

PTC

New Jersey

Police Training Commission



Basic Course for Police Officers and Special Law Enforcement Officers Class II Agency Training

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FUNCTIONAL AREA 15

AGENCY TRAINING

INSTRUCTIONAL UNIT 15.1

Agency Training

PERFORMANCE OBJECTIVES

- 15.1.1 The trainee will identify the statutory authority of his/her job title. (Functional Area 1 - Instructional Unit 1.2)
- 15.1.2 The trainee will identify the geographic boundaries of his/her jurisdiction and authority. (No reference cited)
- 15.1.3 The trainee will identify the organization and chain of command of his/her agency. (Functional Area 1 - Instructional Unit 1.5)
- 15.1.4 The trainee will identify five areas of concern that necessitate pertinent rules, regulations, policies and procedures:
- A. Personnel (general work rules, outside employment, grievance procedures, standards of conduct on and off duty, etc.);
 - B. Dissemination of documents or files;
 - C. Firearms policy;
 - D. Handling calls and outside communications;
 - E. Bias incident reporting and investigation;
 - F. Responding to a crime in progress;
 - G. Observing a motor vehicle violation;
 - H. Disposition of vicious or attacking animals;
 - I. Unusual occurrences; and
 - J. Preservation of Interview/Field Notes pursuant to A.G. Policy. (No reference cited)
- 15.1.5 The trainee will identify agency procedures for informing personnel of pertinent communications. (Functional Area 1 - Instructional Unit 1.5)

- 15.1.6 The trainee will have a working knowledge of specialized agency equipment, including computers, necessary to the performance of his /her duties. (No reference cited)
- 15.1.7 The trainee will identify the policies of the employing agency concerning the control and dissemination of narcotics information and the control of investigative funds. (Functional Area 1 - Instructional Unit 1.5)
- 15.1.8 The trainee will identify all law enforcement agencies in the geographic boundaries of his or her agency jurisdiction and their respective responsibilities. (No reference cited)
- 15.1.9 The trainee will define mutual aid:
- A. Using official vehicles outside the primary jurisdiction of the agency;
 - B. Responding to calls for assistance from law enforcement agencies within the primary jurisdiction of the agency;
 - C. Responding to calls for assistance from law enforcement agencies outside the primary jurisdiction of the agency;
 - D. Assisting outside agencies with arrests in the agency jurisdiction.
- (Functional Area 1 - Instructional Unit 1.5)
- 15.1.10 The trainee will identify the organization and delegation of investigative responsibilities within his/her agency.
(Functional Area 1 - Instructional Unit 1.5)
- 15.1.11 The trainee will identify the agency specific Policy and Procedures concerning the receipt and investigation of citizen complaints, complaints against law enforcement officers and agencies, and complaints against public officials.
(Functional Area 1 - Instructional Unit 1.10)
- 15.1.12 The trainee will identify existing community organizations within his/her jurisdiction. (No reference cited)
- 15.1.13 The trainee will identify at least two (2) crime prevention programs in which citizens can participate.
(Functional Area 3 - Instructional Unit 3.3)

- 15.1.14 The trainee will identify subcultures or ethnic groups existing in his/her jurisdiction. (Functional Area 3 - Instructional Unit 3.5)
- 15.1.15 The trainee will identify possible sources of cultural miscommunication between those subcultures. (Functional Area 3- Instructional Unit 3.5)
- 15.1.16 The trainee will identify ways to bridge cultural barriers within the community he/she serves. (Functional Area 3 - Instructional Unit 3.5)
- 15.1.17 The trainee will identify the schools, hospitals, recreational facilities, health and social service providers in his/her community. (Functional Area 3 - Instructional Unit 3.7)
- 15.1.18 The trainee will identify at least five (5) services that social service agencies provide to a community. (Functional Area 3 - Instructional Unit 3.7)
- 15.1.19 The trainee will identify the officer in his/her agency who has primary responsibility to be the liaison between the department and the school system. (Functional Area 3 - Instructional Unit 3.8)
- 15.1.20 The trainee will identify programs or agencies in his/her jurisdiction designed for youth as part of a formal referral system. (Functional Area 3 - Instructional Unit 3.8)
- 15.1.21 The trainee will identify facilities within the jurisdiction of the employing agency, approved by the State Department of Human Services to conduct evaluations and provide treatment for individuals with a psychological disorder who may require civil commitment. (Functional Area 3 - Instructional Unit 3.9)
- 15.1.22 The trainee will identify local agencies to which an officer may refer an individual who is in need of mental health services. (Functional Area 3 - Instructional Unit 3.9)
- 15.1.23 A. The trainee will successfully complete the Developmental Disabilities Awareness Training for NJ Emergency responders, which must be completed on line via NJLearn system. This training must be completed within 60 (sixty) calendar days from the Orientation day for the class.

