
 - 1) Typically positioned at passenger door of primary patrol vehicle
 - 2) Position filled by one of first arriving back-ups
 - 3) Provides weapons coverage on suspects and right side of suspect vehicle (preferably w/shotgun or carbine)

- C. Roles of additional back-up officers
 - 1. Forward observer
 - 2. Traffic control
 - 3. Prisoner security/control
 - 4. Additional suspect/vehicle weapons coverage

IV. Arrest Procedure

- A. Communicate your arrest commands to suspects (preferably via public address system)
 - 1. Identify yourself
 - 2. Control the suspects hands/movement
 - 3. Stabilize the vehicle
 - a. Engine off
 - b. Keys out of car
 - 4. Direct suspects from vehicle one at a time
 - 5. Walk suspects backwards in direction of arrest/control officer
- B. Handcuffing/searching
 - 1. Arrest/control officer positions and handcuffs suspects
 - 2. After cuffing, bring suspect behind cover for thorough search
 - 3. If sufficient resources are available, another officer can accept prisoner or replace arrest/control officer to allow stop to continue
 - 4. Do not continue with additional suspects until an officer is prepared to assume duties of arrest/control

V. Clear Vehicle/Conclusion of the Stop

- A. Verbally challenge hidden suspects in vehicle via PA
- B. Select officer(s) to approach and clear the vehicle
 - 1. Avoid crossfire during approach and do not cross in front of squads
 - 2. Continue issuing commands to cover sounds of approach/search
 - 3. If suspect encountered, withdraw, and command out of vehicle
- C. Once passenger compartment is cleared, officer should clear the trunk
 - 1. Consider issues of officer safety and 4th amendment in opening trunk
 - 2. If trunk is opened:
 - a. Two officers should be involved
 - b. Both officers work on same side of trunk
 - c. One officer kneels at back corner of car and reaches out with the key
 - d. Second officers stand near rear fender/tire with weapon aimed at trunk
 - e. Do not stand directly behind vehicle/trunk
- D. Announce an all-clear when concluded with the vehicle search

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Domestic Violence

- Date Issued: **January 25, 2010**
- Applicable State Statutes: [968.075](#), [813.12](#), [940.20\(1m\)](#), [813.128](#), [813.12](#)
- Applicable APD Policies: [Domestic Abuse Enforcement of Temporary Restraining Orders/Injunctions](#)
[Domestic Abuse – Investigations](#)
[Domestic Abuse – Obtaining or Exchanging Personal Property \(Officer’s Role When Assisting\)](#)
- Definitions: [Refer to Policy](#)

I. Initial Call Reception

- A. Upon receipt of a domestic related call, the Communications Center shall attempt to ascertain the following information:
1. The location of the dispute (i.e. house #, apt. #, house color, outside lights on, etc.)
 2. The extent of injuries to determine if an ambulance needs to be dispatched
 3. The number and names of the parties involved
 4. Weapon involvement or availability
 5. Whether any of the disputants are intoxicated
 6. Whether there are any children involved or present
 7. The relationship of the caller to the disputants
 8. The existence of court injunctions or temporary restraining orders
 9. Master name data, if available

II. Initial Officer Response

Caution should be exercised in approaching the location of a domestic dispute and in handling the incident itself. The first responding officer should wait until a back-up officer arrives at the scene before entering the site of the incident unless circumstances require immediate action. Consider [Crime in Progress](#) guidelines.

III. Other Resources

- [Violence against women on-line resources](#)
- [Battered Women Justice Project](#)
- [IACP Guidebook to Enforcing Orders of Protection](#)
- [Other DOJ links to response and investigation](#)
- [Best Practices](#)

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Demonstrated	_____	_____
Probationary Officer Performed	_____	_____

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Temporary Restraining Orders and Injunctions

Date Issued: **January 25, 2010**

Applicable State Statutes: [813.12](#), 813.122, 813.123, 813.125

Applicable APD Policies: [Domestic Abuse Enforcement of Temporary Restraining Orders/Injunctions](#)

Definitions: [Domestic Abuse Enforcement of Temporary Restraining Orders/Injunctions](#)

Action	Date	FTO Initials
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Disturbance Calls – Bar Complaints

Date Issued: **January 25, 2010**

Applicable State Statutes:

State Charges: [940.19 -- Battery](#)
[947.01 -- Disorderly Conduct](#)

City Charges: [10-13 – Battery](#)
[10-9 – Disorderly Conduct](#)
[10-9 – Disorderly Conduct w/Injury or Damage](#)

I. Dispatched

- [Crime in Progress](#)

II. Arrival

- A. Don't park in front of the establishment
- B. Wait for back-up to arrive before making contact
- C. Observe what is going on. Is one back-up enough?

III. Contact

- A. If entering the establishment, keep gun side away and covered
- B. Determine type of disturbance
- C. Gain control of the situation ([Use of Force](#))
- D. I.D. victim(s), offender(s), and witnesses
- E. Determine violation, if any
 1. State charge
 2. City charge
 3. No charge

IV. Reports

- A. If an establishment employee is NOT arrested
 1. State charge – offense report
 2. City charge – city summons
- B. If an establishment employee is arrested
 1. State charge – offense report
 2. City charge – city summons AND offense report
 3. Forward copy of offense report to Captain of I.S.U. and CRU Lieutenant

V. License Premise: Inspections

- A. All businesses that sell beer and/or liquor are required to have a current license and a bartender working
 - 1. Licenses to sell beer and/or liquor are issued by the city each year. The licenses are to be posted in plain view in the establishment
 - 2. All establishments are required to have a bartender either sell the beer and/or liquor, or visually supervise the sale
 - a. Bartender license MUST be from the City of Appleton (license is a photo I.D.)
 - b. Bartenders may also have a temporary license from the city (temporary license has no photo)
 - 3. The one exception to the bartender requirement is the person listed on the license issued by the city and the licensee's immediate family residing with him/her can sell without a bartender's license (must be 18 y.o.a.)
- B. Underage person on a licensed premise (tavern), but are NOT drinking beer or alcohol or attempting to procure either (loitering on licensed premise)
 - 1. Violation
 - a. Person loitering, city ord. #9-51
 - b. Door checker (or if no door checker, the bartender), city ord. #9-51
 - c. License holder (person listed on the license issued by the city)--this person is usually issued a written warning
- C. Underage person on premise (bar) drinking beer or alcohol
 - 1. Violation
 - a. Underage person, city ord. #9-51
 - b. Bartender, city ord. #9-51
 - c. License holder, written warning
- D. Underage person uses fake I.D. to get or attempt to get beer and or alcohol
 - 1. Violation
 - a. Underage person, city ord. #9-51
 - b. The establishment or employee is usually not issued a ticket or warning under these circumstances
- E. Underage person buys beer and/or alcohol at a tavern, convenience store, grocery store, liquor store, etc.
 - 1. Violation
 - a. Underage person, city ord. #9-51
 - b. Bartender, city ord. #9-51
 - c. License holder, written warning
- F. License establishments closing hours—all taverns have specific closing times
 - 1. Sunday – Thursday (Monday morning through Friday morning) – 2:00 a.m.
 - 2. Friday – Saturday (Saturday and Sunday morning) – 2:30 a.m.
 - 3. On New Year's Eve there is no closing time
 - 4. Violation
 - a. Bartender, open after hours, city ord. #9-52(9)
 - b. All patrons, failure to vacate premises, city ord. #9-52(9)
 - c. License holder, written warning

G. Other issues

1. Parent/child exception—an underage person can be on a licensed establishment if a parent accompanies them.
2. Spousal exception—an underage person can be on a licensed establishment if accompanied by their spouse who is of legal age
3. No smoking ban

Remember all violations that result in an arrest of an employee of a licensed establishment requires an offense report with a copy going to Captain of I.S.U. and CRU Lieutenant.

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Noise Violations – Disturbances

Date Issued: **January 25, 2010**

Applicable State Statutes: [947.01](#) – Disorderly Conduct
[346.94\(16\)](#) – Loud Car Stereo
[347.38 and 347.39](#) – Vehicle Noise/Exhaust

Applicable City Ordinances: [12-82 – Loud Noise](#)
[12-83 – Noise Level--Residence](#)
[12-84](#) – Noise Level--Vehicle

I. Enroute/Pre-Planned Response

- A. Prior contacts
- B. Resolution method: verbal warning, written warning, custodial arrest

II. Arrival at Scene

- A. Observation
 - 1. Covert position (away from front of location)
 - 2. Listen for audible violations, indicators
 - a. Number of participants (party, domestic)
 - b. Nature of disturbance (violence, loud stereo, fight, vehicle/equipment violation)
- B. Physical Approach
 - 1. Assess need for backup
 - 2. Available cover/concealment/escape routes
 - 3. Position of back-up (observe rear of residence/contact and cover)
- C. Contact with owner/renter/driver
 - 1. Establish standing (renter/driver/owner)
 - 2. Explain reason for visit
 - 3. Determine extent of problem (noise meter may be used to establish violation)
 - 4. Record check for warrants
 - 5. Determine relevant ordinance/applicable statute
 - 6. Determine effective problem resolution (based on prior warnings/contacts and current violation)
 - 7. Explain applicable statute/laws and explain enforcement action and future consequences

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Mental Detentions (72-Hour Mental Hold)

Alcohol Detentions

Date Issued: **January 25, 2010**

Applicable State Statutes: [Chapter 51](#)
[Chapter 55](#)

Applicable APD Policy: [Emergency Detentions \(Operational\)](#)
[Mental Health Interventions \(Operational\)](#)

Definitions:

Chronic Mental Illness: A mental illness which is severe in degree and persistent in duration, which causes a substantially diminished level of functioning in the primary aspects of daily living and an inability to cope with the ordinary demands of life which may lead to an inability to maintain stable adjustment and independent functioning without long term treatment and support and may be of lifelong duration.

Infirmities of Aging: Organic brain damage caused by advanced age or other physical degeneration in connection therewith to the extent that the person so afflicted is substantially impaired in his/her ability to adequately provide for his/her own care.

Drug Dependent: A person who uses one or more drugs to the extent that the person's health is substantially impaired or his/her social or economic functioning is substantially disrupted.

Incapacitated by Alcohol: A person who, as a result of the use of or withdrawal from alcohol, is unconscious or has his or her judgment otherwise so impaired that he/she is incapable to make a rational decision, as evidenced objectively by such indicators as extreme physical debilitation, physical harm or threats of harm to himself or herself or to any other person or to property.

I. At the Scene

- A. Gain information from dispatch
 - 1. Past history with the subject
 - 2. Level of cooperation in the past

3. Are there weapons or access to weapons at the scene
 4. Other subjects at scene
- B. Use **extreme** caution
 1. Strategically park squad car
 2. Wait for back up officer
 3. Cautiously approach scene
 - C. Contact with subject
 1. Continue to use caution while speaking with subject
 2. Secure any weapons
 3. Provide first aid if necessary
 4. Interview witnesses
 - D. Access situation
 1. Avoid exciting the subject
 2. Respect subject's rights
 - a. Don't minimize their concerns
 - b. Don't lie
 - c. Don't belittle their requests
 3. Evaluate subject's behavior
 - a. Personal observations
 - b. Statements (witnesses or subjects)
 - c. Physical evidence (injuries, notes)
 - d. Medical information
- II. Consult with CRISIS Prior to Transporting the Subject to Determine if Detention is Necessary
- A. If the individual does not need immediate medical attention, officers will provide the following information to CRISIS:
 1. Name, date of birth, and address of the person detained
 2. Circumstances of the detention
 3. Health insurance information of person detained
 4. Name of any therapist already working with the individual
 5. Officers may also provide their evaluation of the individual based upon an application of the risk assessment screening instrument located in Appendix A of the policy
 - B. This information will determine whether the subject is transported to APD or Eastwood Diversion facility
 - C. Elements necessary for an emergency detention:
 1. There is substantial probability the subject will suffer injury or death
 2. There is substantial risk of serious harm to others as a result of:
 - a. Developmental disabilities
 - b. Infirmities of aging
 - c. Chronic mental illness
 - d. Or like incapacity
- III. Transporting Subject
- A. Utilize your back-up
 - B. Search the subject for weapons or evidence

- C. Use ambulance accordingly
 - D. Use “soft” restraints if subject becomes violent
 - E. Secure any evidence
- IV. Jurisdiction
- A. Jurisdiction over those individuals taken into protective custody is the responsibility of the county in which the individual made threats or dangerous behavior occurred
 - B. If the subject was found in Outagamie or Calumet County, transport subject to St. Elizabeth Hospital unless immediate medical attention is needed
 - C. If the subject was found in Winnebago County, transport subject to Theda Clark, unless immediate medical attention is needed
- V. At Medical Facility
- A. Assist medical personnel
 - B. One officer shall continue observation of the subject
 - C. Contact crisis intervention or Mooring House staff member from the appropriate county
 - D. Provide the crisis/Mooring House worker with the subject’s information including health insurance and any therapist information
- VI. 72-Hour Hold
- A. Complete alcohol or mental detention form. Include observations, statements, and evidence found at the scene in the narrative as to why you believe the subject is a danger to themselves or others, or explain why you feel the subject is incapacitated
 - B. A copy of the detention form goes to the subject, one copy goes to the hospital, and the original copy is attached to the offense report
 - C. Continue observing the subject until the transportation team arrives
 - D. Complete an offense report and complete a narrative for 72-hour mental holds. Fill out a notice of confinement on the subject, and put it in the court officer’s mailbox.
- VII. Follow-Up
- A. In the event the subject is not placed on a mental hold, a referral to the CIT team will be completed
 - 1. Communication by e-mail
 - 2. Written report forwarded to team members
 - B. Using the CIT officers as a resource can help the subject get the appropriate help and aid in alternative call resolution

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OMVWI

Date Issued: **January 25, 2010**

Applicable State Statutes: [346.63](#), [940.25](#), [940.09](#)

Applicable APD Policies: [OMVWI Enforcement](#)
[Towing Abandoned, Disabled, or Other Vehicles](#)
[Vehicle Accident Investigation](#)
[Traffic Enforcement](#)

Definitions: OMVWI, Operating a Motor Vehicle While Intoxicated. The operation of any motorized vehicle upon a “highway” while impaired by or under the influence of **drugs** and/or an intoxicating beverage.

I. Initial Observations

- A. First observation of a suspect vehicle
 - 1. When, where, why did you notice suspect vehicle
- B. Reasonable suspicion for stop/contact
 - 1. A specific traffic violation
 - 2. Suspicious person/vehicle
 - 3. ATL/Citizen complaint
 - 4. Other

II. Initiate Stop/Contact

- A. Begin accurate observations of EVERYTHING
- B. Assess for “probable cause” for field tests
 - 1. Smell of an alcoholic beverage
 - 2. Red/bloodshot eyes
 - 3. Slurred speech
 - 4. Divided attention skills (i.e. talk and retrieve DL at the same time)
 - 5. Dexterity (retrieving ID from wallet, etc.)
 - 6. Admissions (“I’ve had too much to drink”)
 - 7. Pre-exit tests
 - a. Finger dexterity
 - b. Alphabet
 - c. Abbreviated HGN
- C. Take notes
- D. Request back-up
- E. Run 10-27 etc. while waiting for back-up

III. Perform Field Sobriety Tests (FSTs)

A. Pre-FST question card

1. Education level? On street or highway?
2. Where going? Coming from?
3. Today's date and time?
4. Last sleep? How much? Normal?
5. Under doctor's care? For what?
6. Prescription drugs? Type? When taken?
7. Dentist past 24 hours? Time? What?
8. Epilepsy? Diabetes? Take insulin? Last dose?
9. Injured recently? Physical defects?
10. Been drinking? What, where, who? How much? Time started? Time Finished?
11. Using drugs? What?
12. Under the influence at this time?

