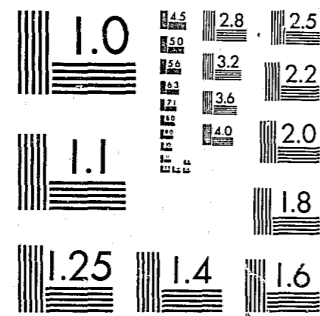


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National Institute of Justice
United States Department of Justice
Washington, D. C. 20531

10/26/82

REGULATIONS AND PROCEDURES MANUAL

ALASKA POLICE STANDARDS COUNCIL

POUCH N
JUNEAU, ALASKA
99811
907/465-4378

Revised January, 1982

BACKGROUND

The Alaska Police Standards Council, created by Senate Bill 1, Chapter 178 was sponsored by Senator Bill Ray and enacted by the 2nd Session of the 7th Alaska State Legislature, effective July 7, 1972.

The Legislature has granted the Alaska Police Standards Council the power to adopt regulations which would establish minimum selection and training standards for employment as police officers, as well as other regulations for the administration of the Act. The Council is composed of nine members appointed by the Governor. The Council meets formally at least twice each year and adopts rules and policies to govern its operations.

The enactment of this legislation was the result of the combined efforts of law enforcement agencies and other interested persons who were aware of the need for greater coordination of training, and uniform minimum standards for the selection and training of police officers in the State of Alaska. It was believed that a well administered program would result in the upgrading and professionalization of law enforcement, thereby providing effective police services to the citizens of the state.

U.S. Department of Justice 83881
National Institute of Justice

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ACQUISITIONS

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This manual is published for the information and guidance of Alaska police officers and administrators affected by AS 18.65.130 to 18.65.290. It includes regulations and procedures concerning the minimum standards for selection and training established by the Alaska Police Standards Council.

The supply of manuals is limited and your copy should be carefully maintained. Revisions, which may be sent to you from time to time, should be inserted in the manual and the outdated pages destroyed.

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THE ALASKA POLICE STANDARDS COUNCIL ACT

(amended July 1, 1981)

AS 18.65.130. POLICY. The administration of criminal justice affects the health, safety, and welfare of the people of this state, and requires education and training of a professional quality. It is a primary public interest that applicants meet minimum standards for employment as police officers and that criminal justice education and training be made available to police officers serving in a probationary capacity and police officers already in regular service. It is of secondary public interest to encourage the establishment of preliminary training programs for persons seeking to become police officers.

AS 18.65.140. CREATION. There is created in the Department of Public Safety the Alaska Police Standards Council.

AS 18.65.150. COMPOSITION OF COUNCIL. The council consists of the following persons:

- (1) four chief administrative officers or chiefs of police of local governments;
- (2) the commissioner of public safety or his designee;
- (3) four members of the public at large with at least two from the communities of 2,500 population or less.

AS 18.65.160. APPOINTMENT. The commissioner of public safety or his designee shall serve during his continuance in office. Other members of the council shall be appointed by the governor for staggered terms of four years, except that no member may serve beyond the time he holds the office which made him eligible for appointment. A vacancy on the council shall be filled for the remainder of a member's unexpired term in the same manner as the original appointment.

AS 18.65.170. CHAIRMAN AND VICE CHAIRMAN. The council shall select its chairman and vice chairman annually.

AS 18.65.180. HOLDING OTHER OFFICE. Membership on the council does not disqualify a member from holding any other public office or employment.

AS 18.65.190. COMPENSATION AND EXPENSES. The members of the council receive no salary, but are entitled to per diem and travel expenses authorized by law for other boards and commissions.

AS 18.65.200. MEETINGS. The council shall meet at least twice a year. The chairman shall set the time and place of the meeting, either on his own motion or on written request by any three members of the council.

AS 18.65.210. REPORTS. Repealed.

AS 18.65.220. POWERS. The council has the power to

(1) adopt regulations for the administration of AS 18.65.130-18.65.290;

(2) establish minimum standards for employment as a police officer in permanent or probationary positions and certify persons to be qualified as police officers under AS 18.65.130-18.65.290;

(3) establish minimum criminal justice curriculum requirements for basic, specialized, and inservice courses and programs for schools operated by or for the state or a political subdivision of the state for the specific purpose of training police recruits or police officers;

(4) consult and cooperate with boroughs, municipalities, agencies of the state, other governmental agencies, universities, colleges, and other institutions concerning the development of police training schools and programs of criminal justice instruction;

(5) employ an administrator and other persons necessary to carry out its duties under AS 18.65.130-18.65.290.

AS 18.65.230. POLICE TRAINING PROGRAMS. The council shall establish and maintain police training programs through those agencies and institutions that the council considers appropriate.

AS 18.65.240. STANDARDS. (a) No person may be appointed as a police officer, except on a probationary basis, unless the person (1) has satisfactorily completed a basic program of police training approved by the council, and (2) possesses other qualifications the council has established for the employment of police officers including, but not limited to minimum age, education, physical and mental standards, citizenship, moral character, and experience. The council shall prescribe the means of presenting evidence of fulfillment of these requirements.

(b) The council shall issue a certificate evidencing satisfaction of the requirements of (a) of this section to an applicant who satisfies those requirements or who satisfied the requirements of (a)(2) of this section and satisfactorily completes a program or course of instruction in another jurisdiction equivalent in content and quality to that required by the council for approved police education and training programs in the state.

(c) The council may deny or revoke the certificate of a police officer who does not meet the standards adopted under (a)(2) of this section.

AS 18.65.250. FINANCIAL ASSISTANCE. (a) The Governor's Commission on the Administration of Justice has the authority to assist political subdivisions and police departments in meeting the costs involved by extending financial assistance for travel, per diem, tuition, and other costs.

(b) only those political subdivisions and police departments complying with AS 18.65.130-18.65.290 are eligible for financial assistance authorized under AS 44.19.116. This subsection applies only to those funds made available for providing minimum police standards.

AS 18.65.260. GRANTS. (a) The Council may accept donations of property, both real and personal, and grants of money from a governmental unit or public agency, or from an institution or person. An arrangement made under this section shall be detailed in the annual report of the council. The report shall include the identity of the donor, the nature of the transaction, and the conditions of the grant, if any. All money received by the council under this section shall be deposited in the state treasury to the account of the council.

(b) The council shall provide for and administer a funding program authorized in (a) of this section. In the administration of the program the council shall promote the most efficient and economical program for police training, including the maximum utilization of existing facilities and programs to avoid duplication.

AS 18.65.270. APPLICABILITY OF ADMINISTRATIVE PROCEDURE ACT. Sections 150-290 of this chapter shall be administered in compliance with the Administrative Procedure Act.

AS 18.65.280. EXEMPTIONS. (a) The commissioner and deputy commissioner of public safety and the chief administrative officer of local police departments are exempt from the requirements of AS 18.65.240. However, a person appointed chief of a local police department after July 1, 1981 who performs any operational duties, shall meet the requirements of AS 18.65.240 (a)(1).

(b) Any local government with an established police training program meeting the requirements of AS 18.65.220(2) and (3) may exclude itself from the requirements of AS 18.65.240 by ordinance. The exclusion has no effect on eligibility to receive federal or state grants.

AS 18.65.290. DEFINITIONS. In sections 130-290 of this chapter

(1) "council" means the Alaska Police Standards Council;

(2) "police officer" means a full-time employee of the state or a local police department with the authority to arrest and issue citations; detain a person taken into custody until that person can be arraigned before a judge or magistrate; conduct investigations of violations of and enforce criminal laws, regulations and traffic laws; search with or without a warrant persons, dwellings, and other forms of property for evidence of a crime; carry a concealed weapon; and take other action consistent with exercise of these enumerated powers when necessary to maintain the public peace;

(3) "chief administrative officer" means a chief of police or other official who is head of a police department in a political subdivision.

Register 80, January 1982

13 AAC 85.005
13 AAC 85.010

DEPARTMENT OF PUBLIC SAFETY

PART 6. ALASKA POLICE STANDARDS COUNCIL

Chapter

85. Minimum Standards for Police Officers
(13 AAC 85.050 -- 13 AAC 85.150)

CHAPTER 85. MINIMUM STANDARDS FOR POLICE OFFICERS.

Section

- 05. Applicability of chapter
- 10. Basic standards for police officers
- 20. Permanent employment for police officers
- 30. [Repealed]
- 40. Basic, intermediate, and advanced certificates
- 50. Basic police training program
- 60. Waiver and reciprocity
- 70. [Repealed]
- 80. [Repealed]
- 90. Personnel reports and training records
- 100. Revocation and lapse of certificates
- 150. Definitions

13 AAC 85.005. APPLICABILITY OF CHAPTER. The requirements of this chapter do not apply to village police officers or village public safety officers identified in 13 AAC 89, except as specifically provided in 13 AAC 89. (Eff. 10/18/81, Reg. 80)

Authority: AS 18.65.220

13 AAC 85.010. BASIC STANDARDS FOR POLICE OFFICERS. (a) No person may be appointed as a police officer, except on a temporary basis not to exceed 90 days, by a participating police department unless

(1) he is a citizen of the United States or a resident alien who has demonstrated an intent to become a citizen of the United States;

(2) he is 19 years of age or older;

(3) he has not been convicted of a felony or been incarcerated, on probation, or on parole after a conviction of a felony by a court of this state, the United States, or another state or territory during the 10 years before the application; a felony conviction in another jurisdiction for an offense which

II - Municipal (Urban) Police Regulations

is not a felony in Alaska does not necessarily bar certification unless the felony conviction was for a crime of dishonesty or a crime which resulted in serious bodily injury or a threat of serious bodily injury;

(4) he is of good moral character; misdemeanor convictions, other than for minor traffic offenses, during the 10 years before application will, in the council's discretion, be considered by the council in determining moral character;

(5) he has a high school diploma, or its equivalent, or has obtained a General Equivalency Degree (GED);

(6) at the time of hire, a licensed physician certifies on a medical record form supplied by the council that the person:

(A) is physically sound and free from physical defects which would adversely affect performance as a police officer;

(B) has normal color discrimination, normal binocular coordination, normal peripheral vision, and corrected visual acuity of 20/30 or better in each eye;

(C) has normal hearing or has no hearing defect which would adversely affect his performance as a police officer;

(7) he is free from any mental or emotional disorder which may adversely affect performance as a police officer.

(b) An individual whose certificate has been revoked by the council is not eligible for hire by a participating police department unless his certificate has been reinstated by the council.

(c) Before appointing an applicant to a position as a police officer, except on a probationary basis not to exceed 90 days, a participating police department must determine whether the applicant meets the standards in (a) of this section. In making this determination the department must

(1) obtain proof of age, citizenship status, and education;

(2) obtain fingerprints on two copies of FBI Applicant Card FD-258; one card must be forwarded for permanent retention to the Records and Identification Section of the Division of State Troopers of the Department of Public Safety; the other must be forwarded to the Federal Bureau of Investigation for a record check of the applicant;

(3) obtain a complete personal history of the applicant on a form supplied by the council;

(4) conduct a thorough personal history investigation of the applicant to determine character traits and habits indicative of moral character and fitness as a police officer;

(5) obtain a complete medical history report of the applicant; the report must be given to a licensed physician to use as a basis in conducting a physical examination of the applicant;

(6) require the applicant to undergo an examination by a licensed psychiatrist or psychologist if there is an indication of past or present personality defect or mental problem;

(7) determine whether the applicant has been decertified by the council during the preceding 10 years.

(d) All information, documents, and reports obtained by a participating police department under (c) of this section must be placed in the permanent files of the department and must be available for examination at any reasonable time by representatives of the council. Copies of (1) the Medical Exam Form; (2) the Health Questionnaire; (3) the Personal History Statement; (4) any criminal record disclosed through fingerprint search; (5) the Psychological Examination Report, when the examination is mandatory; and (6) the Field Training Material must be sent to the council during the probationary period of section 40(b)(3) of this chapter. The information in the council's files is confidential, and available only for use of the council in carrying out the requirements of AS 18.65.130-290 and the regulations adopted under AS 18.65.130-290, however, a police officer or applicant may review his own records.

(e) Whenever the applicant's signature is required on a council form, the signature must be under oath or affirmation and accompanied by a statement by the applicant that the information supplied is true to the best of his knowledge.

(f) The council may design and distribute forms to aid police departments in obtaining the information required in (c) of this section. (Eff. 8/10/73, Reg. 47; am 8/10/80, Reg. 75)

Authority: AS 18.65.220
AS 18.65.240

13 AAC 85.020. PERMANENT EMPLOYMENT FOR POLICE OFFICERS.
(a) A participating police department may not appoint a person to a permanent position as a police officer unless the person has a current basic certificate issued by the council under section 40 of this chapter.

(b) A participating police department may not employ a person as a police officer for more than 12 consecutive months unless the person has a current basic certificate issued by the council under section 40 of this chapter.

(c) The council will, in its discretion, grant an extension for employment for longer than 12 months under (b) of this section if the chief administrative officer of the participating police department requests the extension and certifies that his department is temporarily understaffed. Additionally, an extension will, in the council's discretion, be granted to allow an officer to complete the necessary training if he is unable to do so in the first 12 months of his employment because of illness, injury, or family emergency. An extension will not exceed six months. (Eff. 8/19/73, Reg. 47; am 9/17/76, Reg 59; am 8/10/80, Reg. 75)

Authority: AS 18.65.220
AS 18.65.240

13 AAC 85.030. PERMANENT APPOINTMENT. Repealed.

13 AAC 85.040. BASIC, INTERMEDIATE, AND ADVANCED CERTIFICATES.

(a) The council will issue a basic, intermediate, or advanced certificate to a police officer meeting the standards set forth in (b), (c), or (d) of this section. No certificate will be issued unless documents required under section 10(d) of this chapter are submitted to the council.

(b) To be eligible for the award of a basic certificate, an applicant must

(1) be a full-time paid police officer of a police department in Alaska;

(2) meet the standards of section 10(a) of this chapter;

(3) have worked 12 consecutive months on a probationary basis;

(4) have successfully completed the basic police training program meeting the standards of sections 50 or 60 of this chapter;

(5) attest that he subscribes to the law enforcement Code of Ethics as follows:

As a law enforcement officer, my fundamental duty is to serve mankind; to safeguard life and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the constitutional rights of all men to liberty, equality, and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty. I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence, and never accepting gratuities.

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

*The phrase in parentheses may be omitted.

(c) To be eligible for an intermediate certificate, an applicant must

(1) be a full-time paid police officer of a police department in Alaska;

and (2) possess or be eligible for a basic certificate;

(3) have acquired the following combination of experience, training and education points:

Minimum years as a police officer	2	4	4	5	6	7	8
Minimum training points*	APSC basic police training program		45 (900)	38 (760)	30 (600)	23 (460)	15 (300)
Minimum education points in college credits	BA or BS Degree	AA or AS Degree	45	38	30	23	15

*including APSC basic police training program and at least 40 classroom hours of management or supervisory training.

(d) To be eligible for an advanced certificate, an applicant must

(1) be a full-time paid police officer of a police department in Alaska;

(2) possess or be eligible for a basic certificate; and

(3) have acquired the following combination of experience, training, and education points:

Minimum years as a police officer	4	6	9	9	10	11	12
Minimum training points*	APSC basic police training program			45 (900)	40 (800)	35 (700)	30 (600)
Minimum education points in college credits	Masters Degree	BA or BS Degree	AA or AS Degree	45	40	35	30

*including APSC basic police training program and at least 100 classroom hours of management or supervisory training.

(e) The council may award an advanced certificate to an applicant who meets the requirements of (d)(1) and (d)(2) of this section and has 12 combined training and education points and 20 years experience as a police officer, or 30 combined training and education points and 15 years of experience as a police officer.

(f) College credits or degrees awarded by an institution of higher learning accredited by the National Association of Post-Secondary Education will be recognized by the council. College credits awarded for a basic police training program will not be recognized for education points toward an intermediate or advanced certificate. College credits awarded for advanced, supervisory, management, executive, or specialized law enforcement courses may be recognized for either training or education points. College credits for law enforcement subjects may be counted for either training or education points. Education points will be awarded on the following basis:

(1) one quarter-term unit of college credit equals two-thirds of an education point,

(2) one semester-term unit of college credit equals one education point.

(g) Twenty hours of council-certified or recognized police officer training equals one training point toward an intermediate or advanced certificate. All training must be documented and the course must have been completed successfully by the applicant. (Eff. 8/10/73, Reg. 47; am 9/17/76, Reg. 59; am 5/8/77, Reg. 62; am 8/10/80, Reg. 75)

Authority: AS 18.65.220
AS 18.65.240

13 AAC 85.050. BASIC POLICE TRAINING PROGRAM. (a) The basic police training program consists of 40 hours of supervised field training as prescribed in the Alaska Police Standards Council Field Training Manual and at least 230 hours of instruction in basic law enforcement subjects.

(b) The basic police training program must include

(1) 10 hours of first aid instruction sufficient to qualify students for Standard Red Cross First Aid Certificate or a council-approved equivalent; and

(2) instruction in criminal law, administration of justice, criminal investigation, offensive and defensive tactics, field techniques, traffic operations, and firearms.

(c) To receive credit for the basic police training program, except for absences approved by the school director or coordinator, a person must attend all sessions of the course, and be awarded a certificate of graduation by the director or coordinator of the program. A person may not be certified for successful completion of the basic police training program if his excused absences exceed 10 percent of the total hours of instruction, or if he fails to successfully complete the firearms portion of the basic program. (Eff. 8/10/73, Reg. 47; am 8/10/80, Reg. 75)

Authority: AS 18.65.220
AS 18.65.240

Editor's Note

The APSC Field Training Manual for Police Recruits is on file in the Lieutenant Governor's Office together with this chapter of regulations. Copies may also be obtained from the Alaska Police Standards Council, Pouch N, Juneau, Alaska, 99811.

13 AAC 85.060. WAIVER AND RECIPROCITY. (a) The council will, in its discretion, waive part or all of the basic police training requirement if an applicant has evidence that he has satisfactorily completed equivalent training.

(b) The council may enter into reciprocity agreements with states which regulate or supervise the quality of police training and which require a minimum of 230 hours of classroom training for police officers. (Eff. 8/10/73, Reg. 47; am 8/10/80, Reg. 75)

Authority: AS 18.65.220
AS 18.65.240

13 AAC 85.070. LAW ENFORCEMENT CODE OF ETHICS. Repealed.

13 AAC 85.080. DISCRIMINATION PROHIBITED. Repealed.

13 AAC 85.090. PERSONNEL REPORTS AND TRAINING RECORDS. (a) A participating police department must report to the council the name, address, and other pertinent information concerning each newly appointed police officer within 30 days after the police officer is appointed, except in those instances where a public record of the appointment would jeopardize the officer or the assignment.

(b) When a police officer is terminated from a participating police department, the department must notify the council within 30 days after termination.

(c) Forms for the notification required in (a) and (b) of this section will be supplied by the council. The council will keep the information, and will, in its discretion, furnish it to requesting police departments in the state. (Eff. 8/10/73, Reg. 48, am 9/17/76, Reg. 59; am 8/10/80, Reg. 75)

Authority: AS 18.65.220
AS 18.65.240

13 AAC 85.100. DENIAL, REVOCATION, AND LAPSE OF CERTIFICATES. (a) The council will, in its discretion, deny or revoke a basic, intermediate, or advanced certificate upon a finding that:

(1) the applicant or holder of the certificate falsified or omitted information required to be provided on his application for certification or supporting documents;

(2) the applicant or holder of the certificate has been discharged or resigned under threat of discharge for cause from employment as a police officer in this state or any other state; or

(3) the applicant or holder of the certificate does not meet the requirements of section 10(a) or (b) of this chapter.

(b) The holder of a certificate must immediately return his certificate to the council upon notification of revocation.

