SECTION 18

Agency-Specific Activities

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List of Subtopics

Attestation

Instructions for Section 18 only

Instructions to Administrators

Instructions to FTOs

Add-on Table

Note to Administrators

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

1)   The POST FTP Approval Checklist (Form 2-230)
2)   Your department's *Policy & Procedure Manual*
3)   Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.
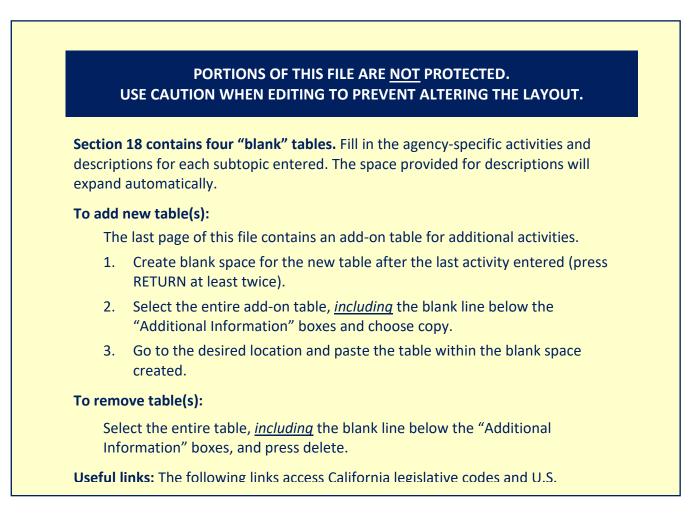
LIST OF SUBTOPICS

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INSTRUCTIONS FOR SECTION 18 ONLY
(See additional instructions for Administrators and FTOs at end of file)

PORTIONS OF THIS FILE ARE <u>NOT</u> PROTECTED.
USE CAUTION WHEN EDITING TO PREVENT ALTERING THE LAYOUT.

Section 18 contains four "blank" tables. Fill in the agency-specific activities and descriptions for each subtopic entered. The space provided for descriptions will expand automatically.

To add new table(s):

The last page of this file contains an add-on table for additional activities.

1. Create blank space for the new table after the last activity entered (press RETURN at least twice).

2. Select the entire add-on table, *including* the blank line below the "Additional Information" boxes and choose copy.

3. Go to the desired location and paste the table within the blank space created.

To remove table(s):

Select the entire table, *including* the blank line below the "Additional Information" boxes, and press delete.

Useful links: The following links access California legislative codes and U.S.

SECTION 18   AGENCY-SPECIFIC ACTIVITIES

CHECK ONE ONLY: ☐ **PHASE 1**   ☐ **PHASE 2**   ☐ **PHASE 3**   ☐ **PHASE 4**   ☐ **PHASE 5**

Trainee _____   FTO _____

18.1	TYPES OF ACTIVITIES
	The trainee shall explain the necessity of, and demonstrate proficiency in, the performance of agency-specific activities to minimally include the following.

18.1.01   Activity: Clery Reporting

Description: Trainee shall understand what crimes are Clery Reportable Crimes and the purpose and process of Timely Warnings as they relate to Clery Reportable Crimes

Reference(s):

							Case # *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play			☐ Field Perform ☐ Role Play
Trainee:					☐ Written Test ☐ Verbal Test			☐ Written Test ☐ Verbal Test

Comments:

Additional Information:

18.1.01	Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*	☐ N/A

329 Major Incident Notification
330 Emergency Notification
809 Jeanne Clery Campus Security Act

Campus Security Authority and Title IX Online Training Program – D. Stafford and Associates
CSU Channel Islands Police Department Quick Reference Guide for Major Incidents and Notifications
Annual Security and Fire Safety Report – CSU Channel Islands Website
Clery Geography Training Key- "G" Drive

18.1.01   Part B - Agency Training Details *(field will expand automatically)*

The information will be read by the trainee and then discussed with the FTO

Clery Geography

This document is intended to provide you with an understanding of the various categories of campus geography related to the Jeanne Clery Act, and to provide guidance in coding case reports in RIMS so that our department can report accurate crime statistics in accordance with the Act.

