

# Candidate Advancement Program

INTRODUCTORY GUIDE



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# Candidate Advancement Program

## INTRODUCTORY GUIDE



Among the most difficult challenges faced by police officer recruits are the physical requirements of the police academy. To assist in this preparation, the Los Angeles Police Department offers the Candidate Advancement Program (CAP). This program prepares candidates for the physical fitness demands of the academy and serves as an introduction to the academy training style. Candidates are eligible to participate in CAP after taking the LAPD Personal Qualifications Essay (PQE).

Welcome to the LAPD Candidate Advancement Program (CAP). This Introductory Guide provides details regarding what to expect at CAP sessions. It provides an introduction to facing movements, formations, examples of academy cadence, and basic information regarding the LAPD. As part of your preparation for the physical challenges of your career in law enforcement, and your transition into a quasi-military organization, you are expected to familiarize yourself with the material contained in this guide.

CAP is the first step in your transition to police officer. It is an academy-style environment where candidates learn discipline, respect, command presence, self-confidence, team concept, importance of following directions, and gain maturity. Additionally, CAP provides candidates the opportunity to obtain answers to questions that rise as they progress through the selection process.

### First CAP Session

**Uniform:** Candidates are not required to wear the CAP uniform on their first CAP session. They are required to wear appropriate physical training attire. During the first session, candidates will receive further instructions (or read *page 11* for more information).

### CAP Session Agenda:

1. Each CAP session begins with a warm-up jog and stretch.
2. Candidates separate into three running groups (beginner, intermediate, or advanced), based on individual candidate's physical fitness level. The beginner group includes first-time candidates (orientation), and candidates who have engaged in a minimal amount of physical training prior to



### Physical Fitness Qualifier (PFQ)

The first week of every month each CAP location conducts the Physical Fitness Qualifier (PFQ). The PFQ consists of four events: 1) maximum sit-ups in one minute, 2) 300-meter sprint, 3) maximum push-ups in one minute, and 4) 1.5 mile-run. This is the same physical fitness test that academy recruits take the third day of the police academy. Candidates receive their score at the end of the PFQ. Passing score is 70%. This helps candidates track their progress, and assess their physical fitness before entering the LAPD academy.

» <https://youtu.be/l3z70K7Yp5M>

CAP. Orientation will run with the beginner group, regardless of fitness level. The intermediate running group includes candidates whose physical fitness level has exceeded the challenge posed by the beginner group. The advanced group includes candidates who have reached a physical condition level where participation in the intermediate group is no longer a challenge. The beginner group runs approximately 1.5 miles, the intermediate group runs approximately 3-4 miles, and the advanced group runs up to 6 miles.

3. Upon returning to the CAP location the class will participate in physical training exercises (such as push-ups, sit-ups, squats, leg-lifts, and lunges), for approximately one hour.
4. The final part of each CAP sessions consist of cool-down stretches.

#### Tips:

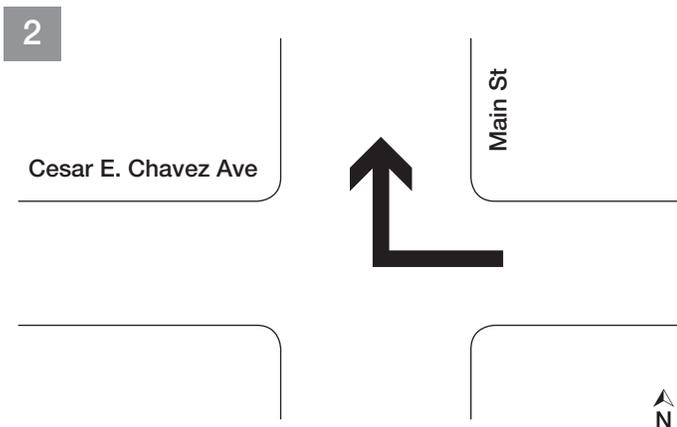
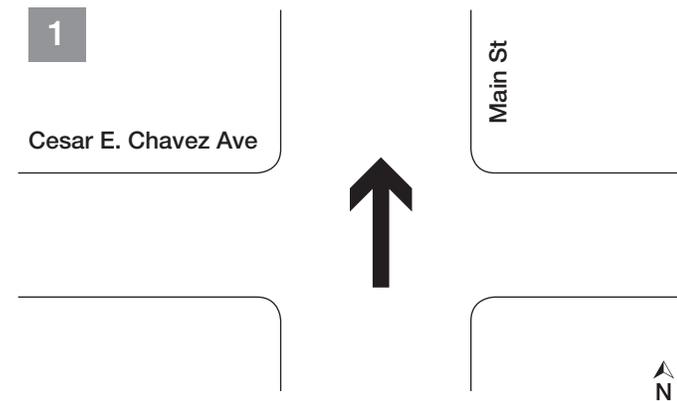
1. Be humble. LAPD officer are public servants sworn to act in the best interest of the public, and they cannot allow their feelings, ego, or personal preferences affect the way they perform their job. In preparation for this job, LAPD candidates must leave their personal life, job title, and accomplishments outside CAP. This begins with basic manners, such as responding, “Yes, Sir/Yes, Ma’am” or “No, Sir/No, Ma’am,” and it extends to obeying every command from instructors and/or squad leaders.
2. 100% effort required. One of the main goals of CAP is to help candidates achieve a fitness level that will ensure their success in the academy. To accomplish this, candidates are required to participate with maximum effort on each exercise and/or activity.