(c) A basic, intermediate, or advanced certificate lapses if the holder is not employed as a police officer with a police department in this state or another state for a period of 12 consecutive months.

(d) A person may request reinstatement of a lapsed certificate after serving an additional 12-month probationary period. The council may require supplemental training as a condition of reinstatement. (Eff. 8/10/80, Reg. 75)

Authority: AS 18.65.220
AS 18.65.240

13 AAC 85.150. DEFINITIONS. In this chapter

(1) "council" means the Alaska Police Standards Council;

(2) "participating police department" includes the Alaska Department of Public Safety and a police department of any political subdivision that has not excluded itself under the provisions of AS 18.65.280(b);

(3) "police department" means a civil force of police officers organized by the state or a political subdivision of the

Register 80, January 1982 Department of Public Safety 13 AAC 85.150

state whose basic purpose and function is to maintain peace and order and to prevent and investigate criminal offenses;

(4) "probationary period" means employment as a police officer for a period not exceeding 12 consecutive months; separation of less than 91 consecutive days will be considered unbroken service.

Authority: AS 18.65.220
AS 18.65 240

TITLE: CITIZENSHIP, AGE, AND EDUCATION

A. CITIZENSHIP/AGE

1. Observe and make copy of birth or baptismal certificate for permanent retention in police department files or
2. Observe and make copy of resident alien's declaration of intent to become a citizen of the United States for permanent retention in police department files.

B. EDUCATION

1. Observe and make copy of high school diploma, General Equivalency Degree or equivalent for permanent retention in police department files.

TITLE: FINGERPRINT RECORD CHECKS

1. Obtain applicant's fingerprints on 2 copies of FBI Applicant Card FD 258.
2. Send one card to the Department of Public Safety, Records and Identification Section, Pouch N, Juneau, Alaska, 99811 for a record check and permanent retention.
3. Send one card to the FBI, Identification Division, U.S. Department of Justice, Washington, D.C., 20537 for a record check.

A copy of POSITIVE record checks from the Department of Public Safety and/or the FBI must be sent to the APSC (13 AAC 85.010(d)).

TITLE: PERSONAL HISTORY INVESTIGATION

1. Applicant must complete and sign, under oath, a Personal History Statement (APSC Form F-3 or similar comprehensive form).
2. Conduct a thorough and exhaustive background investigation based on the applicant's personal history statement.
3. Investigations should include, but not be limited to the applicant's residence and employment outside Alaska.
4. The investigation should be conducted by the department's ranking officer or an experienced investigator.

A copy of the applicant's completed Personal History Statement must be forwarded to the APSC for permanent retention (13 AAC 85.010(d)).

TITLE: HEALTH QUESTIONNAIRE

1. Applicant must fully and accurately complete and sign, under oath, a Health Questionnaire (APSC Form F-2A or similar comprehensive form) to use as a basis for the required medical examination.
2. The original is to be maintained by the police department.

A copy of the completed Health Questionnaire must be sent to the APSC (13 AAC 85.010(d)).

TITLE: MEDICAL EXAMINATION

1. The applicant is required to take a physical examination from a licensed physician using APSC Form F-2B, "Medical Examination Report" or similar comprehensive form.
2. The original is to be maintained by the police department.

A copy of the completed Medical Examination Report must be sent to the APSC (13 AAC 85.010(d)).

TITLE: OFFICER CERTIFICATIONS

A. BASIC CERTIFICATE

1. The department head or his designee should review 13 AAC 85.010 and 13 AAC 85.040(b) in this manual to assure that the applicant meets all the requirements for basic certification.
2. The department head or his designee should assure that the documents required by 13 AAC 85.010(d) have been sent to the APSC.
3. Submit a completed APSC Form F-7, "Application for Certification", signed by applicant under oath, to the APSC.

B. INTERMEDIATE CERTIFICATE

1. The department head or his designee should review 13 AAC 85.040(c) in this manual to assure that the applicant meets the requirements for intermediate certification.
2. Submit a completed APSC Form F-7, "Application of Certification", signed by applicant under oath, to the APSC.

C. ADVANCED CERTIFICATE

1. The department head or his designee should review 13 AAC 85.040(d) and (e) in this manual to assure that the applicant meets the requirements for advanced certification.
2. Submit a completed APSC Form F-7, "Application for Certification", signed by applicant under oath, to the APSC.

TITLE: BASIC POLICE TRAINING PROGRAM

GENERAL PROVISIONS

The Basic Police Training Program consists of a minimum of 270 hours of instruction in the following subject areas; 230 hours of which are in a certified or approved Basic Police Training Academy.

<u>SUBJECT</u>	<u>HOURS</u>
Introduction to Law Enforcement	29
Criminal Law	35
Administration of Justice	17
Criminal Investigations	54
Field Techniques	16
Traffic Operations	13
Offensive/Defensive Tactics	17
Firearms	8
First Aid	10
Other Subjects	11
Examinations	20
TOTAL	<u>230</u>

The following pages describe the general content of each subject listed above.

The balance of 40 hours required to total a minimum of 270 hours is the APSC Field Training Program which is conducted by the recruits' Employing Department and verified by submission of the completed and signed APSC Field Training Manual (APSC Forms F-23 and F-24) to the APSC.

I.	<u>INTRODUCTION TO LAW ENFORCEMENT</u>	29
A.	<u>Background of Law Enforcement</u>	2
	Evaluation and origin of criminal act. History of crime, enforcement, trial, and punishment. History and development of the police profession. Current police problems.	
B.	<u>Criminal Justice System</u>	21
	The basic duties, responsibilities, and objectives of the three separately organized parts which comprise the criminal justice system. The correlation between the police, the courts, and corrections.	
C.	<u>Ethics, Conduct, and Professionalism</u>	2
	The definition of a profession as it applies to law enforcement. Defines and discusses ethical and unethical acts. Social pressures, enticements, and the incentives for a proper code of conduct. Discussion of the Law Enforcement Code of Ethics. Stresses exemplary conduct both on and off duty.	
D.	<u>Orientation</u>	1
	Welcome and orientation by the Academy Commander. Discussion of curriculum, rules of school, and other information to orient and motivate the trainees.	
E.	<u>Objectives</u>	2
	History of Public Safety Academy. Discussion of police training and objectives. Duties and responsibilities of the Alaska Police Standards Council.	
F.	<u>Psychology for Police</u>	1
	Understanding the psychological basis for the actions and reactions of law enforcement officers and those with whom he deals. The effects of bias and prejudice. Psychology of the individual's action to certain situations. General instruction on empathy, sensitivity, and human relations.	

II.	<u>CRIMINAL LAW</u>	35
A.	<u>Criminal Law</u>	11
	History of Law. Brief outline of origin, theory, and present-day application. Common and statutory law distinguished. Covers law relating to criminal acts with emphasis on the elements of crimes and those specific sections most frequently used by field officers.	
B.	<u>Traffic Law</u>	7
	Study of the most frequently used Alaska traffic laws. Elements of the violations and their applications. Techniques of traffic control and enforcement. Licensing regulations.	
c.	<u>Laws of Arrest</u>	6
	Authority, duties, and limitations of police officers in making arrests. Distinction between felony and misdemeanor arrests. Requisites of a legal arrest. Legal rights of suspect. Fresh pursuit. Legal use of force -- degree of force granted by law. Duty to inform. Entrapment, warrants, justifiable homicide, immunities.	
D.	<u>Search and Seizure</u>	8
	The rules of search and seizure and how the admissibility of evidence is affected. Search warrant defined -- issued by whom, what authority, what purpose, contents, disposition of seized property, disposition of warrant. Affidavit for search warrant. Search without warrant. Limitation imposed by constitutional guarantees. Recent Supreme Court decisions.	
E.	<u>Rules of Evidence</u>	3
	Rules of evidence and their application to proper law enforcement. The tests of admissibility applied by the courts, including direct and circumstantial evidence, hearsay, confessions, dying declarations, documentary evidence, competency of witnesses, res gestae, privileged and non-privileged communications.	

III. ADMINISTRATION OF JUSTICE

17

- A. Role of the City Attorney 2
An introduction to the functions of the City Attorney, as it pertains to police officers in the field.
- B. Role of the Public Defender 2
A discussion of the operation of the organization and operations of the Public Defender's Office as it relates to the Alaska police officers.
- C. Constitution 2
A brief background on the historical significance of the Constitution. Mainly covers those amendments which are of particular importance to current day law enforcement. Discussion and evaluation of all recent major Supreme Court decisions in the area of law enforcement.
- D. Civil Rights 2
An understandable definition of the term. Discussion of the amendments and statutes which are applicable in this field and their relationship to law enforcement.
- E. Courtroom Demeanor and Testifying 2
Stresses fundamentals on how to be most effective as a witness in court. Includes preparation before court, appearance, manner, and attitude. Common errors of new officers. Use of notebook as reference. Direct testimony and cross examination.
- F. Moot Court 7
The trainees prepare for and present a criminal case in actual moot court subject to direct examination and cross examination.

IV. CRIMINAL INVESTIGATION

54

- A. Interviewing and Interrogation 4
Methods and procedures of interviewing and interrogating suspects, complainants, witnesses, victims, informants, and suspicious persons at the station and in the field. The police officer's approach and attitude are discussed. Discussion of the rights and treatment of subjects. Discussion of major court decisions regarding interrogation. Use of scientific aids. Statements, admissions, and confessions are discussed.
- B. Criminalistics 8
General principles applicable to crime scene investigations. Collection and preservation of evidence. Procedures of marking, packing, and transporting evidence. Basic capabilities of a crime laboratory, including such elements as tool impressions, body materials, semen tests, firearms identification, hair, instrument analysis, and trace examinations.
- C. Fingerprints 4
A varied basic indoctrination in fingerprint identification and recognition of major fingerprint patterns. Introduction to location, development, and lifting of latent fingerprints.
- D. Collection and Preservation of Evidence 14
Collection, preservation, identification, and recording of evidence. Proper handling from the time evidence is located until the time it is offered in evidence at the trial. Maintaining the chain of custody. Includes note-taking, sketches, diagrams, and photographs taken at crime scene.
- E. Accident Investigation 4
Methods and procedures in investigating traffic accidents. Duties at the scene, parking, determining injuries, assisting injured, protecting damaged cars, questioning drivers and witnesses, checking vehicles involved, checking roadways, signs and signals, photography, measurements, and sketching the scene.

F.	<u>Drug Investigation</u>	4
	The drug problem and the laws governing drug enforcement. Discussion of narcotic drugs, dangerous drugs, hallucinogenic drugs, and marijuana. Discussion of investigative techniques, including use of undercover officers, informants, surveillance identification of drugs, and illicit laboratories. Brief discussion of drug abuse prevention and treatment.	
G.	<u>Explosive Ordnance Disposal</u>	3
	Discussion to teach the officer to recognize the various types of explosive and incendiary devices in use by militant groups, extremist groups, and others and to teach the various laws relating to explosive materials. Includes initial steps on arrival at scene, search party, action on locating device, rendering safe procedures and transportation of explosive devices. Stresses the need to obtain expert assistance when necessary.	
H.	<u>Fire and Arson Investigation</u>	4
	Discussion of the motives for arson and the basic techniques to assist the State Fire Marshal's Office in the investigation of fires of suspicious origin. Included is a discussion of the chemistry and causes of fires, incendiary fires, the elements of the crime of arson, search of the fire scene, some indicators of the possibility of arson, and other investigative techniques.	
I.	<u>Crime Scene Search and Critique</u>	9
	Practical exercise in the conduct of an actual crime scene search utilizing the skills and knowledge acquired in the classroom. Discussion and critique of the exercise.	

V. FIELD TECHNIQUES

A.	<u>Patrol Techniques</u>	2
	Purpose of patrols: Protection, prevention, repression, identification, and apprehension. Types of patrol: Fixed, auto, and foot patrol. Methods of answering assignments, emergencies and non-emergencies, and various hazards involved.	
B.	<u>Juvenile Procedures</u>	3
	Discussion of Alaska laws relating to juveniles. Rights of juveniles, disposition of juveniles taken into custody, and juvenile court procedures. Techniques on handling juvenile victims, witnesses, and suspects. Working relations with juvenile agencies, schools, etc.	
C.	<u>Domestic Crisis Intervention</u>	2
	Discussion of common domestic complaint calls and the techniques and procedures for settling domestic issues. Gives examples of husband-wife and parent-child disputes. Presents applicable laws relating to domestic complaints. Discusses psychology of handling these disputes.	
D.	<u>Handling Mentally Ill</u>	3
	Defines and gives examples of the symptoms of common types of mental illnesses. Techniques for the proper handling of these persons. Legal and administrative procedures to be followed by police officers.	
E.	<u>Pursuit Driving</u>	2
	Training and evaluation in the high speed operation of a motor vehicle in pursuit of another vehicle, including emergency stop, car pullovers, and siren use.	
F.	<u>Patrol Driving</u>	4
	Operation of police vehicles: On patrol, answering assignments, emergencies, and non-emergencies. Methods of operation under inclement weather conditions and hazardous driving conditions. Operation of mobile communications equipment on patrol.	

VI. TRAFFIC OPERATIONS

13

A. Breathalyzer Training 8

Presents elements of drunk driving offenses as defined by Alaska law. Includes study of implied consent law. The breathalyzer machine is demonstrated and explained, together with the mechanics and methods of its use to "Testimony in Court".

B. Officer-Violator Relationships 1

Basic principles of officer-violator contact, approach, officer's appearance, initial contact, remarks, courtesy, offensive action, self control, human behavior, and termination of contact.

C. D.W.I. Arrest (Practical Exercise) 2

Practical exercise in the stopping of a suspected drunk driver and the processing through arrest, breathalyzer, and other procedures. This exercise serves as the basis for moot court.

D. Defensive Driving 2

A discussion of the principles of defensive driving with an emphasis on preventability techniques. Trainees are required to drive through various configurations of traffic cones simulating different areas. Stress on proper driving techniques to anticipate events.

VII. DEFENSIVE TACTICS

17

A. Physical Conditioning 9

Program of calisthenics, running, other exercises, and sports designed to physically prepare the officer to perform the police function. Emphasis placed on the need to maintain top physical condition.

B. Arrest Control Techniques 2

Effecting an arrest. Use of force and degree allowed by law, protection of the officer, search upon arrest, use of baton, gun, and handcuffs. Discussion of various restraining equipment. Demonstration and drill in a number of holds and come-alongs.

C. Defensive Tactics 1

Fundamentals of disarming and protection against persons armed with dangerous weapons. Basic knowledge of tactics for self-protection in emergency situations.

D. Transporting Prisoners 1

Acquaint officers with the proper method of handling and transporting arrestees. Make officers aware of problems that could arise during this procedure.

E. Stop and Approach (Practical Exercise) 4

Practical exercise by students in the approach, pullover, and stopping a vehicle containing misdemeanor or felony suspects. Techniques of removal and systematic search of occupants and vehicle. Emphasizes maximum safety.

VIII.	<u>FIREARMS</u>	8
A.	<u>Firearms - Classroom</u>	2
	Legal provisions and restrictions on the use of firearms. Moral aspects and safety precautions are emphasized. Care and cleaning of firearms. Practice: Sight pictures and dry firing. Orientation on various firearms most commonly in use.	
B.	<u>Firearms - Range</u>	5
	Range safety and etiquette. Familiarization and practice firing. Sighting and dry firing. Firing and positions. Range firing for record.	
C.	<u>Special Weapons</u>	1
	Instruction on the operation of the riot shotgun and the use of gas projectiles and grenades. Familiarization firing of these weapons. Purpose and effectiveness of these weapons.	

IX. FIRST AID

10

A. First Aid 10

First aid pending the arrival of medical assistance with major emphasis on accident, illness, emergency childbirth, poisoning, and asphyxiation cases. Special skills, such as how to stop severe bleeding, cardiopulmonary resuscitation, and how to handle injured individuals are taught.

X. OTHER SUBJECTS

11

A. School Administration 3

Time to discuss administrative details relating to school closing and to prepare for and conduct graduation ceremony.

B. Student Evaluation and Critique 2

Time for the students to prepare evaluations of each subject, instructors, and the entire school. Discussion of these comments in class to improve future schools.

C. Report Writing 6

Necessity of reports. Requirements of good reports. Basic understanding of reports, their use, value, and purpose. Kinds of reports, elements of composition, general procedure as to form, substance, statistics, emphasis on proper use of words, and spelling. Uniform crime report forms.

IX. EXAMINATIONS

20

A. Examinations 20

Written examinations in criminal law, accident investigation, traffic law, laws of arrest, collection and preservation of evidence, search and seizure, physical training, first aid, and a final examination covering the entire curriculum are required.

COURSE CHANGES

The Council may approve changes from the course content listed in this specification upon written application from the Academy Director presenting evidence that such change is compatible with the public interest.

Register 80, January 1982

13 AAC 89.010

DEPARTMENT OF PUBLIC SAFETY

PART 6. ALASKA POLICE STANDARDS COUNCIL

Chapter

89. Minimum Standards for Village Police Officers and Village Public Safety Officers (13 AAC 89.010 -- 13 AAC 89.150)

CHAPTER 89. MINIMUM STANDARDS FOR VILLAGE POLICE OFFICERS AND VILLAGE PUBLIC SAFETY OFFICERS.

Section

10. Basic standards for village police officers and village public safety officers
20. Permanent employment for village police officers and village public safety officers
30. Certification of village police officers and village public safety officers
40. Village police officer basic training program
50. Village public safety officer training program
60. Waiver and reciprocity
70. Denial, revocation and lapse of certificates
80. Personnel reports and training records
140. Exemption
150. Definitions

13 AAC 89.010. BASIC STANDARDS FOR VILLAGE POLICE OFFICERS AND VILLAGE PUBLIC SAFETY OFFICERS. (a) The basic standards for a village police officer or village public safety officer are:

- (1) that the person is 19 years of age or older;
- (2) that the person is a citizen of the United States or a resident alien who has demonstrated an intent to become a citizen of the United States;
- (3) that the person is of good moral character; misdemeanor convictions, other than minor traffic offenses, during the 10 years before application will, in the council's discretion, be considered by the council in determining moral character;
- (4) that the person has not been convicted of a felony or been incarcerated, on probation, or on parole after conviction of a felony, by a court of the United States or of any state or territory during the 10 years before application; a felony conviction in another jurisdiction for an offense which is not a felony in Alaska does not necessarily bar certification unless the felony conviction was for a crime of dishonesty or a crime which resulted in serious physical injury or a threat of serious physical injury; and

(5) that the person has no physical or mental condition that would adversely affect his performance as a police officer.

(b) Only a village may appoint a person as a village police officer or village public safety officer.

(c) A person whose certificate has been revoked by the council is not eligible for hire as a village police officer or village public safety officer by a village unless his certificate has been reinstated by the council. (Eff. 10/18/81, Reg. 80)

Authority: AS 18.65.220
AS 18.65.240

13 AAC 89.020. EMPLOYMENT FOR VILLAGE POLICE OFFICERS AND VILLAGE PUBLIC SAFETY OFFICERS. (a) Before appointing an applicant to a permanent position as a village police officer or village public safety officer, a village shall

(1) obtain proof of the applicant's age and citizenship;

(2) review and evaluate the applicant's personal history and medical history statements;

(3) review and evaluate responses to fingerprint record checks by the Department of Public Safety and the Federal Bureau of Investigation.

(b) A village may not employ a village police officer or village public safety officer for a period of more than 12 consecutive months unless the officer has been certified under 13 AAC 89.030.

