

## STUDY GUIDE COMPLETION INVENTORY

- A. Study Guide 1
- B. Study Guide 2
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	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	REMEDIATED		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

Competent:  
FTO Signature \_\_\_\_\_

## STUDY GUIDE 1

### I. **Policy/Procedure**

- A. Use of force policy-EMPD Procedures Manual Use of Force and Reporting.
- B. Use of Oleoresin Capsicum (OC Spray)-EMPD Procedures Manual Use of Chemical Agent Deterrents.
- C. Use of Restraints-EMPD Procedures Manual RIPP Restraints (Hobble).
- D. 149 PC- Assault by Public officers.

### II. **LAWS**

#### A. Arrest Authorities – Penal Code

- 1. 836 PC
- 2. 837 PC
- 3. 840 PC

#### B. Penal Code

- 1. 211 PC
- 2. 459 PC (Residence, auto, commercial)
- 3. 245 PC (Handgun, other dangerous weapons)
- 4. 487 PC (Basic distinctions)
- 5. 415 PC
- 6. 261 PC
- 7. 261.5 PC
- 8. 240 PC
- 9. 242 PC

#### C. Vehicle Code

- 1. Chapter organization
- 2. Familiarization with VC “*Cheat Sheet*”

### III. **Geography**

#### A. General overview

- 1. Hundred blocks
- 2. N, S, E, W, streets (even and odd number address system)

### IV. **Reports/Reporting Procedures**

#### A. Report form familiarization

- 1. Types of report forms used by EMPD
- 2. When to use particular report forms.

- V. **Case law**
  - A. California Constitution vs. Proposition 8 (training guide #1)
  - B. Exclusionary Rule
    - 1. Elimination of “Vicarious Exclusionary Rule” in California.

## STUDY GUIDE 2

- I. **Policy/Procedure**
  - A. Operation of Police Vehicle (EMPD Procedures Manual: Police Unit and Equipment Check Section 703, page 369-370).
  - B. EMPD Pursuit Policy (EMPD Procedures Manual: Section 314, page 84-92).
  - C. Traffic Accident Involving Police Vehicle (EMPD Procedures Manual: Section 502, page 318-319).
  - D. Indoor Range Policy (EMPD Rules and Regulations Manual: Section 312.5, page 78-79).
  - E. Record Bureau Access Restriction (EMPD Rules and Regulation Manual Section 810, pages 391-393).
  
- II. **LAWS**
  - A. Arrest authorities – VC
    - 1. 40300.5 VC
    - 2. 40302 VC
  
  - B. Arrest Authorities – WIC
    - 1. 5150 WIC
    - 2. 625 a, b, c WIC
  
  - C. Arrest Authorities – PC
    - 1. 243.5 PC
    - 2. 840 PC
  
- III. **GEOGRAPHY**
  - A. Courthouse
  - B. DPSS Building
  - C. Parole Office
  - D. Hospitals
    - 1. L.A. County USC Medical Center
    - 2. Greater El Monte Hospital
    - 3. Arcadia Methodist
    - 4. Huntington Memorial
    - 5. Queen of the Valley
    - 6. Garfield Medical Center
  
- IV. **CASE LAW**
  - A. Temporary Detentions
    - 1. Refer to Training Guide 2

## STUDY GUIDE 3

### I. Policy/Procedure

- A. EMPD Procedure Manual: Handling of Hate Crimes, Section 338, page 161-163.
- B. EMPD Procedure Manual: Domestic Violence Policy and Procedure, Section 320, page 105-115.