3. Grooming. CAP participants are required to adhere to specific grooming standards. Males will maintain a haircut appropriate for business setting, and no beard/goat-tee. Females must keep their hair in a tight bun, and are not allowed to wear make-up. Participants are required to cover all tattoos.
4. Hydrate prior to CAP! Ensure you hydrate sufficiently prior to attending CAP. Hydration begins the day prior to your CAP session and continues throughout the day of your workout session. Proper hydration consists of drinking water, not fruit juice or carbonated drinks.
5. Candidates are encouraged to not eat immediately prior to the CAP session; allow sufficient time for digestion (2-3 hours).
6. During evening sessions, candidates must have a small hand-held flashlight available for use. Certain areas of the group runs are poorly lit, and flashlights become necessary.
7. Fitness trackers. Candidates are encouraged to use fitness trackers as part of their regular workout routine. Watches and jewelry are not allowed.

### Things to Remember

#### Location

Police officers must know their location at all times. To ensure candidates begin to develop location awareness, candidates are required to know their location as they run through the streets. One candidate will state the names of the cross-streets and the direction of travel, as they cross or approach each intersection. The rest of the detail will repeat (sound-off) the names of the cross-streets and the direction of travel.



**Example 1:**

If the run group is running northbound Main Street, crossing Cesar Chavez, candidates will state, “Northbound Main Street, crossing Cesar Chavez Avenue.”

**Example 2:**

If the run group is turning northbound onto Main Street, from Cesar Chavez, the candidates will state, “Northbound Main Street, from Cesar Chavez Avenue.”

**Sound Off**

“Sound Off” refers to the act of repeating a response, or counting repetitions during PT. For example, when a candidate states the group’s location, all candidates will “sound off” repeating the location.

**Answer-up**

“Answer-up” refers to the act of responding to instructors’ orders. For example, if the instructor commands, “Class, face

forward!” The class will face forward, and simultaneously answer-up, “Yes, Sir!” or “Yes, Ma’am”.

**Reasons for sounding off:**

1. So candidates force themselves to breathe during runs. A lot of people concentrate fully on the PT workouts, and they forget to breathe. Sounding off allows them to take-in more oxygen.
2. When officers are involved in foot-pursuit (pursuing a suspect), officers need to broadcast over the radio while running. Sounding off during workouts prepares candidates for broadcasting during foot-pursuit.
3. Through sounding off, candidates begin to develop command presence.

**Why Instructors Yell**

Instructors yell to simulate what candidates will encounter out on the streets, as police officers. Similar to the academy, CAP instructors yell to simulate the stressors officers face on the street. On the street, many suspects yell insults at officers, trying to provoke a response. CAP and academy instructors prepare candidates to conduct their work in stressful situations and remain calm. Additionally, instructors yell to motivate recruits’ perform and effort level.

**Commands**

A command is an oral order given by an instructor, class leader, or squad leader. Commands must be executed with precise, crisp movement.

**Two-part commands**

Most drill commands have two parts. The first part is the preparatory command, and the second part is the command of execution. The preparatory command states the movement that will be carried out and mentally prepares candidates for the command of execution. The command of execution tells candidates when the movement is to be carried out.

