SAN DIEGO POLICE DEPARTMENT

RETIRED SENIOR VOLUNTEER PATROL

FIELD TRAINING MANUAL

NAME____________________
I.D.#______________________
DIVISION__________________

If found, please return to Mail Station 796 (Volunteer Services).
SAFETY

ALWAYS KNOW YOUR “LOCATION”

“NON-CONFRONTATIONAL”
ACKNOWLEDGEMENT

The members of the San Diego Police Department Retired Senior Volunteer Patrol are continuing to push forward in forming the most well organized, innovative, and progressive Volunteer Patrol force in the Nation. This Field Training Program is another example of their efforts.

The Retired Senior Volunteer Patrol Field Training Program again demonstrates what can be accomplished by Volunteers working as a team with Police Officers.

The below listed Police Officers and Retired Senior Volunteer Patrol Members should be recognized for their hard work, dedication to the Retired Senior Volunteer Patrol program and expertise in Community Policing.

Through the efforts of the listed San Diego Police Officers and Retired Senior Volunteer Patrol Members, this Field Training Program has become a reality.

Officers: RSVP Members:
Lisa COOK Larry BRADY
Manny DEL TORO Ed BURKE
Jon READ Don EAGLIN
Jim GRICE Eldon JACOBS
Pat LA CAMERA

Sergeant:
Don MARTS
Harry PLESS

Diane WENDELL Jim SWITZER
Don WALTON
Bob WHITE
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TO THE NEW RSVP MEMBER

The objective of this program is to build upon the instruction that you have received to date and to familiarize you with command and community- specific duties.

This manual will be used as a guide to standardize the learning process for all new R.S.V.P. members Citywide and within the Command for specific Command duties.

Please carry this manual with you during this learning experience and use it as a resource as you continue in your R.S.V.P. career.

The duties covered during this field training will be covered in at least one, and up to three ways.

**DISCUSSED:** The duty, and its components, will be explained in detail if the opportunity to perform it is not presented.

**DEMONSTRATED:** The Field Trainer will perform the listed duty for the New Member as part of the daily duties, or in a mock demonstration.

**PERFORMED:** New Members will perform the duties under the watchful eye of the Field Trainer.

**OR**

**NEEDS IMPROVEMENT:** The New Member is having difficulty with field training. A different Field Trainer will be assigned, possibly at a different command, providing additional training.

As a new R.S.V.P. member you are encouraged to ask questions and request further demonstration if you are not comfortable with a duty which was demonstrated. If you feel uncomfortable with a duty, you are further encouraged to inform your Field Trainer of the discomfort.
If you or the Field Trainer feel that additional experience is needed performing the duty, it will be further explained or performed, within reason, until you are comfortable and proficient with the duty.

R.S.V.P. Office/Storefront.

Location of forms
Location of mail boxes
Line-up procedures
End of Shift procedures
Radio sign-out procedure
Posse box organization
Date, time and location of the mandatory Monthly training meeting

Phone numbers

Roster location
Introduce new RSVP’s to VIP’s
Location of all storefronts

____________________________________
____________________________________
____________________________________
____________________________________
____________________________________

Sick Call procedure

____________________________________
____________________________________

Location of resource book, etc.

Work 1/2 day in an area Storefront or Substation

__/__/__
Area Command.

Commanding Officer’s name

Introduction to RSVP Coordinator

Introduction to RSVP Administration and staff

Location, (Address of Area Substation).

Door and gate code
I.D. Display or uniform
Location of detectives
Location of line-up room
Sit in on officers line up
Ride-along with a Sworn Officer

_____________, ____________   ___/___/___   ___:
Location of employee parking

Vehicle Procedures
(Performed Task)

Vehicle key location
Vehicle parking location
360 degree inspection
  Tires
  Brakes
  Lights
  Trunk equipment
  Turn signals
  Horn
  Windshield wipers
  Check spare tire
Damage; what if you find damage?
Vehicle deficiency report location and proper filing
Seat belts, (must be worn).
Fueling
Car wash/Car cleaning
Setting Emergency Brake.
Radio Procedures
(Performed Task)

