

FEMA/NIMS TESTS: 100, 200, 700, 800
EMPLOYEE PACKET FOR NEW HIRES

DEPUTY SHERIFF JOB DESCRIPTION

In an effort to create organizational clarity, and to empower its employees, the Sheridan County Sheriff's Office has identified its core values. These values are fundamental to meeting the mission of the Sheridan County Sheriff's Office. It is expected that the employee in this position will meet his or her responsibilities including observable commitment to these values.

JOB SUMMARY:

Deputies are responsible for keeping the peace by the enforcement of federal, state, and local laws, the protection of life and property, response to emergency incidents, and completing any required civil process service.

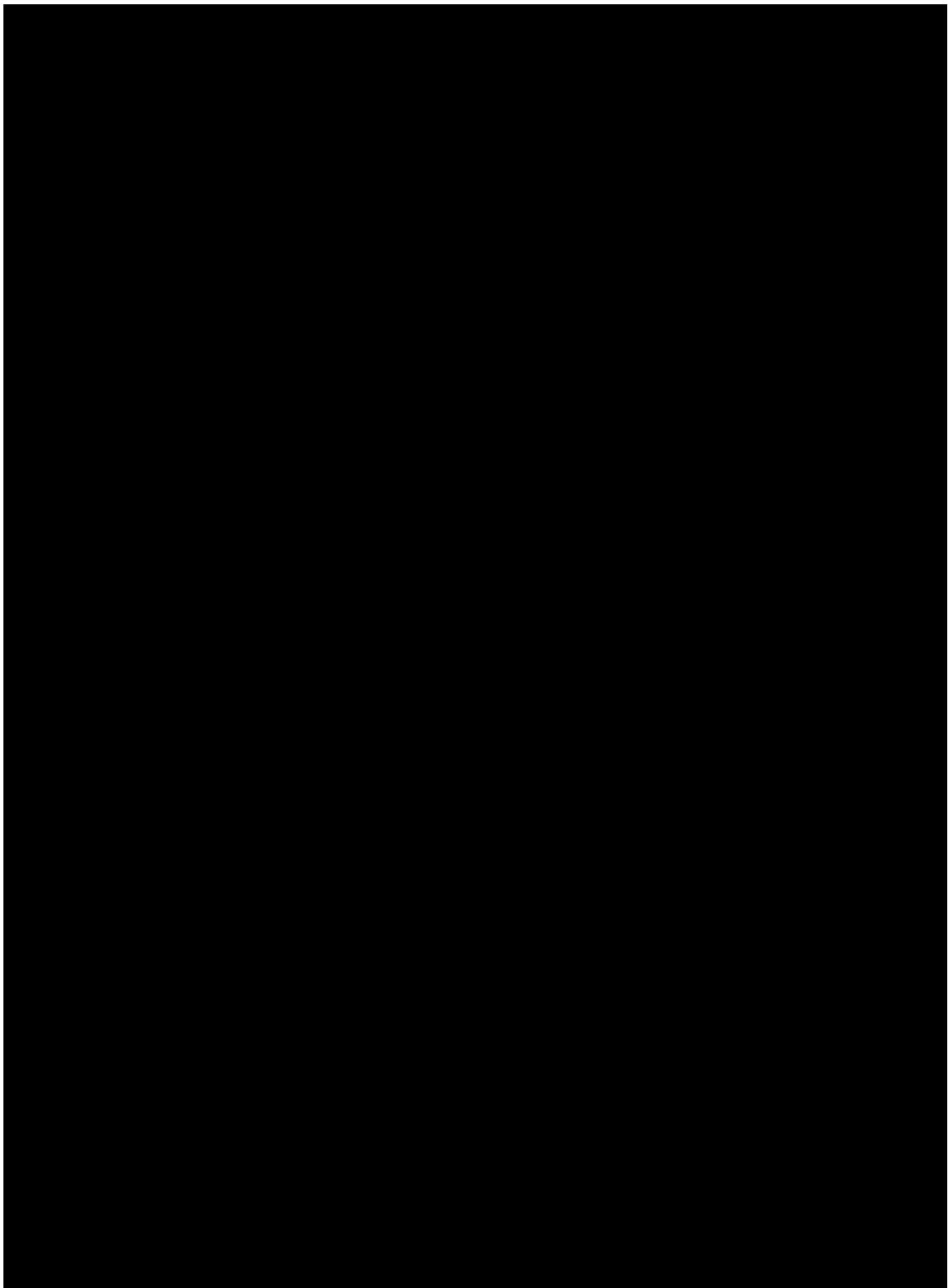
JOB DESCRIPTION:

- Vehicle and foot patrol of county; to include all incorporated and unincorporated towns to detect and deter criminal activity and traffic violations through proactive and reactive responses to violations of state statutes and county resolutions as well as interacting with the citizenry.
- Enforce traffic laws; this includes traffic stops, issuance of citations and warnings, and investigate traffic accidents/crashes.
- Respond to calls relayed by the communications center and the public, including but not limited to domestic disputes, assaults, burglaries, traffic accidents, rescue operations, public service duties, stranded motorists, and all other calls for service.
- Conduct investigations, field interviews, and follow-up investigations to include the collection of information and evidence, securing the crime scene, and effectively interview victims, complainants, suspects, and witnesses; process crime scenes.
- Advise oncoming shift of all matters of mutual concern from the preceding shift in the absence of a supervisor.
- Apprehend, arrest, and process offenders, including juveniles; issue citations for criminal offenses.
- Provide assistance and/or provide backup support to other Deputies and jurisdictions as necessary.
- Provide traffic control as needed for events such as parades, funerals, school events, school zones, traffic hazards, crime scenes, fires, or natural disasters.
- When assigned, deputies are responsible for the safety and security of Circuit Court and both District Courts located in the Sheridan County Court House.

- Attend hearings and testify in judicial proceedings.
- Conduct legal pat downs or frisks and searches using search incident to arrest, consent, or a warrant on person for weapons and contraband.
- Collect, process and document evidence as required.
- Prepare investigative and other reports, provide accompanying documentation and information to appropriate entity in a timely manner.
- Serve warrants, civil/criminal papers and complete VIN inspections.
- Inspect and maintain patrol vehicle and all equipment.
- Maintain a level of fitness necessary to accomplish all required tasks or duties.
- Maintain P.O.S.T. certification with continuing education; emphasis on required perishable skills training.
- Maintain technical and tactical proficiency in all weapons and equipment assigned.
- Adhere to safe work and driving practices.
- Adhere to professional and safe practices while conducting law enforcement matters in the detention center.
- Perform all other duties as assigned.

COUNTY RESOLUTIONS

- Red Grade winter travel resolution, 13-12-040.....cite W.S. 24-1-109(a).....(\$570)
- Kleenbum resolution, 10-001.....cite W.S. 18-9-201(a)(i).....(\$100)
- 3 Poles resolution, 09-001.....cite W.S. 18-9-201(a)(i).....(\$100)
- Buffalo Run board order, 2013-5.....cite W.S. 36-2-107(b)(ii).....(\$250)
- Fire ban resolution, 24-07-014.....cite W.S. 35-9-304.....(\$100, or MA)
- Fireworks resolution 18-05-017.....cite W.S. 35-10-207.....(MA)
- Story Centennial Park.....cite W.S. 18-9-201(a)(i).....(\$100)
- Bear Davis County Park W.S. 16-3-101.....cite W.S. 18-9-201(a)(i).....(\$100)



Zimbra**Sheridan County Resolutions and Land Board Order****From :**

Wed, Mar 25, 2015 04:22 PM

5 attachments

Subject : Sheridan County Resolutions and Land Board
Order**To :** All Deputies

Attached are the most recent county resolutions and state orders that oftentimes become relevant every spring / summer. If you are not already familiar with them, I suggest taking a look at their content and penalties.

You should check my math, but I think the following is accurate:

Red Grade resolution 13-12-040 cite W.S. 24-1-109(a) ...
\$420.00.

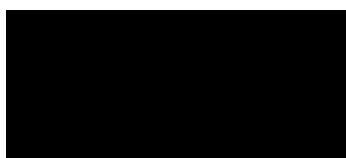
Kleenburn resolution 10-001 cite W.S. 18-9-201(a)(i)...
\$100.00 or MA + restitution.

3 Poles resolution 09-001 cite W.S. 18-9-201 (a)(I) ...
\$100.00 or MA + restitution.

Buffalo Run board order 2013-5 cite W.S. 36-2-107
(b) ... MA + restitution.

Fire Resolution 16-06-021 cite W.S. 35-9-304
\$100.00 on MA + restitution.

If you have questions or concerns, let me know.

**Red Grade resolution 2014.pdf**

270 KB

Kleenburn resolution 2009.pdf

692 KB

3 Poles resolution 2009.pdf
593 KB

 **Buffalo Run resolution 2013.pdf**
655 KB

 **Fire Resolution 2014.pdf**
982 KB

US 87 (WHP)

29 FIRST HOUSE ON E SIDE
33 DEAN FUDGE'S PLACE
33.9 TANK FARM / MEAD CREEK
37.5 ELECTRICAL BOOSTER
37.6 UPPER PRARIE DOG
38.4 BANNER
38.8 INTERSECTION OF 193/TUNNEL HILL

US 338 (DECKER RD) (WHP)

0.00 JCT. W/ I-90
0.16 BIG GOOSE CREEK
0.61 OLD HIGHWAY SEPARATION
3.27 BIG GOOSE CREEK & BN INC RR
4.15 DIETZ SPUR / JCT
10.17 TONGUE RIVER
10.57 ASH CREEK
12.66 YOUNG'S CREEK
14.49 MONTANA STATE LINE

US 330 (SOLDIER CREEK) /CNTY RD 74 (SHERIFF)

THIS ROAD BELONGS TO THE COUNTY
FIFTH STREET FROM KENTUCKY ALL THE WAY OUT

US 332 (BIG HORN AVE) (PD) & (WHP) FROM NEBRASKA SOUTH

US 331 (BIG GOOSE) (WHP) & (PD) END OF 1000 BLK WEST IS (WHP)

US 333 (AIRPORT RD) /CNTY RD 54 (SHERIFF)

THIS ROAD BELONGS TO COUNTY

US 335 (WHP)

1 PÖWDER HORN
3.14 BIG HORN
7.20 COLORADO COLONY DITCH
9.71 END SHS

US 336 (WYARNO RD) (WHP)

0.00 JCT W/ I-90
0.14 RR AT GRADE CROSSING
0.91 GORE POINT
3.41 CO RD 149 (LOWER PRAIRIE DOG CREEK)
5.57 CO RD 84 (WILDCAT RD)
7.05 RR AT GRADE CROSSING
7.26 RR AT GRADE CROSSING
8.44 DUTCH CREEK

US 339 (WHP)

0.06 BIG GOOSE CREEK
1.01 DIETZ INTERCHANGE

US 340 (WHP)

20.92 MAIN STREET INTERCHANGE
21.14 SHERIDAN
21.65 RR AT GRADE CROSSING
22.89 LITTLE GOOSE CREEK
42.49 JOHNSON COUNTY LINE

US 342 (MEAD CREEK)

(WHP)
I-90 TO US 87

US 343 (PARKMAN - DAYTON) (WHP)

US 337 (ROAD TO VAMC) FORT RD (WHP)

RESOLUTION 10-001
KLEENBURN RECREATION AREA

WHEREAS, the County owns, manages and maintains recreation property located in the northeast quarter of Section 20 and the northwest quarter of Section 21 of Township 57 North, Range 84 West, known as the Kleenburn Recreation Area, which is governed by the Sheridan County Parks and Recreation Board; and

WHEREAS, W.S. 18-9-201(a)(i) authorizes the Board of Trustees to adopt reasonable rules and regulations for the governance and preservation of such recreation properties; and

WHEREAS, the Sheridan County Parks and Recreation Board advised November 17, 2009 of its intent to adopt rules governing the use of the Kleenburn Recreation Area, and set a public hearing for January 5, 2010 to consider such rules.

NOW, THEREFORE, BE IT RESOLVED that the Sheridan County Parks and Recreation Board of Trustees does hereby adopt the following Rules to govern the property known as the Kleenburn Recreation Area.

- 1. Hours of use shall be from Sunrise to one-half hour after Sunset.
- 2. No archery, fireworks, or discharge of firearms allowed.
- 3. No fires of any kind allowed, except for portable gas or charcoal BBQs.
- 4. No motorized vehicles allowed.

BE IT FURTHER RESOLVED that these Rules shall remain in effect and enforceable by any Peace Officer with jurisdiction until such time as they are either rescinded or amended. Anyone utilizing the recreation area in violation of adopted rules will be prosecuted.

DONE this fifth day of January, 2010.

SHERIDAN COUNTY PARKS AND RECREATION BOARD

Sheridan County, Wyoming



Robert L. Rolston, Chairman



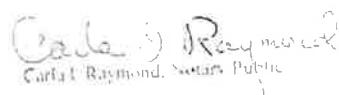
Mike Nickel, Secretary

STATE OF WYOMING

COUNTY OF SHERIDAN

On his 5th day of January, 2010, he having personally appeared Robert L. Rolston, being first duly sworn, did in open Court declare and personally appear before me, Carla L. Raymond, Notary Public, and I do hereby certify that the foregoing instrument was signed and executed in my presence in the manner required by law, and that the signature of Robert L. Rolston is his true and valid signature.

WITNESS my hand and official seal:



Carla L. Raymond, Notary Public

My Commission expires:



Sheridan County Parks and Recreation Board
Res. 10-001 To _____
Date _____

RESOLUTION 14-002
SHERIDAN COUNTY PARKS AND RECREATION BOARD OF TRUSTEES
Kleenburn Recreation Area Rule Amendment

WHEREAS, the Sheridan County Parks and Recreation Board of Trustees adopted Rules for the Kleenburn Recreation Area on January 5, 2010;

WHEREAS, the Board of Trustees, observing a need to amend the Rules for Kleenburn Recreation Area, to include "no trapping" expressed its intent on March 18, 2014, with Resolution 14-001;

WHEREAS, the proposed change to the Rules for Kleenburn Recreation Area were made available to the public by paper copy and on Sheridan County's website and the Notice of Intent was published in the newspaper on Wednesday, March 26, 2014;

WHEREAS, pursuant to W.S. § 16-3-101 et seq., the Board of Trustees gave proper notice and held a public hearing on May 20, 2014 to receive public comment on the adoption of the proposed Rules;

WHEREAS, the proposed Rules and Regulations meet the minimum substantive state statutory requirements; and

WHEREAS, W.S. §§ 18-9-201(a)(i) authorizes the Board of Trustees to adopt reasonable rules and regulations for the governance and preservation of such recreation properties.

NOW, THEREFORE, BE IT RESOLVED that the Sheridan County Recreation Board of Trustees

hereby approves adoption of the Rules and Regulations as follows:

1. Hours of use shall be from Sunrise to one-half hour after Sunset.

2. No trapping, archery, fireworks, or discharge of firearms allowed.

3. No fires of any kind allowed, except for portable gas or charcoal BBQs.

4. No motorized vehicles allowed.

BE IT FURTHER RESOLVED that the Rules and Regulations shall become effective upon filing with the County Clerk.

BE IT FURTHER RESOLVED that once adopted, these Rules shall remain in effect and enforceable by any Peace Officer with jurisdiction until such time as they are either rescinded or amended.

Anyone utilizing the recreation area in violation of adopted rules will be prosecuted.

Dated this 20th day of May, 2014

SHERIDAN COUNTY PARKS AND RECREATION
BOARD OF TRUSTEES
Sheridan County, Wyoming

ATTEST


Mike Nickel, Chairman


Terry Cram, Secretary-Treasurer

STATE OF WYOMING

COUNTY OF SHERIDAN, on the 20th day of MAY, 2014 before me personally appeared Mike Nickel, being first duly sworn did say, under the Oath of the Sheriff of the Sheridan County Parks and Recreation Board of Trustees, that I am writing and witness to the fact that the following resolution, numbered and dated as follows, was adopted by the said Board of Trustees, and that the acknowledge and consented to by the said public officials and Board of Trustees:

RESOLVED, That the Board of Trustees, do hereby amend the existing rules and regulations for the Kleenburn Recreation Area, by adding the following rule:

1. No trapping, archery, fireworks, or discharge of firearms allowed.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal this 20th day of MAY, 2014.



RESOLUTION 09-001
NOTICE OF INTENT TO ADOPT RULES GOVERNING USE OF
3 POLES RECREATION AREA

— ADDRESS 231 BEATTY GULCH RD. —

WHEREAS, the Board of County Commissioners for Sheridan County, Wyoming did apply and conditionally receive a Special Use Recreational Lease, No. SU-609, on a tract of land in the E1/2 of Section 36, Township 57 North, Range 84 West, 6th P.M., commonly known as the "3 Poles Recreation Area" located in Beatty Gulch; and

WHEREAS, the Board of County Commissioners for Sheridan County did on April 7, 2009, in accordance with W.S. 18-9-201, form a Sheridan County Parks and Recreation Board to control, maintain, manage and supervise the Lease known as the "3 Poles Recreation Area;" and

WHEREAS, the Board of County Commissioners for Sheridan County, Wyoming did on April 7, 2009 appoint itself as the Trustees of the Sheridan County Parks and Recreation Board; and

WHEREAS, W.S. 18-9-201(a)(i) authorizes such a Board of Trustees to adopt reasonable rules and regulations for the governance and preservation of such recreation properties.

NOW, THEREFORE, BE IT RESOLVED that the Sheridan County Parks and Recreation Board of Trustees does hereby give notice of its intent to adopt the following Rules to govern the Lease commonly known as the "3 Poles Recreation Area".

BE IT FURTHER RESOLVED that these Rules, once adopted, shall remain in effect and enforceable by any Peace Officer with jurisdiction until such time as they are either rescinded or amended.

PROPOSED RULES

1. Legal hours of use shall be from Sunrise to one-half hour after Sunset.
2. No alcoholic beverages allowed.
3. No discharge of firearms allowed.
4. No overnight camping allowed.
5. No fires of any kind allowed.
6. All off-road vehicles must display a current Wyoming ORV permit.
7. All operators/riders must wear an approved helmet.
8. All operators/riders must obey signs indicating direction, speed limitations or types of use allowed while within the designated area.
9. All vehicles must be parked in the designated parking area, and not block the loading ramp.
10. All operators/riders must operate an ORV in a safe and courteous manner.

DONE this 5 day of May, 2009.

SHERIDAN COUNTY PARKS AND RECREATION BOARD
Sheridan County, Wyoming

Robert L. Rolston

Robert L. Rolston, Chairman

STATE OF WYOMING)
)
COUNTY OF SHERIDAN)

On this 5 day of May, 2009, before me personally appeared Robert L. Rolston, being first duly sworn, did say that he is the Chairman of the Sheridan County Parks and Recreation Board and that this instrument was signed and sealed on behalf of the said Board by authority of said Board and he acknowledged said instrument to be the free act and deed of said Board.

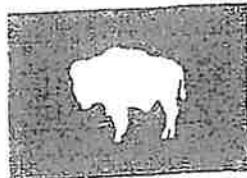
WITNESS my hand and official seal


Carla I. Raymond, Notary Public

My Commission expires

WYOMING OFFICE OF STATE LANDS AND INVESTMENTS

122 West 25th Street
Cheyenne, WY 82002
Phone: 307-777-7331
Fax: 307-777-3624
slance@wyo.gov



MATTHEW H. MEAD
Governor

RYAN M. LANCE
Director

WYOMING BOARD OF LAND COMMISSIONERS

Board Order 2013-6

June 6, 2013

Re: Restriction of recreational shooting pursuant to Board Matter H-5

Pursuant to W.S. 36-2-107, the Wyoming Board of Land Commissioners hereby institutes a closure/restriction on the following lands to prevent recreational shooting and resource damage. Violation of this order is punishable under W.S. 36-2-107 (b). This Order shall be effective immediately and shall remain in effect until amended.

All state lands located within the Buffalo Run Walk-In area, Sheridan County, Wyoming Sections 34, 35, 36-Township 55 N., Range 83 W.; Sections 1, 2, 3, 10, 11, 12, 13, 14, 24-Township 54 N., Range 83 W.; Section 31-Township 55 N., Range 82 W., Sections 6, 7, 8, 18-Township 54 N., Range 82 W.

A general restriction of recreational shooting will not inhibit the public utilization of the section for hunting, hiking or other casual recreational day uses.

Executed this 6 day of June, 2013.


Matthew H. Mead, President
Board of Land Commissioners

BOARD MATTER H-5

June 6, 2013

ACTION: REQUEST CONSIDERATION TO RESTRICT PUBLIC USE OF
STATE TRUST LAND FOR RECREATIONAL SHOOTING

AUTHORITY: Board of Land Commissioners Rules Chapter 13, Section 4

CRITERIA:

The Board of Land Commissioners (Board) extends to the public the privilege of using legally accessible state lands for casual recreational day uses, unless otherwise closed by direction of the Board, on its own motion or upon request of the surface lessee. This privilege is only allowed when it will not result in damage to the state land or the roads and improvements thereon. Organized, developed, or commercial recreational use of state lands is prohibited unless it occurs under the provisions of a special use lease issued under Chapter V of the Board of Land Commissioners Rules and Regulations (Board Rules)

DISCUSSION:

In August of 2003, the Board approved the closure of all roads within the Buffalo Run Walk-In area, Southeast of Sheridan, Wyoming, to mitigate ongoing resource damage. Subsequently, a parking area was developed to manage public use of the parcel and limit any further resource damage. In February of 2006, The Office of State Lands and Investments (OSLI) asked for \$1,500 of Trust Land Preservation and Enhancement Account funding to reclaim the roads in this area. In direct correlation with other public access restrictions around the Sheridan area communities, the parcel has seen a steady increase in the amount of public use, the largest single use being recreational shooting.