(c) Termination as a village police officer or village public safety officer for less than 90 consecutive days will be considered unbroken service for purposes of (b) of this section and 13 AAC 89.030(a)(1). (Eff. 10/18/81, Reg. 80)

Authority: AS 18.65.220
AS 18.65.240

13 AAC 89.030. CERTIFICATION OF VILLAGE POLICE OFFICERS AND VILLAGE PUBLIC SAFETY OFFICERS. (a) The council will issue a certificate as a village police officer to an applicant who

(1) is, at the time of application, a full-time paid village police officer employed by a village and has satisfactorily completed 12 consecutive months of probation as a village police officer with that village immediately before application;

(2) meets the requirements of 13 AAC 89.010;

(3) successfully completes a training program meeting the requirements of 13 AAC 89.040; and

(4) attests that he subscribes to the Law Enforcement Code of Ethics set out in 13 AAC 85.040(b)(5).

(b) The council will issue a certificate as a village public safety officer to an applicant who

(1) is, at the time of application, a full-time paid village public safety officer employed by a village and has satisfactorily completed 12 consecutive months of probation as a village public safety officer with that village immediately before application;

(2) meets the requirements of 13 AAC 89.010;

(3) successfully completes a training program meeting the requirements of 13 AAC 89.050; and

(4) attests that he subscribes to the Law Enforcement Code of Ethics set out in 13 AAC 85.040(b)(5). (Eff. 10/18/81, Reg. 80)

Authority: AS 18.65.220
AS 18.65.240

13 AAC 89.040. VILLAGE POLICE OFFICER BASIC TRAINING PROGRAM. (a) A village police officer basic training program must consist of at least 48 hours of instruction and include:

(1) 10 hours of first aid instruction sufficient to qualify students for a standard Red Cross first aid certificate or the equivalent;

(2) instruction in the administration of justice, criminal law, fire fighting, crime scene investigation, arrest procedures, and, if the officer is to be armed while on duty, instruction on the use of firearms; and

(3) instruction concerning problems unique to the administration of justice in a rural community.

(b) A person shall attend all sessions of the training required in (a) of this section, except for absences approved by the director of the program. A person who is absent for over 10 percent of the total hours of instruction or who does not satisfactorily complete the first aid training or the firearms training, when required, will not be considered to have completed the training required by (a) of this section. (Eff. 10/18/81, Reg. 80)

Authority: AS 18.65.220
AS 18.65.240

13 AAC 89.050. VILLAGE PUBLIC SAFETY OFFICER TRAINING PROGRAM. (a) A village public safety officer training program must meet the requirements of 13 AAC 89.040(a) and must, in addition, include

(1) at least 52 additional hours of instruction in criminal law, local ordinances, records systems, and problems unique to the administration of justice in a rural community;

(2) the minimum instruction necessary to qualify the student as a Rural Fire Fighter I established by the Alaska Department of Education; and

(3) the minimum instruction necessary to qualify the student as an Emergency Medical Technician I established by the Alaska Department of Health and Social Services.

(b) A person shall attend all sessions of the training required in (a) of this section, except for absences approved by the director of the program. A person who is absent for over 10 percent of the total hours of instruction or who does not satisfactorily complete the first aid training or the firearms training, when required, will not be considered to have completed the training required by (a) of this section. (Eff. 10/18/81, Reg. 80)

Authority: AS 18.65.220
AS 18.65.240

13 AAC 89.060. EXTENSION AND RECIPROCITY. (a) The council will, in its discretion, upon written application from a village, grant an extension for obtaining certification to an officer if the officer is unable to complete the required training within the first 12 months of employment due to illness, injury, or other emergency, or if the officer is unable to complete training because of temporary understaffing in his department.

(b) The council will, in its discretion, accept other police officer training that equals or exceeds that required in 13 AAC 89.040 or 13 AAC 89.050 in partial or complete substitution for the training required in those regulations. (Eff. 10/18/81, Reg. 80)

Authority: AS 18.65.220
AS 18.65.240

13 AAC 89.070. DENIAL, REVOCATION, AND LAPSE OF CERTIFICATES. (a) The council will, in its discretion, deny or revoke a village police officer or village public safety officer certificate upon a finding that

(1) the officer falsified or intentionally omitted information on an application or other document required to be filed for certification;

(2) the officer has been discharged, asked to resign or resigned in place of discharge from a police department; or

(3) the officer does not meet the requirements of 13 AAC 89.010(a).

(b) The holder of a certificate shall immediately return the certificate to the council upon notification of revocation.

(c) A certificate lapses if the holder is not employed as a full-time village police officer or village public safety officer for 12 consecutive months.

(d) A person may request reinstatement of a lapsed certificate after serving an additional probationary period as required by the council. The council will, in its discretion, require supplemental training as a condition of reinstatement. (Eff. 10/18/81, Reg. 80)

Authority: AS 18.65.220
AS 18.65.240

13 AAC 89.080. PERSONNEL REPORTS AND TRAINING RECORDS. (a) Within 30 days of the date of hire of a village police officer or village public safety officer, the hiring authority shall notify the council on a form supplied by the council, except in those instances where a public record of the appointment would jeopardize the officer or the assignment. The employing agency shall notify the council within 30 days following termination of an officer for any reason.

(b) Before completion of the basic training program required in 13 AAC 89.030(a)(3) and 13 AAC 89.030(b)(3), each village police officer and village public safety officer must be fingerprinted on two Federal Bureau of Investigations applicant cards (FD-258) and shall, on a form supplied by the council,

(1) complete a personal history statement;

(2) complete a medical history statement; and

(3) attest that he subscribes to the Law Enforcement Code of Ethics set out in 13 AAC 85.040(b)(5).

(c) The documents required by (b) of this section must be forwarded to the council. The fingerprint cards will be forwarded by the council to the Department of Public Safety and the Federal Bureau of Investigations for record checks. The documents required

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13 AAC 89.150

by this section, following evaluation by the council, will be forwarded to the officer's hiring authority for review, evaluation, and permanent retention.

(d) The information in the council's files is confidential, and available only for use by the council in carrying out the requirements of AS 18.65.130 -- 18.65.290 and the regulations adopted under those statutes; however, a village police officer or village public safety officer may review his own records. (Eff. 10/18/81, Reg. 80)

Authority: AS 18.65.220
AS 18.65.240

13 AAC 89.140. EXEMPTION. The provisions of this chapter do not apply to a village which has enacted an ordinance which specifically excludes it from AS 18.65.130 -- 18.65.290 if the village maintains a police training program which equals or exceeds the requirements of 13 AAC 89.040 or 13 AAC 89.050 and whose instructors are certified under 13 AAC 87.040. (Eff. 10/18/81, Reg. 80)

Authority: AS 18.65.220

13 AAC 89.150. DEFINITIONS. In this chapter

(1) "certificate" means a certificate described in 13 AAC 89.030;

(2) "council" means the Alaska Police Standards Council;

(3) "village" means a community off the interconnected Alaska road system, with a population of less than 1,000 persons based on the most recent federal census, which has been incorporated as provided in AS 29.18. (Eff. 10/18/81, Reg. 80)

Authority: AS 18.65.220
AS 18.65.240

TITLE: CITIZENSHIP/AGE

1. The hiring agency must observe applicant's birth or baptismal certificate to verify age and citizenship or
2. The hiring agency must observe applicant's resident alien's declaration of intent to become a citizen of the United States.

TITLE: FINGERPRINT RECORD CHECKS

1. Obtain applicant's fingerprints on two copies of FBI Applicant Card FD258.
2. Forward both fingerprint cards to the Alaska Police Standards Council, Pouch N, Juneau, Alaska, 99811.
3. The APSC will forward one card to the Department of Public Safety, Records Section, Juneau, Alaska and the other to the Federal Bureau of Investigation, Washington, D.C. for a record check.
4. The APSC will notify the hiring department of the results of the records checks.

TITLE: PERSONAL HISTORY STATEMENT

1. Applicant must complete and sign, under oath, a Personal History Statement (APSC Form F-3 or similar comprehensive form).
2. Review and evaluate the Personal History Statement to determine if it includes any information that would exclude the applicant from becoming a Village Police Officer or Village Public Safety Officer (refer to 13 AAC 89.010(a)(b)(c)).

A copy of the completed Personal History Statement must be sent to the APSC (13 AAC 89.080(c)).

TITLE: HEALTH QUESTIONNAIRE

1. Applicant must complete and sign, under oath a Health Questionnaire (APSC Form F-2A or similar comprehensive form).
2. Review and evaluate the Health Questionnaire to determine if the applicant has any physical or mental condition that would adversely affect his performance as a police officer.

A copy of the completed Health Questionnaire must be sent to the APSC (13 AAC 89.080(c)).

TITLE: OFFICER CERTIFICATIONS

- A. Village Police Officers
 1. The department head or his designee should review 13 AAC 89.010 and 13 AAC 89.030(a) in this manual to assure that the applicant meets all the requirements for Village Police Officer certification.
 2. The department head or his designee should assure that the documents required by 13 AAC 89.080(b) have been sent to the APSC.
 3. Submit a completed APSC Form F-7, "Application for Certification" signed by the applicant, under oath to the APSC.
- B. Village Public Safety Officers
 1. The department head or his designee should review 13 AAC 89.010 and 13 AAC 89.030(b) in this manual to assure that the applicant meets all the requirements for Village Public Safety Officer certification.
 2. The department head or his designee should assure that the documents required by 13 AAC 89.080(b) have been sent to the APSC.
 3. Submit a completed APSC Form F-7, "Application for Certification" signed by the applicant, under oath to the APSC.

TITLE: VILLAGE POLICE OFFICER BASIC TRAINING PROGRAM

GENERAL PROVISIONS

The Basic Village Police Officer Training Program consists of a minimum of 48 hours of instruction in the following subject areas:

- First Aid (10 Hours)
- Administration of Justice
- Criminal Law
- Fire Fighting
- Crime Scene Investigation
- Arrest Procedures
- Use of Firearms (if officer is to be armed while on duty)
- Problems Unique to the Administration of Justice in Rural Communities

TITLE: VILLAGE PUBLIC SAFETY OFFICER
BASIC TRAINING PROGRAM

GENERAL PROVISIONS

The Basic Village Public Safety Officer Training Program must, in addition to the 48 hours of training required for Village Police Officers, include at least 52 hours of instruction in the following law enforcement subject areas:

- Criminal Law
- Local Ordinances
- Records Systems
- Problems Unique to the Administration of Justice in Rural Communities

In addition:

Minimum instruction necessary to qualify as a Rural Fire Fighter I (as established by the Alaska Department of Education)

Minimum instruction necessary to qualify as a Emergency Medical Technician I (as established by the Alaska Department of Health and Social Services)

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DEPARTMENT OF PUBLIC SAFETY

PART 6.

ALASKA POLICE STANDARDS COUNCIL

Chapter

87. Certification of Police Training Programs and Instructors
(13 AAC 87.010 -- 13 AAC 87.090)

CHAPTER 87. CERTIFICATION OF POLICE TRAINING PROGRAMS AND
INSTRUCTORS

Section

- 10. Certification of basic police training programs
- 20. Certification of other police training programs
- 30. Financial assistance
- 40. Certification of police instructors
- 90. Definitions

13 AAC 87.010. CERTIFICATION OF BASIC POLICE TRAINING PROGRAMS. (a) An institution which offers a program of instruction in basic law enforcement subjects which meets the requirements of the classroom phase of the basic program provided for in 13 AAC 85.050(a) and (b), 13 AAC 89.040, or 13 AAC 89.050, and to qualify students for a police officer basic certificate under 13 AAC 85.040(b) or a village police officer certificate or village public safety officer certificate under 13 AAC 89.030 shall apply for certification by the council and shall comply with the requirements of this chapter.

(b) An application for certification under this section must be submitted on a form prescribed by the council and must be accompanied by the following information, where applicable:

(1) the name of the institution, its governing body, and its instructors;

(2) institution policy and regulations with respect to leave, absences, class cuts, make-up work, tardiness, and interruptions for unsatisfactory attendance;

(3) institution policy and regulations with respect to standards of progress required of students, including the policy or regulation setting out the grading system of the institution, the minimum grades considered satisfactory, conditions for interruption for unsatisfactory grades of progress, the probationary period, if any, allowed by the institution, and conditions of re-entrance for those students dismissed for unsatisfactory progress;

VI - Training Program and Instructor Regulations

(4) institution policy and regulations relating to student conduct and conditions for dismissal for unsatisfactory conduct;

(5) a detailed schedule of fees, charges for tuition, books, supplies, tools, student activities, service charges, rentals, deposits, and all other charges;

(6) a description of the available space, facilities, and equipment, and

(7) an outline for each course which is part of the program, describing the content, skill to be achieved, and approximate classroom hours to be spent on each topic.

(c) The council will, in its discretion, approve the application of an institution for certification of a program of instruction as meeting the requirements of the classroom phase of the basic program provided for in 13 AAC 85.050(a) and (b), 13 AAC 89.040, or 13 AAC 89.050 if the institution and program meet the following criteria:

(1) the courses, curriculum, and instruction are adequate in content, quality, and length to provide students with the education and training necessary to become successful, knowledgeable, and effective police officers;

(2) the program of instruction meets the requirements of 13 AAC 85.050(a) and (b), 13 AAC 89.040, or 13 AAC 89.050;

(3) the institution has adequate space, equipment, instructional materials, and instructor personnel to provide training of good quality;

(4) the directors and administrators have adequate training and experience and the instructors are certified under 13 AAC 87.040;

(5) a copy of the program outline, schedule tuition, fees, and other charges, regulations pertaining to absences, grading policy, and rules of operation and conduct are furnished to students upon enrollment;

(6) adequate records are kept to show attendance and progress or grades, and satisfactory standards relating to attendance, progress and conduct are enforced;

(7) written examinations are required of each student in those courses for which written examinations are appropriate, and practical tests are required in those courses such as firearms training where practical tests are appropriate;

(8) the institution gives its students, upon successful completion of the program, a certificate indicating that the program of instruction was satisfactorily completed;

(9) a certificate of successful completion is not awarded by the institution except in compliance with 13 AAC 85.050(c);

(10) the institution is financially sound and capable of fulfilling its commitments for training;

(11) the institution furnishes the council within 7 days after the completion of each program, a roster of those students who attended at least 90 percent of the classes offered (in class hours), and the roster must show the full name, rank, department, and examination scores for each student completing the program and must be signed by the institution director or coordinator.

(d) An institution is subject to periodic inspection by the council or its representatives to assure compliance with this section. (Eff. 8/10/73, Reg. 47; am 10/18/81, Reg. 80)

Authority: AS 18.65.220
AS 18.65.240
AS 18.65.260

13 AAC 87.020. CERTIFICATION OF OTHER POLICE TRAINING PROGRAMS. (a) The council will, in its discretion, certify programs of instruction designed to provide police officers with continuing education and training in supervisory, mid-management, executive, specialized, and in-service subjects.

(b) An application by an institution for certification of a program of instruction under this section must be submitted on a form prescribed by the council and must be accompanied by the information specified in 13 AAC 87.010(b)(1)-(7).

(c) The council will, in its discretion, approve the application of an agency or institution for certification of a program of instruction, if the program meets the following criteria:

(1) the courses, curriculum, and instruction are adequate in content, quality, and length to satisfy one or more of the purposes specified in (a) of this section;

(2) the agency or institution and program are in compliance with the requirements of 13 AAC 87.010. (Eff. 8/10/73, Reg. 47; am 10/18/81, Reg. 80)

(d) The institution shall be subject to periodic inspection by the council or its representatives to assure compliance with this section.

Authority: AS 18.65.220
AS 18.65.230
AS 18.65.240

13 AAC 87.030. FINANCIAL ASSISTANCE. (a) No agency or institution will receive financial assistance from the council for a police training program unless the program is certified by the council under this chapter.

(b) No agency or institution will receive financial assistance from the council for a police training program unless it is made available to all qualified police officers, except that the agency or institution may limit class size. An agency or institution of the state or a municipality which maintains a police training program primarily for training its own police officers may give preference to its own officers in enrollment. (Eff. 8/10/73, Reg. 47; am 10/18/81, Reg. 80)

Authority: AS 18.65.220
AS 18.65.230
AS 18.65.260

13 AAC 87.040. CERTIFICATION OF POLICE INSTRUCTORS. (a) The council will certify instructors considered qualified to teach in one or more of the prescribed training courses on the basis of the standards provided in this section.

(b) Instructors are eligible for certification if they meet the following minimum qualifications in the areas of education, training, and experience:

(1) a person applying for certification to teach police subjects, including patrol, investigation, or the use of firearms must have:

- (A) a high school diploma or its equivalent;
- (B) three years experience as a police officer;
- (C) 40 hours of verified training in each subject to be taught;

(D) 40 hours of instructor development training approved by the council, including training in the areas of communication, psychology of learning, techniques of instruction, use of instructional aids, preparation and use of lesson plans,

preparing and administering tests, teaching resources, and motivation; and

(E) a recommendation by the director of a training program certified by the council under 13 AAC 87.010 or 13 AAC 87.020, or by the applicant's police department head.

(2) a person applying for certification to teach general subjects, including management, human relations, or administration, must have:

- (A) a baccalaureate degree;
- (B) three years experience in the subject to be taught; and

(C) a recommendation by the director of a training program certified by the council under 13 AAC 87.010 or 13 AAC 87.020.

(c) The council will, in its discretion, waive any part of the requirements of (b) of this section if it finds that a person, although not meeting all of the eligibility requirements, is otherwise qualified to be an instructor.

(d) The director of a training program certified by the council under 13 AAC 87.010 or 13 AAC 87.020 must supervise all instructors to insure that instructional excellence is maintained.

(e) Instructor certification will, in the council's discretion, be revoked whenever an instructor is found by the council to be no longer qualified. Revocation of instructor certification will be considered by the council if

(1) an instructor is terminated or asked to resign, or resigns instead of discharge for cause by his employer;

(2) there is a recommendation to revoke certification by the director of a training program certified by the council under 13 AAC 87.010 or 13 AAC 87.020 or by the instructor's employer for failure to provide adequate instruction; or

(3) the holder of the instructor certificate falsified or omitted information required to be provided on an application for certification or on supporting documents.

(f) Repealed 10/18/81.

(g) A person who is currently certified or licensed by the State of Alaska or a nationally recognized certifying body need not be certified by the council to teach police officers in the

Register 80, January 1982 Department of Public Safety 13 AAC 87.040
13 AAC 87.090

subject for which the person is certified or licensed.

(h) The director of a training program certified by the council under 13 AAC 87.010 or 13 AAC 87.020 must furnish the council documentary verification of the certification or licensure of a person specified in (g) of this section before council approval as an instructor will be considered.

(i) An instructor certificate becomes inactive if the holder of the certificate does not instruct at least one course certified by the council under 13 AAC 87.010 or 13 AAC 87.020 each calendar year.

