

Oakland Police Department Academy Policy Manual



Values, Mission, Vision and Goals of the Oakland Police Department

Values

The Oakland Police Department values:

Fairness: We promote accountability and transparency.

Integrity: We embrace honesty and professionalism.

Respect: We treat the community and each other with dignity.

Service: We serve the community with courage and honor.

Teamwork: We celebrate Oakland's diversity through partnerships.

Mission

The Oakland Police Department's mission is to provide police service focused on public safety and the sanctity of life, to hold ourselves accountable to a high standard of conduct, efficiency and efficacy, and to promote mutual respect between the Department and Communities of Oakland

Vision

We will work in partnership with our Community, recognize the successes of our staff, build a team of professionals who are trained and developed to provide top quality Service, hold ourselves and each other accountable, and continually seek to be the exemplar for 21st Century Constitutional Policing, Community engagement, and positive employee morale within the police profession.

In short: We will be Leaders in the transformation of policing in the U.S.

Mission Statement of the Oakland Police Department Training Division

The Oakland Police Department Training Division is committed to providing its students the best law enforcement training available, utilizing the most effective and efficient technologies, and up to date methodologies that are relevant and instructionally sound. We will constantly strive to create an atmosphere that is conducive to the learning process, and represents the values and highest traditions of the professionalism embraced by the Department. With this goal firmly in mind, we will provided our students with the skills and knowledge necessary to successfully carry out department objectives, while embracing the Department's core values of fairness, integrity, respect, service and teamwork.

The Oakland Police Department Basic Academy Training Mission is to prepare students mentally, morally, emotionally and physical to successfully complete the Field Training Officer (FTO) program. Training and testing must ensure that each student graduates with the demonstrated character, knowledge, problem-solving abilities, human relations, communications and physical skills necessary to meet the professional standards required of a peace officer.

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Procedural Justice

Procedural Justice is the understanding that when police officers engage in fair and respectful treatment, the public is more likely to view their authority as legitimate. This builds better relationships with community members and promotes cooperation and support for an officer's efforts to improve safety.

Procedural Justice, a major component of the OPD's community policing philosophy, enhances the Department's ability to effectively engage with all communities in Oakland.

These four principles of Procedural Justice are:

1. Voice (Listen)
2. Neutrality (Unbiased Decisions)
3. Respectful (Treatment)
4. Trustworthy (Process)

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SECTION 1 ORGANIZATION

I. Chain of command

- A. Trainees shall follow the Academy chain of command at all times.

II. Chief of Police

III. Assistant Chief of Police

IV. Deputy Chief of Police; Bureau of Risk Management

V. Training Division Commander/Academy Director (Lieutenant)

- A. The Basic Academy Director provides direct supervision to the Academy Coordinator.

VI. Basic Academy Coordinator (Sergeant)

- A. The Basic Academy Coordinator is responsible for the planning and operation of the Basic Academy. The Coordinator provides direct supervision to the Academy Recruit Training Officers.

VII. Recruit Training Officers

- A. The Recruit Training Officer is the first-line supervisor for the Academy Trainee.
- B. Special emphasis is placed on the Recruit Training Officer's responsibility as a positive role model for the Trainee.
- C. Recruit Training Officer duties include providing the daily direction, guidance, counseling, and evaluation for the Trainee.

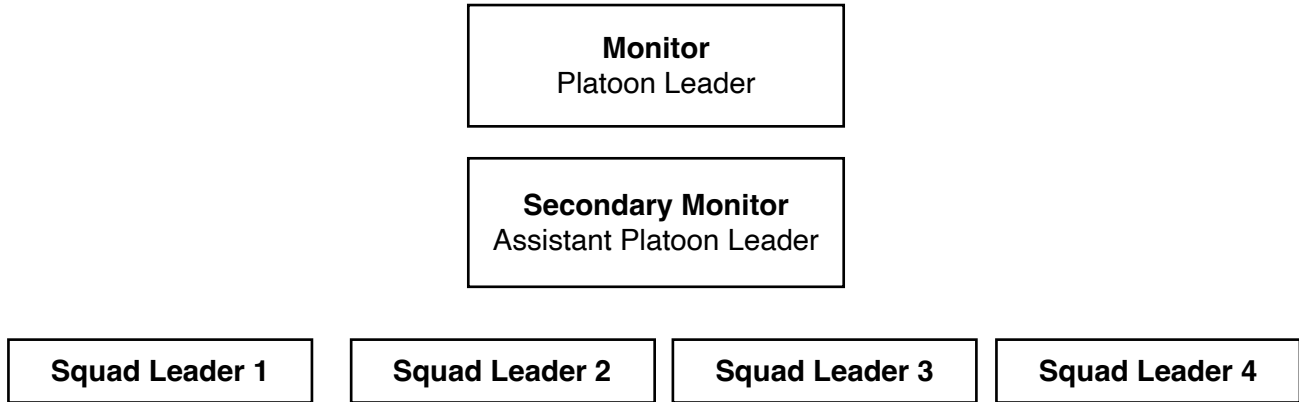
VIII. Recruit Training Academy Instructors

- A. It is the responsibility of each instructor to present a viable curriculum within their area of expertise, and maintain a continuing update of instructional material as required by the Academy personnel.

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IX. Class Monitors and Squad Leaders

- A. The monitor and secondary monitor will have direct report to the Recruit Training Officers and supervise the squad leaders.



- B. Unless otherwise ordered, the Trainee shall follow the chain of command prior to contacting members of the Academy personnel.
- C. Trainees shall not contact the Academy Coordinator or other administrative personnel members without following the chain of command unless ordered to do so.
- D. Any violation of the chain of command will result in disciplinary action.
- E. Trainee chain of command:
1. Squad Leader
 2. Class Monitor/Secondary Monitor
 3. Recruit Training Officer
 4. Academy Coordinator (Sergeant)
 5. Academy Director (Lieutenant)
 6. Deputy Chief, Bureau of Risk Management
 7. Assistant Chief of Police
 8. Chief of Police

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SECTION 2 EXPECTATIONS

- I. Academic Expectations
 - A. The Oakland Police Department holds high, yet realistic success expectations for all Trainees.
 - B. As an aid toward accomplishing this objective, the requirements necessary for attaining these expectations will be made explicit.
 - C. Each Trainee's achievement will be tested and tracked by the California Commission on Peace Officer Standards and Training (POST) Test Management Assessment System (TMAS-II).
 - D. Trainees will be given computer-based exams and practical exercise examinations that are designed to measure the Trainee's ability to demonstrate learned skills that often require the integration of materials and skills from several subject areas.
 - E. POST has established Learning Domains and four training modules that must be successfully completed before a newly appointed officer can exercise peace officer powers.
 - F. The Department, in conjunction with POST, has established the success criteria in the POST Learning Domains.
 - G. POST and Departmental rules provide that each Trainee must obtain a score for each Learning Domain module established by POST.
 - H. Trainees must pass all practical exercise examinations with a minimum score of 70% unless otherwise determined by California POST.
 - I. Whenever a Trainee fails a POST-mandated examination, they will be placed on a Performance Improvement Plan (PIP).
 - J. The Training personnel will initiate remediation efforts with the modular tests or practical skill area in an attempt to bring the Trainee's performance up to at least the success criteria levels established by POST and the Department.

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- K. Remediation should start as early as possible after failure is detected or predicted so that a Trainee does not fall behind.
 - L. All remediation shall be followed by an examination to determine if the Trainee has mastered the required material.
 - M. If a Trainee must remediate an exam, the minimum score shall be the same score as the initial exam.
 - N. Trainees who satisfactorily pass remedial examinations shall receive a grade no greater than the minimum POST success criteria for the knowledge test(s) they previously failed but subsequently passed in a remedial examination.
 - O. Trainees who fail a remedial examination shall be removed from the academy.
- II. Overtime
- A. Trainees will occasionally be required to work beyond the scheduled workday in order to complete training exercises and classes.
 - B. Trainees will be paid for required overtime in accordance with the Fair Labor Standards Act and the Memorandum of Understanding between the City of Oakland and the Oakland Police Officers' Association.
 - C. The Training personnel will occasionally make optional extra training sessions available in some subject areas at the request of Trainees.
 - D. Extra training sessions are provided for the benefit of Trainees and attendance is voluntary.
 - E. Trainees will not be compensated for attending voluntary sessions.
 - F. In the event that a POST Learning Domain is administered after normal duty hours, Trainees will be compensated for the actual amount of time used to take the exam up to the amount of time recommended by POST for taking the exam, regardless of the amount of time used to complete the exam.
 - G. The POST recommended time is available via the TMAS II system.
 - H. Trainees who fail a Learning Domain or Manipulative Skills examination will be required to attend additional training before taking a remedial examination.

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- I. In accordance with the Fair Labor Standards Act, Trainees will be compensated for remedial training when their attendance is mandated by the Training personnel and they will be compensated for time spent taking a remedial examination.
- J. During the Basic Academy Trainees may be given homework assignments.
- K. Time necessary to complete homework is not compensated under the Fair Labor Standards Act.
- L. Each Trainee is responsible for accurately completing his or her timecard weekly and keep account for additional hours worked.

III. POST Workbooks

- A. Each Trainee will be issued digital access to the POST Basic Course Workbooks during first week of the academy.
- B. It is the responsibility of each Trainee to have the appropriate materials available for each day's instruction.
- C. Trainees must review the contents of each workbook prior to the beginning of instruction for a Learning Domain topic.
- D. The workbooks were designed as a self-guided learning and assessment tool whereby Trainees can determine their current knowledge/skill level in a given topic and prepare themselves for the POST mandated testing.

IV. Training and Testing Specifications

- A. In July 1993, the Commission adopted training specifications as its method of specifying the minimum, mandated curriculum for the Regular Basic Course.
- B. Trainees are expected to regularly review the POST Training and Testing Specifications for each learning domain.

V. Physical Expectations

- A. Trainees are required to attain an acceptable level of physical fitness during the Basic Academy.
- B. Trainees will be assisted in this effort by participating fully in the POST mandatory physical fitness-training program designed to improve muscular strength, cardiovascular fitness, muscular endurance and flexibility.

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- C. In accordance with POST regulations, Trainees who are unable to complete thirty-six sessions of physical training during the first fourteen weeks of the Basic Academy must be removed from the Basic Academy.
- D. Trainees shall complete mandatory PT assessments. Scoring and PT assessment objectives will be provided by the RTO's in the first week of the academy.
- E. If a Trainee is on PDN for fitness, he or she shall complete weekly supplemental workouts provided by the Training personnel and document their progress in a respective IOL.
- F. Trainees shall successfully complete the POST Work Sample Test Battery.

VI. Behavior Expectations

- A. When a POT observes misconduct, he or she shall take action to include reporting it to their RTO or directly to the Internal Affairs Division as defined in DGO M-03 and MOR 314.48 - Reporting Violations of Laws, Ordinances, Rules or Orders. The mandatory reporting policies can be found here.
- B. As entry level law enforcement candidates attending the Oakland Police Department Basic Academy, Trainees are expected to demonstrate total commitment toward successfully meeting the academic and physical requirements prescribed above.
- C. Throughout the Academy, and even when off-duty, Trainees are expected to adopt a demeanor that encompasses pride, professionalism, maturity, and self-discipline.
- D. Work ethic will be defined and serve as a guide to each new Trainee's professional conduct.