For example, in the command, “Atten...Tion”. “Aten” is the preparatory command and the “Tion” is the command of execution. Do not anticipate the command of execution. In other words, do not execute the command before the command of execution has been given. In some commands, the preparatory commands and the command of execution are combined. Ex: “Fall...In” or “At...Ease”

### Position of Attention



### Parade Rest

Parade Rest is given from the position of attention only. The preparatory command is, “Parade”. On the command of execution (“Rest”), move your left foot approximately 12 inches to the left of your right foot, weight resting evenly on both feet. Feet will remain at a 45 degree angle. As your left foot moves left, simultaneously place your hands at the small of your back, centered back, right hand over the left hand. The fingers are extended, palms facing outward (right hand inside the left), and the thumbs interlocked. Head and eyes are facing forward (same as the position of attention). There is no movement or talking while in Parade rest.

### At Ease

This is the relaxed form of parade rest. Candidates will remain at Parade Rest, but minimal movement is allowed. While candidates are allowed to adjust equipment, the feet must remain in place. Low conversation is allowed.

### Right Face (*Makes you face right*)

The preparatory command is, “Right”. On the command of execution “Face”, slightly raise your left toe and right heel, and turn 90 degrees to the right, pivoting on your right heel, assisted by a slight pressure on the ball of your left foot, for the first count. Then place your left foot smartly beside your right foot for the second count. Hold your arms at attention when executing this movement.

### Left Face (*Makes you face left*)

The preparatory command is, “Left”. On the command of execution “Face”, slightly raise your right toe and left heel, and turn 90 degrees to the left, pivoting on your left heel, assisted by a slight pressure on the ball of your right foot, for the first count. Then place your right foot smartly beside your left foot for the second count. Hold your arms at attention when executing this movement.

### About Face (*Makes you face the opposite direction*)

The preparatory command is, “About”. On the command of execution “Face,” move the toe of the right foot approximately on-half of the length of your foot to the rear and slightly to the left of the left heel. You should have made a small reverse “C” with this movement. Raise your left toe and spin 180 degrees to the right, pivoting on the left heel and right toe. When you come to a halt, you will be standing at the position of attention.

Click on the link below, to view a video showing the drill movements. Learning these basic drill movements will help you prepare for the LAPD academy.

» <https://youtu.be/86vtz2Z5GLg>

### Parade Rest



### Position of Attention

This is the basic position from which all commands are executed. Assume the position of attention on the command, “Fall In” or the command, “Atten...Tion”. To assume the position of attention, bring your heels together, aligned on the same line. Toes will point out equally, forming a 45 degree angle. Keep your legs straight, but do not lock your knees. Hold your body straight, chin down, chest out, and gut sucked in. Pretend there is a roll of quarters in each hand (make a loose fist), and bring the hands to the seam of your pants. Thumbs will point straight down. Your head and eyes looking straight forward without looking around (find a point in the background, and continue to stare at that, even if an officer walks up to you). Your weight will be distributed equally on the heels and balls of your feet.

- Keep your head and body straight
- There is no talking while in position of attention
- Eyes are forward, focused on something in the distance, or on the back of the head of the person in front of you
- There is absolutely no movement while in position of attention



### **Drill Terms**

**Formation:** An arrangement of candidates in line, in column, and/or in rank, in a prescribed manner.

**Column:** A formation in which candidates are placed one behind the other.

**File:** A single column of candidates, one behind the other.

**Alignment:** The dressing of three or more candidates, in a straight line.

**Step:** The distance from heel to heel between the feet of a marching candidate.

### **Formation**

#### **Physical Training Formation (PT Formation)**

During physical training, the CAP class will form in four squads. With both arms extended out at shoulder height, side-by-side, candidates remain fingertips to fingertips. Candidates turn their head to face right, with the chin over the right shoulder. Heels will be together and toes will be separated at approximately 45 degree angle. Candidates remain at this position until the instructor gives the command, “Detail, ready. Front!” Upon this command, candidates promptly snap their arms to their side, simultaneously turn their head to face forward, close their hands into a loose fist, and assume position of attention.

#### **Column of Two**

The Column of Two command is given to put the detail into two squads. The instructor will raise both arms over-head, with

clenched fists, and state, “Detail, two squads on me. Move!”