- B. The trainee will successfully complete the Heroin-Opiate Investigation & Prosecution Training, which must be completed on line via NJLearn system. This training must be completed within 60 (sixty) calendar days from the Orientation day for the class.
- 15.1.24 The trainee will identify initial approaches available to a police officer in handling a juvenile who has allegedly committed a delinquency offense. This description shall include local departmental practices such as warning, release, and referral. (Functional Area 4 - Instructional Unit 4.8)
- 15.1.25 The trainee will identify the procedures for handling a juvenile-family crisis. This should include the legal criteria for taking a juvenile into short-term custody, the procedures to be followed once the juvenile has been taken into short-term custody, and any local agency policies to be followed. (Functional Area 4 - Instructional Unit 4.8)
- 15.1.26 The trainee will identify the hours during which the sale and/or consumption of alcoholic beverages on premises requiring a license is prohibited, and identify the person in his/her agency responsible for ABC administrative duties. (Functional Area 4 - Instructional Unit 4.15)
- 15.1.27 Given a simulated situation, the trainee will complete the agency authorized use of force report form. (Functional Area 5 - Instructional Unit 5.8)
- 15.1.28 The trainee will state the employing agency policy regarding disposition of handwritten notes. (Functional Area 6 - Instructional Unit 6.1)
- 15.1.29 The trainee will identify and list the use of the primary report forms utilized by his or her agency. (Functional Area 6 - Instructional Unit 6.1)
- 15.1.30 The trainee will select and prepare interoffice correspondence on the proper form and in an acceptable manner according to the requirements of his or her agency. (Functional Area 6 - Instructional Unit 6.1)

- 15.1.31 Given a practical exercise, the trainee will demonstrate his/her ability to communicate effectively with members of ethnic and cultural groups. (No references cited)
- 15.1.32 The trainee will explain his/her agency vehicular pursuit policy. The explanation shall include:
- A. Criteria for initiation of a pursuit;
 - B. Criteria for terminating a pursuit;
 - C. Use of emergency warning devices (sirens, flashing lights, etc.);
 - D. Departmental vehicular pursuit procedures .
(Functional Area 7 - Instructional Unit 7.2)
- 15.1.33 The trainee will identify how to safely handle handguns and shotguns. This will include operating weapons storage mechanisms in agency authorized vehicles and in authorized agency storage areas. (Functional Area 9 - Instructional Unit 9.1)
- 15.1.34 The trainee will identify those firearms and ammunition his/her agency authorizes for both on-duty and off- duty use.
(Functional Area 9 - Instructional Unit 9.2)
- 15.1.35 The trainee will identify employing agency policies regarding the utilization of each chemical agent device used by the agency.
(Functional Area 9 - Instructional Unit 9.5)
- 13.1.36 Given simulated situations, the trainee will determine if there are any warrants for persons and/or property using agency procedures.
(Functional Area 10 - Instructional Unit 10.3)
- 15.1.37 The trainee will identify his/her agency policy(ies) regarding mutual aid and jurisdiction. This will include:
- A. Using official vehicles and equipment outside the primary jurisdiction of the employing agency;
 - B. Responding to calls for assistance outside the primary jurisdiction; and
 - C. Assisting outside agencies with arrests within the primary jurisdiction.
(Functional Area 10 - Instructional Unit 10.3)

- 15.1.38 The trainee will identify his/her agency policy regarding the searching of individuals, juveniles, elderly persons, and persons who are physically handicapped or impaired. (Functional Area 10 - Instructional Unit 10.6)
- 15.1.39 The trainee will identify the employing agency policy regarding the searching of individuals of the opposite sex. (Functional Area 10 - Instructional Unit 10.6)
- 15.1.40 The trainee will identify his/her agency policy regarding the handcuffing of individuals. The explanation will include handcuffing:
- A. Males;
 - B. Females;
 - C. Juveniles;
 - D. Special cases;
 - E. Elderly persons;
 - F. Injured persons; and
 - G. Physically handicapped persons.
- (Functional Area 10 - Instructional Unit 10.9)
- 15.1.41 The trainee will identify his/her agency policy regarding transportation of prisoners and/or other individuals. The explanation will include:
- A. Transportation of females;
 - B. Positioning within vehicle;
 - C. Transportation of injured or sick prisoners;
 - D. Transportation of juveniles;
 - E. Transportation of victims/witnesses;
 - F. Transportation infants and young children; and
 - G. Transportation of other citizens.
- (Functional Area 10 - Instructional Unit 10.10)
- 15.1.42 In a simulated situation, the trainee will properly complete the processing of an adult prisoner in conformance with the law and the policies of the agency. This processing will include the required notifications that an officer must make. (Functional Area 10 - Instructional Unit 10.11)

