

## **POLICE OFFICER**

### **APPENDIX A**

O\*NET CODE 33-3051.01

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**

	<b>Approximate Hours</b>
<b>A. Police Vehicle Operation: Defensive Driving, Responsibilities, Liabilities</b>	<b>80</b>
<b>B. Communication: Radio and Computer</b>	<b>80</b>
<b>C. Traffic Control</b>	<b>200</b>
<b>D. Note-Taking and Report Writing</b>	<b>80</b>
<b>E. Conducting Searches: Vehicles, Persons, Physical Structures</b>	<b>220</b>
<b>F. Responding to Public Complaints</b>	<b>340</b>
<b>G. Investigating Vehicular and Pedestrian Accidents</b>	<b>360</b>
<b>H. Responding to Domestic Incidents</b>	<b>500</b>
<b>I. Responding to Computer-Based Crimes</b>	<b>200</b>
<b>J. Prisoner Maintenance and Control</b>	<b>80</b>
<b>K. Following Aggressive Police Patrol Procedures, Including Vehicular Pursuits</b>	<b>1,000</b>
<b>L. Conducting Interviews and Interrogations</b>	<b>300</b>
<b>M. Appropriate Use of Physical Force</b>	<b>40</b>
<b>N. Firearms and Less-than-Lethal Weapons Familiarization and Qualification</b>	<b>220</b>
<b>O. Basic Crime Scene Investigation</b>	<b>300</b>
<b>Approximate Total Hours</b>	<b>4,000</b>

*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**

**Introduction to Apprenticeship**

1. The Apprenticeship Agreement
2. Costs and Benefits
3. Legal Aspects
4. Historical Background
5. How to Study

**Communication**

1. Effective Oral and Written Communication Skills
2. Legal Problems
3. Listening Skills
4. Writing Skills: Report Writing, Note-Taking
5. Parliamentary Procedure
6. Rumor and Grapevine
7. Interrogation Skills
8. Reading of Rights
9. Personal Approaches
10. Street Jargon
11. Breaking Alibis
12. Explaining Authority in Civil Cases
13. Abating Attractive Nuisances
14. Hearing Report of Case from Victim or Witness
15. Methods of Description
16. How to Get a Description and Remember It
17. How to Question Witnesses
18. Radio Use
19. Computer Use
20. Public Speaking
21. Media Reporting
22. Human Relations

- 23. People
- 24. Perceptions
- 25. Human Behavior
- 26. Frustrations
- 27. Motivations
- 28. Adjustment
- 29. Groups
- 30. Organizations
- 31. Gangs
- 32. Leaders
- 33. Psychology for Police
- 34. Intoxication
- 35. Mental Illness
- 36. Extremist Groups
- 37. Probation
- 38. Juveniles
- 39. Delinquency
- 40. Parole
- 41. Police and the Public

### **Labor Relations**

- 1. Labor Unions
- 2. Collective Bargaining
- 3. Labor Laws
- 4. Negotiations
- 5. Arbitration
- 6. Grievances
- 7. Discipline

### **Mathematics**

- 1. Review of Basic Math
- 2. Percentages
- 3. Metric Measurement
- 4. English Measurement
- 5. Elementary Statistics

6. Charts and Graphs: Their Applications in Law Enforcement

### **Safety and Health**

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

### **Administration of Justice**

1. History and Philosophy
2. Crime in the United States
3. Organization
4. Jurisdiction
5. Correctional Services
6. Social Service Agencies
7. Ethics
8. Professionalism
9. Limitation of Authority in Civil Cases

### **Basic Law**

1. Constitutional Law
2. Penal Laws
3. Domestic Laws
4. Criminal Procedures
5. Civil Law
6. Vehicle and Traffic Law
7. Juvenile Law
8. Snowmobile, Conservation and Navigation Law
9. Arrest
10. Search
11. Seizure
12. Stop and Frisk
13. Miranda Warning

14. Entrapment
15. Eyewitness Identification
16. Rules of Evidence
17. Department Liability
18. Juvenile and Family Court
19. Court Structures
20. Court Procedures
21. Giving Testimony
22. Demeanor

### **Traffic Control**

1. Traffic Enforcement
2. Writing Summonses
3. Pullovers
4. Approaches
5. Removal of Occupants
6. Impaired Driving
7. Breathalyzer Testing
8. Evidence
9. Field Sobriety Tests
10. Accident Investigation
11. Parking
12. Checking Vehicles
13. Roadway Signs
14. Signals
15. Use of Photography
16. Measurement
17. Directing Traffic at Various Locations

### **Criminal Investigation**

1. Preliminary Procedures
2. Scene Protection
3. Thoroughness of Information Gathering
4. Sources
5. Physical Evidence

6. Latent Prints
7. DNA
8. Photography
9. Searching Computerized Databases
10. Injury and Death Cases
11. Larceny
12. Robbery
13. Theft
14. Burglary
15. Auto Theft
16. Shoplifting
17. Firearms Identification
18. Modus Operandi
19. Covert Techniques
20. Sex Crimes
21. Gambling
22. Narcotics
23. Organized Crime Investigation Techniques

### **Police Proficiency Areas**

1. Firearms/Less-Than-Lethal Weapons Training
2. Defensive Driving: Responsibilities and Liabilities
3. Emergency Vehicle Driving (if applicable)
4. Special Weapons and Tactics
5. Surveillance
6. Bombs and Bomb Threat Searches
7. Boat Handling and Rescue Procedures
8. Advanced Computer-Based Crimes Training

### **Other Workplace Skills**

1. Sexual Harassment Prevention Training – must comply with Section 201-g of the Labor Law

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

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