

# Washington D.C. Metropolitan Police Department

## Site Visit Report

### Description of Training Organization

The Metropolitan Police Department (MPD) is a law enforcement agency which serves a population of over 500,000. MPD is rapidly growing to over 3,700 sworn members and nearly 900 civilians. The MPD's operating budget exceeds \$300 million.

The Maurice T. Turner, Jr. Institute of Police Science (IPS) has a training budget for personnel and non-personnel services of nearly \$3 million. Presently, there are 85 sworn members, 16 civilian members, 165 recruit and lateral officers, and the Reserve Corp assigned to the IPS.

IPS is responsible for the development and implementation of programs that suit the needs of its workforce and the communities that it serves. Specifically, IPS offers basic training for new recruit and lateral officers, mandatory 40-hour in-service training for sworn members, Reserve Officer Corp Training and professional development for all sworn and civilian employees. IPS also provides continuous training of investigative personnel and re-certification of all crime scene technicians. The Department's major units are:

#### *Office of the Chief of Police:*

Office of the Chief of Police is commanded by the Chief of Police who answers directly to the Mayor and advises on all District of Columbia matters relative to police services, responsibilities, and operations. The following units come under the direct purview of the Chief of Police, and together make up what is called the Special Staff:

- Agency Chief Financial Officer
- Office of the Chief Information Officer
- Office of General Counsel
- Office of Organizational Development
- Office of Professional Responsibility
- Office of Corporate Communications
- Office of Quality assurance

#### *Operational Services Command:*

Operational Services Command is headed by the Executive Assistant Chief of Police, and the Operations Group consists of the following units:

- Operational Services Command – provides a 24 hour-a-day department-wide command presence
- Executive Protection – Responsible for the security of the Mayor
- Central Crime Analysis Office – gathers, receives, collects, and charts information on crimes occurring on a city-wide basis
- Regional Operations Commands (ROC's) are commanded by an Assistance Chief
- Special Services Group – support the ROC's by developing special tactics and deploying specially trained personnel

#### Regional Operations Commands (ROCs):

The seven police districts within the city are divided into the three Regional Operations Commands

- ROC North encompasses Districts 2 and 4
- ROC Central encompasses Districts 1, 3, and 5
- ROC East encompasses Districts 6 and 7

#### *Special Services Command:*

The Special Services Group is commanded by an Assistant Chief of Police, and its mission is to support the Operations Command by developing special tactics and deployment for special situations and events.

#### *The Special Services Group includes:*

- Court Liaison Division
- Forensic Science Division
- Narcotics Strike Force
- Superintendent of Detectives
- Special Operations Division
- Youth & Preventative Services

#### *Corporate Support Group:*

The Corporate Support Group is commanded by a Senior Executive Director and is responsible for the delivery of services in three key areas;

- Business Services
- Human Services
- Facilities Management

#### *Organizational Development Command:*

The Organizational Development Command is commanded by a Senior Executive Director and is responsible for the delivery of services in eight key areas;

- Legislative Liaison Unit
- Accreditation and Directives
- Maurice T. Turner, Jr. Institute of Police Science
- Police Training Standards
- Policing for Prevention
- Program Development
- Research and Resource Development
- Youth Violence

### Source of Official Student Records

In order to award credit, colleges and universities require proof of completion of coursework issued by the training organization. A student who has completed training provided by the Washington D.C. Metropolitan Police, Maurice T. Turner, Jr. Institute of Police Science may obtain such records of this training by contacting:

Metropolitan Police Department  
Institute of Police Science  
4665 Blue Plains Drive S.W.  
Washington, DC 20032  
(202) 645-0153

**Description of Training Programs**

The Maurice T. Turner, Jr. Institute of Police Science (IPS) has a training budget for personnel and non-personnel services of nearly \$3 million. Presently, there are 85 sworn members, 16 civilian members, 165 recruit and lateral officers, and the Reserve Corp assigned to the IPS. The Institute’s three primary missions are:

- The training of recruit officers
- The training of lateral police officers, and
- Conducting the mandatory annual in-service training sessions and professional development program

IPS is responsible for the development and implementation of programs that suit the needs of our workforce and the communities that we serve. Specifically, IPS offers basic training for new recruit and lateral officers, mandatory 40-hour in-service training for sworn members, Reserve Officer Corp. training and professional development for the sworn and civilian employees. IPS also provides continuous training of investigative personnel and re-certification of all crime scene technicians.

