

**POLICE OFFICER
(Time-Based)**

APPENDIX A

O*NET-SOC CODE 33-3051.00

This training outline is a minimum standard for Work Processes and Related Instruction. Changes in technology and regulations may result in the need for additional on-the-job or classroom training.

WORK PROCESSES

	Approximate Hours
A. Community Interaction	300
1. Maintain order by engaging in contemporary policing methods.	
2. Communicate with all individuals in a professional and unbiased manner and maintain professionalism.	
3. Inform citizens of community resources.	
4. Conduct community programs for the public.	
5. Respond to calls for police services.	
6. Protect people and property and promote a safe environment, in accordance with policies and procedures.	
7. Incorporate cross-cultural practices.	
B. Patrol Operations	250
1. Patrol areas via foot, vehicle, bicycle, or horseback to monitor, note, or report on suspicious persons and situations.	
2. Evaluate complaint and emergency-request information to determine response requirements.	
C. Vehicular Offenses, Accidents, and Traffic Control	225
1. Direct traffic flow and reroute traffic in case of emergencies.	
2. Monitor traffic to ensure motorists observe traffic regulations and exhibit safe driving procedures, using varied methods (e.g., patrol, surveillance, radar, etc.).	
3. Investigate traffic accidents and other accidents to determine causes and to determine if a crime has been committed.	

4. Safely perform vehicle stops and traffic enforcement.
5. Recognize the signs of impairment (e.g., Driving While Intoxicated (DWI), Driving While Ability Impaired (DWAI), Driving Under the Influence of Drugs (DUID), Cannabis Impaired Motorist), and when to Perform Detection and Standardized Field Sobriety Testing.

D. Apprehension, Intervention, and Investigative Procedures **225**

1. Investigate illegal or suspicious activities, persons, safety hazards, and unusual or illegal activity.
2. Identify, pursue, and arrest suspects and perpetrators of criminal acts.
3. Execute arrest warrants and locate and take persons into custody.
4. Notify patrol units to take violators into custody or to provide needed assistance or medical aid.
5. Relay complaint and emergency-request information to appropriate agency dispatchers.
6. Review facts of incidents to determine if criminal acts or statute violations were involved.

E. Evidence Collection **100**

1. Conduct searches of vehicles, persons, and physical structures, in accordance with State and Federal laws
2. Locate and confiscate real or personal property, as directed by court order.
3. Follow the proper procedures for inventorying and vouchering evidence.

F. Interacting with Members of the Public (Including Conducting Interviews of Victims, Witnesses, and Suspects) **200**

1. Transport or escort persons in custody to secure facilities that may include to courtrooms, prisons or jails, attorneys' offices, or medical facilities.
2. Render aid to accident victims and other persons requiring first aid for physical injuries.
3. Identify appropriate techniques for interacting with a victim or witness.
4. Utilize crisis Intervention and de-escalation skills while communicating with the public.
5. Provide emergency medical services, when needed.

6. Conduct interviews and interrogations.
7. Serve statements of claims, subpoenas, summonses, jury summonses, orders to pay alimony, and other court orders.
8. Maintain secure areas and adequately challenge the purpose of persons who may attempt entry.
9. Effectively use electronic communications, such as radio and other telecommunications, and ensure appropriate communication over police devices (e.g., radios, phones, etc.).
10. Communicate with cultural nuance.

G. Processing Arrests **100**

1. Prepare and maintain records of persons in custody to include those detained and or arrested. Such records may be bookings, and their status during the booking and pre-trial process.
2. Verify that the proper legal charges have been made against law offenders.

H. Appropriate Use of Physical Force **100**

1. Learn the appropriate use of firearms, and their maintenance.
2. Understand and recognize the circumstances that justify the use of restraints and physical force, up to and including the use of deadly physical force.

I. Handling Specific Offenses and Special Cases **100**

1. Understand and apply appropriate investigative procedures for:
 - a. Domestic violence
 - b. Basic crash management
 - c. Injury and death cases
 - d. Sex crimes
 - e. Narcotics and dangerous drugs
 - f. Missing persons
 - g. Animal abuse cases
 - h. Human trafficking
 - i. Mass casualties and major events
 - j. Juvenile offenses
 - k. Intoxication and elder abuse

2. Place people in protective custody.

J. Maintenance and Crowd Management **50**

1. Direct and reroute individuals as necessary.

K. Vehicle Operation and Maintenance **75**

1. Drive vehicles, or patrol specific areas, to detect law violators, issue citations, and make arrests.
2. Provide emergency vehicle operation and control.
3. Understand defensive driving, responsibilities, and liabilities.