- 15.1.43 The trainee will identify his/her local agency requirements regarding issuing receipts for personal property taken from prisoners. (Functional Area 10 - Instructional Unit 10.11)
- 15.1.44 The trainee will identify notifications an officer is required to make when processing a juvenile. The notifications will reflect:
- A. The law; and
 - B. The policies of his/her agency.
- (Functional Area 10 - Instructional Unit 10.11)
- 15.1.45 In a simulated situation, the trainee will properly complete the processing of a juvenile in conformance with the law and the policies of his/her agency. (Functional Area 10 - Instructional Unit 10.11)
- 15.1.46 In a simulated situation, the trainee will properly complete the processing of prisoners who warrant special consideration, and will identify the detention facility his/her agency designates for the processing of such prisoners. These special considerations shall include situations when a prisoner is:
- A. Intoxicated or under the influence alcohol/drugs;
 - B. Injured;
 - C. Sick;
 - D. Female;
 - E. Juvenile;
 - F. Excited/ emotionally disturbed;
 - G. Mentally handicapped/disoriented;
 - H. Does not speak English;
 - I. Physically handicapped; and
 - J. Elderly.
- (Functional Area 10 - Instructional Unit 10.11)
- 15.1.47 The trainee will identify his/her agency procedures for the release of a prisoner. (Functional Area 10 - Instructional Unit 10.12)

- 15.1.48 The trainee will identify the criteria to be considered when determining the method to be utilized in responding to crimes-in-progress. This identification will include agency policy. (Functional Area 10 - Instructional Unit 10.13)
- 15.1.49 The trainee will identify his/her agency policy for handling labor disputes. (Functional Area 10 - Instructional Unit 10.15)
- 15.1.50 The trainee will identify his/hers agency policy and procedures for reporting missing persons. (Functional Area 10 - Instructional Unit 10.16)
- 15.1.51 The trainee will identify the procedures of his/her agency for handling sick or injured persons. These procedures will include:
- A. The extent of first aid to be performed by police;
 - B. The role of ambulance and paramedic crews;
 - C. The hospitals to which sick or injured are to be transported; and
 - D. The use of universal precautions when handling sick, injured, or deceased persons.
- (Functional Area 10 - Instructional Unit 10.17)
- 15.1.52 The trainee will identify the employing agency policy and procedure in accordance with State guidelines for notifying the next of kin in cases of sudden death. (Functional Area 10 - Instructional Unit 10.17)
- 15.1.53 The trainee will identify his/her agency procedures for handling dead body calls under various situations. These situations will include persons who have died:
- A. As a result of a suicide;
 - B. With a doctor signing a death certificate;
 - C. From apparent natural causes, no death certificate;
 - D. As a result of an accident;
 - E. Under suspicious circumstances; and
 - F. As a result of a crime.
- (Functional Area 10 - Instructional Unit 10.17)

- 15.1.54 The trainee will identify his/her agency policies concerning the disposition of vicious, injured or sick animals. (Functional Area 10 - Instructional Unit 10.18)
- 15.1.55 The trainee will identify local agencies which will provide assistance in treating domesticated and non-domesticated animals that are sick or injured, and disposing of dead animals. (Functional Area 10 - Instructional Unit 10.18)
- 15.1.56 The trainee will identify his/her agency procedures for handling and processing animal bite cases. (Functional Area 10 - Instructional Unit 10.18)
- 15.1.57 The trainee will identify his/her agency policy for handling situations where a non-domesticated animal enters a residential area. (Functional Area 10 - Instructional Unit 10.18)
- 15.1.58 The trainee will simulate the impounding of a vehicle in an authorized manner. This will include:
- A. Following his/her agency policy; and
 - B. Completion of required paperwork.
- (No reference cited)
- 15.1.59 The trainee will identify his/her agency procedures for a law enforcement officer when confronted with unusual local occurrences. These occurrences will include:
- A. Electrical wires down;
 - B. Malfunctioning traffic signals;
 - C. Hazardous road conditions;
 - D. Damage to fire hydrants;
 - E. Gas leaks; and
 - F. Other local possibilities.
- (Functional Area 10 - Instructional Unit 10.20)
- 15.1.60 The trainee will identify the considerations of the law enforcement officer on arrival at the scene of a suspected or actual explosive device. These considerations will include agency policy. (Functional Area 10 - Instructional Unit 10.20)

