



# Officer's Standard Tasks Checklist

## Field Training and Evaluation Program

### Level II and Level III

**Trainee:** \_\_\_\_\_

**Agency:** \_\_\_\_\_

**FTO:** \_\_\_\_\_  
Print Name Initials

**FTO:** \_\_\_\_\_  
Print Name Initials

**FTO:** \_\_\_\_\_  
Print Name Initials

**FTO:** \_\_\_\_\_  
Print Name Initials

**ALL** items on this checklist must be covered. This ensures that all trainees are provided with the basic and fundamental information/skills to perform the standard tasks pertinent to the duties of a solo patrol officer in the State of Vermont. This is irrelevant of the agency (and its primary duties), which employs the trainee.

The FTO will date and initial each item as it is discussed, demonstrated, and/or preformed. It is recognized that some items will be dated and initialed by the FTO in only one column, while other items will have more than one column dated and initialed.

- **Discussed** – Indicates when a trainee has not had the opportunity to perform the named checklist item, but a complete discussion of it has taken place. The FTO signs off on the named checklist item when satisfied that the trainee understands the material.
- **Demonstrated** – Refers to the FTO actually showing the trainee the desired method of accomplishing the named checklist item. The trainee and the FTO will practice and/or simulate the task and repeat it as necessary until the trainee and the FTO feel comfortable with the skill shown. The term “Demonstrated” refers to either the FTO or the trainee as the demonstrator.
- **Performed** – Means the trainee performed the named checklist item in the field without assistance from the FTO.

At the end of the FTEP, the trainee must initial each item on the checklist to indicate that he/she understands the information regarding the particular item.

If the checklist item is to review an Agency's policy in a given topic and one does not currently exist, the FTO is to review what procedures to follow in a given situation (or situations) which would be addressed in such a policy.

Submit a copy of this form to the Police Academy at the completion of the Level II certification program or the waiver process for Level III certification, with all other required documentation.

1. Agency Orientation	DISCUSSED	DEMONSTRATED	PERFORMED	TRAINEE
1. Agency structure and chain of command				
2. Agency's Mission Statement and Core Values				
3. General review of Agency's Rules and Regulations				
4. Agency's Standard Operation Procedures				
5. All applicable agency related forms				
6. Radio number				
7. Reporting for duty				
8. Proper notification if ill, arriving late, early departure requirements, family emergency				

9. Injury reporting procedures				
10. Agency's physical layout, to include:				
a. Supervisors' offices				
b. Dispatch area, interview room(s), lobby, processing area				
c. Evidence holding area				
d. Officers' work area, locker rooms, mailboxes				
e. Location of forms and supplies				
f. Cruiser parking				
g. Employee parking				
h. Visitor parking				
i. Prisoner in custody station entrance				
j. Processing area(s)				
k. Prisoner holding area				
11. How to fill out a pay sheet				
12. Computer system (Valcour, Spillman, Mobile)				
13. Entry and exit from secure building procedures				
14. Setting up voicemail and email				
<b>2. GENERAL CONDUCT</b>	<b>DISCUSSED</b>	<b>DEMONSTRATED</b>	<b>PERFORMED</b>	<b>TRAINEE</b>
1. Personal appearance				
a. Uniform/hygiene				
b. Work related equipment/maintenance of				
c. Command presence/bearing				
2. Unbecoming conduct				
3. Acceptance of gratuities and bribes				
4. Abuse of position				
5. Ethical conduct on and off duty				

6. Unethical and criminal conduct by other officers, responsibility regarding and handling				
7. Sexual harassment				
8. Use of alcohol/drugs				
9. Fair and impartial policing				
10. Discipline and grievance procedures				
11. Internal investigations policy				
12. Agency's social media policy				
13. Personal phone usage on duty				
14. Post critical incident/stress debriefing procedures				
15. Employee Assistance Programs (EAPs)				
<b>3. Community Orientation</b>	<b>DISCUSSED</b>	<b>DEMONSTRATED</b>	<b>PERFORMED</b>	<b>TRAINEE</b>
1. City/Town/Village/jurisdictional boundaries				
2. City/Town/Village/jurisdictional demographics				
3. City/Town/Village/jurisdictional critical infrastructures				
a. Hospitals, health clinics				
b. County State's Attorney Office				
c. County court buildings				
d. County Department of Correction offices/facilities				
e. Department of Children and Families				
f. Municipal offices				
g. Local fire department/ambulance services				
h. Schools				
i. Banks				
4. Major arteries/intersections				
5. Substance abuse treatment facilities				
6. Shelter locations (DV, SA, Homeless, Youth, etc.)				