In the summer of 2013, OSLI received multiple letters concerning the recreational shooting issue (see letters, attachment A and pictures, attachment B). The letters all relate concerns regarding the safety of the local residents, oil and gas operators and the grazing lessee. The letters also mention the shooting of fence posts and also the shrubbery that is in the area. The state's grazing lessees have mentioned houses and vehicles being struck with bullets.

Residential development in the area surrounding the state trust land in question and the increase in recreational shooting has precipitated an obvious public safety concern. Further, OSLI has documented the dumping of junk debris and other items used as shooting targets and left on the state trust land.

Given the safety concerns that have developed from recreational shooting on this parcel, the Director is requesting Board approval to close the parcel to such use. A general restriction of recreational shooting will not inhibit the public utilization of the section for hunting, hiking or other casual recreational day uses.

DIRECTOR'S RECOMMENDATION:

The Director recommends that the Board of Land Commissioners approve the restriction of recreational shooting on the parcels of State Trust Land described above. The Director further recommends approval of the recreational shooting restriction, by adopting the Board Order in Attachment C, consistent with the 2013 House Enrolled Act No. 29 (Original House Bill No. 0053) providing for restitution and enforcement of violations.

BOARD ACTION: Board Approved

RESOLUTION 13-12-040
RED GRADE ROAD
WINTER TRAVEL MANAGEMENT

WHEREAS, the Board of County Commissioners of Sheridan County, Wyoming observes a need to promote safety for citizens and visitors, and prevent conflicts between users of wheeled motorized vehicles and non-wheeled motorized vehicles on Red Grade Road (County Road 26) bordering the Bighorn National Forest; and

WHEREAS, on October 21, 1980 and February 16, 1988 the Board of County Commissioners of Sheridan County approved resolutions closing Red Grade Road (County Road 26) for safety reasons during winter travel months restricting the use to snow track and certain all-Terrain vehicles; and

WHEREAS, on November 20, 2008, the Board of County Commissioners of Sheridan County enrolled Red Grade Road (County Road 26) into the Wyoming State Trails Program administered by the Wyoming Department of State Parks and Cultural Resources by resolution 08-11-042; and

NOW, THEREFORE, BE IT RESOLVED by the governing body of Sheridan County that wheeled motorized vehicles are prohibited from December 15 through April 1 on Red Grade Road (County Road 26).

BE IT FURTHER RESOLVED that this Resolution supersedes resolutions approved on October 21, 1980 and February 16, 1988; and shall remain in effect until amended or rescinded.

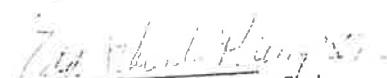
BE IT FURTHER RESOLVED that Resolution 08-11-042 shall remain in effect until amended or rescinded.

Adopted the seventeenth day of December, 2013

BOARD OF COUNTY COMMISSIONERS
Sheridan County, Wyoming

ATTEST

Steve Maier, Chairman


Eda Schunk Thompson, County Clerk

P MUST APPENDIX

RESOLUTION 18-05-017

ADOPTION OF RULES AND REGULATIONS
GOVERNING THE SALE AND USE OF FIREWORKS

WHEREAS, pursuant to W.S. 35-10-203(a) and W.S. 35-10-203 (a)(ii), the Board gave notice on March 20, 2018 of their intent to adopt *Rules and Regulations Governing the Sale and Use of Fireworks*, and that all interested parties were invited to submit written comments to the Board of County Commission at, 224 S. Main Street, Sheridan WY 82801, or emailed to bccc@sheridancounty.com no later than May 7, 2018; and

WHEREAS, the purpose of the proposed rules and regulations is to authorize the limited sale and use of fireworks in the unincorporated areas of Sheridan County; and

WHEREAS, the proposed rules and regulations meet minimum substantive state statutory requirements; and

WHEREAS, the Board held a public hearing to receive oral comments on May 14, 2018 at 2:00 p.m. in the Commissioners Board Room, second floor of the County Courthouse, Sheridan WY; and

NOW, THEREFORE, BE IT RESOLVED THAT the *Rules and Regulations Governing the Sale and Use of Fireworks*, attached hereto, are hereby adopted.

ADOPTED this 15th day of May 2018

BOARD OF COUNTY COMMISSIONERS
Sheridan County, Wyoming

Attest:

Mike A Nickel
Mike Nickel, Chairman

Eda Schunk Thompson
Eda Schunk Thompson, County Clerk

10 Codes

- | | | | |
|-------|---|-------|-----------------------------|
| 10-0 | Use Caution | 10-51 | Wrecker Needed |
| 10-1 | Unable To Copy | 10-52 | Ambulance Needed |
| 10-2 | Signal Good | 10-53 | Road Block |
| 10-3 | Stop Transmitting | 10-54 | Livestock On Highway |
| 10-4 | Acknowledgement/Ok | 10-55 | Intoxicated Driver |
| 10-5 | Relay | 10-56 | Intoxicated Pedestrian |
| 10-6 | Busy-Stand By Unless Urgent | 10-57 | Hit & Run-F, Pi, Pd |
| | | 10-58 | Direct Traffic |
| 10-8 | In Service | 10-59 | Convoy Or Escort |
| 10-9 | Repeat | 10-60 | Squad In Vicinity |
| 10-10 | Fight In Progress | | |
| 10-11 | Dog Case | 10-62 | Replay To Message |
| 10-12 | Stand By | 10-63 | Prepare Written Copy |
| 10-13 | Weather/Road Report | 10-64 | Message For Local |
| 10-14 | Report Of Prowler | 10-65 | Met Message Assignment |
| 10-15 | Civil Disturbance | 10-66 | Message Cancellation |
| 10-16 | Domestic Trouble | 10-67 | Clear To Read Message |
| 10-17 | Meet Complainant | 10-68 | Dispatch Information |
| 10-18 | Complete Assignment Quickly | 10-69 | Message Received |
| 10-19 | Return To _____ | 10-70 | Fire Alarm |
| 10-20 | Location | 10-71 | Advise Nature Of Fire |
| 10-21 | Call _____ By Phone | 10-72 | Report Progress Of Fire |
| 10-22 | Disregard | 10-73 | Smoke Report |
| | | 10-74 | Negative |
| 10-24 | Assignment Complete | 10-75 | In Contact With |
| 10-25 | Report In Person To _____ | 10-76 | En Route |
| 10-26 | Detaining Subject/Expedite | 10-77 | Estimated Time Of Arrival |
| 10-27 | Driver License Info | 10-78 | Need Assistance |
| 10-28 | Vehicle Registration Info | | |
| | | 10-80 | Chase In Progress |
| 10-30 | Illegal Use Of Radio | 10-81 | Breathalyzer |
| | | 10-82 | Reserve Lodging |
| 10-32 | Man With Gun | 10-83 | Work School Crossing |
| 10-33 | Riot | 10-84 | If Meeting _____ Advise Eta |
| 10-34 | Major Crime Alert | 10-85 | Delayed Due To _____ |
| 10-35 | Correct Time | 10-86 | Officer/Operator On Duty |
| 10-37 | Investigate Suspicious Vehicle | 10-87 | Pick Up/Disturbance Checks |
| 10-38 | Stopping Suspicious Vehicle | 10-88 | Advise Telephone # |
| 10-39 | Urgent-Use Lights & Sirens | 10-89 | Bomb Threat |
| 10-40 | Silent Run-No Lights Or Sirens | 10-90 | Bank Alarm |
| 10-41 | Beginning Tour Of Duty | | |
| 10-42 | Ending Tour Of Duty | 10-92 | Improperly Parked Vehicle |
| 10-43 | Information | 10-93 | Blockade |
| 10-44 | Request Permission To Leave | 10-94 | Drag Racing |
| 10-45 | Animal Carcass In _____ Lane _____ | | |
| 10-46 | Assist Motorist | 10-97 | Check (Test) Signal |
| 10-47 | Emergency Road Repairs Needed | 10-98 | Prison Or Jail Break |
| 10-48 | Traffic Standard (Sign) Needs Repair | | |
| 10-49 | Traffic Lights Out | | |
| 10-50 | Accident-F (Fatality), PI (Injury), PD (Damage) | | |

ORIGIN OF REPORT

Date Time RP name if known and what was reported. (List what was actually reported even if it was found to be inaccurate or a different crime.)

INVESTIGATION

Sequential explanation of how your investigation proceeded. Use words specific to the statute(s) involved.

INTERVIEW / Bob JONES

Use sub-headings like INTERVIEW to separate specific parts of the investigation out for easier location later and easier transition to separate parts of the case. You can also use headings like CHARGES or EVIDENCE

INVESTIGATION

You will almost always need to return to an INVESTIGATION heading before completion of the report because some summary is needed, even if it is one sentence. But you can end with CHARGES, as it is like a summary.

ATTACHMENTS

ALL files put in the FILES section need to be listed here, in the same name format as the saved document.

DISPOSITION

This description must match the face case Disposition. The below is an explanation for the narrative and the face case, however the narrative will only state the 1, 2, or 3 word disposition as noted below.

Active - (ACT) Stays this way until submitted for approval. If you send a copy to CA that is CCI but you still need to complete something before approval, change it to CCI and print it then change it back to ACT until you actually submit it for approval.

Cleared, Adult Arrested (CAA) - Used when you place an adult in jail, which will mean he/she is indexed as an OFFENDER.

Cleared, Citation Issued (CCI) - Used when anyone involved is cited and that person or persons must be indexed as TICKETED.

Cleared, Juvenile Arrested (CJA) - Used ONLY when we place a juvie in JDC

Cleared, No Arrest (CLR) - Used for most of our cases as long as no follow up is needed or expected

Inactive (INA) - Used whenever a crime is reported and the investigation indicates a crime has occurred, but we were unable to solve it. Typical in theft and burglary cases.

Pending Prosecution (PEN) Used only when we want the CA to review a case or issue an arrest warrant for someone that we were unable to locate and arrest ourselves.

No Action Taken - (NAT) This will never be used in a full report as it is used only when we got a case that we did not want and thus took no action.

Report to Follow (RTF) - This will never be used in the narrative or the face case.

SCSO Clearance Codes

CCA	Cleared, Adult Arrest (custodial adult arrest)
CCI	Cleared, Citation Issued (any citation, traffic or criminal but no arrest)
CJA	Cleared, Juvenile Arrest (Frontier Corrections or other juvenile custodial arrest)
CLR	Cleared (most common)
INA	Inactive (case not solved, like burglary or theft with no charges)
NAT	No Action Taken (short one liner case denoting why we took no action, like a cancelled alarm)
PEN	Pending (case sent to CA to ask for a warrant or advice, we seldom ask this of the CA)

SHERIDAN COUNTY SECTION NUMBERS

<u>Sheridan Hwy Number</u>	<u>State Hwy Number</u>	<u>Road Name</u>	<u>Mile Post Number</u>
SH-01	I-90	Parkman-Johnson Co. Line	00.00-41.96
SH-02	US-87	N. Sheridan-Banner Jct.	20.92-38.87
SH-02	WY-344 (US-87)	Banner Jct.-Johnson Co. Line	38.87-42.46
SH-03	US-14E	Flour Mill Jct.-Campbell Co. Ln.	00.00-60.30
SH-04	US-14 & 14A	Big Horn Co.-I-90 Ranchester	38.13-89.87
SH-05	US-16	Johnson Co. Line-Jct. 14 Ucross	17.59-17.90
SH-06	US-14	Big Horn Co Line-Jct.-14A	37.98-47.81
SH-07	WY-193	Johnson Co. Line-Banner Jct.	102.53-106.34
SH-08	WY-330	Soldier Ck. (West 5th. St.)	00.00-2.60
SH-09	WY-331	Big Goose Road	00.00-9.95
SH-10	WY-332	Big Horn Ave.-Girl School	00.00-2.74
SH-11	WY-335	Big Horn Road	00.00-9.71
SH-12	WY-336	Wyarno Road	00.00-11.52
SH-13	WY-337	Fort Road	00.00-0.89
SH-14	WY-338	Decker Road	00.00-14.49
SH-15	WY-340	North Piney Road (Story)	00.00-1.36
SH-16	WY-341	Arvada Road	00.00-3.19
SH-17	WY-194	Fish Hatcher Raod (Story)	00.00-2.81
<u>SH-18</u>	WY-333	Old Airport Road	00.00-0.75
SH-19	WY-334	Highway Dept.-Flour Mill Jct.	00.00-0.74
SH-20	WY-339	Decker Rd.-Jensik Hill	00.00-1.01
SH-21	WY-342	Mead Ck. I-90 to US-87S	00.00-1.14
SH-22	WY-343	Parkman-Dayton	00.00-5.24
SH-80	WY-345	Old Hwy-87 (Mont.-Acmy)	00.00-21.14

County Roads and Numbers			
Aberdeen Road	23	Early Creek Road	97
Asaraka Extension	176	East Ridge Road	133
Airport Access Road	54	E End Lobbin/Hine	8
Airport Road Ext	113a	E Pass Creek Road	2*
Ansden Road	90	Evans Road	75
Arvada Davis Crossing	271	Fairbanks Road	44
Arvada Davis Road	90	Fish Hatchery Road	6
Arvada Gillette Road	40	Five Mile Road	126
Badger Creek Road	122	Golf Course Road	117
Bald Mountain Road	100	Gulch Road	121
Banner Story Road	141	Halfway Lane	71
Barker Road	85	Hershey Road	49
Beatty Gulch Road	123	Hidden Water Road	1235
Beatty Spur	708	Higby Road (*23)	110
Beaver Creek Road	87	Higby Road N	1239
Beckton Road	89	Island Road	105
Beckton Hall Road	31	Jim Creek Road	34
Bells Road	36	Key Stone Road	98
Big Four Road	32	Kettlering Road	82
Big Goose Cyn Road	53	Kleen Burn Road	106
Big Horn Road	99	Krode Road	60
Bird Farm Road	28	Kod Road	93
Box Elder Road E	75	KROE Lane	73
Box Elder Road W	173	Kruse Creek Road	30
Box Cross Road	111	Later Road	153
Brinton Road	103	Landon Lane	125
Buffalo Creek Road	56	Lodore Ave Road	4
Cat Creek Road	133	Lower Piney Road	149
Cemetery Road	107	Lower Powder River Rd	269
Clear Creek Road	221	Lower Prairie Dog Rd	1211
Clearmont Buffalo Crk	223	Lower Road/Girls Sch	15
Coal Bank Road	73	Maverick Club Road	1213
Coal Creek Road	195	McCormick Road	108
Courtant Creek Road	114	Meade Creek Road	131
County Nine Club Rd	1233	Metz Road	62
Dayton East Road	102	Mount's n Home Road	125
Dayton-Ohman Road	69	Mount Hope Cemetery	173
Double Cross Road	187	Mutony Gulch Road	147
Dow-Dixon Creek Rd	56	N Piney Road	2
Dow Prong Road	31	N-S Secondary 5 Mile	73
Downers Auditor Rd	80	North Park Road	1210
Dry Ranch Road	119	Paradise Road	72
Dutch Creek Road	157	Pass Creek Road	144
E 8th Ext	88	Passaic Road	255

Call Narrative
COORDINA

MAP COORDINATES

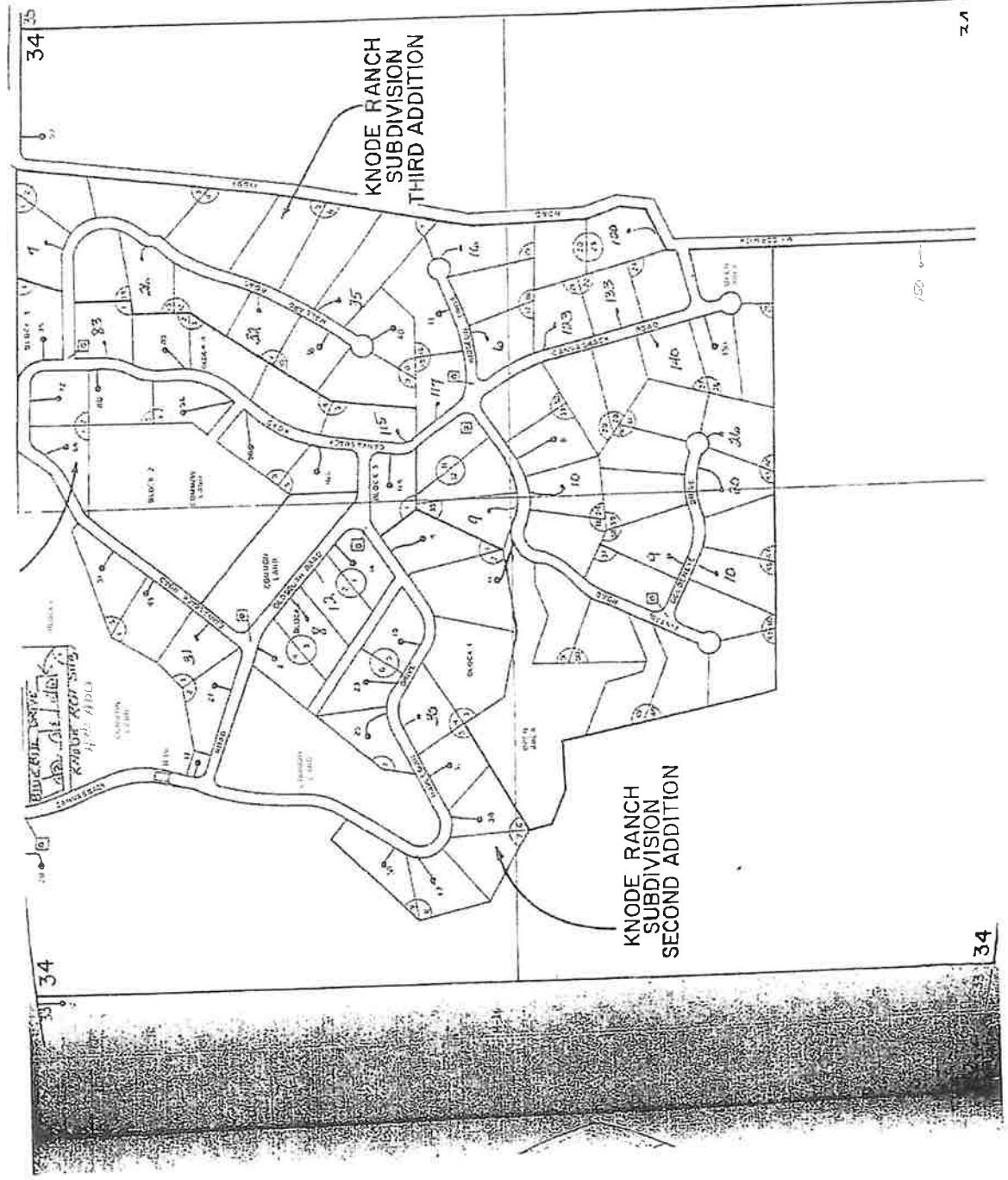
LOCATION	MAP	COORDINATES
Acme	Sheridan	44 55 x 106 69
Amsden Creek & T.R. Canyon	Burgess	44 51 x 107 18
Antelope Butte	Burgess	44 37 x 107 30
Arvada	Sheridan	44 39 x 106 08
Banner	Sheridan	44 36 x 106 52
Big Goose Ranger Station	Burgess	44 32 x 107 13
Big Horn Reservoir	Burgess	45 19 N 106 31
Birney	Birney	45 25 N 106 28
Birney Da School	Birney	44 45 x 107 24
Black Mountain	Burgess	44 54 x 107 51
Boyd Ridge & Sheep Mountain	Burgess	45 10 x 107 17
Brown Camp (Wyola)	Lodge Grass	44 46 x 106 32
Buffalo Creek Divide	Sheridan	44 48 x 106 17
Buffalo Creek / Quietus Junction	Sheridan	44 46 x 107 31
Burgess Junction	Burgess	44 38 x 106 23
Clearmont	Sheridan	44 52 x 107 15
Davton	Burgess	44 41 x 107 27
Dead Swede Campground	Burgess	45 04 x 106 47
Decker Coal Company East	Birney	45 03 x 106 49
Decker Coal Company West	Birney	45 01 x 106 52
Decker (Town)	Birney	44 36 x 107 17
Dome Lake	Burgess	44 50 x 107 30
Dry Fork Junction	Burgess	45 00 x 106 26
Forks Ranch	Birney	45 00 x 106 20
* 76 Ranch	Birney	45 00 x 106 31
** 77 Ranch	Birney	44 52 x 107 26
Freeze Out Point	Burgess	44 53 x 107 44
Fullers Cow Camp	Burgess	44 45 x 107 45
Granite Pass	Burgess	44 42 x 106 17
Hanging Woman Camp	Sheridan	44 39 x 107 30
Hunt Mountain RD & HWY 14	Burgess	44 45 x 107 45
Hunt Mountain RD & HWY 14A	Burgess	44 36 x 106 45
Jim Creek Hill (Top)	Sheridan	44 43 x 106 11
Kendrick Crossing	Sheridan	44 53 x 107 35
Kerns Cow Camp	Burgess	45 20 x 106 58
Kirby	Birney	44 48 x 107 41
Lake Creek	Burgess	44 43 x 106 16
Leiter	Sheridan	44 42 x 106 07
Powder River RD/HWY 14/16 Junct.	Sheridan	44 46 x 106 06
** 5 Miles from HWY 14/16	Sheridan	44 50 x 106 05
** 10 Miles from HWY 14/16	Sheridan	44 53 x 106 04
** 15 Miles from HWY 14/16	Sheridan	