Each year in September, the Department publishes an Annual Security Report which includes, among other things, campus crime statistics for the previous three years. These crime statistics are presented among four categories of Clery geography. Those categories are as follows:
- *On Campus*
- *Residence Community*
- *Public Property*
- *Non-Campus Property*

Attached to this document you will find a campus map with the boundaries identified by a solid red line. These are the official property lines for CSU Channel Islands as of today. Please refer to this map as you read this document.

ON CAMPUS
1. *If the location of the incident being documented falls anywhere within boundaries of the campus of CSU Channel Islands the Clery geography should be considered "On Campus".*

2. *Although located on campus property, the University Glen community presents some interesting challenges as it pertains to the Jeanne Clery Act. For the purposes of identifying Clery geography in the University Glen community, the following guidelines shall apply:*
   a. *All areas in University Glen that are open to access by the general public should be considered "On Campus";*
      i. *Roadways, sidewalks, alleys, parking lots, parks*
   b. *All buildings, yards, swimming pools, and other facilities controlled by individuals for private use, and not open to the general public, should not be included in Clery geography;*
      i. *Exceptions would include residences being utilized for Student Housing overflow. These facilities should be classified as "Residence Community" (see below)*
   c. *The individual private businesses in the University Glen Town Center should be considered "On Campus" because they are frequented by students and their use supports institutional purposes.*

3. *When preparing a case report in RIMS, select "On Campus (Except Residence Community)" in the Place Code for Universities field on page 2.*

RESIDENCE COMMUNITY
1. *"Residence Community" is a subset of the "On Campus" category described above, and applies specifically to <u>student housing facilities</u> located within the boundaries of the main campus. Please note that crimes reported in student housing facilities will appear in the "Residence Community" category as well as the "On Campus" category in the Annual Security Report.*

2. *This category applies to incidents occurring in any building used for student housing on the grounds of the main campus. It includes each of the buildings in Santa Cruz Village and Anacapa Village, as well as any building that might be used for Student Housing overflow in the University Glen community.*

3. *This category does not apply to off-campus properties used for student housing. Those facilities should be considered non-campus property.*

4. *When preparing a case report in RIMS, select "Residence Community" in the Place Code for Universities field on page 2.*
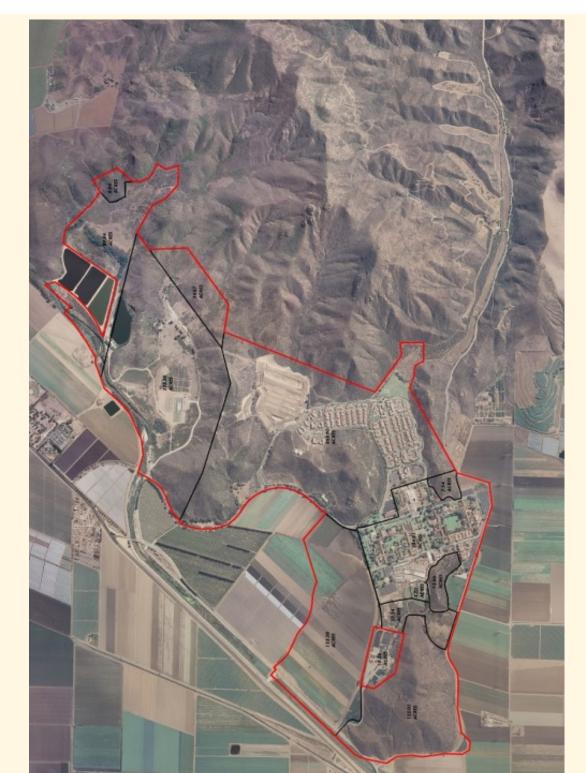
PUBLIC PROPERTY
1. *This applies to PUBLIC areas that are outside of the campus boundaries, but immediately adjacent to and accessible from the campus.*

2. These areas would include the roadways and sidewalks in the following locations:
   a. Camarillo Street from the campus boundary line to Lewis Road;
   b. Calleguas Creek from northeast boundary line to Old Hueneme Road;
   c. Lewis Road from Cawelti Road to Old Hueneme Road;
   d. Old Lewis Road in its entirety;
   e. Old Hueneme Road from Lewis Road to Potrero Road;
   f. Potrero Road from Old Hueneme Road to the bottom of the grade.

