

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:

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
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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. _____
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 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 _____

Door code _____

Drop off location _____

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 _____

____/____/____
Date

Division

Member's Signature

Field Trainer's Signature

Administrator's Signature

Police Liaison's Signature

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.