Accidents ONLY:

13. Were you operating a MV?
14. Crash today? Drinking/using since?
15. Drinking, using drugs since last operating?

B. HGN test, if you are qualified

C. Alphabet test, three times per APD policy

D. Walk and turn test

E. One leg balance test

F. Optional tests (sometimes you have to be flexible due to injuries or disability)

1. Alphabet test, three times
2. Modified balance/finger to nose test
3. Finger dexterity

G. PBT (only if PC for arrest already exists or your decision has already been made)

IV. Arrest

A. VERBALIZE: "You are under arrest"

B. Handcuff subject

C. Search subject and secure in squad

D. Inventory vehicle

E. ID ALL passengers and/or all possible witnesses

F. Can anyone legally drive the vehicle from the scene?

G. Call for next wrecker up to tow the suspect vehicle, if needed

H. Read "Informing the Accused"

I. Complete and issue/explain traffic citation

1. First offense, municipal ordinance
2. Second and subsequent offense, state traffic crime
3. Fifth and subsequent offense, state traffic felony

V. Voluntary Consent of Blood Test

- A. Transport to hospital
 - 1. St. Elizabeth Hospital
 - 2. Appleton Medical Center
- B. Notify hospital of your impending arrival and provide them with your ETA
 - 1. By Radio
 - 2. By Phone
 - 3. Communication Center
- C. Take prisoner to the lab or designated area for blood test
- D. Complete all paperwork for blood draw/test
- E. Observe blood draw and packaging
- F. Take custody of blood evidence, maintain custody, proper mailing at earliest convenience
- G. Complete, but DO NOT issue, Notice of Intent to Suspend (Administrative Review Form)
- H. Secondary test, if requested
 - 1. If prisoner asked questions about it, or implied (in ANY way) interest in a second test, verify his interest or lack thereof and DOCUMENT this

VI. If They Refuse the Blood Test

- A. Complete "Notice of Intent to Revoke Operating Privilege"
- B. Read "Notice of Intent to Revoke" to the prisoner
- C. If second offense or more, force blood draw if needed or desired. (Per APD policy, first get supervisor approval)

VII. Station Tasks

- A. Make sure prisoner has all of his paperwork
- B. Re-handcuff prisoner and transport to APD
 - 1. Release from hospital is an option, if ride arrangements have previously been made and there is no danger in a SHORT wait
- C. Call for a sober responsible adult to pick-up prisoner
- D. Confine, if needed
 - 1. Refuses to call anyone
 - 2. Can't get anyone to pick them up
 - 3. Out of state, no connections to area (must post bond, if offense is a crime)
 - 4. FELONY, 5th offense or more
- E. Complete OMVWI Driver Release Form and have both parties sign it

VIII. Contact at a CRASH Scene

- A. You witnessed crash
- B. You respond to a crash
- C. Hit and Run?
- D. Injuries and/or death
 - 1. Establish "operation" (witnesses, suspect statements, etc.)
 - 2. Ensure no alcoholic beverages have been consumed since the crash
 - 3. Does the suspect have any injuries, is he/she capable of performing field sobriety tests?
- E. Complete FSTs, if possible, and arrest procedure as outlined above

- F. If driver is incapacitated and/or unconscious
 - 1. Verbalize arrest
 - 2. Issue and explain traffic citation
 - 3. Reading Informing the Accused
 - 4. Draw legal blood
 - 5. Continue as outlined above...
- G. Fatality or serious injury crash
 - 1. Contact supervisor
 - 2. Possibly activate the Accident Investigation Team
 - 3. Conduct OMVWI investigation
 - 4. Contact on-call DA for guidance and/or assistance
 - 5. Draw blood evidence

IX. Complete All Reports

UTC (Attach TTY and DL)
Written warning or other citations issued
Informing the Accused
Notice of Intent to Suspend or Revoke (NOT both)
Sobriety Examination Form
Narrative

X. AMC Legal Blood Draw Procedures (see next page)

AMC Legal Blood Draw Procedures



CALL AHEAD: While enroute to AMC, phone 738-6447 and inform the ER desk that you are bringing in a subject for an OWI blood draw and that you would like them to notify the lab security.

PARKING: Enter AMC off of Glendale and park in the law enforcement parking places. Head towards door 7F, which is to the left of the ambulance garage doors.



KEYPAD: On the wall to the right of door 7F is a keypad. The code to press is 5500#. The doors will open. Proceed inside to the first set of double doors on the left.



EXAM ROOM: The double doors on the left are motion activated. Enter through the doors to the first exam room on the right (Room 9).



VIDEO RECORDING: Use Room 9 for legal blood draws. This room also is sometimes used for psych cases. The slot for the key to turn on the video recording system is the silver-colored plate on the wall in the outside corridor, to the right of the door to the exam room.
** Be sure to turn the camera off when you leave **



COT/COUNTER: The person having the blood drawn will need to sit on the cot. The back can be raised to allow for more comfort. The side rails should be up. If you use the counter next to the sink to work on your paperwork, be careful not to expose your weapon. The hospital intends to remove the overhead storage cabinet so no one bumps their head on it.



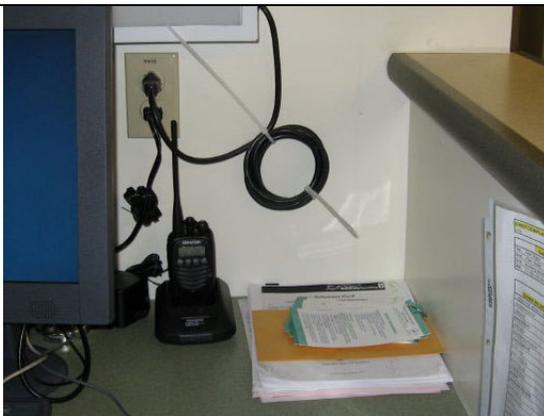
COPY OF VIDEO: Activities in the exam room can be recorded once you insert the key into the slot outside of the room. If you need to have the digital record of what was recorded saved, contact AMC Security Coordinator, Michael Powell, at 831-1864. He can also burn a copy to a disk, if needed. Contact him within 30 days to ensure the record will not be lost.



EMERGENCY / ASSISTANCE

NEEDED: If there is an emergency in the exam room, push the red button, to the left of the door, and this will activate a signal at the nurses' station. They can be directed to notify security or take care of any medical issues.

Security staff most likely will check in with you to see if you need any assistance. They will not remain with you if there are no problems.



NON-EMERGENCY: Just outside of the exam room, there is a workstation. A radio will be left there to call security. Be sure to say that you need "AMC" security, since the same frequency is used at Theda Clark. The key for the video recording system will be placed on a hook just to the right of the radio. The Styrofoam blood kits will be stored in a cabinet at this workstation.



MONITOR SUBJECT: You can use this small counter, which is just outside of Room 9, to complete your paperwork. It is imperative that you constantly monitor the activities in the room and witness the actual blood draw to ensure the chain of custody. **** Remember to use the key to turn off the camera when you leave****
If problems arise with these procedures, contact Capt. Bahr.

Action	Date	FTO Initials
Discussed/Trained	_____	_____
Demonstrated	_____	_____
Probationary Officer Performed	_____	_____

I certify that I have been trained in the above material. My FTO has demonstrated the material, and I understand and have demonstrated understanding of the required tasks by the following means:

(Circle One) Verbal Test Scenario

Incident No. _____

P.O. Signature _____ FTO _____

Accident Investigations

Date Issued: **January 25, 2010**

Applicable State Statutes: [Chapter 340](#) (definitions)
Chapter 346 (with emphasis on [346.66](#) through [346.74](#))
Chapter 940 ([940.09](#), [940.10](#), [940.25](#))
Chapter 941 ([941.01](#))

Applicable APD Policies: [Vehicle Accident Investigations](#)

Definitions:

Accident: An occurrence that originates or terminates on a traffic way, which involves at least one motor vehicle in transport and results in death or injury to any person or damage to property. (Trans 100, Wisconsin Administrative Code)

Injury: Physical injury to a person resulting in death, the need of first aid, or attention by a physician or surgeon, regardless of whether first aid or medical attention was received. (346.70(1) Wisconsin Statutes)

Reportable Accident: An accident resulting in death or injury to any person, damage to any vehicle or property owned by one person to an apparent extent of \$1,000 or more, or damage to government property to an apparent extent of \$200 or more, not including government vehicles, which fall within the \$1,000 threshold. (346.70(1) Wisconsin Statutes)

Traffic Way: Any premises open to the public as a matter of right or custom for use by their motor vehicles whether the premises are publicly or privately owned. All premises provided by employers for employees for the use of their vehicles. All premises provided to tenants of rental housing in buildings of four or more units for the use of their motor vehicles whether such premises are publicly or privately owned and whether or not a fee is charged for the use thereof. (Law Enforcement Officer's Instruction Manual for Completing the Wisconsin Motor Vehicle Accident Report Form 1998 edition)

- I. First Officer Arriving at Scene
 - A. Squad car position
 - 1. Protect individuals involved from additional injury
 - 2. Protect short-lived evidence
 - 3. Protect accident scene from other vehicles
 - B. Tend to the injured
 - 1. Determine extent and number of injuries
 - 2. Summon EMS if necessary
 - 3. Provide first aid as appropriate
 - C. Need for additional resources
 - 1. Officers or CSOs for traffic control
 - a. Control box operation
 - 2. Fire Department for fluid and hazardous material spills
 - 3. Towing services for disabled vehicles
 - 4. Accident Investigation Team for accidents involving fatalities, severe injuries, or unusual circumstances
 - a. Supervisor must approve call in of AIT
 - D. Initial investigation
 - 1. Locate and identify potential witnesses
 - 2. Record basic accident information
 - a. Vehicle(s)
 - b. Driver(s)
 - E. Arrange for removal of vehicles and debris from the roadway as investigation dictates
- II. Assigned Officer's Responsibilities at Reportable Accident Scenes
 - A. Identify and interview participants
 - 1. Operators
 - 2. Passengers
 - 3. Witnesses
 - 4. Obtain written statements as appropriate
 - B. Document vehicle information
 - 1. Vehicle identification
 - 2. Document damage to vehicle
 - 3. Identify prior mechanical problems or damage
 - 4. Record insurance information
 - C. Document other damage
 - 1. Private property
 - 2. Government property
 - 3. Document and gather physical evidence
 - 4. Photograph evidence/damage when appropriate
 - 5. Take measurements when appropriate
 - 6. Include measurements when appropriate
 - 7. Include marks and damage to the roadway

- D. Enforcement action
 - 1. Take action in accordance with [TRAFENFORC](#) policy
 - 2. Immediate enforcement action is necessary in cases of OWI and other violations that would result in custodial arrests. (Eluding, homicide by negligent use of motor vehicle, etc.)
- E. Required reports
 - 1. MVD 4000 must be completed for all reportable accidents
 - 2. In cases in which a crime was involved (hit and run with death or injury, endangering safety by negligent use of a vehicle, etc.) or where the Accident Investigation Team responds, an offense report is required. The supervisor of the Accident Investigation Team will direct which reports the assigned officer must complete.
- III. Assigned Officer's Responsibilities at Non-Reportable Accident Scenes
 - A. Non-reportable accidents on roadways
 - 1. Facilitate exchange of driver and vehicle information using the Drivers Report of Accident for
 - 2. Complete citizen contact reports to document drivers, vehicles, and insurance information
 - 3. Take enforcement action in accordance with TRAFENFORC policy
 - B. Accidents on private property not held open to public use
 - 1. Non-injury accidents
 - a. Facilitate the exchange of information between owners and drivers
 - b. No reports are necessary
 - 2. Injury accidents
 - a. Complete offense report
 - C. Accidents on private property held open to public use
 - 1. Special circumstances
 - a. If the case involves OMVWI drivers, reckless driving, or hit and run, an MVD 4000 is required
 - b. Complete and MVD 4000 for cases involving death or serious injury
 - 2. If the above criteria are not met, facilitate the exchange of information between owners and drivers
 - D. Lobby accidents
 - 1. Officers are not normally dispatched to investigate accidents reported in person at the police department. Officers may be assigned in unusual circumstances or if a supervisor implements the emergency accident investigation procedure.

IV. Special Accident Investigations

A. Hit and run accidents

1. An offense report is required in all hit and run cases
2. If the accident meets the State of Wisconsin reportable criteria, an MVD 4000 is also required
3. Hit and run accidents that are reported in person in the department lobby are not considered “lobby accidents” for investigative and reporting purposes
4. Document and collect physical evidence
 - a. Photographs are required in all cases involving substantial injury or property damage

B. City of Appleton owned vehicles or property involved

1. Accidents resulting in any damage to city vehicles shall be documented with an MVD 4000
2. Major property damage accidents involving city property shall be documented with an MVD 4000. Minor property damage accidents involving non-city employees can be documented with an offense report
3. Enforcement action should be consistent with the TRAFENFORC policy
4. Accidents involving police vehicles or off duty officers from the department shall be investigated by a supervisor

C. Bicycle accidents

1. Accidents involving only bicycles are classified as public accidents. In cases of serious injury or death, an offense report is required. Such accidents include bicycles colliding with bicycles, fixed objects, or falls.
2. Accidents involving bicycles colliding with parked vehicles are also classified as public accidents and are documented with an offense report
3. Bicyclists struck by a motor vehicle in transport are classified as motor vehicle accidents and documented according to the criteria established in Sections I, II, and III
4. In all bicycle accidents, officers should facilitate the exchange of information between the bicyclists and the owners of the damaged property

Action	Date	FTO Initials
Discussed/Trained	_____	_____
Demonstrated	_____	_____
Probationary Officer Performed	_____	_____

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(Circle One) Verbal Test Scenario

Incident No. _____

P.O. Signature _____ FTO _____

Warrants

- Date Issued: **January 25, 2010**
- Applicable State Statutes: [968.07\(1\)](#) – Authority to Arrest
- Applicable APD Policies: [Warrants – Administrative Processing](#)
- Definitions: **Review Policy**

I. Procedure

- A. Authority to arrest
 - 1. Permits law enforcement officer to make arrest
 - a. Warrant commanding arrest
 - b. Warrant issued in this state
 - c. Felony warrant issued in another state
- B. Positive identification
 - 1. Confirm the identity of person being arrested
 - a. Photograph identification card
 - b. Corroboration by third party
 - c. Corroborating questions
 - d. Fingerprint scanner (OUSO)
- C. Safety considerations
 - 1. Environment that poses minimal danger
 - 2. Conducted by two officers
 - 3. SWAT arrest team
- D. Arrest with an Appleton warrant
 - 1. APD to maintain warrant file available on a 24-hour basis
 - 2. Officers shall initiate a follow-up screen
 - 3. Served by sworn officers only
 - 4. Temporary detention while verifying warrant status
 - 5. Responsible for verifying warrants not in possession
 - 6. Inform defendant of the nature of the crime
 - 7. Warrant may be lawfully served anytime in public places
 - a. Warrants for minor forfeiture actions in non-public places
 - 1) From 0700-2100 hours, Monday through Friday
 - b. Warrant for municipal animal and bicycle violations
 - 1) Determine whether defendant can post
 - 2) If not, issue citizen contact with a court date
 - c. If tried to post unsuccessfully, enforce the warrant
 - 8. Warrant to be removed from the T.I.M.E. system—officer needs to confirm