The courses listed below comprise the Recruit Officer Training and Certification Program (ROTCP) offered by the Metropolitan Police Department. This is an 888-hour, 22 week basic training program for recruit officers.

The ROTCP is currently run on a semester system format, and will implement three new levels: Metropolitan Police Department Computer Applications, Policing and Prevention, and On the Job Training. The following units are housed within IPS: Recruit Training Branch, Continuing Studies Branch, Firearms/Civil Disturbance Unit (CDU) Branch, Media/Technology Branch, Specialized Skills Branch, and the Library Resource Center. Courses are housed within the Institute of Police Science. The new 2004 Plan is comprised of 16 phases with a semester system format.

*Location:* Washington D.C. Metropolitan Police Department Training Academy, Maurice T. Turner, Jr. Institute of Police Science, Washington, D.C.

*Length:* 22 weeks (888 hours)

*Program Objective:* This program prepares trainees for the performance of their duties as Washington D.C. Metropolitan Police Officers. Evaluations are made on the basis of written examinations and performance in field practical exercises.

*Learning Objective:* Upon successful completion of these programs, the graduates will be able to better perform duties of Metropolitan Police Officer within the City of Washington, District of Columbia

*Instructional Methods:* Traditional methods consist of lectures, workshops, visual aids, demonstrations, skill labs, self-directed, learning and field performance tasks.

*Learning Assessments:* Scenario-based learning, written and practical examinations.

**Description of Team**

Three assessment consultants and one Criminal Justice Training Assessment coordinator were on the team. Below is a list of all participants; CJTA and Excelsior College have full curriculum vitae on file for each.

Gordon A. Crews, Ph.D.  
Associate Dean and Director of Graduate Studies  
School of Justice Studies  
Roger Williams University  
Bristol, Rhode Island

Laurin V. Flynn, M.S.  
Assistant Professor  
Department of Justice Studies  
Arizona State University  
Tempe, Arizona

Christopher R. Capsambelis, Ph.D.  
Assistant Professor  
Department of Criminology  
University of Tampa  
Tampa, Florida

Eric Schultz, M.A.  
Assessment Coordinator  
Criminal Justice Training Assessment  
Albany, New York

**Description of Visit**

From Wednesday, January 14th through Friday, January 16, 2004, four representatives of the Criminal Justice Training Assessment Project conducted a site visit to the Washington D.C. Metropolitan Police Department Training Academy, Maurice T. Turner, Jr. Institute of Police Science in Washington D.C. to assess the Recruit Officer Training and Certification Program training program.

On the first day, the team assembled at the Maurice T. Turner, Jr. Institute of Police Science. A brief organizational meeting and introduction took place between the visiting assessment team and the academy staff. The assessment team then began the initial breakdown of the training curriculum and started the assessment process.

The team determined that the remainder of the day would be spent organizing the various subject modules of the training program into familiar college course content areas, and subsequently reviewed. Once agreed upon, the course areas (or clusters) were further discussed and then assigned to a specific team member for review to begin that day.

Associate Dean Crews reviewed the Defensive Tactics I, Defensive Tactics II, Introduction to Criminal Law, and Traffic Enforcement and Regulations blocks of instruction. Assistant Professor Capsambelis reviewed the First Responder, Introduction to Firearms, and Investigative Patrol Techniques blocks of instruction. Consultant Flynn reviewed the Communications, Health & Wellness, Human Relations & Special Populations, and Introduction to Criminal Procedure blocks of instruction.