7. Stores				
8. Restaurants, bars				
9. Senior housing				
10. Recreational areas				
11. Other key locations/"hot" spots				
12. Other area police agencies/EMS facilities/fire departments				
<b>4. OFFICER SAFETY</b>	<b>DISCUSSED</b>	<b>DEMONSTRATED</b>	<b>PERFORMED</b>	<b>TRAINEE</b>
1. Motor vehicle stops - Unknown risk				
2. Motor vehicle stops - Felony stop				
3. Domestic violence response				
4. Cruiser Operation - Non-emergency				
5. Cruiser Operation - Emergency				
6. Agency's Pursuit Policy				
7. Display and retention of firearm, CEW, baton, OC				
8. Permitted use/carry of firearms				
9. Cruiser carried weapons				
10. Response to crimes in progress				
11. Alarms - Banks/Private				
a. Panic				
b. Motion				
c. Silent				
d. Audible				
e. Vehicle				
12. Transporting persons in custody procedures				
<b>5. USE OF FORCE</b>	<b>DISCUSSED</b>	<b>DEMONSTRATED</b>	<b>PERFORMED</b>	<b>TRAINEE</b>
1. Force continuum/response to resistance				

2. Agency's Use of Deadly Force Policy				
3. Agency's Use of Force (Less than Lethal) Policy				
4. Responsibilities after usage				
a. First aid				
b. Reporting procedures				
<b>6. Cruiser Operations</b>	<b>DISCUSSED</b>	<b>DEMONSTRATED</b>	<b>PERFORMED</b>	<b>TRAINEE</b>
1. Check cruiser readiness				
a. Exterior inspection				
b. Interior inspection				
c. Vehicle equipment inspection				
d. Inspection of prisoner area before and after each transport				
2. Use of seat belt required by all occupants in accordance with State law				
3. Cruiser will be operated at all times with regard for the safety of the officer and the public				
4. T 23 VSA 1050. Legal authority to disregard traffic laws				
5. Use of emergency warning devices				
a. In responding to emergency calls or when in a pursuit				
b. When stopping a violator				
c. To warn motorists of hazards				
6. Notify dispatch of mileage when transporting members of the opposite sex				
7. Use of take down and spot lights				
8. Re-fueling procedure				
9. Cruiser mechanical issue/flat tire procedure				
10. Cruiser involved crash procedure/notification				
11. Response Codes				
a. Normal response				
b. Emergency response				

10. Vehicle Pursuits				
a. Agency's Pursuit Policy				
b. Continuing pursuits				
c. Terminating pursuit				
d. Use of spike strips				
<b>7. RADIO COMMUNICATIONS</b>	<b>DISCUSSED</b>	<b>DEMONSTRATED</b>	<b>PERFORMED</b>	<b>TRAINEE</b>
1. Radio frequencies utilized				
2. Use of radio during emergency and non-emergency situations				
3. Calling for assistance				
a. Emergency				
b. Non-emergency				
4. Common errors				
a. Talking too fast or too slow, talking clearly				
b. Thinking on radio				
c. Not breaking up longer messages				
d. Not turning on radio				
5. Use of 10 codes, phonetic alphabet, plain language				
6. Procedures for "checks"				
a. Officer checks				
b. License/registration checks				
1) In-state				
2) Out-of-state				
c. Use of NCIC/VCIC databases				
d. Conditions of Release and Conditions of Probation checks				
e. Warrant checks				
7. Safety/Security precautions				