(j) An inactive instructor certificate may be reactivated upon written request of the director of a training program certified under 13 AAC 87.010 or 13 AAC 87.020, or of the applicant's police department head, following the applicant's instruction of at least one course certified by the council under 13 AAC 87.010 or 13 AAC 87.020 under direct supervision of a currently certified instructor. (Eff. 11/25/77, Reg. 64; am 10/18/81, Reg. 80)

Authority: AS 18.65.220
AS 18.65.230
AS 18.65.240

13 AAC 87.090. DEFINITIONS.

(1) "council" means the Alaska Police Standards Council.
(Eff. 8/10/73, Reg. 47)

Authority: AS 18.65.220
AS 18.65.290

TITLE: CERTIFICATION OF SCHOOLS, COURSES, AND CLASSES

PROCEDURE FOR CERTIFICATION OF BASIC POLICE TRAINING PROGRAMS

1. Requesting agency or institution must advise the APSC by letter of their intention at least 90 days prior to the scheduled starting date.
2. The APSC will conduct an on-site inspection of the proposed facility and obtain the necessary documentation verifying compliance with 13 AAC 87.010(c).
3. If approved at this stage, the APSC will so advise the agency or institution; if not approved, the APSC will so advise the agency or institution of the reasons and the steps necessary for compliance.
4. The agency or institution then sends the APSC a completed F-20, "Application for Certification of Training" listing all proposed instructors and attaching a copy of the program outline and schedule.
5. All instructors must be certified or recognized by the APSC before program certification can be considered.
6. The requesting agency or institution will be notified of certification action by APSC Form F-12, "Notification of Certification Action".
7. Upon completion of the school, the agency or institution must send the APSC a Form F-6, "Notice of Course Completion"; a copy of the certificate awarded or other form of verification for each trainee indicating at least the following:
 - a. Name of trainee
 - b. Employing agency
 - c. Title of school
 - d. Dates of school
 - e. Total hours
 - f. Final examination score

TITLE: CERTIFICATION OF SCHOOLS, COURSES, AND CLASSES

PROCEDURE FOR CERTIFICATION OF POLICE TRAINING COURSE OR CLASS

1. Submit completed F-20, "Application for Certification of Training" to the APSC at least 30 days prior to the scheduled starting date, listing all proposed instructors and attaching a copy of the course outline and schedule.
2. All instructors must be certified or recognized by the APSC before course or class certification can be considered.
3. The requesting agency or institution will be notified of certification action by APSC Form F-12, "Notification of Certification Action".
4. Upon completion of the course or class, the agency or institution must send the APSC a Form F-6, "Notice of Course Completion"; a copy of the certificate awarded or other form of verification for each trainee indicating at least the following:
 - a. Name of trainee
 - b. Employing agency
 - c. Title of school
 - d. Dates of school
 - e. Total hours
 - f. Final examination score

TITLE: CERTIFICATION OF POLICE TRAINING INSTRUCTORS

PROCEDURE

1. Submit completed APSC Form F-9, "Application for Instructor Certification" along with any documents supporting the regulatory requirements (see 13 AAC 87.040 in this manual) that have not previously been furnished to the APSC.
2. If applicant does not meet the regulatory requirements for certification, but is otherwise considered qualified to be an instructor, APSC Form F-9 must be accompanied by a written request for a waiver signed by the program coordinator or applicant's department head listing the reasons applicant is believed qualified.
3. Instructors who are currently certified or licensed by the Federal Government or any state or nationally recognized certifying body need not be certified by the APSC to teach police officers in the subject for which they are licensed or certified. A copy of the license or certification must be furnished to the APSC before their credentials will be recognized.
4. The program coordinator or applicant's department head will be notified of APSC action by Form F-12, "Notification of Certification Action".

TITLE: APPLICATION FOR BASIC POLICE OFFICER TRAINING

Currently employed police officer applicants for attendance at a certified Basic Police Officer Training Academy must first be approved by the APSC.

PROCEDURE

1. The police department applying for recruit attendance submits a completed APSC Form F-5, "Application for Attendance at Basic Police Training Academy" to the APSC.
 - A. If not previously sent to the APSC, copies of the following documents must accompany the application:
 - a. Health Questionnaire (APSC F-2A)
 - b. Medical Examination (APSC F-2B)
 - c. Personal History Statement (APSC F-3)
 - d. Any criminal record disclosed through fingerprint search
 - e. Psychological Examination Report when the examination was mandatory
 - B. The police department applying for recruit attendance will be notified of APSC action by letter.

NOTE: The Public Safety Academy, Sitka, Alaska requires that an applicant for attendance at the "Municipal Police Academy" who is 34 years old or younger must have had a medical examination within one year before the starting date of the academy. Applicants 35 years of age and older must have had a medical examination within six months before the starting date of the academy.

Basic certification of officers with prior out-of-state basic police training will be based on:

- a. 12 consecutive months probationary period with a single Alaska police agency;
- b. successful completion of the 40-hour APSC field training program as evidenced by the APSC Field Training Manual;
- c. satisfactory completion of a minimum of 230 classroom hours of basic police training; and
- d. satisfactory completion of a minimum of 24 classroom hours of Alaska Criminal Code training.

For the purpose of basic certification, the Alaska Police Standards Council will recognize that a minimum of twenty (20) years of successful federal, state, or municipal police service will be accepted in lieu of the basic police training required by the Council.

80-3

Only training classes longer than 8 hours must be certified by the Council. Training credit for courses of less than 8 hours will be granted if substantiated by APSC Form F-6, "Notice of Course Completion" or other verification.

VIII-3

80-2

Instructors who are currently certified or licensed by the Federal Government or any state need not be certified by the Council to teach police officers in the subject for which they are licensed or certified. A copy of the license or certification must be furnished to the Council before their credentials will be recognized. Employees of the F.B.I. designated by the Bureau as instructors are recognized by the Council as meeting the required standards.

VIII-4

80-1

Only employment as a full-time, paid police officer with a police department will be considered toward cumulative police experience for intermediate and advanced certification.

VIII-5

79-3

No training credit will be granted for successful completion of more than one basic police training program toward any level of certification. If an applicant has attended more than one such course, credit will be granted only for the program with the most hours.

VIII-6

79-2

Law enforcement training received from the U.S. military services may be granted toward intermediate and advanced certification if it is verified or documented in APSC files. A curriculum must be furnished to the Council so the proper credit can be established. No law enforcement training received from the U.S. military services is acceptable to replace or supplement the APSC basic police training program.

VIII-7

79-1

Forty training hours will be granted for successful completion of the APSC field training program.

Eighty training hours will be granted for a nationally recognized field training program which substantially exceeds Alaska's required minimum.

VIII-8

77-5

A current first aid card or the equivalent is not required for certification above the basic level.

VIII-9

77-4

Continuing Education Units (C.E.U.'s granted by the college) will be treated as training hours if they are law enforcement-related subjects. Continuing Education Units received in other than law enforcement-related subjects receive no credit.

VIII-10

77-3

Training credit will be granted for courses given by organizations recognized by the Council outside Alaska without certification.

VIII-11

77-2

No college credit will be granted for successful completion of any basic police training program attended after January 1, 1978 toward intermediate or advanced certification, whether a college grants such credit or not. Credits granted by a college may apply toward a degree which, when granted, will be recognized by the Council.

VIII-12

77-1

Training credit will not be granted for courses attended in Alaska after January 1, 1978 that have not been certified by the Council, unless they fall within Policy 80-3.

VIII-13

76-6

Only full-time police officers, employed by the state or a municipal police department, will be considered for certification at any level.

VIII-14

76-5

No credit will be granted as either college education or training for attendance at a technical or trade school or college unless the program relates directly to law enforcement.

VIII-15

76-4

College credit will be granted upon request for successful completion of:

- a. FBI National Academy 15 credits
- b. Southern Police Institute 15 credits
- c. N.U.T.I. (long course) 15 credits

VIII-16

76-3

Neither college credit nor training credit will be granted for college courses audited.

VIII-17

76-2

Forty hours of field training (APSC Field Training Manual) are not required for certification of an officer continuously employed by the same Alaska police agency since before July 7, 1972.

VIII-18

76-1

All training received and claimed toward any level of APSC certification must be documented or otherwise verified in APSC files before training credit will be granted.

VIII-19

FORM INDEX

- F-1 Form Order Blank
- F-2A Health Questionnaire
- F-2B Medical Examination Report
- F-3 Personal History Statement
- F-4 Personnel Action Form
- F-5 Application to Attend Basic Training
- F-6 Notice of Course Completion
- F-7 Application for Award of Certificate
- F-8 Individual Record Inspection (APSC Use Only)
- F-9 Application for Instructor Certificate
- F-10 Department Training Record
- F-12 Notice of Certification Action (APSC Use Only)
- F-13 Department Qualification Appraisal Guide
- F-20 Application for Certification of Course

CERTIFICATES

- Basic Certificate
- Intermediate Certificate
- Advanced Certificate
- Instructor Certificate
- Village Police Officer Certificate
- Village Public Safety Officer Certificate
- Certificate of Attendance

**ALASKA POLICE STANDARDS COUNCIL
FORM ORDER BLANK**

F-1

Alaska Police Standards Council
Pouch N
Juneau, Alaska
99811

Please supply this office with copies of Alaska Police Standards Council forms as indicated below:

Number of Copies	Form Number	
_____	F - 1	Form Order Blank
_____	F - 2A	Health Questionnaire
_____	F - 2B	Medical Examination Report
_____	F - 3	Personal History Statement
_____	F - 4	Personnel Action Form
_____	F - 5	Application to Attend Basic Training
_____	F - 6	Notice of Course Completion
_____	F - 7	Application for Award of Certificate
_____	F - 8	Individual Record Inspection
_____	F - 9	Application for Instructor Certificate
_____	F - 10	Department Training Record
_____	F - 13	Department Qualification Appraisal Guide
_____	F - 20	Application for Certification of Course
_____	F - 21 to 24	Field Training Manual
NOTE:		The Field Training Manual is supplied on receipt by the Council of completed F-4, Personnel Action Form, for a new recruit.
Signature		Date
Department		
Address		

CONTINUED

1 OF 2

ALASKA POLICE
STANDARDS COUNCIL
Pouch N
Juneau, Alaska 99811

HEALTH QUESTIONNAIRE

This box to be completed by the Hiring Agency:

Name: _____ You are to report to: _____
First Middle Last

Address: _____ at _____ o'clock _____
Mo. Day Yr.

With this questionnaire completed.

TO THE APPLICANT:
Minimum medical standards are required by State law. Your cooperation in filling in this questionnaire as completely as possible will expedite the evaluation and avoid delay.

Instructions to Candidate: Complete this form prior to your physical examination and give it to the examining physician at the time of examination...Answer all questions completely and accurately.

Candidate's Name (Last, First, Middle)		Address	
Date of Birth	Age	Current Occupation	

SECTION A HAVE YOU EVER OR DO YOU NOW HAVE ANY OF THE FOLLOWING? FOR "YES" ANSWERS, SUPPLY FULL DETAILS IN SECTION "B" ON THE REVERSE SIDE. IF THE CONDITION REQUIRED HOSPITALIZATION, CHECK THE CORRESPONDING BOX.

CONDITION	NO	YES	HOSP	CONDITION	NO	YES	HOSP
1. HEAD INJURY				24. SENSITIVITY TO DUST			
2. BACK TROUBLE OR BACK PAIN				25. OTHER ALLERGIES			
3. ANY DEFECT OF BONES OR JOINTS INCLUDING AMPUTATIONS, DISLOCATIONS, BROKEN BONES				26. FREQUENT COLDS			
4. LAMENESS				27. CANCER OR MALIGNANCY			
5. RHEUMATISM OR ARTHRITIS				28. TUMOR, GROWTH, OR CYST			
6. TRICK OR LOCKED KNEE / KNEE INJURY				29. ANY COMPLICATIONS FROM CHILDHOOD DISEASES			
7. FOOT TROUBLE				30. POLIO			
8. EYE INJURY, SURGERY, DISEASE				31. RHEUMATIC FEVER			
9. HAVE YOU EVER WORN GLASSES / CONTACT LENSES				32. HEART TROUBLE, INCLUDING CIRCULATORY			
10. HARD OF HEARING OR HEARING PROBLEMS				33. HIGH OR LOW BLOOD PRESSURE			
11. WORN A HEARING AID				34. VARICOSE VEINS			
12. HEADACHES				35. PERNICIOUS ANEMIA, LEUKEMIA, OR OTHER BLOOD DISORDER OR AILMENT			
13. MENTAL ILLNESS OR NERVOUS BREAKDOWN				36. HEPATITIS, JAUNDICE, OR OTHER LIVER AILMENT			
14. ADDICTION TO DRUGS OR ALCOHOL				37. DIABETES OR SUGAR IN URINE			
15. FAINTING OR DIZZY SPELLS				38. ULCERS OR OTHER STOMACH TROUBLE			
16. EPILEPSY OR FITS				39. COLITIS			
17. ANY DISORDER OF THE NERVOUS SYSTEM				40. GALL BLADDER TROUBLE			
18. TUBERCULOSIS OR OTHER LUNG TROUBLE				41. KIDNEY OR BLADDER TROUBLE			
19. SHORTNESS OF BREATH				42. PILES OR HEMORRHOIDS			
20. ASTHMA				43. RUPTURE OR HERNIA			
21. BRONCHITIS				44. MONONUCLEOSIS			
22. POISON OAK OR POISON IVY				45.			
23. SKIN TROUBLE							
46. HAVE YOU EVER HAD OR BEEN ADVISED TO HAVE AN OPERATION? (IF "YES", GIVE THE NATURE AND DATE(S) OF OPERATION(S):						NO	YES
47A. HAVE YOU EVER BEEN A PATIENT (COMMITTED OR VOLUNTARY) IN A MENTAL HOSPITAL? (IF "YES", GIVE REASON(S), DATE(S), AND PLACE(S):							
47B. HAVE YOU EVER VISITED A PSYCHIATRIST, PSYCHOLOGIST OR MEDICAL DOCTOR FOR MENTAL OR EMOTIONAL REASONS (IF "YES", GIVE DATE(S), PLACE(S), REASON(S), AND NAME OF DOCTOR):							

MEDICAL EXAMINATION REPORT
To Be Completed by a Licensed Physician or Surgeon

F-2B

INSTRUCTIONS TO EXAMINING PHYSICIAN: Please review Health Questionnaire before examining the candidate. Do not forward this report until lab results are received. Use Section 24 for explanation of details, if necessary.

	NO	YES
48. HAVE YOU HAD ANY OTHER ILLNESS, INJURY OR PHYSICAL CONDITION NOT NAMED ABOVE, OTHER THAN CHILDHOOD DISEASES OR MINOR ILLNESSES? IF "YES", EXPLAIN		
49. HAVE YOU HAD AN INJURY WITHIN THE LAST 5 YEARS WHICH CAUSED YOU TO LOSE TIME FROM WORK?		
50. HAVE YOU EVER BEEN DENIED EMPLOYMENT OR INSURANCE FOR MEDICAL REASONS?		
51. HAVE YOU BEEN DEFERRED FROM MILITARY SERVICE FOR EMOTIONAL OR HEALTH REASONS?		
52. HAVE YOU EVER BEEN DISCHARGED OR RELEASED FROM EMPLOYMENT OR FROM THE ARMED FORCES FOR MEDICAL OR EMOTIONAL REASONS?		
53. HAVE YOU EVER RECEIVED OR APPLIED FOR A PENSION OR COMPENSATION FOR DISABILITY OR INJURY?		
54. ARE YOU PRESENTLY UNDER A DOCTOR'S CARE FOR ANY CONDITION?		
55. HAVE YOU TAKEN MEDICATION IN THE LAST 12 MONTHS FOR ANY REASON? IF "YES", EXPLAIN:		
56. DO YOU HAVE OR HAVE YOU EVER HAD ANY PHYSICAL, EMOTIONAL OR MENTAL LIMITATIONS? IF "YES", EXPLAIN:		

PHYSICIAN'S CONSULTED (For above item checked "Yes", identify item No.)

ITEM	PHYSICIAN'S NAME	ADDRESS (no., st., city, state)

SECTION B WRITE YOUR OWN ACCOUNT AND EXPLAIN ALL ITEMS ANSWERED "YES" IN THIS QUESTIONNAIRE; IDENTIFY ITEM NUMBER. INCLUDE DIAGNOSIS, DATE OF ONSET, AND YOUR PRESENT CONDITION. CONTINUE ON 8 1/2 x 11 SHEETS OF PAPER AND ATTACH.

ITEM

PENALTY

ANY FALSIFICATION, WITHHOLDING OR FAILURE TO ANSWER ALL QUESTIONS COMPLETELY AND ACCURATELY MAY CAUSE FORFEITURE OF ALL RIGHTS TO THIS EMPLOYMENT.

I certify under the penalty of PERJURY that the foregoing is true and accurate to the best of my knowledge.

Done at _____, Alaska on the _____ day of _____, 19____

SWORN TO AND SUBSCRIBED before me this _____ day of _____

Applicant

_____, 19____

Notary Public In and for Alaska

My Commission Expires: _____

1. Name (Last, First, Middle)		Birth Date (Mo., Day, Yr.)	
3. Height (without shoes)	4. Weight (without shoes and coat)	5. Chest Girth (Expiration)	6. Abdomen Girth
7. Visual Acuity (If applicant wears glasses, test and record acuity both with and without glasses)			
a. Without glasses R20/ _____ L20/ _____		B20/ _____ c. Depth perception _____	
b. With glasses R20/ _____ L20/ _____		B20/ _____ d. Color perception _____	
e. Pupils: Equal _____		Reaction _____	
f. Eye Grounds: _____			
g. Form Fields of Vision (Temporal): Right eye _____ Left eye _____ Each eye on Zero Line (record degrees of temporal fields obtained by instrumentation or confrontation in spaces above and on diagram below)			
h. Evidence of Suppression _____ Note any abnormality			
8. HEARING (Whispered conversation at 15 ft. considered normal)			
RIGHT 15/ _____	HEARING AID USED		DRUM PERFORATION OR DRAINAGE
LEFT 15/ _____	NO	YES	NO YES
NOTE ANY ABNORMALITY			
9. Head (Note any defect, disease, or injury involving eyes, ears, nose, mouth, throat)			10. Dentistry Recommended
			NO YES
11. Lungs	12. Date Chest X-ray Taken	13. Chest X-ray normal	
		No Yes (Report may be attached)	
14. CARDIO VASCULAR SYSTEM			
TYPE OF ACTION	BLOOD PRESSURE	PULSE RATE	SOUNDS RHYTHM
A. AT REST	/		
B. AFTER MODERATE EXERCISE			
C. TWO MINUTES AFTER EXERCISE	/		
D. CIRCULATION TO EXTREMITIES	E. NOTE ANY ABNORMALITY		
15. NERVOUS SYSTEM (describe any pathology or abnormal reflexes)			
16. ABDOMEN		17. RECTAL	
MASSES		FISSURE	
TENDERNESS		FISTULA	
HERNIA		HEMORRHOIDS	
18. GENITO-URINARY SYSTEM (note any abnormalities)			

PERSONAL HISTORY STATEMENT

GENERAL INSTRUCTIONS:										
1. Last Name								First Name	Middle Name	2. Male <input type="checkbox"/> Female <input type="checkbox"/>
3. Alias(es), Nickname(s), Maiden Name, Other Changes in Name							Social Security Number			
4. Present Residence Address					Street or RFD	/	City or Post Office	/	State	Zip Code
5. Date of Birth (Month, Day, Year)				Place of Birth (City, County, State)			Attach photostatic copy of birth certificate or baptismal certificate			
6. Height	Weight	Color of Eyes	Color of Hair	Scars, Physical Defects, Distinguishing Marks						
7. U.S. Citizen	Native Born Yes <input type="checkbox"/> No <input type="checkbox"/>	Naturalized, Certificate No.	Date, Place, and Court							
8. Marital Status: Married <input type="checkbox"/> Single <input type="checkbox"/> Engaged <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/>										
Name of Fiancée (If applicable)					Address (Street, City, State)					
Information concerning marriages:							Spouse's Social Security Number:			
When		Where		Who Officiated		Spouse's Name (Wife's Maiden Name)				
Name and present address of spouse(s) if divorced or separated:										
Name					Address					
Name					Address					
9. If ever separated, annulled, or divorced, indicate below the following information:										
Separated, Annulled or Divorced (State Which)	Date of Order Or Decree	By Whom			Where Issued (Court & State)	Offending Party As Decreed By Law	Reason			
10. Children and Dependents:										
A. List all of your children, including stepchildren and adopted ones, and give the following information:										
Name	Birth		Residence			Supported By Whom				
	Date	Place	Address	With Whom						
B. Other dependents. If you claim income tax exemptions for support of dependents other than spouse and children, provide the following information:										
Name					Address		Relationship	Percent Support Provided		

19. MUSCULO SKELETAL				
<i>(Test by bending, stooping, squatting, also by head, arm, leg, and finger motions)</i>				
A. SPINE	MOBILITY	SYMMETRY	POSTURE	X-RAY RECOMMENDED <input type="checkbox"/> No <input type="checkbox"/> Yes
B. UPPER EXTREMITIES	LIMITED FUNCTION	MISSING PARTS		
C. LOWER EXTREMITIES	LIMITED FUNCTION	MISSING PARTS		
20. SKIN (Scars, varicosities, disease, abnormalities — nature and severity)				
21. LABORATORY (Report May Be Attached)				
A. URINALYSIS	SP. GRAVITY	ALB.	SUGAR	MICROSCOPIC
B. SEROLOGY (VDRL)	<input type="checkbox"/> POSITIVE	<input type="checkbox"/> NEGATIVE	<input type="checkbox"/> NON-REACTIVE	BLOOD TYPE
22. Are there any conditions, physical, mental or emotional which, in your opinion, suggest further examination?		23. Do you have any reservations about this candidate's ability to physically and mentally perform the duties of a police officer?		
<input type="checkbox"/> No <input type="checkbox"/> Yes (Explain in 24 below)		<input type="checkbox"/> No <input type="checkbox"/> Yes (Explain in 24 below)		
24. SUMMARY / COMMENTS				
SPECIAL INSTRUCTIONS:				
PHYSICIAN'S SIGNATURE			NAME AND ADDRESS OF PHYSICIAN (Print or Type)	
DATE				

11. Military Status:
 Have you served in the U.S. Armed Forces? Yes No If Yes, Serial Number _____; Type of Discharge _____

A. While in the military, were you ever arrested for an offense which resulted in a trial by court-martial or by summary, special or general court-martial?
 Yes No
 If yes, give date, place, law enforcing authority or type of court or court-martial, charge and action taken for each incident, using separate sheet to record this information.

