

# SAN DIEGO POLICE DEPARTMENT



## RETIRED SENIOR VOLUNTEER PATROL

### FIELD TRAINING MANUAL

**NAME**

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**I.D.#**

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**DIVISION**

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

**SAFETY**

**ALWAYS KNOW**

**YOUR**

**“LOCATION”**

**“NON-**

**CONFRONTATIONAL”**

## ACKNOWLEDGMENT

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:

*Lisa COOK  
Manny DEL TORO  
Jon READ*

### Sergeant:

*Diane WENDELL*

### RSVP Members:

*Larry BRADY  
Ed BURKE  
Don EAGLIN  
Jim GRICE  
Eldon JACOBS  
Pat LA CAMERA  
Don MARTS  
Harry PLESS  
Jim SWITZER  
Don WALTON  
Bob WHITE  
Riley WHITE  
Jo WILLIAMS  
Fred WOBLICK*

ance Dormann, Officer  
an Diego Police Department  
ffice of Volunteer Services, Neighborhood Policing Section

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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 \_\_\_\_\_

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**Phone numbers**

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- 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.

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

## 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. \_\_\_\_\_  
Spirit of the law, letter of the law. \_\_\_\_\_  
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 en route 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.

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**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

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**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 \_\_\_\_\_



## 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

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**Date**

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**Division**

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**Member's Signature**

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**Field Trainer's Signature**

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**Administrator's Signature**

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**Police Liaison's Signature**

**After all signatures have been obtained, make a copy for the Member's File as a reference for the signature. The original must be sent to Volunteer Services, at mail station 796, in a sealed envelope.**