Call Narrative
COORDINA

Outer	Birney	45 12 x 106 12
QW Ranch	Birney	45 08 x 106 29
Park Reservoir	Burgess	44 34 x 107 12
Penrose Park	Burgess	44 31 x 107 02
Quietus	Birney	45 06 x 106 17
Quietus / Buffalo Creek Junc.	Sheridan	44 48 x 106 17
Sand Turn	Burgess	44 48 x 107 23
Sawmill Divide	Burgess	44 49 x 107 37
Shuler Park	Burgess	44 45 x 107 26
Sibley Lake	Burgess	44 30 x 107 26
Skull Ridge	Burgess	44 43 x 107 13
Spearo Wigwam Lodge	Burgess	45 07 x 106 33
Spring Creek Coal	Birney	44 48 x 107 22
Steamboat	Burgess	44 34 x 106 55
Story	Burgess	45 08 x 106 46
Tongue River-Dani	Birney	45 06 x 106 48
Tongue River Reservoir	Birney	44 36 x 107 19
Twin Lakes	Burgess	44 33 x 106 32
Ucross	Sheridan	44 39 x 106 35
Ulin	Sheridan	44 30 x 106 53
Verona	Sheridan	44 50 x 106 53
Wakeley	Sheridan	44 41 x 107 16
Walker Prairie	Burgess	45 03 x 106 49
Wyarno	Birney	
Lodge Grass	Lodge Grass	45 10 x 107 17

LIST OF HIGHWAYS

HWY 193	STORY & BANNER
HWY 194	STORY(LADORE)FISH HATCHERY ROAD
HWY 330	SOLDIER CREEK
HWY 331	BIG GOOSE RD
HWY 332	BIG HORN AVENUE
HWY 333	AIRPORT ROAD
HWY 334	BRUNDAGE LANE
HWY 335	BIG HORN
HWY 336	WYARNO
HWY 337	FORT ROAD
HWY 338	DECKER ROAD
HWY 339	JENSIK CUT ACROSS
HWY 340	STORY (N. PINEY)
HWY 342	I-90 TO MEADE CREEK
HWY 343	PARKMAN(FROM DAYTON)
HWY 345	PARKMAN(FROM RANCHESTER)



54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72
----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----

37	38
36	39
35	40
34	41
33	42
32	43

48	49
47	50
46	51
45	52
44	53

85	84	112	111	110
86				
87				
88				
89	106	107	108	109

31	30	29	28	27	26	B-ball
17	18	19	20	21	22	Manager

16	15	14	13	12	11	10	9
1	2	3	4	5	6	7	8

90	105
91	104
92	103
Pump House	102
94	101
95	100
96	99
97	98

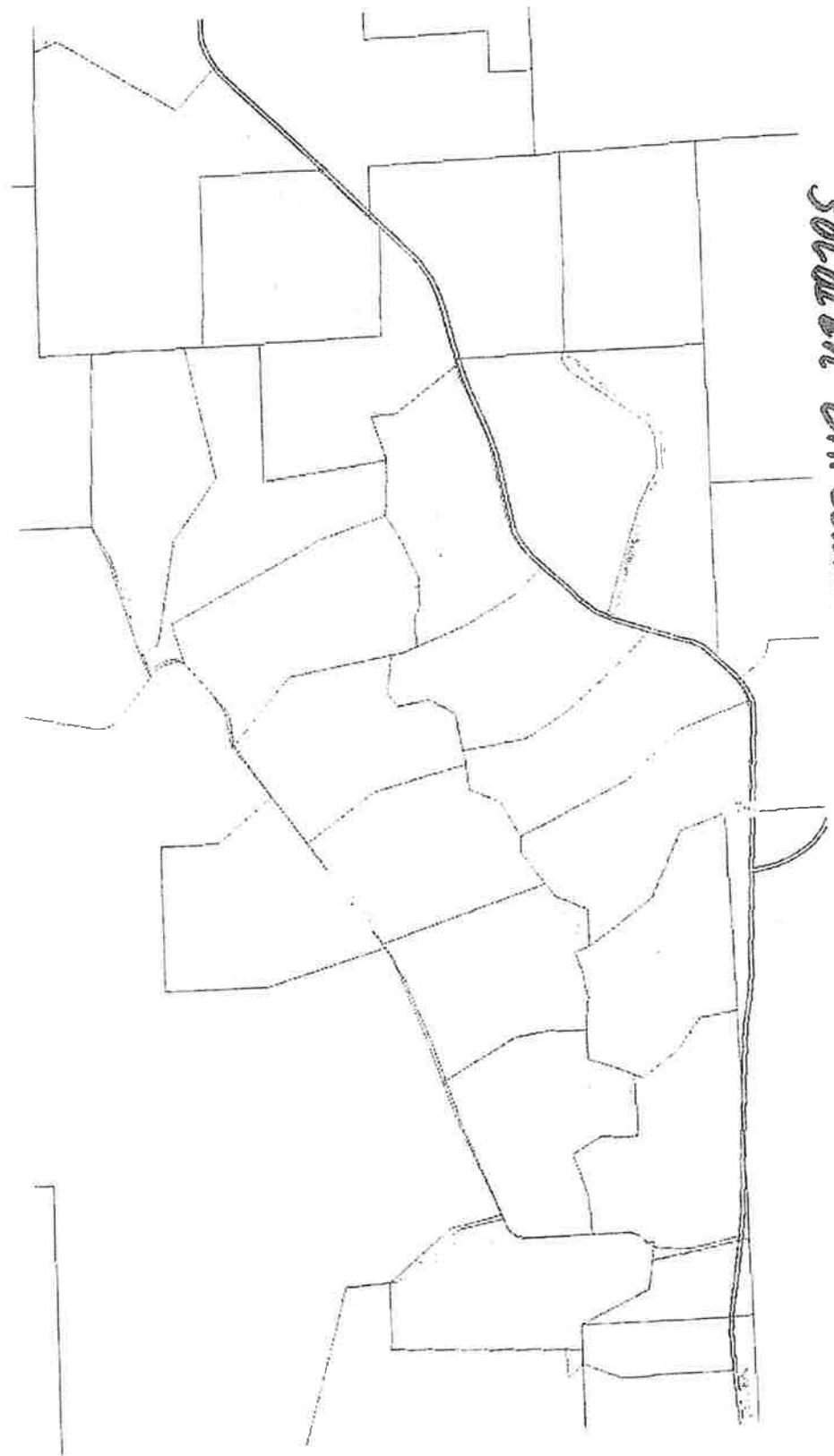
Woodland Park Village

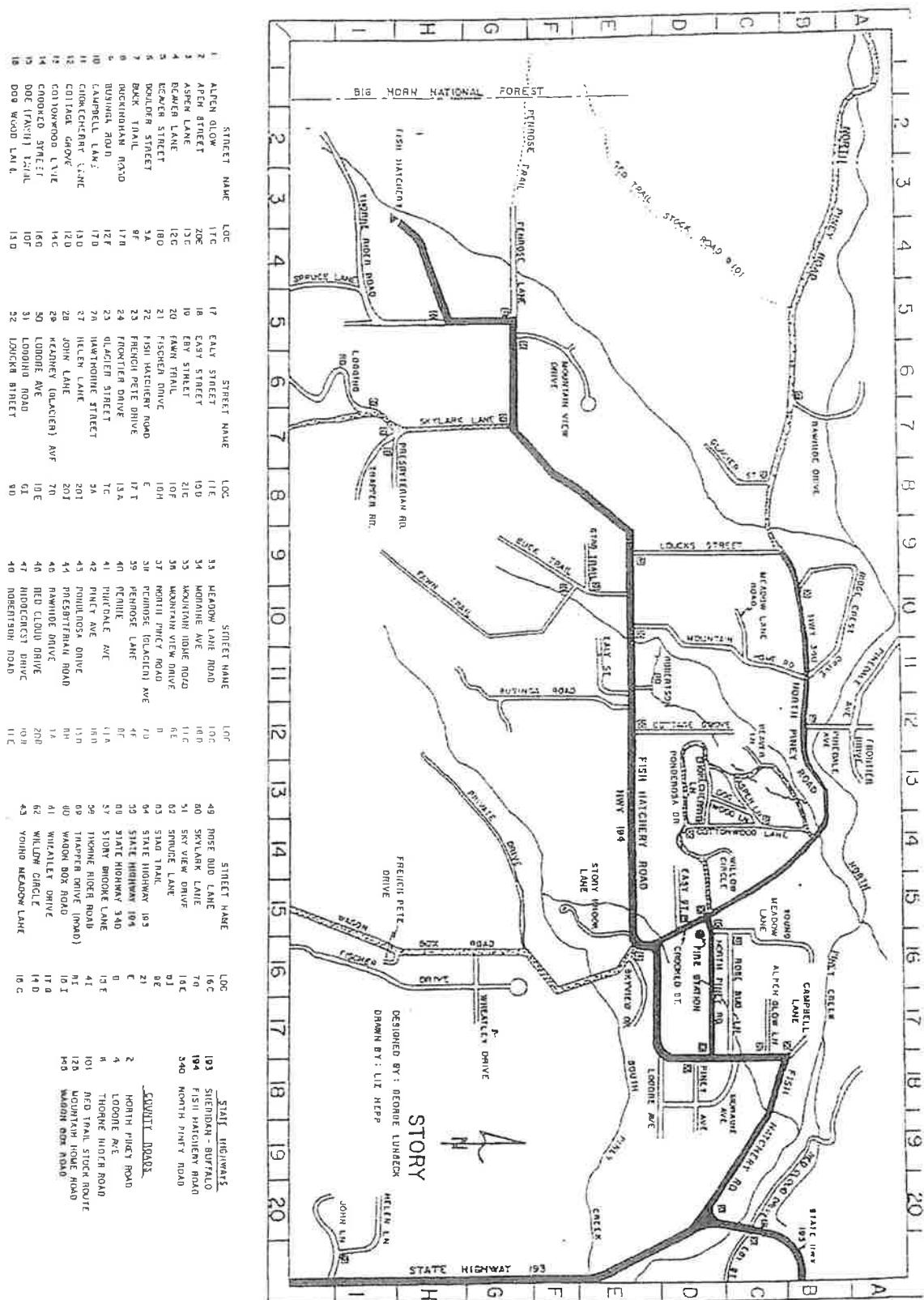
← Coffeen Ave →

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Solden cr. Estates





HORN SCHOOL
GROUNDS

335 (A.K.A. NORTH THIRD STREET)

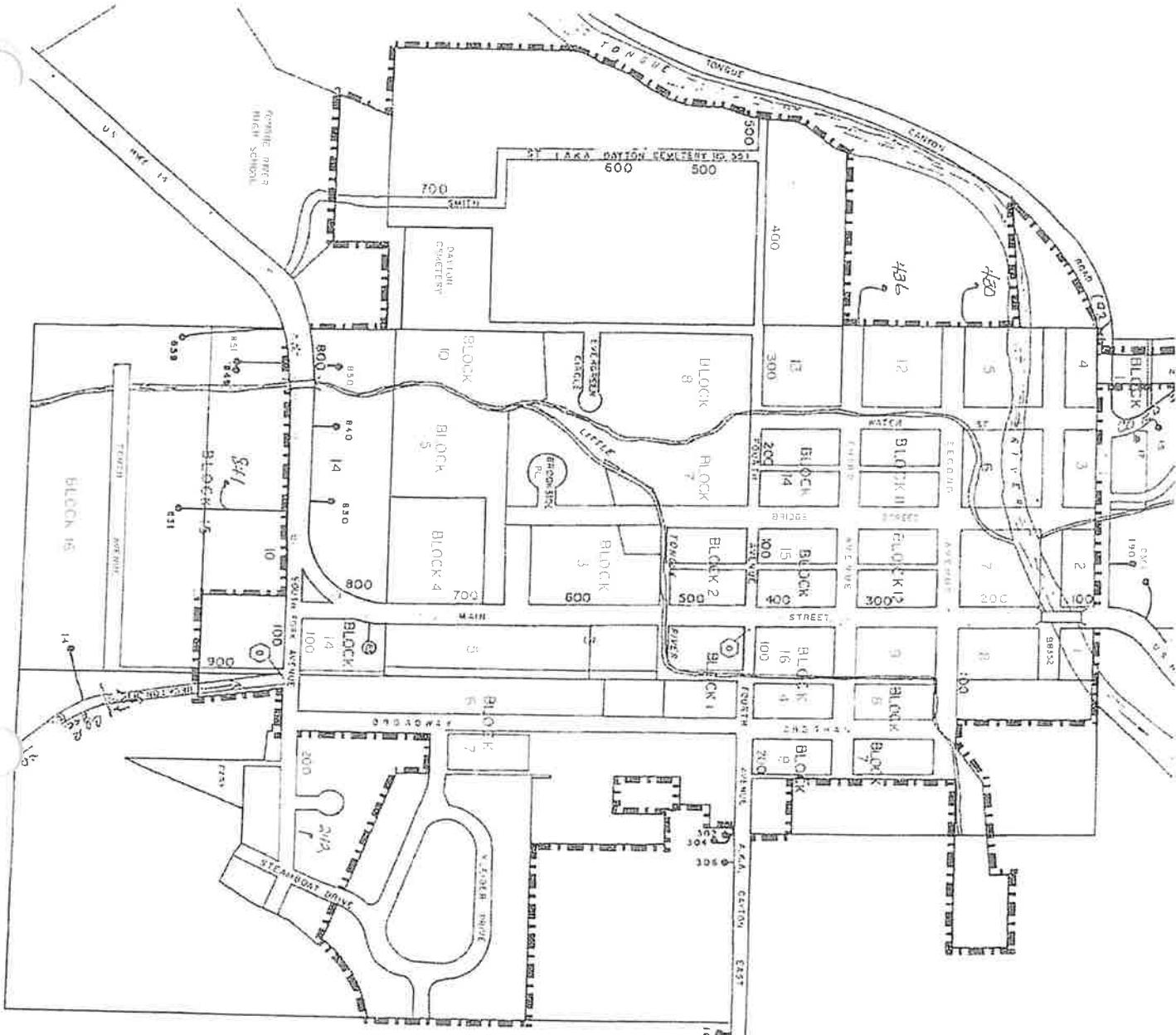


12
BIG HORN

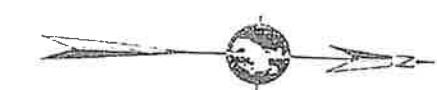
SCALE (FEET)

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PRINTED
BY THE
HORN
SCHOOL



DAYTON



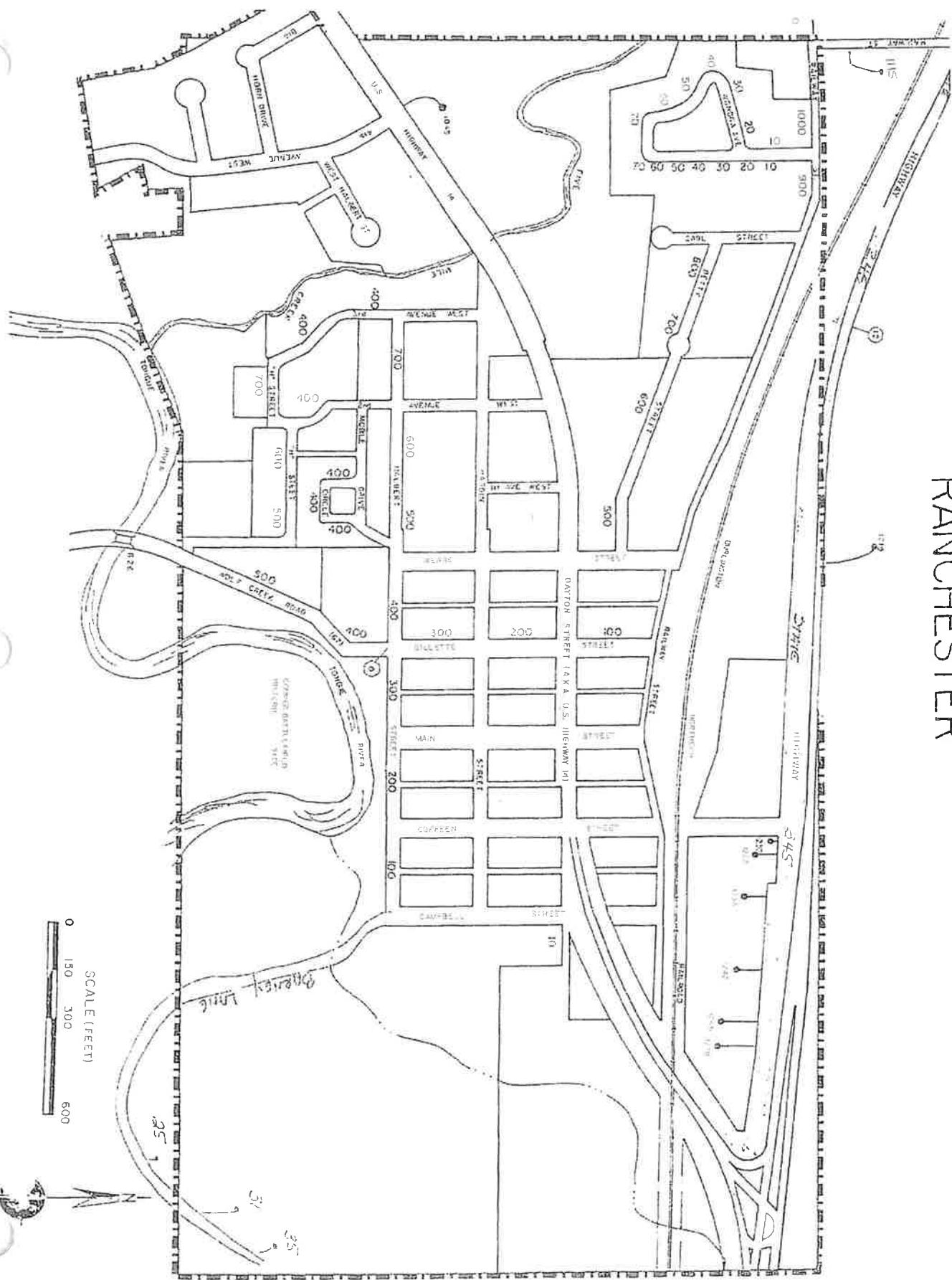
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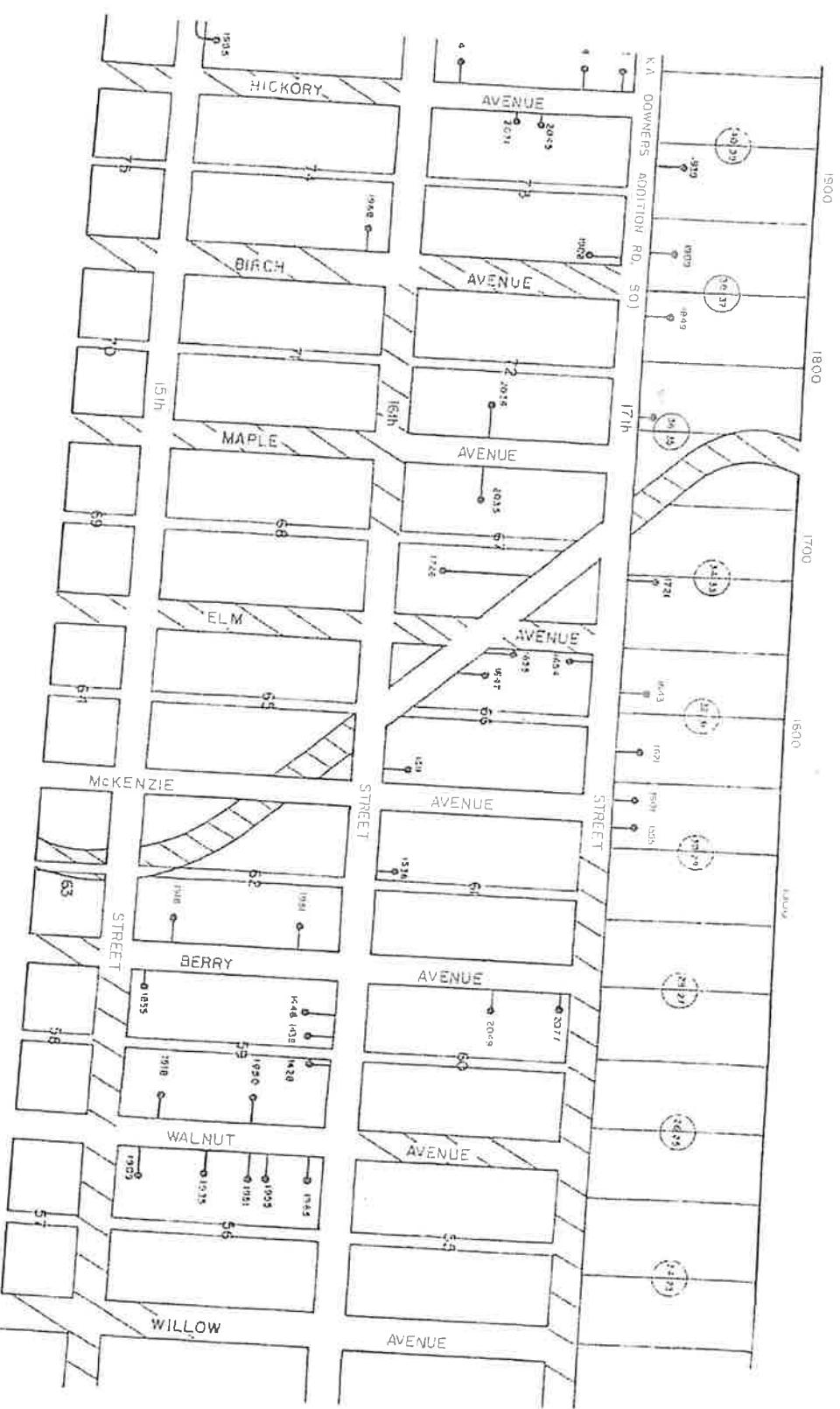
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WYOMING*

REVISED-JAN 1984
SHERIDAN COUNTY
ENGINEERING DEPT.