SECTION 3 EVALUATIONS AND PERFORMANCE STANDARDS

- I. Performance Standards
 - A. Trainees will receive written or oral performance evaluations from the Recruit Training Officer while in the Academy.
 - B. Evaluations will address:
 - 1. Appearance
 - 2. Leadership
 - 3. Integrity/Credibility
 - 4. Acceptance of Criticism
 - 5. Ability to Follow Directions
 - 6. Promptness/Dependability
 - 7. Class Demeanor/Compatibility
 - 8. Bearing/Officer Presence
 - 9. Interest in People/Interpersonal Sensitivity
 - 10. Self - Confidence
 - 11. Learning Ability/Judgment/Adaptability
 - 12. Ability to Communicate/Report Writing
 - 13. Knowledge-Test/Learning Ability
 - 14. Officer Safety/Observation Skills
 - 15. Scenario Testing
 - 16. Firearms/Range
 - 17. Control of Conflict
 - 18. Arrest/Control Techniques
 - 19. Operation of a Motor Vehicle
 - 20. Physical Training
 - 21. Overall Evaluation

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- C. The evaluations will be based on the Trainee's performance as outlined by the Performance Standards and will be documented by inspection reports, PDN's, verbal counseling, notes of counseling and other discipline and commendations.
- D. Any violation of the Basic Academy regulations set forth below will be logged in the Trainee's personnel file.
- E. Serious or repeated violations of the rules and regulations during the Basic Academy will constitute a serious violation of (1) Departmental General Order B-13 (Basic Academy Performance Standards), and/or (2) Manual of Rules Section 314.42 (Obedience to Laws and Regulations).
- F. Any on or off-duty violation of Departmental General Orders, rules, or laws will result in Department action, which may include discharge from the Department and removal from the Basic Academy.
- G. A sample evaluation form can be found [here](#).

SECTION 4
BASIC ACADEMY EVALUATION
PERFORMANCE STANDARDS

I. Appearance

A. Objectives

1. Normatively appropriate height-to-weight ratio.
2. Completeness of uniform, including shoes and leather.
3. Proper manner of wearing uniform, press and fit.
4. Proper trim of hair, mustache, and sideburns.

B. Evaluation Standards

1. Unacceptable
 - a) Overweight, dirty shoes and uniform
 - b) Unkempt hair
 - c) Dirty weapon
 - d) Offensive body odor
2. Acceptable
 - a) Neat and clean uniform and shined shoes
 - b) Clean weapon
 - c) Well-groomed hair
3. Superior
 - a) Tailored, pressed, and clean uniform
 - b) Spit-shined shoes and polished leather
 - c) Well-groomed hair and nails
 - d) Impressive overall physical appearance

II. Leadership

A. Objectives

1. Takes initiative
2. Leads by example

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3. Selfless
4. Accountable
5. Humble

B. Evaluation Standards

1. Unacceptable
 - a) Does not take initiative.
 - b) Only follows others and fails to take the lead on a project and task.
 - c) Selfish
 - d) Does not take responsibility for actions of self and others.
 - e) Arrogant
2. Acceptable
 - a) Occasionally takes initiative.
 - b) Occasionally leads by example and willing to be an example when the responsibility and burden are light.
 - c) Occasionally selfless
 - d) Occasionally takes responsibility
 - e) Selective humility around Training Staff and peers.
3. Superior
 - a) Continually takes initiative, but also allows others to do the same.
 - b) Leads by example and does the right thing at all times.
 - c) Selfless and puts others first
 - d) Responsible for self and others
 - e) Humble at all times and willing to let others be praised.

III. Integrity/Credibility (As a Witness in a Court of Law)

A. Objectives

1. To be honest and sincere
2. Follow through with promised or assigned tasks
3. Help others accomplish tasks or goals

B. Evaluation Standards

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1. Unacceptable
 - a) Makes promises that are not kept.
 - b) Assignments are not turned in or are incomplete.
 - c) Has spoken untruths or helped in spreading rumors.
 - d) Does not admit mistakes.
 - e) Fails to report knowledge of wrongful activities.
 - f) Provides false reports/statements.
2. Acceptable
 - a) Completes all assignments and tasks.
 - b) Helps others to do the same.
 - c) Displays a good work ethic.
 - d) Admits to mistakes and attempts to correct them.
3. Superior
 - a) Displays a high degree of honesty/integrity.
 - b) Speaks up for others and for what is right, but also admits when wrong.
 - c) Completes all tasks and assignments and helps others to do the same.

IV. Acceptance of Criticism

A. Objectives

1. Maturity in discussing and recognizing weaknesses
2. Ability to understand points discussed.
3. Ability to correct deficiencies.

B. Evaluation Standards

1. Unacceptable
 - a) Rationalizes, argues, refuses to make corrections and considers all criticism to be negative.
2. Acceptable
 - a) Accepts criticism in positive manner and applies it to further learning process.
3. Superior

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- a) Solicits criticism in order to improve performance and never argues nor blames others.

V. Ability to Follow Directions

A. Objectives

1. Ability to understand and carry out directions.
2. Willingness to follow directions.

B. Evaluation Standards

1. Unacceptable
 - a) Continually questions direction or is unable to carry them out as given.
2. Acceptable
 - a) Respectfully carries out orders without having to be corrected.
3. Superior
 - a) Anticipates directions and carries them out without the need of assistance or reminders.
 - b) Recalls direction from prior situations and applies them to new situations.

VI. Promptness/Dependability

A. Objectives

1. Reports to class and field exercises on time in the morning, after breaks, and after lunch.
2. Completes all assignments and turns them in when they are due.
3. Has all materials and equipment ready at the appropriate classes.

B. Evaluation Standards

1. Unacceptable
 - a) Reports late for class and field exercises in the morning, after breaks, and after lunch.
 - b) Does not complete assignments and/or turn them in when they are due.
 - c) Forgets to have proper equipment and materials ready when appropriate.
2. Acceptable
 - a) Arrives on time for classes and field exercises.

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- b) Turns assignments in when due and brings materials and equipment to class.
- 3. Superior
 - a) Arrives early, is prepared for classes, and completes assignments prior to the due date.

VII. Class Demeanor/Compatibility

A. Objectives

- 1. Conduct that is conducive to learning.
- 2. Ability to communicate in a polite professional manner that is neither distant nor too informal.

B. Evaluation Standards

- 1. Unacceptable
 - a) Talks to others in class, falls asleep, makes inappropriate comments, does not pay attention, or distracts others.
 - b) Is disrespectful or argumentative with other students and instructors.

C. Acceptable

- 1. Is attentive, speaks when appropriate, is respectful to others, and does not distract others from learning.

D. Superior

- 1. Provides a meaningful addition to class discussion by contributing relevant thoughts and questions.
- 2. Provides assistance to fellow classmates to enhance their learning.

VIII. Bearing/Officer Presence

A. Objectives

- 1. Presents confident, alert, and business-like appearance.
- 2. Conveys image of being able to physically defend him/herself and others in an altercation without appearing to be menacing.
- 3. Conveys image of taking charge of a situation without being overly aggressive.
- 4. Conveys image of being concerned without being submissive.

B. Evaluation Standards

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1. Unacceptable
 - a) Appears nervous and afraid, appears disinterested or lazy, is authoritative and overbearing, is or appears to be impassive or dull.
2. Acceptable
 - a) Presents an impression of being alert, proficient, and mature.
3. Superior
 - a) Conveys an image of being an outstanding individual, of being highly professional, of being confident, and of being able to calmly handle any situation.

IX. Interest in People/Interpersonal Sensitivity

A. Objectives

1. Shows a genuine interest in people.
2. Team player.
3. Has a caring interest in helping others with tasks or problems

B. Evaluation Standards

1. Unacceptable
 - a) Has a weak or offensive rapport with others
 - b) Is uncooperative with others.
 - c) Not a team player
 - d) Displays little or no interpersonal regard for others.
2. Acceptable
 - a) Works well with others.
 - b) Builds rapport with others.
 - c) Establishes effective working relationships.
 - d) Team player.
3. Superior
 - a) Is a positive influence on the class
 - b) Prompts class cooperation.
 - c) Excels in trust building.

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d) Is an excellent role model for others

X. Self-Confidence

A. Objectives

1. Belief in one's own ability to perform competently.
2. Belief in one's own ability to solve problems as they occur.
3. Willingness to pursue a course of action after conceiving it.
4. Ability to solve problems as they arise.

B. Evaluation Standards

1. Unacceptable
 - a) Does not believe he or she can be a good officer.
 - b) Afraid he or she will make mistakes.
 - c) Cannot solve even the simplest of everyday problems.
2. Acceptable
 - a) Believes he or she will be a good officer.
 - b) Makes a decision and takes action on it.
 - c) Able to solve everyday problems without assistance.
3. Superior
 - a) Is self-assured and confident without being pompous or proud.
 - b) Makes good, quick decisions that he or she follows up on without hesitation or doubt.
 - c) Solves even difficult problems without frustration or delay.

XI. Learning Ability/Judgment /Adaptability

A. Objectives

1. Ability to assess the priorities in a given situation and choose a proper course of action.
2. Ability to resolve a problem in situations where conflicting solutions are available to the officer.
3. Ability to apply prior training and experiences to a situation at hand.
4. Ability to identify the motives and attitudes of other persons.

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5. Ability to choose the proper course of action in a situation.

B. Evaluation Standards

1. Unacceptable

- a) Is indecisive or is naïve.
- b) Acts without thought or logic.
- c) Chooses to act on a minor priority while overlooking a major one.
- d) Unable to apply prior training to a simple situation.

C. Acceptable

1. Able to choose a course of action that alleviates major problems first, and then settles minor problems.
2. Able to use prior training and experience to good advantage.
3. Able to understand human motives and operate in an appropriate manner.

D. Superior

1. Exhibits an outstanding ability to assess a situation and to act properly.
2. Can find a solution to even a novel difficult problem where the solution must be unique and creative.

XII. Ability to Communicate/Report Writing

A. Objectives

1. Ability to express an idea in clear, concise language.
2. Ability to speak in proper English and diction.
3. Ability to vary the choice of words to best communicate with persons of different education, intelligence, or background in both speech and writing.
4. Ability to organize thoughts and words to best convey meaning in both speech and writing.
5. Ability to write without spelling or grammatical errors.

B. Evaluation Standards

1. Unacceptable

- a) Consistently unable to express thoughts in clear, concise, and understandable language.

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- b) Uses poor English, excessive slang, or misuses simple words.
 - c) Is unable to organize thoughts, or consistently rambles so that meaning is lost.
 - d) Consistently misspells words.
2. Acceptable
- a) Almost always uses proper English and spelling.
 - b) Organizes thoughts well and is understandable to persons of different backgrounds and circumstances.
3. Superior
- a) Has an excellent understanding and grasp of the English language
 - b) Able to make very complicated ideas understandable to anyone, and chooses the right words for particular situations.
 - c) Writing is free of spelling and grammatical errors.

XIII. Knowledge-Test/Learning Ability

A. Objectives

- 1. Ability to identify in writing, orally, or by action the correct responses to questions in both exam and quiz form pertaining to material covered.
- 2. Ability to apply knowledge properly to relevant situation

B. Evaluation Standards

- 1. Unacceptable
 - a) Grade below POST/Academy minimum scores.
 - b) Lacks knowledge of laws and procedures.
 - c) Inability to respond correctly or act properly during verbal, written or practical evaluation.
- 2. Acceptable
 - a) Grades at or above POST/Academy minimum scores.
 - b) Knows laws and procedures during verbal, written and practical testing.
- 3. Superior
 - a) Grades above 95%.

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- b) Exhibits above average knowledge of law and proper procedures during all testing.

XIV. Officer Safety/Observation Skills

A. Objectives

- 1. Officer survival.