9. Officers not to leave Appleton serving a warrant, unless working in conjunction with officer of that jurisdiction
10. Officers shall knock, state identify and purpose, and wait for permission to enter except:
 - a. Felony warrant when:
 - 1) Entry is refused
 - 2) Belief that destruction of evidence is being attempted
 - 3) Belief that escape is being attempted
 - 4) Are in imminent peril of bodily harm
 - b. When forcible entry is required:
 - 1) Locate and control all persons
 - 2) Photograph any damage and describe in the offense report
11. Release if bond posted and confine at OUSO if not posted
12. Complete an offense report and attach a copy of the cancellation
13. Fill out notice of confinement, if applicable
- E. Other agency service an Appleton warrant
 1. Serving agency to provide teletype advising they have person in custody
 2. Verification of warrant and conditions to satisfy warrant
 3. Warrant to be removed from the T.I.M.E. system
 4. Complete an offense report and attach a copy of the cancellation
 5. Fill out notice of confinement, if applicable
- F. Service of other agency warrants by APD
 1. Request warrant confirmation and conditions for settlement
 2. Release if bond posted and confine at OUSO if not posted
 3. Complete an offense report
 4. Fill out notice of confinement, if applicable
- G. Warrants received from other agencies
 1. Initiate a follow-up screen
 2. Record reason for non-service in remarks
 3. Request warrant confirmation and conditions for settlement
 4. Release if bond posted and confine at OUSO if not posted
 5. Complete an offense report with the appropriate ISC code
 6. Fill out notice of confinement, if applicable
- H. Probation/parole pick-up
 1. Initiate a part one screen
 2. Request pick-up confirmation
 3. Confine at appropriate county jail
 4. Complete an offense report
 5. Fill out notice of confinement
- I. Juvenile Capias
 1. Initiate follow-up or part one screen
 2. Request confirmation and the parameters for pick-up
 3. Transport to OUSO or APD
 4. Contact juvenile intake

5. Complete temporary physical custody report (TPC)
 - a. If the Capias reads “take to secure detention” a TPC is not required, so just take the juvenile to secure detention
 - b. If the Capias does not read “take to secure detention” a TPC needs to be done in order to take the juvenile to secure detention
 - c. If the Capias is for an ordinance violation, take the juvenile directly in front of the court commissioner—a TPC is not required

(A Capias for an ordinance violation should not be served outside of court hours unless it specifically states “take to secure detention.” In that case, the rules above apply.)

- II. Complete an offense report
- III. Fill out notice of confinement

Action	Date	FTO Initials
Discussed/Trained	_____	_____
Demonstrated	_____	_____
Probationary Officer Performed	_____	_____

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(Circle One) Verbal Test Scenario

Incident No. _____

P.O. Signature _____ FTO _____

Juvenile Contacts

- Date Issued: **January 25, 2010**
- Applicable State Statutes: [Chapter 48](#) (Children's Code)
[Chapter 938](#) (Juvenile Justice Code)
- Applicable APD Policies: [Juvenile Procedures](#) (Operations)
[Runaway/Missing Persons](#) (Operations)
- Definitions: **Refer to Juvenile and Runaway Policies**

- I. Options for Disposition of Juvenile Enforcement Matters
 - A. Warning, counseling or notification of parent for parental discipline
 1. Factors to consider for options other than the juvenile justice system
 - a. The nature of the alleged offense
 - b. The age and background of the alleged offender
 - c. The alleged offender's police record
 - d. Recommendations made by the complainant or victim
 - B. Informal police supervision with exceptionally cleared report status
 - C. Summons or citation
 1. Ages and fine amounts
 2. Include parent information
 3. Release to parent or adult if under age 15
 4. Traffic violations of 16 and 17 year olds are handled as adults
 - D. Court referral
 1. Types of complaints
 - a. Delinquent acts involving serious criminal conduct
 - b. Repeated criminal violations
 - c. Third offense underage drinking within the preceding 12 months
 2. Referral procedures
 - a. Narrative always needed
 - b. Court referral form for county of residence
 - c. Law Enforcement Recommendation (APD FORM #114)
 - d. Parental notification and release requirements
 - e. Referral due within 14 calendar days after completion of investigation
 - f. Restitution information to be submitted within 14 days from when referral was sent to Intake
 - g. Temporary Physical Custody Request when juvenile placed in custody in secure detention, Shelter Care, or other placement through Juvenile Intake

II. Taking Juveniles Into Custody

A. Circumstances when authorized to take into custody

1. A warrant
2. A Capias issued by a judge
3. An order by a judge based upon the welfare of a child
4. Reasonable grounds to believe a Capias or a warrant has been issued in this state or another state
5. Reasonable grounds to believe the child is committing or has committed an act, which is a violation of a state or federal criminal law
6. The child has run away from his or her parents, guardian, or legal or physical custodian
7. The child is suffering from illness or injury or is in immediate danger from his or her surrounding and removal from those surroundings is necessary
8. The child has violated the terms of court-ordered supervision or aftercare supervision or the terms of a temporary physical custody agreement
 - a. If possible, check with the assigned social worker first to see if they would like the child taken into custody or a copy of a report forwarded
9. The child has violated a civil law or a local ordinance, provided that the child shall be released as soon as possible
10. The juvenile is truant from school

III. Searching and Handcuffing Juveniles

A. Fingerprinting and photographing juveniles

1. Same categories as with adults
 - a. Felonies and certain misdemeanors
 - b. Non-chronic runaways

B. Prompt parental notification and delivery to parent, guardian, legal custodian, or appropriate agency

C. Tour of Shelter Care and Juvenile Secure Detention at Outagamie County Jail

IV. Runaway/Missing Juveniles

A. Determine if child is endangered

1. A juvenile is a runaway and is under age 12
2. A family or non-family member abducted a juvenile or there is evidence or suspicion that the person's disappearance was involuntary
3. A person has medical or psychological needs that place them in danger
4. A juvenile is missing under suspicious circumstances

- B. Non-chronic runaways
 - 1. First or second time runaway during a 12-month period
 - 2. Not currently assigned a county social worker
 - 3. Not a resident of a group home or Shelter Care
 - 4. Use runaway report packet to document information, enter into T.I.M.E. system, and provide handouts to parent
 - 5. Early intervention opportunity when located. Use Runaway Follow-Up Interview Checklist:
 - a. Child's reason for running away
 - b. Parent's explanation for runaway
 - c. Previous runaways
 - d. Reason for return
 - e. Location during runaway
 - f. Victimization
 - g. Criminal activity
 - h. Placement upon release
 - i. Boys and Girls Club referral
 - 6. Narrative and clearance from T.I.M.E. system
- C. Chronic runaways
 - 1. Juvenile has run away 3 or more times within a 12-month period
 - 2. The juvenile is currently assigned a county social worker (not intake worker)
 - 3. The juvenile is a resident of a group home or Shelter Care
 - 4. Most reports taken by PCT at front desk
 - 5. Follow-up offense report and cancellation from T.I.M.E. system
- V. Juvenile Drinking violations
 - A. First and second offenses for 12-16 year olds are mandatory juvenile court appearance
 - B. Give Juvenile Drinking Diversion Program pamphlet for 1st or 2nd offense
 - C. Third or subsequent offense within 12 months should be referral to intake
 - D. Absolute sobriety
- VI. Tobacco Violations
 - A. Ages 12-17 municipal summons
 - B. Tobacco Education Program brochure
 - 1. May attend program only one time
- VII. Curfew/Loitering Violations
 - A. Curfew times
 - 1. Sunday-Thursday 2200-0500 hrs
 - 2. Friday-Saturday 2300-0500 hrs
 - B. Parent or guardian permitting minor to loiter
- VIII. Emergency Detentions
 - A. Similar to adult procedures
 - B. Notify parent or guardian
 - C. Offense report and Notice of Confinement Form (APD FORM #044) needed

IX. Police School Liaison Program

- A. PSL assignments in high school, middle school, elementary school, and parochial schools
 - 1. Notify PSL of all contacts with juveniles who go to their school
- B. Roles of PSL
- C. Interviewing child in school
- D. Taking child into custody in school
- E. Sharing information with schools
 - 1. Best interests of the child
 - 2. Information v. written records

Action	Date	FTO Initials
Discussed/Trained	_____	_____
Demonstrated	_____	_____
Probationary Officer Performed	_____	_____

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(Circle One) Verbal Test Scenario

Incident No. _____

P.O. Signature _____ FTO _____

Child Custody Disputes

Date Issued: **January 25, 2010**

Applicable State Statutes: [948.31](#), [822.46](#)

Definitions:

Legal Custodian of a Child: A parent or other person having legal custody of the child under an order or judgment in an action for divorce, legal separation, annulment, child custody, paternity guardianship or habeas corpus OR the Department of Health and Family Services or any person, county department or licensed child welfare agency, if custody has been transferred under Ch. 48 or 938 to that department, person or agency.

- I. Criminal Interference (948.31)
 - A. Whoever intentionally withholds a child for 12 hours beyond court-approved period of physical placement or visitation period
 - B. With intent to deprive custodian of his or her custody rights
 - C. Without the consent of the custodian
 - D. Class C felony
 - E. Affirmative defenses
 - 1. Taken to protect child where authorized
- II. Out of State Orders (822.15)
 - A. Out of state orders can be enforced locally
 - B. Order must be filed with our Clerk of Courts to be enforceable

Action	Date	FTO Initials
Discussed/Trained	_____	_____
Demonstrated	_____	_____
Probationary Officer Performed	_____	_____

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Incident No. _____

P.O. Signature _____ FTO _____

Landlord/Tenant Issues

Date Issued: **January 25, 2010**

Applicable State Statutes/Codes/Acts: [943.215](#) – Absconding Without Paying Rent
[Chapter 704](#) – Landlord and Tenant Law
[1997 Wisconsin Act 317](#)

Definitions: Although landlord/tenant issues are often civil in nature, many are resolvable through the Wisconsin Criminal Code. Having a working knowledge of the pertinent statutes and codes will help an officer in identifying which incidents are civil or criminal and will assist the officer in making referrals to appropriate agencies. Officers should remember that both landlords and tenants could be either complainants or defendants depending on the circumstances. A few of the more frequently handled landlord/tenant issues are listed below.

I. Absconding Without Paying Rent

Problem: Tenant vacates property without paying rent due
Solution: Tenant can be charged criminally for this offense

State statute **943.215** explains this Class A misdemeanor succinctly

State statute **704.01(4)** will have to be reviewed to define/establish ‘tenancy’

Important Note: If the landlord has already begun civil proceedings, the accused cannot be charged criminally for this offense.

II. Left Behind Property

Problem: Landlords sometimes find property left at their rental units by absent tenants
Solution: Landlord can remove, store or dispose of the property under certain circumstances

The landlord **may not** withhold the tenant’s personal property from the tenant (ss 704.11)

The landlord **may** choose to remove, store or dispose of property left by a tenant under guidelines of 1997 Wisconsin Act 317

III. Eviction Procedures/Assistance

Problem: Tenant refuses to leave the rental unit after eviction procedures have ordered them to do so

Solution: The Appleton Police Department **does not** assist in the eviction of tenants. Arrangements for this service must be made through the Outagamie County Sheriff's Department

Landlords can call OUSO Civil Process Dept. at 920-832-5611 for assistance

IV. Other Issues (involving terminations, utilities, repairs, evictions, damage to rental unit, and others (as listed under ss 704) can be referred to:

Consumer Protection Hotline: 800-422-7128

Online Landlord Tenant Law:

<http://datcp.state.wi.us/cp/consumerinfo/cp/factsheets/pdf/cp-127web.pdf>

APD Crime Free Housing Info:

<http://www.appleton.org/departments/mayor/crimefree/index.shtml>

Action	Date	FTO Initials
Discussed/Trained	_____	_____
Demonstrated	_____	_____
Probationary Officer Performed	_____	_____

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(Circle One) Verbal Test Scenario

Incident No. _____

P.O. Signature _____ FTO _____

Alarms

Date Issued: **January 25, 2010**

Applicable APD Policy: [Alarms](#)

- I. Types
 - A. Business
 - B. Varda
- II. Response
 - See: [Crime in Progress](#)
 - See: [Responding to Crime Scene](#)
- III. False Alarm
 - A. Considered valid until officers determine otherwise
 - B. Complete False Alarm Form (APD FORM #50)
 - C. Review “**False Alarm Fees**”
- IV. Bank Hold-Up Alarms
 - Review: Response Guidelines under Alarm Policy

Action	Date	FTO Initials
Discussed/Trained	_____	_____
Demonstrated	_____	_____
Probationary Officer Performed	_____	_____

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(Circle One) Verbal Test Scenario

Incident No. _____

P.O. Signature _____ FTO _____

Structure Fires

Date Issued: **January 25, 2010**

I. First on Scene

A. Where to park

1. Do not park within a minimum two (2)-house distance on either side of the involved structure(s)
2. Attempt to park to one side of the street in order to allow fire units to gain access to the fire scene

B. What to do

1. If first on scene, relay a “size-up” to Outagamie 911 and have the relay that information to the fire department
 - a. A “size-up” is a short report of what is showing. The following information should be included:
 - 1) Fire and/or smoke conditions showing upon your arrival
 - 2) Status of occupants. This should be accompanied by interviewing persons outside of the structure
2. **For reasons of personal safety, under no conditions should entry be attempted! Death or serious injury may result.**
3. Make note of suspicious looking, out of place, or out of the ordinary individuals in the area. Note the time of day or night and what they are wearing.
 - a. Consider engaging MVC to record crowd in vicinity
 - b. Request ID tech to videotape crowd
4. Upon the arrival of the Fire Department, relocate vehicles to the nearest intersection for traffic control. Do not leave vehicle unattended in the event additional fire units need to gain access through that intersection.
5. Remain at the location until released by the Fire Department or APD supervisor. If the incident becomes an extended incident, arrangements will be made to set up barricades to free-up units.

II. Safety Concerns

A. Do not attempt any type of interior rescue

1. A failure to recognize the conditions could be disastrous
2. A fire is a toxic (poisonous) environment. There exist several toxic gases in any given fire. The most common is carbon monoxide. CO levels can reach deadly levels within minutes. One breath can again be deadly.
3. One breath of a super-heated atmosphere (300° F or higher) could be fatal
4. Skin temperature of 212° F for 15 seconds can cause severe second-degree burns

B. Do not attempt to extinguish any fire

- C. Heat and toxic gases can travel a good distance. You might be placing yourself in harms way if you attempt to extinguish a fire.

- D. A fire involving a natural gas stove, for example, should not be extinguished. If the fire is extinguished prior to the gas supply being shut off, raw gas will be released into the atmosphere creating a greater danger.
- E. As a result of the high temperatures created, your uniforms are completely ineffective against this type of environment.