**Always know your location**
On-Off procedures
Volume: is it turned up so you can hear?
Go 10-8 at the start of the shift, (Each radio must be used to call 10-8).
Radio: Knowledge of LCD screen

Main frequency
Inquiry frequency
Tac frequencies

Carry a radio code card on duty
When to use Inquiry, Main frequency, or Tac frequency

**Monitor during patrol**
Brief, proper transmission,
(Remember 1 to 2 second delay).
10-42 at end of shift

**NOTE:** Radio codes are not required.
Abandoned Vehicle Procedures

Visual assessment

- Doors locked
- Window smashed, missing, locked, open
- Ignition switch missing
- Extremely dirty car
- Etc.

Radio-in license plate (Inquiry)

What if it is a “CODE 37V”? 
- Is the car occupied?
- Where are you?

Blue card
- Warning notice
- Follow up process for blue card.

Bank and A.T.M. Checks
(Performed Task)

- Proper approach, (no alleys).
- Observation skills
  - What are you looking for?
- Documentation, PD-145.
  (Practical exercise)

- Branch locations
- Never enter a bank in uniform, unless...
CAUTION: Banks are in stores and markets now.

Disabled Parking

Properly marked stalls
Two of three markings ("one must be the sign"),
   International Symbol
   Blue Border
   *72 Square Inch sign with international symbol*

Buddy system

   Passenger checks car
   Driver checks car
   Double check citation
   Use proper abbreviations

Proper identification of Disabled Parking Plates, etc.


Proper parking of R.S.V.P. car (NO BLOCKING)

If the owner returns, do not issue the ticket.

Non-Confrontational

Documentation used by your command
VOID Slips
Amendment Form

School Patrol

Location of schools in the service area
School start and stop times
Student crossing guards (please salute).
No routine traffic direction (emergencies only).
Problem Schools and what the problems are
Vacation House Checks
(Performed Task)

Know your location
Read form aloud enroute to the house (passenger).
Drive past the house one time visual inspection.
Park in sight of, but not in front of the house.
Observe the house before exiting the car
Check your radio, can you hear it?
Carry the Info sheet with you
Buddy system, (contact/cover).
Never have keys to a Vacation House
Proper documentation of discrepancies
What if? Role Play.

YANA Checks
(Performed Task)

Read form aloud before the visit (passenger).
Check the day of week requested
(is this the correct date and day?)
Stay within sight of your partner at all times
“Code”
Check for the Emergency Form
Filling out the Emergency Form
Never have a key to a YANA residence
Never be part of an entry or forced entry
What if? Role Play
Traffic Accidents
(Review Instruction Sheet in patrol cars)

Procedure if an RSVP car is involved (see patrol guide) _________
(It must be investigated by a Traffic Officer and a Sergeant)

Procedure if you come across an accident _________
Call for an Officer, unless it is an 11-82 not blocking traffic
Issuing of 11-82 cards (no injuries). _________
Advise Dispatch of the accident _________

They will ask;
  Are there any Injuries; if so;
    Age of Victim(s)
    Are they conscious/unconscious

What will your commanding Officer (Captain) allow in _________
the way of traffic assistance?

Procedure for a disabled vehicle found on patrol:
  With a passenger _________
  Without a passenger _________

Problem Oriented Policing

POP coordinator at command _________

___________________________________

Up-date of any active RSVP-involved P.O.P. projects _________
Location of P.O.P. files _________
Location of P.O.P. forms _________
Deficiency Reports

What applies: Types of Deficiencies
Is it an emergency?
Do you need immediate service?
(How you get it)
Form
In-Bin for Deficiency Reports

District Atty. and City Atty. Runs

Pick-up location

Location of D.A.’s Office, including parking

Door code
Drop off location

Location of City Atty.’s Office, including parking
Forms

Journal
Y.A.N.A.
Y.A.N.A. Medical Form
Vacation House check
Vacation House preparation
Time Sheets
Daily Patrol Form, (for Communications & D.L.).
Deficiency Reports
Citizen Request Forms
After all signatures have been obtained, make a copy for the Member’s File as a reference for the future. The original must be sent to Volunteer Services, at mail
station 796, in a sealed envelope.