B. Evaluation Standards

1. Unacceptable

- a) Frequently fails to exercise officer safety.
 - (1) Exposes weapons to suspect.
 - (2) Fails to keep gun-hand free.
 - (3) Stands directly in front of violator's car door.
 - (4) Fails to control suspect's movements.
 - (5) Does not maintain sight of violator.
 - (6) Fails to advise radio when leaving the vehicle.
 - (7) Fails to maintain good physical condition.
 - (8) Does not foresee potentially dangerous situations.
 - (9) Fails to utilize or maintain personal safety equipment.
 - (10) Points gun at other officers or in an unsafe direction.
 - (11) Stands too close to vehicular traffic.
 - (12) Stands in front of door when knocking.
 - (13) Fails to have weapon ready when appropriate.
 - (14) Fails to cover other officers.
 - (15) Fails to check vehicle prior to duty or after transportation.
 - (16) Fails to "pat" search suspicious persons when appropriate.
 - (17) Fails to handcuff potentially hazardous prisoners.
 - (18) Fails to thoroughly search prisoners or their vehicles.
 - (19) Fails to maintain position of advantage with prisoners or detainees.

2. Acceptable

- a) Understands principles of officer safety and generally applies these principles.

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- b) Displays awareness of potential danger from suspicious persons and prisoners and maintains a position of advantage.
- 3. Superior
 - a) Always stays in a safe position.
 - b) Always watchful on his or her approach to situations and does the same for his or her partner.
 - c) Never becomes paranoid or over confident.
 - d) Is alert to changing conditions.

XV.Scenario Testing

A. Objectives

- 1. The ability to apply prior knowledge to in-progress practical situations, either orally or by action.

B. Evaluation Standards

- 1. Unacceptable
 - a) Inability to respond correctly to in-progress practical situations using prior knowledge, uses poor judgment in making decisions, remediates scenarios.
 - b) Acceptable
 - (1) Knows applicable laws and procedures and implements them to solve field problems.
 - c) Superior
 - (1) Exhibits a thorough knowledge of laws and procedures and is able to develop creative solutions to field problems.

XVI.Firearms/Range

A. Objectives

- 1. Ability to qualify with duty weapon on Academy prescribed firing range with a qualifying score.
- 2. Familiarize oneself with handgun and shotgun handling, usage, nomenclature, and safety.

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3. Maturity in exercising good safety practices on the firing line and on range grounds (common sense/judgment).
4. Ability to perform adequately in prescribed range classes/courses.
5. Ability to correct deficiencies (attitude).
6. Ability to react appropriately to force options scenarios and values Constitutional policing.

B. Evaluation Standards

1. Unacceptable
 - a) Unsafe weapon handling
 - b) Drops or misuses handgun or shotgun.
 - c) Fails to shoot a minimum qualifying score.
 - d) Fails to use proper method of sight picture, trigger control, loading, or unloading.
 - e) Accidentally discharges a weapon or fires in an unsafe direction.
 - f) Fails to maintain his or her weapon in a serviceable and clean condition.
 - g) Inability to react appropriately to force options scenarios and does not portray a value to Constitutional policing.
2. Acceptable
 - a) Qualifies with range scores between 70% and 95%.
 - b) Maintains a positive attitude throughout range training.
 - c) Demonstrates a good working knowledge of weapons and safety rules.
 - d) Reacts appropriately to force options scenarios and values Constitutional policing.
3. Superior
 - a) Is exceptionally safety conscious with weapons.
 - b) Shoots a qualifying score of 96% or better.
 - c) Exhibits meticulous weapon maintenance.
 - d) Has thorough knowledge of function of all issued Department firearms used on the range.

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- e) Reacts appropriately to force options scenarios and values Constitutional policing.

XVII. Control of Conflict

A. Objectives

1. Evaluates situations before using a particular tone of voice or choice of words.
2. Avoids being too timid.
3. Avoids being overbearing.
4. Avoids being sarcastic or prejudiced.
5. Uses the appropriate level of force in all situations.
6. Values and implements the concepts of Procedural Justice.

B. Evaluation Standards

1. Unacceptable
 - a) Uses improper voice inflection (e.g., speaks too softly, too loudly, too harshly).
 - b) Uses the wrong choice of commands.
 - c) Exhibits poor officer bearing.
 - d) Acts in a cowardly manner, is physically weak, is unable to use appropriate restraints, is unable to handcuff even a cooperative person, and is unable to choose an appropriate level of physical force in a given situation.
 - e) Fails to value and implement the concepts of Procedural Justice.
2. Acceptable
 - a) Speaks with authority, with a proper voice inflection, and with the proper choice of words.
 - b) Maintains good control without using excessive force.
 - c) Values and implements the concepts of Procedural Justice.
3. Superior
 - a) Creates a lasting impression that he or she is in complete control of the situation through the use of good voice inflection and command presence.

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- b) Brings control to a potentially hazardous or explosive situation through the use of voice inflection and choice of words.
- c) Excellent knowledge and ability to use a wide range of restraining holds, always prepared mentally and physically to use force where necessary, and displays superior judgment in choosing what level of force to use.
- d) Value and implements the concepts of Procedural Justice.

XVIII. Arrest/Control Techniques

A. Objectives

- 1. Ability to perform arrest/control techniques properly and effectively.

B. Evaluation Standards

- 1. Unacceptable
 - a) Unable to demonstrate correct arrest/control techniques.
 - b) Lack of coordination, strength, or knowledge of the techniques.

C. Acceptable

- 1. Knows arrest/control techniques and is able to effectively control a person with them.

D. Superior

- 1. Performs all arrest/control techniques.

XIX. Operation of a Motor Vehicle

A. Objectives

- 1. Drives vehicle in a safe manner.
- 2. Personal vehicle(s) is registered and meet vehicle code regulations.
- 3. Drives vehicle in a courteous manner and obeys all the rules of the road.

B. Evaluation Standards

- 1. Unacceptable
 - a) Drives vehicle in an aggressive manner, has had complaints to personnel regarding driving.
 - b) Personal vehicle is found unsafe and/or unregistered and not in good working order.

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2. Acceptable
 - a) The student drives defensively, has had no driving complaints to personnel, and obeys all rules of the road.
3. Superior
 - a) The student drives defensively and shows a courteous nature in his or her driving habits.
 - b) Obeys all the rules of the road.
 - c) Personal vehicle is registered and in safe working order.

XX. Physical Training

A. Objectives

1. To perform coordination and strength tasks during physical training.
2. To gain and maintain good overall physical conditioning.

B. Evaluation Standards

1. Unacceptable
 - a) Does not have and is unable to attain good physical conditioning.
 - b) Cannot maintain the POST weekly physical fitness program without modification.
 - c) Is overweight, clumsy, or uncoordinated.
 - d) Shows lack of desire to work toward improving physical conditioning (poor attitude).
2. Acceptable
 - a) Maintains good physical conditioning, has good coordination, is able to maintain the POST weekly physical fitness program.
3. Superior
 - a) Maintains outstanding physical conditioning and exhibits a high degree of overall athletic ability.
 - b) Demonstrates outstanding attitude and desire to improve.
 - c) Serves as a role model for the rest of the class.

XXI. Overall Evaluation

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A. Objectives

1. Based on the performance in the aforementioned categories.
2. The overall rating is not necessarily an average of the areas but is a statement of one's overall performance, considering the relative importance and interrelationship of these areas.
3. One must make a concerted and proactive effort during the entire Basic Academy Program to be successful.
4. Any violation of the Basic Academy regulations previously set forth will be logged in the Trainee's personnel file.
5. Serious or repeated violations of the rules and regulations during the Basic Academy will constitute a serious violation of Departmental General Order B-13 Basic Academy Performance Standards and/or Manual of Rules Section 314.42 Obedience to Laws and Regulations.
6. Any violation of Departmental Orders or Manual of Rules will result in Departmental action, which may include discharge from the Department.

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SECTION 5 PEER EVALUATIONS

- I. Guidelines
 - A. Trainees will prepare anonymous evaluations on their classmates no later than weeks 8, 16, and 25 in the Basic Academy.
 - B. Trainees will be rated in the areas of Personal Appearance, Social Relations, Adaptability, and Attitude towards Duties.
 - C. The evaluations are anonymous.
 - D. The evaluations will be completed with a Microsoft Word platform.
 - E. If a recruit receives substandard peer evaluations, Training personnel shall consider methods to correct the behavior to include a new class seating arrangement, performance deficiency notice, or counseling and training.
 - F. Trainees must be candid in their evaluations, relying solely on objective, non-biased facts to justify their ratings.

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SECTION 6 GENERAL RULES AND REGULATIONS

- I. General Rules and Regulations
 - A. Academy and Department bulletins are to be considered rules, regulations, and orders.
 - B. Official information displayed on classroom bulletin boards is the responsibility of the Trainee to assimilate.
 - C. Any violations of these rules, regulations, and orders will result in disciplinary action.
 - D. These documents may contain confidential law enforcement information and should be disposed of properly after use.
 - E. Proper use and maintenance of equipment and facilities is mandatory.
 - F. Academy personnel will establish class hours.
 - G. Trainees should remain flexible, as schedule changes are frequently necessary.
 - H. Class breaks will be determined by the instructor.
 - I. Trainees will be punctual.
 - J. Trainees will be in formation or standing, orderly, and prepared at the time class is scheduled to begin.
 - K. Except for absolute emergencies, the Academy personnel will not accept personal telephone calls for Trainees.
 - L. In the event a Trainee must be late or absent from class, he or she must provide reasonable notice to the Academy personnel.
 - M. Immediately upon reporting to the Academy, the Trainee will report to the Academy personnel office and contact the Training Officer.
 - N. If no member of the Training personnel can be contacted by telephone, notification shall be made to the Patrol Division desk officer at 510-238-3455.
 - O. It is the responsibility of each Trainee to know the times, dates, and locations of all training classes.
 - 1. The Trainee should allow ample time for traveling to the training location so that he or she will arrive prior to the start of instruction.

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2. It will be the responsibility of each Trainee to be assembled for inspection and briefing at the start of class.
- P. Classes are generally scheduled from 0800-1630 hours; however, occasionally, different class hours will be scheduled.
- Q. The schedule is fluid; Trainees shall not make plans that cannot be canceled.
- R. The Academy personnel will review all absences to determine whether they are excused or unexcused.
- S. Unexcused absences may result in disciplinary action up to and including termination.
- T. Trainees who miss more than five percent (5%) of the overall course curriculum are subject to dismissal from the Basic Academy.
- U. Injuries or illnesses that prevent a Trainee from fully participating in classes that require physical activity (Arrest and Control, Physical Training, etc.) are considered absences for the purposes of this policy and count as hours missed.
- V. It is the policy of the Academy not to allow off-duty personnel/Trainee fraternization. Any instances of improper off-duty fraternization between personnel and Trainees will be reviewed by the Academy Director. Fraternization may be grounds for removal from the Academy.
- W. It is never mandatory for Trainees to provide food/beverages to Training personnel during training events.
- X. Trainees will not grant interviews to members of the media regarding their academy training, policies, rules, regulations, expectations, or disciplined procedures without prior approval from the Academy Director.
- Y. Trainees will report any contact with law enforcement officers to his or her Training Officers at the beginning of the next business day. A contact is defined as an encounter where the Trainee is arrested, stopped, issued a citation, or detained by a law enforcement officer. Trainees will report any police action they become involved in while off-duty to his or her Training Officers at the beginning of the next business day. Police action is defined as any situation where the Trainee is an arresting citizen, victim or witness to a crime.

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Z. Trainees will not initiate any police enforcement action while off-duty. If a Trainee witnesses an incident or crime, they will observe and act as a witness only.

AA. Trainees will not engage in any public displays of affection when on-duty or at any academy training site.

BB. Trainees shall not use profanity at any time unless approved by Training personnel (e.g., reality-based training exercises, reiteration of words spoken by victim while taking a statement, etc.).

