



CALIFORNIA *Highway Patrol*

Applicant Study Guide



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Revised May 2014

FOREWORD
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The Applicant Study Guide provides an overview of the California Highway Patrol (CHP) and is designed to prepare Cadet, CHP, applicants for the selection and hiring process. Information contained in this guide focuses on the Department's mission, purpose, and objectives as well as the duties of the CHP officer. This guide will assist the applicant in understanding the overall responsibility of becoming a CHP officer.

The Applicant Study Guide is an excellent resource for applicants preparing for the Physical Ability Test, Written Examination, Psychological Evaluation, Background Investigation, Academy Training and a career with the CHP.

The success of each applicant is very important to the CHP. Therefore, we strongly encourage each applicant to thoroughly review the Applicant Study Guide.

Questions may be referred to Recruitment Program staff at (916) 843-3275 or to electronic mail at recruiting@chp.ca.gov.

TABLE OF CONTENTS
Revised May 2014

Page

CHAPTER 1 - CALIFORNIA HIGHWAY PATROL

GENERAL INFORMATION	1-1
HISTORY OF THE CHP	1-2
CHP GEOGRAPHICAL JURISDICTION/ORGANIZATION	1-2
FULL PEACE OFFICER POWER.....	1-3
THE CHP ACADEMY OVERVIEW	1-4

CHAPTER 2 – SELECTION PROCESS - PHYSICAL ABILITY TEST (PAT)

MINIMUM REQUIREMENTS FOR ELIGIBILITY FOR THE EXAMINATION.....	2-1
PHYSICAL ABILITY TEST (PAT)	2-2

CHAPTER 3 – WRITTEN EXAMINATION

WRITTEN EXAMINATION PREPARATION	3-1
---------------------------------------	-----

CHAPTER 4 - BACKGROUND INVESTIGATION, MEDICAL EVALUATION,
PSYCHOLOGICAL EVALUATION, ACADEMY INVITATION

BACKGROUND INVESTIGATION	4-1
MEDICAL EVALUATION	4-2
PSYCHOLOGICAL INTERVIEW/ PSYCHOLOGICAL WRITTEN TEST	4-2
ACADEMY INVITATION	4-2

CHAPTER 5 - LIFE AT THE ACADEMY

REPORTING TO THE ACADEMY	5-1
ACADEMY LIFESTYLE	5-3
ACADEMY TRAINING.....	5-4

CHAPTER 6 - CADET FIELD ASSIGNMENT PROTOCOL

ASSIGNMENT/GRADUATION	6-1
FIELD TRAINING AND PROBATION.....	6-1

CHAPTER 1

CALIFORNIA HIGHWAY PATROL

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1. **GENERAL INFORMATION.**

- a. **Mission** (and goals revised July 2015). The mission of the California Highway Patrol (CHP) is to provide the highest level of safety, service, and security to the people of California. This is accomplished through five (5) departmental goals:
- **Protect life and property.** We make California a great place to live, work, and travel by reducing fatalities, injuries, and crime.
 - **Provide superior service to the public and assistance to allied agencies.** We are committed to providing first class customer service.
 - **Enhance public trust through community outreach and partnerships.** We model the Department's Professional and Organizational Values in every interaction.
 - **Invest in our people.** We develop and support our workforce to sustain a world-class organization.
 - **Identify and respond to evolving law enforcement needs.** We demonstrate leadership by addressing merging trends.
- b. **Organizational Values.** To accomplish our mission, we are committed to the following organizational values as the foundation of our pledge to public safety and service:
- Respect for others.
 - Fairness.
 - Ethical practices.
 - Equitable treatment for all.
- c. **Rank Structure.** Commissioner, Deputy Commissioner, Assistant Commissioner, Chief, Assistant Chief, Captain, Lieutenant, Sergeant, Officer.

2. **HISTORY OF THE CHP.**

In 1896, the first automobile appeared in California. From this day forward, California's interest in the automobile had begun. With the increase in automobiles throughout the state, particularly in populated cities and counties, traffic accidents also increased. The

first automobile-related fatality was recorded in 1902. The need for traffic control services became apparent.