The above list of courses was developed from program and subject information provided by the Washington D.C. Metropolitan Police Department Training Academy.

The team began the second day by finalizing the review of the assembled blocks of instruction, completed its review of program materials, and discussed the credit recommendations in detail. The team held an exit interview the following day with academy staff and agency representatives. The discussion covered the initial findings and spent considerable time in discussion with staff regarding future potential of the training program and the assessment visit’s impact upon the agency.

Credit Recommendations

**Summary of Credit Recommendations**

<i>Program:</i> Recruit Officer Training and Certification Program	
Communications	2 credits
Defensive Tactics I	3 credits
Defensive Tactics II	3 credits
First Responder	3 credits
Health & Wellness	1 credit
Human Relations & Special Populations	3 credits
Investigative Patrol Techniques	3 credits
Introduction to Criminal Law	3 credits
Introduction to Criminal Procedure	4 credits
Introduction to Firearms	4 credits
Traffic Enforcement and Regulations	3 credits
<b>TOTAL</b>	<b>32 Credits</b>

Course Descriptions

**Communications** (2 credits, lower division)

*Program:* Recruit Officer Training and Certification Program

*Location:* Maurice T. Turner, Jr. Institute of Police Science

*Length:* 52 hours

*Dates:* January 2002 through June 2009

*Objectives:* Identify the goals of the department. Demonstrate a working knowledge of the concepts of community policing and proactive response. Demonstrate the ability to synthesize information into a cogent report. Understand the different types of reports, departmental procedures on the use of these reports. Identify information that can and cannot be released to the media, as well as information that is open to the public. Apply the different styles of communication (three principles of verbal judo, five step hard style, and eight tactical steps) in deescalating dangerous situations, ensuring voluntary compliance. Understand the different types of eyewitness identification, and are able to analyze which to employ for a given situation. Show thorough knowledge of the department's code of conduct and the ability to evaluate situations which may compromise this code, as well as situations which challenge the ethics of the profession and the individual. Understand and demonstrate fundamental knowledge, principles, and techniques in the handling and disposition of property held in custody, responsibility of the evidence officer, and procedures for handling different types of property, property report writing, and procedures for the return of property. Demonstrate the ability to identify the different types of radios used by the department, requirements for MPDC broadcast and actions prohibited while using the radio.

*Instruction:* Students must complete no fewer than: seven hours of "Code of Conduct/Ethics & Corruption," two hours of "Detention Journal/ Prepare Reports," three hours of "Eye-witness Identifications/Incident Reports," five hours of "Introduction Report Writing," one hour of "Media Relations," three hours of "Policing for Prevention," twenty hours of "Recording, Handling and Disposition of Property," six hours of "Use of Police Radio," and five hours of "Verbal Judo." Instructional methods for this course include lecture supplemented with PowerPoint presentations and practical demonstrations. Evaluation methods include written examinations.

*Credit Recommendation:* In the lower division associate/baccalaureate degree category, two semester credits.

**Defensive Tactics I** (3 credits, lower division)

*Program:* Recruit Officer Training and Certification Program

*Location:* Maurice T. Turner, Jr. Institute of Police Science

*Length:* 84 hours

*Dates:* January 2002 through June 2009

*Objectives:* Identify the proper fundamentals, principles, and techniques used in the handling of mass arrest during mass demonstrations. Understand the determining factors for mass arrest. Understand the arresting officer's responsibilities. Understand the proper handling of prisoners and their property. Understand the responsibilities of a prisoner control unit. Understand the need for and use of chemical/less than lethal munitions. Demonstrate tactics with chemical/less than lethal munitions and masking. Demonstrate the proper technique when using the Armament System Procedure (ASP). Demonstrate proper restraint techniques. Demonstrate proper defensive tactics. Demonstrate the proper use of Oleoresin Capsicum Spray.