CC. Trainees shall not leave any unattended law enforcement equipment or uniforms in their vehicles at any time.

DD. Trainees shall never leave their firearm unattended in their vehicle at anytime.

EE. Any act of negligence resulting in a Trainee's firearm being lost or stolen shall result in his/her removal from the Academy.

II. Personal Conduct

A. Trainees are subject to disciplinary action up to and including termination from the Academy for any of the following offenses:

1. Unlawfully threaten, attempt, or do bodily harm to another person.
2. Participate in, or encourage discrimination regarding race, religion, national origin, ancestry, or sex.
3. Display discourteous treatment of others.
4. Place your Department or the Academy in an embarrassing position due to conduct.
5. Willfully or carelessly misplace, destroy, or damage Academy property.
6. Endanger anyone, including oneself, through careless or willful violation of safety rules or instructions.
7. Show willful disobedience (insubordination) of a lawful order, direction, or regulation given by the Academy personnel directly or indirectly.
8. Fail to maintain a personal appearance appropriate to the position of Peace Officer.
9. Display negligence in performing official duties, including failure to follow Academy regulations.

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10. Display carelessness, indifference, laziness, lack of alertness, or inattention to instruction.
11. Display willful disregard of Departmental or Academy regulations.
12. Deliberately falsify a statement in response to any question during an inquiry by personnel regarding or pertaining to Academy interests.
13. Being untruthful or failing to report a Trainee who has been untruthful.
14. Cheating on an assignment or exam or failing to report a Trainee who cheated on an assignment or exam. This includes, but not limited to, another person completing the work for the Trainee.
15. Alcoholic Beverages
 - a) Failure to refrain from consuming intoxicating beverages to the extent which results in unlawful impairment.
 - b) Public intoxication or obnoxious or offensive behavior in public which would tend to discredit them or the Department, or render the Trainee unfit to report for their next regular tour of duty.
 - c) Appearing for duty, or be on duty, while under the influence of intoxicants to any degree whatsoever, or have the odor of intoxicants on their breath.
 - d) Trainees using any prescription medicine will notify the Academy personnel immediately.
16. Treating others unfairly and disrespectfully
17. In accordance with Manual of Rules Section 328.77, using tobacco products in police facilities and vehicles.

III. Professional Conduct

- A. Each Trainee attending the Academy must, at all times, demonstrate a level of professional conduct which is in keeping with the demands of the police services and the Department.
- B. Trainees shall maintain a professional bearing and attitude at all times.
- C. Examples of inappropriate and unacceptable behavior shall include, but are not limited to, the following:

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1. Hands in pockets.
 2. Sitting on tables or desk tops.
 3. Resting feet against walls.
 4. Making excessive noise
 5. Making racial/ethnic slurs
 6. Making sexually offensive comments
 7. Using unauthorized profanity
 8. Discourteous conduct toward others
 9. Smoking – on duty
 10. Chewing gum, eating, and/or drinking during class without express permission by the Training Officers.
 11. Talking to other Trainees during class.
 12. Sleeping during duty hours
 13. Misusing Departmental equipment
 14. Making excuses and not accepting responsibility
 15. Any other conduct deemed inappropriate
- D. Areas of conduct that will receive consistent attention and evaluation include adherence to:
1. Training Division Rules
 2. All Departmental Orders, Rules, and Regulations
 3. Law Enforcement Code of Ethics
 4. Departmental Values in Value Statement
 5. All other Laws and Ordinances
- E. Trainees shall stand and come to order, and be quiet when a Training Officer, Instructor, Commanding Officer, or member of the Training personnel enters the classroom.
- F. Trainees shall only be seated when directed by the Training Officer, Instructor, Commanding Officer, or member of the Training personnel.

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- G. When walking throughout the Police Administrative Building, Trainees shall walk in a single file against the right wall. If the hallway is narrow, Trainees shall stop, and with their back against the wall, allow the other person(s) to pass before proceeding.
- H. There shall be no running on the 5th floor, Training Division at the PAB.
- I. When walking outside the Police Administrative Building, Trainees shall walk with a purpose, and in a double-column formation.
- J. Trainees at all times shall carry belongings in their weak-side hand.
- K. Trainees at all times shall make sharp right and left turns.
- L. Trainees shall not use any elevator at the Police Administrative Building unless permitted by the Recruit Training Officer or Training Coordinator.
- M. A Police Officer Trainee who receives a subpoena for a local court appearance during the Basic Academy shall inform the Deputy District Attorney assigned to the case that he or she:
 - 1. Is attending the Basic Academy
 - 2. Is required to attend classes except when actually needed in court (or for pre-trial conference), and
 - 3. Will be available for court appearance within one-half hour following telephone notification.
 - 4. Upon receipt of a subpoena for any future date and time which will conflict with attendance at the Basic Academy, the Trainee shall provide a record of the proposed absence by submitting a memorandum to the Training Division Commander.
- N. Whenever Trainees are required to report to the Training Division office; they shall knock at the appropriate door and state their name, agency, and the name and title of the person they are there to contact (Example: “Trainee Smith, Oakland Police Department to see Officer Jones,” then waits to be acknowledged. Trainees shall not enter without being told to do so).
- O. Trainees shall not seek or work a part time job while attending the Basic Academy.

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- P. All injuries, regardless of severity, incurred during training, will be reported to the Training Officer at the time of the injury.
1. The Trainee shall immediately contact his or her RTO who will provide the information to call Injury Care Direct 24/7. The contact of Injury Care Direct 24/7 shall be made in the presence of the RTO.
 2. The RTO shall notify the Academy Coordinator of the injury.
 3. The Academy Coordinator shall notify his/her chain-of-command by way of email of the nature and presumed cause of the injury.
 4. The Trainee shall complete an injury packet provided by the RTO or by visiting the Medical Officer (PAB, 7th Floor).
 5. Trainees that return to work with physical activity restrictions after being examined or treated by a physician are prohibited from participating in any physical activity.
 6. The OPD Medical Release form shall be completed and signed by the Trainees Physician prior to participating in academy training.
 7. The Trainee shall return all applicable medical forms, including any forms provided by his or her doctor the RTO and the OPD Medical Unit ([510-238-7197](tel:510-238-7197)/opdmedical@oaklandnet.com).
 8. Classes missed as a result of limited duty restrictions count towards the total number of hours that a Trainee may miss before being removed from the Academy.
- Q. Social Media and Electronic Correspondence
1. While Trainees have a right to have personal web pages, websites, and social media accounts, they are prohibited from posting, transmitting, and/or disseminating any photographs, video or audio recordings, likeness or images of Department logos, emblems, uniforms, badges, patches, marked/unmarked vehicles, equipment, or other material that specifically identifies the Oakland Police Department, on any personal or social networking website or web page, without the express written permission of the Chief of Police.

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2. Trainees may use digital services to communicate with his/her academy classmates (email, text, chat rooms, etc.). To participate in any communication that identifies the Oakland Police Department and/or the Basic Academy, however, trainees must (1) first seek approval from the RTO's or academy coordinator prior to any posting of material(s), or (2) invite the RTO's or academy coordinator to the forum where the communication is occurring prior to any posting of material(s).
3. Not adhering to this directive, and/or bringing any disrepute to the Oakland Police or City of Oakland through his/her social media posting(s) or chat room/text posting(s) shall result in the Trainee being removed from the Academy.

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SECTION 7 GENERAL DEMEANOR

- I. General Rules
 - A. Police Officer Trainees shall address members of the Department by rank or title (example: “Officer Smith,” “Sir” or “Ma’am” as appropriate).
 - B. A professional attitude and demeanor will be maintained at all times.
 - C. Excuses are not tolerated. If a Trainee wants to rebut a directive, or has additional questions regarding the training, he or she shall address the matter in private and in a respectful manner.
 - D. Loud, boisterous, disrespectful, vulgar, or profane conduct will not be tolerated.
 - E. Unprofessional conduct will be dealt with through disciplinary action and, if necessary, removal from the program.
 - F. Unethical conduct like cheating, theft or dishonesty will not be tolerated and the Trainee will be removed from the program.
 - G. The best learning environment is one that is free from distraction.
 - H. When on break, Trainees will avoid disruptive conduct.
 - I. Personal property or belongings will not be left unsecured in any Academy facility.
 - J. Trainees will treat their peers and employees with dignity and respect.
 - K. Trainees will not discriminate against other Trainees or employees on the basis of gender, race, or ethnic background.
 - L. Trainees shall not sexually harass other Trainees or employees.
 - M. Trainees will not use their official position, official identification card or badge:
 - 1. For personal or financial gain;
 - 2. For obtaining privileges not otherwise available to them; or
 - 3. For avoiding consequences of illegal acts.
 - N. Trainees will not lend their identification cards or badges to other persons, nor permit their identification cards to be reproduced.

**SECTION 8
CLASSROOM DEMEANOR**

- I. Classroom Demeanor
 - A. All instructors will be addressed by rank and last name or by “Sir” or “Ma’am” as appropriate.
 - B. There will absolutely no side-conversations when the instructor or other Trainees are talking.
 - C. Unless class conduct is specified differently by an instructor, Trainees will raise their hands and wait until recognized before speaking.
 - D. Any action deemed disruptive by instructors or other Trainees will not be tolerated.
 - E. There will be no smoking, drinking, eating, or chewing of gum allowed in the classroom.
 - F. Cellular phones or other electronic communication devices will not be allowed in the classroom or any area in which instruction is occurring unless approved by the RTO’s or Training Coordinator.
 - G. Cellular phones or other electronic communication devices may be used on breaks and only in those areas designated by the Training personnel.
 - H. Trainees will be excused from class by approval of a personnel member only.
 - I. When an instructor or Academy personnel enters the classroom, the class monitor will give the command “STAND-BY.” The class will immediately stand and come to the position of attention. The instructor will command the attention of the class. Disruption of the class will not be tolerated.

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- J. For all Learning Domain instruction, Trainees shall have a copy of the POST Training and Testing Specifications (TTS)¹ of the respective Learning Domain. Prior to each instruction, Trainees shall review the TTS.

SECTION 9 PHYSICAL TRAINING

- I. Rules and Regulations
- A. Physical conditioning is a regularly scheduled part of the Oakland Police Department Basic Academy.
 - B. Success is rated by performance testing throughout the Academy.
 - C. A final minimum score (384 points) on the POST Work Sample Test Battery (WSTB) must be obtained by each Trainee in order to graduate from the Academy.
 - D. The practice WSTB is administered in the first quarter and the final WSTB shall be administered prior to graduation.
 - E. Trainees will participate enthusiastically in each physical training session.
 - F. The constant failure to work to one's ability will not be tolerated and documented in a Trainee's personnel file.
 - G. Any unethical behavior like exercising or showing effort only when being watched by a superior will not be tolerated and may be grounds for removal.
 - H. "Participation" equates to each Trainee performing the same activity at the same relative intensity as their classmates.

¹ <https://post.ca.gov/regular-basic-course-training-specifications>

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- I. Failure to complete the exercises and in the time provided will result in the Trainee not receiving PT credit.
- J. Physical conditioning sessions will consist of organized warm-up exercises, distance running, speed running, sit-ups, push-ups, pull-ups, weight lifting, and other appropriate physical conditioning activities.
- K. Properly reported injuries may be cause for excuse from certain portions of the physical training sessions.
- L. Trainees who are injured and wish to be excused must present verification of injury from the City Physician stating, at least:
 - 1. The nature of the injury;
 - 2. Specific activity to be avoided, and
 - 3. Duration of light-duty status.
- M. Training Staff reserve the right to remove a Trainee from an exercise or PT session due to perceived injuries where continued strain may cause further injury.
- N. Injuries do not excuse Trainees from the final minimum score requirements which may result in the Trainee's removal from the Academy.
- O. "Light Duty" Trainees will, unless excused, dress in the "PT" uniform during physical training sessions.
- P. Alternate assignments (modified physical training), although not mandatory, may be given by the Training personnel.
- Q. Off-duty physical conditioning within the program guidelines is encouraged.
- R. Trainees having difficulty with regular conditioning classes should consult their Training Officers for advice or assistance.
- S. Trainees who enter the program whose performance is unacceptable due to being overweight are expected to initiate a weight reduction plan to achieve their appropriate weight and are subject to additional programs as deemed necessary by the Academy personnel. Trainees should consult with their or other health care professional before starting a weight reduction program to determine if it is right for their needs.