Cities and counties began by regulating motor vehicle operations within their own jurisdictions. As each jurisdiction passed its own regulations, the differences from one area to another created a new set of problems. As such, in 1905, the California Legislature responded by providing the first in a series of laws related to traffic regulation. As the need for uniform motor vehicle regulations continued to grow, the "California Vehicle Act of 1915" was enacted, a forerunner of today's California Vehicle Code.

By 1923, the Legislature authorized the appointment of State Inspectors and Traffic Officers. They were paid and employed by the state to enforce motor vehicle laws. These appointees were assigned to work in a specific county under a system known as "Dual Control." The problem with "Dual Control" was that the Traffic Officers were controlled by the counties. California still lacked statewide uniformity in the enforcement of traffic laws. Therefore, on August 14, 1929, the Legislature created the California Highway Patrol. This new agency had statewide authority to enforce traffic laws on county and state highways—responsibilities that are, to this day, still a primary component of the Department's mission.

Over the years, the CHP has continued to grow and change, assuming many more responsibilities along the way. Today, the organization includes a diverse group of men and women who ensure the responsibilities of the Department are carried out in the most professional and efficient manner.

3. CHP GEOGRAPHICAL JURISDICTION/ORGANIZATION.

Since California is comprised of 158,693 square miles from Oregon to the Mexico Border, the terrain, weather conditions, and roadways are extremely diverse. The CHP patrols all state freeways in the 58 counties, including those within city boundaries. These freeways include U.S. routes, interstate highways, and California state routes. The Department has traffic jurisdiction on all public streets and highways in unincorporated areas under state and county control. In all, more than 105,000 miles of roadway fall within the CHP's jurisdiction.

The CHP is divided into eight geographical Divisions covering the entire State of California. Personnel ranking from officer to chief, with the support of civilian personnel, staff each Division. These ranking officials command, manage, and support operations in Area offices, communication centers, and commercial vehicle inspection/scale facilities throughout their geographical jurisdiction. Together these posts provide services which ensure public safety and security, as well as to ensure lawful and efficient use of the highway transportation system. To oversee the CHP Divisions, CHP Headquarters in Sacramento provides general support to the various CHP programs, disseminates policy and procedure, and provides training to run these programs.

4. FULL PEACE OFFICER POWER.

Authorities. Section 830.2 of the California Penal Code identifies the uniformed employees of the CHP as peace officers whose authority extends statewide. According to the Penal Code, their primary duty is the enforcement of any law relating to the use or operation of vehicles upon the highways, or laws pertaining to the provision of police services for the protection of state officers, state properties, and the occupants of state properties, or both, as set forth in the Vehicle Code and Government Code.

Division 2 of the California Vehicle Code further defines CHP function and powers, including authorities for accident investigations, CHP issued licenses, and emergency vehicle permits.

The Department's primary purpose is to ensure public safety and provide responsive services to the residents of California. The Department's mission is met through the management of traffic on California's highways, roadways, and assigned surface streets. Traffic management consists of various responsibilities that include accident prevention, emergency traffic and/or incident management, law enforcement duties, and assistance to allied agencies and the public. Additionally, the CHP has the responsibility for investigation of all crimes that occur on state property, and protection of state buildings, and justices of the California Supreme Court and Appellate Court. The following is a list of some of the diverse positions necessary to accomplish and maintain these services:

- Motorcycle Officer
- Recruiting Officer
- Commercial Vehicle Enforcement Officer
- Weapons Training Officer
- Evidence Officer
- Advanced Accident Investigation Officer
- Field Training Officer
- Canine Officer
- Public Information Officer
- Air Operations Pilot/Observer
- Drug Recognition Expert
- Court Officer
- Multi-disciplinary Accident Investigation Team
- Background Investigator
- Auto Theft Investigator
- Training Coordinator
- Dignitary Protection
- Academy Instructor Staff Officer
- Safety Services Program Officer
- Equestrian Patrol
- Bicycle Patrol
- Capitol Protective Services
- Court Services
- Community Services Officer

5. THE CHP ACADEMY OVERVIEW.

- a. The **CHP Academy** is one of the most modern and professional law enforcement training facilities in the world. The Academy, covering 456 acres, is located in West Sacramento, California, and has been in use since September 17, 1974. The dormitory style housing facilities can accommodate approximately 480

personnel. The primary mission of the Academy is to prepare cadets for the tasks they will be required to perform in the field so they may carry out the purpose, objectives, and goals of the Department. The secondary mission of the Academy is to provide specialized in-service training for CHP personnel and allied agency employees.