B. Are you presently a member of the U.S. Reserve or National or State Guard organization?
 Yes No If yes, complete the following:

Grade and Service No.	Service and Component
Organization and Station or Unit and Location	Active <input type="checkbox"/> Inactive <input type="checkbox"/> Standby <input type="checkbox"/>

Indicate Reserve Obligation if any: _____

12. Selective Service:

Selective Service No.	Last Classification	Date Classified
Local Board Address		

13. Education:

A. List all high schools attended. Attach diploma or certificate of graduation.

Name	Location	Dates Attended	Years Completed	Graduated	
				Yes	No

B. Higher education. List information below for all colleges or universities attended. Attach transcript or diploma from all institutions of higher education attended.

Name and Location of College or University	Dates Attended		Credit Hours		Degree Rec'd	Year Rec'd
	From	To	Semester	Quarter		

Major and Minor College Courses _____

C. Other schools or training (trade, vocational, business, or military). Give for each the name and location of school, dates attended, subjects studied, certificate, and any other pertinent data.

14. Foreign Language: Enter foreign language and indicate your knowledge of each by placing "X" in proper column.

Language	Reading			Speaking			Understanding			Writing		
	Exc.	Good	Fair	Exc.	Good	Fair	Exc.	Good	Fair	Exc.	Good	Fair

15. Special Qualifications and Skills:

A. Indicate type of special license such as pilot, radio operator, etc., showing licensing authority where the license was first issued, and date current license expires. (Except vehicle operator's license).

B. Special skills you possess and machines and equipment you can use. (For example, short wave radio, multilith, comptometer, key punch, turret lathe, transcribing machine, scientific or professional devices.)

C. Approximate number of words per minute: Typing _____ Shorthand _____

D. Special qualifications not covered in application. (For example, your most important publications (do not submit copies unless requested); your patents or inventions; public speaking and publications experience; membership in professional or scientific societies, etc.; and honors and fellowships received.)

16. Vehicle Operator's License (Driver's, Chauffeur's, etc.). Give the following information concerning any vehicle operator's license you have held or now hold:

Kind of License	Place of Issue	Date of Expiration	Restrictions

Have you ever been denied issuance of a license or have you ever had a license suspended or revoked? Yes No
 Explain fully _____

Have you ever had automobile insurance withdrawn or revoked or have you ever been refused automobile insurance? Yes No
 If yes, give details, including reasons, names of companies, dates, etc. _____

Give name and address of the insurance company with whom you now have automobile insurance. _____

Policy coverage. _____

17. Family:

List in the order given, showing relationship, parents, guardians, stepparents, foster parents, parents-in-law, brothers, and sisters. Include any others you have resided with or whom a close relationship existed or exists.

Relationship	Name	Present Address if Living
Father		
Mother (Maiden Name)		

If any person listed above is not a U.S. citizen by birth, give the date and place of his birth, the date and port of entry, alien registration number, naturalization certificate number, and place of issuance.

18. EMPLOYMENT: Begin with your most recent job and list your work history for the past TEN years, including part-time, temporary or seasonal employment, and all periods of unemployment.

From Date	Name and Address of Employer	Why would you leave?	Job Title
To Date		Description of Your Duties	
Salary		Name of Supervisor	Name of Co-worker

From Date	Name and Address of Employer	Why did you leave?	Job Title
To Date	Description of Your Duties		
Salary	Name of Supervisor	Name of Co-worker	
From Date	Name and Address of Employer	Why did you leave?	Job Title
To Date	Description of Your Duties		
Salary	Name of Supervisor	Name of Co-worker	
From Date	Name and Address of Employer	Why did you leave?	Job Title
To Date	Description of Your Duties		
Salary	Name of Supervisor	Name of Co-worker	
From Date	Name and Address of Employer	Why did you leave?	Job Title
To Date	Description of Your Duties		
Salary	Name of Supervisor	Name of Co-worker	
From Date	Name and Address of Employer	Why did you leave?	Job Title
To Date	Description of Your Duties		
Salary	Name of Supervisor	Name of Co-worker	
From Date	Name and Address of Employer	Why did you leave?	Job Title
To Date	Description of Your Duties		
Salary	Name of Supervisor	Name of Co-worker	
Have you ever been discharged, asked to resign, furloughed, put on inactive status for cause, or subjected to disciplinary action while in any position (except military)? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, state circumstances. _____ _____ _____			
Have you ever resigned (quit) after being informed your employer intended to discharge (fire) you for any reason? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, explain, giving name and address of employer, approximate date, and reasons in each case. _____ _____ _____			

19. Financial Status:

A. Resources

Income from any source other than your principal occupation? Yes No How much? _____
 How often? _____ The source? _____

Do you own any real property? Yes No Value: \$ _____
 Location _____

Insurance coverage and amount of premium? _____

Amount of mortgage? _____ Amount and frequency of payments: _____

Mortgage holder: _____

Do you own any bonds, government or other? Yes No Value: \$ _____

Do you own any stock? Yes No Value: \$ _____

Do you have a bank account? Savings Checking Approximate amount: \$ _____
 Name of Bank _____

B. Obligations

Give names and addresses of the individuals, companies, or others to whom you are indebted and the extent of your debt (including any loans on which you are co-maker).

Name and address of creditor	Kind of debt	Amount

20. Arrest, Detention, and Litigation: (Show all arrests including juvenile and traffic. (Except parking))

A. Have you ever been arrested or detained by a law enforcement agency? Yes No

B. Have you (or your spouse) been involved in any court action, CIVIL or CRIMINAL? Include all traffic violations in this state or elsewhere. Yes No

C. Have you ever been fingerprinted for any reason (arrest, job applicant, etc.)? Yes No

If the answer to any of the above questions is YES, list below the date, place, and full details of each incident.

21. Health Record and Insurance:

A. Health record. List the following concerning all illnesses for which you received medical treatment during the last 5 years.

Number of Days	Illness or Operation	Month and Year	Name and Address of Physician

Number of days you have been ill during the past 5 years in addition to that listed above. _____

Have you ever been examined or treated for any mental or emotional disorder? Yes No If Yes, by whom, address, and date: _____

Has any member of your family ever had, or been tested for a nervous or mental disorder? Yes No If yes; Name and Relationship _____

Have you any physical handicap, chronic disease, or disability? Yes No

Have you ever had a nervous breakdown? Yes No Have you ever had tuberculosis? Yes No

Do you use, or have you ever used, any habit forming drugs, including alcohol? Yes No

If the answer to any of the above questions is YES, list full details below, including relationship of any persons involved.

B. Insurance. Indicate all insurance policies issued in your name (life, health, mortgage, etc.).

Type	Name and Address of Company	Date of Issue
At Time of Issue - Your Age:	Amount of Premium	Percentage of Premium You Pay
Residence:		
Type	Name and Address of Company	Date of Issue
At Time of Issue - Your Age:	Amount of Premium	Percentage of Premium You Pay
Residence:		
Type	Name and Address of Company	Date of Issue
At Time of Issue - Your Age:	Amount of Premium	Percentage of Premium You Pay
Residence:		
Type	Name and Address of Company	Date of Issue
At Time of Issue - Your Age:	Amount of Premium	Percentage of Premium You Pay

Were you ever rejected as an applicant for any insurance? Yes No If yes, explain below.

Reason Rejected	By Whom (Name and Address)	Date

22. Residences: List all residences for the past 10 years, beginning with your present address.

Month and Year		Street and Number	City	State or Country
From	To			

23. References:
CREDIT AND CHARACTER REFERENCES (do not include relatives, former employers, or persons living outside the United States or its Territories). List only character references who have definite knowledge of your qualifications and fitness for the position for which you are applying. Do not repeat names of supervisors. List 3 credit and 3 character references.

Name	Years Known	Address (Business address preferred)		
		Street	City	State
CREDIT				
CHARACTER				

24. Foreign Travel: Exclude trips less than 30 days to Canada or Mexico AND foreign travel as a direct result of U.S. military duties.

Dates		Country Visited	Purpose of Travel
From	To		

25. Past and / or Present Membership in Organizations:

Name and Address	Type (Social, Fraternal, Professional, Etc.)	Office Held	Membership	
			From	To

26. Hobbies and Sports:

Name	Length of Participation	Level of Proficiency

27. Subversive Organizations:

Yes	No	
		Are you now or have you ever been a member of the Communist party U.S.A. or any Communist organization(s) anywhere?
		Are you now or have you ever been a member of a Fascist organization?
		Are you now or have you ever been a member of any organization, association, movement, group or combination of persons which advocates the overthrow of our constitutional form of government, or which has adopted the policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the Constitution of the United States or which seeks to alter the form of government of the United States by unconstitutional means?
		Are you now or have you ever been affiliated or associated with any organization of the type described above, as an agent, official, or employee?
		Are you now associating with, or have you associated with any individuals, including relatives, who you know or have reason to believe are or have been members of any of the organizations identified above?
		Have you ever been engaged in any of the following activities of any organization described above: Contribution(s) to, attendance at or participation in any organizational, social, or other activities of said organizations or of any projects sponsored by them; the sale, gift, or distribution of any written, printed, or other matter, prepared, reproduced, or published, by them or any of their agents or instrumentalities?

If YES to any of the answers above, describe the circumstances. Attach additional sheets for a full detailed statement. If associated with any of these organizations, specify nature and extent of association with each, including office or position held, also include dates, places, and credentials now or formerly held. If associations have been with individuals who are members of these organizations, then list the individuals and the organizations with which they were or are affiliated.

28. Are there any incidents in your life not mentioned herein which may reflect upon your suitability to perform the duties which you may be assigned or which might require further explanation? Yes No If YES, Give details

29. Have you ever applied for a position with any other governmental agency? Yes No If so, give details.

30. Remarks:

I authorize release of all information pertaining to me from the records of credit bureaus, educational institutions, military services, law enforcement agencies and present and past employers, to my prospective employer and the Alaska Police Standards Council.

I further agree and consent in advance to being summarily discharged without cause or hearing if any of the above information contains any misrepresentation or falsification or if any material information has been omitted.

I certify under penalty of PERJURY that the foregoing is true and accurate to the best of my knowledge.

Done at _____, Alaska on the _____ day of _____, 19____

Applicant _____ SWORN TO AND SUBSCRIBED before me
 this _____ day of _____, 19____

Notary Public In and for Alaska
 My Commission Expires: _____

ALASKA POLICE STANDARDS COUNCIL
 Pouch N
 Juneau, Alaska 99811

F-4

PERSONNEL ACTION

Name (Last, First, Middle)		Date of Birth	
Address (Street or P. O. Box)		City	State
Agency		Rank	Zip Code

Please provide information requested for action being reported; send form to the APSC within 30 days of action. Use back of form if necessary. Upon receipt of F-4 for a new employee, the APSC will forward the agency a Field Training Manual for that officer, if appropriate.

PERSONNEL ACTION

New employee / Rehire Social Security # _____ Effective Date: _____
 Rejected applicant Reason _____
 Promotion From _____
 Demotion From _____
 Termination Reason _____

IF TERMINATED...
 Would you rehire? No* Yes
 Do you recommend de-certification? No Yes* *Please explain on back of form

IF NEW OR REHIRED EMPLOYEE...
 Education: High School College: credit hours (approx) _____
 GED Major _____ Degree, if any _____
 Former place of employment: _____
 Occupation: _____

Police Officer experience: (Note "none" if applicable.)

Agency	State	Dates
_____	_____	_____
_____	_____	_____

Prior basic police training: (Note "none" if applicable.)
 School / academy _____ Dates _____
 Location _____ No. of hours _____

Police certification(s) held: Basic Intermediate Advanced Other: _____
 From which state? _____

Signature of reporting official _____ Date _____

Personnel and training records maintained by the APSC depend on the regular use of this form by all agencies. The information concerning rejected applicants and terminations is of particular value to all departments in the state and may be made available to requesting police departments.

APSC use:
 Officer no. _____
 FTM mailed _____

APPLICATION FOR (please check one)

- MUNICIPAL POLICE ACADEMY
- ANCHORAGE PD RECRUIT ACADEMY

Name of Applicant		Agency	
Agency Address		Zip	
Date of Birth:	Vehicle Operator's License Number: Expiration Date:		
Height	Weight	Date of Last Physical Examination: (Attendance at MPA requires a physical examination within 12 months prior to onset of academy if age 35 or under — 6 months if over 35)	
Date of Hire:	Limitations Indicated by Physical Exam:		
Rank:	Current Assignment:		
Previous Basic Police Training			

IF NOT ALREADY SENT TO APSC, THE FOLLOWING DOCUMENTS MUST ACCOMPANY THIS APPLICATION:
a. Medical Examination Report (F-2B) b. Health Questionnaire (F-2A) c. Personal History Statement (F-3) d. Criminal Record, If any
e. Psychological Examination report, when examination is mandatory

APPLICANT Have you ever been convicted of: 1) a firearms violation? <input type="checkbox"/> Yes <input type="checkbox"/> No 2) a crime which is classified as a felony in the state or jurisdiction where it was committed or which would prevent the legal ownership or possession of a firearm? <input type="checkbox"/> Yes <input type="checkbox"/> No I release the sponsoring agency and other departments officially connected or associated with this training program from liability in case of illness or accident. I certify under penalty PERJURY that the foregoing is true and accurate to the best of my knowledge. Done at _____, Alaska on the _____ day of _____, 19____ Applicant _____ SWORN TO AND SUBSCRIBED before me this _____ day of _____, 19____ _____ Notary Public in and for Alaska My Commission Expires: _____	
DEPARTMENT HEAD I certify that this applicant has met the minimum employment standards required in 13 AAC 85.010 and approve this application. _____ Department Head _____ Title _____ _____ Date _____	

APSC use: Approved

Academy use: Approved

ALASKA POLICE STANDARDS COUNCIL
NOTICE OF COURSE COMPLETION

Sponsoring Department/Agency				
Address				
Course Title			Location	
Date(s)		Total Class Hours		Course Certified by APSC? () Yes () No
This is to certify that the below-named officers have successfully completed the above-described course.				
Signature of School Director/Coordinator				Date
Student Name	Rank	Department/Agency	Pre-test Score	Final Score

ALASKA POLICE STANDARDS COUNCIL
Pouch N • Juneau, Alaska 99811
Phone 465-4378

IMPORTANT
Refer to instruction on
Reverse Side.

F-7

APPLICATION FOR CERTIFICATION

(Please Type) 1 CHECK ONE: Basic Intermediate Advanced

2 Name (Last, First, Middle)		3. Title	4. Social Security Number	5. Date of Birth	6. Sex
7 Address (Street, City, Zip)		8. Department	9. Height	10. Weight	11. Hair 12. Eyes 13. Race

POLICE EXPERIENCE (If more space is needed, use reverse side)

14. Department	Address	15. Dates of Employment From - To List Present First	16. Highest Rank

POLICE TRAINING (If more space is needed, use reverse side)

17 Course	Sponsor	18. Course Hours	19. Date Completed

Have you successfully completed the APSC Field Training Program? _____ Date: _____ Place: _____

20. Do you possess a valid Standard American Red Cross First Aid Card? _____ or APSC Equivalent Course? _____

ACADEMIC EDUCATION (Provide Transcript if Application is for Intermediate or Advanced Certificate.)

21. High School	Location	Date Attended	Diploma	GED	State

22. College	Location	Major	Date Attended	Credit Hours or Degree Semester or Quarter

23. Have you ever been arrested for any offense other than minor traffic? _____ Have you ever been discharged, asked to resign, or involuntarily terminated, from employment? _____ If answer is YES to either question, show date, disposition, reason and by whom on the rear of this application form.

24. I attest that I am a citizen of the United States or a resident alien who has demonstrated intent to become a citizen. I have read and subscribe to the Law Enforcement Code of Ethics. I have been employed full-time for the past twelve months with my present employer.

I certify under penalty of PERJURY that the foregoing is true and accurate to the best of my knowledge.

Done at _____, Alaska on the _____ day of _____, 19__

Applicant _____ this _____ day of _____, 19__

SWORN TO AND SUBSCRIBED before me

Notary Public in and for Alaska

My Commission Expires: _____

RECOMMENDATION

It is recommended that the above applicant be certified. I certify under penalty of perjury that the applicant has complied with the minimum standards established pursuant to AS 18.65.240, is of good moral character and is worthy of certification. My opinion is based upon personal knowledge or inquiry and the personnel records of this jurisdiction substantiate the recommendation.

Department Head Signature

Date

OFFICIAL USE				
26. Fingerprint Check Date	27. Type Certificate	28. Approved	29. Date Mailed	30. Index by

ADDITIONAL INFORMATION OR COMMENTS

32.