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- T. Trainees shall identify foods that provide the best nutrition, energy and health value; however, Trainees should consult their physician or other health care professional before starting a nutritional program to determine if it is right for their needs.
- U. To promote healthy nutrition, the RTO's reserve the right to conduct periodic lunch inspections.
- V. Trainees are discouraged from taking dietary or nutritional supplements unless they first consult with their physician.
- W. Trainees who fail to achieve the following standards in distance running may be removed from the Academy.

	Week 1-2	Week 3-4	Week 5-6	Week 7-8	Week 9-10	Week 11-12	Week 13+
Distance (in miles)	1.5 - 2.0	2.0 - 2.5	2.5 - 3.0	3.0 - 3.5	3.5 - 4.0	4.0	4.0 - 4.5
Pace (in minutes)	10:00	9:30		9:00		8:30	

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SECTION 10 PERSONAL APPEARANCE AND GROOMING

- I. Rules and Regulations
 - A. The Oakland Police Department holds strict grooming standards for all personnel.
 - B. Trainees will be recommended for termination for failure to comply with Departmental grooming standards.
 - C. At all times while on-duty, every Trainee will be neat and clean.
 - D. Clothes will be clean and pressed, and uniforms will be in conformity with Departmental regulations.
 - E. Trainees will, as often as necessary, examine and clean their equipment and keep it in good serviceable condition.
 - F. Every Trainee will present a professional appearance at all times.
 - G. Showers and lockers are provided by the Academy at the PAB.
 - H. When at the PAB, Trainees shall take a shower after physical training and before reporting to classroom.
 - I. After off-site physical training, and before returning to Academy instruction, Trainee's shall use disposable personal body cleansing wipes for hygienization.
 - J. Trainees shall meet the Guidelines of General Order C-1.
 - K. Trainees will be clean-shaven.
 - 1. Beards are prohibited.
 - 2. Sideburns shall be neatly trimmed and shall not extend below the midpoint of the ear.
 - L. Female Trainees shall wear their hair in a style that does not compromise their safety.
 - M. Lockers are to be kept organized; the RTO's will conduct regular inspections.

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SECTION 11 UNIFORM REGULATIONS

I. Rules and Regulations

A. Business Attire

1. As specified in General Order C-1.
2. Trainees will wear business attire until they successfully pass inspection to wear the tan Police Officer Trainee uniform. Police Officer Trainee's will then wear the tan uniform until they successfully pass inspection to wear the blue Police Officer Trainee Uniform.

B. Dress Uniform & Duty Uniform

1. Police Officer Trainees must acquire a complete tan uniform within the first week of the Basic Academy. The tan uniform shall be the standard uniform while in the academy unless otherwise directed by the Training personnel.
2. Police Officer Trainees must acquire a complete police uniform by the end of the first quarter of the Basic Academy and will, at a later date, be expected to wear the police uniform daily.
3. The Trainee shall meet the specifications of the Dress Uniform and the Duty Uniforms as outlined in General Order-C1.
4. RTO's may revoke the privilege of wearing the police uniform for failure to adhere to the standards of proper wear.

C. "Dress Down" Uniform – Practical Exercise

1. Utility cap
2. Academy sweatshirt (optional)
3. Academy teeshirt
4. Blue BDU utility pants
5. Running shoes/Black plain-toe shoes or boots
6. Physical Training (PT) Uniform – Prescribed gym clothes

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7. Academy gym shorts
 8. Good quality running shoes
 9. Plain black socks
 10. Academy sweat suit (optional)
 11. Sports/running brassiere (females)
 12. Athletic supporter (males) (optional)
 13. Only Department approved outer jacket will be worn with the Duty Uniform.
- D. All Trainees are required to have their business attire, uniforms (including PT uniform), leather gear, weapon, helmet, face shield (if supplied), flashlight and appropriate texts and study materials available at all times.
- E. Trainees shall not wear any recognizable part of the Police Officer Trainee or police uniform, or other academy attire (identification badge, star, shield, sweatshirt, tee-shirt, warm-up jacket, or any item with Departmental logo visible) while off-duty, and shall not leave the Police Administration Building in uniform except at the direction of a superior officer.
- F. Academy Trainees will dress uniformly.
- G. Garments not described in this manual may not be worn without the expressed approval of the Academy personnel.
- H. Trainees shall not have any exposed tattoos of any kind and shall always wear clothing that covers these markings while on-duty.
- I. Headband style eyeglass retention straps are acceptable for prescription glasses during defensive tactics and physical training sessions only.
- J. Bright colored or “designer” sunglasses will not be worn with any uniform. Sunglasses will not be worn during formations.
- K. While on-duty, and not in PT attire, Trainees shall carry on their person the United States Constitution provided by the Training personnel.
- L. With the exception of PT, Trainees shall wear their inert PDRD on their shirt unless otherwise directed by the Academy personnel.
- M. Inspections

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1. Uniform and personal grooming inspections will be conducted routinely.
2. Trainees are required to be prepared for inspection at any time.
3. Trainees are required to report for scheduled inspections and class instruction in uniform, unless otherwise specified.
4. Trainees will follow the uniform regulations contained in this manual, and adhere to the following requirements during inspections.
5. Trainee uniforms will be clean and in a pressed condition.
6. Uniforms will be properly tailored, free from loose threads, lint, hair, etc.
7. Shoes and leather gear will be clean and shined to a high gloss polish.
8. Weapons will always be in a clean/serviceable condition.
9. Trainees will demonstrate knowledge of subjects covered in prior classes, and be ready to answer questions from the Academy personnel concerning the Trainee's understanding of these topics at any time.
10. Trainees will be familiar with the Departmental organizational structure.
11. Only the following items will be authorized to be worn on the duty belt during Academy training:
 - a) Key ring
 - b) Baton ring
 - c) Flashlight ring/holder
 - d) Handcuff case and handcuffs
 - e) Firearm holster
 - f) Magazine pouch
 - g) Unloaded magazines
 - h) Firearm
 - i) Belt keepers
 - j) Baton
 - k) Flashlight
 - l) Dump pouch

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12. The Training personnel will notify Trainees which of these items will be required for each training assignment.

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SECTION 12 REQUIRED REPORTS

I. Rules and Regulations

1. All reports and interoffice letters (IOL's) will be neat.
2. Grammar and spelling shall be correct.
3. Reports that do not meet the above standards will be returned for corrections.
4. The original report, and the updated/corrected copy, will be submitted with the reports stapled together in the upper left-hand corner.
5. All assignments will be complete and submitted on time.
6. All written assignments will be completed by the person to whom it was assigned. It will be considered cheating if the contents of the report is not the sole work of the person to whom it was assigned.

B. Basic Academy Notes

1. The volume and importance of material presented during the Basic Academy requires that Trainees take adequate classroom notes.
2. Properly prepared notes provide Trainees with the ability to review and study material which is essential to their successful completion of examinations given during the Academy.
3. Personally owned lap-top computers will be allowed in the classroom for note taking or referencing Academy issued study materials.
4. Any POST-testing-related information shall not be stored on the hard drive of any personally owned computer.
5. The Training personnel may inspect individual Police Officer Trainee's notes, notebooks and/or computer hard drives, and Trainees must be able to justify by their grades any failure to take comprehensive notes.
6. Unjustifiable failure to take and maintain adequate notes will be reflected in the performance rating in the category of "Promptness/Dependability."

C. Course Evaluations

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1. At the conclusion of each block of instruction, each student shall complete a course evaluation.

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SECTION 13 FIREARMS POLICY

- I. General Rules and Regulations
 - A. Upon successfully passing the firearm safety exam, trainees may be issued a departmental firearm.
 - B. Trainees will handle their weapons in a safe manner at all times.
 - C. During Academy training periods, firearms will be carried unloaded. Firearms will not be loaded unless authorized by a firearms instructor or Academy personnel.
 - D. No weapons are allowed in any classroom without the permission of the Academy personnel or the instructor.
 - E. No weapons shall be left unattended unless Trainees are instructed to do so.
 - F. While attending Academy classes that require the possession of a firearm, Trainees will carry their firearm unloaded, and securely fastened in their holster unless otherwise directed.
 - G. Trainees will have the magazine removed from the weapon. Trainees will not have live ammunition in their possession unless directed; this includes magazines.
 - H. Weapons carried in the hand during a training, non-firing period of time, will have the slide locked back.
 - I. During classroom training phases, weapons will be secure in the Trainee's locker.
 - J. Weapons, to include magazines, will be cleaned after each use, and maintained in a manner which meets Academy standards.
 - K. Any discharge of a firearm, other than on the range during training, must be reported immediately to the Academy personnel.
 - L. Trainees may be required to transport their firearms home or to alternate training sites. Firearms shall be removed from the Police Administration Building only with the permission of a member of the Recruit Training personnel.
 - M. Trainees shall never use their departmental issued firearm for any live-fire training unless when supervised by Training Staff.

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- N. Firearms must be transported in accordance with applicable laws.
- O. Firearms shall not be transported using public transportation (BART, AC Transit, etc.).
- P. Trainees shall never leave their firearm unattended in their vehicle at anytime.
- Q. Any act of negligence resulting in a Trainee's firearm being lost or stolen shall result in his/her removal from the Academy.

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SECTION 14 TESTING POLICY

- I. General Rules and Regulations
 - A. Students and instructors shall adhere to the Test Management and Security Protocols set forth by POST.
 - B. The Recruit Training Officers shall review the Test Management and Security Protocols on the first day of the academy and each student shall read, sign, and submit the Student Contract (Exhibit 4).
 - C. Prior to beginning the basic academy, each staff, instructor, and evaluator shall read, sign, and submit the Use of POST-Constructed Training and Testing Material (Exhibit 5) found in the Test Management and Security Protocols set forth by POST.
 - D. Prior to beginning the basic academy, the academy coordinator shall read, sign, and submit the Security Compliance Statement (Exhibit 6) found in the Test Management and Security Protocols set forth by POST.
 - E. Prior to each scenario test, each evaluator and role-player shall read, sign, and submit the Acknowledgement of the Requirement to Adhere to the Terms and Conditions of the POST Basic Courses Test and Use and Security Agreement (Attachment-A) found in the Test Management and Security Protocols set forth by POST.
 - F. Annually, and no later than December 31st, the academy coordinator shall review the Test Management and Security Protocols and sign and submit to POST the terms and conditions (Section VII, B.)
 - G. The academy curriculum is based on the Training and Testing Specifications established by POST.
 - H. No instructor shall have access to review specificity test item content.
 - I. Instructors who teach any learning domain covered in a comprehensive test are restricted from proctoring the POST-developed comprehensive tests.
 - J. There is no Administrative Test Review.
 - K. There is no Learning Objective Review or Student Test Review.