### II. LAWS

#### A. Vehicle Code (Parking)

- 1. 22500 a – 1
- 2. 22502 a
- 3. 22514
- 4. 22526

#### B. Penal Code

- 1. 451
- 2. 594.3
- 3. 594b(1)
- 4. 653m
- 5. 273.5
- 6. 13700-13730
- 7. 12028.5

### III. Geography

#### A. School Locations

- 1. Arroyo High
- 2. El Monte High
- 3. Byron Thompson
- 4. Cheerylee
- 5. Children's Center
- 6. Cleminson
- 7. Columbia
- 8. Cortada
- 9. Gidley
- 10. LeGore
- 11. Mulhall
- 12. New Lexington
- 13. Norwood
- 14. Rio Hondo
- 15. Rio Vista
- 16. Shirpser
- 17. Wilkerson
- 18. Wright
- 19. Durfee Intermediate

20. Potrero Intermediate
21. El Monte Adult School
22. Mountain View High
23. Valle Lindo High
24. Madrid Middle School

**IV. Parks**

- A. Tony Arceo Memorial
- B. Baldwin Mini
- C. Fletcher
- D. Lambert
- E. Pioneer
- F. Mountain View
- G. Rio Vista Veterans Memorial
- H. Zamora

**V. Reports/Reporting Procedures**

- A. Traffic Accident forms
- B. CHP 180
- C. Traffic Cites
- D. General Procedures Traffic Enforcement – Training Guide 3

**VI. Case Law**

- A. Temporary Detentions (continued)
  1. Refer Training Guide 2

## STUDY GUIDE 4

### I. Policy/Procedures

- A. Impounding and storage of vehicles (EMPD Policy and Procedure Section 510, page 322-326.
- B. Tow services and boundaries
- C. Interrogation of suspects
  - 1. Policy on when to advise
    - a. EMPD Policy and Procedure (Miranda)
      - 1. Adults
      - 2. Juveniles

### II. Laws

- A. Vehicle code impound and storage authorities
  - 1. 22651 a – p
  - 2. 22655.5
  - 3. 22669
- B. Penal code (weapons)
  - 1. 417
  - 2. 12020
  - 3. 12025
  - 4. 12031
  - 5. 653k
  - 6. 12034
- C. Municipal Code
  - 1. 9.28.020 (Juvenile poss. of a weapon, including air gun)
- D. Health and Safety Code (Possession controlled substance and Contraband)
  - 1. 11377 vs. 11350
  - 2. 11357a, b, c,
  - 3. 11364
- E. Business and Professions Code
  - 1. 4140

### III. Geography

- A. Location of bars in beat 11

### IV. Reports/Reporting Procedures

- A. Person dead report elements
  - 1. Coroner vs. Non-Coroner Cases
  - 2. Notifications
    - a. Operations Sergeant
    - b. Next of kin

- V. **Case Law** (Training Guide 4)
  - A. Miranda
    - 1. Detention Questioning
    - 2. Traffic Stop Questioning



## STUDY GUIDE 5

### I. Policy and Procedures

- A. Missing person – EMPD Policy and Procedure Section 332, page 152-155
- B. Traffic Collision Investigations – EMPD Policy and Procedure Section 502, page 318-139.
  - 1. Reporting requirements
  - 2. Cold H&R reports criteria
    - a. Field report
    - b. Traffic Bureau referral
- C. Court Appearances
  - 1. EMPD Policy and Procedure Section 348, page 185-188

### II. LAWS

- A. Vehicle Code (right of way)
  - 1. Review Generally-sections 21800-21806a VC
  - 2. 21801a
  - 3. 21802
  - 4. 21804
  - 5. 21806
- B. Penal Code
  - 1. 148
  - 2. 148.1
  - 3. 148.5
  - 4. 148.9
  - 5. 538d
  - 6. 243
  - 7. 529
- C. Health and Safety Code
  - 1. 11368
  - 2. 11378
  - 3. 11351
  - 4. 11359

### III. Geography (Beat 11)

- A. Location of all schools, parks, and city building within beat 11.