*Instruction:* Students must complete no fewer than: ten hours of "Armament System Procedure (ASP)," twenty hours of "Chemical Munitions," thirty hours of "Defensive Tactics," two hours of "History of Civil Disturbance Unit," four hours of "Restraint Techniques," and eighteen hours of "Tactical Strikes & Formations." Instructional methods for this course include lecture supplemented with PowerPoint presentations and practical demonstrations. Evaluation methods include written examinations and practical skills demonstration.

*Credit Recommendation:* In the lower division associate/baccalaureate degree category, three semester credits.

**Defensive Tactics II** (3 credits, lower division)

*Program:* Recruit Officer Training and Certification Program

*Location:* Maurice T. Turner, Jr. Institute of Police Science

*Length:* 48 hours

*Dates:* January 2002 through June 2009

*Objectives:* Demonstrate survival techniques and tactics essential to officer safety. Understand how to effectively and legally deal with threats against personal safety. Understand the use of force continuum. Understand the legal aspects of the use of deadly force. Define the various types of force. Understand the concept of use of force within the scope of the use of force continuum. Understand and illustrate the various laws, policies and procedures relative to the proper use of force.

*Instruction:* Students must complete no fewer than: thirty hours of "Officer Street Survival," and eighteen hours of "Use of Force Continuum." Instructional methods for this course include lecture supplemented with PowerPoint presentations and practical demonstrations. Evaluation methods include written examinations and practical skills demonstration.

*Credit Recommendation:* In the lower division associate/baccalaureate degree category, three semester credits.

**First Responder** (3 credits, lower division)

*Program:* Recruit Officer Training and Certification Program

*Location:* Maurice T. Turner, Jr. Institute of Police Science

*Length:* 46 hours

*Dates:* January 2002 through June 2009

**Objectives:** Demonstrate the proper techniques for conducting one or two rescuer cardiopulmonary resuscitation (CPR) techniques. Explain and demonstrate the proper procedures to follow when acting as the first medical responder to emergency situations to include bleeding and soft tissue injuries, muscle and bone injuries, injuries to children and infants, and childbirth situations. Describe the procedures to follow when handling injured, sick, or mentally ill persons. Explain the procedures to follow for hospital transportation of male, female, or juvenile prisoners with complaints of illness or injury.

**Instruction:** Students must complete no fewer than: twenty hours of "CPR," twenty hours of "First Aid," four hours of "Handling Sick and Injured Persons," and two hours of "Medical Treatment of Prisoners." Instructional methods for this course include lecture supplemented with PowerPoint presentations and practical demonstrations. Evaluation methods include written examinations and practical skills demonstration.

**Credit Recommendation:** In the lower division associate/baccalaureate degree category, three semester credits.

#### **Health and Wellness (1 credit, lower division)**

**Program:** Recruit Officer Training and Certification Program

**Location:** Maurice T. Turner, Jr. Institute of Police Science

**Length:** 100 hours

**Dates:** January 2002 through June 2009

**Objectives:** Understand and demonstrate the basic skills on how to properly warm up to avoid injury. Understand the importance of cardio-respiratory fitness and muscular fitness in police work. Maintain a stringent physical fitness program, which will include stretching, cardio-run, calisthenics,

**Instruction:** Students must complete no fewer than: forty hours of "Aerobics/Anaerobic," forty-four hours of "Calisthenics," and sixteen hours of "Flexibility Training." Instructional methods for this course include lecture and practical demonstrations. Evaluation methods include written examinations and practical skills demonstration.