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- L. Following the administration of a comprehensive test, the presenter shall provide each student with a report that outlines the learning objectives failed by that student. Providing this report when a student fails the test does not replace the remedial training requirement.
- M. Remedial training consists of specific instruction provided to reinforce the required concepts and/or skills after a student has failed an initial test.
- N. Each presenter will determine the content and the amount of time required for remedial training.
- O. Computer-based testing administrators shall abide by the guidelines set forth in Appendix X.
- P. Remedial training shall be provided independent of the retest.
- Q. Each block of instruction is organized into one of 42 Learning Domains.
- R. A Learning Domain (LD) is an instructional unit that covers related subject matter. Each LD contains learning needs, learning objectives, and hourly requirements.
- S. A learning need is a general statement justifying the training for a specific LD.
- T. A learning objective is a word or phrase that succinctly describes subject matter associated with a learning need. Each LD may also include instructional activities and testing requirements.
- U. Learning Domain modular tests are maintained in a mainframe computer in Sacramento, which are accessed by an online portal.
- V. The online portal stores the tests, known as TMAS-II, also grades and tracks each student's success criteria, grade point average, and class standing.
- W. With the exception of LD 34, which is a stand-alone exam, three modular exams will be administered throughout the academy.
- X. The minimum score for all tests is determined by POST.
- Y. The Academy Director may require supplemental tests for Trainees who possess questionable competency in critical skill areas (officer safety, use of force, etc.).
- Z. During a written test, exam, or quiz, all written or printed material will be removed from desktops and be out of view of any Trainee.

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AA.Unethical conduct will not be tolerated. Any Trainee caught cheating on any Academy assignment or examination will be terminated from the Academy.

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SECTION 15 REMEDIATION PROGRAM

- I. General Rules and Regulations
 - A. The academic and performance expectations of the Academy must be achieved by each Trainee before graduation.
 - B. The remediation program is designed to assist individuals with minor difficulties in specific areas.
 - C. Its success is dependent upon high intrinsic motivation from the Trainee.
 - D. The remediation program is an individualized, self-help study program accomplished during the Trainee's off-duty time.
 - E. The Academy personnel will assist the Trainee by identifying areas of deficiency, recommending study programs, reference materials, and any other appropriate measures; however, the responsibility for correcting the deficiency rests with the Trainee.
 - F. If a Trainee fails a test, he or she will be given the opportunity to remediate.
 - G. The Academy personnel and instructors will assist the Trainee with identifying specific areas of deficiency.
 - H. Personnel will recommend training or reference material and may require a written assignment.
 - I. The instructor, subject matter expert (SME) or Training personnel member will review the initial failed exam objectives with the Trainee and clarify any questions before allowing the Trainee to take the remedial exam.
 - J. While the Trainee is reviewing the initial failed exam objectives the instructor, SME or Training personnel member shall be present to prevent compromising test security.
 - K. The Personnel will administer a remedial examination pertaining to all POST learning objectives included in the initial test.
 - L. Trainees will receive a test contract, and must pass the remedial test.

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- M. Failure to successfully complete this remedial examination will result in removal from the Academy.
 - N. Trainees are allowed one remediation per exam.
 - O. Prior to testing for any of the phase testing for Arrest and Control, students shall participate in a pre-exam that allows personnel to gauge a student's understanding of the learning objectives. Any failure of these objectives will require the student to be placed on PDN and attend mandatory training prior to the Arrest and Control phase exams.
 - P. Testing for Arrest Methods/Defensive Tactics, Driving, First Aid and Firearms will consist of a number of tests within each of these skill performance areas. The amount of remediation training will vary according to the test failed.
 - Q. For written exams, generally no more than two hours will be dedicated for remedial training.
 - R. For practical exams, exercise or scenario tests, the number of hours dedicated to remedial training will vary based on facilities, budget, scheduling, and/or availability of instructors.
 - S. Scenario testing also consists of a number of tests within each skill performance area. Trainees failing one of these areas will be remediated by an approved instructor or a member of the Training personnel and may be retested before the end of the testing day.
 - T. Trainee attendance at remedial training is mandatory for all Oakland Police Officer Trainees.
 - U. Oakland Police Officer Trainees that are mandated to attend remedial training will be compensated.
 - V. Oakland Police Officer Trainees will be compensated for time spent taking remedial exams.
- II. Oakland Police Officer Trainee Academy Recycle Standards

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- A. Trainees who are removed from the academy because of failing a remedial examination or injury sustained on or off-duty, may be retained as Police Officer Trainees and placed in a subsequent academy if they meet all the following criteria:
1. Overall academic performance 70% or better
 2. Not on a disciplinary Performance Deficiency Notice
 3. No significant disciplinary history
 4. With additional training would likely possess skills/abilities to complete the academy
 5. Acceptable performance in physical training
- B. Trainees who agree to be recycled to a subsequent academy also relinquishes his or her ability to be the class valedictorian. This includes trainees who are recycled due to injury.

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SECTION 16 DISCIPLINE

- I. General Rules and Regulations
 - A. It is the expectation of the Academy that Trainees strictly adhere to all Academy rules and regulations and will comply with the Department's code of conduct.
 - B. When a POT observes misconduct, he or she shall take action to include reporting it to their RTO or directly to the Internal Affairs Division as defined in DGO M-03 and MOR 314.48 - Reporting Violations of Laws, Ordinances, Rules or Orders. The mandatory reporting policies can be found [here](#).
 - C. Every Trainee will be expected to practice a high level of self-discipline.
 - D. DGO M-3, Class-2 or POT Policy Manual offenses committed due to a lack of knowledge and /or mistake will be handled in a positive way; however, offenses that are influenced by a lack of integrity such as lying and cheating will not be tolerated and the Trainee will be removed from the academy.
 - E. When a DGO M-3, Class -1 disciplinary violation is suspected, the Training Officer, with the Academy Coordinator, shall conduct a thorough investigation and submit a disciplinary recommendation to the Academy Director in the form of a memorandum. The final decision for removal shall be made by the Chief of Police.
 - F. Recommendations for termination from the Academy will be made on an individual basis, evaluating a person's overall academic, physical, and behavioral performance.
 - G. The disciplinary scale for Trainees is:
 1. Minor Violations
 - a) Counseling, warning or admonishment
 - b) Interoffice Letter (IOL) (*See Appendix I*)
 - c) Physical conditioning
 - d) Completion of an essay
 - e) PDN
 - (1) Rebuttal to discipline

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- (a) If a trainee believes he/she has grounds to challenge issued discipline, they may do so by meeting the RTO's at an appropriate time.

2. Serious or Repeated Violations

- a) Counseling, warning or admonishment
- b) Interoffice Letter (IOL) (*See Appendix I*)
- c) Physical conditioning
- d) Completion of an essay
- e) Suspension of privileges
- f) PDN
- g) Dismissal from the Academy

3. The Training Staff utilizes LEFTA Systems - Academy Training Software (ATRAX) to document the overall performance of a trainee.

- a) Only the Training staff has access to ATRAX, and information will not be disclosed to a field training officer unless approved by the Training Commander.

SECTION 17
VALEDICTORIAN SELECTION

I. General and Regulations

- A. At the conclusion of each Basic Academy, a non-recycled Trainee who has achieved the best overall performance during the Academy will be appointed “Valedictorian” and will represent the class at the graduation exercise.
- B. The following criteria will be used in determining the best overall performance:
1. The average of final percentage grades achieved in all modular exams, manipulative skills, exams, and academy exams and quizzes shall count as 70% of a student’s overall performance, unless otherwise defined by California POST (modular exams, etc.)
 2. The overall rating of the Basic Academy Evaluations shall be weighted and shall count as 20% of a student’s overall performance, based upon the following formula:
 - a) An overall rating of 7 will be weighted 100 points,
 - b) An overall rating of 6 will be weighted 90 points.
 - c) An overall rating of 5 will be weighted 85 points.
 - d) An overall rating of 4 will be weighted 80 points.
 - e) An overall rating of 3 will be weighted 70 points.
 - f) An overall rating of 2 will be weighted 60 points.
 - g) An overall rating of 1 will be weighted 50 points.
- C. Trainees who have an active PDN will not be considered as Valedictorian.

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SECTION 18 MENTORING PROGRAM

- I. Mentoring program
 - A. During the first week of the Academy, the executive command staff will greet the trainees, provide their expectations, and allow the trainees to introduce themselves.
 - B. Trainees will be provided a list of sworn members that include field training officers. The members will serve will provide guidance and support throughout the Academy and FTO program. The trainees get to select their mentor based on the profile submitted by the mentor.
 - C. Throughout the Academy, Training Staff will invite guest lecturers from the command staff and field training officers to meet the trainees and provide topics and scenarios the trainees will experience when they graduate.
 - D. To introduce the trainees with Patrol and field training officers, the Training staff will coordinate Patrol ride-a-longs throughout the Academy.

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SECTION 19 VALEDICTORIAN SELECTION

- I. General rules and regulations
 - A. Trainees may use the gym at the PAB during their off-time.
 - B. Trainees shall follow the rules of the gym at all times.
 - C. Trainees shall bring a towel and sanitize the area they used after each workout.
 - D. Trainees shall re-rack the weights after each workout.
 - E. Trainees shall not take photographs inside the gym.
 - F. Trainees are not authorized to use the cross-training gym at the PAB or the gym at the Eastmont substation unless supervised by authorized Training Staff.
 - G. To eliminate overcrowding at the gym, trainees shall exercise good judgment of the time when using gym and the number of trainees present.
 - H. While Trainees do not have to wear their Academy PT attire, they shall dress appropriately at all times.
 - I. Trainees shall only use their own personal listening device with headphones if they elect to listen to audio; trainees shall not use the entertainment system provided in the gym.
 - J. Trainees shall not talk on their phone inside the gym.
 - K. Sworn employees shall have priority of all equipment; trainees shall relinquish the use of any gym equipment when asked by any sworn personnel.

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SECTION 20 AGREEMENT

- I. Mandatory agreement policy
 - A. Upon reviewing this manual, each POT must sign and submit Appendix X - POT Policy Manual Agreement.
 - B. Upon reviewing the student safety contract, each POT shall sign and submit Appendix XI - Student Testing Contract.

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Appendix I Memorandum

CITY OF OAKLAND

Memorandum

TO: Training Division

TO: Always address the memorandum to an organizational unit, not an individual.

ATTN: Ofc. Your Recruit Training Officer 9999PT

ATTENTION: Enter the name of the individual to whom the letter is addressed. Only in rare circumstances will a memo be sent directly to its ultimate recipient without going through the of command. When a letter is addressed to multiple recipients of the organizational unit identified on the “TO” line, the “ATTENTION” line may describe a class of recipients, such as “ALL PERSONNEL.”

FROM: POT. J. Smith 9500PT

FROM: This is normally your organizational unit; however, your name may be included when appropriate. Members may belong to multiple organizational units. Select the organizational unit that will be of the greatest significance to the ultimate recipient of the memo. If you are in the same organizational unit as the recipient of the memo, then use your name (i.e., “Police Officer Trainee A. Jones”).

DATE: 29 Oct 16

DATE: Use military style for dates and times in an interdepartmental memo. Use civilian style dates and times on letters to other City Departments.

RE: How to Write a Memorandum

RE: The “RE” line should contain a brief description of the topic of the memo.

BODY: Begin the first line of the memo four spaces beneath the “RE” line.

BODY: Address the violation, what impact the violation has on the class, academy, the recruit, and community, and what will be done to fix the violation so it does not reoccur.

SIGNATURE: Your signature block should be typed four spaces beneath the last line in the body of the letter. It should consist of your name, rank and organizational unit. Sign it only after you have proofread the letter and are satisfied it is free of errors.