RANCHESTER





SCALE (FEET)

0 100 200 300 400



TRAINING TIME CHART

Field Training Officer Identification

Daily Observation Report Number

Trainee Officer:

Phase:

APPEARANCE

ATTITUDE

- Acceptance of Feedback FTO/FTO Program
- Altitude Toward the Job

KNOWLEDGE

- Knowledge: Department Policies/Procedures
- Verbal/Written/Simulated Testing
- Field Performance

FIELD PERFORMANCE

- Knowledge: Criminal Statutes
- Verbal/Written/Simulated Testing
- Field Performance

FIELD PERFORMANCE

- Knowledge: City Ordinances
- Verbal/Written/Simulated Testing
- Field Performance

FIELD PERFORMANCE

- Knowledge: Traffic Codes
- Verbal/Written/Simulated Testing
- Field Performance

FIELD PERFORMANCE

- Knowledge: Codes of Criminal Justice
- Verbal/Written/Simulated Testing
- Field Performance

PERFORMANCE

- Driving Skills: Normal Conditions
- Driving Skills: Moderate/High Stress

PERFORMANCE

- Orientation/Response Time to Calls
- Routine Forms: Accuracy/Completeness

PERFORMANCE

- Report Writing: Organization/Details
- Report Writing: Grammar/Spelling/Neatness

PERFORMANCE

- Report Writing: Appropriate Time Used
- Field Performance: Non-stress Conditions

PERFORMANCE

- Field Performance: Stress Conditions
- Investigative Skill

PERFORMANCE

- Interview/Interrogation Skill
- Self-initiated Field Activity

PERFORMANCE

- Officer Safety: General
- Officer Safety: Suspects/Prisoners

PERFORMANCE

- Control of Conflict: Voice Command
- Control of Conflict: Physical Control

PERFORMANCE

- Problem Solving/Decision Making
- Radio: Appropriate Use of Codes/Procedure

PERFORMANCE

- Radio: Listen and Comprehends
- Radio: Articulation of Transmissions

RELATIONSHIPS

- With Citizens in General
- With Ethnic/Cultural/Social Groups Other than Own

RELATIONSHIPS

- With Other Department Members

TRAINING TIME CHART

Field Training Officer Identification
Daily Observation Report Number

Trainee Officer: _____ Phase: _____

- | | |
|---|--|
| APPEARANCE | |
| 1. General Appearance | |
| ATTITUDE | |
| 2. Acceptance of Feedback FTO/FTO Program | |
| KNOWLEDGE | |
| 3. Attitude Toward the Job | |
| 4. Knowledge: Department Policies/Procedures | |
| FIELD PERFORMANCE | |
| 5. Knowledge: Criminal Statutes | |
| Verbal/Written/Simulated Testing | |
| Field Performance | |
| 6. Knowledge: City Ordinances | |
| Verbal/Written/Simulated Testing | |
| Field Performance | |
| 7. Knowledge: Traffic Codes | |
| Verbal/Written/Simulated Testing | |
| Field Performance | |
| 8. Knowledge: Codes of Criminal Justice | |
| Verbal/Written/Simulated Testing | |
| Field Performance | |
| PERFORMANCE | |
| 9. Driving Skills: Normal Conditions | |
| 10. Driving Skills: Moderate/High Stress | |
| 11. Orientation/Response Time to Calls | |
| 12. Routine Forms: Accuracy/Completeness | |
| 13. Report Writing: Organization/Details | |
| 14. Report Writing: Grammar/Spelling/Neatness | |
| 15. Report Writing: Appropriate Time Used | |
| 16. Field Performance: Non-stress Conditions | |
| 17. Field Performance: Stress Conditions | |
| 18. Investigative Skill | |
| 19. Interview/Interrogation Skill | |
| 20. Self-initiated Field Activity | |
| 21. Officer Safety: General | |
| 22. Officer Safety: Suspects/Prisoners | |
| 23. Control of Conflict: Voice Command | |
| 24. Control of Conflict: Physical Control | |
| 25. Problem Solving/Decision Making | |
| 26. Radio: Appropriate Use of Codes/Procedure | |
| 27. Radio: Listens and Comprehends | |
| 28. Radio: Articulation of Transmissions | |
| RELATIONSHIPS | |
| 29. With Citizens in General | |
| 30. With Ethnic/Cultural/Social Groups Other than Own | |
| 31. With Other Department Members | |

20

TRAINING TIME CHART

Field Training Officer Identification
Daily Observation Report Number

Trainee Officer: _____
Phase: _____

APPEARANCE

ATTITUDE

KNOWLEDGE

PERFORMANCE

RELATIONSHIPS

- | | | | | | |
|--|------------|----------|-----------|-------------|---------------|
| 1. General Appearance | APPEARANCE | ATTITUDE | KNOWLEDGE | PERFORMANCE | RELATIONSHIPS |
| 2. Acceptance of Feedback FTO/FTO Program | | | | | |
| 3. Attitude Toward the Job | | | | | |
| 4. Knowledge: Department Policies/Procedures | | | | | |
| Verbal/Written/Simulated Testing | | | | | |
| Field Performance | | | | | |
| 5. Knowledge: Criminal Statutes | | | | | |
| Verbal/Written/Simulated Testing | | | | | |
| Field Performance | | | | | |
| 6. Knowledge: City Ordinances | | | | | |
| Verbal/Written/Simulated Testing | | | | | |
| Field Performance | | | | | |
| 7. Knowledge: Traffic Codes | | | | | |
| Verbal/Written/Simulated Testing | | | | | |
| Field Performance | | | | | |
| 8. Knowledge: Codes of Criminal Justice | | | | | |
| Verbal/Written/Simulated Testing | | | | | |
| Field Performance | | | | | |

PERFORMANCE					
9. Driving Skills: Normal Conditions					
10. Driving Skills: Moderate/High Stress					
11. Orientation/Response Time to Calls					
12. Routine Forms: Accuracy/Completeness					
13. Report Writing: Organization/Details					
14. Report Writing: Grammar/Spelling/Neatness					
15. Report Writing: Appropriate Time Used					
16. Field Performance: Non-stress Conditions					
17. Field Performance: Stress Conditions					
18. Investigative Skill					
19. Interview/Interrogation Skill					
20. Self-initiated Field Activity					
21. Officer Safety: General					
22. Officer Safety: Suspects/Prisoners					
23. Control of Conflict: Voice Command					
24. Control of Conflict: Physical Control					
25. Problem Solving/Decision Making					
26. Radio: Appropriate Use of Codes/Procedure					
27. Radio: Listens and Comprehends					
28. Radio: Articulation of Transmissions					
RELATIONSHIPS					
29. With Citizens in General					
30. With Ethnic/Cultural/Social Groups Other than Own					
31. With Other Department Members					

TRAINING TIME CHART

Trainee Officer: _____

Please: _____

Field Training Officer Identification
Daily Observation Report Number

- | | |
|---|--|
| APPEARANCE | |
| 1. General Appearance | |
| 2. Acceptance of Feedback FTO/FTO Program | |
| 3. Attitude Toward the Job | |
-
- | | |
|--|--|
| KNOWLEDGE | |
| 4. Knowledge: Department Policies/Procedures
Verbal/Written/Simulated Testing | |
| 5. Knowledge: Criminal Statutes
Verbal/Written/Simulated Testing | |
| 6. Knowledge: Field Performance
Field Performance | |
| 7. Knowledge: Traffic Codes
Field Performance | |
| 8. Knowledge: Verbal/Written/Simulated Testing
Verbal/Written/Simulated Testing | |
-
- | | |
|---|--|
| PERFORMANCE | |
| 9. Driving Skills: Normal Conditions | |
| 10. Driving Skills: Moderate/High Stress | |
| 11. Orientation/Response Time to Calls | |
| 12. Routine Forms: Accuracy/Completeness | |
| 13. Report Writing: Organization/Details | |
| 14. Report Writing: Grammar/Spelling/Neatness | |
| 15. Report Writing: Appropriate Time Used | |
| 16. Field Performance: Non-stress Conditions | |
| 17. Field Performance: Stress Conditions | |
| 18. Investigative Skill | |
| 19. Interview/Interrogation Skill | |
| 20. Staff-initiated Field Activity | |
| 21. Officer Safety: General | |
| 22. Officer Safety: Suspects/Prisoners | |
| 23. Control of Conflict: Voice Command | |
| 24. Control of Conflict: Physical Control | |
| 25. Problem Solving/Decision Making | |
| 26. Radio: Appropriate Use of Codes/Procedure | |
| 27. Radio: Listen and Comprehends | |
| 28. Radio: Articulation of Transmissions | |
| 29. With Citizens in General | |
| 30. With Ethnic/Cultural/Social Groups Other than Own | |
| 31. With Other Department Members | |

BELATIONSHIPS

BELATIONSHIPS	
1. With Citizens in General	
2. With Ethnic/Cultural/Social Groups Other than Own	
3. With Other Department Members	

Trainee Officer: _____ Phase: _____

DAILY RATING CHART

Field Training Officer Identification

Daily Observation Report Number

1. General Appearance APPEARANCE

ALTITUDE

2. Acceptance of Feedback FTO/FTO Program

3. Attitude Toward the Job

KNOWLEDGE

4. Knowledge: Department Policies/Procedures

Verbal/Written/Simulated Testing

5. Knowledge: Criminal Statutes

Verbal/Written/Simulated Testing

6. Knowledge: City Ordinances

Verbal/Written/Simulated Testing

7. Knowledge: Traffic Codes

Verbal/Written/Simulated Testing

8. Knowledge: Codes of Criminal Justice

Verbal/Written/Simulated Testing

Field Performance

PERFORMANCE

9. Driving Skills: Normal Conditions

10. Driving Skills: Moderate/High Stress

11. Orientation/Response Time to Calls

12. Routine Forms: Accuracy/Completeness

13. Report Writing: Organization/Details

14. Report Writing: Grammar/Spelling/Mechanics

15. Report Writing: Appropriate Time Used

16. Field Performance: Non-stress Conditions

17. Field Performance: Stress Conditions

18. Investigative Skill

19. Interview/Interrogation Skill

20. Self-initiated Field Activity

21. Officer Safety: General

22. Officer Safety: Suspects/Prisoners

23. Control of Conflict: Voice Command

24. Control of Conflict: Physical Control

25. Problem Solving/Decision Making

26. Radio: Appropriate Use of Codes/Procedure

27. Radio: Listens and Comprehends

28. Radio: Articulation of Transmissions

RELATIONSHIPS

29. With Citizens in General

30. With Ethnic/Cultural/Social Groups Other than Own

31. With Other Department Members

Sheridan County Sheriff's Office

Field Training and Evaluation Process Manual

Updated 12/2002
7/30/15

Field Training and Evaluation Program Manual

Table of Contents

I.	Introduction	
A.	Definitions.....	3
B.	Program Objectives.....	3
C.	Program Description.....	3
II.	Organization and Staffing	
A.	Chain of Command.....	5
B.	Position Descriptions.....	6-9
III.	Program Operations	
A.	Phase Training Concept.....	10
B.	Phase Training Outline.....	11,12
C.	Reporting and Documentation.....	13
1.	Bi-Weekly report form.....	14
2.	Phase completion form.....	15
3.	Phase IV evaluation form.....	16
4.	Supervisor's weekly report.....	17
5.	Remedial training plans.....	17
6.	Supervisor's weekly report form.....	18
7.	Remedial worksheet form.....	19,20
8.	Daily observation reports.....	21,22
9.	Daily observation report form.....	23
10.	Daily observation sample form.....	24,25
11.	Performance/remedial training.....	26
12.	Training time chart.....	27
13.	Daily rating chart.....	28
14.	F.T.O. selection/disqualification.....	29
15.	F.T.O. application form.....	30
16.	F.T.O. evaluations.....	31
17.	F.T.O. evaluation forms.....	32,33
D.	F.T.O. Program Revision.....	34
IV.	Standard Evaluation Guidelines	
IV.	Task List	

Definitions

L. Trainee/Recruit

An individual newly appointed as a Deputy Sheriff of the Sheridan County Sheriff's Office by the Sheriff. Upon completion of the Wyoming Law Enforcement Academy and/or the field training program, the Deputy is no longer considered a trainee/recruit.

II. Field Training Officer

A Deputy of the Sheridan County Sheriff's Office who has been selected and trained to conduct field training and evaluation.

Program Objectives

The Field Training and Evaluation Process is designed to accomplish the following:

1. Integrate the trainee into departmental operations with a standardized course of practical, on-the-job training.
2. Expand the trainee's field skills beyond the generalized academy level by accumulating an experience base under the supervision and guidance of FTO's.
3. Instill in the trainee the practice of self-discipline through minimum acceptable levels of performance, professionalism and ethics.
4. Measure the trainee's performance, temperament and suitability for the rigors of law enforcement.

Program Description

The Field Training and Evaluation Program is designed to last 14 weeks with one additional two week period or extension allowed for trainees who are having difficulty in a particular area. During the 14 weeks, the trainee's performance will be evaluated on a daily basis by the Field Training Officer and on a weekly basis by a supervisor. The trainee will be rated on a scale of 1 through 7 with a score of 4 being acceptable.

The Field Training and Evaluation Program provides the trainee with formal on-the-job training and supervision. The trainee receives practical field experience in a controlled environment under the supervision of capable and experienced officers. During the program, the trainee is assigned to an FTO who instructs and supervises the trainee in a variety of police functions and activities. The FTO:

1. Uses the trainee's task list to lead the trainee through the job skills to be acquired.
2. Uses the observation and evaluation reports to document a history of the trainee's performance.
3. Uses counseling or training techniques to upgrade weak or unacceptable performance.

Bi-weekly conferences are conducted to review the trainee's performance and:

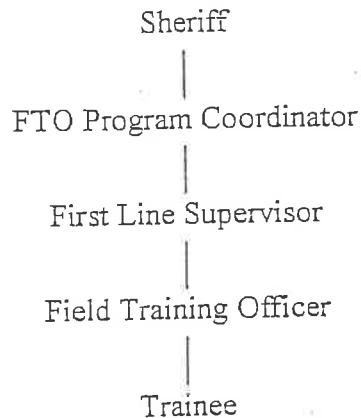
1. Develop corrective training plans when appropriate.
2. Disseminate accurate data on the trainee's performance throughout the chain of command.
3. Provide for the earliest possible detection of those trainee's who will be unable to cope with the duties and responsibilities of a career officer, and who should be released from the program.

Chain of Command

The Field Training and Evaluation Program is structured so that the trainee will know at any time who they are responsible to for supervision and where to turn for help. It also ensures proper monitoring of their training.

As in the chain-of-command outlined below, the trainee's direct supervisor is the FTO. The trainee should respond directly to them and not go to another for assistance unless the situation is of an urgent nature and their FTO is not available. While the trainee will have occasional contact with the FTO coordinator, they are primarily responsible to their FTO. This procedure is necessary to ensure proper training and the absence of conflicting information.

Command Structure



Position Descriptions

I. Program Coordinator

The program coordinator is vested with administrative control of the Field Training and Evaluation Program, exercising direct administrative supervision of subordinate participants within the program. The coordinator is responsible for:

A. Records

Establish and maintain program records and documents, including individual training files for trainee's, selection and qualification files for Field Training Officers.

B. Scheduling and Coordination

Prepare the trainee officer and FTO assignments and training schedules, convene and conduct bi-weekly and phase completion evaluation meetings, convene and conduct retention board meetings and other meetings as required.

C. FTO Selections

Fill any vacancies that occur in FTO positions.

D. Inspection and Changes

Conduct inspections and implement organizational changes to meet program objectives.

I. First Line Supervisor

The first line supervisor is responsible to monitor the overall training and evaluation of Trainee officers assigned to the shift. Although responsible for the direct supervision of all officers on shift, the first line supervisor must recognize the complex task demanded of the FTO, and allow the training process to proceed unimpeded whenever possible. This requires confidence in the FTO's ability, and close cooperation to enhance a coordinated training effort, which is free of conflicting purposes.

The first line supervisor is responsible to:

- A. Ensure that Daily Observation Reports (DOR's) and bi-weekly evaluation reports are promptly completed by the FTO's and forwarded to the program coordinator.
- B. Monitor the relationship between FTO's and trainee's to maintain the program's integrity.
- C. Scrutinize DOR's to identify trends in progression or performance and assist the FTO in developing a corrective action plan whenever possible.
- D. Attend conference and board meetings as required.
- E. Establish a working supervisor/subordinate relationship through regular counseling and review meetings with the trainee officer during phase IV.
- F. Assume direct field training responsibility for the trainee when an FTO is unavailable, including the completion of the DOR and documenting items of training in the trainee's task list.
- G. File periodic evaluation reports as required in phase IV.

III. Field Training Officer

- A. The Field Training Officer (FTO) serves a dual function: that of an officer with normal responsibilities, and that of a trainer-educator. In serving these roles, the FTO assumes obligations and responsibilities not only as an individual officer, but has the additional burden for the conduct of the trainee officer. The FTO must understand the consequences of improper training as a civil liability for:
 - 1) negligent assignment
 - 2) negligent failure to supervise
 - 3) negligent failure to direct
 - 4) negligent entrustment
 - 5) negligent failure to train
 - 6) negligent retention
- B. The FTO must continually exercise patience, leadership and good judgement. People are willingly led by those who they respect and in whom they have confidence. The FTO must set the example of conduct, procedure and performance that is expected of the new officer. The attitudes and professionalism of the FTO will have a direct impact on the trainee's long term development as a functional member of this department.
- C. The FTO shall employ training methods which:
 - 1) Share with the trainee the insights into field activity acquired by the FTO's accumulated experience.
 - 2) Develop the trainee's skill to apply the general concepts of police practice and procedure to specific situations using common sense, good judgement and the ethical standards of professionalism.
 - 3) Motivate the trainee to seek self-assessment, self-improvement, self-discipline and professionalism.

- 4) The FTO shall be alert to unacceptable levels of performance and initiate immediate corrective action with the trainee, demonstrating tolerance, and providing a positive atmosphere for learning.
- D. The FTO is responsible to document the trainee's progression and performance on the DOR's, the bi-weekly evaluation report, and the Phase Completion Report.

The Phase Training Concept

Police field training is confronted by two problems: The frequency of event occurrence and the randomness of occurrence. Some job tasks, such as traffic stops, are repeated events while others, such as the use of deadly force, are rare, even among veteran officers. This unpredictable occurrence of field events, which disallows a regimented approach in field training, is resolved by the phase training concept. Phase training allows for the random nature of police activities by providing sufficient time in each phase for the trainee to develop an experience base in the majority of training objectives to be mastered. The phase training concept is oriented to these methods:

- A. A systematic learning approach beginning with the simple and progressing to the complex.
- B. Ensuring trainee capability in one phase before proceeding to the next.
- C. Prevention of duplication or omission in training as trainee's transfer from one FTO to another.
- D. Consistency in the means by which basic patrol skills are taught to different trainee's.
- E. Prompt detection of weaknesses in trainee performance with timely Corrective Action Plans to deal with problems as they occur.
- F. Documentation of field performance as events are encountered, supplemented by a progressive training schedule to ensure that all program training objectives are presented to the trainee.

The Field Training and Evaluation Program at the Sheridan County Sheriff's Office has a duration of fourteen weeks. The fourteen weeks are divided into four phases with each phase collated to particular training needs. The trainee is exposed to the most basic and necessary job skills first. These skills form the foundation that the trainee will build upon for the rest of the program and on into his career. Below is an example of the typical fourteen-week program, that includes FTO rotation:

First FTO Phase 1	Second FTO Phase 2	Third FTO Phase 3	First FTO Phase 4
4 weeks	4 weeks	4 weeks	2 weeks
1 week limbo	1 day limbo	1 day limbo	Evaluation
3 weeks training	3+ weeks training	3+ weeks training	Only

The trainee will not be assigned to anyone but an FTO for the duration of the program nor will he be allowed to function as an officer on his own in the absence of an FTO. Prior to starting training with a FTO, the trainee will become qualified with their duty sidearm. Upon successful completion of this, the trainee will spend time with the Detention Center staff and in the Communications Center before joining the first FTO in phase 1.