- b. The **Dining Facility** can accommodate up to 400 personnel. The food is served cafeteria style three times daily. The dining facility staff is able to prepare a wide variety of specialty foods as needed.
- c. The **Multi-Purpose Room** serves as a gymnasium and an auditorium. It consists of a full length basketball court, two weight training rooms (free weights and machine weights), and locker rooms. Additional physical training facilities consist of a professional running track with a grass infield, a 442-foot obstacle course, and several running trails.
- d. The **Recreation Room** has computers, a Post Exchange store, pool tables, and a big screen television. This is also the location of the Staff Office which is staffed by an officer 24 hours per day.
- e. The **Water Safety Training Tank** is utilized for physical training, confidence tower training, air operations water rescue, and allied agency water training.
- f. The **Academic Classrooms** are utilized to instruct 67 learning domains mandated by the Commission on Peace Officer Standards and Training (POST) and CHP-specific policies and procedures. Cadets will receive over 1,275 hours of classroom training.
- g. The **Emergency Vehicle Operations Course** is world renown as the premier law enforcement driving training program available. The facility consists of a 2.3-mile high performance driving track, two skid recovery practice areas, motorcycle training areas, and a defensive driving (DD) network. The course is utilized by cadets, CHP employees, and allied agencies.
- h. The **Weapons Training Unit** has both an indoor and outdoor range, each equipped with electronically controlled moving targets. Each area has lighting which can be controlled to simulate different environmental conditions.
- i. The **Advanced Officer Safety Training Unit (AOST)** has an enclosed mat room where uniformed officers participate in realistic and current officer safety training. In addition, AOST also has an enclosed two story shoot house and a training village where force-on-force training is conducted utilizing non-lethal training ammunition (NLTA).

CHAPTER 2
SELECTION PROCESS
CADET, CALIFORNIA HIGHWAY PATROL

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Cadet, California Highway Patrol (CHP), is the entry level training classification for qualified persons to learn the duties of a CHP officer. **All** CHP officers begin their careers at this classification. Online applications for Cadet, CHP, are accepted only during announced open application periods. The online application is only available during those periods. Examinations are conducted statewide in each field Division.

There are six separate phases in the cadet selection process. Typically, the testing and evaluation process requires an average of six months to one year to complete. The sequence is listed below:

- Application
- Physical Ability Test (PAT)
- Written Exam
- Background Investigation
- Psychological Evaluation, including a written evaluation component
- Medical Evaluation

1. MINIMUM REQUIREMENTS FOR ELIGIBILITY FOR THE EXAMINATION.

- a. **Age.** 20 to 35 years of age. By state law, the maximum age for examination is 35 years. Successful applicants must be at least 21 years of age prior to graduation from the Academy.
- b. **Education.** High school diploma from a United States (U.S.) institution or a general equivalency diploma (GED). Applicants may also have passed the California High School Proficiency Examination or possess a diploma from a Department of Defense High School.

c. **Citizenship.** An application for U.S. citizenship must already be in process before you can begin the testing process. You must be a U.S. citizen at time of appointment to the CHP Academy.

d. **Character.** No felony convictions.

2. **PHYSICAL CONDITION.**

a. Good health, sound physical condition.

b. Normal hearing.

c. Freedom from any physical or mental condition that would interfere with the full performance of the essential duties of an Officer, CHP.

d. Vision. The applicant must read from a standard eye test chart. If eyeglasses or hard contact lenses are worn, uncorrected vision must be no less than 20/40 in each eye and corrected to 20/20 in each eye. Applicants who have successfully worn soft contact lenses for the past 12 months are not required to meet an uncorrected standard as long as their corrected vision is 20/20 in each eye. At least four quarterly checks for vision stabilization are required for applicants who have had any eye surgery. Normal color vision is required as assessed by the Farnsworth-D-15 test. An X-Chrom Lens is prohibited.

