

I. PRIMARY INDOCTRINATION COURSE

The primary indoctrination course, requiring approximately 2 weeks, provides 80 hours of indoctrination processes and instructions for the newly appointed recruit police officer. This is the minimum training requirement of this Department; no police officer is assigned to street duty until he has fully completed and qualified in all aspects of this course. This minimum training and indoctrination process includes the following curriculum:

A. Orientation

1. Administration of oath of office.
2. Welcome address by executive officer of the Department.
3. Issuance of badges and equipment.
4. Recording of personal history data of the recruit.
5. Issuing of books, maps, and other study material.
6. General instructions for new recruits.
7. Reading, discussing, and explaining of departmental orders especially important to new recruits (including the code of ethics and the use and safety of the service revolver both on and off duty). Emphasis is placed on departmental orders and policies regarding courtesy on the part of police officers at all times and on use of service revolvers by members of this Department. I am attaching copies of those orders with this letter (General Order No. 3, series 1959, and Memorandum Order No. 28, series 1954).
8. Daily rollcall and inspections including the reading of teletype messages and dispatches.
9. Explanation of the various societies, associations, and organizations within the Department and explanation of the Government life and hospitalization insurance programs and the need for personal liability insurance for automobile owners.
10. A tour is conducted of the various units of Police Headquarters to familiarize the new recruit with departmental operations and procedures.
11. Issuance of uniforms and measurements of recruits for new clothing.
12. Instructions concerning departmental policies regarding outside employment of police officers.
13. Securing of District of Columbia operators permits for new recruits.
14. Photographing of new recruits for Police Department records.
15. Physical training and explanation of fundamentals of self-defense.
16. Assignment of homework to be completed and returned while detailed to precinct duty.
17. Lectures on official conduct of police officers both on and off duty.
18. Procedures for operating departmental radios and switchboards.

B. Classroom and range instruction

The major portion of the classroom work during the primary indoctrination course is devoted to the following subjects:

1. *Instruction on care and use of service revolvers.*—A 2-hour lecture and demonstration is given on the day that revolvers are issued to recruits before the students are permitted to leave the headquarters building with the revolvers.

About 10 hours are spent on the pistol range in actual firing and instruction on the use and care of the service revolver in order to meet the prescribed qualification. If a satisfactory score is not obtained, the trainee is required to return and qualify on his own time and at his own expense. The number of hours necessary for qualification will vary according to the number of trainees involved. Additional instruction is also given by the instructors in the training classes on the policies of the Department relating to permissible use of service revolver. Every police recruit is required to qualify with the service revolver during the primary indoctrination course. For the calendar years 1961 and 1962 there were 45 experts (scoring 270 to 300 on the range), 235 sharpshooters (scoring 240 to 269 on the range), and 434 marksmen (scoring 195 to 239 on the range) among newly appointed recruits.

2. *The police manual.*—Approximately 8 hours of classroom time are spent on instructions and discussions of the police manual with particular attention to those chapters specifically relating to new police officers and their duties and responsibilities.

3. *Courtroom procedures.*—The trainees are taken as a group to the court of general sessions of the District of Columbia so they may observe and familiarize themselves with the procedures of the criminal court. Subsequently, about 1 hour