- 15.1.61 The trainee will identify his/her agency procedures for releasing information to the media.
(Functional Area 10 - Instructional Unit 10.24)
- 15.1.62 The trainee will identify his/her agency policies regarding who may release information to the news media.
(Functional Area 10 - Instructional Unit 10.24)
- 15.1.63 The trainee will recognize and identify authorized press credentials honored by his/her agency.
(Functional Area 10 - Instructional Unit 10.24)
- 15.1.64 The trainee will identify law and agency policy that pertains to the admission of news media representatives into areas otherwise closed to the public. (Functional Area 10 - Instructional Unit 10.24)
- 15.1.65 The trainee will read and study the policy of his/her agency, as required by the Attorney General, regarding response to a bomb threat in a school. (No references cited)
- 15.1.66 The trainee will read and study the policy of his/her agency, as required by the Attorney General, regarding the rapid response to an active shooter in a school. (Functional Area 10 - Instructional Unit 10.25)
- 15.1.67 The trainee will read and study the policy of his/her agency, as required by the Attorney General, regarding the lockdown of a school. (Functional Area 10 - Instructional Unit 10.25)
- 15.1.68 The trainee will read and study the policy of his/her agency, as required by the Attorney General, regarding the evacuation of a building. (No references cited)
- 15.1.69 The trainee will identify additional specific responsibilities and considerations unique to handling accidents involving hazardous materials or weapons of mass destruction. This identification will include agency policy. (Functional Area 10 - Instruction Unit 10.31 and 10.32)

- 15.1.70 The trainee will identify the appropriate procedure notifying the dispatcher or supervisor when making a motor vehicle stop. (Functional Area 11 - Instructional Unit 11.3)
- 15.1.71 The trainee will demonstrate the ability to process lawful lookups on agency equipment in police vehicles where applicable. (Functional Area 11 - Instructional Unit 11.3)
- 15.1.72 The trainee will identify his/her agency rules, policies, and procedures regarding the storage of various types of evidence. These types of evidence will include:
- A. Soil;
 - B. Non-biological liquids;
 - C. Firearms and other weapons;
 - D. Minute and very large items;
 - E. Clothing;
 - F. Hazardous substances;
 - G. Knives and other sharps;
 - H. Biological materials (blood, saliva and other body fluids);
 - I. Tools;
 - J. Explosives;
 - K. Drugs;
 - L. Vehicles;
 - M. Documents;
 - N. Computers;
 - O. Perishable items; and
 - P. Cash, jewelry and other valuable items
- (Functional Area 12 - Instructional Unit 12.3)
- 15.1.73 The trainee will properly complete all necessary forms utilized by his/her agency to ensure the chain of custody. (Functional Area 12 - Instructional Unit 12.3)
- 15.1.74 The trainee will identify his/her agency policies and procedures regarding the transfer of evidence to laboratory examination facilities. (Functional Area 12 - Instructional Unit 12.3)

- 15.1.75 Given a practical exercise in which a variety of "latent" and "plastic" prints have been placed on a number of items that vary in texture and color, the trainee will handle the responsibilities commonly assigned to an officer at his/her level. These responsibilities may include (if applicable):
- A. Locating the prints;
 - B. Developing the prints; and
 - C. Preserving the prints (for identification in court).
- (Functional Area 12 - Instructional Unit 12.7)
- 15.1.76 The trainee will state the employing agency procedures for handling informants including the following:
- A. Documentation of information received;
 - B. Contact with any informants;
 - C. Payment to informants;
 - D. Witness Relocation;
 - E. Admissibility and/or Inadmissibility of Records of Informants in a legal proceeding:
 - 1. Cooperation agreement;
 - 2. Any payments made to informant; and
 - 3. Hotel/travel arrangements.
- (Functional Area 12 - Instructional Unit 12.8)
- 15.1.77 The trainee will identify organizations, community groups, and government bodies that offer opportunities for officers to perform community service activities. While not required, it is in keeping with community policing concepts for police officers to involve themselves in volunteer activities on the community level by participation in a wide variety of community service projects including volunteering time to work with youth, helping out at a food kitchen, working with nonprofit agencies and organizations serving the community. Employing agencies are urged to encourage officers to participate in appropriate volunteer activities during their off duty hours.
- (No references cited)