3. **APPLICATION.** As of December 23, 2009 paper applications will no longer be accepted. Each applicant must submit an application online during open application timeframes.

4. **PHYSICAL ABILITY TEST (PAT).**

a. **Notification.** The applicant will be scheduled to take the Physical Ability Test after successfully submitting the online application.

b. **Preparation.** Applicants should consider the following suggestions to assist in their performance in the PAT.

(1) Applicants should not drink any alcoholic beverages for eight hours prior to the test.

(2) A minimum of three hours should have elapsed since your last meal.

- (3) Applicants should not have engaged in any moderate to heavy physical or emotionally stressful work within two hours prior to the test.
- (4) Applicants should attempt to have a minimum of six hours sleep the night prior to the test.
- (5) If under the care of a physician or taking any prescribed medications, applicants should consult their physician and request approval to participate. Non-prescription medications should not be consumed 24 hours prior to the test.
- (6) Applicants should wear loose fitting clothing, preferably exercise clothing and athletic shoes. It is recommended applicants bring water and a light snack.
snack.

c. **Elements of the PAT.** The PAT determines whether the applicant is able to perform the minimum physical standards required of a CHP officer. The PAT contains the following four sections:

- (1) 1.5 Mile Run. Applicants are required to run 1.5 miles in 13 min 35 seconds or less
- (2) 300 Meter Run. Applicants are required to run 300 meters in 70 seconds or less
- (3) Sit-Ups. Applicants are required to complete 31 or more situps in one minute
- (4) Push-Ups. Applicants are required to complete 24 or more push-ups in one minute.

d. **Grading the PAT.** Each portion of the PAT test is pass/fail. The applicant must pass all four portions successfully to complete the PAT.

e. **PAT Conditioning.** Engage in a physical fitness program, suited to your health and ability, designed to improve flexibility, muscular strength, and cardio-respiratory endurance.

CHAPTER 3
WRITTEN EXAMINATION
CADET, CALIFORNIA HIGHWAY PATROL

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1. **WRITTEN EXAMINATION.** The written examination was developed by CHP and POST to determine if the applicant possesses the **minimum** reading and writing proficiency needed to successfully perform the duties of a CHP officer. **This is not a test of law enforcement or knowledge of the CHP.**

Note: Effective July 22, 2006, the 40-minute essay portion of the written examination was eliminated.

One of the best resources for understanding, studying and taking a practice test for this written exam can be found on the POST website at:

<http://lib.post.ca.gov/publications/poWrittenPracticeTest.pdf>

- a. **The Written Examination.** The written examination consists of multiple choice and fill-in-the-blank. There are approximately 125 questions covering spelling, vocabulary, grammar, and reading comprehension. You have approximately 2 hours and 30 minutes to complete this portion of the test. See Annex C for a sample written test.
- b. **Written Examination Preparation.** Applicants often ask how they can prepare for the written examination phase of the cadet testing process. There are several options you may wish to consider:
- (1) Study books that review reading comprehension skills, and English composition, including grammar and spelling.
 - (2) Study books that pertain to taking law enforcement examinations.
 - (3) Enroll in college or an adult education course that emphasizes English, reading comprehension, and writing skills.
 - (4) Develop a self-improvement writing program.
- c. **Reading and Writing Self-Improvement Books.** Whereas we may suggest books and guides, we do not require the purchase of, nor endorse, any

specific publication. Since skills vary from applicant to applicant, it would be inappropriate to arbitrarily select books for an individual. If an applicant's skills/abilities are significantly below the 12th grade level, it is doubtful any book would be enough to ensure success on the written examination.