3. This category only applies to public properties. It does not include private farmlands, residences, or other private property, even thought it might be immediately adjacent to and accessible from the campus.

4. When preparing a case report in RIMS, select "Public Property" in the Place Code for Universities field on page 2.

NON-CAMPUS PROPERTY

1. This applies to buildings or property that are not a part of the main campus, but that are owned or controlled by the institution, are used in support or in relation to the institution's educational purposes, and are frequently used by students.

2. This category applies to off-campus properties used for student housing.

3. Currently, the locations that fall into the "Non-Campus Property" classification are as follows:
   a. Art Studio located at 92 Palm Drive in Camarillo;
   b. Santa Barbara City College (specific facilities controlled by CSU Channel Islands);
   c. Boating Safety Center at the Channel Islands Harbor;
   d. Santa Rosa Island Research Station;
   e. Student Housing at Pickwick Park Apartments in Camarillo.

4. When preparing a case report in RIMS, select "Non-Campus Property" in the Place Code for Universities field on page 2.

If you write a RIMS case report for an incident that occurred in a location that does not apply to one of the above Clery geography categories, you should enter "Do Not Include this Case in the Clery Report" in the Place Code for Universities field on page 2. Examples might include an incident occurring inside a private residence in University Glen, an incident occurring on the private farmland along the west side of Camarillo Street, or a courtesy report for an incident occurring at a location in the City of Oxnard.

18.1.02	**Activity:** Title IX / Violence Against Women Act

Description: Trainee shall understand Title IX of the United States Education Code and the reporting process for violations of Title IX. The Trainee shall also understand the Violence Against Woman Act (VAWA) and how it applies to campus policing.

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
Reference(s):							**Case #** *(If applicable)*	**Incident #**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play			☐ Field Perform ☐ Role Play
Trainee:					☐ Written Test ☐ Verbal Test			☐ Written Test ☐ Verbal Test
Comments:								

Additional Information:

18.1.02	**Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*	☐ N/A

329 Major Incident Notification
330 Emergency Notification
809 Jeanne Clery Campus Security Act

Campus Security Authority and Title IX Online Training Program – D. Stafford and Associates
CSU Channel Islands Police Department Quick Reference Guide for Major Incidents and Notifications
Annual Security and Fire Safety Report – CSU Channel Islands Website

18.1.02	**Part B - Agency Training Details** *(field will expand automatically)*

The information will be read by the trainee and then discussed with the FTO

18.1.03	**Activity: Emergency Notifications**
	Description: The Trainee shall understand the circumstances when Emergency Notifications are made to the campus community, how the notifications are made, and the importance of Emergency Notifications.

Reference(s):								Case # *(If applicable)*	Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

18.1.03	**Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*	☐ N/A
	329 Major Incident Notification *330 Emergency Notification* *CSU Channel Islands Police Department Quick Reference Guide for Major Incidents and Notifications* *Annual Security and Fire Safety Report – CSU Channel Islands Website*	

18.1.03	**Part B - Agency Training Details** *(field will expand automatically)*
	The information will be read by the trainee and then discussed with the FTO

18.1.04	**Activity: Major Incident Notifications / Kristen Smart Agreement**
	Description: The trainee shall understand who needs to needs to be notified of a Major Incident that occurs on campus, as well as what agency will investigate certain crimes based on the Kristen Smart Agreement (VCSO) or jurisdictional issues (CHP)

Reference(s):						Case # *(If applicable)*		Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

18.1.04	**Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*	☐ N/A
	329 Major Incident Notification *330 Emergency Notification* *CSU Channel Islands Police Department Quick Reference Guide for Major Incidents and Notifications* *Annual Security and Fire Safety Report – CSU Channel Islands Website*	

18.1.04	**Part B - Agency Training Details** *(field will expand automatically)*
	The information will be read by the trainee and then discussed with the FTO

Add-on Table

18.1.05	Activity:	Missing Student Notification

Description: The Trainee shall understand the notifications and procedures when handling a Missing Student Investigation.

