

is spent in the classroom discussing observations made during the trip to the court, and other instructions are given during classroom work concerning the jurisdiction and procedures of the various courts.

4. *Arrest procedures.*—An explanation is given of the authorities, duties, responsibilities, and limitations placed upon police officers in the process of making arrests. An explanation is given of the distinction between misdemeanors and felonies. Thorough instruction is given to the officer regarding his conduct and attitude in taking persons into custody, including the need for careful evaluation by the police officer of the situation for his own self-protection while at the same time recognizing the rights of the citizen being arrested.

In connection with the law of arrest, an explanation is also given of the rules of evidence and rules of fresh pursuit pertaining to this jurisdiction.

5. *Recording instructions.*—Thorough instruction is given to the recruit regarding proper method of recording lookouts, complaints, and other notices given at rollcalls.

6. *Traffic instruction.*—About 4 hours of classroom instruction are devoted to instruction of the police recruits on traffic enforcement and on the need for courtesy in dealing with the public, and about 2 hours of classroom time are taken in instruction pertaining to the procedures relating to issuance of traffic violation notices. Instructions are also given on the methods of directing traffic and on procedures for investigating and reporting on traffic accidents.

7. *City geography.*—Instructions are given on the physical geography of the city and the proper method of giving directions to citizens. Maps and city guides are issued to all recruit police officers during the primary indoctrination course.

8. *Report writing.*—Instruction is given stressing the importance of making complete, precise, and accurate reports, and an explanation is given of the various report forms used by this Department.

9. *First aid.*—Instruction is given in emergency first aid including treatment for stoppage of breathing, for bleeding, and for poisons, and instructions are given in methods for using mouth-to-mouth resuscitation.

10. *Precinct assignments and discussion.*—The Director of the Police Academy and Training Section gives assignments to precincts and final instructions. Recruit police officers are directed to report to the various precincts and to receive further instructions from their precinct commanders. The trainees are given further study assignments in the form of homework which must be completed while detailed to the precincts. Outlines are furnished that will require the trainee to thoroughly study the subject matter, and completed homework assignments are required to be turned in to the Police Academy and Training Section at regular intervals to insure that the training is continued.

In addition to the homework assignments prescribed by the Police Academy and Training Section, the precinct commanders, acting under instructions from this office, have established in-service classes for members of the force assigned to their units, designed especially to fill the needs of new men. These classes cover in detail the various regulations and orders applicable to police work and are supported by training films to the extent available.

II. ADVANCED RECRUIT TRAINING COURSE

Following the primary indoctrination course, the new police officer is detailed to one of the precincts for on-the-job training purposes. He is assigned initially with an experienced police officer until, in the judgment of the precinct commander, he is competent to work alone in regular patrol or other police duty. As pointed out above, during this period of on-the-job precinct training, the new police officer is required to continue his study of various training material provided him and is required to submit completed homework assignments to the Police Academy and Training Section for review.

This Department has found that the assignment of new police officers to the precinct for on-the-job training following the primary indoctrination course and before completion of the advanced recruit training course serves to better fix in the mind of the new police officer the problems involved in police work and makes him more aware of the need for and more interested in the subsequent classroom training.

The advanced recruit training course consists of an elaboration on the subjects presented during the primary indoctrination course. For example, classroom instruction is given in detail on the various regulations applicable to police work and on the background and principles underlying those regulations; more detailed first aid instruction is given, including advanced subjects, such as emer-