During the first week of phase 1, the FTO will not be evaluating the trainee, allowing the trainee time to become acclimated to their new job. Training, however, will begin during the first week and will continue until the end of phase 3. Daily evaluations will begin the second week of phase 1 and will continue until the end of phase 4.

At the end of phase 1, the trainees will be rotated to a different shift and assigned to another FTO. In phase 2, as in phase 1, the trainee will remain with the FTO during the entire four weeks. The first day the trainee spends with the FTO will be a limbo day and the trainee will not be rated, however the trainee will still be trained.

After completion of phase 2, the trainee moves to phase 3, the last phase of formal training. Once again, a limbo day is observed and the trainee will not be rated. This is followed by three plus weeks of advanced training, preparing the trainee for phase 4.

Phase 4 will be an evaluation only phase. The FTO will not be expected to train during these two weeks, although feedback will be given. To ensure that the trainee acts as the primary officer, the FTO will not take any action except in instances where "stepping in" is necessary to avoid liability or danger. In this phase, the trainee will return to the FTO they had in phase 1.

The first three phases are a time of formal training and the trainee will be expected to handle more and more situations by himself as they advance through the program.

The program is designed to last 14 weeks with one additional two-week period or extension allowed for trainee's who are having difficulty in a particular area. During the 14 weeks, the trainee's performance will be evaluated on a daily basis by the FTO and on a weekly basis by a supervisor. The trainee will be rated on a scale of 1 through 7, with 4 being acceptable.

During the program, the trainee will be expected to improve upon their performance in the areas listed on the DOR. (daily observation report). During the last two weeks of the evaluation program, the trainee must receive scores of 4 or higher in every category. Successful completion of the final two-week evaluation phase with scores of 4 or higher in every category and the trainee starts working as a Deputy Sheriff as a single officer unit.

During the final two weeks of evaluation, if a score less than 4 is recorded in any of the category's, the trainee may be extended for an additional two weeks of training or terminated, depending on the decision of the Sheriff. If the trainee is extended for two weeks of additional training and the scores improve to 4 or above in all categories, they will start work as a deputy as a single officer unit. If the trainee's scores are still below acceptable after the additional two-week period, the trainee will be recommended for termination.

Retention Board

The retention board is chaired by the Sheriff and convened on the request of the program coordinator. The purpose of the board is to present the performance history of the trainee, recommending to the Sheriff one of the following:

- 1) The trainee has successfully completed the field training and evaluation program and is sufficiently prepared to assume the duties of a solo deputy.
- 2) The trainee has been unable to achieve or maintain acceptable levels of performance according to program standards. The trainee is to be released from the field training and evaluation program.

The recommendations of the board are based solely on program standards and are not disciplinary in function. Recommendation to release the trainee shall be based upon DOR's, biweekly reports, phase completion reports and remedial training plans. The retention board shall be comprised of the Sheriff, program coordinator, shift supervisor and a selectee of the Sheriff. The board may require the appearance of any deputy with information or observations concerning a trainee's performance, including the trainee.

Evaluation Forms

Bi-weekly Evaluation Conference

This conference is convened every two weeks during the trainee's phase 1 through 4 training. Attendance by the program coordinator and FTO's is mandatory. The Sheriff and other supervisors may attend. Biweekly evaluation reports are presented, along with daily observation reports, as appropriate. Objectives of the conference are to:

- 1) Identify and track trends in trainee performance.
- 2) Ensure progress toward completion of the trainee's task list.
- 3) Develop and implement remedial training plans in areas of marginal or unacceptable performance.
- 4) Assess results of previous remedial training plans.

This process allows the program coordinator to monitor trainee progress and provides an objective basis to determine:

- 1) The trainee is reasonably progressing and training should continue.
- 2) The trainee is so unresponsive to training that a retention board should be convened.

Phase Completion Reports

At the end of each phase of training, the FTO will complete a phase completion report. This report summarizes the same items that are on the biweekly reports and will be used to recommend the trainee for advancement to the next phase or for remedial training.

BI-WEEKLY EVALUATION REPORT

Recruit Officer _____ FTO _____

Report Date _____ for Period _____ to _____

NOTE: Form is to be completed for presentation at bi-weekly conference. Use to summarize progress/performance during reporting period. Report significant remedial training and results, or any failure to respond to training

SIGNIFICANT STRENGTHS:

1. _____
2. _____
3. _____
4. _____

SIGNIFICANT WEAKNESSES:

1. _____
2. _____
3. _____
4. _____

COMMENTS:

1. _____
2. _____
3. _____
4. _____

Recruit Officer in _____ week of training, but actually performing at _____ week level.

Recommend: Continue Training Release from Training

FTO Signature

jy

PHASE COMPLETION REPORT

Recruit Officer _____ Phase Completed _____

Report Date _____ Date Phase Completed _____ Scheduled Date _____

Recruit was retained in Phase _____ from _____ to _____

Recruit was reverted to Phase _____ from _____ to _____

SIGNIFICANT STRENGTHS:

1. _____

2. _____

3. _____

SIGNIFICANT WEAKNESSES:

1. _____

2. _____

3. _____

NARRATIVE SUMMARY OF PHASE TRAINING /COMMENTS:

Recommend: Progress to Next Phase Retain in Phase

Revert in Phase Release from Training

Signature

FTO/Shift Commander/Program Commander

PHASE IV EVALUATION REPORT

Recruit Officer _____ Shift Commander _____
Report Date _____ for Period _____ to _____

NOTE: Form is to be completed for presentation at conference. Use to summarize progress/performance during reporting period. Report significant remedial training and results, or any failure to respond to training or supervision.

SIGNIFICANT STRENGTHS:

1. _____
2. _____
3. _____
4. _____

SIGNIFICANT WEAKNESSES:

1. _____
2. _____
3. _____
4. _____

COMMENTS:

1. _____
2. _____
3. _____
4. _____

Recruit Officer in _____ week of training, but actually performing at _____ week level.

Recommend: Continue Training Release from Training Revert to Phase

Shift Commander

Supervisor's Weekly Report

The supervisor's report is a weekly report completed by the FTO Supervisor or coordinator. This provides the program with a check and balance system to assure that the FTO is operating within the set guidelines. A secondary function is to provide an opportunity for the supervisor to sit down with the trainee and discuss performance progress and problems. This report will be based on the supervisor's personal observations only. This form is very similar to the DOR's filled out by the FTO on a daily basis except for the following exceptions:

- 1) The selection of the "most" and "least" satisfactory areas of performance are based on that week's performance.
- 2) The scores are based on the trainee's efforts for that week.

The supervisor's participation in the evaluation process adds to the documentation that will ultimately be used to pass judgement on the trainee's employment status.

Remedial Training Plans

Each FTO is aware of their obligation to train and evaluate and correcting observed deficiencies in the areas of knowledge, skill and attitude go along with that. It is not sufficient that to point out what is wrong and to report on it; it is required that the FTO do something to help the trainee improve. This is remediation. Simply put, anything that is identified as a performance deficiency requires remediation. The FTO's role is to help trainee's overcome the difficulty and to give them plenty of opportunities to learn and improve.

Remediation begins when the problem is observed or as soon after as practical. Most remedial efforts take place in an ongoing way as the trainee and FTO interact. Most performance mistakes are relatively simple to fix and are corrected almost immediately. The problems that do not go away are those that call for the formal approach and may require an extended stay in the program.

Remedial training plans are worksheets completed by the FTO to notify the trainee of deficiencies and recommended remedial training strategies. These are then routed to the FTO coordinator to alert him of the trainee's deficiencies and that an other-than-routine remedial effort has been warranted.

SUPERVISOR'S WEEKLY REPORT

DAN CO. SHERIFF'S DEPT.

REPORT #: _____

TRAINEE'S LAST NAME, FIRST INITIAL EMP#

SGT.'S LAST NAME, FIRST INITIAL EMP#

DATE

RATING INSTRUCTIONS: Rate observed behavior with reference to the scale below. Comment on WATCH: Comment on the most and least satisfactory performance of the week. Comment on WATCH: Any behavior you wish, but a specific comment is required for ratings of "1" or "2". Check "N.O." box if not observed. If trainee fails to respond to PLEASE: training, check "N.R.T." box and comment.

RATING SCALE

NOT ACCEPTABLE BY FTO PROGRAM STANDARDS		ACCEPTABLE LEVEL		SUPERIOR BY FTO PROGRAM STANDARDS					
> 1 2 3 <4> 5 6 7 <-----				N.O.	N.R.T.				
()	1.	2	3	4	5	6	7	()	()
()	2.	1	2	3	4	5	6	7	()
()	3.	1	2	3	4	5	6	7	()
()	4.	1	2	3	4	5	6	7	()
()	5.	1	2	3	4	5	6	7	()
()	6.	1	2	3	4	5	6	7	()
()	7.	1	2	3	4	5	6	7	()
()	8.	1	2	3	4	5	6	7	()
()	9.	1	2	3	4	5	6	7	()
()	10.	1	2	3	4	5	6	7	()
()	11.	1	2	3	4	5	6	7	()
()	12.	1	2	3	4	5	6	7	()
()	13.	1	2	3	4	5	6	7	()
()	14.	1	2	3	4	5	6	7	()
()	15.	1	2	3	4	5	6	7	()
()	16.	1	2	3	4	5	6	7	()
()	17.	1	2	3	4	5	6	7	()
()	18.	1	2	3	4	5	6	7	()
()	19.	1	2	3	4	5	6	7	()
()	20.	1	2	3	4	5	6	7	()
()	21.	1	2	3	4	5	6	7	()
()	22.	1	2	3	4	5	6	7	()
()	23.	1	2	3	4	5	6	7	()
()	24.	1	2	3	4	5	6	7	()
()	25.	1	2	3	4	5	6	7	()
()	26.	1	2	3	4	5	6	7	()
()	27.	1	2	3	4	5	6	7	()
()	28.	1	2	3	4	5	6	7	()
()	29.	1	2	3	4	5	6	7	()
()	30.	1	2	3	4	5	6	7	()
()	31.	1	2	3	4	5	6	7	()

PERCENT OF WATCH SPENT OBSERVING TRAINEE			
1	2	3	4

R.T.

- APPEARANCE
1. GENERAL APPEARANCE ()
 2. ATTITUDE ()
 3. ATTITUDE TOWARD THE JOB ()

KNOWLEDGE

 4. KNOWLEDGE: DEPT. POLICIES/PROCEDURES
VERBAL/WRITTEN/SIMULATED TESTING ()
 5. KNOWLEDGE: CRIMINAL STATUTES
VERBAL/WRITTEN/SIMULATED TESTING ()
 6. KNOWLEDGE: CITY ORDINANCES
VERBAL/WRITTEN/SIMULATED TESTING ()
 7. KNOWLEDGE: TRAFFIC CODES
VERBAL/WRITTEN/SIMULATED TESTING ()
 8. KNOWLEDGE: CODES OF CRIMINAL PROCEDURE
VERBAL/WRITTEN/SIMULATED TESTING ()

PERFORMANCE

 9. DRIVING SKILL: NORMAL CONDITIONS ()
 10. DRIVING SKILL: MODERATE/HIGH STRESS ()
 11. ORIENTATION/RESPONSE TIME TO CALLS ()
 12. ROUTINE FORMS: ACCURACY/COMPLETENESS ()
 13. REPORT WRITING: ORGANIZATION/DETAILS ()
 14. REPORT WRITING: GRAMMAR/SPELLNG/NEAT ()
 15. REPORT WRITING: APPROPRIATE TIME USED ()
 16. FIELD PERFORMANCE: NONSTRESS CONDITIONS ()
 17. FIELD PERFORMANCE: STRESS CONDITIONS ()
 18. INVESTIGATIVE SKILL ()
 19. INTERVIEW/INTERROGATION SKILL ()
 20. SELF-INITIATED FIELD ACTIVITY ()
 21. OFFICER SAFETY: GENERAL ()
 22. OFFICER SAFETY: SUSPECTS/PRISONERS ()
 23. CONTROL OF CONFLICT: VOICE COMMAND ()
 24. CONTROL OF CONFLICT: PHYSICAL CONTROL ()
 25. PROBLEM SOLVING/DECISION MAKING ()
 26. RADIO: APPROPRIATE USE CODES/PROCEDURE ()
 27. RADIO: LISTENS AND COMPREHENDS ()
 28. RADIO: ARTICULATION OF TRANSMISSIONS ()

RELATIONSHIPS

 29. WITH CITIZENS IN GENERAL ()
 30. WITH ETHNIC/CULTURAL/SOCIAL GROUPS ()
 31. WITH OTHER DEPARTMENT MEMBERS ()

Total Minutes of Remedial Training Time This Week (Note Specific Remedial Plans)

Sheridan County Sheriff's Office

FTO Remedial Worksheet: Page 1 of 2

Once the FTO has completed this page of the document and obtained signatures, the FTO should forward it to the FTO coordinator for review. Later, it will be attached to page 2.

TRAINEE: _____ DATE: _____ PHASE _____

PROBLEM AREA:

Define the specific problem area (deficiency), giving examples:

Describe the remedial training that has already been tried:

Describe, in specific terms, the remedial training plan (who, what, where, when and how).

FTO signature _____ Trainee's signature _____

Sheridan County Sheriff's Office
FTO Worksheet: Results page 2 of 2

Once the FTO has completed this page of the document and obtained signatures, the FTO forwards this to the FTO coordinator for review. It is attached to page 1.

TRAINEE: _____ DATE: _____ PHASE: _____

The deficiency identified on page 1 was:

Did the trainee complete the assignment? YES / NO (circle one)

If NO, why not, and when will they complete?

If YES, describe the improvement:

There is / is not a deficiency still. (circle one and comment):

Additional assignment? YES NO (circle one)

If yes, include page 1 of the FTO worksheet.

FTO signature _____ Trainee's signature _____
20

Daily Observation Reports

The Daily Observation Report (DOR) is required for each shift a trainee works through phase 1-4 in the program. The DOR is completed by the FTO and provides essential information ensuring administrative control over the training progression of the trainee. The FTO's field observations of the trainee's performance are compared to the objective criteria of the performance standards guide and rated accordingly on the observation report.

- 1) The rating scale is a 7 point continuum from "not acceptable by program standards" (1) to "superior by program standards" (7). Midpoint on the scale is "acceptable level" (4). Specific narrative comments are required for any rating of "1" or "7".
- 2) Acceptable or nonacceptable ratings are determined in terms of satisfactory novice officer performance. A satisfactory novice solo officer is a recruit officer with no previous law enforcement experience who, alone, can work a beat safely and skillfully after completing the academy and the field training and evaluation program.
- 3) The daily observation report form includes 31 measurable behaviors that are subdivided into five categories:
 - A) Appearance: Performance standards guide section 1
 - B) Attitude: Performance standards guide section 2-3
 - C) Knowledge: Performance standards guide section 4-8
 - D) Performance: Performance standards guide section 9-28
 - E) Relationships: Performance standards guide section 29-31
- 4) Box column headings on the DOR are used as follows:
 - A) Left margin column, daily score (DS), is completed by placing the numerical score for each observed performance area of the 31 categories.
 - B) Column headed N.O. (not observed) is checked off for each performance category which was not observed during the shift reported.

- C) Column headed N.R.T. (not responding to training) is checked for each performance category where the trainee fails to perform as trained.
 - D) Column headed R.T. (remedial training) indicates that remedial training was conducted in a particular category. The column box is checked for less than 15 minutes remedial training time. If more than 15 minutes, the number of minutes is entered. The total number of minute's remedial training is entered at the bottom of the form along with a brief of remedial plans.
5. The FTO will review the completed DOR with the trainee. The report requires the signature of the trainee and FTO. The report is then forwarded to the shift supervisor or program coordinator.

Sheridan County Sheriff's Office

Daily Observation Report No.

Date:

Trainee's Last Name, First Initial:

EMP#:

FTO's Last Name, First Initial:

EMP#:

Instructions: Rate observed behavior using the scale below. Comment on the most and least satisfactory performance of the day. Comment on any behavior you wish, but a specific comment is required for the ratings of "1" or "7". Check "N.O." box if the behavior is not observed. If trainee fails to respond to training, check "N.R.T." box and comment.

ASSIGNMENT OR REASON FOR NO EVALUATION: Patrol

Watch: DAYSHIFT

Phase: FIRST

D.S. = DAILY SCORE N.O. = NOT OBSERVED N.R.T. = NOT RESPONDING TO TRAINING R.T. = REMEDIAL TIME

Rating Scale

Not Acceptable → 1 2 3	Acceptable Rating <4> 5	Superior by FTO Program Standards 6 7 ←
---------------------------	----------------------------	--

Observed Behavior

APPEARANCE

1. General Appearance

D.S. N.O. N.R.T. R.T.

ATTITUDE

2. Acceptance of feedback

D.S. N.O. N.R.T. R.T.

3. Attitude towards the job

D.S. N.O. N.R.T. R.T.

KNOWLEDGE

4. Knowledge: Dept. Policies/Procedures
Verbal/Written/Simulated Testing
Field Performance

D.S. N.O. N.R.T. R.T.
D.S. N.O. N.R.T. R.T.

5. Knowledge: Criminal Statutes
Verbal/Written/Simulated Testing
Field Performance

D.S. N.O. N.R.T. R.T.
D.S. N.O. N.R.T. R.T.

6. Knowledge: City Ordinances
Verbal/Written/Simulated Testing
Field Performance

D.S. N.O. N.R.T. R.T.
D.S. N.O. N.R.T. R.T.

7. Knowledge: Traffic Codes
Verbal/Written/Simulated Testing
Field Performance

D.S. N.O. N.R.T. R.T.
D.S. N.O. N.R.T. R.T.

8. Knowledge: Codes of Criminal Procedures
Verbal/Written/Simulated Testing
Field Performance

D.S. N.O. N.R.T. R.T.
D.S. N.O. N.R.T. R.T.

PERFORMANCE

9. Driving Skill: Normal Conditions

D.S. N.O. N.R.T. R.T.

10. Driving Skill: Moderate/High Stress

D.S. N.O. N.R.T. R.T.

11. Orientation/Response Time to Calls

D.S. N.O. N.R.T. R.T.

12. Routine Forms: Accuracy/Completeness

D.S. N.O. N.R.T. R.T.

13. Report Writing: Organization/Details

D.S. N.O. N.R.T. R.T.

14. Report Writing: Grammar/Spelling/Neatness

D.S. N.O. N.R.T. R.T.

15. Report Writing: Appropriate Time Used

D.S. N.O. N.R.T. R.T.

16. Field Performance: Non-stress Conditions

D.S. N.O. N.R.T. R.T.

17. Field Performance: Stress Conditions

D.S. N.O. N.R.T. R.T.

18. Investigative Skill

D.S. N.O. N.R.T. R.T.

19. Interview/Interrogation Skill

D.S. N.O. N.R.T. R.T.

20. Self-Initiated Field Activity

D.S. N.O. N.R.T. R.T.

21. Officer Safety: General

D.S. N.O. N.R.T. R.T.

22. Officer Safety: Suspects/Prisoners

D.S. N.O. N.R.T. R.T.

23. Control of Conflict: Voice Command

D.S. N.O. N.R.T. R.T.

24. Control of Conflict: Physical Control

D.S. N.O. N.R.T. R.T.

25. Problem Solving/Decision Making

D.S. N.O. N.R.T. R.T.

26. Radio: Appropriate Use of Codes/Procedure

D.S. N.O. N.R.T. R.T.

27. Radio: Listens and Comprehends

D.S. N.O. N.R.T. R.T.

28. Radio: Articulation of Transmissions

D.S. N.O. N.R.T. R.T.

RELATIONSHIPS

29. With Citizens in General

D.S. N.O. N.R.T. R.T.

30. With Ethnic/Cultural/Social Groups

D.S. N.O. N.R.T. R.T.

31. With Other Department Members

D.S. N.O. N.R.T. R.T.

Total Minutes of Remedial Training Time Today:

Sheridan County Sheriff's Office
D.O.R. Report #

The most satisfactory area of performance of the day was in category:
A specific incident which justifies the rating is:

The least satisfactory area of performance of the day was in category:
A specific incident which justifies the rating is:

Documentation of Performance and Comments:

Category Number

Comments

--	--

--	--

--	--

--	--

--	--

--	--

--	--

--	--

Trainee's Signature

FTO's Signature

FTO Supervisor's Signature

1. Set the stage/scene
4. Use lists as appropriate
7. Think remedial
10. Don't predict

FTO Coordinator's Signature

2. Consider verbatim quotes
5. Report facts/avoid conclusions
8. Quantify when appropriate
3. Critique Performance/Not the person
6. Check spelling/grammar
9. Remember your audience

Performance/Remedial Training Charts

The performance/remedial training charts are a document used by many programs to determine the trainee's progress in each of the rating areas over an extended period of time. They also identify the amount of remedial training provided in each area over the same period.

By examining the day to day scores assigned to each performance criteria, the supervisor/coordinator is able to determine whether or not progress is being made; in which categories the trainee should receive additional observation and/or experience; if the training officer ratings appear to be consistent from FTO to FTO; and the amount of remedial training provided in areas of unacceptable performance. When one form is completed, a second may be started and attached for a view of the entire rating period.