### IV. Reports/Reporting Procedures

- A. County booking forms
- B. Juvenile Hall entrance forms
- C. Lab Tech Requests
- D. Evidence booking forms
  - 1. Standard Evidence sheets and tags
  - 2. Procedure and tags for booking currency.
- E. Traffic Accident DUI's

1. PCF- 23152 VC

V. **Case Law** – search of persons (training guide 5)

A. Pat downs

1. Terry vs. Ohio

B. Abandonment of Property/contraband

## STUDY GUIDE 6

### I. Policy/Procedures

- A. Placement of Minors into Protective Custody (EMPD Policy and Procedures Section 330.6, page 149).
- B. Front Desk Operations (EMPD Policy and Procedures Section 401, page 224-225)
- C. Communications Operations (EMPD Policy and Procedures Section 802, page 375)
- D. Training Guide 6 – “Administrative Per Se”

### II. Laws – DUI’s

- A. Vehicle Code
  - 1. 23152
  - 2. 23153
  - 3. 23612
  - 4. 23140
- B. Penal Code (disorderly conduct)
  - 1. 647(a) –(k)
- C. Business and Profession Code (alcohol violations)
  - 1. 25602
  - 2. 25608
  - 3. 25632
  - 4. 25658 (a)
  - 5. 25658 (b)
  - 6. 25662

### III. Geography (Beat 12)

- A. Familiarization of all schools and parks in beat 12.

### IV. Reports/Reporting Procedures

- A. Driving under the influence
  - 1. EMPD- DUI Report form
  - 2. Administrative Per Se forms
  - 3. Collection/Disposition of Evidence

### V. Case Law – Search of Persons (continued)

- A. Search Incident to Arrest (Training Guide 7)
  - 1. Federal vs. California Rule
  - 2. Closed Containers

## STUDY GUIDE 7

### I. Policy/Procedure

#### A. Jail/Booking Procedures

1. 849b(1) PC
2. Parole holds
3. Prisoner Searches and Contraband
  - a. Strip Search or Visual Body Cavity Search Policy (EMPD Policy and Procedure Section 902, page 402)

#### B. Booking of Evidence

1. Narcotics
  - a. K-Paks
2. Currency Envelopes and Locker
3. Blood
4. Urine
5. Sexual Assault Kit
6. Clothing and Physical Evidence
  - a. Sexual Assault
  - b. Blood Stains

#### C. Physical Evidence Guidelines for Line Officers- Training Guide 9.

### II. Laws

#### A. Vehicle Code (License Laws)

1. 12500 a & b
2. 12951 a
3. 14601
4. 14603
5. 14610
6. 31

#### B. Penal Code

1. 484 (definitions)
2. 490.5
3. 484 vs. 459 (shoplifting)
4. 666
5. 503

#### C. Health and Safety Code

1. 11550 (review)
  - a. 11550 vs. 647f PC (influence vs. intoxication)
  - b. 11378.5
  - c. 11379.5

- III. Reports/Reporting Procedures**
  - A. DMV Form “DL-310”- Notice of License Suspension
  - B. DMV Driver Re-Examination Notice

- IV. Case Law**
  - A. Inventory Searches
  - B. Probable Cause- Closed containers
  - C. Search Incidental to Lawful arrest.

## STUDY GUIDE 8

### I. Policy/Procedures

- A. Temporary Restraining Orders, Court Orders, Restraining Orders, Emergency Protective Order- (Training Guide 12)- EMPD Policy and Procedure Section 320.4, page 109-115.
- B. Department Restraining Order File
  - 1. Verification and Enforcement Procedure
- C. Vehicle Repossession- Officer Duties at scene.
  - 1. Define Vehicle Custody and Control
  - 2. Who can repossess?
  - 3. Return of personal property in repossessed vehicle
  - 4. Notification requirements.
- D. Landlord/Tenant Disputes – Training Guide 13

### II. Laws

- A. Vehicle Code (signs, signals, markings)
  - 1. 21451
  - 2. 21453
  - 3. 21457
  - 4. 21460
  - 5. 21461
- B. Vehicle Code (driving, overtaking, and passing)
  - 1. 21650
  - 2. 21651
  - 3. 21658
  - 4. 21663
  - 5. 21703
  - 6. 21712
  - 7. 21750
  - 8. 21754
- C. Penal Code
  - 1. 273.6
  - 2. 484 e
  - 3. 484f
  - 4. 496
  - 5. 537 (a)
  - 6. 537e
  - 7. 484g
  - 8. 485
  - 9. 664