Appendix II
DUTIES OF CLASS PRIMARY/SECONDARY MONITOR AND
SQUAD LEADERS

- I. General Rules and Regulations
 - A. One Police Officer Trainee will be assigned to act as the primary class monitor and one Police Officer Trainee will be assigned to act as the secondary monitor.
 - B. Depending on the size of the class, the RTO's will divide the class into four squads, each lead by a squad leader.
 - C. The RTO's will rotate these positions as they see fit
 - D. The monitors serve the role as platoon commanders and will have direct contact with the RTO's and also lead the squad leaders.
 - E. The squad leader will have direct supervision over his/her squad and report directly to the primary and secondary monitors.
 - F. The class shall adhere to the directives of their chain of command. Failure to do so will be considered insubordination.
 - G. The primary monitor is necessary to ensure that the Basic Academy functions smoothly and efficiently and the secondary monitor is necessary to provide assistance to the primary monitor.
 - H. The primary monitor is responsible for:
 - 1. The day prior, contacting the RTO and ascertaining the next day's schedule and advising the class accordingly.
 - 2. Policing the Academy lounge and all equipment at the beginning of the class day, following each break and the meal period, and at the end of the class day.
 - 3. Preparing the classroom for the day's activities (e.g., ensuring that the lectern, dry-erase boards and erasers are clean and that dry-erase markers and erasers are placed in its respective trays), and policing the classroom during and at the end of the class day (including straightening chairs, picking up litter, cleaning dry-erase boards, returning surplus handouts, films, visual aids, etc., to the RTO)

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4. Advising the RTO of class breaks at the beginning and end of each break period and, when necessary, advising fellow Trainees to go to their seats just prior to the beginning of each class.
 5. Ensuring that class evaluation forms are submitted on time.
 6. Maintaining order, professionalism and decorum during each class and while the class is on break, and reporting to the RTO when he or she is unable to maintain order.
- I. The secondary monitor is responsible for providing assistance for the above responsibilities, to include filling in when the primary monitor is not available and being the squad leader on split-squad training days.
 - J. Except in emergencies or as otherwise directed by Training personnel members, only the class primary and secondary monitor is permitted in the Training Division offices. All routine matters which must be brought to the attention of the Training personnel will be presented by the monitors.
 - K. Proper performance of the monitor function constitutes an important part of each Police Officer Trainee's performance evaluations.

Appendix III
ACADEMY CLOSE ORDER DRILL TERMINOLOGY SHEET

I. General Rules and Regulations

- A. The objective of Close Order Drill Instruction is to instill within the Trainee a high state of discipline ensuring respect for authority, esprit de corps, and teamwork.
- B. The Training personnel uses these commands to move the Police Officer Trainees from one place to another in a standard, orderly manner, while maintaining the best possible appearance.
- C. Close Order Drill promotes self-discipline, and brings order to groups of people in a quick, efficient manner.
- D. It is the responsibility of all Trainees to be thoroughly familiar with the terms and definitions provided.
- E. Trainees will be required to know what each of these terms mean, and have a rudimentary knowledge of how to perform these maneuvers on their first day in uniform.
- F. Preparatory Command
 - 1. A command given to prepare to perform a movement.
- G. Command of Execution
 - 1. The command given to perform a movement.
- H. Position of Attention
 - 1. A stationary standing position; head and eyes straight ahead, no talking, heels of the feet together, toes pointed out at 45 degree angle, arms hanging straight at the side, hands cupped with the thumb held along the center crease of the pants leg.
 - 2. Parade Rest
 - a) A stationary standing position; head and eyes are straight ahead, no talking, feet apart at shoulder width with toes pointed out at a 45 degree angle, arms held behind the back with the left hand against the small of the back, right hand cradled in the left.

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3. Stand at Ease
 - a) Same as parade rest, except head and eye movements are allowed.
4. Left Face
 - a) A 90 degree turn to the left while standing at the position of attention, accomplished by pivoting on the left heel and right toe, then bringing the heels back together by moving the right foot to the left foot one again resuming the position of attention.
5. Right Face
 - a) Same as above except turning movement is made to the right, this time pivoting on the right heel and left toe, then bringing the heels back together by moving the left foot to the right foot, resuming the position of attention.
6. About Face
 - a) A 180 degree turn to the right while standing at the position of attention, accomplished by placing the right toe about three inches to the rear and slightly to the left of the left heel, pivoting on the right toe and left heel until the heels of the feet come back together and you are once again at the position of attention.
7. Fall In
 - a) The command given to assemble Trainees into a “Section” formation. The section formation is three ranks (lines) of Trainees with the squad leaders on the right end of the formation. The squad leaders assume their positions first and all other Trainees “Fall In” next to them. The ranks will be straight with all Trainees lining up next to the officer on their right, and standing directly behind the Trainee in front of them (if applicable).
8. Fall Out
 - a) The command given to dismiss Trainees from formation(s). When the command is given to “Fall Out,” all Trainees, in unison, will shout the Academy motto, then be allowed to leave the formation.
9. Rank

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- a) A straight line when Trainees line up next to each other (side by side) making sure they are in line with the person on their right.

10. Column

- a) A straight line where Trainees line up behind each other making sure they are directly behind the person in front of them.

11. Column of Two/Three

- a) The formation used for physical fitness runs. The two/three squad leaders stand in a line. The members of their squads fall in directly behind them facing the back of the person in front of them.

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Appendix IV OAKLAND POLICE DEPARTMENT GUIDON SPECIFICATIONS

I. Information

- A. The guidon or Academy flag is an integral part of the Academy.
- B. Its presence invokes pride, motivation, and instills a sense of unity.
- C. It is to be carried during physical training sessions and/or at the discretion of the RTO.
- D. The guidon bearer is selected by the RTO before each circumstance where it is to be displayed.
- E. The bearer will be the lead person in the two-column formation.
- F. The guidon will be carried at port arms position with the flag held high above the heads of the following Trainees.

II. Specifications

A. Color

- 1. The color scheme of the guidon will be Academy colors: blue and gold.
- 2. Any combination of these colors will be accepted, i.e., blue flag with gold writing; gold flag with blue writing; white lettering is acceptable.

B. Dimensions

- 1. The shape of the flag may vary; rectangular, square, or pennant.

C. Size

- 1. The minimum and maximum allowable sizes are:
 - a) Square: Minimum of 18" x 18"/Maximum of 36" x 36"
 - b) Rectangular: Minimum of 18" x 24"/Maximum of 24" x 26"
 - c) Pennant: Minimum width at pole 18"/Maximum of 24"

D. Suggestions

- 1. Department patches sewn onto the flag itself (in lieu of streamers)
- 2. Academy identifier ("178th BASIC ACADEMY")
- 3. Motto or motivational slogan ("29 Holds the Line")
- 4. Academy emblem

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5. Examples of previous academy Guidons are available

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Appendix V UNIFORM INSPECTION GIG LIST

- I. Hat
 - A. Chin strap, clean and straight on visor.
 - B. Visor clean of prints, wipe with alcohol.
 - C. Hat that is free of lint.
 - D. Position visor two fingers from the bridge of the nose.
 - E. Hat shield polished and straight.
- II. Tunic
 - A. Clean and pressed, free of lint and threads.
 - B. Tunic fully zipped with zipper tab tucked in.
 - C. OPD emblems ½” up on the collar, outer edge of collar seam.
 - D. Proper sleeve length; sleeve should break at wrist.
 - E. Nameplate positioned on top seam of right pocket and centered.
 - F. Badge polished and free of prints and smudges.
- III. Shirt
 - A. Proper fit, clean and pressed (military creases); no lint or strings.
 - B. Nameplate positioned on top seam of right pocket and centered.
 - C. Pockets buttoned.
 - D. Tie bar centered on lower edge of pocket flap, clean of prints and smudges.
 - E. Tie clean, no lint or strings.
 - F. Pen 1” exposed above left pocket.
- IV. Trousers
 - A. Proper fit and length, cuff should break once at top of shoe, free of lint and strings.
 - B. Pocket buttoned.
 - C. Fly in-line with shirt edge (gig line)
- V. Trouser Belt
 - A. Proper fit and polished.

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- B. Right edge of belt buckle lined up with gig line.
- C. Edges and eyelets polished (no brown leather showing).

VI. Utility Belt

- A. Buckle centered on gig line.
- B. Holster face shined, holster lined up with pant crease.
- C. Key ring with whistle ball facing weapon.
- D. Call box key in center, cuff key on outside, key bar facing inward and centered on pant crease.
- E. Baton ring centered on pant seam.
- F. Cuff case spit shined, outer portion highly polished and centered over rear pocket.
- G. Keepers polished snap-ends downward (no brown leather showing).

VII. Shoes

- A. Spit shined, plain toed.
- B. No dirt or dust in sole seam.

VIII. Gloves

- A. White, proper fit, and clean.

Appendix VI SPIT SHINING PROCEDURE

I. Procedure

A. Remove old polish

1. You may need to strip the old polish off the boot before beginning these processes using the following methods:
 - a) Shaving cream. Apply over areas you would like to polish. Leave on for a few minutes, then remove. This will leave it with a dull look.
 - b) Rubbing alcohol, apply to rag and rub area until the area becomes rough or dull.

B. Break-In

1. This procedure is important; if the boot is not worn before polish is applied, the polish can flake.
2. Wear the boot for 1-2 hours daily for about one week.

C. Base coat

1. Rub polish on boot with rag or application brush. Work in well.
2. Feel the boot. If it is smooth, then you have a good base coat.

D. Spit shine

1. You need a soft, clean, cotton cloth (i.e., tee-shirt).
2. Wrap one finger in the cloth; apply one layer of polish to the area.
3. Re-wrap finger on clean section of the cloth, then dip in water (damp).
4. Lightly make little circles with the damp cloth on the area to be polished.
5. Do not let the cloth dry out. This will scratch the shine.
6. Continue to do this until you have finished the section you want polished.
7. Let dry.
8. Do no buff the area with a brush or cloth as it will scratch the shine.

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Appendix VII RECOMMENDED ITEMS FOR TRAINEES

I. Uniforms

- A. All applicable items must conform to Departmental General Order C-1.
- B. (2) Long sleeve regulation uniform shirt with OPD patch (black crew neck tee-shirt worn under).
- C. (2) Short sleeve regulation uniform shirt with OPD patch (black crew neck tee-shirt worn under).
- D. (3) Regulation uniform trousers.
- E. (1) Dress uniform jacket (tunic with OPD patch).
- F. (2) OPD lapel ornament (for tunic).
- G. (1) Utility jacket (with OPD patch).
- H. (1) One-prong trouser belt (black, plain-no basket weave)
- I. (4) Belt keepers (black, plain-no basket weave).
- J. (1) Key ring (chrome).
- K. (1) Key strap (black, plain).
- L. (2) Nameplates
- M. (1) Regulation police hat.
- N. (1) Black military style shoes (Oxford or ankle high, no combat boots, and no steel-toe boots).
- O. Plain black socks.
- P. (1) Tie bar (chrome or nickel plated with OPD emblem).
- Q. (1) White gloves (nylon or cotton).
- R. (1) Tie black wool (clip-on).
- S. Rain gear black (optional).