**Credit Recommendation:** In the lower division associate/baccalaureate degree category, one semester credit.

#### **Human Relations and Special Populations (3 credits, lower division)**

**Program:** Recruit Officer Training and Certification Program

**Location:** Maurice T. Turner, Jr. Institute of Police Science

**Length:** 54 hours

**Dates:** January 2002 through June 2009

**Objectives:** Understand police response, departmental procedures, and legislative mandates in dealing with juveniles, diplomats, foreign nationals, intoxicated persons, crime victims, domestic violence, hate/bias crimes, and diversity. Define intoxicated and the criteria for being intoxicated. Understand departmental policy for handling individuals who are intoxicated but pose no threat to public safety, those who are deemed a danger to themselves, others, and property. Demonstrate proper handling of individuals sent to detoxification centers, charged with an offense other than those specified in DC code title 25 §128. Understand the terminology associated with juveniles who are processed through the criminal justice system. Identify, define, and differentiate between neglected, abused, juvenile fugitives, and truancy. Understand procedures for handling juveniles involved with A.B.C. violations, traffic infractions, juvenile absconders, fugitives, transportation of detained juveniles, detention procedures, identification and handling of suicidal juveniles, and conducting truancy. Understand and differentiate between a juvenile and an adult, diversion vs. court referral, requirement for fingerprinting a juvenile, purpose and content of the Interstate Compact Act, and the Constitutional rights of the juvenile. Understand the "isms" (racism, sexism, ageism, homophobia, etc.) and their development. Understand the socialization involved in their formation as well as differentiating between an "ism", and bias/prejudice. Understand the role of stereotyping in the marginalization of a group of people, and "ism's" role in stereotyping. Identify and differentiate institutional and societal stereotyping. Understand the social psychology of prejudice and sensitizing officers to the impact of hate/bias crimes on the individual and community. Identify terminology and criteria of hate/bias crimes in order to identify a crime as such. Understand officer responsibility in the investigation of hate/bias crimes. Identify the legislative criteria for domestic violence. Understand the family dynamics of domestic violence, effectiveness of arrest, recidivism, and procedures for handling domestic violence cases. Understand and differentiate between individual and dual abuse. Identify victims of crime, needs of the victims and the services available to crime victims. Understand the extent and effect of crime on the victim in regards to their physical and psychological health, relationships, and financial stability. Understand the Crime Victim's Program-identifying crimes for which there is compensation, components of the program, eligibility of individuals to receive compensation. Discuss the stages of adjustment victim's encounter. Identify the methodology in dealing with barricaded persons and the escalation in the level of force. Identify when officers should change from talking a person out, to forcing them out to taking them out.

**Instruction:** Students must complete no fewer than: two hours of "Barricaded Persons," four hours of "Bias-Related Crimes," two hours of "Diplomatic Immunity," twenty hours of "Diversity Awareness/Sensitivity Training," twenty hours of "Domestic Violence," five hours of "Handling Juveniles," and one hour of "Intoxicated Persons." Instructional methods for this course include lecture supplemented with PowerPoint presentations and practical demonstrations. Evaluation methods include written examinations and practical skills demonstration.

**Credit Recommendation:** In the lower division associate/baccalaureate degree category, three semester credits.

#### **Introduction to Criminal Law (3 credits, lower division)**

**Program:** Recruit Officer Training and Certification Program

**Location:** Maurice T. Turner, Jr. Institute of Police Science

**Length:** 80 hours

**Dates:** January 2002 through June 2009

**Objectives:** Understand the principles of laws of arrest. Understand and define "Police Powers," "Arrest," and constitutional requirement for a lawful arrest.

Understand and define the elements of an arrest. Understand the requirements of an arrest with a warrant and without a warrant. Understand who can arrest other than police officers. Demonstrate when and what force can be used to make an arrest. Understand what constitutes probable cause and how probable cause is applied and determined. Understand and define Probable Cause, identify the Constitutional requirement for Probable Cause, identify how Probable Cause is established, identify what constitutes Probable Cause, identify when Probable Cause is required, identify court decisions affecting Probable Cause, and identify Probable Cause as a level of proof.