10.470

**III. Geography**

A. Familiarization of Beat 13.

1. Locations of all schools and parks in beat 13

**IV. Reports/Reporting Procedures**

A. FI Cards

1. Completeness
2. Submitting Properly and Timely
3. Investigative purposes

**V. Case Law – Premise/Residential Searches (Training Guide 14)**

A. Plain View

B. Knock and Notice

C. Standing

D. Scope

E. Four types of residential searches (Training Guide 14)

1. Search warrant
2. Consent
3. Exigent Circumstances
4. Incident to Arrest (Chimel)

## STUDY GUIDE 9

### I. Policy/Procedures

- A. Elder Abuse – Training Guide 15
  - 1. Mandatory Reporting Requirements- EMPD Policy and Procedure, Section 326.3, page 136
    - a. Elder Abuse and Dependent Adult- EMPD Policy and Procedure, Section 326 page 135-137
- B. Policy Statement – Discriminatory and Workplace Harassment
- C. Off Duty Employment Policy – EMPD Policy and Procedure, Section 1040 page 470-472
  - 1. Department approval

### II. Laws

- A. *Vehicle Code* (Pedestrian)
  - 1. 21950
  - 2. 21951
  - 3. 21954
  - 4. 21955
  
- B. Turning, Stopping, Signaling
  - 1. 22100
  - 2. 22101d
  - 3. 22102
  - 4. 22103
  - 5. 22106
  - 6. 22107
  - 7. 22450
  
- C. Speed
  - 1. 22349
  - 2. 22350
  - 3. 22400
  
- D. Penal Code
  - 1. 368
  - 2. 602
  - 3. 602L
  - 4. 602N
  - 5. 602.5
  - 6. 603



*E. Municipal Code (Misdemeanors)*

1. 5.04.040
2. 8.20.600 (a), (b), (c)
3. 9.04.010
4. 9.04.020
5. 9.04.0500 (a)
6. 9.08.010
7. 9.12.010
8. 9.28.020
9. 9.32.020 (a)
10. 9.48.020 (a), (b), (c), (d)

**III. Geography**

- A. Familiarization with notorious bars and motels in beat 13

## STUDY GUIDE 10

### I. Policy/Procedures

#### A. Embezzled Vehicles (Criteria)

1. Rented or Leased Vehicle with contract
2. Overdue minimum of 5 days
3. Registered Demand Letter
4. No SVS entry pending Det. Bureau Investigation/Follow up

#### B. Processing Mentally Ill Persons- EMPD Policy and Procedures, Section 418, page 262-263

1. Training Guide 17

### II. Laws

#### A. Vehicle Code (Auto Theft)

1. 10851
2. 10852
3. 10855
4. 10751

#### B. Common VC Misdemeanors/Felonies

1. 23103
2. 23104
3. 23109
4. 23110
5. 2800

#### C. Penal Code (Auto Theft)

1. 487(d)(1)
  1. 499b

#### D. PC Sections – Schools

1. 626
2. 626.2
3. 626.6
4. 626.9
5. 626.10

#### E. Welfare and Institution Code

1. 5150
2. 8102

### III. Geography – Beat 14

#### A. Familiarization with all schools and parks

#### B. Familiarization with bars and motels

## STUDY GUIDE 11

### I. Policy/Procedure

- A. Procedural aspects of Officer Involved Shootings and Serious Injury Incidents – EMPD Policy and Procedures, Section 310 page 62-69
  - 1. Criminal Investigation vs. Administrative Investigation
  - 2. First Unit on scene
    - a. “Crime Scene” protection - maintain logs
    - b. First aide assistance
    - c. Witness identification
- B. Off Duty Incidents – Inside vs. Outside city limits – EMPD Policy and Procedures, Section 451 page 314
- C. Diplomatic Immunity- EMPD Policy and Procedures, Section 422, page 270-271
- D. Voiding vs. Cancellation of Citations, EMPD Policy and Procedures, Section 516, page 331

