

SECTION **1**

Agency Orientation/Department Policies

1.1 – 1.4 COMPETENCY REQUIREMENTS

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1.2	Agency Orientation
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1.4	Support Services
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Note to Administrators

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

- 1) The POST FTP Approval Checklist ([Form 2-230](#))
- 2) Your department's *Policy & Procedure Manual*
- 3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS**1.1 AGENCY-SPECIFIC TRAINING**

- 1.1.01 Firearms/Weapons Qualification (including Shotgun)
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SECTION 1 AGENCY ORIENTATION/DEPARTMENT POLICIES

CHECK ONE ONLY: PHASE 1 PHASE 2 PHASE 3 PHASE 4 PHASE 5

Trainee

FTO

1.1 AGENCY-SPECIFIC TRAINING
 During the orientation period, the trainee shall be given an opportunity to become familiar with the specific training requirements of his/her agency. The trainee shall have successfully completed the following training prior to starting the uniformed patrol field training program.

1.1.01 Firearms/Weapons Qualification (including Shotgun)

<i>Reference(s):</i>					<i>Case # (If applicable)</i>	<i>Incident #</i>		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

1.1.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* N/A
 CPD Firearms Policy

1.1.01 Part B - Agency Training Details *(field will expand automatically)*

1.1.02 Arrest and Control Techniques								
Reference(s):							Case # (if applicable)	Incident #
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

<p>1.1.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</p> <p>CPD Use of Force Policy CPD Handcuffing and Restraint Policy CPD Control Devices and Techniques Policy CPD Conducted Energy Device Policy</p>	<input type="checkbox"/> N/A
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<p>1.1.02 Part B - Agency Training Details (field will expand automatically)</p>

1.1.03 Impact Weapons Qualification								
Reference(s):							Case # (if applicable)	Incident #
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

<p>1.1.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</p> <p>CPD Use of Force Policy CPD Control Devices and Techniques Policy</p>	<input type="checkbox"/> N/A
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<p>1.1.03 Part B - Agency Training Details (field will expand automatically)</p>

1.2 AGENCY ORIENTATION								
1.2.01 Overview The trainee will discuss his/her duties and obligations, and demonstrate a working knowledge of the agency’s organization, functions, work schedule, chain of command, and rules and regulations.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

1.2.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Organizational Structure and Responsibility Policy	<input type="checkbox"/> N/A
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1.2.01	Part B - Agency Training Details (field will expand automatically) CPOA Memorandum of Understanding City of Cotati Standard Operating Procedures (SOP)
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1.2.02 Agency Directives, Rules, and Regulations
 The trainee shall discuss the agency’s directives, rules and regulations, including:

- A. Standard of conduct on and off duty (values, ethics, principles)
- B. Rules governing outside employment
- C. Regulations on carrying weapons off-duty
- D. Hours of all shifts and absence reporting requirements
- E. Interaction with associated law enforcement agencies
- F. New media release laws, rules and regulations
- G. Security of agency facilities
- H. Any additional agency specific directives, rules and regulations

Reference(s): Case # (If applicable) Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

1.2.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* N/A

CPD Conduct Policy, CPD Employee Speech, Expression, and Social Networking Policy, CPD Outside Employment Policy, CPD News Media Relations Policy, CPD Training Procedures Policy, CPD Sick Leave Policy

1.2.02 Part B - Agency Training Details *(field will expand automatically)*

CPOA Memorandum of Understanding

1.2.03 General Orders
 The trainee shall review and explain department general orders related to:

A. Use of Force	F. Protective Orders
B. Use and Discharge of Firearms	G. Hate Crimes
C. Domestic Violence	H. Child Abuse Investigations
D. Emergency Vehicle Operations	I. Any additional agency-specific directives, rules, and regulations
E. Use of Less-lethal Weapons	

<i>Reference(s):</i>						Case # (if applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date		
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	
Trainee:									
<i>Comments (field will expand automatically)</i>									

Additional Information:

1.2.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

CPD General Operations Policy

1.2.03 Part B - Agency Training Details (field will expand automatically)

City of Cotati Standard Operating Procedures

1.2.04 Work Area The trainee shall be oriented to the work area, including: A. Introduction to personnel B. Equipment and supply locations								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments (field will expand automatically)								

Additional Information:

1.2.04	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Work Area Policy	<input checked="" type="checkbox"/> N/A
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1.2.04	Part B - Agency Training Details (field will expand automatically)
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1.2.05 Authorized Equipment
 The trainee shall know the operation of and agency policy regarding authorized personal equipment, safety equipment, and agency equipment used by officers in the field:
 A. Authorized personal equipment
 B. Safety equipment
 C. Agency equipment

<i>Reference(s):</i>						<i>Case # (if applicable)</i>	<i>Incident #</i>	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play
Trainee:					<input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<i>Comments (field will expand automatically)</i>								