Reference(s):							Case # (If applicable)	Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play			☐ Field Perform ☐ Role Play
Trainee:					☐ Written Test ☐ Verbal Test			☐ Written Test ☐ Verbal Test

Comments:

Additional Information:

18.1.05	Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*	☐ N/A

329 Major Incident Notification
330 Emergency Notification
317 Missing Person Reporting

CSU Channel Islands Police Department Quick Reference Guide for Major Incidents and Notifications
Annual Security and Fire Safety Report – CSU Channel Islands Website

18.1.05	Part B - Agency Training Details *(field will expand automatically)*

The information will be read by the trainee and then discussed with the FTO

Add-on Table

18.1.06	**Activity:** Panic Alarm Response
	Description: Trainee shall understand the proper response to a panic alarm and where they are located on campus

Reference(s):						Case # *(If applicable)*	Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play			☐ Field Perform ☐ Role Play
Trainee:					☐ Written Test ☐ Verbal Test			☐ Written Test ☐ Verbal Test
Comments:								

Additional Information:

18.1.06	**Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*	☒ N/A

18.1.06 **Part B - Agency Training Details** *(field will expand automatically)*

The information will be read by the trainee and then discussed with the FTO

Response to Panic Alarms

California State University Channel Islands has ███
███████████████████████████████████ hese panic alarm buttons will be used by the members to discreetly notify the Police Department in the event of an
extreme emergency.

Effective use of the panic alarm technology requires consistency and sustainability in terms of the function of the equipment, the circumstances under which the
technology will be utilized, and the response of police personnel to alarm activations.

ALARM SYSTEM FUNCTIONS

All of the panic alarm buttons are ███
██
██

When the panic button is pushed it will send a signal to the police department. ████████████████████████████
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SYSTEM UTILIZATION

University staff members will be trained in the proper use of panic alarms.

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In these types of emergencies staff members have been instructed to call 9-1-1 or the police department main business line (x8444).

In the event of an accidental alarm activation, staff members have been instructed to call the police department immediately. Officers will continue to respond to verify the alarm activation was unintentional.

RESPONSE PROTOCOL

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Add-on Table

18.1.07	Activity: Singlewire Broadcast								
	Description: Trainee shall understand the importance of the Singlewire broadcast and its use.								

Reference(s):						Case # *(If applicable)*		Incident #	
	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**	
	Signature	Date	Signature	Date		Signature	Date		
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	
Trainee:									
Comments:									

Additional Information:

18.1.07	**Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*	☐ N/A
	329 Major Incident Notification *330 Emergency Notification*	

18.1.07 **Part B - Agency Training Details** *(field will expand automatically)*

The information will be read by the trainee and then discussed with the FTO

SingleWire System

The SingleWire Broadcast System is one of the systems used for emergency broadcasts to the campus community. The system is broadcast through the landline phone system speakers, as well as loud speakers positioned throughout the campus. Dispatch will be responsible for conducting the broadcast at the direction of the watch commander.   It is the responsibility of the watch commander to understand when a notification needs to be implemented and to draft the wording used by the dispatcher. The broadcast should be made whenever there is a significant risk to the health and safety of the campus community

Examples for SingleWire Broadcast:
- *Fire*
- *Active Shooter or dangerous criminal activity (Robbery, kidnapping, pursuit, etc…)*
- *Natural Disaster*
- *Major Incident (Aircraft Crash, Chemical Spill, Building Collapse, etc…)*

Example of broadcast:

"There is a white male, wearing dark clothes, armed with a gun actively shooting in the Bell Tower. Avoid the area and take steps to protect yourself."

18.1.08	Activity: Breaching Tools
	Description: Trainee shall understand the proper use of the breaching tools utilized by CIPD

Reference(s):						Case # *(If applicable)*	Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

18.1.08	Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*	☒ N/A

18.1.08	Part B - Agency Training Details *(field will expand automatically)*

The information will be read by the trainee and then discussed with the FTO

Breaching Tools:
- *Backpack containing Maul Sledge, Bolt Cutter, and Halligan Tool – Used for gaining entry into doors, windows, and the removal of locks or chains. Tools are contained in a backpack for rapid deployment.*
- *Monoshock Ram – Used for gaining entry into inward opening locked doors*
- *Break and Rake – Used for breaking windows, raking glass from the frame of the broken windows, and for the removal of window shades and blinds.*
- *Sledge Hammer and Pry Wedge – Used to pry open doors or other barriers which cannot be opened by other tools. Tools are contained in a carrying strap system for rapid deployment.*

One patrol unit is equipped with a backpack containing a Maul Sledge, Bolt Cutter, and Halligan Tool

Watch Commander's Vehicle with have a backpack containing a Maul Sledge, Bolt Cutter, and Halligan Tool, as well as the Monoshock Ram, Sledge Hammer and Pry Wedge, and Break and Rake.