**Instruction:** Students must complete no fewer than: thirty-two hours of "Crimes Against Persons," thirty-two hours of "Crimes Against Property," eight hours of "Disturbance of the Public Peace," and eight hours of "Weapons Offenses." Instructional methods for this course include lecture supplemented with PowerPoint presentations. Evaluation methods include written examinations.

**Credit Recommendation:** In the lower division associate/baccalaureate degree category, three semester credits.

#### **Introduction to Criminal Procedure (4 credits, lower division)**

**Program:** Recruit Officer Training and Certification Program

**Location:** Maurice T. Turner, Jr. Institute of Police Science

**Length:** 79 hours

**Dates:** January 2002 through June 2009

**Objectives:** Understand the Criminal Justice system and the role of the officer from arrest to prosecution. Define the Constitutional rights of the arrestee, as well as the requirements for officer in obtaining and preservation of evidence, search and seizure procedures, and court testimony. Understand special attention is given to diplomats and persons seeking immunity. Understand the scope and types of immunity, identification of diplomatic vehicles, handling of diplomats in criminal and

traffic cases, procedures for entering the premise of an Embassy, as well as requesting assistance from an Embassy. Understand the officer's responsibility when in contact with an alien or a Foreign National seeking asylum.

**Instruction:** Students must complete no fewer than: two hours of "Citation Release," four hours of "Contacts, Stops and Frisks/Incident Reports," two hours of "Diplomatic Immunity," two hours of "Fresh Pursuit/Fugitives," seven hours of "Laws of Arrest," three hours of "Miranda Warnings," nine hours of "Obtaining and Serving Warrants," four hours of "Probable Cause," sixteen hours of "Processing Criminal Cases in Court," seven hours of "Rules of Evidence," fifteen hours of "Search and Seizure," and eight hours of "Testimonial Evidence/ Mock Trial." Instructional methods for this course include lecture supplemented with PowerPoint presentations. Evaluation methods include written examinations.

**Credit Recommendation:** In the lower division associate/baccalaureate degree category, four semester credits.

#### **Introduction to Firearms** (4 credits, lower division)

**Program:** Recruit Officer Training and Certification Program

**Location:** Maurice T. Turner, Jr. Institute of Police Science

**Length:** 60 hours

**Dates:** January 2002 through June 2009

**Objectives:** List the four rules of firearms safety. Identify the procedures to follow for the safe operation of a firearm including proper loading and unloading, storage of weapons, and clearing of any weapon malfunction. Explain the proper method of maintenance of the Glock firearm to include rules of safety during maintenance, tools used in the maintenance process, major parts of the firearm to clean and oil, and the check of the firing pin, trigger pin, and recoil spring. Identify the thirteen major parts of the Glock pistol. Differentiate between the Glock model 17 and the Glock model 19. Demonstrate the procedure for breaking down the Glock pistol including loading and unloading ammunition, disassembling the magazine, removing and replacing the slide, and removing and replacing the barrel of the weapon. Demonstrate the proficiency skills required for proper marksmanship utilizing the basic principles of stance, grip, breath control, sight alignment, and trigger control. Demonstrate the proper procedures in a tactical firing situation including use of voice commands, tactical entry by use of the "button-hook method," proper cover for self and partner, and consideration of appropriate level of force based on assessment of the situation.

**Instruction:** Students must complete no fewer than: four hours of "Firearms Safety," seven hours of "Glock Maintenance," three hours of "Glock Nomenclature," twenty-eight hours of "Marksmanship," and eighteen hours of "Tactical Firing." Instructional methods for this course include lecture supplemented with PowerPoint presentations and practical demonstrations. Evaluation methods include written examinations and practical demonstration exercises.