Upon the command of execution “Move”, candidates will double time to form two squads facing the instructor. One squad will line-up to the right and the left of the instructor. Candidates will remain at attention.

#### **Column of Files**

This command is used when the class is formed in squads, and it is necessary to advance in a single file. It is always initiated from standing at halt. The command can be executed from the right or left, as in, “Column of files from the left...March,” or “Column of files from the right...March.”

Preparatory command: “Column of files from the left” (or right).

Command of execution: “March,”

The class leader will give the preparatory command, “Column of files from the left.” Squad Leader 1 will turn his/her head to the left and command, “Forward”. Squad Leaders 2, 3, and 4 will turn their heads to the left and command (in unison), “Stand Fast” (this means, squads 2, 3, and 4, do not move). Squad Leader 1 turns his/her head forward. Squad Leaders 2, 3, and 4 remain facing left.

The class leader gives the command of execution, “March”.

Squad 1 begins marching (or double time). As the last candidate in Squad 1 passes by Squad Leader 2, he/she will state, “Last”. Squad Leader 2 will command, “Forward, March”. If marching, the command, “March” must be given as the right foot of Squad 1 strikes the ground, in order to be instep with Squad 1. Squad Leader 2 turns his/her head forward, steps off with the left foot, and begins to march in single file behind Squad 1.

Squads 3 and 4 will execute this movement in the same manner as Squad 2. Squads will march in a single file.

Note: This command can be given as, “Column of files from the left,” or “Column of files from the right.”

**Breaking Ranks (not allowed)**

Breaking ranks refers to cutting between recruits when leaving a formation. Breaking ranks is not allowed.

When a candidate is ordered front and centered, as in, “Candidate Smith, Front and center,” candidate Smith shall answer up, “Yes, Sir!” If the formation is not at Position of Attention at the time the command is given, the candidate must come to Attention before answering up.

The candidate will take one 15-inch step backward, with the left foot, halt, and right or left face to the nearest flank. Upon clearing the formation, the candidate will double time towards the instructor who gave the command. The candidate will halt at Position of Attention approximately two steps from the instructor, and state, “Candidate Smith, Sir!” The candidate will remain at attention until ordered otherwise.

When dismissed, the candidate will take one 15-inch step back, about face (or right or left face, as appropriate), double time back to the squad position, and assume the Position of Attention.

**Warm Up/Cool Down Exercises**

**Standing Stretches**

Candidates will form in physical training formation (PT formation), and while standing, they will perform the following stretches:

- Neck Rotation
- Shoulder Stretch
- Standing Hamstring Stretch
- Quad Stretch
- Calf Stretch

**Stretches for Seated Position of Attention**

- The Secretary
- Seated Hamstring Stretch
- Groin Stretch
- Lateral Stretch
- Modified Push-up Position

**Leading Warm-up/Cool-down**

- Use two-part commands. State, “Position of Exercise... Move” before each stretch/exercise.
- Begin each exercise with the left
- State, “Ready, Begin” to start the exercise
- State, “Remember to always look forward” for some exercises
- State, “Recover” when the exercise is complete
- Remind candidates, “Do not anticipate the commands”
- Recover to standing position of attention when each exercise is complete

Divisions & Bureaus		
1. Central	11. Northeast	24. Central Traffic
2. Rampart	12. 77th Street	25. South Traffic
3. Southwest	13. Newton	34. West Traffic
4. Hollenbeck	14. Pacific	35. Valley Traffic
5. Harbor	15. North Hollywood	<b>Bureaus</b>
6. Hollywood	16. Foothill	<b>Central:</b> Central, Rampart, Northeast, Hollenbeck, Newton
7. Wilshire	17. Devonshire	<b>West:</b> West LA, Pacific, Hollywood, Wilshire
8. West Los Angeles	18. Southeast	<b>Valley:</b> Foothill, West Valley, Van Nuys, Devonshire, North Hollywood
9. Van Nuys	19. Mission	<b>South:</b> Harbor, SE, SW, 77th
10. West Valley	20. Olympic	
	21. Topanga	

## Phonetic Codes

When spelling names (suspects, victims, witnesses, or street names) over the radio, LAPD uses the following phonetic alphabet. Using this alphabet eliminates confusion between letters such as, “D” and “T”, or “S” and “F”, which over the radio sound indistinguishable.