8. Crime broadcasts, BOLOs				
9. Air priority requests				
10. Vehicle pursuit transmissions				
11. Dead zones within jurisdiction (radio and/or cell phone)				
12. Requesting cell phone location ping				
<b>8. REPORTS/FORMS</b>	<b>DISCUSSED</b>	<b>DEMONSTRATED</b>	<b>PERFORMED</b>	<b>TRAINEE</b>
1. Incident Reports				
2. Written statement				
3. Evidence/Property Forms				
4. Officer's Reports/Supplemental Reports				
5. Citation				
6. Affidavit of Probable Cause				
7. Notice Against Trespass				
<b>9. MOTOR VEHICLE LAWS</b>	<b>DISCUSSED</b>	<b>DEMONSTRATED</b>	<b>PERFORMED</b>	<b>TRAINEE</b>
1. Vehicle violation recognition				
2. Making the stop				
a. Selecting a location for the stop				
b. Patrol vehicle lighting equipment				
c. Positioning of cruiser				
d. Advising dispatch of stop				
e. Requesting back up when necessary				
f. Proper first and second approach of violator's vehicle				
g. Stopping a vehicle approaching you				
h. Stopping a vehicle following you				
g. Stopping a commercial vehicle				
3. Common motor vehicle violations/offenses				

a.	T 23 VSA 301. Persons required to register				
b.	T 23 VSA 304(a). Parking in a handicapped space				
c.	T 23 VSA 511. Display of plates				
d.	T 23 VSA 601. Operating without a license				
e.	T 23 VSA 674. Criminal Operating without a license				
f.	T 23 VSA 676. Operating after suspension/revocation/refusal: First offense				
g.	T 23 VSA 800(a). Operating without liability insurance				
h.	T 23 VSA 1003. State speed zones				
i.	T 23 VSA 1004. Interstate highway regulations, including speed				
j.	T 23 VSA 1007. Local speed zones				
k.	T 23 VSA 1008. Regulations in municipalities: Ordinances for stop, etc.				
l.	T 23 VSA 1012(b). Obedience to enforcement officers				
m.	T 23 VSA 1013. Authority to enforcement officers				
n.	T 23 VSA 1021. Obedience to traffic control devices				
o.	T 23 VSA 1022. Traffic control signals				
p.	T 23 VSA 1024. Flashing signals				
q.	T 23 VSA 1037. One-way roadways				
r.	T 23 VSA 1046. Vehicle approaching or entering intersection				
s.	T 23 VSA 1047. Vehicle turning left				
t.	T 23 VSA 1048. Stop or yield sign				
u.	T 23 VSA 1050. Operation on approach of emergency vehicles				
v.	T 23 VSA 1075. Passing school bus				
w.	T 23 VSA 1081. Basic rule				
x.	T 23 VSA 1091. Careless/negligent operation				
y.	T 23 VSA 1094. Operating without owner's consent				
z.	T 23 VSA 1097. Excessive speed (30/60 Rule)				



aa. T 23 VSA 1099. Texting prohibited				
bb. T 23 VSA 1113. Limitations on backing				
cc. T 23 VSA 1133. Attempting to elude				
dd. T 23 VSA 1221. Condition of vehicle (defective equipment)				
ee. T 23 VSA 1222. Inspection of registered vehicle				
ff. T 23 VSA 1256. Motorcycles – Helmet law				
gg. T 23 VSA 1258. Failure to use child restraint				
hh. T 23 VSA 1259. Failure to use seat belts (secondary offense)				
3. Schedule of fines and license suspensions				
4. Filling out a VCVC for civil offenses				
5. Prosecuting VCVCs in traffic court				
6. DUI				
a. T 23 VSA 1201. Operating under the influence				
b. Recognizing signs of suspected DUI				
c. DUI processing procedure				
d. DRE request				
e. Procedure regarding operator's vehicle				
f. .02 violations				
g. Drawing blood procedure				
<b>10. CRASH INVESTIGATION</b>	<b>DISCUSSED</b>	<b>DEMONSTRATED</b>	<b>PERFORMED</b>	<b>TRAINEE</b>
1. Primary duties at a crash scene				
a. Determining injuries and need for EMS				
b. Protecting scene				
c. Need for tow service				
2. Non-reportable (damage amount/parking lot)				
3. Reportable				