The scores recorded on each form are collected from the daily observation reports. Scores, as well as "not observed" and "NRT" indicators, are taken from the far left column of the DOR.

The data entered in the far right column of the DOR, the remedial training column, is transferred to the remedial training chart. Remedial efforts are indicated by placing a mark, on the form, in the column opposite the behavior addressed or by placing a number which reflects the actual amount of time spent in minutes.

Highlighter pens or colored pencils may be used to assist in the recording of scores. Scores indicating a need for improvement (1-2-3) should be recorded in yellow. Scores with acceptable ratings (4 and above) should be marked in green and NRT's can be marked using red. "Not observed" areas should be left blank.

Field Training Officer Selection

The Position of Field Training Officer is a collateral assignment for Deputy's of the Sheridan County Sheriff's Office. FTO's may be recruited by the program coordinator or they may volunteer for FTO assignment. FTO candidates are screened, selected and assigned based on the following criteria:

- 1) Approval and agreement by the Sheriff and shift Sergeants on the FTO candidate.
- 2) Acceptable ratings on employee job performance evaluations.
- 3) Supervisor's statement that the candidates own job performance meets or exceeds those of the standard evaluation guidelines at level "4".

Collateral assignment as a Field Training Officer is made at the convenience of the Sheriff on the recommendation of the program coordinator. Deputy's seeking FTO appointment must complete the Field Training Officers Application Form and submit the application to the program coordinator.

Field Training Officer Disqualification

Continued assignment as a Field Training Officer is contingent upon maintaining high standards of professional and personal conduct. The program coordinator, with the consent of the Sheriff, may revoke an FTO assignment for:

- 1) Failure to maintain program standards.
- 2) Employing harsh, arrogant or demeaning practices against a trainee.
- 3) Any serious breech of police discipline.

Sheridan County Sheriff's Office Field Training Program
Field Training Officer Application

APPLICANT'S NAME _____

CURRENT
ASSIGNMENT _____ SUPERVISOR _____

TOTAL TENURE WITH SHERIDAN COUNTY S.O. _____

EXPERIENCE WITH OTHER LAW ENFORCEMENT
AGENCIES _____

ASSIGNMENTS WITH SHERIDAN COUNTY S.O. _____

LIST SPECIAL QUALIFICATIONS AND / OR TRAINING RECEIVED _____

EDUCATION / TEACHING EXPERIENCE _____

REASON FOR APPLYING FOR THIS
PROGRAM _____

SIGNATURE

DATE

FTO Evaluation

This form is used by the FTO coordinator to monitor the FTO's assigned to the program and to provide feedback to the FTO. It is completed by the trainee on every FTO to whom they area assigned. This form is confidential and is not given to the FTO. With that in mind, the trainee is requested to honestly appraise and evaluate each FTO . Although they are asked to sign their name, every effort is made to ensure anonymity. The program coordinator will edit the trainee responses, where necessary, and combine them with the comments of other trainee's about each FTO for whom an evaluation is received. Only the edited version of these comments will be provided to the FTO.

FTO Evaluation

FTO: _____

In an effort to ensure that the training officers maintain a high level of skill, performance and interest, this critique form is presented to you for completion. It is to the training officer's benefit that he knows the impression he is making on those he is instructing. A training officer who is truly interested in doing his best would welcome this type of objective report. With this in mind, you are requested to honestly appraise and evaluate your FTO in the areas listed below. You are asked to sign the evaluation, however the training officer will not see the form. It will be used only to provide feedback to the training officer.

Instructions: Answer the questions in PART 1 by circling the appropriate response. Write your responses in the blanks provided in PART 2.

PART 1 ABOUT YOUR TRAINING OFFICER, HOW WOULD YOU RATE.....

- | | | | | | |
|----|---|------|---------|------|-----------|
| 1) | His ability as a Police Officer? | | | | |
| | Poor | Fair | Average | Good | Excellent |
| 2) | His knowledge of the training material covered? | | | | |
| | Poor | Fair | Average | Good | Excellent |
| 3) | His ability to relate to you? | | | | |
| | Poor | Fair | Average | Good | Excellent |
| 4) | His ability to relate to others? | | | | |
| | Poor | Fair | Average | Good | Excellent |
| 5) | His interest in imparting training material to you? | | | | |
| | Poor | Fair | Average | Good | Excellent |
| 6) | His honest, fairness, and objectivity, in rating you? | | | | |
| | Poor | Fair | Average | Good | Excellent |
| 7) | The example he sets for you and others?" | | | | |
| | Poor | Fair | Average | Good | Excellent |
| 8) | His overall attitude for the work he is doing? | | | | |
| | Poor | Fair | Average | Good | Excellent |

FTO EVALUATION
(back)

PART 2

Please list the area in which you think your training officer puts forth his best effort.

Please list the area in which you think your training Officer performs poorest.

How would you rate the overall program and the materials, information, etc., received?"

Poor Fair Average Good Excellent

Use the following space for additional comments

Your Name: _____

FTO Program Revision

The Field Training and Evaluation Program will be reviewed prior to each trainee's training cycle. The program coordinator shall solicit constructive criticisms and suggestions and make appropriate recommendations to the Sheriff on overall program improvement and specific recommendations shall be made regarding the training guide, including any changes in corresponding state code statutes and other items.

STANDARDIZED EVALUATION GUIDELINES-PATROL

The following "1", "4" and "7" scale value definitions are to be used when rating a trainee's behavior in each of the performance categories. It is through the use of these guidelines that program standardization and rating consistency is achieved.

APPEARANCE

1. GENERAL APPEARANCE - Evaluates physical appearance, dress, demeanor and equipment.

(1) Unacceptable - Overweight (in comparison to hiring standard), dirty shoes and wrinkled uniform. Uniform fits poorly or is improperly worn. Hair not groomed and/or in violation of Department regulation. Dirty weapon, equipment. Equipment is missing or inoperative. Offensive body odor, breath.

(4) Acceptable - Uniform neat, clean. Uniform fits and is properly worn. Weapon, leather, equipment is clean and operative. Hair within regulations.

(7) Superior - Uniform is neat, clean and tailored. Leather gear is shined, Displays command bearing.

ATTITUDE

2. ACCEPTANCE OF FEEDBACK FROM FTO/FTO PROGRAM - Evaluates the way the trainee accepts criticism and how that feedback is used to further learning and improve performance.

(1) Unacceptable - Rationalizes mistakes, denies that errors were made; is argumentative; refuses to, or does not attempt to, make corrections. Considers criticism personal.

(4) Acceptable - Accepts criticism in a positive way and applies it to improve performance and further learning.

(7) Superior - Actively solicits criticism/feedback in order to further learning and improve performance. Does not argue or blame other persons/things for errors.

3. ATTITUDE TOWARD THE JOB - Evaluates how the trainee views the new career in terms of personal motivation, goals and his/her acceptance of the job's responsibilities.

(1) Unacceptable - Sees career only as a job, uses job to boost ego; abuses authority; demonstrates little dedication to the principles of the profession. Appears disinterested; lacks motivation.

(4) Acceptable - Demonstrates an active interest in new career and in law enforcement responsibilities.

(7) Superior - Utilizes off-duty time to further professional knowledge, actively soliciting assistance from others to increase knowledge and improve skills. Demonstrates concern for the fair and equitable enforcement of the law, maintaining high ideals in terms of professional responsibilities.

KNOWLEDGE

4. KNOWLEDGE OF DEPARTMENT POLICIES AND PROCEDURES - Evaluates trainee's knowledge of department policies/procedures and ability to apply this knowledge under field conditions.

-Reflected by Testing-

(1) Unacceptable - When tested, verbally or in written form, answers with 20% or less, accuracy.

(4) Acceptable - When tested, verbally or in written form, answers with 70% accuracy.

(7) Superior - When tested, verbally or in written form, answers with 100% accuracy.

-Reflected in Field Performance-

(1) Unacceptable - Fails to display knowledge of Department policies/regulations/procedures or violates same.

(4) Acceptable - Familiar with most commonly applied Department policies/regulations/procedures and complies with same.

(7) Superior - Has an excellent working knowledge of Department policies/regulations/procedures, including lesser known and those seldom used.

5. KNOWLEDGE OF CRIMINAL STATUTES - Evaluates trainee's knowledge of the criminal statutes and his/her ability to apply them in field situations.

-Reflected by Testing-

(1) Unacceptable - When tested, verbally or in written form, answers with less than 20% accuracy.

(4) Acceptable - When tested, verbally or in written form, answers with 70% accuracy.

(7) Superior - When tested, verbally or in written form, answers with 100 % accuracy.

-Reflected in Field Performance-

- (1) Unacceptable - Does not know the elements of basic sections of the codes. Does not recognize criminal offenses when encountered or makes mistakes relative to whether or not crimes have been committed and, if so, which crimes.
- (4) Acceptable - Recognizes commonly encountered criminal offenses and applies appropriate section of the code. Knows difference between criminal and non-criminal activity.
- (7) Superior - Has outstanding knowledge of the criminal codes and applies that knowledge to normal and unusual activity.
6. KNOWLEDGE OF CITY/COUNTY ORDINANCES - Evaluates trainee's knowledge of local ordinances and ability to apply that knowledge to field situations.

-Reflected by Testing-

- (1) Unacceptable - When tested, verbally or in written form, answers with 20% or less accuracy.
- (4) Acceptable - When tested, verbally or in written form, answers with 70% accuracy.
- (7) Superior - When tested, verbally or in written form, answers with 100% accuracy.

-Reflected in Field Performance-

- (1) Unacceptable - Does not even know the most often used sections of the codes. Confuses criminal with non-criminal offenses. Does not recognize offenses when committed. Makes assignments to wrong court.
- (4) Acceptable - Knows and recognizes commonly encountered criminal and non-criminal violations. Applies appropriate sections. Assigns to correct court.
- (7) Superior - Has outstanding knowledge of city/county codes and applies that knowledge to criminal and non-criminal activity.

7. KNOWLEDGE OF TRAFFIC CODES - Tests trainee's ability to apply Traffic related codes.

-Reflected by Testing-

(1) Unacceptable - When tested, verbally or in written form, answers with 20% less accuracy.

(4) Acceptable - When tested, verbally or in written form, answers with 70% accuracy.

(7) Superior - When tested, verbally or in written form, answers with 100% accuracy.

-Reflected in Field Performance-

(1) Unacceptable - Does not know even the most often used sections of the code. Does not recognize violations when committed and/or incorrectly identifies violation.

(4) Acceptable - Knows and recognizes commonly used sections of the code. Applies appropriate sections. Can locate lesser-known sections in reference material.

(7) Superior - Displays outstanding knowledge of traffic codes including lesser known sections. Quickly and effectively applies codes.

8. KNOWLEDGE OF CODES OF CRIMINAL PROCEDURE - Evaluates trainee's knowledge of Criminal Procedures including laws of arrest, search and seizure, warrants, juvenile law, etc.. Evaluates ability to apply those procedures in field situations.

-Reflected by Testing-

(1) Unacceptable - When tested, verbally or in written form, answers with 20% or less accuracy.

(4) Acceptable - When tested, verbally or in written form, answers with 70% accuracy.

(7) Superior - When tested, verbally or in written form, answers with 100% accuracy.

-Reflected in Field Performance-

(1) Unacceptable - Violates procedural requirements. Attempts to conduct illegal searches, fails to search when appropriate, attempts seize evidence illegally and arrest unlawfully.

(4) Acceptable - Follows required procedure in commonly encountered situation. Conducts proper searches and seizes evidence legally. Arrests within guidelines.

(7) Superior - Follows required procedure in all cases, accurately applying law relative to searching, seizing evidence, release of information and affecting arrests.

PERFORMANCE

9. DRIVING SKILL: NORMAL CONDITIONS - Evaluates trainee's skill in the operation of department vehicles under normal and routine driving conditions.

(1) Unacceptable - Frequently violates traffic laws. Involved in chargeable accidents. Fails to maintain control of vehicle or displays poor manipulative skills in vehicle operation. Drives too fast or too slowly for conditions.

(4) Acceptable - Obeys traffic laws when appropriate. Maintains control of the vehicle. Performs vehicle operation while maintaining an alertness to surrounding activity. Drives defensively.

(7) Superior - Sets an example for lawful, courteous, driving. Maintains complete control of the vehicle while operating radio, checking hot sheet, etc.. Is a superior defensive driver.

10. DRIVING SKILL: MODERATE AND HIGH STRESS CONDITIONS - Evaluates trainee's skill in vehicle operation in emergency situations and in situations/conditions calling for other than normal driving skill.

(1) Unacceptable - Involved in chargeable accidents. Uses red lights and siren unnecessarily or improperly. Drives too fast or too slow for situation. Loses control of vehicle.

(4) Acceptable - Maintains control of vehicle and evaluates driving situation properly.

(7) Superior - Displays high degree of reflex ability and driving competence. Anticipates driving situation in advance and acts accordingly. Practices defensive driving techniques continually. Responds very well relative to the degree of stress present.

11. ORIENTATION/RESPONSE TIME TO CALLS - Evaluates trainee's awareness of surroundings, ability to find locations and arrive at destination within an acceptable amount of time.

(1) Unacceptable - Unaware of location on patrol. Does not properly use beat map. Unable to relate location to destination. Gets lost. Expends too much time getting to destination.

(4) Acceptable - Is aware of location while on patrol. Properly uses beat map. Can relate location to destination. Arrives within reasonable amount of time.

(7) Superior - Remembers locations from previous visits and seldom needs beat map. Is aware of shortcuts and utilizes them to save time. High level of orientation to the beat and the community.

12. ROUTINE FORMS: ACCURACY & COMPLETENESS - Evaluates trainee's ability to properly utilize the forms that the agency uses to accomplish reporting obligations.

(1) 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.

(4) Acceptable - Knows of the commonly used forms and understands their use. Completes them with reasonable accuracy and thoroughness.

(7) Superior - Consistently makes accurate form selection and rapidly completes detailed forms without assistance. Displays high degree of accuracy in form completion.

13. REPORT WRITING: ORGANIZATION & DETAILS - Evaluates the trainee's ability to prepare reports accurately reflecting the situation and in a detailed, organized manner.

(1) Unacceptable - Unable to organize information and reduce it to written form. Leaves out pertinent details in report. Report is inaccurate and/or incorrect.

(4) Acceptable - Completes reports, organizing information in a logical manner. Reports contain the required and necessary information and details.

(7) Superior - Reports are a complete and detailed accounting of events from beginning to end, written and organized so that any reader understands what occurred.

14. REPORT WRITING: GRAMMAR/SPELLING/NEATNESS - Evaluates the trainee's ability to use proper grammar, to spell correctly, and to prepare reports neatly and legibly.

(1) Unacceptable - Reports are illegible. Reports contains an excessive number of misspelled words. Sentence structure and/or word usage is incorrect or incomplete.

(4) Acceptable - Reports are legible and grammar is at an acceptable level. Spelling is acceptable and errors are rare. Errors, if present, do not distract from understanding the report.

(7) Superior - Reports are very neat and legible. Contain no spelling or grammatical errors.

15. REPORT WRITING: APPROPRIATE TIME USED - Evaluates the trainee's efficiency relative to the amount of time taken to accurately complete a report writing assignment.

(1) Unacceptable - Requires an excessive amount of time to complete a report. Takes three or more times the amount of time the average tenured officer would take for a similar report.

(4) Acceptable - Completes reports within a reasonable amount of time as compared to the amount of time the average tenured officer would take for a similar report.

(7) Superior - Completes reports very quickly, as quickly as a skilled, veteran officer.

16. FIELD PERFORMANCE: NON-STRESS CONDITIONS - Evaluates the trainee's ability to perform routine, non-stress, police activity.

(1) Unacceptable - Becomes confused and disoriented when confronted with routine, non-stress, tasks. Does not or cannot complete task. Takes wrong course of action or avoids taking action.

(4) Acceptable - Properly assesses aspects of routine situations, determines appropriate action and takes same.

(7) Superior - Properly assesses aspects of routine situations, including the more unusual and/or complex ones. Quickly determines appropriate course of action and takes same.

17. FIELD PERFORMANCE: STRESS CONDITIONS - Evaluates the trainee's ability to perform in high and moderately high stress situations.

(1) Unacceptable - Becomes emotional, panic stricken, unable to function. Holds back, loses temper or displays cowardice. Over or under reacts.

(4) Acceptable - Maintains calm and self-control in most situations, determines proper course of action and takes it. Does not allow a situation to further deteriorate. Reaction is acceptable.

(7) Superior - Maintains calm and self-control in even the most extreme situations. Quickly restores control of the situation and takes command. Course of action taken is best possible.

18. INVESTIGATIVE SKILL - Evaluates trainee's ability to conduct a proper investigation with an emphasis on crime scene investigatory procedures.

(1) Unacceptable - Does not conduct a basic investigation or conducts investigation improperly. Unable to accurately diagnose offense committed. Fails to discern readily available evidence. Makes frequent mistakes when identifying, collecting or submitting evidence. Does not connect evidence with suspect when apparent. Lacks skill in collection and preservation of fingerprints. Does not protect scene.

(4) Acceptable - Follows proper investigatory procedure in routine cases. Is generally accurate in diagnosis of nature of offense committed. Collects, tags, logs and submits evidence properly. Connects evidence with suspect when apparent. Collects "readable" fingerprints from most surfaces when available.

(7) Superior - Always follows proper investigatory procedure and always accurate in diagnosis of offense committed. Connects evidence with suspect even when not apparent. Has "Evidence Technician" level skill in the collection and identification of evidence. Collects "readable" fingerprints from any possible surface when available.

19. INTERVIEW/INTERROGATION SKILL - Evaluates trainee's ability to use proper questioning techniques; to vary techniques to fit persons being interviewed/interrogated; to follow proper and lawful procedure.

(1) Unacceptable - Fails to use proper questioning techniques. Does not elicit and/or record available information. Does not establish appropriate rapport with subject and/or does not control interrogation of suspect. Fails to follow department/legal procedures.

(4) Acceptable - Generally uses proper questioning techniques. Elicits most available information and records same. Establishes proper rapport with most victims/witnesses. Controls the interrogation of most suspects. Follows procedure and issues a proper Miranda admonition.

(7) Superior - Always uses proper questioning techniques. Establishes rapport with victims/witnesses under the most difficult circumstances. Controls the interrogation of suspects. Conduct successful interrogations.

20. SELF-INITIATED FIELD ACTIVITY - Evaluates trainee's interest and ability to initiate police-related activity. Able to recognize same and to take action.

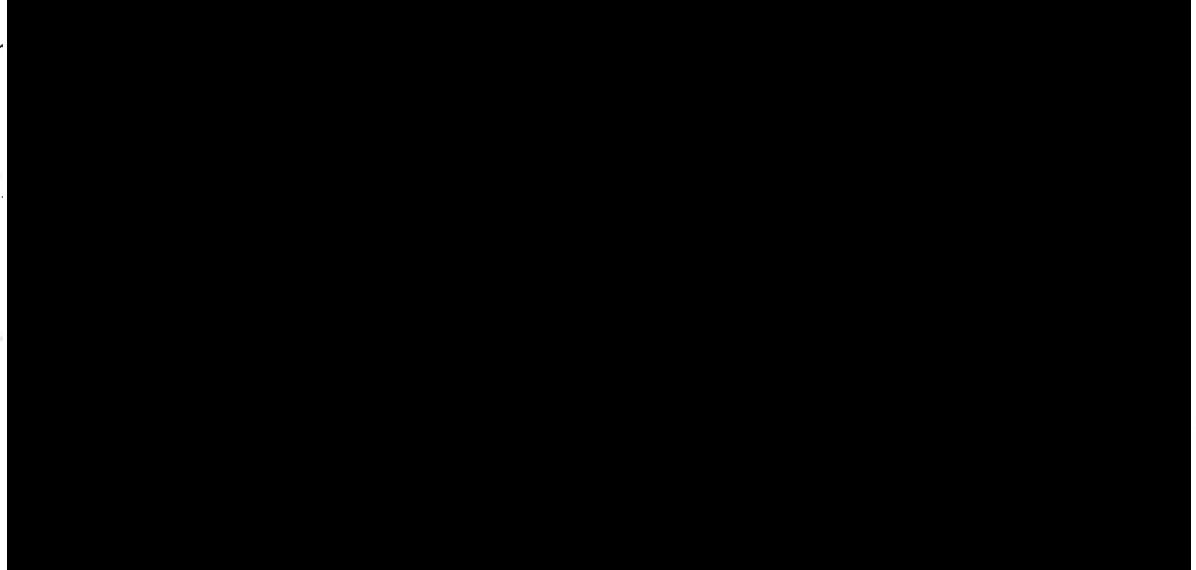
(1) Unacceptable - Does not see or avoids activity. Fails to follow up. Rationalizes away suspicious circumstances. Does not have a broad orientation to the job.

(4) Acceptable - Recognizes and identifies police-related activity. Has a broad orientation to the job including activity with low priority. Develops cases from observed activity. Displays inquisitiveness.

(7) Superior - Seldom misses observable, police-related activity. Maintains "Watch Bulletins" and information provided at roll call. Uses that information as "probable cause" to initiate activity. Makes quality contacts and/or arrests from observed activity. "Sees" beyond the obvious.