### II. Laws

- A. Vehicle Code (Equipment)
  - 1. 24002
  - 2. 24250
  - 3. 24252a
  - 4. 24409
  - 5. 24600
  - 6. 24603
  - 7. 26708a
  - 8. 26709a
  - 9. 26710
  - 10. 27007
  - 11. 27150a
  - 12. 27153
  - 13. 27155
  - 14. 27315
  - 15. 27360
  - 16. 27400
  - 17. 40610 b
- B. Welfare and Institution Code (WIC)
  - 1. 300 (Minors subject to Court Jurisdiction)
  - 2. 305 (Temporary Custody by Peace Officer)
  - 3. 601 (Status Offenders)
  - 4. 602 (Criminal Offenders)
    - a. Review 625 WIC – Study Guide 2

**III. Geography (Beat 15)**

A. Familiarization with all areas of District 15

1. DPSS Building
2. Parole Office
3. All L.A. County Buildings
4. All California State Buildings.

## STUDY GUIDE 12

### I. Policy/Procedures

- A. Placement of Juveniles – County Facilities
  - 1. Juvenile Hall (Los Padrinos)
    - a. Entrance Clearance Requirement
    - b. “Intercept” Probation Officer
    - c. Notification Protocol Procedure

### II. Laws

- A. Vehicle Code (Registration and Insurance)
  - 1. 4000 (a) (1)
  - 2. 4152.5
  - 3. 4454
  - 4. 4463
  - 5. 5200
  - 6. 6700
  - 7. 11715 (b)
  - 8. 16028
  
- B. Vehicle Code (Hit & Run, and Liquor Laws)
  - 1. 20001
  - 2. 20002
  - 3. 23220
  - 4. 23221
  - 5. 23222
  - 6. 23223
  - 7. 23224
  - 8. 23225
  
- C. Penal Code
  - 1. 220
  - 2. 261
  - 3. 286
  - 4. 288
  - 5. 314
  
- D. Education Code
  - 1. 48264- Authority to detain persons suspected of being under 18 years of age(during school hours) who are away from home and absent from school.
  - 2. 48265 – Detaining officer must take juvenile to school attendance, or parent/guardian

### III. Case Law-

- A. Review Ramey and Gladys R. (Training Guide 18)

## **SUPPORT SERVICES**

Rio Hondo Superior Court - 11234 E. Valley Blvd, El Monte Ca. 91731  
Pomona Superior Court - 400 Civic Center Drive, Pomona Ca. 91766  
Probation Dept. - 11234 E. Valley Blvd., Suite 302, Ca. 91731  
L. A. Coroner - 1104 N. Mission Rd., L.A., Ca. 90033

## **HOSPITALS**

Greater El Monte Hospital - 1701 Santa Anita Ave., S. El Monte 91733 (626 579-7777)  
Arcadia Methodist - 300 W. Huntington Dr., Arcadia 91007 (626 898-8000)  
Kaiser Permanente - 1011 Baldwin Park Blvd. B. Park 91706 (800 823-2020)

## **COMMUNITY SERVICE ORGANIZATIONS**

### 1. Alcohol/Chemical Dependency

ALA-Teen/Alanon	213 387-3158
Alcohol Abuse Hotline	800 237-6237
Alcoholics Anonymous	626 442-3933
Alcohol & Drug Council	213 384-0403
Alcohol & Drug Program	626 442-4788
Narcotics Anonymous	626 303-4156
Charter Oak Hospital	800 654-2673

### 2. Domestic Violence

Battered Women & Children Hotline	818 887-6589
Wings (shelter for battered women)	626 967-0658
Trinity (El Monte children's home)	626 444-7554
Women's & Children Crisis Center	562 945-3939
Women's Shelter (24 hr. counseling)	562 437-4663