a. Property damage				
b. Personal injury				
c. Pedestrian				
d. Bicycle				
e. Fatality				
f. Commercial motor vehicle/notify DMV				
g. School bus				
h. Vehicle vs. animal				
4. Crash scene management				
a. Flares				
b. Guiding traffic with hand signals				
c. Guiding traffic with flashlight				
5. Form completion				
6. Hazardous conditions considerations				
a. Weather				
b. Traffic				
c. Road surfaces				
d. Traffic control				
6. T 23 VSA 1128. Leaving the scene of an accident				
7. Use of traffic vest				
<b>11. CRIMINAL LAW</b>	<b>DISCUSSED</b>	<b>DEMONSTRATED</b>	<b>PERFORMED</b>	<b>TRAINEE</b>
1. Misdemeanor				
2. Felony				
Commonly Used Title 13 Statutes				
3. Breach of Peace				
a. T 13 VSA 1022. Noise in the nighttime				

b. T 13 VSA 1023. Simple assault				
c. T 13 VSA 1024. Aggravated assault				
d. T 13 VSA 1025. Recklessly endangering another person				
e. T 13 VSA 1026. Disorderly conduct				
f. T 13 VSA 1027. Disturbing the peace by use of telephone, etc.				
g. T 13 VSA 1028. Assault of a law enforcement officer, etc.				
h. T 13 VSA 1031. Interference with access to emergency services				
4. Burglary				
a. T 13 VSA 1201. Burglary				
b. T 13 VSA 1202. Making or having burglar's tools				
5. Larceny				
a. T 13 VSA 608. Assault and robbery				
b. T 13 VSA 2501. Grand larceny				
c. T 13 VSA 2502. Petit larceny				
d. T 13 VSA 2503. Larceny from a person				
e. T 13 VSA 2575. Retail theft				
f. T 13 VSA 2561. Receiving stolen property				
g. T 13 VSA 2591. Theft of rented property				
6. Other				
a. T 13 VSA 2. Crimes committed partly outside the state				
b. T 13 VSA 9. Attempts				
c. T 13 VSA 1754. False reports to law enforcement authorities				
d. T 13 VSA 2301. Murder – Degrees Defined				
e. T 13 VSA 2901. Perjury				
f. T 13 VSA 2902. Subornation of perjury				
g. T 13 VSA 2903. Attempt to suborn				

h. T 13 VSA 3015. Obstruction of justice				
i. T 13 VSA 3017. Resisting arrest				
j. T 13 VSA 3018. Hindering arrest				
k. T 13 VSA 3701. Unlawful mischief				
l. T 13 VSA 3705. Unlawful trespass				
m. T 13 VSA 4017. Persons prohibited from possessing firearms				
n. T 13 VSA 4501. Limitation of prosecutions for certain crimes				
o. T 13 VSA 7559(e). Violation of conditions of release				
7. Common Title 18 Offenses				
a. T 18 VSA 4230. Marijuana				
b. T 18 VSA 4231. Cocaine				
c. T 18 VSA 4232. LSD				
d. T 18 VSA 4232. Heroin				
e. T 18 VSA 4234. Depressant, stimulant, or narcotic drugs				
f. T 18 VSA 4234a. Methamphetamine				
g. T 18 VSA 4235. Hallucinogenic drugs				
h. T 18 VSA 4235a. Ecstasy				
i. T 18 VSA 4237. Selling or dispensing to minors, selling on school grounds				
7. Vermont statutes online				
8. Miranda				
9. Hearsay exceptions				
10. Rule 3				
11. Agency's search and seizure policies				
a. Emergency searches				
b. Consent searches				
c. Plain view searches				

d. Searches incident to arrest				
12. Criminal Division of Superior Court/courtroom procedures/testimony				
13. Arrests				
a. With a warrant of arrest				
b. Without a warrant of arrest				
c. Decision to not arrest				
d. Arrestee processing				
13. Fugitive from justice/procedures				
<b>12. DOMESTIC/SEXUAL VIOLENCE</b>	<b>DISCUSSED</b>	<b>DEMONSTRATED</b>	<b>PERFORMED</b>	<b>TRAINEE</b>
1. Agency's Domestic Violence Response Policy				
2. Agency's Police Involved Domestic Violence Response Policy				
3. Common criminal offenses:				
a. T 13 VSA 1042. Domestic assault				
b. T 13 VSA 1043. First degree aggravated domestic assault				
c. T 13 VSA 1044. Second degree aggravated domestic assault				
d. T 13 VSA 1030. Violation of an abuse prevention order				
e. T 13 VSA 1047. Offense committed within the presence of a child				
f. T 13 VSA 1062. Stalking				
g. T 13 VSA 1063. Aggravated stalking				
a. T 13 VSA 2601. Lewd and lascivious conduct				
b. T 13 VSA 2602. Lewd and lascivious conduct with a child				
c. T 13 VSA 2632. Prohibited acts				
d. T 13 VSA 2827. Possession of child pornography				
e. T 13 VSA 2828. Use of electronic communication to lure a child				
f. T 13 VSA 3252. Sexual assault				
g. T 13 VSA 3253. Aggravated sexual assault				