Action	Date	FTO Initials
Discussed/Trained	_____	_____
Demonstrated	_____	_____
Probationary Officer Performed	_____	_____

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(Circle One) Verbal Test Scenario

Incident No. _____

P.O. Signature _____ FTO _____

Hazardous Materials Incidents

Date Issued: **January 25, 2010**

- I. At the Scene
 - A. Approach from an upwind, uphill direction
 - B. Stage at a considerable distance, depending on amount released, weather, etc.
 - C. Note any of the following:
 1. Visible clouds
 2. Fires
 3. Odd colors
 4. Placards and/or labels
 - D. Use good judgment
 - E. Establish a secure zone and maintain
 1. Deny entry into area from any non-essential personnel
 - F. When in doubt about a product, notify the Fire Department
- II. Emergency Operations
 - A. Avoid contact with potentially injured individuals due to hazardous contamination to your person
 - B. Under no circumstances do personnel enter the “Hot Zone”
 - C. The “Hot Zone” in the area in which the release has occurred extending out far enough to prevent adverse health effects from the release
 - D. Should personnel become contaminated, avoid contact with other officers and bystanders to prevent further contamination
- III. [Hazardous Materials Response Guidebook](#)

Action	Date	FTO Initials
Discussed/Trained	_____	_____
Demonstrated	_____	_____
Probationary Officer Performed	_____	_____

I certify that I have been trained in the above material. My FTO has demonstrated the material, and I understand and have demonstrated understanding of the required tasks by the following means:

(Circle One) Verbal Test Scenario

Incident No. _____

P.O. Signature _____ FTO _____

Animal Bite – Scratch Incidents

Date Issued: **January 25, 2010**

Applicable State Statutes: [95.21](#)
[174.01](#)

Applicable City Ordinances: [Chapter 3 – Sec. 3-17 through 3-20](#)

Applicable APD Policies: [Animal Control Guidelines](#) – V Procedure: I & J – Animal bite and scratch incidents quarantine procedures

Definitions:

Owner: Any person who owns, harbors or keeps an animal. Where a family keeps an animal, the head of the household shall be responsible for the requirements of the chapter. Any animal shall be deemed to be harbored if it is fed and sheltered.

Public Nuisance means any animal which:

1. Molests passersby or passing vehicles
2. Attacks persons or animals without provocation when such persons or animals are peacefully conducting themselves in a place where they were lawfully entitled to be
3. Is at large on school grounds, parks or cemeteries
4. Is repeatedly at large
5. Damages private or public property
6. Barks, whines or howls in an excessive, continuous or untimely manner

I. Initial Investigation

- A. Verify that the bite/scratch occurred in the city; if it did not, refer to proper jurisdiction
- B. Locate and identify the animal that has inflicted the injury (scratch or bite)
 1. Locate the owner of the animal
 2. Verify rabies vaccination history of the animal
 - a. Only a current rabies certificate will be considered proof of a valid rabies vaccination
 - b. Determine whether the bite/scratch was provoked or unprovoked and state report
 - c. Check animal for prior bite/attaché history
 - d. An incident report, a written warning for the rabies quarantine and a narrative must be completed

C. Quarantine of animal

1. Unvaccinated animals (dogs/cats or ferrets) will be ordered quarantined and held at a veterinary clinic for ten (10) days. (Ref: APD Animal Control Guidelines Policy – J. 3 a, b, c, d and J. 7)
 - a. Issue a Citizen Contact Report – Ordinance 3-19(b)
 - b. Give animal owner an Animal Bite Procedure (APD FORM #104) and document in narrative
2. Validly vaccinated animals (dogs/cats or ferrets) will be ordered quarantined under the supervision of a veterinarian at the owner's residence for ten (10) days. Supervision of a veterinarian includes the animal being delivered to the vet clinic on the first day, on the 10th day and one intervening day. All quarantines must begin within 24 hours of the bite/scratch incident. For holidays or weekend incidents, refer to Fox Valley Animal Referral Clinic on Westhill Blvd.
 - a. Issue a Citizen Contact Report – Ordinance 3-19(a). (Ref: APD Animal Control Guidelines Policy J. 1 a, b, c, d) and other applicable violations (i.e. license, at large, vaccinations, etc.)
 - b. Give animal owner an Animal Bite Procedure (APD FORM #104) and document in narrative
3. Wolf hybrids will be considered wild animals for rabies control purposes regardless of vaccination history. Wild animals will be sacrificed, the head shipped to State Department of Hygiene for testing. (Ref: AHD – Rabies Policy manual found in CSO III file)
4. Bites of squirrels, hamsters, guinea pigs, gerbils, chipmunks, rats, mice, other rodents, rabbits and prairie dogs will require an incident report to be written and the victim instructed to contact his/her physician
5. Forward copy of report, written warning for quarantine, and narrative to CSO III

Action	Date	FTO Initials
Discussed/Trained	_____	_____
Demonstrated	_____	_____
Probationary Officer Performed	_____	_____

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(Circle One) Verbal Test Scenario

Incident No. _____

P.O. Signature _____ FTO _____

Animal At Large

Date Issued: **January 25, 2010**

Applicable State Statutes: [Chapter 174](#) (emphasis on 174.042)

Applicable City Ordinances: Sec. 3-15, Sec. 3-16, Sec. 3-18 – Article II—Licenses Dog/Cat;
Sec. 3-66 to Sec. 3-78

Applicable APD Policies: [Animal Control](#)

Definitions:

Animal means any live, vertebrate creature, domestic or wild.

Animal at large means an animal that is off the property of the owner and not under restraint.

Owner means any person who owns, harbors or keeps an animal. Where a family keeps an animal, the head of the household shall be responsible for the requirements of the chapter. Any animal shall be deemed to be harbored if it is fed and sheltered.

Public Nuisance means any animal which:

1. Molests passersby or passing vehicles
2. Attacks persons or animals without provocation when such persons or animals are peacefully conducting themselves in a place where they were lawfully entitled to be
3. Is at large on school ground, parks or cemeteries
4. Is repeatedly at large
5. Damages private or public property
6. Barks, whines or howls in an excessive, continuous or untimely manner

Restraint means that the animal is secured by a leash or lead, and under the control of a responsible person and obedient to that person's command or within the real property limits of its owner.

- I. Dispatched
 - A. Get a thorough description of the animal
- II. Initial Investigation
 - A. Locate and identify the animal
 - 1. Check for current tags
 - 2. If contact with the owner is made, check for priors
 - a. If contact cannot be made with the owner, a Notice-to-Call (APD FORM #105) will be completed and left at the owner's residence
 - b. Animal is transported to Fox Valley Humane Association and a Transport/Impound (APD FORM #158) is completed and left with the animal. An APD 52 (part 2, 3, & 8) must be completed. The yellow copy must be placed in the lost/found book at the Service Desk and a copy given to CSO III.
 - 3. Untagged animals are transported to [F.V.H.A.](#)
 - a. Transport/Impound (APD FORM #158) is completed and left with animal
- III. Enforcement
 - A. Reference APD policy – Animal Control Guidelines – V, B 4 a & b and 5 & 6 a & b
 - 1. Prior to releasing an animal that has not been impounded at F.V.H.A., the owner must show proof of compliance with the following municipal ordinances:
 - a. Ordinance 3-18, Proof of Rabies Vaccination (dogs/cats) and
 - b. Ordinance 3-66, License Required (dogs/cats 5 months of age or older must be licensed)
 - B. At large violations are relative to a 12-month period of time
 - 1. First time offense for at large violation should result in a written warning (Ord. 3-15(a))
 - 2. Second and subsequent offenses shall result in a summons being issued for violating municipal ordinance 3-15(b) – Animal Repeatedly at Large

NOTE: If the owner is not in compliance with the licensing ordinance mentioned above, they shall be cited for the violation(s) if previous contacts have provided reasonable notice of the ordinance. Failure to vaccinate is a first-time citable offense.

Action	Date	FTO Initials
Discussed/Trained	_____	_____
Demonstrated	_____	_____
Probationary Officer Performed	_____	_____

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(Circle One) Verbal Test Scenario

Incident No. _____

P.O. Signature _____ FTO _____

Problem Solving/SARA Model

Date Issued: **January 25, 2010**

Applicable APD Policies: [Crime Prevention](#)
[Community Relations](#)
[Criminal Intelligence](#)
[Patrol Procedures](#)

Definitions: [S.A.R.A. Model](#)

S = scanning
A = analysis
R = response
A = assessment

The S.A.R.A. model is a tool designed to involve citizens and police in a cooperative effort to identify problems in their community. The goal is to develop long-term solutions to improve the “quality of life” in their neighborhood.

Quality of Life Policing is about making a real difference on issues of concern to the community. Drug/gang houses, graffiti, litter, anti-social behavior, and other crimes affect everyone’s quality of life. Our commitment to improve the quality of life means that we intend to continue working with the citizens and involving them in identifying long-term solutions to neighborhood problems.

Proactive Patrol is the analysis of problem locations and neighborhoods to direct more realistic selective enforcement practices which may assist officers in knowing where to be so that their presence may have more of an effect in preventing illegal activity.

- I. Scanning: Problem Identification
 - A. Possible sources of information
 1. Officer self-reported observations
 2. Crime and calls for service analysis
 3. Meetings with citizens, other city-county agencies, media, etc.
 - B. Summary of scanning steps
 - C. Create a list of potential problem(s)
 - D. Identify the problem(s)
 - E. Prioritize the problems if more than one exist
 - F. State the specific problem (list examples of where problem occurs and determine what setting is causing the most difficulty)
 - G. Enter the issue in the problem solving log located on the Intranet

- II. Analysis: Problem Investigation
 - A. The systematic approach to the investigation
 - 1. Learn everything possible about the actors
 - 2. Review past responses to each incident
 - 3. Examine the environment in which problem exists
 - B. Summary of analysis steps
 - 1. Determine what conditions or events precede or accompany the problem. What are the consequences? Will the community be harmed?
 - 2. Determine the time frame in which the problem has been occurring as well as the duration of each event
 - 3. Define a tentative goal – identify resources that may assist you in solving the problem. Review policy, procedure and rules to see if a solution is already in place – don't reinvent the wheel!
- III. Response: Developing Strategies
 - A. Strategies for designing a solution
 - 1. Altering the behavior of actors
 - 2. Altering the physical setting
 - 3. Changing the social context
 - 4. Changing the sequence of events
 - 5. Changing the results of the events
 - B. Summary of response steps
 - 1. Brainstorm possible interventions
 - 2. Consider feasibility and develop alternatives if necessary. Determine what needs to be done before implementation of the plan.
 - 3. Outline the plan and identify who is responsible for each part. Include the goals in which you hope to accomplish and the ways to collect data throughout the plan.
 - 4. Consider the use of other city departments to assist
 - 5. Determine the problems in implementing the plan and who might be affected
 - 6. Implement the plan
- IV. Assessment: Evaluating Response Strategies
 - A. Possible outcomes to your response
 - 1. Problem eliminated
 - 2. Problem reduced
 - 3. The harm created by the problem may be reduced
 - 4. The problem may now be better managed
 - 5. The problem has been shifted from the attention of the police, and the appropriate agencies are now responsible

B. Summary of assessment steps

1. Was the plan implemented? Successful planning and response were in place and the goals were reached.
2. Determine both positives and negatives to plan if it is to remain in place. Identify new strategies to increase the effectiveness of the plan and develop ways to monitor the efficiency of it.
3. Continue to monitor the plan, as well as modify it as conditions change. Assess the plan regularly. Using the problem solving log to document additional steps taken.

Closing: The bottom line on assessment is that we must document what problems we are addressing, how they were identified, what has our analysis shown us, who was involved in the analysis, what strategies were implemented, how effective the strategies were, and to communicate these efforts both internally to the department and to the community that was affected.

In addition, the problem solving log is an important tool to help accountability. When the problem solving plan is implemented, the problem solving log is a tool that can help officers across shifts fix the problem.

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Demonstrated	_____	_____
Probationary Officer Performed	_____	_____

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(Circle One) Verbal Test Scenario

Incident No. _____

P.O. Signature _____ FTO _____

Nuisance Abatement Program

Date Issued: **January 25, 2010**

Applicable State Statutes: Jurisdiction Over Nuisances Judgment, [823.01](#) and [823.03](#)
Drug or Criminal Gang House a Public Nuisance, [823.113](#) and
[823.114](#)

Applicable City Ordinances: [Chap. 12-27](#) and [12-9](#)

Discussion: The Appleton Police Department has formed a **Nuisance Abatement Program** in response to street level drug dealing, gang problems, and nuisance houses. The program is designed to stabilize neighborhoods and develop a cooperative working arrangement between landlords, residents, and the police.

It has been the experience of police officers, assigned to their specific district, that many neighborhood problems can be linked in some way to certain persons residing in that neighborhood. More often than not, these problem people are residing in rental properties. Problems emanating from these residences generally fall into one or more of the following categories:

1. **Drug House** – Due to drug sales, heavy foot traffic is often visible, especially on evenings and weekends. Disruptive behavior is often openly visible in and around the residence. Prostitution often accompanies these illegal activities.
2. **Gang House** – This residence is often frequented by teenagers. There is often a lack of adult supervision. Young people wearing gang colors and participating in gang activity can be seen at all hours. Numerous satellite crimes in the neighborhood may be linked to this residence.
3. **Disorderly House** – Disruptive behavior that has no direct link to gangs, drugs or prostitution that has been made. Such behaviors include disturbances, vulgar language, excessive drinking, and intentional damage to the residence. Generally, behavior that disrupts the peace and order of the neighborhood describes a disorderly house.

Even though a direct link to drugs may not be obvious, more than likely a drug connection exists in almost all problem residences. Traditionally, the importance of attacking the street level dealer and user has been ignored in the interest of going after the larger drug supplier. This is not suggesting that going after the large supplier isn't the right thing to do. To be sure it is very important. One can only imagine the societal anarchy if drug suppliers thought they could conduct business without fear of penalty. However, one thing that can be overlooked is the importance of addressing drug dealing where the seller meets the buyer.

Drug trafficking is often occurring in our residential neighborhoods, right under our noses. Numerous satellite crimes occur as a result. By allowing a drug operation to continue in a residential neighborhood, we can only expect decay of that neighborhood. Law-abiding citizens move away from such problems to protect their families, leaving behind vacant properties appealing only to other undesirable people. Landlords are then faced with the difficult decision of lowering their standards or leaving their property vacant. Neither option is desirable to the landlord as the rental property is an investment. This negative progression is often the result of one problem tenant. Once the decay starts, it will continue at an accelerated rate until **drastic action** is taken.

It is not just drug dealing that is plaguing our neighborhoods, however. We have found residences racked with other problems that aren't necessarily related to drug trafficking. General disorderly behavior, negligence, and other activities detract from the quality of life of a neighborhood as well.

As citizens and as police officers, we must not allow these activities in our neighborhoods. Landlords must not allow it in their rental properties. If someone else chooses to tolerate it in their backyard, they will soon discover the importance of moving these people on.

From a police perspective, it is not always easy building a drug case, even if it's obvious to the neighbors what is going on. Building a case solid enough to hold up through the rigors of the judicial system often takes several months. During that time much damage can be done to our neighborhoods. While the investigation of the drug house continues, progress is not apparent and the neighborhood is left feeling abandoned by the police. The police are unable to discuss the particulars of an undercover investigation for obvious reasons.

In response to the needs of the law-abiding citizens, the police approach should take the form of a **full frontal assault** rather than one that is cloaked in secrecy. One thing that has become clearly evident is that neighborhood residents are not concerned as much with sending these people to prison as they are getting them out of their neighborhood. Past experience demonstrates that relying on the criminal justice system to satisfy our desire for justice leaves us frustrated and unsatisfied.