There are many publications available at local libraries and bookstores that provide instruction on improving reading and writing skills. Select publications comprehensive to reading and writing skills at or beyond the 12th grade level.

d. **Law Enforcement Examination Books**. Also available at libraries and bookstores are books pertaining to civil service or law enforcement examinations. These may be helpful for applicants who believe their skills are sufficient to pass the written examination but want to become familiar with civil service/law enforcement examination questions.

e. **Preparatory Courses**. If an applicant feels his/her knowledge of grammar is inadequate, it might be useful to take a writing course at a local college. A number of grammar handbooks exist, which can be located at almost any bookstore. One very popular handbook is called *Easy Access: The Reference Handbook for Writers*, by Katherine Adams and Michael Keene (McGraw-Hill Publishing). This text includes a section on English as a second language. One caution: the study of grammar without the practice of writing seldom improves writing skill.

Perhaps the most effective option is for an applicant to take college or adult education courses on English composition and writing. This ensures that the applicant is receiving professional instruction on correct and effective writing from staff with proper credentials. The instructors are able to determine the skill level of the students, and recommend the appropriate remediation necessary for proficiency.

As a complement to this instruction, the applicant should also consider speech courses. Most speech instructors include lessons on logical thought processes and topic organization.

f. **Personal Self-Improvement**.

(1) Some applicants may not have the time and/or the financial assets to consider the preceding options. Another suggestion an applicant may consider is to start a diary or journal.

(a) The applicant should write one or two pages on what he/she accomplished that day, or record his/her daily personal thoughts.

(b) The applicant should have access to a dictionary and thesaurus for help with spelling and vocabulary improvement.

(c) After writing out his/her activities or thoughts, the applicant should read the daily entries aloud.

(d) This exercise allows the applicant to hear what he/she has written. Oftentimes, what is written on paper sounds completely different when read aloud. By repeating this exercise daily, applicants can improve their reading, writing, and verbal skills.

(2) Applicants must decide what course of study will be their best option. Ultimately, having a minimum 12th grade reading and writing skill level is the key to passing the written examination phase for the Cadet, CHP.

CHAPTER 4

BACKGROUND INVESTIGATION, MEDICAL EVALUATION, PSYCHOLOGICAL EVALUATION, ACADEMY INVITATION

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1. **BACKGROUND INVESTIGATION.** An initial interview appointment will be made with the applicant by the CHP officers who conduct the background investigation.

a. Applicants are required to provide information in the following areas:

- References
- Education
- Residences (past seven years)
- Other Peace Officer Applications (departments to which the applicant sent an application for employment)
- Employment History
- Driving Record (all arrests, all citations)
- Arrest/Legal History (all arrests, any civil litigation)
- Financial History (all accounts, opened and closed)
- Military Service

b. Applicants are required to show the following documents, and provide a photocopy of each, at the initial interview:

- Valid Driver License
- Birth Certificate
- Verification of Education (high school diploma, college degree, GED certificate)
- High School Transcripts
- College or University Transcripts (sealed, official copies)
- Marriage Certificate
- Marriage Dissolution Documents
- Vehicle Insurance Policies
- Military Service Certificate (discharge documents [DD214], commendations, etc.)
- Social Security Card
- Proof of legal U.S. residency (birth certificate, naturalization papers)

c. During the Background Investigation Phase, the applicant will be scheduled for a Computer Voice Stress Analysis (CVSA). The CVSA will verify the information the applicant provides to the background investigator.

d. A final interview is conducted by the background investigator to review the findings of the investigation, and to notify the applicant whether he/she will be recommended to continue in the selection process. All information provided to the background investigator will be subject to truth verification.

2. MEDICAL EVALUATION.

a. The applicant will be notified when and how to arrange a medical appointment either during or after the background investigation.

b. The medical evaluation is paid for by the state, and administered by doctors contracted by the state. A complete physical examination is conducted to ensure that the applicant is capable of performing the essential duties of a CHP officer.

NOTE: Although the State Personnel Board allows 20 days to fill out the medical forms, it is recommended that the applicant complete the forms as soon as possible. Completion of the medical forms in a timely manner may expedite entry into the Academy.

3. PSYCHOLOGICAL INTERVIEW/ PSYCHOLOGICAL WRITTEN TEST.

The Psychological Written Test consists of a battery of three tests. It is a mandatory process required by state law for all prospective peace officers. These tests will be used in conjunction with your clinical interview with a psychologist to determine your suitability for a career in law enforcement. This will be scheduled once an applicant successfully completes the background investigation.