4. Other				
a. Vulnerable Adult Abuse				
b. Voyeurism				
c. Revenge Porn				
5. APOs (Abuse Prevention Orders)				
a. The different kinds of APOs available in Vermont				
b. Service of APOs				
c. NCIC Protection Order Database/State RFA Database				
d. Protection order holding stations				
e. Full Faith and Credit reference "foreign" protection orders				
6. Referrals				
a. Local Domestic and Sexual Violence Programs				
b. Hospitals				
c. Vermont Family Division and Civil Division of Superior Court				
d. Safety Planning				
7. Domestic violence related federal laws				
8. State firearms' storage facilities				
9. Victim safety				
10. Preserving evidence				
11. SANEs				
12. SIUs and SIU notification procedure				
13. Lethality assessment forms/LAP				
<b>13. MISSING PERSONS</b>	<b>DISCUSSED</b>	<b>DEMONSTRATED</b>	<b>PERFORMED</b>	<b>TRAINEE</b>
1. Criteria				
2. Located/found procedures				

<b>14. INCAPACITATED INDIVIDUALS</b>	<b>DISCUSSED</b>	<b>DEMONSTRATED</b>	<b>PERFORMED</b>	<b>TRAINEE</b>
1. Protective custody criteria				
2. Procedure/paperwork required				
3. Crisis/detox centers				
4. Lodging an incapacitated individual				
<b>15. PERSONS IN CRISIS</b>	<b>DISCUSSED</b>	<b>DEMONSTRATED</b>	<b>PERFORMED</b>	<b>TRAINEE</b>
1. Criteria				
2. Procedure for involuntary hospitalization/ paperwork required				
3. Resources (crisis workers, mental health centers/shelters, etc.)				
4. Response to suicidal person				
<b>16. SUSPICIOUS PERSONS</b>	<b>DISCUSSED</b>	<b>DEMONSTRATED</b>	<b>PERFORMED</b>	<b>TRAINEE</b>
1. Stop & Frisk				
2. Checks				
<b>17. Handling Disputes</b>	<b>DISCUSSED</b>	<b>DEMONSTRATED</b>	<b>PERFORMED</b>	<b>TRAINEE</b>
1. Basic responsibilities at the scene of a dispute				
a. Remain impartial				
b. Preserve the peace, use of conflict resolution techniques				
c. Determine if a criminal offense has occurred				
d. Provide safety to individuals and property				
e. Suggest solutions, offer referrals				
f. If a crime has been committed, conduct investigation, consider arrest				
2. Different dispute situations				
a. Family				
b. Neighbors				
c. Juvenile				
d. Landlord-Tenant				

d. Other				
<b>18. JUVENILES</b>	<b>DISCUSSED</b>	<b>DEMONSTRATED</b>	<b>PERFORMED</b>	<b>TRAINEE</b>
1. Statutory definition				
2. Where held (conference room, holding cells)				
3. C.H.I.N.S.				
4. Criminal offense (Delinquent)				
5. Other				
a. Tobacco usage				
b. T 13 VSA 1301. Contributing to juvenile delinquency				
c. T 7 VSA 657. Minor in possession				
d. T 7 VSA 658. Furnishing alcohol to minor				
6. Mirandizing juveniles				
7. Juvenile citation				
8. Notice to parents				
9. Taking a juvenile into custody				
10. Releasing a juvenile from custody				
11. Woodside Juvenile Rehabilitation Center				
12. T 14 VSA 2644. Child of unmarried woman				
13. Missing child procedure				
a. Paperwork				
b. Amber Alert				
14. T 13 VSA 1303. Abandonment or exposure of baby				
15. Baby Safe Haven Law (T 13 VSA 1303(b))				
<b>19. EVIDENCE</b>	<b>DISCUSSED</b>	<b>DEMONSTRATED</b>	<b>PERFORMED</b>	<b>TRAINEE</b>
1. Handling				
2. Packaging				