18.1.09 **Activity:** **Active Shooter Response**

Description: Trainee shall understand the proper response to an active shooter by CIPD as well as the equipment utilized by the department for this function.

Reference(s):							Case # *(If applicable)*		Incident #
	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**	
	Signature	Date	Signature	Date		Signature	Date		
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	
Trainee:									
Comments:									

Additional Information:

18.1.09 **Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*   ☐ N/A

329 Major Incident Notification
330 Emergency Notification
411 Rapid Response and Deployment

18.1.09 **Part B - Agency Training Details** *(field will expand automatically)*

The information will be read by the trainee and then discussed with the FTO

Active Shooter Response:

- ██
  ██
  ██
  ██

18.1.10   **Activity: Baker PatrolBat Shield**

Description: Trainee shall understand the proper the proper use of the PatrolBat by CIPD

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
Reference(s):						**Case # (If applicable)**		**Incident #**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments:								

Additional Information:

18.1.10	**Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*	☐ N/A
	Training Outline Baker PatrolBat Shield	

18.1.10   Part B - Agency Training Details *(field will expand automatically)*

The information will be read by the trainee and then discussed with the FTO

Baker PatrolBat Shield

The CIPD utilizes the PatrolBat Baker Bat Shield which has the following specifications:
- NIJ rated level IIIA
- Total weight is 13.5 pounds
- Ballistic coverage is 5.4 square feet

Advantages to the PatrolBat:
- Lightweight.
- Better protection of the upper torso from pistols, shotguns, and pistol caliber submachine guns.
- Allows for 2 handed operation with either a handgun or a rifle.
- Flexible panels for confined spaces.
- Easily stored and deployed by patrol officer.

Disadvantages of the PatrolBat:
- Not rated to stop centerfire rifle rounds.
- Will limit speed of movement in certain situations.

Deploying the PatrolBat:
- Remove PatrolBat from its protective case.
- Unbuckle the carry / closure strap.
- Place support hand against the shock pad, grab the handstrap, and place your fingers around the metal weapon support.
- With your strong hand, draw your weapon around the shield and place the handgun (or rifle) in the weapon support area above your support hand.
- Use support hand to complete the two handed hold on your handgun or rifle
- Bungee lanyard system is used to secure the shield onto your duty belt to allow for more loadbearing options, but does not need to be implemented if speed in deployment is necessary.

The PatrolBat can be utilized in the following tactical applications
- Rescue of downed person
- Force protection (Active Shooter VCFD Rescue Task Force)
- Barricaded suspect
- Active shooter response
- Officers deploying the PatrolBat should always keep in mind the limitations of the shield against center fire rifle ammunition.

Shield Positions
- Shield "At Ease" Position. Shield is placed at the officers feet, against the legs and supported by the officer's hands.
- Shield "Combat" Position. Shield is grasped by the support hand and carried vertically in front of the officer. Strong hand draws weapon and places it in the weapon support to complete the two handed hold of the weapon and shield.
- Shield "Stacking" Position. Officer holding shield will be equipped with a handgun or a rifle. Additional officers will "stack" one behind the other and directly behind the shield officer. If "stacking" officers deploy additional weapons forward, only the number two and three officers have the most realistic chance of providing additional firepower and still have the benefits of the shield. Weapon barrels should always be forward of the shield to prevent any ricochets back towards the officers.

Shield Techniques
- When using the shield around structures, use existing cover to maximize protection.
- The wings of the shield can be used to "hinge" on the door frame for a room entry or any corner of a structure for maximum protection.
- Shield can be used to perform a quick peek search technique by only exposing the portion needed to perform the search.