Applicants continuing in the selection process will be scheduled for an appointment with a departmentally selected psychologist. This interview is generally held after the background investigation and prior to the Academy invitation.

Preparations: This exam is based on your personal history and experiences; there are no study materials.

4. ACADEMY INVITATION.

There are generally four Academy cadet classes annually. Normally 2 to 4 weeks prior to the start of the Academy class, either by mail or telephone, applicants receive formal

notification of an invitation to the Academy. Refer to Chapter 1, Section 5, of this guide for a general overview about the Academy, Academy facilities and accommodations, and the type of training and courses provided.

CHAPTER 5
LIFE AT THE ACADEMY
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1. REPORTING TO THE ACADEMY.

- a. **Arrival.** Applicants will need to arrive at the Academy for the first day by 0730 hours for registration and orientation.
- b. **Attire.** Male and female cadets should report to the Academy wearing appropriate business attire.
- (1) **Males.** Suit (sport coat), tie, dress shoes.
- (2) **Females.** Business suit, dress shoes (skirt, dresses and high heel shoes not recommended).
- c. **Grooming Standards.** As with uniformed employees, cadets shall assume the responsibility of adopting high standards for personal grooming and cleanliness.
- (1) **Personal Grooming – Male.** The following grooming standards are deemed reasonable and shall be the minimum standards for male uniformed employees while in uniform or appropriate civilian attire.
- (a) **Hair.** Shall be neat, clean, trimmed (not shaved), and present a groomed appearance. Hair shall not interfere with the proper wearing of the uniform hat/cap or helmet. Hair shall not extend below the top of the uniform shirt collar while sitting or standing in an erect position. Hair color or style shall not be eccentric. Hair which is styled or combed forward shall not be lower than the relaxed eyebrow of an individual and shall not be visible on the forehead while the uniform hat/cap or helmet is worn.
- (b) **Sideburns and Mustaches.** Skin shall be clean shaven; however, neatly trimmed sideburns and mustaches are permissible. Sideburns shall not extend below the bottom of the ear and shall end with a clean-shaven horizontal line. The maximum width at the bottom of the sideburns shall not exceed 1 – 1 ½ inches.
- Mustaches shall not extend more than ½-inch beyond the corners of the mouth nor below the vermillion border of the upper lip, or more than ¼-inch below the corner of the mouth. Waxed ends or points are prohibited.

(2) Personal grooming (Females).

(a) Hair. Same standards apply as with male hair grooming.

1 Decoration(s) shall not be worn in the hair. Hair clips and pins that match the color of the hair are permitted.

2 Hair shall not be worn in a “pony tail” or similar style.

3 Moderate “natural” or other hair styles are permitted in conforming with the hair standards described above; however, the maximum extension from the scalp shall not exceed two inches.

(b) Cosmetics. Cosmetics shall be subdued and blended to match the natural skin color of the individual.

1 False eyelashes are prohibited.

(c) Fingernails. Shall be clean and trimmed. Nails shall not extend beyond the tips of the fingers. Only clear nail polish is permitted.

(d) Brassieres. Brassieres shall provide adequate support.

d. **What to Bring.** It is imperative that each cadet possess certain documents and information for the first day processing.

(1) Driver license.

(2) At least two blank checks, with \$350 to \$500 deposited in the account to cover the checks.

(3) Social Security Numbers of beneficiaries.

(4) Emergency contact information.

(5) Vehicle information – license plate number, color, make, and model.

e. Other items to bring include: one clock radio, dusting supplies, shoe polishing items, plain white crew neck tee-shirts, a minimum amount of civilian attire, swimsuit, toiletries (prescription medications), boots/shoes (black, all leather), a pair of running shoes and non-marking court shoes.