Abatement Process:

1. Officers will identify problem residences, drug, gang, or disorderly house
2. Officers will notify CRU of the problem and provide reports/incident numbers, if possible
3. CRU will determine whether or not the residence falls under the statutory or ordinance definition of 'nuisance.' And, if so, will send the landlord and/or owner a notification letter, explaining the nuisance and potential fine or seizure if the landlord allows the nuisance to continue.
4. Officers will monitor the residence closely, practicing High Intensity Enforcement, and report further offenses to CRU

- If the landlord fails to evict the problem tenant(s), and the nuisance continues, CRU and the City Attorney's Office will arrange to fine the landlord for "Allowing a Public Nuisance," and/or prepare for seizure of the property.

Action	Date	FTO Initials
Discussed/Trained	_____	_____
Demonstrated	_____	_____
Probationary Officer Performed	_____	_____

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(Circle One) Verbal Test Scenario

Incident No. _____

P.O. Signature _____ FTO _____

Other Phase II Resources

Date Issued: **January 25, 2010**

Discussion: FTO and probationary officer should familiarize themselves with the following locations.

Probationary officer should be prepared to answer questions about each organization.

CRISIS: All three counties -- [Outagamie](#), [Calumet](#), Winnebago

Mooring House: [Website](#)

Emergency Shelters: [400 N. Division](#), [Others](#)

Harbor House: [Location](#)

Group Homes: [Villa Hope](#), [Villa Phoenix](#)

Boys and Girls Club: [Location](#)

Victim/Witness Coordinator: [Outagamie County](#)

<u>Action</u>	<u>Date</u>	<u>FTO Initials</u>
Discussed/Trained	_____	_____
Demonstrated	_____	_____
Probationary Officer Performed	_____	_____

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Phase III
Probationary Officer's Checklist
(Weeks 8-11)

Advanced Investigations

Date Issued: **January 25, 2010**

Applicable APD Policies: [Major Case Investigations](#)
[Deaths, Critical Emergencies, and Life-Threatening Accident](#)
[Investigations](#)

- I. Investigation Techniques
 - A. Control/protect [Crime Scene](#)
 - B. Interview witnesses/victim
 - C. Secure/mark physical evidence
 - D. Request evidence technician
 - 1. Photographs
 - 2. Latent fingerprints
 - 3. Gathering other items
 - E. Canvas neighborhood
 - F. Contact supervisor
 - G. Advise ISU if appropriate
 - H. Utilize information
 - I. Interrogate suspects

Discussion: The above items should be considered while responding to any major crime scene. Each scene provides unique challenges. Even at a high stress scenario by using the tactics described above, the probationary officer will be able to secure the crime scene and assist investigators.

Scene Safety: [What to do when first on the crime scene?](#)

Homicide/Sudden Death

- I. First Responding Officer's Responsibility
 - [Crime in Progress](#)
 - [Crime Scene](#)

- II. While at the Scene
 - A. Dying declarations
 1. For a dying declaration to be legally admissible, the following must exist:
 - a. The victim must believe that he/she is going to die
 - b. The victim must have no hope of recovery
 2. The declaration or statement must refer to:
 - a. The manner and circumstances which brought about the victim's condition and ultimate death
 - b. The identity of the person responsible
 - c. The victim must die
 - d. The victim must have been otherwise competent and rational

- III. Victim Statement
 - A. If the victim is conscious, attempt to obtain the following information:
 1. What is the name of the person who did this to you?
 2. If the victim does not know the name of the assailant, obtain identification by description and type of clothing and so on
 3. Ask the victim if he knows he is dying?
 - B. Before removal of living victim:
 1. If possible, photograph victim's position at the scene
 2. If time and circumstances do not permit photos before the victim's removal, carefully note and sketch position. Also, note any objects held by the victim, such as weapons, pieces of clothing, etc. Use chalk and tape and so on for this purpose.
 3. Accompany victim in ambulance
 - C. Upon arrival at the hospital:
 1. Notify medical personnel of possible dying declarations
 2. Attempt to have victim's clothing removed intact. If cutting is necessary, it should not be done through any holes, cuts or tears caused by a weapon.
 3. Communicate with the investigator or supervisor at the scene what factors that may pertain to the investigation

- IV. Arrest Suspect
 - A. First responding officers to take suspect into custody based on the officer's observations, information, and probable cause developed at the scene
 - 1. Handcuff suspect and isolate him/her from any witnesses
 - 2. If suspect is arrested inside crime scene, immediately remove them to avoid scene contamination
 - 3. Note and preserve any evidence found on suspect, advise investigators
 - 4. Do not permit suspect to wash hands or use bathroom
 - 5. Do not initiate interrogation
 - 6. Record all spontaneous statements
 - 7. Observe and record behavior of the suspect
- V. Witnesses
 - A. Detain all witnesses present at the scene or have them transported to the APD for investigators
 - 1. Keep witnesses and/or suspects separate from one another
 - 2. Be alert to any declarations any of the witnesses or suspects may utter
 - 3. As soon as circumstances permit, the witness should be moved outside the crime scene area
 - 4. Witnesses should not be moved to the station until investigators arrive
 - 5. Responding officers should report all conversation with the witnesses to the investigators when they arrive
 - 6. Officers should be aware that the reporting party and/or witnesses who have located the body could be suspect
- VI. Suicide and Accidental Deaths
 - A. If death appears to be suicidal or accidental, handle as a homicide pending arrival of investigators
 - 1. Secure scene
 - 2. Detain witnesses
 - 3. Preserve all evidence in the original positions
 - 4. Notes
 - 5. Weapons
 - 6. Medications
 - 7. If relatives are present, get background information, which may assist investigators
 - 8. Obtain information for death investigation checklist
 - 9. Contact supervisor and make determination whether or not a death investigator should be called in
- VII. Guidelines to Whether or Not a Death Investigator Should Be Called In
 - A. Homicide
 - B. Suicide
 - C. Unwitnessed death

Action	Date	FTO Initials
Discussed/Trained	_____	_____
Demonstrated	_____	_____
Probationary Officer Performed	_____	_____

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(Circle One) Verbal Test Scenario

Incident No. _____

P.O. Signature _____ FTO _____

Aggravated Battery

Date Issued: **January 25, 2010**

Applicable State Statutes: [940.19](#) – Aggravated Battery
[940.21](#) – Mayhem
[940.23](#) – Reckless Injury
[940.24](#) – Injury by Negligent Use of a Dangerous Weapon

Definitions: [Great Bodily Harm](#)
[Bodily Harm](#)
[Dangerous Weapons](#)
[Battery](#)

- I. First Responding Officer's Responsibilities
 - [Crime in Progress](#)
- II. Dispatch
 - Respond
- III. Arrival at Scene
 - [Crime Scene](#)
- IV. Arrest the Suspect
 - A. First responding officers to take suspect into custody based on the officer's observations, information and probable cause developed at the scene
 1. Handcuff suspect(s) and isolate them from any other witnesses
 2. If suspect(s) arrested inside crime scene, immediately remove them to avoid scene contamination
 3. Note and preserve any evidence found on the suspect(s)
 4. Do not permit suspect(s) to wash hands or use bathroom
 5. Record all spontaneous statements
 6. Observe and record behavior of the suspect(s)
- V. Witnesses
 - A. Detain all witnesses present at the scene and have them transported to the APD for interviews
 1. Keep witnesses and/or suspects separate from one another
 2. Be alert to any declarations any of the witnesses or suspects may utter
 3. As soon as possible, the witnesses should be moved outside the crime scene area

VI. Preservation of the Crime Scene

- A. The first officer on the scene/assigned officer shall have custody on the scene until relieved by supervisor or investigator in charge
 - 1. Block off or tape scene to ensure that a sufficient perimeter is identified for the crime scene, if possible
 - 2. Start a crime scene log
 - 3. Prevent anyone from touching any evidence until arrival of I.D.
 - 4. Additional officers will set up outer perimeter and assist in traffic control, if needed
 - 5. Additional officers will conduct a neighborhood canvass
 - 6. Documentation of injuries:
 - a. Have I.D. photograph all injuries
 - b. Have victim sign a release for medical records, if possible
 - 7. Interview medical staff
 - 8. Collect evidence at hospital

Action	Date	FTO Initials
Discussed/Trained	_____	_____
Demonstrated	_____	_____
Probationary Officer Performed	_____	_____

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Incident No. _____

P.O. Signature _____ FTO _____

Burglary

Date Issued: **January 25, 2010**

Applicable State Statutes: [943.10](#)

- I. Responding
 - [Crime In Progress](#)
 - A. At the Scene
 1. Conduct a brief interview in a safe location with the complainant, if possible, to:
 - a. Determine if an offense has actually been committed and the nature of the offense
 - b. Provide other officers with descriptions, methods and direction of travel, and other relevant information concerning any principal participants who may have left the scene
 - c. Enter and search the premises with the assistance of a backup officer to determine that perpetrators are no longer present
 - d. Affect an arrest if it can be accomplished either at the scene or by immediate pursuit
 - e. Protect the crime scene to ensure that evidence is not lost or contaminated
- II. Closer Examination of the Crime Scene
 - A. Determine the point of entry and the point of exit by the perpetrator(s)
 - B. Determine what the target area(s) are in the premises
 - C. With help from the complainant determine if anything is missing
- III. Arrange for the Collection of Evidence
 - A. Request the assistance of an evidence technician
 1. The investigating officer will be responsible for assisting the evidence technician by pointing out specific evidence to be collected
 2. Pay special attention for fingerprint and shoe impression evidence at the point of entry and the point of exit (Remember to attempt fingerprint lifts **EVEN IF THE COMPLAINANT AND OTHERS HAVE TOUCHED OR HANDLED THE ITEM OR AREA IN QUESTION**. The property owner's fingerprints could be there, but the suspect's fingerprints could be there as well.)
 - B. Some small items may be best collected and processed at the station at a later date
 - C. The investigating officer may have to log the evidence in at the station themselves

- IV. Interview the Complainant and All Witnesses in Detail
 - A. Establish a time frame for the offense
 - B. Gather suspect information including anyone with a known motive to commit this act as well as information on suspicious people seen in the neighborhood
 - C. Obtain detailed information about each item found to be missing including:
 - 1. Make, model, serial number, color, and other identifying features
 - 2. Value of the item
 - 3. Insurance information
 - D. Provide the complainant with burglary prevention tips as necessary such as additional lighting, dead bolt locks, etc.
 - E. Contact landlord to assist with securing the residence
- V. Further Investigation
 - A. Conduct a neighborhood canvas for information or witnesses
 - B. Locate and interview any suspects
 - C. Attempt to locate stolen items at area pawn shops
 - 1. E-mail or phone conversations with Detectives
 - 2. Use of [Leads Online](#)
 - 3. Follow-up with victim
 - D. Depending on the case, consider a polygraph exam or other investigative aids if you have a strong suspect

Action	Date	FTO Initials
Discussed/Trained	_____	_____
Demonstrated	_____	_____
Probationary Officer Performed	_____	_____

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(Circle One) Verbal Test Scenario

Incident No. _____

P.O. Signature _____ FTO _____

Fire Investigations

- Date Issued: **January 25, 2010**
- Applicable State Statutes: [943.02](#) – Arson of Buildings, Damage of Property by Explosives
[943.04](#) – Arson with Intent to Defraud
[943.06](#) – Molotov Cocktails
[165.55](#) – Arson Investigation
[943.03](#) – Arson of Property Other Than a Building
[943.05](#) – Placement of Combustible Materials and Attempt
[943.065](#) – Injury Caused by Arson
- Applicable APD Policies: Appleton Fire Investigation Task Force
[Major Case Investigation](#)
- Definitions: Fire Investigation is an examination made to determine both the cause of the fire and whether or not the fire involved a criminal violation of any statutes.
- I. Officer's Response
- A. Be alert and suspicious while both en route and upon arrival at scene
 - B. As soon as practical, photograph and/or videotape persons at scene
 - C. Protect scene as if it were a crime scene, (because it may be just that)
 - D. Attempt to make a determination as soon as you arrive as to whether or not anyone remains in the building, vehicle, and/or area being affected by the fire. Do not make entry into a burning building where significant fire and/or smoke are present. Direct arriving fire personnel to the location of any known or suspected victim.
 - E. Document what you see, hear, and smell both while en route and at the scene. Identify people at the scene and document their dress, injuries, and what they tell you. If applicable, have them complete written statements.
 - F. At all times, including while en route and after arrival, keep personal safety as well as the safety of others as a primary concern. Use additional units as needed for crown control. Recognize the possibility of poisons being released from the fire and think about wind direction, and safety distances, which may need to be maintained.
 - G. Recognize that you are responsible to begin an initial offense report on this incident. Be sure to include those things that you did and observed in that report. A report will always be required when a fire investigator is called to the scene.
 - H. Observe and protect any possible evidence that may be located away from the fire itself. Do not remove this evidence unless it is necessary to preserve it.
 - I. Consider canvassing the area and/or neighborhood for potential witnesses and/or suspects when applicable

- J. Attempt an exterior examination of the area being affected by the fire. Pay particular attention for signs of other criminal activity.
- K. If the fire involved a vehicle, all of the above apply
- L. If owner or occupant of the affected area of the fire is present, take an initial statement from these individuals as soon as practical. If an investigator is being called in, keep these individuals at the fire scene if possible, if not, document how to reach them.
- M. When the scene is safe, activate VCR team
- N. Ask Communication Center to call Red Cross
- O. At all times be careful and remain alert. There is often very real danger at a fire scene.
- P. If fire is suspicious, contact supervisor

Action	Date	FTO Initials
Discussed/Trained	_____	_____
Demonstrated	_____	_____
Probationary Officer Performed	_____	_____

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(Circle One) Verbal Test Scenario

Incident No. _____

P.O. Signature _____ FTO _____

Kidnappings

Date Issued: **January 25, 2010**

Applicable State Statutes: [940.31](#) -- Kidnapping
[940.305](#) – Taking Hostages
[940.30](#) – False Imprisonment

Applicable APD Policies: [Major Case Investigation](#)

Definitions: Kidnapping is the carrying away of a person from one place to another without his or her consent where force or threat of force is employed. Kidnapping would also include confining another without consent utilizing threat or force as well. This would, of course, also apply if the person kidnapped was not old enough or did not have the mental capacity to give consent, (as is would relate to children or individuals that are mentally impaired).

I. Officer's Response

- A. Recognize dispatch calls such as “missing persons” and/or “runaway” complaints may in fact openly be determined to be kidnappings. Therefore, respond as soon as possible.
- B. Obtain basic facts, details, and a description of the missing person as well as suspect, if applicable
- C. Contact supervisor if, indeed, the case appears to be a kidnapping
- D. Disseminate that information as quickly as possible. Make use of radio broadcast and support through the Communication Center including filing NCIC reports and ECAR messages within the state.
- E. When possible, conduct interviews with the reporting person(s) separately. Make use of written statements so as to ensure commitment on the part of those reporting.
- F. Request assistance from other police units as needed and to expedite any type of immediate search that may be required
- G. Recognize and protect any crime scene and evidence
- H. Avoid providing the media with any information—allow this to be handled by the department media specialist and/or supervisor on the scene
- I. Determine as much background as possible concerning the individual who was abducted. Obtain a list of acquaintances, friends, and associates of this individual and how to contact them.
- J. Additionally, obtain any medical information, personal habits, and family history
- K. As soon as possible, begin a canvass, where applicable, of the area where the individual was abducted from in an attempt to identify witnesses.