<b>A:</b> Adam	<b>J:</b> John	<b>S:</b> Sam
<b>B:</b> Boy	<b>K:</b> King	<b>T:</b> Tom
<b>C:</b> Charles	<b>L:</b> Lincoln	<b>U:</b> Union
<b>D:</b> David	<b>M:</b> Mary	<b>V:</b> Victor
<b>E:</b> Edward	<b>N:</b> Nora	<b>W:</b> William
<b>F:</b> Frank	<b>O:</b> Ocean	<b>X:</b> X-ray
<b>G:</b> George	<b>P:</b> Paul	<b>Y:</b> Young
<b>H:</b> Henry	<b>Q:</b> Queen	<b>Z:</b> Zebra
<b>I:</b> Ida	<b>R:</b> Robert	

## Radio Communication Codes

### Code 1:

RTO (Radio Telephone Operator) transmits this code when a unit does not acknowledge to previous transmissions. Ex: “1A12 Code 1.” Unit must acknowledge immediately.

### Code 2:

Urgent radio call to be handled immediately without lights or sirens.

### Code 3:

Emergency call (immediate threat to life or personal safety). Red lights and siren are authorized. Ex: “15A29, Officer needs help, 211 in progress at Bank of America, at Laurel Canyon and Kittridge. Suspects armed with AK-47s.”

### Code 4:

Situation is under control. No additional units required.

### Code 4 Adam:

No additional units required but suspect still in the area.

### Code 5:

Units on a stakeout. Other units stay out of area.

### Code 6:

Unit is out of vehicle conducting a field investigation. No assistance needed.

### Code 6 Adam:

Officer needs assistance conducting a field investigation.

**Code 6 George:** Officer may need assistance in conducting an investigation involving gang activity.

**Code 6 Mary:** Officer may need assistance concerning militant activity.

**Code 8:** General information of a reported fire. Done when there is a high fire hazard or danger to fire personnel by a hostile crowd. Ex: the 1992 riot.

**Code 8 Adam:** Verified fire at a specific location.

**Code 10:** Used to clear the frequency for a want/warrant check on a suspect(s) or a vehicle.

**Code 12:** Response to a false alarm and no evidence of forced entry. Ex: “14A29, show Code 12 at 5651 W. Manchester. Scene is secure.”

## Badge Description

- The border design is based on the fasces, the ancient Roman symbol of authority.
- Designation of rank.
- The rays of a setting sun represent the West Coast.
- Replica of City Hall with three symbolic characteristics: The rising lines in the tower depict the tireless and unwavering spirit of the City’s founders; the flanking wings represent the expansive growth from the first “El Pueblo”; the broad base signifies the City’s firm foundation.
- The City Seal depicts the City’s history through Spanish, Mexican, autonomous and United States control; its site as a prolific garden spot; and the early influence of the mission padres.
- Designation of city and department.
- An area designated for the badge number or symbol of rank.
- The oval shape of the badge was unique in badge design when adopted in 1940.



**Code 20:**

Newsworthy event or major accident. Use discretion when advising the RTO.

**Code 30:**

Silent burglar alarm reported by an alarm company.

**Code 30 Adam:**

Silent alarm and alarm company is monitoring location audibly.

**Code 30 Victor:**

Alarm company is visually monitoring suspect via video camera.

**Code 100:** A suspect(s) possible escape route. This is when units sit at a location waiting for suspect(s) to come by. Ex: vehicle or foot pursuit.

**Code Robert:**

UPR (Urban Police Rifle). This is a request for a unit capable of deploying such a weapon.

**Code Sam:**

Request for a unit capable of deploying a bean bag.

**Code Tom:**

Request for a unit capable of deploying a Taser.

**Roger:**

Acknowledgment of a transmission.

**EOW:**

It stands for End of Watch. This is the end of an officer’s shift.

**Piper Tech:**

Building where the Airship are stationed.

**PAB:**

Police Administration Building. LAPD headquarters

**Shop:**

LAPD black/white

**Tactical Alert:**

When a major incident occurs and selected bureaus are to stay beyond EOW. E.g. earthquake or civil disturbances.

**TC:**

Traffic collision

**Help:**

Emergency call, when immediate assistance is required. Back-up shall respond code-3. “1A12, Officer needs help. Officer down at Los Angeles and Temple.”