21. OFFICER SAFETY: GENERAL - Evaluates trainee's ability to perform police activity without injuring him/herself or others. Assesses their ability to perform without exposing self or others to potential danger and/or unnecessary risk.

(1) Unacceptable - Fails to follow acceptable safety procedures. Fails to exercise officer safety in the following and other situations:



(4) Acceptable - Follows acceptable safety procedures. Understands and applies them.

(7) Superior - Always works safely. Foresees dangerous situations and prepares for them. Keeps partner informed and determines best position for self and partner. Is not overconfident. Serves as an "officer safety" model for others without conveying a message of paranoia.

22. OFFICER SAFETY: SUSPICIOUS PERSONS, SUSPECTS, AND PRISONERS - Evaluates the trainee's ability to perform police-related tasks in a safe manner while dealing with suspicious persons, suspects and prisoners.

(1) Unacceptable - Violates officer safety practices as outlined in SEG 21 (above). Additionally fails to "will"



(4) Acceptable - Follows acceptable safety procedures with suspicious persons, suspects, and prisoners.

(7) Superior - Foresees potential danger and eliminates or controls it. Maintains position of advantage in even the most difficult situations. Is alert to changing situations and prevents opportunities for danger from developing. Serves as an "officer safety" role model without conveying a message of paranoia.

23. CONTROL OF CONFLICT: VOICE COMMAND - Evaluates the trainee's ability to gain and maintain control of situations through verbal command and instruction.

(1) Unacceptable - Speaks too softly or timidly, speaks too loudly, confuses or angers listener by what is said and/or how it is said. Fails to use "voice skills" when appropriate or speaks when inappropriate.

(4) Acceptable - Speaks with authority in a calm, clear voice. Proper selection of words. Displays knowledge of how and when to speak. Commands usually result in compliance.

(7) Superior - Completely controls situations with voice tone, word selection, inflection and body language which supports what is said. Restores order in even the most trying situations through voice and language usage.

24. CONTROL OF CONFLICT: PHYSICAL SKILL - Evaluates the trainee's ability to use the proper level of force for the given situation.

(1) Unacceptable - Uses too little or too much force for the given situation. Is physically unable to perform the task. Does not use proper restraints or is unable to properly use restraints.

(4) Acceptable - Obtains and maintains control through use of the proper degree of force application in routine situations. Uses restraints effectively. Unlikely to lose control.

(7) Superior - Excellent knowledge and skill level in use of restraints. Extremely adept in the proper use of force for the given situation. Does not lose control regardless of conditions present.

25. PROBLEM SOLVING/DECISION MAKING - Evaluates the trainee's performance in terms of ability to perceive accurately, form valid conclusions, arrive at sound judgments, and make proper decisions.

(1) Unacceptable - Acts without thought or good reason. Is indecisive, naive. Is unable to reason through a problem and come to a conclusion. Cannot recall previous solutions and apply them in like situations.

(4) Acceptable - 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 decisions without assistance.

(7) Superior - Able to reason through even the most complex situations. Has excellent perception. Anticipates problems and prepares resolutions in advance. Relates past solutions to current problems.

26. RADIO: APPROPRIATE USE OF CODES/PROCEDURE - Evaluates the trainee's use of the police radio in accordance with Department policy and procedure.

(1) Unacceptable - Violates policy concerning use of radio. Does not follow procedures or follows wrong procedure. Does not understand or use proper codes/language.

(4) Acceptable - Follows policy and accepted procedures. Has good working knowledge of most-often-used sections of the code/language.

(7) Superior - Always follows proper procedure. Adheres to policy in every instance. Has superior working knowledge of all codes/language and applies that knowledge.

27. RADIO: LISTENS AND COMPREHENDS - Evaluates the trainee's ability to pay attention to radio traffic and to understand the information transmitted.

(1) Unacceptable - Repeatedly misses own call sign and is unaware of traffic in adjoining beats. Requires dispatcher to repeat radio transmissions or does not accurately comprehend transmission.

(4) Acceptable - Copies own radio transmissions and is generally aware of radio traffic directed to adjoining beats.

(7) Superior - Is aware of own traffic and what is occurring throughout the service area. Recalls previous transmissions and uses that information to advantage.

28. RADIO: ARTICULATION OF TRANSMISSIONS -- Evaluates the trainee's ability to communicate with others via the transmission network.

(1) Unacceptable - Does not preplan transmissions. Over or under-modulates. Improperly uses microphone. Speaks too rapidly or too slowly.

(4) Acceptable - Uses proper procedure with clear, concise and complete transmissions. Few complaints from communication center re: articulation skill.

(7) Superior - Transmits clearly, calmly, concisely and completely in even the most stressful situations. Transmissions are well thought out and do not have to be repeated.

RELATIONSHIPS

29. RELATIONSHIP WITH CITIZENS: GENERAL - Evaluates the trainee's ability to interact with citizens (including suspects) in an appropriate, efficient manner.

(1) Unacceptable - Abrupt, belligerent, overbearing, arrogant, uncommunicative. Overlooks or avoids "service" aspects of the job. Introverted, insensitive and uncaring. Poor "non-verbal" skills.

(4) Acceptable - Courteous, friendly and empathetic. Communicates in a professional, unbiased manner. Is service oriented. Good "non-verbal" skills.

(7) Superior - Is very much at ease with citizen and suspect contacts. Quickly establishes rapport and leaves people with the feeling that the officer was interested in serving them. Is objective in all contacts. Excellent "non-verbal" skills.

30. RELATIONSHIP WITH ETHNIC/CULTURAL/SOCIAL GROUPS OTHER THAN HIS/HER OWN - Evaluates the trainee's ability to interact effectively and appropriately with members of ethnic/cultural/social groups other than their own.

(1) Unacceptable - Is hostile or overly sympathetic. Is prejudicial, subjective and biased. Violates policies re: treatment of said groups. Creates problems for the organization as a result of his/her treatment of group members. Is ineffective when dealing with member(s) of a group.

(4) Acceptable - Is at ease with members of other ethnic/cultural/social groups. Serves their needs and requests objectively and with concern. Does not feel threatened when in their presence.

- (7) Superior - Understands the various ethnic/cultural/social differences and uses this understanding to competently resolve problems and issues. Is totally objective and communicates in a manner that further mutual understanding. Represents the agency and the agency's position well.
31. RELATIONSHIP WITH DEPARTMENT MEMBERS (SPECIFY) - Evaluates the trainee's ability to effectively interact with other Department members of various ranks and in various capacities.

(1) Unacceptable - Patronizes FTO/Superiors/Peers or is antagonistic to them. Gossips. Is insubordinate, argumentative, sarcastic. Resists instruction. Considers self superior. Belittles others. Is not a "team player." Fawns on others.

(4) Acceptable - Adheres to the Chain of Command and accepts his/her role in the organization. Good FTO, Peer, Superior relationship and is accepted as a member of the group.

(7) Superior - Is at ease in contact with all members of the organization while displaying proper consideration for their position. Understands superiors' responsibilities; respects and supports their position. Peer group leader. Actively assists others. Loyal to the agency.

(Adapted from those first developed by the San Jose, California, Police Department, improved upon by the Houston, Texas, Police Department and revised by Glenn F. Kaminsky in 1986 and 1991)

TABLE OF CONTENTS – TASK LIST

PHASE 1

WEEK 1

- 1-A Officer Safety
- 1-B Use of Force
- 1-C Daily Activity Report
- 1-D County Geography
- 1-E Vehicle & Equipment Check
- 1-F Radio Communications

WEEK 2

- 2-A Radio Communications
- 2-B Radar Familiarization
- 2-C Routine Vehicle Stop
- 2-D Traffic Enforcement
- 2-E Vehicle Operation
- 2-F Laws of Arrest

WEEK 3

- 3-A Officer Safety
- 3-B How to Arrest
- 3-C Hazardous Call Response
- 3-D Emergency Vehicle Operation
- 3-E Wyoming Motor Vehicle Code
- 3-F Report Writing

WEEK 4

- 4-A Domestic Disturbance/Assaults
- 4-B Traffic Enforcement/Accidents
- 4-C Information Resources
- 4-D Information Resources (continued)
- 4-E Crime Scene Responsibilities
- 4-F Wyoming Motor Vehicle Code
- 4-G Wyoming State Statutes

Phase 1 / Week 1

Beginning Date:

- End Date:

Notes:

Phase 1 / Week 1

Beginning Date:

End Date:

Use of Force	DATE DISC	FTO INT	DATE DEMO	FTO INT	DATE ACCO	FTO INT
A. State Statutes 7-17-101 thru 103 (Police Roadblocks)						
B. State Statute 6-5-205 (running roadblocks)						

Notes:

Phase 1 / Week 1

Beginning Date:

End Date:

Daily Activity Report (Patrol Division)	DATE DISC	FTO INT	DATE DEMO	FTO INT	DATE ACCO	FTO INT
A. How to complete activity entries						
B. Daily Time Report						
1. For sick leave taken						
2. For holiday taken						
Requesting time off (vacation, HTO, School request)						
D. Use of Department computer and Mobile computer						

Notes:

Phase 1 / Week 1

Beginning Date:

End Date:

County Geography	DATE DISC	FTO INT	DATE DEMO	FTO INT	DATE ACCO	FTO INT
A. County Limits/City Limits						
B. Use of Map/Mobile Map						
C. Major Streets/ Highways						
1. Main Street						
2. Highland Avenue						
3. Coffeen Avenue						
4. Loucks Street/ Big Goose						
5. 5th Street						
6. Fort Road						
7. Big Horn Ave/ HWY 332						
8. Downer Addition						
9. HWY 338 and 339						
10. HWY 332						
11. HWY 335						
12. HWY 336						
13. HWY 87						
14. HWY 14 East						
15. HWY 14 West						
16. HWY 343 and 345						
D. Odd/Even numbering system						
E. Addresses in County						

Notes:

Phase 1 / Week 1

Beginning Date:

End Date:

Vehicle and equipment check	DATE DISC	FTO INT	DATE DEMO	FTO INT	DATE ACCO	FTO INT
A. Check for vehicle damage and report same						
B. Spare tire and jack						
C. Ice/snow scraper						
D. Fire extinguisher						
E. Check tires, oil, etc.						
F. Check regular & emergency lighting						
G. Check siren, horn, windshield wipers						
H. Crime scene materials, GSR Kit, Fingerprint Kit, PBT Tubes, etc						
[REDACTED]						

Notes:

Phase 1 / Week 1

Beginning Date:

End Date:

Radio Communications	DATE DISC	FTO INT	DATE DEMO	FTO INT	DATE ACCO	FTO INT
A. Radio switch functions & positions						
B. Channels (city, county, mutual aid, etc.)						
C. Portable radio familiarization						

Notes:

Phase 1 / Week 1

Beginning Date:

End Date:

End Date:	DATE DISC	FTO INT	DATE DEMO	FTO INT	DATE ACCO	FTO INT
Radio Communications						
A. Radio switch functions & positions						
B. Channels (city, county, mutual aid, etc.)						
C. Portable radio familiarization						

Notes:

Phase 1 / Week 2

Beginning Date:

End Date:

Radio Communications	DATE DISC	FTO INT	DATE DEMO	FTO INT	DATE ACCO	FTO INT
A. Listening, acknowledging						
B. Common errors						
1. "Thinking" on radio						
2. Cutting off transmissions						
C. Data inquiries						
1. Vehicle registration						
2. Driver's license check						
3. NCIC - vehicle/person						
4. Local & Wyoming warrants						
D. Avoid letting suspects hear radio traffic						

Notes:

Phase 1 / Week 2

Beginning Date:

End Date:

Radar Familiarization	DATE DISC	FTO INT	DATE DEMO	FTO INT	DATE ACCO	FTO INT
A. Demonstration						
B. Internal check						
B. Street/practical application						

Notes:

Phase 1 / Week 2

Beginning Date:

End Date:

Routine Vehicle Stop	DATE DISC	FTO INT	DATE DEMO	FTO INT	DATE ACCO	FTO INT

Notes:

Phase 1 / Week 2

Beginning Date:

End Date:

Traffic Enforcement	DATE DISC	FTO INT	DATE DEMO	FTO INT	DATE ACCO	FTO INT
A. "Hassle free" traffic contacts						
B. When to require bond/ NEVER						
C. Refusal of driver to accept citation						
D. Officer's notes on citation						
E. Interstate Compact						
F. Dayton Court Procedure						
G. Circuit Court dates and times						

Notes:

Phase 1 / Week 2

Beginning Date:

End Date:

Vehicle Operation	DATE DISC	FTO INT	DATE DEMO	FTO INT	DATE ACCO	FTO INT
A. Patrol						
1. Slow speed patrol						
2. Observation of businesses, Schools, Trouble areas etc.						
3. Use of mirrors						
4. Observation of other cars						
[REDACTED]						
6. Use of radio while driving						
B. Routine call response						
1. Shortest route to location						
2. Call type VS Response type						
3. Obey traffic laws						
C. Parking						
1. Tactical considerations						
2. Public image considerations						

Notes:

Phase 1 / Week 2

Beginning Date:

End Date:

Laws of Arrest	DATE DISC	FTO INT	DATE DEMO	FTO INT	DATE ACCO	FTO INT
A. Wyoming State Statutes						
1. 7-2-102 Arrest with warrant						
2. 7-2-103 Arrest without warrant (Issuance of citations)						
3. 7-8-104 Entering building with warrant						

Notes:

Phase 1 / Week 3

Beginning Date:

End Date:

Officer Safety	DATE DISC	FTO INT	DATE DEMO	FTO INT	DATE ACCO	FTO INT
A						
co						
3						
4						
5						

Notes:

[REDACTED]

Phase 1 / Week 3

Beginning Date:

End Date:

How to Arrest	DATE DISC	FTO INT	DATE DEMO	FTO INT	DATE ACCO	FTO INT
A. Searching and handcuffing techniques						
B. Forcing entrance to make arrest						
C. Advisement of Miranda rights						
D. Transportating prisoners						
E. Opposite sex prisoner considerations						
F. State Statute 7-6-105(a) Miranda advisement state law						
G. Turning prisoner over to jail/ Bookin sheet						
H. Completing Affidavit of Probable Cause						

Notes:

Phase 1 / Week 3

Beginning Date:

End Date:

Hazardous call response	DATE DISC	FTO INT	DATE DEMO	FTO INT	DATE ACCO	FTO INT
A. Crime in progress-preplanning						
B. Approach						
C. Evaluate surroundings						
D. Appropriate equipment (flashlight, Rifle,etc.)						
E. Responsibilities						
1. Vary with crime						
2. Area search/broadcast of suspect information						
F. Bank alarms						
G. Response to calls						
H. Searching building						
1. Alone						
2. With other officer(s)						

Notes:

Phase 1 / Week 3

Beginning Date:

End Date:

Emergency vehicle operation	DATE DISC	FTO INT	DATE DEMO	FTO INT	DATE ACCO	FTO INT
A. State Statutes 31-5-105(a)						
B. State Statutes 31-5-106						
C. State Statutes 31-5-224						
D. State Statutes 31-5-928(e)						

Notes:

Phase 1 / Week 3

Beginning Date:

End Date:

Wyoming Motor Vehicle Code	DATE DISC	FTO INT	DATE DEMO	FTO INT	DATE ACCO	FTO INT
A. 31-7-134 Driving under suspension						
B. 31-7-106 License Required						
C. 31-7-117 Restricted licenses						
D. 31-7-135 Permitting unlicensed person to drive						
E. 31-7-404 Drive without ignition interlock						
F. 31-4-101(a) Registration						
G. 31-4-102 Altering title						
H. 31-4-103 Insurance required						
I. 31-5-962 Sunscreening devices						
J. 31-5-1303 child safety restraint system						
K. 31-5-1402 Safety belts required						
L. 31-5-1601 ORV on Highways						

Notes:

(Handwriting area for notes)

Phase 1 / Week 3

Beginning Date:

End Date:

REPORT WRITING	DATE DISC	FTO INT	DATE DEMO	FTO INT
A. SCSO REPORT WRITING POLICY				
1. Search Procedures				
2. Adding Names				
3. Adding Addresses				
4. License & Registration				
5. Report Writing				
B. Spillman Usage				
C. MDC Usage				

Notes:

Phase 1 / Week 4

Beginning Date:

End Date:

Domestic Disturbance/assaults	DATE DISC	FTO INT	DATE DEMO	FTO INT	DATE ACCO	FTO INT
A. Approach						
B. Officer safety awareness						
C. Gathering information						
E. Investigating as crime						
F. Disposition						
1. Resource referral (advocacy center)						
2. Arrest and criminal prosecution						
3. Arrest for assault under family violence act 35-21-102, definitions						
4. Victims of crime notice form						
5. Arrest and citation for 6-2-509, 6-2- 510, 6-2-511						

Notes:

Phase 1 / Week 4

Beginning Date:

End Date:

Traffic Enforcement/Accidents	DATE DISC	FTO INT	DATE DEMO	FTO INT	DATE ACCO	FTO INT
A. Traffic accident report 31-5-1105 31-5-1106 and 31-5-1107						
B. Officer safety						
1. Positioning police car at scene						
2. How to use flares, traffic cones						
3. Re-routing traffic flow						
C. State accident form on computer						

Notes:

Phase 1 / Week 4

Beginning Date:

End Date:

Information resources	DATE DISC	FTO INT	DATE DEMO	FTO INT	DATE ACCO	FTO INT
A. Records division						
1. Computer files						
2. Fingerprint cards,photographs						
3. Case reports						
4. City directory						
5. County map/street locator						
6. Vacation,sick time						
7. Out of town telephone books						
B. Communications Division						
1. Wants & warrants-local,state,NCIC						
2. Vehicle registrations						
3. Driver's license information						
4. Tape recordings (telephone & radio) request forms						
5. City directory						
6. Bond schedule						
7. Records checks/via teletype						
8. Informational teletypes (stolen cars, ATL, etc.)						
C. Investigator						
1. Pawn records						
D. Miscellaneous						
1. Internet/Facebook						
2. City utilities						
3. County offices(assessors, clerk, treasurer)						
4. US West phone trap/ trace						
5. Onstar/Cell phone locate,ping						

Notes:

Phase 1 / Week 4

Beginning Date:

End Date:

Crime Scene Responsibilities	DATE DISC	FTO INT	DATE DEMO	FTO INT	DATE ACCO	FTO INT
A. First officer on scene-identify & protect						
B. Direct responding Deputies						
C. Notification of shift commander with major crime scenes						

Notes:

Phase 1 / Week 4

Beginning Date:

End Date:

Wyoming Motor Vehicle Code	DATE DISC	FTO INT	DATE DEMO	FTO INT	DATE ACCO	FTO INT
A. 31-5-1101 Accidents with death or injury						
B. 31-5-1102 Damage to vehicles						
C. 31-5-1103 Duty to give information and aid						
D. 31-5-1104 Unattended vehicle						
E. 31-5-1105 Notice required of driver						
F. 31-5-1106(c) & 31-5-1106(d) Written report made						
G. 31-5-1107 When driver incapable of reporting						
H. 31-5-1108 Failure to report						

Notes:

Phase 1 / Week 4

Beginning Date:

End Date:

Wyoming State Statutes	DATE DISC	FTO INT	DATE DEMO	FTO INT	DATE ACCO	FTO INT
A. 6-2-107 Negligent Homicide						
B. 6-2-203 False Imprisonment						
C. 6-2-501 Assault & Battery						
D. 6-2-501(q) Unlawful Contact						
E. 6-2-502 Aggravated Assault & Battery						
F. 6-2-503 Child Abuse						
G. 6-2-504 Reckless Endangering						
H. 6-2-506 Stalking						
I. 6-4-404 Violate protection order						
J. 7-13-411 (b) Probation Violation						
K. Bond Violation, Document To CAO						

Notes:

PHASE 2

WEEK 5

- 5-A Suspicious Persons
- 5-B Mental Detentions
- 5-C Traffic Enforcement
- 5-D Motor Vehicle Impounds
- 5-E Abandoned Vehicles
- 5-F Court Transports

WEEK 6

- 6-A Felony Vehicle Stops
- 6-B Crime Scene Processing
- 6-C Burglaries
- 6-D Robberies
- 6-E Robberies
- 6-F Wyoming Motor Vehicle Code

WEEK 7

- 7-A Child Abuse Cases
- 7-B Bomb Threats
- 7-C Runaways/Missing Persons
- 7-D Ambulance/Fire Scene Responsibilities
- 7-E Juvenile Procedures
- 7-F Arson

WEEK 8

- 8-A Stolen Vehicles
- 8-Aa Stolen Vehicle recovery
- 8-B Handling of Property & Evidence
- 8-C Serving Warrants/Subpoenas
- 8-D Animal Calls
- 8-E Bicycles

Phase 2 / Week 5

Beginning Date:

End Date:

Suspicious Persons	DATE DISC	FTO INT	DATE DEMO	FTO INT	DATE ACCO	FTO INT
A. Consider time, location, crime patterns in area						
B. Radio security when running record check on subject						
C. Officer safety						

Notes:

Phase 2 / Week 5

Beginning Date:

End Date:

Mental Detentions	DATE DISC	FTO INT	DATE DEMO	FTO INT	DATE ACCO	FTO INT
A. Wyoming State Law 25-10-109						
B. Forms to use						
C. Location of forms/Hospital, SO						