- *If attacked by a suspect and lethal force is not warranted or cannot be applied, shield can be used to physically block the suspect and knock them off balance for eventual apprehension.*

Rescues with Shield
- *Size the rescue team with taller officers utilizing the shield.*
- *Due to their light weight, 2 shields could be used to perform a rescue.*
- *Optimum number of rescuers is four. Two officers for protection, two for rescue.*
- *Officers performing a rescue will advance in a "stack" formation behind the shield toward the person to be rescued.*
- *Protection officers (1 and 2 in the stack) will advance past the down person with weapons trained on the potential threat location.*
- *Rescue officers (3 and 4) will prepare to move the downed person with the best technique for the situation.*
- *Once the rescue officers are ready to move, they will notify the protection officers, who will back out of the area while protecting the rescue officers and downed person.*

18.1.11	**Activity:** Campus Escorts / Money Escorts
	Description: Trainee shall understand the proper procedures for conducting Campus Escorts and ██████████

Reference(s):							Case # *(If applicable)*	Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

18.1.11	**Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*	☒ N/A

18.1.11	**Part B - Agency Training Details** *(field will expand automatically)*

The information will be read by the trainee and then discussed with the FTO

Campus Escorts
Campus escorts are usually handled by CSO's. The CSO's will handle these escorts during the safety escort hours of 1700 hours to 2200 hours. Police Officers or Public Safety Officers will handle escorts during those hours when the safety escorts are not being provided or when a CSO is not available to conduct the escort. Usually these escorts will be "walking" escorts.

████████████████████████████████

18.1.12   Activity: CSO Program

Description: Trainee shall understand the functions of the CSO program.

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
Reference(s):							**Case # *(If applicable)***	**Incident #**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments:								

Additional Information:

18.1.12   Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*   ☐ N/A

18.1.12   Part B - Agency Training Details *(field will expand automatically)*

The information will be read by the trainee and then discussed with the FTO

The mission of the Community Service Officer Program is to facilitate the academic process by providing a safe and secure environment in which to pursue academic excellence. Under direct supervision, CSOs patrol all campus property providing safety escorts, parking enforcement, cash handling services, and other related administrative functions, thereby assisting the campus community, the general public and the Public Safety Department. Our commitment to our CSO Program is based on the philosophy that we are:

- *Enhancing Public Safety services to the campus community.*
- *Providing employment and practical experience to our students.*
- *Providing students with a service-based learning experience in public safety and community service.*

18.1.13   **Activity: Incident Command System**

Description: Trainee shall understand how to mobilize the Incident Command System and the various roles within the system.

Reference(s):							**Case # *(If applicable)***		**Incident #**
	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**			**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date		
FTO:					☐ Field Perform ☐ Role Play				☐ Field Perform ☐ Role Play
Trainee:					☐ Written Test ☐ Verbal Test				☐ Written Test ☐ Verbal Test
Comments:									

Additional Information:

18.1.13   **Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*   ☐ N/A *Training Outline Emergency Notification Incident Commander Responsibilities* *Major Incident Notification* *Emergency Notification*

The information will be read by the trainee and then discussed with the FTO

*Emergency Notification
Incident Commander Responsibilities*

PURPOSE

In the event of an emergency situation which creates a threat of danger to the CSUCI campus community, information relative to the incident must be immediately delivered to the campus. This information will allow members of the campus community to take steps to protect themselves.

PROCEDURE

When responding to an emergency situation occurring on campus, the on-duty watch commander will assume the role of incident commander. The incident commander will work from the designated command post. In addition to managing all functions of the Incident Command System (ICS), the incident commander will be responsible for making appropriate notifications and for providing current and accurate information to the appropriate members of the campus.

For an off-campus incident that may directly affect the CSUCI campus, the CSUCI Police watch commander shall assume responsibility for the safety and security of the campus, as it relates to the incident. The watch commander will establish liaison with the command post for the allied agency. The watch commander will obtain first-hand information about the incident, directly from the command post, and will provide that information to the appropriate members of the campus.

The watch commander (incident commander) holds all the rights and responsibilities of the chief of police. The incident commander will maintain these rights and responsibilities until he/she has been formally relieved of them.