L. Clerical Duties / Records and Report Preparation **100**

1. Memorialize facts to prepare reports that document incidents and activities.
2. Photograph or draw diagrams of crime or accident scenes and interview principals and eyewitnesses.
3. Write and maintain reports and records.
4. Obtain information from computer files.
5. Locate departmental policies, procedures, and memoranda.
6. Understand Penal, Criminal Procedure, and Vehicle and Traffic laws.

M. Court Proceedings **75**

1. Testify in court presenting evidence in all forms of proceedings from criminal to civil.
2. Understand what is required for case preparation and have the capacity to project professional demeanor in official proceedings.

N. Officer Safety **100**

1. Understand the principles of officer safety.
2. Follow safety procedures in the use of all equipment, to include firearms.
3. Understand and demonstrate appropriate use and maintenance of protective clothing to including bullet resistant vests.
4. Identify dangerous conditions and mitigate risk to the public, fellow officers, and self.

5. Utilize contemporary police tactics to mitigate dangerous situations.

Approximate Total Hours 2,000

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 <https://dol.ny.gov/public-work-and-prevailing-wage>.

POLICE OFFICER
APPENDIX B
RELATED INSTRUCTION

Safety

1. BLS and CPR – minimum of 6.5 hours every 2 years
2. National Emergency Medical Services EMS Education Standards - 48 hours
3. Sexual Harassment Prevention Training – must comply with Section 201-g of the Labor Law
4. Behavioral Observation and Suspicious Activity Recognition

Occupational Theory and Science

A. Administration of Justice

1. Jurisdiction and Responsibilities of Law Enforcement
2. Adjudicatory Process and Court Structure: Civil and Criminal

B. Introduction to Law Enforcement

1. Constitutional Law
2. Discretionary Powers
3. Ethics and Professionalism
4. Physical Fitness and Wellness
5. Procedural Justice
6. Officer Wellness
7. Diversity, Equity, and Inclusion

C. Law of New York

1. New York State Penal Offenses
2. Use of Physical Force and Deadly Physical Force
3. New York State Criminal Procedure Law
4. New York State Juvenile Law and Procedures
5. Civil Liability and Risk Management
6. Ancillary New York State Statutes
7. New York State Vehicle and Traffic Law

D. Law Enforcement Skills

1. Essential Response and Investigative Skills
2. Report Writing
3. Electronic Communications
4. Observation and Patrol
5. Case Preparation and Demeanor in Official Proceedings
6. Fundamental Crisis Intervention Skills for Law Enforcement
7. Arrest Processing
8. Vehicle Stops and Traffic Enforcement
9. Defensive Tactics and Principles of Control
10. Emergency Medical Services
11. Emergency Vehicle Operation and Control
12. Firearms Training
13. Supervised Field Review and Observation
14. DWI Detection and Standardized Field Sobriety Testing
15. Recognizing the Cannabis Impaired Motorist
16. Off-Duty and Plain Clothes Police Encounters
17. Active Shooter
18. Aerosol Subject Restraints
19. Professional Communications
20. Decision Making Skills

E. Community Interaction

1. Intoxication
2. Community Resources – Victim/Witness Services
3. Elder Abuse
4. Cultural Diversity/Bias Related Incidents and Sexual Harassment
5. Persons with Disabilities
6. Crime Control Strategies
7. Crime Prevention

F. Mass Casualties and Major Events

1. Standardized Response Plans for Unusual Events

2. Behavioral Observation and Suspicious Activity Recognition
3. The Nature and Control of Civic Disorder

G. Investigations

1. Domestic Violence
2. Basic Crash Management and Reporting
3. Injury and Death Cases
4. Sex Crimes
5. Narcotics and Dangerous Drugs
6. Missing Persons
7. Animal Abuse Cases
8. Human Trafficking
9. Bias Related Incidents

H. Reality Based Training

I. Department Policies

A minimum of 160 hours of Related Instruction is required for each Apprentice.

Appendix B topics are approved by New York State Education Department.