3. Marking				
4. Forensic state lab requests for examination work (DPS - 305)				
5. Agency's Evidence Collection Policy				
6. Chain of custody				
<b>20. FOUND PROPERTY</b>	<b>DISCUSSED</b>	<b>DEMONSTRATED</b>	<b>PERFORMED</b>	<b>TRAINEE</b>
1. Storage				
2. Procedures for notification of owner				
3. Destruction				
4. Bicycles				
<b>21. CRIME SCENES</b>	<b>DISCUSSED</b>	<b>DEMONSTRATED</b>	<b>PERFORMED</b>	<b>TRAINEE</b>
1. Security				
2. Processing				
a. Photographing				
3. Notification				
<b>22. SCOPE OF AUTHORITY</b>	<b>DISCUSSED</b>	<b>DEMONSTRATED</b>	<b>PERFORMED</b>	<b>TRAINEE</b>
1. Title 20 VSA 2358				
2. Beyond scope of authority procedures				
<b>23. GENERAL TOPICS, INCIDENTS</b>	<b>DISCUSSED</b>	<b>DEMONSTRATED</b>	<b>PERFORMED</b>	<b>TRAINEE</b>
1. Liquor law violations/duty to report				
2. Narcotics violations				
3. Civil complaints				
4. Fire/rescue scene responsibilities				
5. Lodging procedures				
6. Interviews/Interrogations				
7. Mandatory reporting laws				
a. Child abuse				

b. Vulnerable adult abuse				
8. Required information to crime victims				
9. Vermont Automated Notification Services (VANS)				
10. Underage drinking enforcement - Policy and procedures				
11. Animal complaints				
a. Barking dogs				
b. Animal cruelty investigation				
c. Dispatching wounded/dangerous animals				
d. Use of an animal control officer				
e. Local animal shelter				
12. Untimely death procedures				
13. Human trafficking				
14. Response to barricaded suspect/hostage situation				
<b>24. OTHER</b>	<b>DISCUSSED</b>	<b>DEMONSTRATED</b>	<b>PERFORMED</b>	<b>TRAINEE</b>
1. School incidents (active shooter, intruders)				
2. T 13 VSA 4003. Possession of dangerous or deadly weapons on school bus, property				
3. Bomb threats				
4. 211				
5. Health and welfare checks				
6. Interaction procedures with DOC, Border Patrol, ATF, etc.				
7. Taking fingerprints				
8. Taking mug shots				
9. Abandon vehicles				
10. Towing vehicles				
11. Use of Narcan (opiate antidote)				
12. Agency's Immigration Policy				

13. Diversion, Restorative Justice				
14. Repossessions occurring within your jurisdiction				
15. Agency assistance				
a. Assisting the fire department at a fire scene				
b. Assisting EMS at a medical emergency				
16. Fusion Center (VIC)				
17. Language line				
18. Vermont Interpreter Referral Service (Deaf)				
19. Death notifications				
20. Asking about children of arrested persons				
21. Audio/visual recording (body mics/cams, processing area)				
22. Department of Motor Vehicles location and resources				
23. Specialized units available/call out procedures				
a. Canine				
b. Accident Reconstruction				
c. Dive Team				
d. Specially trained entry teams				
<b>25. Fish and Wildlife</b>	<b>DISCUSSED</b>	<b>DEMONSTRATED</b>	<b>PERFORMED</b>	<b>TRAINEE</b>
a. Contacting a game warden				
b. T 10 VSA 4702. Use of light				
c. T 10 VSA 4705. Shooting at a wild animal from mv, no loaded rifle/shotgun in mv				
c. T 10 VSA 4748. Dogs pursuing deer or moose				
d. T 10 VSA 4749. Injured deer, killing				
e. T 10 VSA 4781. Big game; possession				