Additional Information:

1.2.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A
 CPD Equipment Policy

1.2.05 Part B - Agency Training Details (field will expand automatically)

1.2.06 Unauthorized Equipment								
The trainee shall review and explain what constitutes unauthorized equipment.								
<i>Reference(s):</i>						<i>Case # (If applicable)</i>	<i>Incident #</i>	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<i>Comments (field will expand automatically)</i>								

Additional Information:

1.2.06	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Equipment Policy CPD Uniform Regulations Policy	<input type="checkbox"/> N/A
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1.2.06	Part B - Agency Training Details (field will expand automatically)
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1.2.07 Uniforms/Equipment Damage								
The trainee shall review and explain agency policy on uniforms and equipment damage.								
<i>Reference(s):</i>						<i>Case # (If applicable)</i>	<i>Incident #</i>	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

1.2.07	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> CPD Equipment Policy CPD Uniform Regulations Policy	<input type="checkbox"/> N/A
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1.1.07	Part B - Agency Training Details <i>(field will expand automatically)</i>
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1.2.08 Procurement and Use
 The trainee shall demonstrate the procedures for obtaining and using the following items:

A. Vehicle	E. Special equipment [helmet, face shield, gas mask, oleoresin capsicum (OC) spray, etc.]
B. Hand-held radio	F. Report forms
C. Firearms/weapons	
D. Flares	

<i>Reference(s):</i>	Case # (If applicable)	Incident #
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	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments (field will expand automatically)

Additional Information:

1.2.08 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

CPD Procurement and Use Policy

1.2.08 Part B - Agency Training Details (field will expand automatically)

1.3 COMMUNITY ORIENTATION/GEOGRAPHIC LOCATIONS

1.3.01 Community Facilities
 The trainee shall know how to locate the following facilities which service their agency’s jurisdiction:

A. Hospitals	D. Community service organizations
B. Firehouses	E. Park and recreation areas
C. Schools	

Reference(s): Case # (If applicable) Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

1.3.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

CPD Municipal Agencies and Departments Policy

1.3.01 Part B - Agency Training Details (field will expand automatically)

1.3.03 Roadways
 The trainee shall know the names and locations of important types of roadways in the community or assigned area, including:

A. Major arteries	D. Freeways
B. "Through streets"	E. Fire trails or other special access routes
C. Dead-end streets	

<i>Reference(s):</i>	Case # (If applicable)	Incident #
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	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments (field will expand automatically)

Additional Information:

1.3.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

CPD Roadways Policy

1.3.03 Part B - Agency Training Details (field will expand automatically)

1.3.04 Agency Jurisdiction								
The trainee shall know the jurisdictional boundaries, beats, districts, or sector assignments utilized by the agency.								
<i>Reference(s):</i>						<i>Case # (If applicable)</i>	<i>Incident #</i>	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

1.3.04	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Agency Jurisdiction Policy	<input type="checkbox"/> N/A
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1.3.04	Part B - Agency Training Details (field will expand automatically)
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1.4 SUPPORT SERVICES

- 1.4.01 Municipal Agencies and Departments**
- A. City Hall or County Administration Building
 - B. County/City Jail(s)
 - C. District Attorney’s Office
 - D. Emergency Hospital (including emergency entrance, psychiatric facilities and entrance, police parking area, and any other agency-utilized rooms or department(s))
 - E. Health Department and/or Coroner’s Office
 - F. Juvenile Hall
 - G. Municipal, Superior, and Juvenile Courts
 - H. Probation Department
 - I. Welfare Department
 - J. State and Federal law enforcement agencies:
 - 1. Bureau of Alcohol, Tobacco, and Firearms (ATF)
 - 2. Bureau of Narcotic Enforcement (BNE)
 - 3. California Highway Patrol (CHP)
 - 4. Department of Motor Vehicles (DMV)
 - 5. Federal Bureau of Investigations (FBI)
 - 6. Immigration and Naturalization Service (INS)
 - 7. Military Police
 - 8. Postal Inspectors
 - 9. Railroad Police
 - 10. Secret Service
 - 11. US Marshall Service
 - K. Additional support services [e.g., Service Centers, Child Protective Service(s)]

Reference(s): Case # (If applicable) Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments (field will expand automatically)

Additional Information:

1.4.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

CPD Support Services Policy

1.4.01 Part B - Agency Training Details *(field will expand automatically)*

1.4.02 Special Teams/Units
 The trainee shall explain the proper utilization of agency special teams/units, including:

A. SRT SWAT
 B. K-9
 C. Search and Rescue
 D. Additional agency-specific units (Mental Health Units/Liaisons, Bomb Squad, etc.)