- L. Be sure to inquire as to whether or not there is anyone that the person(s) reporting the incident suspect of having abducted this particular individual, clarify any suspected motives
- M. Consider asking everyone that you speak to the question, "What do you think happened to the missing person?"
- N. Continue to update communication to other units working on the case, as relevant facts become known. Do not forget to update NCIC or state teletype messages also.
- O. Supervisor will start Amber Alert procedures
- P. Obtain permission and search the home or building or location where the incident took place, where and when applicable. Note: Do this as soon as possible. Additionally, search all surrounding areas including vehicles and other places of concealment when applicable.
- Q. Obtain most current photograph of the missing party and determine if the individual's fingerprints and/or DNA life print would be on file anywhere
- R. Depending upon the overall circumstances of the case, when it appears that the incident is in fact a kidnapping, notify the local FBI office in Green Bay
- S. If possible, conduct a criminal history and contact history check of both the missing person and possible suspect
- T. I.D. Tech, if necessary

Action	Date	FTO Initials
Discussed/Trained	_____	_____
Demonstrated	_____	_____
Probationary Officer Performed	_____	_____

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(Circle One) Verbal Test Scenario

Incident No. _____

P.O. Signature _____ FTO _____

Sex Crimes

Date Issued: **January 25, 2010**

Applicable State Statutes: [ss940.225, Sexual Assault \(1st-4th degree\)](#)
[ss948.02, Sexual Assault of Children](#)
[ss948.025, Repeated Sexual Assault of Same Child](#)
[ss948.055, Causing a Child to View/Listen to Sexual Activity](#)
[ss948.06, Incest With a Child](#)
[ss948.07, Child Enticement](#)
[ss948.08, Soliciting a Child for Prostitution](#)
[ss948.09, Sexual Intercourse With a Child Age 16 or Older](#)
[ss948.095, Sexual Assault of a Student by School Instructional Staff](#)
[ss948.10, Exposing Genitals or Pubic Area](#)
[ss948.11, Exposing a Child to Harmful Materials](#)
[ss948.12, Possession of Child Pornography](#)
[ss948.13, Child Sex Offender Working With Children](#)

Applicable APD Policies: [Sensitive Crime Investigations](#)
[Sex Offender Registration and Community Notification](#)
[Performance of the Investigative Function](#)

Definitions: See Statutory definitions.

The initial contact that the first responding officer has with the victim of a sexual assault will create a lasting impression with that victim, so officers should view this as an opportunity to assure the victim that the investigation will be conducted in a professional manner.

- I. Officers Responding to a Reported Sexual Assault Crime Should Accomplish the Following:
 - A. Assess the victim's medical condition and arrange immediate care, if needed. If there is the possibility of physical evidence, transport or arrange for the victim to proceed to St. Elizabeth's Hospital where three nurses have been trained in the collection of sexual assault evidence using the State of Wisconsin Crime Kit. Many sexual assault crimes are reported after the incident occurred and there might not be any physical evidence.
 - B. Determine through minimal non-detailed questioning if in fact a sexual assault did occur
 - C. Determine the jurisdiction in which the incident occurred
 - D. Protect the crime scene and request the assistance of an evidence technician

- E. Conduct or coordinate an area canvas for suspects and/or witnesses and determine if the victim can identify a suspect
- F. Request the assistance of a sensitive crime investigator. Sensitive Crime Investigators are PSLs, Detectives, and other patrol officers who have received specialized training in Sensitive Crimes and will conduct a thorough interview of the victim paying close attention to details of the assault.
- G. If the victim is a juvenile, contact the Department of Social Services Child Protection Unit. If the victim is an adult, contact the Sexual Assault Crisis Center. Both agencies can be contacted through Crisis during non-business hours.
- H. Consider the VCR team being activated to comfort the victim and family members

Officers should refrain from conducting lengthy interviews with the victim to save the victim from having to repeat details of the event to an investigator at a later time. Interviews should be limited to determine whether a sensitive crime has occurred, jurisdiction of occurrence, suspect information, and efforts to comfort and reassure the victim.

The first responding officer shall be responsible for completion of the initial offense report and case transfer request.

Action	Date	FTO Initials
Discussed/Trained	_____	_____
Demonstrated	_____	_____
Probationary Officer Performed	_____	_____

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(Circle One) Verbal Test Scenario

Incident No. _____

P.O. Signature _____ FTO _____

Narcotics

Date Issued: **January 25, 2010**

Applicable State Statutes: [Chapter 961](#)

Applicable APD Policies: [Confidential Informants](#)
[Criminal Intelligence](#)
[Evidence – Collection and Preservation](#)
[Major Case Investigations](#)
[Organized Crime, Vice, and Narcotics Control](#)
[Search & Seizure Guidelines](#)
[Use of Force](#)

Definitions: The illegal use, sale, distribution or manufacture of controlled substances.

I. Criminal Patrol

A. You are a first-line Criminal Investigator

1. Open-minded attitude on all vehicle stops
2. Ability to interpret what your senses detect
3. Skill at developing disarming dialogue
4. Patience to search thoroughly
5. Ask for K-9 assistance
6. Commitment to survival tactics

B. Surviving investigative stops

1. Distance and barriers
2. Visual monitoring
3. Protected movements
4. Physical dominance
 - a. The U.S. Supreme Court case that entitles you to routinely order any driver out of their vehicle on a lawful stop is [Pennsylvania v. Mimms](#)
 - b. The U.S. Supreme Court case that entitles you to routinely order and detain any passenger out of the vehicle on a lawful stop is [Brendlin v. California](#)
 - c. The U.S. Supreme court case that entitles you to wait a “reasonable” time for K-9 arrival is [Maryland v. Wilson](#)

C. Dialogue cues

1. Does the driver fit the car?
2. Does the driver fit the story?
3. Are there conflicts among the occupants?
4. What does the documentation reveal?

- D. Watch for suspicious mannerisms
 - 1. Immediate exit from vehicle
 - 2. Avoids eye contact with officers
 - 3. Eye contact with other occupants
 - 4. Nervous hand gestures
 - 5. Profuse sweating
 - 6. "Give-Up" signal
- E. Vehicle search commandments
 - 1. Get back-up before starting the search
 - 2. Remove all occupants before entering the vehicle
 - 3. Pat down or search people first, then search the vehicle
 - 4. Conduct the search in a safe environment
 - a. PLAIN FEEL RULE – If...an object(s) contour and mass makes its identity (as contraband) immediately apparent...its warrantless seizure is justified ([Minnesota v. Dickerson](#))
- F. What to do if contraband or paraphernalia is located
 - 1. Protective barriers against contamination of yourself or evidence
 - 2. Proper packaging
 - 3. Transportation to station
 - 4. Field test(s)
 - 5. Proper evidence forms (beast)
 - 6. Maintain chain of evidence
- G. Interview of suspect
 - 1. Miranda requirement?
 - 2. State v. city ordinance charges
 - 3. Contact Lake Winnebago Area Metropolitan Enforcement Group Drug Unit, Department of Narcotics Enforcement, or CRU
 - 4. Does information gathered require follow-up?
 - 5. Search warrant
- H. Search warrant criteria
 - 1. Identification of items to be seized and places to be searched
 - 2. Address correct and verified
 - 3. Records on address and persons residing there
 - a. In-house
 - b. CCAP
 - 4. History on address/suspects/residents
 - 5. Description of house
 - a. Shutter color
 - b. Shingle color/type
 - c. Location/color of house number
 - 6. Verification of information provided and how done
 - 7. Contact District Attorney
 - 8. Sworn affidavit or personal testimony
 - 9. Signed by judge
 - 10. Keep original of search warrant
 - 11. Copy for residence searched

- I. Once search warrant is obtained
 - 1. Contact on-duty supervisor
 - 2. Determine type of entry
 - 3. Use of SWAT team
 - 4. Pre-execution surveillance
 - 5. Is it a no-knock warrant? (Must be specified at time of application and blessed by judge)
 - 6. Finger off Trigger upon execution
 - 7. When evidence is found – repeat (F) above
- J. Complete necessary paperwork
- K. Offense report
- L. Evidence forms
- M. Damage done upon entry
- N. Use of force
- O. Search warrant return (Must be returned within 48 hours excluding weekends and holidays)

Action	Date	FTO Initials
Discussed/Trained	_____	_____
Demonstrated	_____	_____
Probationary Officer Performed	_____	_____

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(Circle One) Verbal Test Scenario

Incident No. _____

P.O. Signature _____ FTO _____

Forgery/Fraud – Checks

Date Issued: **January 25, 2010**

Applicable State Statutes: [943.38 \(1\) & \(2\)](#)
[943.24\(2\)](#)

Applicable APD Policies: [Major Case Investigation](#)

Definitions: Review Statutes

I. Types of Check Forgery/Fraud

- A. Stopping payment – Civil Matter
- B. Stopping payment on a check is a civil matter if done over a legitimate dispute as a contract problem or services rendered. It may be criminal if the maker intended to stop payment on the check at the time it was written.
- C. NSF – Not Sufficient Funds in Account – Refer complainant to DA
- D. Account Closed – Refer complainant to DA

(For “B” or “C” provide complainant with proper APD form(s) #175, #176, #177)

NOTE: Any check or group of checks totaling \$1,000.00 or more, cashed in a 15-day period may be a felony.

II. Forgery – Criminal Matter

- A. “Forgery”
- B. “Signature Not On File” [Check will be stamped with one of these](#)
- C. “Signature Not as Listed”
- D. “Stolen Check”

III. Counterfeit – Criminal Matter

- A. “Counterfeit” [Check will be stamped with one of these](#)
- B. “No Account”

IV. Investigation – General Information

- A. What happened?
- B. Where did it happen?
- C. When did it happen? (Time/Date)
- D. Reporting person
 - 1. Commercial Name/Last Name, First and Middle
 - 2. Complete Address
 - 3. Phone Numbers
 - 4. Date of Birth

- V. Identification of Complainant
 - A. Complete name, address and phone number(s)
 - B. Date of birth
 - C. Other descriptors
- VI. Witness(es) of Crime
 - A. Complete name, address and phone number(s)
 - B. Date of birth
 - C. How and where observation occurred
 - D. What was observed?
 - E. Are accounts similar?
- VII. Necessary Information
 - A. Who received/accepted the check/forged item (clerk/teller, name, address, DOB, phone number(s), etc.)?
 - B. What transpired? (case or merchandise?)
 - C. Type of check/forged item? (i.e. payroll, personal check, etc.)
 - D. Where was item endorsed? (physical location and jurisdiction)
 - E. Can cashier/teller identify the suspect(s)?
 - F. What type of identification was presented at the time of transaction?
 - G. Follow-up on owner of check (i.e. how stolen? Why?)
 - H. Did complainant give permission to use or write his/her name on any documents (if consent give, not a forgery)?
 - I. Did complainant give permission to anyone to cash the item?
 - J. Did complainant sign affidavit of forgery? If not, complainant should be referred to his/her financial institution ASAP.
 - K. Handwriting: Obtain "Handwriting Exemplar" when suspect is developed. If suspect refuses, check with DA's office for court order requiring suspect to complete Exemplar.
- VIII. Evidence
 - A. Treat the check or document as fingerprint evidence! Although several people have handled it, do not assume that the suspect's prints will not be on the check. Often the suspect's fingerprints have been located on the checks that have been handled by many people.
 - B. Seal the check in plastic and enter it as evidence
 - C. Make a photocopy of the check and attach it to the original paperwork
- IX. Enforcement/Arrest
 - A. Jurisdiction
 - B. In forgery cases, jurisdiction is applied specifically to where the writing was falsely made or altered
 - C. In uttering forged document cases, jurisdiction applies to where the forged item was passed. If the document is uttered through the mail, jurisdiction applies where the document was received.

Note: It is essential to establish jurisdiction when investigating forgery/fraud related cases!

- X. Custody
 - A. Normal Conditions: Suspect will be fingerprinted, photographed and may be released if not a flight risk. The case should then be referred to the proper District Attorney's Office for formal charges.
 - B. Extenuating Circumstances: If the person is a flight risk, has no ties to the Appleton area, has an extensive criminal record or is on probation/parole, the officer may elect to confine the suspect.
- XI. Example of Forgery Incident

A check is stolen (theft of check) from Mr. Good by Mr. Bad. Mr. Bad signs Mr. Good's signature on the check (forgery). Mr. Bad then presents the check at ShopKo (uttering). ShopKo deposits the check with their bank (Bank A). Bank A receives the check and returns it to Mr. Good's bank (Bank B). Bank B returns the check and sends statement to Mr. Good. Mr. Good determines the transaction is not authorized and returns the check to Bank B. Mr. Good completes an Affidavit of Forgery at Bank B. Bank B should then send the original check with the Affidavit of Forgery to Bank A. Bank A should return the original check and a copy of the Affidavit of Forgery to ShopKo. ShopKo should then call the police.

Complainant	ShopKo
Reporting Party	ShopKo Employee or Mr. Good
Witness	Person accepting check
Citizen Contact	Mr. Good
Suspect/Defendant	Mr. Bad

Action	Date	FTO Initials
Discussed/Trained	_____	_____
Demonstrated	_____	_____
Probationary Officer Performed	_____	_____

I certify that I have been trained in the above material. My FTO has demonstrated the material, and I understand and have demonstrated understanding of the required tasks by the following means:

(Circle One) Verbal Test Scenario

Incident No. _____

P.O. Signature _____ FTO _____

Computer Crimes

Date Issued: **January 25, 2010**

Applicable State Statutes:

[ss947.0125, Unlawful Use of Computerized Communication System](#)
[ss940.32, Stalking](#)
[ss948.05, Sexual Exploitation of a Child](#)
[ss948.055, Causing a Child to View or Listen to Sexual Activity](#)
[ss948.07, Child Enticement](#)
[ss948.11, Exposing a Child to Harmful Material Descriptions or Narrations](#)
[ss948.12, Exposing a Child to Pornography](#)

Applicable Federal Statutes:

[18 USC 1343 \(Wire Fraud\)](#)
[18 USC 2252 \(Receipt or Distribution of Child Pornography\)](#)
18 USC 1030 (a)(2) (Hacking to Obtain Information)
18 USC 1030 (a)(4) (Hacking to Defraud)
18 USC 1030 (a)(5)(A) (Intentionally Damaging Computers)
18 USC 1030 (a)(5)(B) (Recklessly Damaging Computers)
18 USC 1030 (a)(5)(C) (Damaging Computers)
18 USC 1030 (a)(7) (Threats to Damage Computer)

Applicable APD Policies: [Performance of the Investigative Function](#)
[Collection and Preservation of Evidence](#)

Definitions: Review Statutes and Policy

- I. Responding to a Criminal Complain
 - A. Identify the nature of the violation (what type of crime exists)
 - B. Identify what evidence exists to prove the crime
 1. Ask the complainant to print out any documents that correspond to the crime. Documents may include message logs, e-mail correspondence, pictures, etc. These documents may allow you to acquire a subpoena for documents from the ISP to determine the source of the crime.
 2. Has a suspect been identified, are they aware that a complaint has been filed and may destroy evidence with this knowledge? If there is an immediate need to respond, contact a supervisor and ask for an investigator to assist. Many times, even if suspect attempts to destroy evidence, the evidence still is available through ISP records and other sources.