2. **ACADEMY LIFESTYLE.**

- a. **Live-in Training.** The Academy is a live-in training facility. Training day typically begins at 0800 hours and ends at approximately 1700 hours. Cadets are required to remain on the Academy grounds after training hours.
- b. **Drill.** Cadets learn drill procedures necessary to participate in ceremonies and tactical formations.
- c. **Inspections.** To ensure each cadet adheres to the high standards of the Department, personnel and dorm inspections are held at various intervals during cadet training.
- d. **Liberty.** Cadets receive liberty on Wednesday nights and weekends, contingent on passing the tests each week and absent any disciplinary actions.
 - (1) Wednesday – 1700 to 2359 hours
 - (2) Weekends – 1700 hours Friday to 2359 hours Sunday
- e. **Meals.** Meals are served between 0645 – 0730, 1145 – 1230, and 1700- 1730 hours Monday through Saturday, and 0800, 1200, and 1700 hours on Sunday.
 - (1) The Academy cafeteria provides a variety of prepared foods. Cadets are responsible for choosing meals appropriately. Cadets not meeting the body composition requirements of below 20% body fat for females and below 16% body fat for males will be placed on the training table and must adhere to a strict diet.
- f. **Salary/Pay.** Cadets receive full salary during the 27-week training period at the Academy. Pay warrants will be issued once a month, after the first of every month. Arrange with creditors and budget your finances accordingly.
- g. **Medical Care.** Medical and dental benefits are provided after the cadet's first thirty days of training. **NOTE: Cadets are responsible for any medical costs incurred during the first thirty days of training.** Treatment for injuries that cadets suffer as a result of training will be covered by the Department.

Mail/Mailing Address.

(1) Incoming mail is delivered to the Academy on a daily basis, except Sundays and holidays. Mail should be addressed to cadets as follows:

Cadet (cadet's full name)
Cadet Training Class (e.g., CTC II-06 [class/year])
California Highway Patrol Academy
3500 Reed Avenue
West Sacramento, CA 95605-1677

h. **Housing.** Cadets are assigned to a dormitory quad. Eight to twelve cadets may be assigned to each quad, sharing a common restroom and showers. Cadets will normally share a room with two other cadets from the same class. Cadets are responsible for maintaining its appearance.

i. **Emergencies.** Cadets may receive emergency telephone calls once an emergency is verified. Cadets should tell their family/friends that they can only receive cell phone calls during designated times.

j. **Personal Affairs.** Personal and family conflict (marriage problems, homesickness, etc.) is the main cause for early separation from cadet training. Cadets should have their personal affairs in order prior to reporting to the Academy. Cadets should be prepared to be separated from their families for several months.

3. **ACADEMY TRAINING.** Cadets will be required to meet the standards set forth by the Commission on Peace Officer Standards and Training (POST) for cadet training ranging from academics and physical training to enforcement tactics, weapons training and vehicle operations. The following descriptions will give a brief overview of the type of training and what you should expect in each phase.

a. **Academics.**

(1) Cadets are responsible for 67 "learning domains" (LDs) mandated by POST, in addition to agency specific policies and procedures. Cadets will receive over 1,275 hours of training. Cadets are required to take a remedial exam in addition to serving a weekend restriction if an LD is failed. Failure of the remedial examination will result in termination from cadet training.

(2) Cadets are certified as an Emergency Medical Responder (EMR) during Academy training.

(3) Cadets are also required to complete and pass an Accident investigation course, Spanish Language training, and Criminal Law courses.

b. **Physical Training.** Cadets are expected to pass a variety of Physical Fitness Tests and the Physical Performance Program Test. To prepare, cadets should be involved in some form of strength training program (a circuit weight training program is advisable). In addition, prior to reporting to the Academy, cadets should develop an endurance to:

- (1) run at least three miles, three times a week, at a 8-minute-per-mile pace,
- (2) perform 50 to 75 sit-ups (unassisted),
- (3) perform 50 push-ups, and
- (4) perform four overhand (palms facing away) pull-ups.

This will ensure each cadet meets the **minimum** incoming acceptable level.

c. **Enforcement Tactics.** During the course of this training, cadets will learn the basics for (and be tested on) general knowledge of Use of Force, Patrol Techniques, Vehicle Pullovers, Unusual Occurrences, Simunitions Training and Crimes in Progress, as well as, the ability to apply that knowledge during both day and night scenario testing.

d. **Weapons Training.** This program prepares the cadet to meet the challenge of “real world” encounters.