Notifications (not necessarily in this order)
- *Lieutenant and/or chief*
- *Director of Communications & Marketing (PIO)*
- *University President*
- *Appropriate members of President's Cabinet*
    - *VP for Finance & Administration*
    - *VP for Student Affairs*
    - *VP for Academic Affairs (Provost)*
    - *VP for University Advancement*
- *Campus community – Faculty and staff*
- *Campus community – Students*
- *Campus community – University Glen*

The incident commander is not relieved of these responsibilities, simply because the lieutenant or chief has been notified. The incident commander maintains responsibility until he/she has been formally relieved of specific tasks, or formally relieved as incident commander.
- *The lieutenant or chief might assume responsibility for accomplishing certain specific tasks.*

Methods of providing immediate mass notification to the campus community
- *Main Campus*
    - *Berbee (InformaCast)*
    - *Global email to faculty and staff*
    - *Dolphin email to students*
    - *Building marshals*

- *University Glen*
    - *Reverse 911 (through Ventura County Sheriff's Department)*

- o *PA system on patrol vehicles*
- o *Volunteer email database*

When there is an imminent threat of danger to the campus, the police department must take steps to <u>immediately</u> notify the campus of the threat. The method(s) of notification shall be appropriate to the level of the threat.

Imminent threat of danger (notification should include shelter or evacuation instructions)
- *Berbee (InformaCast)*
- *Reverse 911*
- *PA system*
- *Building marshals*

Serious or continuing threat (potential "Timely Warning" requirement for Clery crimes)
- *Global email to faculty and staff*
- *Dolphin email to students*

When mass notification to the campus community is necessary, the incident commander will instruct the on-duty dispatcher to deliver a message to the appropriate recipients. The incident commander will determine the content of the message to be sent and the method(s) for delivering the message. When a threat to the safety of the campus community exists, the campus must be notified <u>immediately</u>. In many cases, it will be necessary for the notification process to occur while officers are still en route to the call.

The most effective methods for making <u>immediate</u> mass notification to the campus community are by the use of InformaCast (main campus) and/or Reverse 911 (University Glen). Global email messages to CSUCI employees and students should also be utilized.

Berbee (InformaCast)
- *The InformaCast system allows users to simultaneously broadcast an audio stream to multiple Internet Protocol (IP)-based phones and IP speakers. All telephones on the main campus are Cisco IP phones, and will receive the audible message via the external speaker. In addition to each office space on the main campus, Cisco IP phones have been installed in all classrooms and meeting spaces.*
- *In the event that there is an immediate life-safety threat, (a threat that is immediate in nature with the potential and probability for immediate consequences) to the CSUCI community, the on-duty watch commander will utilize the InformaCast system notifying the affected portion(s) of the university. The watch commander will notify the police dispatcher of the content of the message and to immediately utilize the system. The police dispatcher will complete the notification.*

Reverse 911
- *Reverse 911 is a supplemental emergency mass notification system that has been implemented in Ventura County. The system is telephone-based and enables the Ventura Sheriff's Department and Ventura County Fire Department to send voice and email messages to residential / commercial telephones, as well as registered cell phones and voice over internet phones in a designated geographical area. The Reverse 911 system is to be used to notify communities of potential emergencies such as fire, flood, or criminal concern. The CSUCI campus and University Glen telephones have been loaded into the system for the geographical area.*

- *To initiate a Reverse 911 broadcast the CSUCI watch commander will contact the on-duty Ventura County Sheriff's Department watch commander and request that a broadcast be initiated. The VCSD watch commander will be provided with the circumstances of the request. The VCSD watch commander will make the determination whether a Reverse 911 message will be sent, and will make the arrangements with Ventura County Sheriff's Office of Emergency Services.*

- *When the event has been completed a follow-up Reverse 911 broadcast must be made to notify the community that the situation has been resolved. The CSUCI watch commander will contact the VCSD watch commander to initiate the broadcast.*

Global Email Message to All Faculty and Staff

- *Email message will be delivered to every CSUCI faculty and staff member.*
- ██
  - ████████████████████████
  - ██████████████████████
    - ████
  - ██
    - ████████████████
  - ██
    - ████████████████████████████████████
  - ████████████████████████████
    - ████████████████████████
  - ████████████████████████

Global Dolphin Email Message to All Students

- ████████████████████████████████████
  - ████████████████████████
  - ██████████████████████
    - ████
  - ██
    - ████████████████
  - ██
    - ████████████████████████████████
  - ████████████████████
    - ████████████████████
  - ████████████████████████

18.1.14	**Activity: Access Codes**

Description: Trainee shall understand the various codes utilized by CIPD to access restricted areas and alarm panels.