II. Supplies

- A. (1) Alameda County Street Map
- B. (1) California Penal Code (large version recommended).
- C. (1) Northwestern Traffic Institute, "Traffic Template"

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- D. (1) Large three ring binder and paper.
 - E. Black ink pens, highlighter pens, and pencils.
- III. P/T GEAR (Color TBD by RTO, unless otherwise noted)
- A. (1) Academy sweatshirt
 - B. (1) Academy gym shorts
 - C. (2) Academy gym teeshirts
 - D. Plain black ankle-length socks
 - E. Good quality running shoes
 - F. Black compression shirt/leggings (optional, unless used to cover a tattoo(s))

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Appendix VIII TRAINEE SUPPORT GROUPS

- I. The Oakland Police Department Training Division recognizes that the Basic Academy is an intensive program, which may induce varying degrees of change and stress into the personal and professional lives of Trainees.
- II. In order to assist you in successfully meeting those situations, which challenge your progress, the following list of personnel (in addition to the Academy personnel) are available to provide guidance and support:
 - A. Professional counseling services are available to you and your eligible family members. When facing a problem, remember that the right time to seek help is as soon as possible. Do not wait until the problem reaches the critical stage.
 - B. Employee Assistance Program: Call toll-free 24 hours a day, 365 days a year. 1-800-227-1060.
 - C. *TDD* for the hearing impaired: 1 (800) 327-0801
 - D. Oakland Police Department Personnel Division: (510) 238-3731
 - E. Oakland Police Officers' Association: 555 5th Street. (510) 834-9670
 - F. Clergy – OPACT: (Community Services) (510) 238-3066
 - G. City of Oakland City Physician : Concentra Health Services 384 Embarcadero West. (510) 465-9565
 - H. Veteran Affairs Benefits
 1. POT's who are United States Military veterans may be able to receive on-the-job or apprenticeship training reimbursement. For more information, click [here](#) or <https://app.box.com/s/nomgmlymeilbqlgq40i5ltw3jo293oce> or [U.S. Department of Veterans Affairs](#).

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Appendix IX MEDICAL EVALUATION FORM

Dear Physician:

The individual you are examining has been requested to obtain a Medical Clearance to participate in the Physical Conditioning Program at the Oakland Police Department Basic Academy. The Physical Conditioning Program consists of certain physical performance tests and a program of vigorous physical conditioning. Physical conditioning occurs a minimum of 1 hour per day, 3 days per week, for at least 14 weeks. Listed below are descriptions of both the physical performance tests, and the content of the physical conditioning program.

In order to successfully complete the police academy, and in addition to the Physical Conditioning Program, a police academy recruit must be able to FULLY PARTICIPATE in other physical demanding activities.

Please complete the attached Physician's Physical Clearance & Limitation Form by checking all activities the recruit is APPROVED to fully participate:

I. Physical Performance Tests

- A. 1.5 Mile run: The individual runs 1.5 miles as fast as possible. Distance is gradually added until each individual is able to run 5 miles within 60 minutes. Measures cardio respiratory endurance.
- B. 99 Yard Obstacle Course: Run a 99 yard obstacle course consisting of several sharp turns, a number of curb height obstacles, and a 34 inch high obstacle that must be vaulted.
- C. Abdominal Curls: The individual performs as many abdominal curls as possible in one minute. Measures dynamic muscular endurance of the trunk.
- D. 500 Yard Run: The individual runs 500 yards as fast as possible. Simulates a police work task.

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- E. Fence Climb: The individual runs 5 yards, climbs a 6 foot wood and/or chain link fence, and then continues running 25 yards in the least amount of time possible. Simulates a police work task.
- F. Push-Ups: The individual performs as many push-ups as possible. Measures upper body strength and endurance.
- G. Body Drag Test: The individual partially lifts a 165 pound life-like dummy and drags it approximately 32 feet as quickly as possible. Simulates a police work task.
- H. Physical Conditioning
 - 1. The physical conditioning program involves exercises focused on increasing cardio respiratory endurance and anaerobic capacity, as well as, muscular strength and endurance.
 - 2. The intensity of the various exercises is individualized to the extent possible and is gradually increased throughout the course of the conditioning program.
 - 3. Each exercise session lasts 60-90 minutes and consists of an 8-10 minute warm-up period, a 30-60 minute conditioning period focusing on a primary training objective, and a 5-8 minute cool-down period.
 - 4. A description of the conditioning objectives activities are as follows:
 - a) Flexibility
 - b) Floor/Calisthenics
 - c) Slow stretching exercises for major muscle groups and joints
 - d) Muscular Strength/Power/Agility
 - e) Circuit training with weights
 - f) Body Weight exercises involving multi-joint movements including but not limited to: squat-thrusts, lunges, squats, bear crawls, and push-ups; plyometric exercises including box jumps, broad jumps and plyometric push-ups; resistance training using barbells, kettle-bells, weighted plates, medicine balls, dumbbells, weighted sleds, sledgehammers, tractor tires.
 - g) Cardiovascular Fitness/Endurance
 - h) High Intensity Interval Training

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- i) Continuous running
 - j) Short duration exercises performed with high intensity such as sprints, jumping rope, or other body weight or weighted movements.
 - k) Conventional jog/run for distance and pace (15-60 minute duration)
- I. Arrest Control/Defense Tactics
- 1. Following a series of stretching exercises the individual must be able to withstand bending and twisting of his or her arms and wrists.
 - 2. Furthermore, the individual must also be able to participate in training that will include, but is not limited to, squatting, kneeling, bending, throws, boxing with head protection and takedowns from a standing position onto a matted surface.
- J. Sustained Confrontation
- 1. The individual must be able to participate in a sustained confrontation situation which simulates a physical encounter with mock suspects.
 - 2. The entire confrontation will last approximately 15 minutes and may include but not limited to: sprints, climbing solid walls, engaging multiple mock suspects throughout the course while utilizing baton strikes, firing multiple rounds with a handgun, knee and palm strikes to padded focus mitts, and performing arrest control techniques which require bending, kneeling and squatting.
- K. Firearms Training
- 1. The individual will be required to fire a handgun and shotgun, at different distances, with both the strong hand support hand while wearing hearing protection.
 - 2. Daytime and nighttime shooting is required and the number of rounds fired can vary from 10 to 100 on the handgun and 5 to 50 on the shotgun per training session.
 - 3. The individual will also be required to complete various “shoot and run” exercises throughout the firearms training course. The individual must be able to kneel, bend, squat and run while controlling a firearm.

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Thank you for your professional assistance.

Sergeant Bryan Hubbard, Academy Coordinator
Oakland Police Department Basic Academy
455 7th Street
Oakland, CA 94607
510-238-3579

MEDICAL CLEARANCE TO PARTICIPATE IN THE PHYSICAL CONDITIONING PROGRAM FOR:

(Print name of individual)

Having read the descriptions provided of the physical performance tests and the physical conditioning activities, and having personally examined the above named individual, it is my professional opinion that:

Check one:

It is highly unlikely that participation in the Physical Conditioning Program will pose a significant medical risk to the above named individual.

The above named individual should **not** participate in the Physical Conditioning Program described above.

Comments:

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Physician's Signature

Date

Physician's Name - **Printed**

Date

Office Address

Office Phone

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Appendix X STUDENT TESTING CONTRACT

This contract pertains to written (paper-and-pencil), computer-based, and performance tests designed to measure and/or assess your knowledge, comprehension and performance skills of the material taught in the Basic Course. Written tests and computer-based tests are examinations that include modular examinations. Performance Tests are tests designed to assess student performance of specified procedures or tasks. Unlike written and computer-based tests, performance tests require students to demonstrate proficiency on one or more learning objectives, such as driving a vehicle, arresting a suspect, writing a report, firing a weapon, or responding to a Scenario (job-simulation). Performance tests include report writing examinations, scenario tests, arrest and control/baton/firearms/driving skills tests, and other physical/cognitive skills exams given by the academy staff.

Trainees who fail on their first attempt to pass a test are given a second opportunity to pass the test. Failure on the second attempt will result in failure of the Academy.

Written and Computer-Based Tests

While taking written (paper-and-pencil) and computer-based tests, the following guidelines will be adhered to:

- Desks will be cleared of all material unless otherwise instructed by the RTO or test proctor.
- All cell phones, pagers and other electronic devices in the recruit/student's possession will be removed and turned off.
- There will be no talking during the test.
- No recruit/student will record or otherwise make copies of any question in any test.
- No recruit/student will look at another recruit/student's test papers/computer screen or allow another to look at their papers/computer screen.
- If you must leave the testing room, you must first give your testing material to the proctor or, if not material to provide, notify the RTO. Only one recruit/student may leave and return to the room at a time.
- Once you have completed the test, turn in the testing material to the proctor or log off from TMAS II.

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- Once the testing material is submitted (either physically to the proctor or electronically to the computer system server), you may not retrieve any of the submitted documentation.
- There will be no changes, additions, deletions or other adaptations made to submitted testing materials.
- You shall not discuss any test content, regardless of format, with another student at any time.
- Once you complete the test and leave the testing room, you may not return to the testing room for any reason until the entire session has been completed.

Performance Tests (including Scenario and Exercise Tests)

While taking a Performance Test, the following guidelines will be adhered to:

- There will be no talking during the test unless specifically called for by the testing protocol or the test proctor.
- Trainees will not discuss or communicate testing information about any performance test they have completed with any other recruit/student or in the presence of another recruit/student.
- No Trainee will record or otherwise make copies of any performance test material.
- Trainees will not discuss performance tests with the role players at any time while attending the Basic Course.
- Discussion of any performance tests that you completed will be considered cheating¹. Cheating is grounds for disciplinary action and may result in DISMISSAL/TERMINATION from the Basic Course.
- Recruits/Students may discuss the performance test with the evaluator or RTO ONLY. The discussion must occur at the training venue and only after they have completed the performance test.

Failure to comply with this Policy/Contract or engaging in behavior that compromises any examination/testing material will be considered cheating. Cheating is grounds for DISMISSAL/TERMINATION from the Basic Course.

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Use of POST-Constructed Training and Testing Material

All Peace Officer Standards & Training (POST) constructed workbooks are the property of POST and are protected by civil copyright and criminal laws. All POST-constructed test material is the property of POST and is protected by the POST Test Use and Security Agreement and criminal laws. To maintain the integrity of all test material and ensure it is not used to gain or give unfair advantage to any student, test material shall not be copied, transferred, or stored in any way.

- I will NOT publish any POST-constructed test material to any web-based or social network.
- I will NOT take and/or publish photographs or video related to any POST-constructed test material.
- I will NOT create and/or participate in web-based or social network groups to discuss POST-constructed test material.
- I will NOT create and/or participate in web-based or social network study groups to discuss POST-constructed test material.
- I will NOT sell, for profit, any copyrighted POST-constructed training material, including workbooks.
- I will NOT sell, or give away, any POST-constructed test material.
- I will NOT discuss the content of any POST-constructed test material with anyone to gain or provide an unethical advantage.
- I shall not discuss any test content, regardless of format, with another student at any time. When permitted I shall ONLY discuss test content with the evaluator or presenter staff after completion of the test

If I become aware of any violation(s) of the above Contract, I will immediately report the discovery to the appropriate supervisory staff.

Please sign below. Your signature indicates that you have read and understood that cheating on a test or unauthorized use of POST materials can be grounds for termination from the Basic Course, and that you will only have one opportunity to retake a failed test.

Print Name:

Date:

Signature:

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**Appendix XI
POT POLICY MANUAL AGREEMENT**

I have read and understand all of the material in the POT Policy Manual.

Print Name:

Date:

Signature:

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Appendix XII POLICE OFFICER TRAINEE TRAINING COSTS

In accordance with the Memorandum of Understanding between the City of Oakland and Oakland Police Officers' Association (Effective July 1, 2015 through June 30, 2019), Trainees shall be aware and responsible for reimbursing the City, on a full or prorata basis, for up to \$11,000 of the cost of his/her training at the Basic Academy when, upon graduating the Basic Academy and prior to completing five years of service, he or she voluntarily separates from the Department.

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Appendix XIII POST PUBLICATIONS

Basic Training in the academy is changing all the time. Trainees are changing and so is instructional delivery. The Basic Training Bureau is committed to embracing these changes. To aid academies, facilitators and instructors, click [here](#) to find additional information on learning activities, [scenario preparation](#), ethical decision making and other related topics.