## **CUSTODY FACILITIES**

Los Padrinos Juvenile Hall - 7285 Quill Dr., Downey, Ca. 90242 (562 940-8660)  
LA Co. Jail - 450 Bauchet St., LA, Ca. 90023 (213) 893-5100  
LA Co. Hosp. Jail Ward - 1100 N. State St. (13<sup>th</sup> floor) LA, Ca 90023 (213) 226-4563

**EL MONTE UNION HIGH SCHOOL DISTRICT**

3537 Johnson Ave., El Monte 91732 (626) 444-9005

Arroyo High School	4921 Cedar Ave., El Monte 91732	626 444-9201
El Monte High School	3048 Tyler Ave., El Monte 91731	626 444-7701
Mountain View High School	2900 Parkway Dr., El Monte 91733	626 443-6181
Valle Lindo High School	12347 Ramona Blvd., El Monte 91732	626 442-0481
Adult Education	10807 Ramona Blvd., El Monte 91732	626 258-5800

**EL MONTE ELEMENTARY SCHOOL DISTRICT**

3540 Lexington Ave., El Monte 91731 (626) 453-3900

Cherrylee School	5025 Buffington Rd, El Monte 91732	626 575-2326
Columbia School	3400 California Ave., El Monte 91731	626 575-2306
Cortada School	3111 Potrero Ave., El Monte 91733	626 575-2391
Durfee School	12233 Star St., El Monte 91732	626 443-3900
Gidley School	10226 Lower Azusa, El Monte 91731	626 575-2323
Legore School	11121 Bryant Rd., El Monte 91731	626 575-2329
Mulhall School	10900 Mulhall St., El Monte 91731	626 575-2321
New Lexington School	10410 Bodger St., El Monte 91733	626 575-2328
Norwood School	4520 Whistler Ave., El Monte 91732	626 575-2328
Potrero School	2611 Potrero Ave., El Monte 91733	626 350-9386
Rio Vista School	4300 N. Esto, El Monte 91731	626 575-2310
Shirpser School	4020 Gibson Rd., El Monte 91731	626 575-2393
Byron E. Thompson	4544 Maxson Rd., El Monte 91732	626 443-2613
Wilkerson School	2700 Doreen Ave., El Monte 91733	626 575-2331
Frank Wright School	11317 McGirk Rd., El Monte 91732	626 575-2333

**MOUNTAIN VIEW SCHOOL DISTRICT**

3320 GILMAN RD., EL MONTE 91732 (626) 652-4202

Baker School	12043 Exline St., El Monte 91732	626 552-4700
Cogswell School	11050 Fineview St., El Monte 91733	626 652-4100
Kranz School	12460 Fineview St., El Monte 91732	626 652-4200
La Primera	4220 Gilman Rd., El Monte 91732	626 652-4150
Madrid School	3300 Gilman Rd., El Monte 91732	626 652-4300
Maxson School	12380 Felipe St., El Monte 91732	626 652-4540
Parkview School	12044 Elliott St., El Monte 91732	626 652-4800
Payne School	2850 Mt. View Rd., El Monte 91732	626 652-4900
Twin Lakes School	3900 Gilman Rd., El Monte 91732	626 652-4400
Voorhis School	3501 Durfee Ave., El Monte 91732	626 652-4450
Twin Cities Alternative	11204 Asher St., El Monte 91732	626 442-1354
Head Start/State	2109 Burkett, El Monte 91732	626 652-4250

EL MONTE PARKS AND RECREATION OFFICE  
3130 TYLER AVE.  
626 580-2200

ARCEO PARK	3125 TYLER AVE.	626 580-2220
BALDWIN MINI	3750 BALDWIN AVE	626 580-2221
FLETCHER PARK	3404 FLETHCER	626 580-2222
LAMBERT PARK	11431 McGIRK	626 580-2223
MT. VIEW PARK	12127 ELLIOTT	626 580-2225
PIONEER PARK	3535 SANTA ANITA	626 580-2227
RIO VISTA PARK	4275 RANGER	626 580-2228
ZAMORA PARK	3820 PENNMAR	626 580-2229
AQUATIC CENTER	11001 MILDRED	626 580-2213