



APPENDIX A

POLICE OFFICER

D.O.T. CODE 375.263-014

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This training outline is the current standard for Work Processes and Related Instruction. Changes in technology, regulations, and safety/health issues may result in the need for additional on-the-job or classroom learning.

WORK PROCESSES

	<u>Approximate Hours</u>
A. Police Vehicle Operation: Defensive Driving, Responsibilities, Liabilities	80
B. Communication: Radio and Computer	80
C. Traffic Control	200
D. Note-Taking and Report Writing	80
E. Conducting Searches: Vehicles, Persons, Physical Structures	220
F. Responding to Public Complaints	340
G. Investigating Vehicular and Pedestrian Accidents	360
H. Responding to Domestic Incidents	500
I. Responding to Computer-Based Crimes	200
J. Prisoner Maintenance and Control	80

K.	Following Aggressive Police Patrol Procedures, Including Vehicular Pursuits	1,000
L.	Conducting Interviews and Interrogations	300
M.	Appropriate Use of Physical Force	40
N.	Firearms and Less-than-Lethal Weapons Familiarization and Qualification	220
O.	Basic Crime Scene Investigation	300
	TOTAL HOURS	4,000

Apprenticeship work processes are applicable only to training curricula for apprentices in approved programs. Apprenticeship work processes have no impact on classification determinations under Article 8 or 9 of the Labor Law. For guidance regarding classification for purposes of Article 8 or 9 of the Labor Law, please refer to <http://www.labor.state.ny.us/workerprotection/publicwork/PDFs/Article8FAQS.pdf>.

APPENDIX B

POLICE OFFICER

RELATED INSTRUCTION

Introduction to Apprenticeship

- The Apprenticeship Agreement
- Costs and Benefits
- Legal Aspects
- Historical Background
- How to Study

Communication

- Effective Oral and Written Communication Skills
- Legal Problems
- Listening Skills
- Writing Skills: Report Writing, Note-Taking
- Parliamentary Procedure
- Rumor and Grapevine
- Interrogation Skills
- Reading of Rights
- Personal Approaches
- Street Jargon
- Breaking Alibis
- Explaining Authority in Civil Cases
- Abating Attractive Nuisances
- Hearing Report of Case from Victim or Witness
- Methods of Description
- How to Get a Description and Remember It
- How to Question Witnesses
- Radio Use
- Computer Use
- Public Speaking
- Media Reporting

Human Relations

- People
- Perceptions
- Human Behavior
- Frustrations
- Motivations
- Adjustment

- Groups
- Organizations
- Gangs
- Leaders
- Psychology for Police
- Intoxication
- Mental Illness
- Extremist Groups
- Probation
- Juveniles
- Delinquency
- Parole
- Police and the Public

Labor Relations

- Labor Unions
- Collective Bargaining
- Labor Laws
- Negotiations
- Arbitration
- Grievances
- Discipline

Mathematics

- Review of Basic Math
- Percentages
- Metric Measurement
- English Measurement
- Elementary Statistics
- Charts and Graphs: Their Applications in Law Enforcement

Safety and Health

- Physical Fitness
- Self-Defense Training
- Handling Weapons: Lethal and Non-Lethal
- Traffic Safety
- Emergency Aid
- First Aid/CPR – minimum 6.5 hours every 3 years
- Avoiding Blood-Borne Pathogens

Administration of Justice

- History and Philosophy
- Crime in the United States
- Organization
- Jurisdiction

Correctional Services
Social Service Agencies
Ethics
Professionalism
Limitation of Authority in Civil Cases

Basic Law

Constitutional Law
Penal Laws
Domestic Laws
Criminal Procedures
Civil Law
Vehicle and Traffic Law
Juvenile Law
Snowmobile, Conservation and Navigation Law
Arrest
Search
Seizure
Stop and Frisk
Miranda Warning
Entrapment
Eye Witness Identification
Rules of Evidence
Department Liability
Juvenile and Family Court
Court Structures
Court Procedures
Giving Testimony
Demeanor

Traffic Control

Traffic Enforcement
Writing Summonses
Pullover
Approaches
Removal of Occupants
Impaired Driving
Breathalyzer Testing
Evidence
Field Sobriety Tests
Accident Investigation
Parking
Checking Vehicles
Roadway Signs

- Signals
- Use of Photography
- Measurement
- Directing Traffic at Various Locations

Criminal Investigation

- Preliminary Procedures
- Scene Protection
- Thoroughness of Information Gathering
- Sources
- Physical Evidence
- Latent Prints
- DNA
- Photography
- Searching Computerized Databases
- Injury and Death Cases
- Larceny
- Robbery
- Theft
- Burglary
- Auto Theft
- Shoplifting
- Firearms Identification
- Modus Operandi
- Covert Techniques
- Sex Crimes
- Gambling
- Narcotics
- Organized Crime Investigation Techniques

Police Proficiency Areas

- Firearms/Less-Than-Lethal Weapons Training
- Defensive Driving: Responsibilities and Liabilities
- Emergency Vehicle Driving (if applicable)
- Special Weapons and Tactics
- Surveillance
- Bombs and Bomb Threat Searches
- Boat Handling and Rescue Procedures
- Advanced Computer-Based Crimes Training

Other Workplace Skills

- Sexual Harassment Prevention Training – minimum 3 hours

A minimum of 144 hours of Related Instruction is required for each apprentice for each year.