**Penal Codes used as Radio Codes**

**211:** Robbery

**415:** Disturbance

**459:** Burglary

**Street Addresses**

Even street numbers for an address are normally located on the south side or on the east side of the street

**SEE:** South-East-Even

Odd street numbers for an address are normally located on the north or east side of the street

**NOW:** North-Odd-West

**LAPD Use of Force Policy**

Law enforcement officers are authorized to use deadly force to:

1. Protect themselves and others from what is reasonably believed to be an immediate threat of death or serious bodily injury; or,
2. Prevent a crime where the subject’s actions place person(s) in imminent jeopardy of death or serious bodily; or
3. Prevent the escape of a violent fleeing felon when there is probable cause to believe the escape will pose a significant threat of death or serious bodily injury to the officer or others if apprehension is delayed. In this circumstance, officers shall, to the extent practical, avoid using deadly force that might subject innocent bystanders or hostages to possible death or injury.

IDOL	BALKS
I: Imminent	B: Background
D: Defense	A: Age
O: Of	L: Last resort
L: Life	K: Knowledge of the circumstances
	S: Seriousness of the crime

**4 Basic Gun Safety Rules**

1. All guns are always loaded
2. Never allow the muzzle to cover anything you do not intend to shoot
3. Keep your finger off the trigger until your sights are aligned on target, and you intend to shoot
4. Be sure of your target



## The Mission Statement of the LAPD

It is the mission of the Los Angeles Police Department to safeguard the lives and property of the people we serve, to reduce the incidence and fear of crime, and to enhance public safety while working with the diverse communities to improve their quality of life. Our mandate is to do so with honor and integrity, while at all times conducting ourselves with the highest ethical standards to maintain public confidence.

### Core Values

#### Service to Our Communities

We are dedicated to enhancing public safety and reducing the fear and the incidence of crime. People in our communities are our most important customers. Our motto “To Protect and to Serve” is not just a slogan - it is our way of life. We will work in partnership with the people in our communities and do our best, within the law, to solve community problems that effect public safety. We value the great diversity of people in both our residential and business communities and serve all with equal dedication.

#### Reverence for the Law

We have been given the honor and privilege of enforcing the law. We must always exercise integrity in the use of the power and authority that have been given to us by the people. Our personal and professional behavior should be a model for all to follow. We will obey and support the letter and spirit of the law.

#### Commitment to Leadership

We believe the Los Angeles Police Department should be a leader in law enforcement. We also believe that each individual needs to be a leader in his or her area of responsibility. Making sure that our values become part of our day-to-day work life is our mandate. We must each work to ensure that our co-workers, our professional colleagues, and our communities have the highest respect for the Los Angeles Police Department.

#### Integrity in All We Say and Do

Integrity is our standard. We are proud of our profession and will conduct ourselves in a manner that merits the respect of all people. We will demonstrate honest, ethical behavior in all our interactions. Our actions will match our words. We must have the courage to stand up for our beliefs and do what is right. Throughout the ranks, the Los Angeles Police Department has

a long history of integrity and freedom from corruption. Upholding this proud tradition is a challenge we must all continue to meet.