INSTRUCTIONS

- | | |
|---|--|
| 1. Mark X in appropriate space. | 18. Show actual length IN HOURS of courses listed in 17 above. |
| 2. Full name — PRINTED. | 19. Show month-day-year the courses listed in 17 above were completed. |
| 3. Rank held at time of application. | 20. If you have completed the field training program, indicate date and with which department. Standard First Aid Card is requirement for basic certificate. If you indicate an equivalent course describe under comments above. |
| 4. Social Security Number — Double check for accuracy. | 21. Indicate name of high school, city where it is located, dates you attended and whether you graduated or obtained an equivalency certificate. Only certificates recognized by the Alaska State Board of Education will be acceptable. Indicate state where G.E.D. (Equivalency) certificate was issued. |
| 5. Month-Day-Year of birth. | 22. List all institutions of Higher Education you have attended. All education you claim must be supported by copies of transcripts, diplomas, or other verifying documents attached to this application, if application is for the Intermediate or advanced certificate. |
| 6. Mark whether male (m) or female (f). | 23. Answer the questions yes or no. If yes, explain under comments above. |
| 7. Complete home address including zip and apt. no. if appropriate. | 24. Applicant signs after he/she has read and found the information in the application to be true. |
| 8. Employing Police Department. | 25. Department head signs after he has verified the information in application. CITY ADMINISTRATOR OR MAYOR MUST SIGN FOR CHIEF OF POLICE. |
| 9. Height in feet and inches. | 26. - 30. APSC office use only. |
| 10. Exact weight | 32. To be used by applicant when more space is needed for information or comments. |
| 11. Natural hair color | |
| 12. Natural eye color | |
| 13. Race (Caucasian, Japanese, Indian, Mexican, Negro, Chinese, etc.). | |
| 14. List in chronological order each police department you have been employed with and address. | |
| 15. Show beginning and ending date for each job listed in 14 above. | |
| 16. Indicate highest rank attained in each department listed in 14 above. | |
| 17. List each police training course completed, name of school and sponsoring agency | |

ALASKA POLICE STANDARDS COUNCIL
Pouch N
Juneau, Alaska 99811

**ALASKA POLICE STANDARDS COUNCIL
INDIVIDUAL RECORD INSPECTION**

F-8

Name of Officer		Date																																																									
Department		Location of Personnel File																																																									
<p>Personnel File Contains the Following:</p> <table border="0"> <thead> <tr> <th>YES</th> <th>NO</th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Personnel Action Form (hiring date) (F-4)</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Birth Certificate or Naturalization Papers</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Fingerprint Card - Returned from FBI</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Fingerprint Card - Returned from DPS R&I</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Questionable Arrests/Convictions</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Alaska Drivers License Number _____ in File</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Personal History Investigation Report</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Personal History Statement (F-3)</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>High School Diploma</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>GED or Equivalent</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>College Transcript</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>College Diploma - Degree _____</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Health Questionnaire (F-2A)</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Medical Examination Report (F-2B)</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Oral Interview Report</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Psychological Examination Report When Mandatory</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Training Record (F-10)</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>APSC Certification: Basic _____ Intermediate _____ Advanced _____</td> </tr> </tbody> </table>			YES	NO		<input type="checkbox"/>	<input type="checkbox"/>	Personnel Action Form (hiring date) (F-4)	<input type="checkbox"/>	<input type="checkbox"/>	Birth Certificate or Naturalization Papers	<input type="checkbox"/>	<input type="checkbox"/>	Fingerprint Card - Returned from FBI	<input type="checkbox"/>	<input type="checkbox"/>	Fingerprint Card - Returned from DPS R&I	<input type="checkbox"/>	<input type="checkbox"/>	Questionable Arrests/Convictions	<input type="checkbox"/>	<input type="checkbox"/>	Alaska Drivers License Number _____ in File	<input type="checkbox"/>	<input type="checkbox"/>	Personal History Investigation Report	<input type="checkbox"/>	<input type="checkbox"/>	Personal History Statement (F-3)	<input type="checkbox"/>	<input type="checkbox"/>	High School Diploma	<input type="checkbox"/>	<input type="checkbox"/>	GED or Equivalent	<input type="checkbox"/>	<input type="checkbox"/>	College Transcript	<input type="checkbox"/>	<input type="checkbox"/>	College Diploma - Degree _____	<input type="checkbox"/>	<input type="checkbox"/>	Health Questionnaire (F-2A)	<input type="checkbox"/>	<input type="checkbox"/>	Medical Examination Report (F-2B)	<input type="checkbox"/>	<input type="checkbox"/>	Oral Interview Report	<input type="checkbox"/>	<input type="checkbox"/>	Psychological Examination Report When Mandatory	<input type="checkbox"/>	<input type="checkbox"/>	Training Record (F-10)	<input type="checkbox"/>	<input type="checkbox"/>	APSC Certification: Basic _____ Intermediate _____ Advanced _____
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Remarks/Additional Information																																																											
Record Inspection Conducted By	Date																																																										

APSC INSTRUCTOR CERTIFICATE APPLICATION

F-9

Alaska Police Standards Council
Pouch N
Juneau, Alaska 99811

See Back of Form for Instructions and Requirements
NOTE: Continue on another sheet of paper if you need more space.

Name (Last, First, Middle)		Certification Requested: <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary		For Type of Instruction: <input type="checkbox"/> Police <input type="checkbox"/> General	
Address				Social Security Number	
City		State		Zip Code	
				Phone (Business)	
A. PROFESSIONAL EXPERIENCE	Agency (List Present Employer First)		Address/Location		Dates Employed
					To From
	1.				
	2.				
	3.				
4.					Highest Position Held
Total Years' Experience:		Are You a Certified Police Officer: <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, in Which State	
				Check Type Held: <input type="checkbox"/> Basic <input type="checkbox"/> Inter. <input type="checkbox"/> Adv. <input type="checkbox"/> Other	
B. TEACHING EXPERIENCE & EDUCATION	Recent Teaching Experience			Subjects Qualified to Teach:	
	Where	When	Subjects Taught	Police:	
	1.				
	2.				
	3.				
	Instructor Courses Completed (Attach Verification of Training)			General:	
	1.				
2.					
3.					
C. ACADEMIC EDUCATION	High School : <input type="checkbox"/> Diploma <input type="checkbox"/> GED		College(s) Attended/Location		Credit Hours
	Date Received:				Major
	School/Location:				Degree (State Type)
D. SIG. NATURES	Signature of APPLICANT Attesting Above Information is True and Correct:			Date	
	Signature of ENDORSING OFFICIAL (Department, Head/Academy, Director/Training Coordinator)			Date	
				APSC USE ONLY	
				Approved by: No.	
			Date Issued To		
			Renewed fr To		
* In Subject Area Applied for (e.g. Police, Management, Law, etc.)					

APSC INSTRUCTOR CERTIFICATION

The Alaska Police Standards Council will award permanent and temporary instructor certificates in police and general areas, as specified below. All applications must be made on this form, F-9. Unless already sent to the APSC, verification of training and education must accompany the application.

Permanent certificates will be issued to instructors teaching police officers in Alaska on a **regular** basis -- such as police academy faculty, first aid trainers, and criminal justice instructors. **Temporary** certification will be granted to "guest instructors" who only occasionally give classes for Alaska police officers -- including out-of-state law enforcement personnel and specialists in other fields, from within or outside of Alaska. Temporary certification can be renewed, as the need arises, upon request of the academy commander or course coordinator and without submitting another application form.

The requirements below are intended to insure that instructors meet minimum qualifications in training, education, and experience. For full text of regulations governing instructor certification, see 13 AAC 87.040, printed in the APSC Regulations and Procedures Manual.

- A. **Police Subjects.** To be eligible for permanent or temporary certification to teach subjects clearly police in nature (such as firearms, patrol, investigation), an applicant must have a minimum of:
- 1. a high school diploma or the equivalent;
 - 2. three years of law enforcement experience;
 - 3. 40 hours of council-approved instructor training -- including but not limited to: communications, psychology of learning, techniques of instruction, use of instructional aids, lesson plans, evaluation of training, teaching resources, preparing and giving tests, and trainee motivation;
 - 4. 40 hours of verified training in each subject to be taught; and
 - 5. recommendation by a director of a council-approved training program* or by the applicant's police department head (per signature of endorsing official on this form).
- B. **General (non-police) Subjects.** To be eligible for permanent or temporary certification to teach general subjects (criminal law, human relations, management, first aid, etc.), an applicant must have the minimum of:
- 1. a bachelors degree from an accredited college,;
 - 2. three years experience in the subject taught; and
 - 3. the recommendation by a director of a council-approved training program* (per signature of endorsing official on this form).
- C. **Waivers.** The council may waive any part of the above requirements if:
- 1. It finds that a person, though not meeting all of the requirements, is otherwise qualified to be an instructor.

Training directors/coordinators or department heads should request waivers in writing, stating why they consider the applicant qualified, even though he/she does not meet all requirements specified above.

The council may revoke certification whenever it finds an instructor is no longer qualified; the instructor will be so notified and allowed the opportunity to be heard.

An instructor certificate becomes inactive if the holder does not instruct at least one APSC certified course each calendar year.

* Programs certified by the APSC under 13 AAC 87.010 or .020



F-10

DEPARTMENT TRAINING RECORD

ALASKA POLICE STANDARDS COUNCIL Pouch N Juneau, Alaska 99811

INSTRUCTIONS: This form is suggested for use as a training record for an individual officer. If maintained in department personnel or training files, training courses can be logged as completed, compiling an official training record.

Name of Police Officer	Rank	Date of Birth	Department	SPONSORING AGENCY	COURSE OR SUBJECT TITLE	INSTRUCTOR	CLASS HOURS	FINAL GRADE																																		
									DATES	DATES	DATES	DATES	DATES	DATES	DATES	DATES	DATES	DATES	DATES	DATES	DATES	DATES	DATES	DATES	DATES	DATES	DATES	DATES	DATES													

ALASKA POLICE
STANDARDS COUNCIL
Pouch N
Juneau, Alaska 99811

NOTICE OF CERTIFICATION ACTION

F-12

To	Date
	Applicant
	Course

If officer/instructor certification Type:

Award Approved - Certificate Attached Sent to Applicant
 Award Not Approved. See Below, Application is: Returned Herewith
 Action Pending Council Decision at Next Meeting: _____ Held in File

Officer Certification

Fingerprints not on file at DPS, R & I, Juneau.
 Required signatures not present.
 Insufficient full-time police experience. Has _____.
 Insufficient education points. Has _____ Needs _____.
 Insufficient training points. Has _____ Needs _____.
 Probationary period not complete. Eligible _____.
 Basic training not completed at approved school.
 Education points not earned at accredited college.
 Application form incomplete. Section _____
 Completed Field Training Manual Not on file with APSC.
 College transcript or diploma not on file with APSC.
 Submit verification of Section _____
 Less than 40 hours of management or supervisory training.
 Less than 100 hours of management or supervisor training.

Instructor Certification

High School Diploma, GED or equivalent not verified.
 Less than three years experience as a police officer.
 Instructor development course (40 hr) not completed.
 Required signatures not present.
 Less than 40 hours training in subjects to be taught. Light.
 Baccalaureate degree not verified.
 Submit verification of instructor application. Section _____

Course Certification

Application incomplete.
 Course outline/schedule not on file with APSC.
 Instructors not certified. _____
 Required signature not present. _____
 Instructors credentials not verified. _____

MISCELLANEOUS

Executive Director _____ By _____

ALASKA POLICE STANDARDS COUNCIL
QUALIFICATIONS APPRAISAL GUIDE

F-13

Candidate	Date	Title of Examination	BELOW PASSING		PASSING		OUTSTANDING 94 - 100%		
			CLEARLY NOT ACCEPTABLE 0 - 59%	DEFICIENT IN TRAIT 60 - 69%	AVERAGE 70 - 84%	ABOVE AVERAGE 85 - 93%			
OVERALL PERCENTAGE RATING IS _____ (70% is qualifying)			<p>APPEARANCE, MANNER AND BEARING: Will his appearance, manner and bearing help or hinder him in this job? Will he be impressive when speaking to his men? Other law enforcement officers? Civic Groups? Does he appear to have the necessary command presence? Drive? Stamina?</p> <p>ABILITY TO PRESENT IDEAS: Will his ability to express himself be adequate for this job? Is he logical, convincing, persuasive? Or does he ramble, or get confused or talk vaguely, or get verbose?</p> <p>SOCIAL ADAPTABILITY: Is he at ease, friendly and confident? Will he have the tact and adaptability necessary to deal with public officials, irate taxpayers, co-workers etc., under trying conditions? Or would he tend to be submissive, overbearing, or impatient?</p> <p>ALERTNESS: Does he grasp ideas quickly, or does he appear to be slow to understand? Do his responses indicate that he would be quick to understand the problems in this job or would he understand only the more obvious points?</p> <p>JUDGEMENT: Will he consider all the facts before reaching a decision? Will he know when to act and when to get more information before acting? Will he know when a situation justifies departure from policy, and when it doesn't? Would you trust his judgment?</p> <p>ADEQUACY OF BACKGROUND: Will his background fit him for the duties of this position? Is his experience sufficiently broad and extensive that he will have an adequate background upon which to draw?</p> <p>OVERALL EVALUATION: After comparing the candidate with the above factors and any other personal qualifications, would you select him for employment in this job? To what extent does he meet what you consider to be the ideal qualifications for this job?</p>					<p>NOTE: Any ONE rating in the "Not Acceptable" area should result in a rating of "Grade Below Passing" for the candidate. The candidate's grade on your rating should be the same as shown in the "Not Acceptable" area. One or more checks in the 60%-69% column should cause serious study before qualifying such a candidate. Overall ratings need not be average of above listed traits.</p>	
RATER'S COMMENTS: Use other side and additional sheets, if necessary.			Rater's Signature _____						

ALASKA POLICE
STANDARDS COUNCIL
Pouch N
Juneau, Alaska 99811

ALASKA POLICE STANDARDS COUNCIL
APPLICATION FOR COURSE CERTIFICATION

F-20
SEE INSTRUCTIONS
ON REVERSE SIDE

School Director or Coordinator		Rank
Department	Phone	
Address		
Course Title		
Classroom Location (s)	Date(s)	
	Expected Enrollment	Total Hours
Are you inviting officers from surrounding area? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, reason:		
INSTRUCTOR LISTING	DO NOT SUBSTITUTE CURRICULUM OR CALENDAR FOR THIS SECTION. ALL INSTRUCTORS MUST BE CERTIFIED OR RECOGNIZED AND THEIR TOPICS MUST BE LISTED ON THIS FORM; CONTINUE ON REVERSE SIDE IF NECESSARY.	
INSTRUCTOR	AGENCY	TOPIC
Signature (Department head or academy director)	APSC USE	Approved Date

INSTRUCTIONS

Submit application to the APSC at least 30 days prior to start of classes.

Attach:

1. curriculum, description or outline of subject material;
2. copy of invitation to officers from surrounding area; and
3. instructor application(s) for certification (APSC form F-9), if not already awarded APSC instructor certificate. If a temporary certificate held by an instructor has lapsed, you may request recertification in space below.

A copy of this F-20 will be entered in each instructor's APSC file.

• • •

When the course is completed, the sponsoring department is requested to:

1. Issue each successful student some verification of course completion, whether it be a certificate, an APSC form F-6, letter or memo. Such documentation should include essential course information: course title, specific date(s) and place given, number of hours, and (if applicable) final grade.
2. Send the AFSC copies of the verification mentioned above, or a roster including essential course information as well as the names and agencies of successful students. This information will be placed in the APSC's course and officer files. Please tell students you are sending verification to the APSC so they need not do so.

Information/remarks continued from front of form:



STATE OF ALASKA

Alaska Police Standards Council

This

Basic Certificate

Is Awarded To

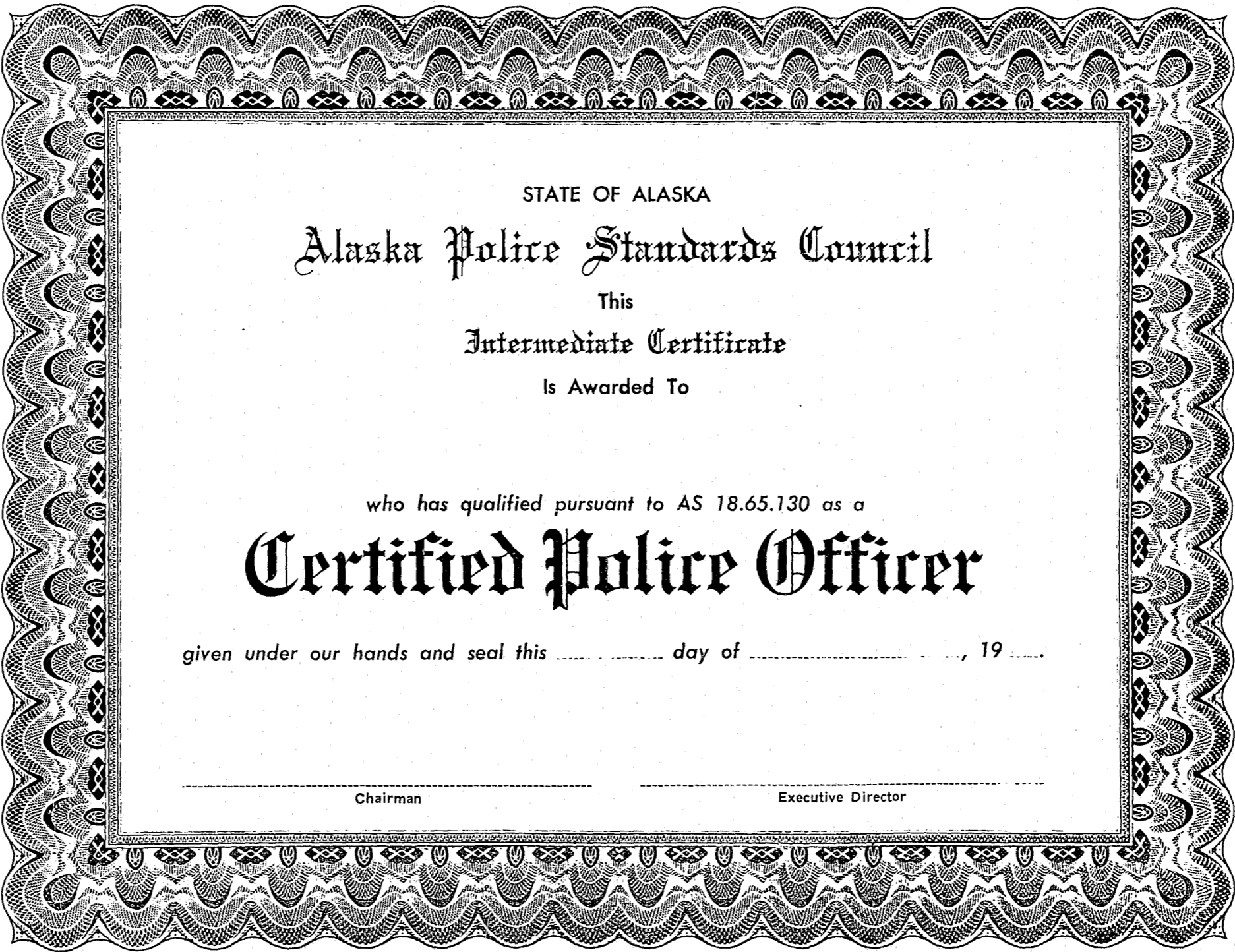
who has qualified pursuant to AS 18.65.130 as a

Certified Police Officer

given under our hands and seal this day of, 19.....

.....
Chairman

.....
Executive Director



STATE OF ALASKA

Alaska Police Standards Council

This
Intermediate Certificate
Is Awarded To

who has qualified pursuant to AS 18.65.130 as a

Certified Police Officer

given under our hands and seal this day of, 19

.....
Chairman

.....
Executive Director

STATE OF ALASKA

Alaska Police Standards Council

This

Advanced Certificate

is Awarded To

who has qualified pursuant to AS 18.65.130 as a

Certified Police Officer

given under our hands and seal this day of, 19.....

.....
Chairman

.....
Executive Director

STATE OF ALASKA

Alaska Police Standards Council

This certificate
is awarded to

who has qualified pursuant 6 AAC 75.040 as a

Certified Police Instructor

given under our hands and seal this day of, 19.....

.....
Chairman

.....
Executive Director

STATE OF ALASKA

Alaska Police Standards Council

This
Certificate
Is Awarded To

who has qualified pursuant to AS 18.65.240 as a

**Certified
Village Police Officer**

given under our hands and seal this _____ day of _____, 19 _____

Chairman

Executive Director

STATE OF ALASKA

Alaska Police Standards Council

This
Certificate
Is Awarded To

who has qualified pursuant to AS 18.65.240 as a

**Certified
Village Public Safety Officer**

given under our hands and seal this _____ day of _____, 19 _____

Chairman

Executive Director

STATE OF ALASKA

Alaska Police Standards Council

CERTIFICATE OF ATTENDANCE

This Is To
Certify
That

_____ Has Successfully Completed _____ Hours
of Training In _____

Held At _____

From _____ To _____

Chairman

Instructor

Director

Date

NAME

LAST

FIRST

MIDDLE



ALASKA POLICE STANDARDS COUNCIL

**FIELD TRAINING MANUAL
FOR
POLICE RECRUITS**

X — Sample Field Training Manual

Issued by the Alaska Police Standards Council To:

Name of Department

for the purpose of training

Recruit's Name

Included in this manual are forms APSC F-21 and APSC F-22 for use and retention by each department, as well as forms APSC F-23 and APSC F-24 which must be completed, signed and returned to the APSC to receive the required 40 hour field training portion of the Basic Training Program. APSC forms F-21 and F-22 are perforated for easy removal.