Reference(s):						**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play			☐ Field Perform ☐ Role Play
Trainee:					☐ Written Test ☐ Verbal Test			☐ Written Test ☐ Verbal Test

Comments:

Additional Information:

18.1.14	**Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*	☒ N/A

18.1.14	**Part B - Agency Training Details** *(field will expand automatically)*

The information will be read by the trainee and then discussed with the FTO

18.1.15	**Activity: Scenarios**
	Description: Trainee shall conduct the below listed scenarios at various times during training.

| Reference(s): | | | | | | | **Case #** *(If applicable)* | **Incident #** |

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play			☐ Field Perform ☐ Role Play
Trainee:					☐ Written Test ☐ Verbal Test			☐ Written Test ☐ Verbal Test
Comments:								

Additional Information:

18.1.15	**Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*	☒ N/A

18.1.15   **Part B - Agency Training Details** *(field will expand automatically)*

The trainee will complete training scenarios on the following topics:
- 10851(a) VC
- 211 PC
- 243(e)(1) PC
- 245(a)(1) PC
- Active Shooter

See next page for Attestation

Part 5 – Section 18: Agency-Specific Activities

ATTESTATION FOR SECTION 18

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Click on the 'X' in the signature line to activate the signature field > Right click and select "Sign" from the menu.
- Click on "Select Image" > Locate your signature file > Click "Open" to place your signature (date appears automatically).
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and Trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the Trainee in accordance with the agency's training requirements for this portion of the Field Training Program.
2. The Trainee demonstrated all competencies required for this portion of the Field Training Program.
3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the Trainee.
4. The final evaluation of the Trainee's performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the Trainee.

X_____

Primary Field Training Officer: Print Full Name: _____

X_____

Trainee: Print Full Name: _____

IMPORTANT: After signing the Attestation, the file will be "locked" and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Right click on the signature line > Select "Remove" from the menu.

See the following pages for Instructions to Administrators and FTOs

How to Complete Part 5 (Sections 1–18)

<p align="center"><strong style="color:darkred">INSTRUCTIONS TO ADMINISTRATORS</p>

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (https://www.post.ca.gov/field-training--police-training.aspx). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. ***Set up:*** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.

2. ***Front cover*** *(optional):* To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.

3. ***For each section (1–18):***

   a. Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)

   b. Below each table:
      - *Part A:* Enter applicable references from your agency's Policies & Procedure Manual.
      - *Part B:* Enter your agency's training details.

4. ***After completing ALL sections (1–18),*** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):

   1) **Your completed FTP Guide**

   2) **FTP Approval Checklist** (POST Form 2-230)
      NOTE: Guides submitted without this form *will NOT be reviewed*.

   3) **Your Department's Policy & Procedure Manual**

5. MAIL YOUR ELECTRONIC MEDIA TO:
   Commission on POST
   860 Stillwater Road, Suite 100
   West Sacramento, CA 95605
   Attn: Basic Training Bureau (BTB)

6. You will receive status notification within 90 days from the date received.

<p align="center"><strong style="color:darkred">See next page for Instructions to Field Training Officers</p>

How to Complete Part 5 (Sections 1–18)

<div align="center">

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

</div>

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency's Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. ***Set up:*** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.

2. ***Tracking your training sessions:***

    a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.

    b. Enter any note-worthy comments related to the trainee's performance.

3. ***If trainee requires remedial training:***

    c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.

    d. Enter any additional note-worthy comments related to the trainee's performance.

4. ***Attestation:*** After all competencies have been performed, including any remedial training, the primary FTO and Trainee MUST enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

<div align="center">

End Section

</div>