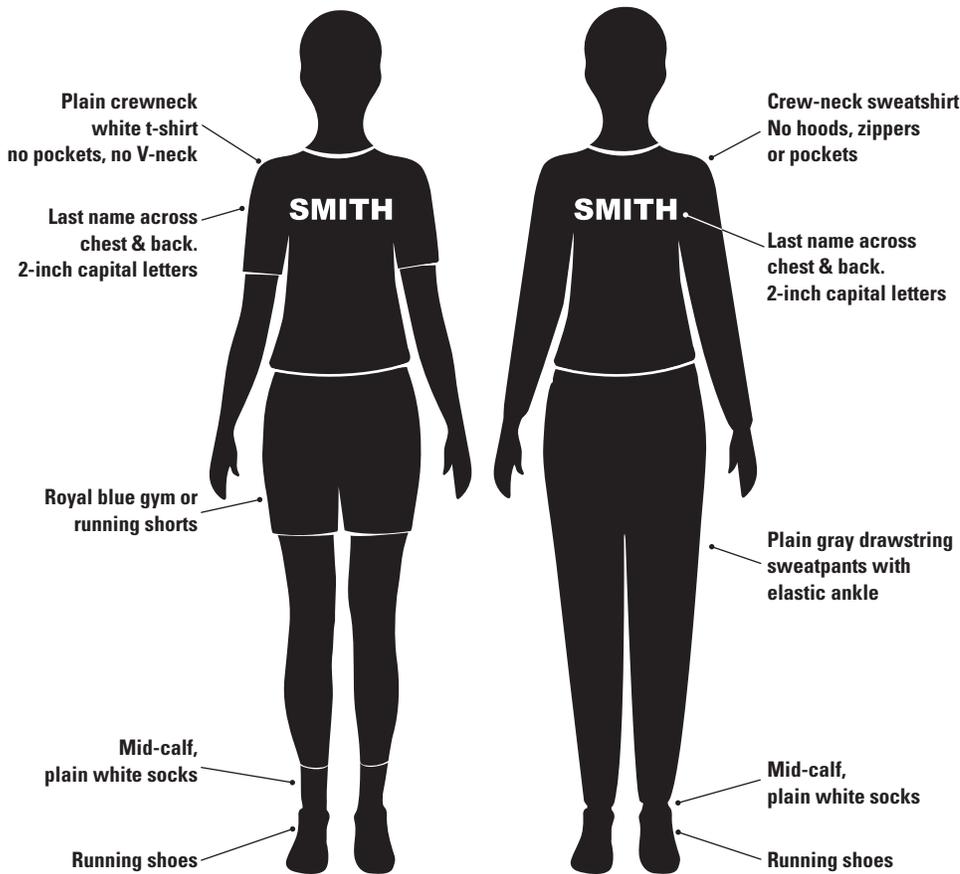
#### Respect for People

Working with the Los Angeles Police Department should be challenging and rewarding. Our people are our most important resource. We can best serve the many and varied needs of our communities by empowering our employees to fulfill their responsibilities with knowledge, authority, and appropriate discretion. We encourage our people to submit ideas, we listen to their suggestions, and we help them develop to their maximum potential. We believe in treating all people with respect and dignity. We show concern and empathy for the victims of crime and treat violators of the law with fairness and dignity. By demonstrating respect for others, we will earn respect for the Los Angeles Police Department.

#### Quality Through Continuous Improvement

We will strive to achieve the highest level of quality in all aspects of our work. We can never be satisfied with the “status quo.” We must aim for continuous improvement in serving the people in our communities. We value innovation and support creativity. We realize that constant change is a way of life in a dynamic city like Los Angeles, and we dedicate ourselves to proactively seeking new and better ways to serve.

## Uniform and Accessories



- Gray hood-less sweatshirt and sweat pants with no pockets or logos.
- White, crew-neck t-shirt (no V-neck, pockets or logos)
- Dark blue, running shorts (no pockets or logos)
- White cotton socks (no stripes or logos)
- Black or white sports bra (females)
- Running shoes
- Flashlights (required for evening sessions Oct through Apr)

- T-shirts and sweatshirts must have candidate's last name on the front and back, six inches below the collar, in two-inch block letters.

### Accessories

Rings, bracelets, necklaces, earrings, visible pierced jewelry items, headbands, gloves, weight belts, and watches are not allowed at CAP sessions. Only fitness trackers may be worn during CAP sessions.

### Parking

#### Elysian Park Academy

All candidates must park on Academy Road. No parking is allowed on Academy parking lots or Academy driveway (leading into the Academy). Exception: on Dodger game nights, when the parking on the street is limited, candidates may park on the lower Academy parking lot in the area nearest to Academy Road.

#### ARTC

All candidates must park in the front parking lot of the Academy.

#### Devonshire Station

All candidates must park at the corner of Devonshire and Etiwanda.

#### Mon & Weds: 6-9:00 PM

Sat: 7:30-10:30 AM

#### ARTC Academy

5651 W. Manchester Boulevard  
Los Angeles, CA 90045

#### Tues & Thurs: 6-9:00 PM

#### Elysian Park Academy

1880 N. Academy Drive  
Los Angeles, CA 90012

#### Devonshire Community Police Station

10250 Etiwanda Avenue, Northridge, CA 91324  
Meet at Devonshire Park: Devonshire and Etiwanda



**LOS ANGELES POLICE DEPARTMENT**

**Recruitment and Employment Division**

700 E. Temple Street

Los Angeles, CA 90012

213-473-3450 | [JoinLAPD.com](http://JoinLAPD.com)