

Reno Police Department



Senior Auxiliary Volunteer Effort

Field Training Manual

NAME _____

I.D.# _____

S.A.V.E. RECRUITS:

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

This manual will be used as a guide to standardize the learning process for all new S.A.V.E. members.

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

The duties discussed in this field training manual 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.

NOT OBSERVED: The listed duty was not performed.

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 S.A.V.E. 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.

1st
Patrol 2nd
Patrol 3rd
Patrol

Pre-Patrol Office Tasks

Uniform Appearance

Building Orientation

Meeting schedule

Red book procedures

Mail in-box

Pick up abandoned vehicle Service Request Forms (SRO)

Review Vacation House Watch forms

Review Graffiti Service Requests (black books)

Pick up daily patrol information sheets (briefing materials)

Check and refill posse box supplies

Equipment check out (radio, holster, camera, car key)

Door / Gate codes

1st
Patrol 2nd
Patrol 3rd
Patrol

Vehicle Procedures

Vehicle Inspection (interior, exterior, fluid levels)

Equipment inventory

Complete initial entries in SAVE vehicle log for the patrol

Damage reporting

Car wash procedure

Fueling the vehicle

1st
Patrol 2nd
Patrol 3rd
Patrol

Communications Procedures

Cell phone operation
Handheld radio operation
Radio procedures
Radio log on/off

1st
Patrol 2nd
Patrol 3rd
Patrol

Patrol Procedures

Seat belt usage (benefit reductions)
Geographic awareness (frequently ask current location)
Map book usage
Accident protocol
Driving skills (alert / evaluates surroundings)
Buddy system (maintaining visual contact)
Confrontation avoidance
Person description (height, weight, clothing, etc.)
Vehicle recognition (description, plate)
Post abandoned vehicle
School patrol
Locate graffiti (SRO / Hotline procedures)
Handicap parking code compliance
Handicap parking violations (cite or warning)
Radar speed monitoring
Vacation House Watch check

1st
Patrol 2nd
Patrol 3rd
Patrol

Patrol Procedures (continued)

Park patrols

Downtown walking

Traffic control

Employee injury procedures

1st
Patrol 2nd
Patrol 3rd
Patrol

Post-Patrol Tasks

Complete vehicle log

Complete daily journal entries and turn in

Radio check-in

Radio holster return

Cassette recorder return

Car key return

Camera return

Citation drop off

Turn in graffiti SROs

Turn in abandoned vehicle SROs

Complete situation reports