Notes:

Phase 2 / Week 5

Beginning Date:

End Date:

Traffic Enforcement	DATE DISC	FTO INT	DATE DEMO	FTO INT	DATE ACCO	FTO INT
A. DUI procedures 31-5-233						
1. Detection						
2. Implied consent advisement 31-6-101						
3. Chemical testing						
a. Blood/urine						
b. Breath						
c. Urine/articulate need						
4. Refusal of tests						
a. Search warrant						
b. Refusal of warrant / Interference						
5. Bond required / NO BOND						
6. Wyoming State Law 31-5-233						

Notes:

Phase 2 / Week 5

Beginning Date:

End Date:

Motor Vehicle Impounds	DATE DISC	FTO INT	DATE DEMO	FTO INT	DATE ACCO	FTO INT
A. When driver is arrested						
B. Release at scene consideration						
C. Vehicle inventory						
D. Vehicle impound by tow company						
E. Release procedure						
F. Vehicle impound at Sheriff's Office						
G. Search warrant						
H. Release procedure from SO						

Notes:

Phase 2 / Week 5

Beginning Date:

End Date:

Abandoned vehicles	DATE DISC	FTO INT	DATE DEMO	FTO INT	DATE ACCO	FTO INT
A. State law 31-13-104 (private property)						
B. State law 31-13-104 (public property)						
C. Investigate for stolen						
[REDACTED]						
D. Evaluate as traffic hazard						
E. Contacting the owner						
[REDACTED]						
F. Tagging as abandoned						
1. Abandoned vehicle forms						

Notes:

Phase 2 / Week 5

Beginning Date:

End Date:

Court Transports	DATE DISC	FTO INT	DATE DEMO	FTO INT	DATE ACCO	FTO INT
A. Circuit Court - [REDACTED]						
B. District Court - [REDACTED]						
C. Filling out inmate court sheets [REDACTED]						

Notes:

[REDACTED LINES]

Phase 2 / Week 6

Beginning Date:

End Date:

Felony Vehicle stops	DATE DISC	FTO INT	DATE DEMO	FTO INT	DATE ACCO	FTO INT
A. Radio (direction of travel, vehicle description, occupants, license number)						
B. Location of the stop						
1. Traffic flow considerations						
2. Lighting						
3. Cover						
4. Pedestrians						
C. Vehicles positioning						
D. Cover units arrival & positioning						
E. Making the stop						
1. Use of overhead lights and flashers						
2. Use of high beams and spotlights						
3. Constant observation of vehicle and occupants						
F. Commands to occupant(s)						

Notes:

Phase 2 / Week 6

Beginning Date:

End Date:

Crime scene processing	DATE DISC	FTO INT	DATE DEMO	FTO INT	DATE ACCO	FTO INT
A. Securing the scene/notify shift supervisor						
B. Supervision of other personnel						
C. Photography						
D. Sketching						
E. Handling physical evidence						
F. Taking notes						
G. Fingerprinting						
H. DNA evidence						
I. Requests for laboratory examination						

Notes:

Phase 2 / Week 6

Beginning Date:

End Date:

	DATE DISC	FTO INT	DATE DEMO	FTO INT	DATE ACCO	FTO INT
Burglaries						
A. Response (in progress or "cold")						
B. Approach	[REDACTED]					
C. Preliminary investigations						
1. Initial contact with reporting party						
2. Evaluating crime scene						
3. Radioing necessary information (suspects, vehicles, etc.)						
D. Crime scene responsibility						
1. First officer at scene						
2. Protection of scene						
3. Supervisor notification						
4. Detective notification						
5. Crime scene processing						
E. Wyoming State Statutes						
1. 6-3-301 Burglary/Aggravated						
2. 6-3-304 Possession of burglary tools						

Notes:

[REDACTED LINES]

Phase 2 / Week 6

Beginning Date:

End Date:

Robberies	DATE DISC	FTO INT	DATE DEMO	FTO INT	DATE ACCO	FTO INT
[REDACTED]						
B. Wyoming State Statutes 6-2-401						

Notes:

Phase 2 / Week 6

Beginning Date:

End Date:

Robberies	DATE DISC	FTO INT	DATE DEMO	FTO INT	DATE ACCO	FTO INT
A. Response						
1. In progress or "cold"						
B. Approach						
C. Preliminary investigation						
D. On scene responsibility						
1. Broadcast descriptions,direction of travel, weapons						
2. Crime scene processing/protection						
3. Notification of supervisor						
4. Notification of Detective						

Notes:

Phase 2 / Week 6

Beginning Date:

End Date:

Wyoming Motor Vehicle Codes	DATE DISC	FTO INT	DATE DEMO	FTO INT	DATE ACCO	FTO INT
A. 31-5-224 Operation on approach of emergency vehicle						
B. 31-7-106 Driver's license required						
C. 31-7-107 Person exempt						
D. 31-7-108 Persons not to be licensed						
E. 31-7-109 Classes of licenses						
F. 31-7-110 Instruction permits and temporay licenses						
G. 31-7-116 Exhibit license on demand						
H. 31-7-117 Restricted licenses						
I. 31-7-133 Unlawful use of license						
J. 31-7-134 Driving While License cancelled, suspended, or revoked						

Notes:

Phase 2 / Week 7

Beginning Date:

End Date:

Child Abuse Cases 14-3-202	DATE DISC	FTO INT	DATE DEMO	FTO INT	DATE ACCO	FTO INT
A. Notify Department of Family Services 14-3-204						
D. Report to County Attorney/copy to DFS						
E. 6-2-503 Child Abuse						
F. 6-4-403 Abandoning or endangering children						
G 6-4-405 Endanger child/Drugs						
G. 14-3-205 Persons required to report						
H. 14-3-207 Abuse suspected in Death						
I. 14-3-208 Temp protective custody						

Notes:

Phase 2 / Week 7

Beginning Date:

End Date:

	DATE DISC	FTO INT	DATE DEMO	FTO INT	DATE ACCO	FTO INT
Bomb Threats						
E. Fireworks calls						
1. State Statute 35-10-202						
2. Throw burning substance 6-3-107						
3. County Resolutions						
F. Explosives						
1. 31-5-102						
2. 6-3-111						

Notes:

Phase 2 / Week 7

Beginning Date:

End Date:

Runaways/Missing persons	DATE DISC	FTO INT	DATE DEMO	FTO INT	DATE ACCO	FTO INT
A. Evaluate danger to person						
B. Broadcasting information-radio teletype						
C. Obtain photograph						
D. Checking possible whereabouts						
E. Computer entries/signed runaway form						
F. NCIC entry						
G. W.S. 6-2-204 Interference with custody						
H. W.S. 6-4-403 (VI) conceal-aide runaways						
I. W.S. 14-1-201 Emancipation of minors						

Notes:

Phase 2 / Week 7

Beginning Date:

End Date:

End Date:	DATE DISC	FTO INT	DATE DEMO	FTO INT	DATE ACCO	FTO INT
Ambulance/Fire Scene Responsibilities						
A. Locating scene/positioning vehicle						
B. Consider crime scene potential						
C. Safeguarding equipment/personnel						
D. Directing traffic away from scene/ crowd control						
E. Hazmat Placard Book						
F. W.S. 6-3-112 Interfere with firefighting						
G. W.S. 31-5-232 Driving over fire hose						

Notes:

Phase 2 / Week 7

Beginning Date:

End Date:

Juvenile procedures	DATE DISC	FTO INT	DATE DEMO	FTO INT	DATE ACCO	FTO INT

Notes:

Phase 2 / Week 7

Beginning Date:

End Date:

Arson	DATE DISC	FTO INT	DATE DEMO	FTO INT	DATE ACCO	FTO INT
A. State Statutes 6-3-101 through 6-3-104						
B. W.S. 6-3-105 Negligent burning						
C. W.S. 6-3-106 Fail to extinguish						
D. W.S. 6-3-107 Throwing burning substance from vehicle						
E. W.S. 6-3-109 through 6-3-112						
F. State Fire Marshall						

Notes:

Phase 2 / Week 8

Phase 2 Week 8

Beginning Date:

End Date:

Search and Rescue	DATE DISC	F TO INT	DATE DEMO	FTO INT	DATE ACCO	F TO INT
A. Information to collect						
B. Response						
C. How to coordinate efforts						
D. Who to contact						
E. W.S.S. 19-13-302						

Notes:

Phase 2 / Week 8

Beginning Date:

End Date:

Stolen Vehicle	DATE DISC	FTO INT	DATE DEMO	FTO INT	DATE ACCO	FTO INT
A. Same as Theft						
1. W.S.6-3-401 and 6-3-402						
2. Determine value of vehicle from independent source						
B. Signed stolen by owner						
C. ATL (Local)						
D. NCIC entry as soon as possible						
E. State Statutes 31-11-102 (unauthorized use of motor vehicle)						
F. 31-11-103 Alteration of VIN						
G. 31-11-111 Seizure of vehicle by officers						

Notes:

Phase 2 / Week 8 II

Beginning Date:

End Date:

Stolen Vehicle Recovery	DATE DISC	FTO INT	DATE DEMO	FTO INT	DATE ACCO	FTO INT
A. Confirm with VIN						
B. Securing vehicle at scene/after tow						
C. Identify evidence for collection						
D. Notify reporting agency						
E. Clearing NCIC entry if entry was made locally						
F. Holding/identifying driver & occupants						
G. When towed to SO lot (Evidence)						
H. Releasing vehicle						

Notes:

Phase 2 / Week 8

Beginning Date:

End Date:

Handling of property & evidence	DATE DISC	FTO INT	DATE DEMO	FTO INT	DATE ACCO	FTO INT
A. Filling out property/evidence form						
B. Packaging/tagging property						
C. Hazardous materials/perishable items						
D. Using evidence lockers/retrieving property						
E. Use of temporary evidence lockers						

Notes:

Phase 2 / Week 8

Beginning Date:

End Date:

End Date:	Serving Warrants/Subpoenas	DATE DISC	FTO INT	DATE DEMO	FTO INT	DATE ACCO	FTO INT
A. Municipal Court Warrants							
B. Municipal Court Subpoenas							
C. County Court Warrants							
D. District Court Warrants							
E. Requesting teletype/fax copy of warrant							
F. Sending teletype/fax copy of warrant							
G. Determining bond requirements							
H. Civil Paper Service							
1. Executions/Garnishments							
2. Notices							
3. FV Summons and Stalking Orders							
4. Summons (civil and criminal)							
5. Subpoenas							
6. Forcible evictions							
7. Informations							
I. Sheriff's Office Civil process server							

Notes:

Phase 2 / Week 8

Beginning Date:

End Date:

Animal Calls	DATE DISC	FTO INT	DATE DEMO	FTO INT	DATE ACCO	FTO INT
A. Injured and dead animals						
B. Animal Cruelty; 6-3-1002 & 1005						
C. Contacting the Brand Inspector						
D. Cattle calls						
1. W.S. 11-24-108						
E. Dogs chasing livestock						
1. W.S. 23-3-109(c)						
2. W.S. 11-31-301(e)						
F. Stolen livestock (Rustling)						
1. W.S. 6-3-402(c)(i)						
G. Game animals						
1. Wyoming game and fish						
2. Crippled Game Animals						

Notes:

Trainee should also be familiar with W.S.S. 6-3-1010 (Impounding & Forfeiture Hearing/Procedures)

Phase 2 / Week 8

Beginning Date:

End Date:

Bicycles	DATE DISC	FTO INT	DATE DEMO	FTO INT	DATE ACCO	FTO INT
A. Bicycle theft						
B. Bicycle impoundment/storage						
1. Tagging						
2. Storage location						
3. Release procedure						

Notes:

PHASE 3

WEEK 9

- 9-A Media Relations
- 9-B Wyoming State Statutes

WEEK 10

- 10-A Death Cases
- 10-B Sexual Assault Cases
- 10-C Weapons Violations

WEEK 11

- 11-A Controlled Substances – State Statutes
- 11-B Narcotics Testing
- 11-C Narcotics

WEEK 12

- 12-A Forgery/Fraud
- 12-B Tape Recorder Use
- 12-C Camera Operation
- 12-D Wyoming State Statutes

APPENDICES

- AP-1 County resolutions
- AP-2 County Geography Master
- AP-3 Department Forms Checklist

Phase 3 / Week 9

Beginning Date:

End Date:

Media Relations	DATE DISC	FTO INT	DATE DEMO	FTO INT	DATE ACCO	FTO INT
A. State Statutes 16-4-201, 16-4-202, 16-4-203						

Notes:

Phase 3 / Week 9

Beginning Date:

End Date:

Wyoming State Statutes	DATE DISC	FTO INT	DATE DEMO	FTO INT	DATE ACCO	FTO INT
A. 6-2-101,104,105,106,107,108						
Homicide						
B. 6-2-301 thru 6-2-318 Sexual assault						
C. 6-6-103,104, 6-3-402						
Telephone calls						
D. 6-1-301 Attempt to commit crime						
E. 6-1-302 Solicitation to commit felony						
F. 6-1-303 Conspiracy to commit crime						
G. 6-1-304 Grading						
H. 6-2-204 Custodial interference						
I. 6-3-302 Criminal entry						
J. 6-3-303 Criminal trespass						
K. 6-3-307 Unlawfull entry to occupied structure						

Notes:

Phase 3 / Week 10

Beginning Date:

End Date:

Death Cases	DATE DISC	FTO INT	DATE DEMO	FTO INT	DATE ACCO	FTO INT
A. Identify participants, hold if necessary						
B. Render aid if needed						
C. Secure scene/consider crime potential						
D. Notify supervisor and coroner						

Notes:

Phase 3 / Week 10

Beginning Date:

End Date:

Sexual Assault Cases	DATE DISC	FTO INT	DATE DEMO	FTO INT	DATE ACCO	FTO INT

Notes:

Phase 3 / Week 10

Beginning Date:

End Date:

Weapons Violations	DATE DISC	FTO INT	DATE DEMO	FTO INT	DATE ACCO	FTO INT
[Redacted]						
D. Deadly weapon 6-1-104(iv)						
E. Reckless endangering 6-2-504						
F. Use of firearm in felony 6-8-101						
G. Possession firearm by felon 6-8-102						
H. Concealed firearm 6-8-104						
I. Hunting while intoxicated 23-3-307						
J. Authority to seize weapon 7-2-104						

Notes:

[Redacted notes area]

Phase 3 / Week 11

Beginning Date:

End Date:

Controlled Substances - State Statutes	DATE DISC	FTO INT	DATE DEMO	FTO INT	DATE ACCO	FTO INT
A. 35-7-1002 Definitions						
B. 35-7-1014 Schedule I						
C. 35-7-1016 Schedule II						
D. 35-7-1018 Schedule III						
E. 35-7-1020 Schedule IV						
F. 35-7-1022 Schedule V						
G. 35-7-1031 Manufacture, deliver, possess						
H. 35-7-1033(a)(iii) False prescription						
I. 35-7-1036 Distribute to person under 18						
J. 35-7-1039 Under Influence						
K. 35-7-1040 Cultivation						
L. 35-7-1042 Attempts and conspiracies						
M. 35-7-1056 Deliver drug paraphernalia						
N. 35-7-1057 Delivery to minor						
O. 6-9-203 Unlawfull use of toxic substance						

Notes:

Phase 3 / Week 11

Beginning Date:

End Date:

Narcotics Testing	DATE DISC	FTO INT	DATE DEMO	FTO INT	DATE ACCO	FTO INT
A. Use of field testing kits						

Notes:

Phase 3 / Week 11

Beginning Date:

End Date:

Narcotics	DATE DISC	FTO INT	DATE DEMO	FTO INT	DATE ACCO	FTO INT
A. Packaging of evidence						
B. Laboratory submittal						

Notes:

Phase 3 / Week 12

Beginning Date:

End Date:

Forgery/Fraud	DATE DISC	FTO INT	DATE DEMO	FTO INT	DATE ACCO	FTO INT
A. Obtaining information						
1. True victim (business,bank,person, witness)						
B. Obtaining evidence						
6. Photo line-up of suspect						

Notes:

Phase 3 / Week 12

Beginning Date:

End Date:

Digital Recorder Use	DATE DISC	FTO INT	DATE DEMO	FTO INT	DATE ACCO	FTO INT
A. Suspect interview						
B. Victim/witness interview						
C. Case transcription						

Notes:

Phase 3 / Week 12

Beginning Date:

End Date:

Camera Operation	DATE DISC	FTO INT	DATE DEMO	FTO INT	DATE ACCO	FTO INT
A. Video Camera						
B. Digital Camera						

Notes:

Phase 3 / Week 12

Beginning Date:

End Date:

Wyoming State Statutes	DATE DISC	FTO INT	DATE DEMO	FTO INT	DATE ACCO	FTO INT
A. 6-3-602 Forgery						
B. 6-3-603 Posses forged writings						
C. 6-3-402 Theft						
D. 6-3-702 Fraud by check						
E. 6-3-703 Evidence of check fraud						
F. 6-3-802 Unlawful use credit card						
G. 6-3-901 Unlawful use personal ID						
H. 6-3-902 Unlawful impersonation						

Notes:

COUNTY GEOGRAPHY MASTER

The following facilities, agencies, etc. will be signed off by the FTO when the trainee has demonstrated that he knows the location of each one.

FTO

Sheridan County Airport.....	()
City Hall.....	()
Sheridan County Courthouse.....	()
County Attorney's Office.....	()
Circuit Court and Clerk.....	()
District Court and Clerk.....	()
City Fire Department.....	()
Airport Fire Department.....	()
Wyoming Game and Fish Office.....	()
Wyoming Highway Patrol Office/ Port of Entry.....	()
Sheridan County Coroner's Office.....	()
Ambulance Service	()
Department of Family Services (DFS).....	()
Advocacy and Resource Center.....	()
Mental Health Center.....	()
Sheridan County Memorial Hospital.....	()
Veteran's Administration Medical Center.....	()
Sheridan College.....	()

COUNTY GEOGRAPHY MASTER (CONTINUED)

Sheridan High School.....	()
Sheridan Junior High School.....	()
Story School.....	()
Slack School.....	()
T.R. Administration Building.....	()
T.R. Elementary, T.R. Middle School, T.R. High School.....	()
Big Horn Elementary, Middle and High School.....	()
Clearmont Schools/ Arvada Elementary.....	()
VOA (Admin Building on S. Sheridan).....	()
Milestone Group Home.....	()
Coffeen School.....	()
Woodland Park School.....	()
Meadowlark School.....	()
Highland Park School.....	()
Sagebrush School.....	()
Holy Name School.....	()
Kendrick City Park.....	()
Thorne Rider Park & Stadium.....	()
Post Offices.....	()
Bus Depot.....	()
DCI Office.....	()

COUNTY GEOGRAPHY MASTER (CONTINUED)

All Bars in County Limits.....	()
Ranchester State Bank.....	()
Ranchester Town Hall.....	()
Ranchester Motel.....	()
Dayton City Park, Cemetery.....	()
Dayton Town Hall.....	()
Connor Park.....	()
Fish Hatchery.....	()
Thorne Rider Park Story.....	()
Three Poles, Morgan David Hill, Bass Ponds	()
Acme Pitts, Kleenburn Rec Area, Penrose Trialhead.....	()
TR Canyon.....	()
Snow machine turnouts.....	()
Burgess Junction.....	()
Information Center.....	()
Arrowhead Lodge.....	()
Elk Horn Trailer Ct.	()
Bear Lodge.....	()
Elk View Inn.....	()
Little Horn Canyon.....	()
Big Goose Ranger Station.....	()
Forest Service Office.....	()
Burgess Info/Visitor Center.....	()

COUNTY GEOGRAPHY MASTER (CONTINUED)

Wagon Box Monument.....	()
Fetterman Monument.....	()
Eatons Ranch.....	()
Spear O Wigwam (Johnson County).....	()
Jim Creek Hill.....	()
Jensik Hill.....	()
Soldier Ridge Trail Head.....	()
Wyoming Girls School.....	()
Bradford Brinton Museum.....	()
Welch Rec Area.....	()

DEPARTMENT FORMS CHECKLIST

- Property Inventory..... ()
- Alcohol influence report..... ()
- Release of telephone records..... ()
- Crime Scene photo sheets..... ()
- Domestic violence supplement report..... ()
- Emergency detention/involuntary commitment form..... ()
- Evidence submittal/exam request..... ()
- Handwriting exemplar..... ()
- Interview information sheet..... ()
- Livestock missing/theft form..... ()
- Stolen/recovered saddle..... ()
- Miranda forms..... ()
- Missing person form..... ()
- NCIC entry request..... ()
- Notice to Vacate
Front office..... ()
- JDC Arrest Form..... ()
- Amber Alert Form..... ()
- DUI Forms..... ()
- Driver License Re-Exam Form..... ()
- Permission to have blood drawn..... ()
- Photo lineup/witness statement..... ()

DEPARTMENT FORMS CHECKLIST (continued)

- Request for copy of tape.....()
- Signed lost form.....()
- Signed runaway form.....()
- Request for removal of vehicle from private property.....()
- Vehicle impoundment/inventory.....()
- Speed grant forms.....()
- VIN forms.....()
- Voluntary statements & continuation forms.....()
- Ride along release forms.....()
- Authorization for release of information.....()
- Filling out probable cause statement.....()
- Vehicle Maintenance Book.....()