3. If a suspect cannot be identified initially or the suspect is not aware that a complaint has been filed, take an initial report and request a case transfer to a High Tech Crime Investigator for follow-up.
- II. The Investigator Receiving the Case Transfer Will Determine What Type of Action is Necessary to Solve the Crime. Some Resources Include:
- A. Using the Department of Justice's undercover sting operation to correspond with those suspected of child enticement, child pornography, etc.
 - B. Forwarding the complaint to the FBI and the Innocent Images Task Force. This group investigates cases of child pornography on the Internet.
 - C. Forwarding the complaint to the US Customs Office, which investigates child pornography and other Internet crime originating from outside the United States.
 - D. Obtaining subpoenas to determine the source of messages forwarded through ISPs. Once subscriber information has been received and the source determined, obtaining a search warrant to seize the computer used in the crime to search for evidence of that crime.
 - E. Using traditional methods of investigation like interviewing witnesses or others who may have knowledge of the crime
- III. Seizing the Computer
- A. The majority of computers are seized only through the use of a search warrant. Rarely will there be grounds to seize a computer based on exceptions to a warrantless search allowed under the 4th Amendment.
 - B. Obtain a search warrant. Request the assistance of a High Tech Crime Investigator for obtaining search warrants and subpoenas for records.
 - C. Develop plan for serving search warrant (entry to location, etc.)
 - D. Request assistance of High Tech Crime Investigator for recovery of computer system and processing through crime lab
 - E. Once entry is gained via search warrant, suspect should be kept away from computer
 - F. Computer system is not searched at scene, but will be taken and sent to the crime lab
 1. Computer system is photographed in the position it is in (on/off, files showing, etc.). Computer is unplugged from the wall and all cords and serial ports are taped with color coded tape to reassemble later. Place evidence tape over drive slots and serial ports.
 2. Duplicate image of hard drive will be created to search. Searching does not take place on suspect's files as there may be booby traps and data might be altered.

NOTE: First responding officer completes an initial report prior to requesting case transfer.

Action	Date	FTO Initials
Discussed/Trained	_____	_____
Demonstrated	_____	_____
Probationary Officer Performed	_____	_____

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(Circle One) Verbal Test Scenario

Incident No. _____

P.O. Signature _____ FTO _____

Evidence

Date Issued: **January 25, 2010**

Applicable State Statutes: General Provisions, Chapters 901-911

Applicable APD Policies: [Collection and Preservation of Evidence](#)
[Major Case Investigations](#)
[Safeguarding/Disposal of Found/Seized Property](#)

Other Resources: [Physical Evidence Handbook \(WI Department of Justice\)](#)
Evidence Technician Manual
I.D. Technicians and Identification Personnel

I. Evidence Recognition

- A. Upon responding to a call, officers shall be aware of the potential of physical evidence present at a crime scene
- B. Upon the identification of physical evidence, the officer shall determine if preservation, documentation, and collection of the evidence can be accomplished by the officer or if they require the assistance of field evidence technician.
 1. If the officer determines that the skills required to process the scene are beyond his or her abilities, an evidence technician shall be called (i.e. photography, footwear/tire impressions, latent print detection, etc)
 2. It is the responsibility of the investigating officer to determine what physical evidence is to be processed
 3. It is the responsibility of the officer collecting physical evidence to ensure the integrity and preservation of the evidence
 4. While the field evidence technician may assist with the collection, documentation, and packaging of evidence, the ultimate responsibility for the security of the evidence lies with the investigating officer

II. Evidence Integrity

- A. It is the investigating officer's responsibility to ensure that a proper chain of custody is maintained until evidence is secured in an approved storage area
 1. Approved storage areas include: temporary lockers or secure refrigerators in the Identification Section, sally port lockers, lockers in the basement area, secure evidence bays, and impound yard

Action	Date	FTO Initials
Discussed/Trained	_____	_____
Demonstrated	_____	_____
Probationary Officer Performed	_____	_____

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(Circle One) Verbal Test Scenario

Incident No. _____

P.O. Signature _____ FTO _____

Search Warrants

- Date Issued: **January 25, 2010**
- Applicable State Statutes: [ss968.12 – ss968.17](#)
- Applicable APD Policies: [Search & Seizure Guidelines](#)
- Definitions:
- Search** is an examination of a person or place with the intent of discovering contraband, evidence of a crime, or the fruits of a crime.
- Seizure** is the taking of a person or physical piece of evidence.
- Discussion: Searches and seizures conducted by officers of the Appleton Police Department shall be accomplished pursuant to a valid warrant obtained upon probable cause, except as such searches and seizures may be accomplished under one of the clearly recognized exceptions to the warrant requirement.
- I. At a Crime Scene
 - A. Secure the scene
 - 1. Officer safety
 - 2. Evidence safety
 - a. No entry/exit from scene
 - b. No searching or evidence collection
 - B. Determine need for search warrant
 - 1. Does an exception to the warrant requirement apply
 - C. Notify supervisor
 - D. Begin procedure for search warrant
 - II. Not At a Crime Scene
 - A. Notify supervisor
 - B. Begin surveillance of location to be searched, if applicable
 - C. Begin procedure for obtaining search warrant
 - III. Obtaining Search Warrant
 - A. Identify the crime that has been committed
 - B. Identify items to be seized
 - C. Identify location of items to be seized

D. If person:

1. Name, DOB, physical description

If location:

1. City, state, county
2. Address and/or location of the block
3. Description of building or property
4. Legal address and house numbers attached to the building
5. Type of structure
6. Color: roof, walls, trim
7. Distinguishing features
8. Out or unattached buildings
9. Color, location, size of house number

E. Gather information for affidavit

1. Why the evidence should be seized and probable cause to believe that the evidence is at that location – be specific

F. Notify on-duty/call District Attorney for the county the location to be searched is in

1. If a District Attorney or Judge from the appropriate county is not available, a District Attorney or Judge from one of the other two counties within which Appleton is located may be contacted

G. With the review of the District Attorney, obtain warrant

1. Testimony
2. Written affidavit
 - a. Can be done at APD
 - b. Template through CRU
3. Telephonic
 - a. Make and obtain a tape recording of telephone call for transcription

H. Make copies of warrant

1. Original with report, along with original written affidavit, if used
2. Copy to District Attorney, with a copy of the written affidavit, if used
3. Copy to be left at the scene of the search

I. No-knock search warrants

1. Requests for “No-Knock” search warrants should only be made if the officer can present to the magistrate sufficient specific facts that indicate one or more of the following circumstances are present:
 - a. Information, beyond the mere possibility that evidence may be destroyed, which establishes that there is reasonable cause to believe evidence may be destroyed if officers announce their presence, such as prior attempts to destroy evidence or information that the suspects have stated their intent or established plans to destroy evidence; or
 - b. Information which established reasonable cause to believe there is a danger to officers or others on the premises if officers announce their presence; or
 - c. Information, which established reasonable cause to believe there is a likelihood of escape if officers announce their presence

- IV. Serving Search Warrant
 - A. Search warrant must be served with 5 (five) days of issuance
 - B. Meet with supervisor to set plan for search warrant service
 - 1. Notify Communication Center
 - 2. Warrant briefing sheet (obtained from CRU officer)
 - C. Prior to executing a search warrant, officers shall knock and state their identify and purpose and allow a reasonable amount of time for the occupant to permit entry. If the officer notes activity within the premises that reasonably leads them to believe that the officer(s) or other persons within the premises are in imminent peril of bodily harm, evidence is being destroyed or escape attempted, officer(s) may use reasonable force to enter the premises.
- V. Execution of Search Warrant
 - A. Secure premises
 - 1. Officers may use “all necessary force” to execute the search warrant
 - 2. Detain all occupants
 - a. Anyone not named in the warrant may only be detained until premise is secured and they have been identified. They may only be searched if there is reasonable belief that they are armed (“stop and frisk”) or they are concealing evidence named in the warrant
 - 3. Leave a copy of the warrant with the person named in the warrant or where it can be easily found at them empty premises
 - 4. Read the warrant out loud to all occupants or empty premises (record on VieViu or MVC)
 - B. Search premises
 - 1. Officers may search any location in which an item described in the warrant may reasonably be located
 - 2. Assign one officer to collect, record, and log in all the items seized
 - 3. Other searchers only locate items; they do not move/remove
 - 4. Be careful to record a description of and the location from where items were seized. In addition to a written record, photographs may be used to show the location from which property was seized
 - 5. Maintain chain of custody
 - 6. Items not identified in a search warrant may be seized if they meet all of the following requirements:
 - a. The evidence must be discovered in the course of a lawful search; and
 - b. The evidence must be readily recognized as contraband or, in conjunction with facts known to the officer before the search, the officer recognizes property as evidence of or the fruits of a crime; and
 - c. The property was discovered in the physical area properly subject to search by authority of the warrant; and
 - d. The evidence was found prior to the time that all specifically named items in the warrant were found
 - C. Damage, which occurs during the execution of search warrant, shall be photographed and documented in an offense report

- D. Upon conclusion of the search and investigation at that location, at that time, gather the evidence and leave the premises in the custody of a responsible, appropriate adult, or secure the premises if unoccupied
 - 1. Once all officers have left the premises, you cannot return without another warrant or permission
- E. Log in evidence
- F. Complete offense report
- VI. Search Warrant Return
 - A. Within 48 hours, a copy of the warrant, a copy of the written affidavit (if used), and a written inventory of the items seized must be filed with the Clerk of Courts in the county the warrant was served in
 - 1. May use photocopies of BEAST print out

Action	Date	FTO Initials
Discussed/Trained	_____	_____
Demonstrated	_____	_____
Probationary Officer Performed	_____	_____

I certify that I have been trained in the above material. My FTO has demonstrated the material, and I understand and have demonstrated understanding of the required tasks by the following means:

(Circle One) Verbal Test Scenario

Incident No. _____

P.O. Signature _____ FTO _____

Searches (People & Property)

Date Issued: **January 25, 2010**

Applicable Search Statutes: [ss968.16, Of Other Persons/Premises](#)
[ss968.10, When Authorized](#)
[ss968.25, Temporary Questioning](#)
[ss968.255, Strip Searches](#)
[ss968.256, Disabled Persons](#)

Applicable Seizure Statutes: [ss968.19, Custody of](#)
[ss968.13, Property Subject to Seizure](#)
[ss968.24 + 968.25, Stop and Frisk Laws](#)

Applicable APD Policies: [Search & Seizure Guidelines](#)

Definitions: Review Policy and Statute

- I. Searches – Person
 - A. When authorized
 1. Consent
 - a. Verbal – cannot be “coerced”
 - b. Written – APD FORM #40
 2. Stop and Frisk (Terry Stop)
 - a. ID self as officer
 - b. Done during valid investigative stop when believed the person has committed or was about to commit a crime. Must be able to articulate that person poses threat to officers or others.
 - c. Pat-down of outer clothing
 - d. Looking for weapons or any article or instrument readily capable of causing injury and not ordinarily carried by law-abiding citizens
 - e. Be as brief as possible
 - f. Evidence other than weapons can be seized under plain feel doctrine. Must be readily apparent it is contraband without any manipulation of item.
 - g. Consent can develop before or during pat-down

B. Other types

1. Strip search

- a. Person must be arrested for a felony or certain misdemeanors listed under [968.255\(1\)\(a\)2](#) **OR** if person is arrested for any other misdemeanor or ordinance offense, then you must have probable cause to believe the person is concealing a weapon or thing, which may constitute evidence of the offense for which he or she is detained
- b. Officer searching should be same sex
- c. Person searched must be out of view of others. May not be recorded through visual or audible means.
- d. Person searching must have written permission from Chief or his designee unless believed weapon is concealed. Report must be completed documenting the identify of the person searched; all persons conducting the search; the time, date, and place of the search; the written authorization from the Chief or designee; and the detainee must be provided a copy of that report.

2. Body cavity search

- a. All requirements under “Strip search” above must be met
- b. Must be done by medical personnel
- c. Done at medical facility
- d. Mouth not considered a cavity, may be searched by officer.

II. Searches – Vehicle

A. When authorized

1. Consent

- a. Verbal – cannot be “coerced.” Cannot detain person after original purpose of stop is done while trying to get consent.
- b. Written – APD FORM #40

2. Warrant

3. Probable cause

- a. PC to believe vehicle contains contraband or evidence of crime
- b. Vehicle is capable of being removed
- c. Plain view may lead to PC

4. Stop and frisk

- a. ss968.25 allows search during investigative detention. Terry search can apply to vehicle.
- b. Officer must reasonably believe s/he or others are in physical danger
- c. cursory search for weapons

5. Inventory

- a. Can be completed on scene before tow. Safeguards citizen’s property, protects City from claims of misconduct and ensures officer’s safety
- b. Vehicle Inventory Form #32 may be completed

- III. Searches – Property
 - A. When authorized
 - 1. Consent
 - a. Verbal
 - b. Written – APD FORM #40
 - 2. Plain view
 - a. Must be legally authorized to be present
 - b. Evidence in plain view may be seized
 - c. Items may not be moved to create plain view
 - d. May lead to warrant
 - 3. Warrant
 - a. Applies to curtilage
 - 4. Warrant exceptions
 - a. Open Fields – immediate need to seize may be considered v. getting a warrant
 - b. Abandoned Property – must be voluntarily abandoned and placed outside curtilage
 - c. Public Property – where no other reasonable expectation of privacy exists
 - d. Exigent circumstances
 - 1) Probable cause that search would disclose evidence of crime
 - 2) Exigent circumstances make it unreasonable or impossible to obtain a warrant
 - e. Protective sweep
- IV. Disposition of Evidence
 - A. Must be logged into evidence. If criminal case, photography before moving Inventory evidence.
 - B. Facts surrounding seizure must be included in an offense report, back of citation/summons.

Action	Date	FTO Initials
Discussed/Trained	_____	_____
Demonstrated	_____	_____
Probationary Officer Performed	_____	_____

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(Circle One) Verbal Test Scenario

Incident No. _____

P.O. Signature _____ FTO _____

Subpoena of Records

Date Issued: **January 25, 2010**

Applicable State Statutes: [ss946.60](#)

Definitions: Subpoena is a writ commanding a person designated in it to attend court under a penalty for failure. Subpoena of Records includes but is not limited to bank/financial institutions, telephone/cellular phone records, Internet provider, businesses, and medical records.