ONLY APSC FORMS F-23 AND F-24 SHOULD BE RETURNED

DATE RECRUIT HIRED: _____

BASIC RECRUIT TRAINING: _____

Date

Place

Class No.

FIELD TRAINING COMPLETED: _____

Date

**ALASKA POLICE STANDARDS COUNCIL MANUAL ON FIELD TRAINING
FOR POLICE RECRUITS**

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FIELD TRAINING PROCEDURES FOR POLICE RECRUITS

I. What is Field Training?

Field Training is formal on the job instruction. It supplements classroom instruction as both are equally important to a total recruit training program.

In the Field Training program the recruit is assigned to a field training officer (F.T.O.) who is especially prepared for this type of instruction. The F.T.O. explains and demonstrates basic police duties and procedures as outlined in the instruction guide (F-24) in this manual. As often as practical the recruit should perform the tasks.

The program in this manual is designed to run 12 weeks. Upon satisfactory completion and submission of the F-23 and F-24, properly executed, the recruit will be granted 40 hours of credit toward the minimum basic training requirement of 270 hours.

II. Purposes of Field Training

The specialized nature of police work is widely recognized. Formal classroom training and limited demonstration cannot teach the recruit all he needs to know. Therefore, the recruit needs on-the-job training which is the purpose of this program.

This field training phase is intended to give the new recruit instruction, direction, supervision, guidance, and experience so that he may develop good judgment, efficiency, and good habits of conduct and appearance. Field Training will serve as an evaluation of both the recruit and the curriculum of the training school. The field training period also serves to aid in determining if the recruit meets all the requirements to become a permanent member of the force.

III. Important Factors in the Field Training Program

The Field Training program is designed to be of the most benefit to a trainee if it is administered after the trainee has completed at least 230 hours of classroom instruction. This classroom instruction should be devoted to basic orientation, laws of arrest, use of firearms, firearms training on the range, and other procedures which should not be postponed. This gives the recruit the basic knowledge and skills needed to operate in the field with a Field Training Officer. For a recruit to obtain the utmost benefit from the classroom instruction, a week, or even two weeks of orientation in his own department is recommended so that he can better apply his classroom training.

As part of the instructional process, it is necessary that Field Training be conducted in a manner designed to develop the technically skilled and professionally oriented officer. Success of the Field Training program requires the following:

1. Field Training Officers be carefully chosen from the most skilled and effective officers on the force.
2. F.T.O's. must possess the ability to communicate their knowledge and skills to the recruit officer.
3. F.T.O's. must reflect the highest levels of personal integrity, character and maturity.
4. Primary training, defining the F.T.O's. duties, responsibilities and authority must be provided.
5. In-service training for F.T.O's. covering the latest police techniques, departmental policies, and field training concepts must be provided. Regularly scheduled in-service training will also serve to standardize grading and other program mechanics as well as provide a continuing evaluation of recruit development and of the program.

IV. Responsibility of the Unit Commander*

When a recruit is assigned to a unit for training, the Unit Commander will be responsible for the following:

1. Introduction of the recruit to as many personnel as possible.

*Unit Commander can be a shift commander, division head, shift sergeant, or anyone who has responsibility of supervising the Field Training Officer.

2. Familiarization of the recruit with basic operations of the unit. This should be done by the watch-listen-learn method and not by actual performance of duties.
3. Assignment of the recruit together with his appointed F.T.O. to a sector or beat which will provide the recruit fullest opportunity for orientation during the on-the-job Field Training period. The recruit shall be assigned to one F.T.O. at a time. It may be beneficial to the recruit to be assigned to more than one F.T.O. before completion of the Field Training period so that he can see different personalities in operation and different methods used.
4. Each week the Unit Commander should discuss with the F.T.O. the progress of the recruit in his Field Training program.
5. The Unit Commander should personally consult with the recruit and the F.T.O. when the F.T.O. believes the recruit will not develop into a successful police officer. If the Unit Commander, after consultation, is of the opinion that the recruit is not likely to become a successful police officer, he should immediately make his opinions and recommendations known to the proper authority.
6. The Unit Commander will submit the completed F.T.O. Weekly Progress Report, Evaluation Report, Instruction Guide and the Training Record Form to the department head or to the proper authority for transmittal to the department head.

V. Responsibility of the Field Training Officer

The Field Training Officer should have complete responsibility of the recruit during the Field Training assignment. The recruit should always work with the assigned F.T.O. and should have the same days off and the same work schedule whenever this is practical.

The F.T.O. will insure that the recruit is familiar with the complete operations of headquarters, including the communications operation, records facility, detective and juvenile offices, etc.

Using the F.T.O. Instruction Guide (APSC F-24), the F.T.O. shall:

1. Explain operational procedures and existing policy on all activity encountered during the Field Training period.
2. Acquaint the recruit with the entire district, including the shortest routes to various points in the area. He shall make the recruit aware of the location of all public buildings in the district, of potential trouble spots, of areas subject to higher criminal activity, the physical hazards that exist which would tend to give cover to criminal operations, and any other information which would assist the recruit in efficient patrol operation.
3. Encourage the recruit to look for violations of the law, estimated speeds of vehicles, study descriptive data on the various makes and models of automobiles, and so on.
4. Demonstrate the fundamental procedures in the operation of police vehicles. The recruit shall be required to demonstrate his ability to operate a police vehicle within the first two-week period.
5. Direct, guide, explain, and demonstrate the fundamentals of police work until he is satisfied the recruit completely understands how and why duties are performed in a certain manner. He should stress police ethics; public, human, and community relations.
6. Examine the recruit by questioning him on patrol operations and his knowledge of all the other procedures relating to the job. This questioning should be constant throughout the Field Training period.
7. Allow the recruit to perform such tasks as he feels the recruit is competent and ready to assume.
8. **Place his initials and the date in the proper column of the Instruction Guide when he has explained and demonstrated the listed task. He shall see that the recruit places his own initials in the proper column when the recruit satisfactorily performs or practices the listed task. When the recruit initials the performance practice column, the F.T.O. should insert date or see that recruit does so.**

During the Field Training period, the F.T.O. will be observing and evaluate the recruit's performance. A meaningful evaluation is possible only if the F.T.O. affords the recruit the fullest opportunity to learn. It should be the aim of every F.T.O. to start the recruit on the way to becoming the **best** police officer in the organization.

If at any time during the Field Training period the F.T.O. is of the opinion that the recruit will not develop into a successful police officer, the F.T.O. shall notify his Unit Commander. This notification can be as a result of but is not limited to the following: lack of interest or ability, poor or improper conduct, inefficiency, incompetency, or anything of this nature.

VI. Description of Field Training Forms and Their Use

1. FIELD TRAINING OFFICER WEEKLY PROGRESS REPORT (APSC F-21)

To be executed by the F.T.O. (coach) at the completion of each week. The F.T.O. should consult with the appropriate official to determine what an acceptable norm or average would be in the seven areas to be evaluated. The F.T.O. should be demanding but fair in the "general progress to date" section. His comments should be specific and should contain recommendations as to how the recruit can improve any unsatisfactory ratings. The Weekly Progress Report shall be forwarded to the Unit Commander after completion. **It is perforated for easy removal and duplicating.**

2. FIELD TRAINING OFFICER EVALUATION REPORT (APSC F-22)

To be executed by each F.T.O. who has been assigned to the recruit at the completion of the Field Training program. The comments should be specific in each of the nine areas to be evaluated. The written summary portion of the evaluation should contain an overview of the entire period of time covered by the report. It should cover the particular points used to justify the Field Training Officers' recommendations to release the recruit to regular assignments or not, as the case may be. To be forwarded to the Unit Commander upon completion. **It is perforated for easy removal and duplicating.**

3. FIELD TRAINING RECORD (APSC F-23)

This record will be filed in the APSC office and will enable the staff to quickly determine who the Field Training Officers were in the case of each recruit, what assignments were covered during the Field Training period, when the assignments were completed, name of supervisor accepting the record of completion, a record of the recruit signing and attesting that he has been instructed in all the items listed in the F.T.O. Instruction Guide, and finally, a record of the department head attesting that the recruit has satisfactorily completed the Field Training program.

THIS RECORD MUST BE FORWARDED TO THE ALASKA POLICE STANDARDS COUNCIL AFTER COMPLETION TO RECEIVE 40 HOURS TRAINING CREDIT TOWARD CERTIFICATION. It is recommended that a copy of this record be retained in recruit's personnel file within his own department.

4. FIELD TRAINING OFFICER INSTRUCTION GUIDE (APSC F-24)

This guide is a listing of basic responsibilities, tasks, and procedures that each recruit should be familiar with and have an adequate amount of skill in performing. The guide poses numerous common police activities and provides a method of qualitatively evaluating the situation which the recruit experiences and his reaction to them.

The F.T.O. should allow sufficient time for explaining each listed situation. He should explain and demonstrate (if appropriate) the situation or task before requiring the recruit to perform or practice the task, if performance is necessary to gain knowledge or skill. **If a listed task or procedure does not apply to your particular department write N/A in both spaces.**

The Field Training Officer Instruction Guide is to be brought up to date at the end of each day's training.

Upon completion of the F.T.O. Instruction Guide, the F.T.O. should submit the guide to the Unit Commander for his further action.

THIS RECORD MUST BE FORWARDED TO THE ALASKA POLICE STANDARDS COUNCIL AFTER COMPLETION TO RECEIVE 40 HOURS TRAINING CREDIT TOWARD CERTIFICATION.

VII. Disposition of Completed Forms

Completed F.T.O. Weekly Progress Reports (APSC F-21) and Evaluation Reports (APSC F-22) should be maintained in the recruit's personnel file within his own department. **THE FIELD TRAINING MANUAL CONTAINING THE FIELD TRAINING RECORD (APSC F-23) AND INSTRUCTION GUIDE (APSC F-24) MUST BE FORWARDED TO THE ALASKA POLICE STANDARDS COUNCIL UPON COMPLETION.** This is necessary as successful completion of this program is one of the minimum training standards to be met for certification.

It is recommended that a copy of all forms be maintained in the recruit's personnel file within his own department.

FIELD TRAINING OFFICER WEEKLY PROGRESS REPORT

1. Name of Recruit (Last) (First) (Middle)			2. Recruit Class No.	3. Report Date		
4. Field Assignment			5. WEEKLY PERIOD (CHECK APPROPRIATE BOX) 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/>			
Check appropriate boxes in the rating areas shown below. Since this form will assist you in preparing your final evaluation of the trainee, be as objective as possible. If you wish to elaborate further on a particular rating, identify the item under comments and make your written evaluation.						
FACTOR			NEEDS IMPROVEMENT Inadequate Fair Average		ACCEPTABLE Good Outstanding	
6. APPEARANCE						
Uniform, leather and equipment			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Posture and carriage (cruiser, office, public places)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal (cleanliness, hair, nails, shave)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. COOPERATION AND LOYALTY						
Works toward a common end with others			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to assume additional responsibility			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supports his superiors			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Good team worker			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. INTEREST AND ATTITUDE						
Seeks help with problems			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to learn			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitude toward constructive criticism			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accepts direction and discipline			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitude toward department policies			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shows pride in his work			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contributes to good morale			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confidence in himself			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. PUBLIC CONTACT						
Attitude toward citizens			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to express himself and communicate			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ease and bearing			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tact and discretion			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self control			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. JUDGMENT						
Common sense			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgment under pressure			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

INSTRUCTIONS
(APSC F-21)

These instructions are intended to answer the questions which most frequently arise in the use of this form.

Following are detailed instructions for the completion of each numbered item on the form.

1. **NAME OF RECRUIT:** Last name first. Full name is required
2. **RECRUIT CLASS NUMBER:** Insert the number assigned to the recruit class attended by the trainee. If trainee has not attended a basic recruit class, so note in this space.
3. **REPORT DATE:** Date this form is executed by the Field Training Officer.
4. **FIELD ASSIGNMENT:** Show the assignment of the F.T.O. and recruit for the week being reported on, i.e. patrol, accident investigation, traffic, etc.
5. **WEEKLY PERIOD:** Place an X in the appropriate box designating which week of Field Training the progress report covers.
6. through 12. **FACTORS:** F.T.O. should place an X in the box that most clearly denotes an accurate evaluation of the recruit.
13. **GENERAL PROGRESS TO DATE:** Place an X in the box that most clearly denotes this fact, being demanding but fair.
14. **COMMENTS:** Make specific written comments on any unsatisfactory rating. Comments should include recommendations as to how the recruit can improve any ratings in "needs improvement" columns.
15. **FIELD TRAINING OFFICER SIGNATURE:** F.T.O. signs in this space prior to submission to Unit Commander.
16. and 17. **UNIT COMMANDER SIGNATURE AND DATE:** Unit Commander signs and shows date. This should only be done after he has read the Weekly Progress Report and discussed the progress of the recruit in the program.

NOTE: F.T.O. should execute this form after completion of each week's field training. Form is to be forwarded to unit commander after execution and kept by the department.

FACTOR	NEEDS IMPROVEMENT			ACCEPTABLE	
	Inadequate	Fair	Average	Good	Outstanding
11. DRIVING ABILITY Exercises speed control Familiar with defensive driving practices Properly uses red light and siren Knows the hazards of high-speed driving Understands importance of safety Parks vehicle properly during officer-violator contacts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. REPORT WRITING Able to express himself in writing Use proper grammar and punctuation Produces accurate, complete and neat reports Familiar with department reports and understands their purpose and use Ability to use dictation equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. GENERAL PROGRESS TO DATE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. COMMENTS					
15. Field Training Officer Signature		16. Unit Commander Signature			17. Date

FIELD TRAINING OFFICER EVALUATION REPORT

1. Name of Recruit (Last) (First) (Middle)			2. Recruit Class Number	3. Report Date
4. Field Assignment			5. Field Assignment Dates From _____ To _____ From _____ To _____ From _____ To _____	
FACTOR			COMMENT	
6. ENFORCEMENT CONTACTS Evaluate trainee's (1) knowledge of traffic and criminal laws and pertinent departmental policies and procedures; (2) judgment in issuing citations and warnings, and in effecting arrests; and (3) ability in detecting, pursuing and apprehending violators and his skill in applying established methods and tactics during enforcement contacts.				
7. PUBLIC CONTACTS What is his attitude, conduct and language in public places? Does he discuss police activity in public? What appearance and manner does he present to the public? Is he at ease or ill at ease when meeting the public? Does he expect and accept free handouts?				
8. RELATIONS WITH OFFICIAL AGENCIES How does he get along with representatives of other law enforcement agencies? Does he have a friendly and cooperative attitude with employees of other official agencies?				
9. ACCIDENT INVESTIGATIONS Does he understand and practice recommended procedures? Does he obtain all necessary information? Does he base his opinions on factual information?				
10. PATROL OPERATIONS Does he understand and practice proper patrol techniques? Can he identify potential hazards? Can he identify and is he familiar with high crime and traffic incident areas? Can he identify major thoroughfares and is he familiar with shortest routes to various places and topography?				
11. EMERGENCY SITUATIONS Does he have the ability to make proper decisions while under pressure? Can he recognize and correctly evaluate true emergency situations? Is he familiar with available resources for handling emergencies? Can he use approved first aid techniques?				
12. REPORT WRITING Does he express himself well? Does he use proper grammar and punctuation? Does he understand the difference between necessary and unnecessary material? Does he produce accurate, complete and neat reports? Is he familiar with all pertinent reports and does he understand their purpose and use?				
13. DRIVING ABILITY Does he exercise speed control and is he familiar with defensive driving practices? Is he aware of the hazards of high-speed driving? Does he make proper use of the red light and siren? Does he have proper concern for his own safety as well as the violator's safety? Does he park his vehicle properly during officer-violator contacts and accident investigations?				

INSTRUCTIONS
(APSC F-22)

These instructions are intended to answer the questions which most frequently arise in the use of this form.

Following are detailed instructions for the completion of each numbered item on the form:

1. **NAME OF RECRUIT:** Last name first. Full name is required.
2. **RECRUIT CLASS NUMBER:** Insert the number assigned to the recruit class attended by the trainee. If the trainee has not attended a basic recruit class, leave this space blank.
3. **REPORT DATE:** Date this form is executed by the Field Training Officer.
4. **FIELD ASSIGNMENT:** Show the assignment(s) covered by the F.T.O. and recruit during the Field Training Period being evaluated. If F.T.O. covered more than one assignment, list all, i.e. patrol, accident investigation, traffic, etc.
5. **FIELD ASSIGNMENT DATES:** Show dates of each assignment listed under 4 above.
6. through 14. **FACTORS:** The comments on each factor should be specific in the nine factors being evaluated.
15. **WRITTEN SUMMARY:** The written summary should cover the points used to justify the F.T.O.'s recommendation to the Unit Commander that the recruit be released to regular assignments or not, as the case may be. The F.T.O. must sign this form and submit to the Unit Commander.
16. **RECOMMENDATION OF UNIT COMMANDER:** Unit Commander must make recommendation to Department Head as to whether recruit is to be released to regular assignments or not. Signature must be present upon submission to Department Head.

NOTE: This form should be executed by each F.T.O. assigned a trainee upon completion of the field training period and kept by the department.

FACTOR	COMMENT
14. ATTITUDE AND PROFESSIONAL BEARING Does he have a sincere desire to improve himself? Does he want to learn? What is his attitude towards his job and the department? Does he accept direction properly?	
15. WRITTEN SUMMARY OF EVALUATION	
RECOMMENDATION TO UNIT COMMANDER I recommend (do not recommend) that this trainee be released to regular assignments.	
16.	_____ SIGNATURE OF FIELD TRAINING OFFICER
RECOMMENDATION I recommend (do not recommend) that this trainee be released to regular assignments.	
	_____ SIGNATURE OF UNIT COMMANDER

FIELD TRAINING RECORD

1. Name of Recruit (Last, First, Middle)		2. Recruit Class Number (If Appropriate)	3. Date of Recruit Class (If Appropriate and sponsoring department.)
4. Name of Field Training Officer	5. Field Assignment	6. Field Training Dates (Inclusive) FROM TO	
1.			
2.			
3.			
4.			
<p>This training guide is a listing of basic police responsibilities, tasks and procedures. The Field Training Officer (F.T.O.) will use this guide during the field training of a recruit. The F.T.O. will explain each item, and whenever practical, demonstrate the task or procedure to the recruit. The F.T.O. should pace himself to insure that sufficient time is allotted for explaining and/or performing each and every task. When an item has been satisfactorily performed, the F.T.O. will enter the date of completion in the proper column and initial. This is not an exhaustive list, and when unlisted situations arise, the F.T.O. should demonstrate the proper procedure for handling the situation and record such action at the end of the guide. IF A LISTED TASK DOES NOT APPLY TO YOUR DEPARTMENT, PLACE N/A (NOT APPLICABLE) IN THE ALLOTTED SPACE.</p>			
7. I have been instructed in all items as recorded in this Field Training Guide		8.	
(Signature of Recruit)		Date	
9. Reviewed by:		10.	
(Signature of Training Reviewer—Title)		Date	
11. I attest that the above-named recruit has satisfactorily completed the prescribed Field Training Program.			
_____ Department Head			

**INSTRUCTIONS
(APSC F-23)**

These instructions are intended to answer the questions which most frequently arise in the use of this form.