- (1) Each cadet will be instructed in the safe handling and effective use of the Department’s general duty weapons; Smith & Wesson model 4006-TSW, semi-automatic pistol, and Remington model 870 shotgun, both in daylight and night conditions.
- (2) Each cadet will also complete a firing course to familiarize him/herself with tactical rifles.
- (3) Each cadet will be trained in the proper use of Oleoresin Capsicum (OC), “pepper spray,” operations in a chemical environment (CS gas), and basic recognition and handling of confiscated and clandestine weapons.

e. **Emergency Vehicle Operations Course (EVOC).**

(1) Cadets will be trained in enforcement driving at the Emergency Vehicle Operations Course. Cadets will receive a minimum of 24 hours lecture on vehicle dynamics, performance driving techniques, and departmental policy. Cadets will also receive a minimum of 22 hours of hands-on driver training. Training includes:

- (a) vehicle placement,

- (b) skid control techniques,
- (c) performance driving,
- (d) defensive driving, and
- (e) Code-3 pursuit driving.

(2) Each cadet will be required to meet minimum performance objectives during hands-on training as well as successfully completion of a written examination.

f. **Customs and Courtesies.** Cadets are to become familiar with paramilitary customs and courtesies such as addressing staff members, or any persons on Academy grounds, by using “Sir” or Ma’am.” During many aspects of training, cadets will be required to perform drill facing movements and assume the position of attention and remain in that position until told otherwise.

CHAPTER 6

CADET FIELD ASSIGNMENT PROTOCOL

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1. **ASSIGNMENTS/GRADUATION**. During the period between weeks 19 and 21 prior to graduation, cadets receive a "Dream Sheet"; a list of those CHP Area offices that have openings for new officers. Cadets list their choices of locations by order of personal preference. The lists are then returned to headquarters for processing. The following information shows how the cadet's first duty assignment is determined/prioritized:

- a. **The needs of the Department.** (Bilingual, etc.)
- b. **Hardship.** (Only person available to care for sick relative, etc. - very rare)
- c. **Home ownership with school age children.** The commute time must be one hour or less from the Area office assigned. Home must have been purchased prior to Academy appointment, grant deed in cadet's name. (Area commander may be contacted to verify distance to Area office if it is not apparent.)
- d. **Home ownership with children under school age** (children under five). Same criteria as above.
- e. **Home ownership with no children.** Same criteria as above.

Note: Home ownership also includes mobile homes 101 feet or longer.
- f. **Rental unit with school age children.** Same distance requirements apply as in "c."
- g. **Cadet Residency.** This is for cadets who wish to return to the Division where they currently reside **and live within 60 minutes of the Area they choose.**
- h. **The last four digits of the cadet's Social Security Number** (e.g., the higher the number, the higher the priority). Most cadet assignments are determined in this manner.

2. **FIELD TRAINING AND PROBATION.**

- a. **Field Training.** New officers in the field are required to successfully complete a 55-working day, Field Training and Evaluation period. This period begins with a five-day administrative orientation to familiarize them with their new area. The new

officers will then work with three separate Field Training Officers (FTOs) for a period of 15 days each (Phase I, Phase II, and Phase III). Upon successful completion of the three phases (45 working days), the new officer will then be reassigned back to the first Field Training Officer for an additional five-day Field Training and Evaluation period (Shadow Phase). During field training, the FTOs teach new officers how to apply the knowledge and skills acquired in the Academy and evaluate their trainee's performance.

b. **Shift Assignment.** Shift assignments typically encompass the following hours: **“A” watch: 5:45 a.m. -2:15 p.m., “B” watch: 1:45 p.m. -10:15 p.m., and “C” watch: 9:45 p.m. - 6:15 a.m.,** although there may be other shifts/shift hours assigned within the command. Assigned workdays include weekends and holidays. In lieu of the traditional work hours listed above, many field commands offer an alternate work schedule comprised of three 12 hour shifts per week.

c. **12-Month Probation.** New officers may be assigned anywhere in the state and are required to serve a 12-month probationary term at their first command assignment. Following the completion of probation, officers may submit a request to voluntarily transfer to any field command in the state. Transfers are made on a statewide seniority basis.