**Credit Recommendation:** In the lower division associate/baccalaureate degree category, four semester credits.

#### **Investigative Patrol Techniques** (3 credits, lower division)

**Program:** Recruit Officer Training and Certification Program

**Location:** Maurice T. Turner, Jr. Institute of Police Science

**Length:** 52 hours

**Dates:** January 2002 through June 2009

**Objectives:** Identify the procedures to follow when dealing with armed forces personnel. Explain the responsibilities of the first officer on the scene of a bomb threat and procedures to follow for evacuation of a building. Discuss the departmental procedures for speaking to the casual clothes officer including the use of standard recognition devices and signals. Explain the proper techniques to conduct a felony traffic stop. Identify procedures to follow when dealing with animal bites to include investigation and documentation of the incident. Discuss proper methods for interviewing and demonstrate the ability to conduct an interview employing the five step interview process and using effective listening skills. Identify the role and responsibilities of the Metro Transit Police. Explain the procedures to follow when investigating and reporting missing persons including situations involving abandoned child cases, out of state cases, competent persons, and found children or adults. Explain municipal regulations related to posting advertisements for public viewing, conducting residential block parties, vending and vending license requirements, and ABC regulations. Differentiate between a preliminary and follow-up investigation. Explain the procedures to follow when examining and canvassing a crime scene. Demonstrate the ability to conduct a preliminary investigation. Explain the proper techniques to conduct a traffic stop.

**Instruction:** Students must complete no fewer than: one hour of "Armed Forces Personnel," two hours of "Bomb Threats," one hour of "Casual Clothes Officers," one hour of "Felony Stops," two hours of "Handling Animal Bites," five hours of "Interviewing Techniques," one hour of "Metro Transit Police," six hours of "Missing Persons," ten hours of "Municipal, Vending and ABC Regulations," twenty-two hours of "Preliminary Investigation," and one hour of "Traffic Stops." Instructional methods for this course include lecture supplemented with PowerPoint presentations and practical demonstrations. Evaluation methods include written examinations and practical demonstration exercises.

**Credit Recommendation:** In the lower division associate/baccalaureate degree category, three semester credits.

#### **Traffic Enforcement and Regulations** (3 credits, lower division)

**Program:** Recruit Officer Training and Certification Program

**Location:** Maurice T. Turner, Jr. Institute of Police Science

**Length:** 58 hours

**Dates:** January 2002 through June 2009

**Objectives:** Develop familiarization with current policies and guidelines when applying the fundamentals, principles, and techniques used in daily traffic enforcement. Identify departmental enforcement policies. Identify and describe departmental policy concerning concealment and parking for enforcement purposes. Identify three responsibilities of members when making traffic stops. Identify the procedures for expired permits, no permits, and failure to exhibit permits. Understand and list procedures for traffic violations committed by employees operating U.S. Postal, D.C. Government, and U.S. Government vehicles. Identify the proper procedures for serving summonses and subpoenas on U.S. Postal employees. Identify departmental policy for members of congress and the city council regarding parking courtesies for officials. Identify departmental policy concerning permits of military personnel. Understand and cite departmental procedures for handling pedestrians when issuing notices. Describe and list the pertinent provisions of the Child Restraint Act. Identify the pertinent provisions of the mandatory seat belt act. Define moped/motorized bicycle registration and permit regulations. Understand and be able to compare the proper use of radar equipment by certified officers versus non-certified officers. Identify arrest procedures for DUI and DWI cases, and compare and contrast suspended and revoked operators permits.

**Instruction:** Students must complete no fewer than: eight hours of "Accident Investigation," six hours of "Driving Under the Influence," ten hours of "Notice of Infraction," two hours of "Reciprocity, Tow Crane and Bicycle Regulation," one hour of "Suspension/ Revocation of Operators Permit," four hours of "Taxi Regulations," eighteen hours of "Traffic Definitions and Violations," six hours of "Traffic Direction and Control," and three hours of "Traffic Enforcement Policies." Instructional methods for this course include lecture supplemented with PowerPoint presentations and practical demonstrations. Evaluation methods include written examinations and practical demonstration exercises.

**Credit Recommendation:** In the lower division associate/baccalaureate degree category, three semester credits.