Following are detailed instructions for the completion of each numbered item on the form.

1. **NAME OF RECRUIT:** Last name first. Full name is required.
2. **RECRUIT CLASS NUMBER:** Insert the number assigned to the recruit class attended by the trainee. If the trainee has not attended a basic recruit class, leave this space blank.
3. **DATE OF RECRUIT CLASS AND SPONSORING DEPARTMENT:** Insert the beginning and ending date of the basic recruit class attended by the trainee. Show which department conducted the recruit class. If the trainee has not attended a basic recruit class, leave this space blank.
4. **NAME OF FIELD TRAINING OFFICER:** List each F.T.O. assigned to coach the recruit.
5. **FIELD ASSIGNMENT:** List each assignment of the F.T.O. and recruit, i.e. patrol, accident investigation, traffic, etc.
6. **FIELD TRAINING DATES:** Indicate the date the recruit was assigned to each F.T.O. and date he was released.
7. **RECRUIT'S SIGNATURE:** Recruit must sign when he has been instructed in all items as recorded in the Field Training Guide (APSC F-24).
8. **DATE OF RECRUIT'S SIGNATURE:** Show date recruit completed the Field Training Program and signed the record.
9. **SIGNATURE OF REVIEWING OFFICER:** The person reviewing the recruit's progress would sign here. This would be the Unit Commander, Training Division Commander or Department Head.
10. **DATE OF SIGNATURE OF REVIEWING OFFICER.**
11. **DEPARTMENT HEAD SIGNATURE:** Department Head signs when he has received documentation and is satisfied the recruit has satisfactorily completed the Field Training Program.

NOTE: This form should be executed as soon as is practical after the field training period is satisfactorily completed. Upon attesting and signing of this form by the department head, the Field Training Manual should be mailed to the Council office without delay.

**ALASKA POLICE STANDARDS COUNCIL
FIELD TRAINING OFFICER INSTRUCTION GUIDE**

	F.T.O. Initials and Date		Recruit Initials
	Explained	Demonstrated	
I. PERSONAL ITEMS			
1. Police and the public			
a. Do not congregate or loiter at crime scenes, coffee shops, stores, etc. _____			
b. Contacts with women _____			
c. Driving habits _____			
d. Full uniform correctly worn _____			
2. Command presence and courtesy _____			
3. Use of precaution, prepared for anything _____			
4. Personal conduct _____			
a. Smoking in public _____			
b. Offensive mannerisms and gestures _____			
c. Voice and word usage _____			
5. Acceptance of gratuities and rewards (departmental policies) _____			
6. Rapport with fellow officers and supervisors _____			
II. PREPARATION FOR PATROL			
1. Personal appearance and hygiene _____			
2. Uniform and equipment check and maintenance _____			
3. Locker _____			
4. Information necessary for patrol _____			
5. Roll-call procedures _____			
6. Patrol vehicle and equipment inspection _____			
7. Servicing the police vehicle _____			

III. ARREST PROCEDURES

	F.T.O. Initials and Date		Recruit Initials
	Explained	Demonstrated	
1. When to effect an arrest (search and seizure, constitutional rights)			
2. How to effect an arrest			
a. Difference between felony and misdemeanor			
b. Using force			
c. Use of club, chemical agents and handcuffs			
d. Using firearms			
e. Legal and moral aspects of shooting			
f. Citizen arrests			
3. How to search a person—(males and females) in the field and in jail or lockup			
4. Resisting arrest; book when resistance is real			
5. Interference with an officer's arrest			
6. Removing occupants from vehicles			
7. Information to be gathered at time of arrest			
8. Transporting prisoners to station			
a. Use of auto; alone, with another officer			
b. Patrol wagon; when to use, following to station			
c. Necessity for care and watchfulness, prevent prisoner from getting behind officer			
d. Extra precautions for selected prisoners			
e. Give mileage and radio check when bringing in females			
9. Department policy on recommending attorneys, bail bondsmen			

10. Booking and searching operations at station _____
11. Prisoner's property control procedures _____
12. Handling prisoners in detention facility _____
13. Proper clearances and release procedures _____
14. Policies and procedures in use of misdemeanor citation in lieu of arrest _____

IV. USE OF POLICE RADIO

1. Use of car radio. (It is suggested that training officer do all transmitting for first few days until the recruit understands its use and proper codes.)
 - a. Proper position to hold microphone _____
 - b. Use normal voice _____
 - c. Use of logical accepted phonetic alphabet _____
 - d. Department policy relative to placing microphone in a position that is readily available when out of car _____
 - e. Be conscious of status of other cars. If another officer has something important happening, do not use radio except in emergencies _____
 - f. Keep dispatcher informed of your status _____
2. Learn radio code, phonetic alphabet and unit identification _____
 - a. Indicate the most used and important code numbers _____
 - b. The training officer should give test when he feels the recruit knows the radio codes _____
3. Each recruit shall be taken into the communications center for at least a 60-minute period. This should be with the approval of the shift commander. The following should be noted: _____

	F.T.O. Initials and Date		Recruit Initials
	Explained	Demonstrated	
10. Booking and searching operations at station _____			
11. Prisoner's property control procedures _____			
12. Handling prisoners in detention facility _____			
13. Proper clearances and release procedures _____			
14. Policies and procedures in use of misdemeanor citation in lieu of arrest _____			

	F.T.O. Initials and Date		Recruit Initials
	Explained	Demonstrated	
a. Recruit should be shown how complaint dispatch cards are prepared and handled _____			
b. Shown the multiple responsibilities required of the communication section _____			
• Answering phones _____			
• Police radio _____			
• Point-to-point radio _____			
• Alarm set-up _____			
c. Explain teletype machine and general procedures _____			
d. Explain usage of the following: (if appropriate to your department)			
• "Hot Car" file _____			
• Emergency business data file _____			
• Wanted persons file _____			
• Teletype file _____			
• Stolen property file _____			
• "Status Board" and how it assists dispatchers in controlling police mobile units _____			
V. GENERAL OPERATING PROCEDURES			
1. Use of officer's notebook _____			
2. Field interrogation _____			
3. Questioning witnesses _____			
4. Statement-taking _____			
5. Obtaining descriptions of property _____			
6. Obtaining descriptions of persons _____			
7. Report-writing _____			
8. Protecting a crime scene _____			
9. Handling evidence _____			
10. Using first aid _____			

	F.T.O. Initials and Date		Recruit Initials
	Explained	Demonstrated	
11. Obtaining ambulance, tow trucks, fire apparatus _____			
12. Taking a dying declaration _____			
13. Checking permits and licenses, buildings, liquor establishments, etc., as per department policy _____			
VI. OFFICER'S RESPONSIBILITIES			
1. Purpose of patrol and general police responsibility _____			
2. Responsibility for crime, traffic and vice conditions on beat _____			
3. Rules affecting officer _____			
4. Types of patrol _____			
5. One-man patrol operations _____			
6. Patrol methods and techniques (day, evening and night shifts) _____			
7. Knowledge of beat; geography, persons, property, places and situations _____			
8. Observations and perception on patrol _____			
9. Developing contacts _____			
10. Follow-up instructions given by beat officer _____			
11. Officer's position in civil matters _____			
12. Relations with the public; prejudices, attitudes, etc. _____			
13. Relations with immediate supervisor _____			
14. Relations with command personnel _____			
15. Relations with investigative personnel _____			
16. Relations with other governmental agencies _____			
17. Pitfalls to be avoided— (Don't Be Compromised) _____			
18. Requests for assistance _____			
19. Duties in emergency situations _____			

VII. DRIVING TECHNIQUES

	F.T.O Initials and Date		Recruit Initials
	Explained	Demonstrated	
20. Duties in doubtful cases; consult superior officer _____			
21. Knowledge of year, makes and models of automobiles _____			
1. Proper driving habits			
a. Public opinion regarding disobeying traffic laws _____			
b. Defensive driving _____			
c. Driving in inclement weather _____			
d. Proper parking _____			
2. Downtown congestion and residential driving techniques _____			
3. Answering routine, non-emergency calls _____			
4. Identification and apprehension of traffic violators _____			
a. Stopping violators so not to impede other traffic _____			
b. Use of red light, siren and spotlight _____			
(1) Daylight _____			
(2) Darkness _____			
c. Positioning patrol car in relation to violator _____			
5. Stopping wanted or stolen vehicles			
a. Obtain assistance and position them before making the stop _____			
b. Where and how to park police car in relation to suspect car _____			
6. Pursuit driving _____			
7. Tailing suspects _____			
8. Driving and parking in emergencies			
a. What constitutes an emergency _____			
b. Use of red light and siren _____			

VIII. PATROL TACTICS

	F.T.O Initials and Date		Recruit Initials
	Explained	Demonstrated	
c. How to approach a burglary-in-progress or prowler type call _____			
(1) Proper procedures for suspect at scene or running away _____			
(2) How to arrive at assigned position			
● Need for lights out _____			
● Eliminate noise _____			
● Direct or indirect approach to scene _____			
d. How to respond to robbery-in-progress calls _____			
e. How to proceed when assigned to a fire			
(1) Assist fire trucks through dangerous intersections and thoroughfares _____			
(2) Park in position where needed for traffic control _____			
● Watch for fire hydrants, hoses, etc. _____			
1. Inspection procedures and techniques			
a. Commercial store groups, i.e., shopping centers _____			
b. Vacation checks _____			
2. Open doors and windows _____			
3. Finding a burglary, search of premises _____			
4. Residential burglary in progress _____			
5. Robbery in progress _____			
6. Bank alarm _____			
7. Suspicious character and prowler calls _____			
8. Searching yards and alleys _____			
9. Blockades _____			

	F T O. Initials and Date		Recruit Initials
	Explained	Demonstrated	
10. Searching quadrant _____			
11. Stakeouts _____			
12. Man with a gun calls _____			
13. Conducting a raid _____			
14. Crowds, mobs and riots _____			
15. Demonstrations _____			
16. Strike duty _____			
17. General procedure when all officers are called out _____			
18. Bomb threats _____			
19. Guarding prisoner _____			
20. Hostage situations _____			

IX. GENERAL INVESTIGATIONS AS THEY APPLY TO ACTIONS OF RECRUITS

1. Elements of pertinent crimes _____			
2. Preliminary investigation of a felony _____			
3. Modus operandi _____			
4. Investigation of murder, sexual offenses and assault _____			
5. Investigation of robbery _____			
6. Investigation of residential and commercial burglaries _____			
7. Investigation of criminal trespass _____			
8. Investigation of safe burglary _____			
9. Investigation of consolidated theft offenses _____			
10. Investigation of non-consolidated theft offenses _____			
11. Investigation of occupied suspicious cars _____			
12. Investigation of abandoned and unoccupied suspicious cars _____			
13. Investigation of concealment of merchandise _____			

	F.T.O. Initials and Date		Recruit Initials
	Explained	Demonstrated	
14. Investigation of purse-snatching and pickpocket _____			
15. Investigation of stolen auto accessories and theft from auto _____			
16. Investigation of stolen bikes _____			
17. Investigation of forgery _____			
18. Investigation of frauds including credit card violations _____			
19. Investigation of embezzlements _____			
20. Investigation of extortion _____			
21. Investigation of suicides and unexplained deaths _____			
22. Crime scene measurements, sketching, and photographs _____			

X. TRAFFIC PROCEDURES

1. Police officer's responsibility for traffic _____			
2. Pertinent traffic laws and ordinances _____			
3. Enforcement index			
a. General explanation what it is and why it is used _____			
4. Selective enforcement _____			
5. Recognizing traffic violation			
a. Evidence necessary for conviction _____			
b. Speeding violation _____			
c. Moving violation (non-speed) _____			
d. Equipment violation _____			
6. Approaching and handling traffic violator _____			
7. Enforcement			
a. Use of warning _____			
b. Use of citation _____			
c. Optional arrest _____			

	F.T.O. Initials and Date		Recruit Initials
	Explained	Demonstrated	
d. When to arrest _____			
e. Use of warrant _____			
8. Parking violation enforcement _____			
9. Accident investigation			
a. Handling injuries _____			
b. Handling scene _____			
c. Locating drivers and witnesses _____			
d. Statements from drivers and witnesses _____			
e. Photographing, measuring and sketching traffic accidents _____			
f. How to determine responsibility _____			
10. How to recognize and proceed with a driving while intoxicated case			
a. Observations _____			
b. Sobriety report _____			
c. Chemical test—significance of chart or reading _____			
11. Hit-run accident investigation			
a. Classification of offense _____			
b. Physical evidence left at scene _____			
c. Location of witness _____			
d. Possibility of following trail of evidence to responsible party _____			
e. Notify other police units of suspect vehicle _____			
12. Pedestrian violations _____			
13. Use of radar _____			
14. Vehicle identification; registration, license number and vehicle identification number _____			
15. Driver identification; operator license _____			

	F.T.O. Initials and Date		Recruit Initials
	Explained	Demonstrated	
16. Traffic direction and control			
a. General rules of traffic control _____			
b. Standing where clearly visible _____			
c. At a street corner with and without signals _____			
d. At an accident scene _____			
e. Proper use of flares _____			
17. Police emergency escorts _____			
XI. VICE CONTROL			
1. Prostitution cases _____			
2. Gambling cases _____			
3. Liquor law violations _____			
4. Narcotic peddlers and addicts _____			
5. Marijuana _____			
6. Stimulant and depressant drugs; pills _____			
7. Contraband _____			
XII. JUVENILE PROCEDURES			
1. Juvenile involvement in crime _____			
2. Gaining respect of juveniles _____			
3. Policy in interviewing juveniles:			
a. Female juveniles should be talked to with matron present, or possibly in presence of mother, according to dept. policy and circumstances of case _____			
b. Neighborhood juveniles as a source of information. Don't endanger them by misuse of information _____			
4. Use of juvenile officers _____			
5. Selected cases _____			
a. Malicious mischief and BB guns _____			
b. Runaways _____			

	F.T.O. Initials and Date		Recruit Initials
	Explained	Demonstrated	
c. Juvenile liquor law violations _____			
d. Glue sniffing _____			
e. Truancy _____			
f. Unfit home and child neglect cases _____			
g. Battered and abused child cases _____			
6. Juvenile gangs _____			
7. Relationship with agencies involved with juveniles; schools; recreation; welfare; probation; etc. _____			
8. Transportating juveniles to station or detention facility _____			
a. When and where, what documents are necessary _____			
b. Location and procedure on arrival _____			
c. Notification of parents _____			
9. Disposition of juvenile cases _____			
10. Juvenile traffic offender _____			
11. Missing and found child _____			
XIII. HANDLING PEOPLE			
1. Questioning (constitutional rights) _____			
2. Obtaining statements from suspects _____			
3. Handling juvenile suspects _____			
4. Wanted persons _____			
5. Car prowlers _____			
6. Lookouts _____			
7. Beggars _____			
8. Peddlers; door-to-door salesmen _____			
9. Loiterers _____			
10. Drunken persons _____			
11. Sex perverts; exhibitionists, peeping toms _____			

	F.T.O. Initials and Date		Recruit Initials
	Explained	Demonstrated	
12. Transients _____			
13. Vagrants _____			
14. Missing persons _____			
15. Mental cases _____			
16. Injured persons and prisoners _____			
17. Transporting persons to headquarters _____			
18. Transporting juveniles _____			
XIV. DISTURBANCE OF THE PEACE PROCEDURES			
1. Neighborhood disputes _____			
2. Family quarrels (special hazards) _____			
3. Preserving the peace _____			
4. Simple assault _____			
5. Nuisances _____			
6. Vehicular disturbance _____			
7. Loud noise, party, etc., complaints _____			
8. Street meetings _____			
9. Trespassing _____			
XV. PROPERTY CONTROL			
1. Lost property _____			
2. Found property _____			
3. Safekeeping property _____			
4. Turning in property (found and for safekeeping) _____			
5. Prisoner's property _____			
6. Deceased person's property _____			
7. Destroying property _____			
8. How to impound a vehicle _____			
9. How to release or return property _____			

	F.T.O. Initials and Date		Recruit Initials
	Explained	Demonstrated	
g. Accident files _____			
h. NCIC/AJIS files _____			
i. Other files _____			
6. Information and assistance available from other official agencies			
a. Local _____			
b. Borough agencies _____			
c. State agencies _____			
d. Federal agencies _____			
7. Sources of information on beat _____			
8. Press relations _____			
9. Use of police library _____			
XXI. MISCELLANEOUS RESPONSIBILITIES			
1. Handling public gatherings and parades _____			
2. Discovery of fire, duties at fire _____			
3. Abate attractive nuisances _____			
4. Cars parked in front of driveways _____			
5. Removing parked cars from private property _____			
6. Enforcing health and welfare ordinances; i.e., bonfire; dumping garbage _____			
7. Taxi ordinance _____			
8. Notifications, death messages _____			
9. Parks, waterways, game law violations _____			
10. Permits and licenses _____			
XXII. ORGANIZATIONAL PROCEDURES			
1. Checking on and off duty _____			
2. Days off _____			

	F.T.O. Initials and Date		Recruit Initials
	Explained	Demonstrated	
3. Overtime _____			
4. Leaves of absence, vacations, military, death in family _____			
5. Sick and injury procedures, on and off duty _____			
6. Accident in police vehicle _____			
7. Checking out supplies and equipment _____			
8. Equipment and uniform regulations _____			
9. Care of police vehicles _____			
10. Repair and maintenance of police vehicles _____			
11. Department firearms policy i.e.; warning shots, fleeing suspects, shoot/don't shoot, safety, off duty etc. _____			
12. Investigation of complaints against sworn members; procedures involved _____			
13. Disciplinary procedures _____			
14. Official mail _____			
15. Transfers _____			
16. Performance evaluation _____			
17. Outside employment regulation _____			
18. Change of address and phone number _____			
19. Served subpoena and appearance in civil case _____			
20. Contagious disease contact _____			
21. Court appearance _____			
XXIII. EXPLAIN THE USE AND/OR PREPARATION OF THE FOLLOWING FORMS			
1. Various field offense reports _____			
2. Vehicle accident report _____			
3. Arrest report _____			

	F.T.O. Initials and Date		Recruit Initials
	Explained	Demonstrated	
4. Traffic citation _____			
5. Other citations and summonses, i.e., juvenile, misdemeanor, etc. _____			
6. Daily bulletin _____			
7. M.O. bulletin; crime and traffic analysis bulletins _____			
8. Stolen vehicle list _____			
9. Activity report _____			
10. Vacation, sick and injury reports _____			
11. Equipment and uniform damage or replacement claim _____			
12. Manuals, report-writing; rules and regulations, training; SOP's, etc. _____			
13. Business cards _____			
14. Statistical reports—daily, weekly, monthly _____			
15. Organization phone directory _____			
16. Field contact form _____			
17. Field sobriety form _____			
18. Hospital reports _____			
19. City vehicle accidents report _____			
XXIV. LEGAL PROCESSES			
1. Obtaining complaints _____			
2. Search warrants _____			
3. Arrest warrants _____			
4. Extradition procedures _____			
5. Serving subpoenas _____			
6. Chain of evidence _____			
7. Rules of evidence _____			
8. Case preparation for court _____			
9. Courtroom testimony and demeanor _____			

**XXV. UNLISTED ITEMS
(To be entered by FTO)**

	F.T.O. Initials and Date		Recruit Initials
	Explained	Demonstrated	
1. _____			
2. _____			
3. _____			
4. _____			
5. _____			
6. _____			
7. _____			
8. _____			
9. _____			
10. _____			
11. _____			
12. _____			
13. _____			
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16. _____			
17. _____			
18. _____			
19. _____			
20. _____			
21. _____			
22. _____			
23. _____			
24. _____			
25. _____			

END