I. Subpoena of Records

A. Type of Records

1. Banks/financial institutions
2. Telephone/cellular phone records
3. Businesses
4. Medical
5. Internet providers

B. Assistant City Attorney or District Attorney's Office

1. Will draft the subpoena

C. Example of Information Needed

1. Telephone records
 - a. Incident number
 - b. Telephone number involved and name of telephone company
 - c. Incoming/outgoing calls
 - d. Date and time frame to be checked
 - e. Reason/purpose of investigation
 - f. Names and numbers of people in the trace
 - g. Date and time of when information needs to be returned to APD
 - h. Contact person
2. Information requested depends on information needed for the investigation

II. Emergency Subpoena

A. In the event of a cellular phone call that can't be traced to an address, officers can request the server information

1. Find the company of cellular service via internet search tools
2. Phone the 1-800 number to request immediate access to server information
3. Follow-up subpoena to company via standard procedures

Action	Date	FTO Initials
Discussed/Trained	_____	_____
Demonstrated	_____	_____
Probationary Officer Performed	_____	_____

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(Circle One) Verbal Test Scenario

Incident No. _____

P.O. Signature _____ FTO _____

Court Preparation Testimony

Date Issued: **January 25, 2010**

- I. Preparation
 - A. Reviewing reports
 - 1. Not before preliminary hearing
 - 2. Other court appearances
 - B. Revisiting scene of an incident
 - C. Reclaiming physical evidence from I.D.
 - D. Consult with City or District Attorney before trial
- II. Testimony
 - A. Dress
 - 1. Uniform
 - 2. Plain clothes (Shirt/tie)
 - B. Demeanor
 - C. Speech/eye contact
 - D. Adhere to ethical standards
 - E. Refer to reports/notes
 - F. Answer questions directly and simply
 - G. Answer with known facts, not speculation
 - H. Attend City/State court trials
 - I. Overtime procedure and documentation

Action	Date	FTO Initials
Discussed/Trained	_____	_____
Demonstrated	_____	_____
Probationary Officer Performed	_____	_____

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Incident No. _____

P.O. Signature _____ FTO _____

Subpoena of Witnesses

Date Issued: **January 25, 2010**

Applicable APD Policies: [Legal Process](#)

Definitions: Subpoena is a writ commanding a person designated in it to attend court under a penalty for failure.

- I. Service of Legal Process in Appleton
 - A. Request subpoena from Assistant City Attorney
 - B. Start a follow-up screen, status screen, or initiate a service screen for other agencies
 - C. On the original of the subpoena
 1. Date and time served
 2. Name of the officer
 3. To whom the process was served
 4. Method of service
 5. Location of service
 - D. Return that document to the Justice System Specialist or other agency
 - E. Note reason for non-service in the remarks section of the follow-up screen
- II. Service of Legal Process in Other Jurisdictions
 - A. Officer may serve at locations near Appleton with consent of an on-duty supervisor
 - B. May request officer from that jurisdiction
 - C. For witnesses that will appear voluntarily
 1. Telephone the witness and mail to their residence
 2. Direct them to return the enclosed postcard admitting service
 - D. For witnesses reluctant to appear
 1. Mail subpoena to the police agency where witness resides
 2. Attach cover letter requesting service and proof of service
 3. Have agency return document to APD

Action	Date	FTO Initials
Discussed/Trained	_____	_____
Demonstrated	_____	_____
Probationary Officer Performed	_____	_____

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(Circle One) Verbal Test Scenario

Incident No. _____

P.O. Signature _____ FTO _____

Phase IV
Probationary Officer's Checklist
(Weeks 12-13)

CRU/Intelligence

Date Issued: **January 25, 2010**

Applicable State Statutes: [ss939.22, Definitions](#)
[ss941.38, Criminal Gang Member Solicitations](#)

Applicable APD Policies: [Criminal Intelligence](#)
[Confidential Informants](#)
[Organized Crime, Vice and Narcotics Control](#)
[Search and Seizure Guidelines](#)
[Records Retention Schedule](#)
[General Records Guidelines](#)

Definitions: **Review in Policy and Statutes**

Mission: The function of the unit is to obtain, records, and provide intelligence information on criminal elements that operate in the Appleton area and to provide personnel resources to the MEG unit, which performs in-depth narcotics investigations.

- I. CRU Duties – Gang Investigations
 - A. Maintain gang intelligence files
 - 1. Use of WIN, the computer program funded by DOJ. These files identify the person, their gang affiliation and acquaintances.
 - 2. Entries are taken from the intelligence gathered by officers from the Fox Valley area
 - B. Update nickname files
 - 1. Nicknames are gathered from CompuCapture, taped narratives, and reports from surrounding agencies and from conversations with officers and citizens
 - 2. Access to WIN

- C. Record contacts with gang members
 - 1. Document any comments or observations that support gang member status and add to the intelligence files. Describe any clothing, jewelry, or tattoos that would also support a particular affiliation, or take a photo if legally detained. Note any associates. Assist patrol officers in noting the details that are vital to note in a gang member contact.
 - 2. Include photos of all tattoos in CompuCapture booking process, so that they are correctly identified
 - 3. In identifying a gang member, an individual must meet any two of the listed criteria: self-admission, witness testimony, correspondence, paraphernalia or photographs, tattoos or clothing or colors/monikers, association with known gang members
 - 4. If correspondence is received that indicates gang membership, in order for the information to be admissible, it must have been legally obtained. Attach a note to the materials documenting who received it, what date, and through what means, i.e. abandoned property, materials received from a PSL, etc. The same information is required for photographs to be entered as gang identifiers.
- D. Assist other agencies in gang investigations
- E. Testify in court as gang experts
 - 1. Gang evidence is admissible at trial if the prosecutor can persuade the court that the probative value outweighs the prejudicial effect
 - 2. Gang Intelligence Summaries are prepared for testimony at juvenile waiver hearings
- II. CRU Duties – Narcotics Investigations
 - A. Maintain APD target location files
 - 1. Files containing drug information is maintained and includes information gathered from narratives, summons, TIP line information and other sources and is used to determine what approach will best target that site, whether it be knock and talks or garbage pulls. The types of prior knowledge can determine how many positive pulls will be required for a search warrant issuance (generally two consecutive weeks)
 - 2. Provide narcotics field testing
 - a. CRU officers can assist in field testing narcotics for the purpose of arrest
 - 3. Liaison with the [Metro Enforcement Group](#)
 - 4. CRU assists patrol in the investigation of street-level narcotics. They work closely with MEG to preserve the flow of information so that there is no duplication of effort or confusion over who is working a case.
 - 5. Assist in search warrants
 - a. CRU officers obtain search warrants based on their investigations or may assist patrol in doing so. CRU officers may also make suggestions as to the wording that includes findings of gang membership and other records in the scope of the search

6. Review drug pricing
 - a. CRU will review the area drug pricing and submit an annual report to the state. This information is available to patrol officers for their own knowledge or for community presentations.
7. Field telephone calls and inquiries of the public concerning drug transactions
 - a. CRU officers will receive phone calls from citizens who wish to report suspicious activity or known drug transactions. They will make every effort to investigate those complaints or refer them to the proper agency or unit, to answer the questions of citizens who call with concerns and to educate them in ways that they can assist our efforts and will, whenever possible, advise a concerned caller of the results. To this end, CRU officers will work closely with the district CLOs and patrol officers to facilitate this exchange of information and cooperative effort.

III. CRU Duties – Intelligence Gathering

- A. Assist ISU functions
 1. CRU will assist at the request of ISU in surveillance and investigatory functions. This may include the use of recording devices, audio or video, replacing GPS batteries, mobile surveillance or interviews as well as undercover assignments.
 2. Investigate complaints of internet crime
 - a. CRU officers are trained in the investigation of some computer crimes and may be used to assist in some investigations. As a unit, they also have access to MySpace accounts so that they can monitor known offenders for gang or drug activity and be alert to child pornography issues.
- B. Support district goals and work with CLOs on target areas
 1. CRU will provide assistance to specific problem areas within the districts. They will monitor specific addresses for gang or drug activity and work closely with CLOs to eliminate problem areas by providing enforcement and intelligence resources that can displace or abate the problem.

IV. CRU Resources

- A. Computer and hard files of gang intelligence
 1. Nickname files
 2. Gang affiliation searches
- B. Drug field testing
- C. Street gang identification materials, PowerPoint presentations, and videotapes
- D. Gang profile sheet

V. How Patrol Officers Can Assist

- A. Familiarize themselves with the gang profile sheet and required identifiers
- B. Educate themselves regarding the basic structure of gangs in the area and use of WIN
- C. Forward nickname information and gang notations
- D. Take photographs of tattoos
- E. Don't hesitate to call a CRU officer to assist in interviewing or documenting evidence related to gang or drug activity
- F. Stay up to date on CRU target locations (use of CRU hotsheet)
- G. Refer to problem solving log for information

Action	Date	FTO Initials
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Demonstrated	_____	_____
Probationary Officer Performed	_____	_____

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(Circle One) Verbal Test Scenario

Incident No. _____

P.O. Signature _____ FTO _____

Utilizing the Victim Crisis Response Volunteers

Date Issued: **January 25, 2010**

I. Procedure

A. Reasons to call a VCR

1. The VCR program was set up to help victims
 - a. Give support, comfort, and aid
 - b. Provide information about referrals to other agencies in the Fox Cities
 - c. Provide general information about law enforcement as well as act as a liaison between the victim (or family) with the officer or investigation that is occurring at the scene
 - d. To aid the family in contacting others (i.e. family members, clergy, friends, etc.)
 - e. To act as a liaison between medical staff and the victim(s) and/or victim's family
2. The VCR program was set up to help officer(s) involved in an investigation
 - a. Watch the victims/potential suspects as the officers are investigating a situation
 - b. To watch and keep occupied any minor children present as the officers are investigating the crime (at a scene, hospital, or at the station)
 - c. To act as a liaison between a specific department or officer and the victim(s) and/or victim's family
 - d. To perform any duty or action that would assist an officer with victims, victim's family, etc. during an investigation

B. Suggested situations the VCR program could be used after a crime was committed

1. Highly emotional crimes: murder, domestic abuse, suspicious death, physical assault, child neglect/abuse, fires
2. Sensitive crimes: sexual assault, fourth degree sexual assault, child abuse, public lewdness, voyeurism, etc.
3. Property crimes: vandalism, theft, burglary
4. Crimes involving controlled substances: auto accidents, public disturbances, underage drinking
5. Crimes of negligence or mental deficiency (usually working with family)
6. Being present with family members when a subpoena is being served
7. Provide services to witnesses of a crime that experienced high trauma

- C. How to utilized the VCR program
 - 1. When there are volunteers at the Appleton Police Department, call the Front Desk and request the VCR be asked to meet an officer at the scene
 - 2. When there are no volunteers at the Appleton Police Department, call the Front Desk and request them to contact the volunteers to respond to the location you want them to be used (at the scene, the hospital, the station, etc.)
- D. Who may utilize and call for a VCR
 - 1. Any officer while at the scene
 - 2. Any supervisor

Action	Date	FTO Initials
Discussed/Trained	_____	_____
Demonstrated	_____	_____
Probationary Officer Performed	_____	_____

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Incident No. _____

P.O. Signature _____ FTO _____

Other Phase IV Activities

Date Issued: **January 25, 2010**

- I. Crime Patterns
 - A. Analyze daily sheet
 - 1. Time of day
 - 2. Localities
 - 3. Type of business/residence
 - 4. MO of criminals
 - B. Use of pin maps
 - 1. Location in station
 - 2. On-line
 - C. Anticipating criminal activities
 - D. Use of departmental and intra-departmental resources
 - 1. DPW
 - 2. Health
 - 3. Inspections
- II. Special Situations Response
 - A. Task Force
 - B. Hostage Negotiation Team
 - C. CRASH Team
 - D. Sensitive Crime Unit
 - E. Polygraph
 - F. Mobile Command Post
 - G. Special Weapons
 - H. Night Vision
 - I. CIT
 - J. MEG

Action	Date	FTO Initials
Discussed/Trained	_____	_____
Demonstrated	_____	_____
Probationary Officer Performed	_____	_____

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Incident No. _____

P.O. Signature _____ FTO _____

Affirmation of Training

I hereby affirm that all material contained within the Critical Task Checklist has been presented to me during my field training at the Appleton Police Department, and that I am clear in my understanding of the material.

I understand that if any material contained within the Critical Task Checklist has not been presented, or if any material remains unclear to me, I may forego signing the Affirmation of Training at this time and may request a training extension, which will afford me a reasonable amount of time in which to receive and comprehend this material.

Signature

Date



APPLETON POLICE DEPARTMENT FIELD TRAINING PROGRAM
WEEKLY SUMMARY REPORT

Probationary Officer

Training Dates:

From: ___ / ___ / ___ To: ___ / ___ / ___

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Phase Week

Field Training Officer

CATEGORY	TOTAL TRAINING TIME	CATEGORY	TOTAL TRAINING TIME
1) Multi-Task Performance		8) Officer Safety / Tactics	
2) Driving Skill		9) Self Initiated Field Activity	
3) Orientation		10) Statutes / Ordinances: Knowledge/Application	
4) Report Writing		11) Policies/Procedures/ Resources: Knowledge/ Application	
5) Complaint Processing / Investigations		12) Interpersonal Attitudes/ Relationships/ Appearance	
6) Problem Solving / Decision Making		13) Mission & Beliefs: Application	
7) Telecommunications		14) Other: _____ _____	

Probationary officer's strongest area(s) of performance for the week:

Probationary officer's most deficient area(s) of performance for the week:



**APPLETON POLICE DEPARTMENT FIELD TRAINING PROGRAM
Probationary Officer Phase Review**

Date ___/___/___

Probationary Officer: _____

Field Training Officer: _____

Completion of Phase #: _____

- The Probationary Officer is:**
- Progressing Satisfactorily**
 - Experiencing Difficulty**
 - Advance to Next Step**
 - Extend Training Period**
 - Recommend Employment Status Hearing**

Strengths:

Weaknesses:

Additional Comments:

Field Training and Evaluation Program

Probationary Officer Self-Evaluation

Instructions: Use this form to evaluate a call for service or self-initiated activity. Answer the following questions. Share this information with your FTO and debrief these incidents. With honest reflection each call can be a learning experience for you and your training officer.

What did I do right?:

What can I do better?:

How do I see myself next time?:

If filled out at the end of a phase, also answer the following questions:

I believe I am: (Check One)

- Satisfactorily progressing through the Field Training and Evaluation Program.
- Experiencing difficulty meeting the responsibilities of the Field Training and Evaluation Program

Probationary Officer _____ Date _____

Evaluation of Field Training Officer

Probationary officer: _____
F.T.O. _____

Rating Instructions: On page 1, answer the questions by circling the appropriate response. On page 2, please provide a written expression of your feelings concerning any strengths or weaknesses you may have with the field training officer or the F.T.O. Program.

It is necessary that this form be completed with as much honesty and insight as possible. In order for you to receive the highest level of training and leadership possible, the Program Coordinator must have continuing input as to the skill, performance, and personal interest of each F.T.O. This report will remain confidential and will not be shared with the F.T.O. without the permission of the probationary officer. If you would like to discuss the strengths and/or weaknesses of the F.T.O. or the Program, the F.T.O. Coordinator will arrange for such a discussion between yourself, the F.T.O. Coordinator and the Resource Development Lieutenant.

How would you rate your F.T.O. in his/her:

1. Ability to relate to you and your problems?
Poor Fair Average Good Excellent
2. Knowledge of the training material which was covered?
Poor Fair Average Good Excellent
3. Ability to relate to others?
Poor Fair Average Good Excellent
4. Desire to transmit training material or information to you?
Poor Fair Average Good Excellent
5. Application of honesty, fairness and objectivity in rating your performance and abilities?
Poor Fair Average Good Excellent
6. Ability to set an example in performance, appearance, and abilities?
Poor Fair Average Good Excellent
7. Overall attitude toward police work?
Poor Fair Average Good Excellent
8. Ability to answer questions or locate correct responses?
Poor Fair Average Good Excellent
9. Ability to provide adequate or necessary handout materials?
Poor Fair Average Good Excellent

List the area in which your F.T.O. puts forth his/her best effort?

In what area does your F.T.O. show the least ability or desire?

How have the supervisors you have worked with attempted to help you?

How would you rate the overall program? Do you need more formal training or information?
What kind of training or information?

How would you change the Field Training and Evaluation Program in order to make the
Program
better?
