Course Title: Field Issues and Tactics for Line Staff

Trainer(s): Mark Grunewald

Trainer Qualifications: Deputy Probation Officer

Date Prepared: 04/14/14

Prepared By: Mark Grunewald

Length of Training: 4

Recommended Maximum Number of Trainees: 16

Classroom Set-up: Probation Department Training Room

Trainer Materials: Power Point, laptop, Department Policy handouts, White board, Probation Equipment.

Testing: No testing procedure.

Performance Objectives:

A) Describe and discuss organized searching methods.
B) Describe dangerous items, items for a new law violation and probation violation and items for safekeeping.
C) Describe the protocol for proper handling, packaging items.
D) Describe the proper procedure for processing urine samples to be sent to the lab.
E) Explain and discuss the Department Policy related to dangerous items, drugs, weapons, money and items for safekeeping.
F) Describe managing evidence on IMPACT and in the evidence locker.
G) Explain and discuss the Department Policy related to the destruction of evidence.
H) Explain and discuss the “Chain of Custody” or “Chain of Evidence.”
I) Class participants will take part in practical exercises related to the collection of evidence.
<table>
<thead>
<tr>
<th>Time/PP Slide/ Trainer’s Note/Method</th>
<th>Trainer’s Script/Activity/Topic</th>
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<tr>
<td>0800-0810 Class discussion.</td>
<td>Introduction and explanation of outline and class expectation.</td>
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| 0810-0850 Discussion, power point, video and demonstration. | I. Explain a systematic search of a person and or room; utilizing a systematic method, e.g. strip, spiral or quadrant. Purpose for a search.  
II. Identifying; dangerous or hazardous items, items relevant to a new law violation, items relevant to a probation violation and items for safekeeping. |
| 0900-0950 Discussion, power point, video and demonstration. | III. The proper protocol for handling and or packaging; dangerous or hazardous items, items related to a new law violation and probation violation, and items for safekeeping.  
IV. Explain the Department Policy related to; dangerous and or hazardous items, drugs, weapons, money and items for safekeeping. |
| 1000-1050 Discussion, power point, video and demonstration. | V. The procedure for collecting, packaging and processing urine samples to be sent to the lab for analysis.  
VI. Managing Evidence by utilizing IMPACT and routine check of the evidence locker. |
| 1100-1120 Discussion, power point, demonstration. | VII. Explain the Department Police related to: the destruction of evidence and the procedure for returning property to the owner.  
VIII. Explain the “Chain of Custody” or “Chain of Evidence” from: identifying, collecting, booking into evidence, Court presentation and destroying. |
| 1120-1150 Class participation in practical exercises. | Participants will demonstrate knowledge for recognizing, collecting, packaging, storing and destroying evidence. |
| 1150-1200 Debriefing and evaluations. | Debrief and complete evaluations. |