

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.

Time/PP Slide/ Trainer’s Note/Method	Trainer’s Script/Activity/Topic
0800-0810 Class discussion.	Introduction and explanation of outline and class expectation.
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.
0900-0950 Discussion, power point, video and demonstration.	II. Identifying; dangerous or hazardous items, items relevant to a new law violation, items relevant to a probation violation and items for safekeeping.
1000-1050 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.
1100-1120 Discussion, power point, demonstration.	IV. Explain the Department Policy related to; dangerous and or hazardous items, drugs, weapons, money and items for safekeeping.
1120- 1150 Class participation in practical exercises.	V. The procedure for collecting, packaging and processing urine samples to be sent to the lab for analysis.
1150-1200 Debriefing and evaluations.	VI. Managing Evidence by utilizing IMPACT and routine check of the evidence locker.
	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.
	Participants will demonstrate knowledge for recognizing, collecting, packaging, storing and destroying evidence.
	Debrief and complete evaluations.