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

1.4.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* N/A

CPD Canine Policy

1.4.02 Part B - Agency Training Details *(field will expand automatically)*

See next page for Attestation

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (<https://www.post.ca.gov/field-training--police-training.aspx>). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.
2. **Front cover (optional):** To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.
3. **For each section (1–18):**
 - Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
 - Below each table:
 - *Part A:* Enter applicable references from your agency’s Policies & Procedure Manual.
 - *Part B:* Enter your agency’s training details.
4. **After completing ALL sections (1–18),** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
 - 1) **Your completed FTP Guide**
 - 2) **FTP Approval Checklist ([POST Form 2-230](#))**
NOTE: Guides submitted without this form will NOT be reviewed.
 - 3) **Your Department’s Policy & Procedure Manual**
5. MAIL YOUR ELECTRONIC MEDIA TO:
Commission on POST
860 Stillwater Road, Suite 100
West Sacramento, CA 95605
Attn: Phil Caporale – BTB
6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency’s Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. **Tracking your training sessions:**
 - Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
 - Enter any note-worthy comments related to the trainee’s performance.
3. **If trainee requires remedial training:**
 - Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
 - Enter any additional note-worthy comments related to the trainee’s performance.
4. **Attestation:** After all competencies have been performed, including any remedial training, the primary FTO and Trainee **MUST** enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section

SECTION **2**

Officer Safety Procedures

2.1 – 2.3 COMPETENCY REQUIREMENTS

Contents
2.1 Contact and Cover
2.2 Body Armor
2.3 Officer Survival
List of Subtopics
Attestation
Instructions to Administrators
Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

- 1) The POST FTP Approval Checklist ([Form 2-230](#))
- 2) Your department's *Policy & Procedure Manual*
- 3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS

2.1 CONTACT AND COVER

- 2.1.01 Contact Officer Tactics and Responsibilities
- 2.1.02 Cover Officer Tactics and Responsibilities
- 2.1.03 Roles During and After Pursuits and Stops
- 2.1.04 Contact/Cover Officer Positions

2.2 BODY ARMOR

- 2.2.01 Protective Body Armor

2.3 OFFICER SURVIVAL

- 2.3.01 Physical, Mental, and Emotional Conditioning

SECTION 2 OFFICER SAFETY PROCEDURES

CHECK ONE ONLY: PHASE 1 PHASE 2 PHASE 3 PHASE 4 PHASE 5

Trainee

FTO

2.1 CONTACT AND COVER

2.1.01 Contact Officer Tactics and Responsibilities
 The trainee shall explain and safely demonstrate contact officer tactics and responsibilities, including.

A. Primary responsibility dealing with the situation, suspect(s), victim(s), witness(es), and reporting party(ies)	D. Issuing all citations
B. Documenting incident information (reports, field interviews (FIs), etc.)	E. Recovering evidence and contraband
C. Performing pat down and custody search of suspect(s)	F. Handling routine radio communications
	G. Relaying pertinent information to cover officer and medical personnel

<i>Reference(s):</i>	Case # (If applicable)	Incident #
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	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 50%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 50%; height: 20px;" type="text"/>	<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 50%; height: 20px;" type="text"/>	<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 50%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 50%; height: 20px;" type="text"/>		<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 50%; height: 20px;" type="text"/>	

Comments *(field will expand automatically)*

Additional Information:

2.1.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

CPD Report Writing Policy
 CPD Search and Seizure Policy
 CPD Cite and Release Policy

2.1.01 Part B - Agency Training Details *(field will expand automatically)*

2.1.02 Cover Officer Tactics and Responsibilities

The trainee shall explain and safely demonstrate cover officer tactics and responsibilities to include:

<ul style="list-style-type: none"> A. Approach B. Cover positions with vehicles(s)/person(s) C. Position of advantage D. What to watch for: <ul style="list-style-type: none"> 1. Hands in pockets or otherwise concealed 2. Weapons or contraband 3. Hostility or anger 4. Approach of other persons or vehicles 5. Symptoms of intoxication or illness 6. Potential reactions and escape 	<ul style="list-style-type: none"> E. Communications with contact officer (hand signals, other verbal and nonverbal signals) F. Provide assistance, if needed, during arrest G. Provide assistance as directed by contact officer
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<i>Reference(s):</i>	Case # (If applicable)	Incident #
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	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments (field will expand automatically)

Additional Information:

2.1.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

CPD Use of Force Policy

2.1.02 Part B - Agency Training Details (field will expand automatically)

2.1.03 Roles During and After Pursuits and Stops

The trainee shall discuss the roles of the contact and cover officers during and after a pursuit, felony car stop, or foot chase. These shall include:

A. Radio responsibilities
 B. Firearms/weapons systems
 C. Position to assume after the vehicle or person is stopped
 D. Officer to officer communication

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

2.1.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

CPD Use of Force Policy
 CPD Vehicle Pursuits Policy
 CPD Foot Pursuits Policy

2.1.03 Part B - Agency Training Details *(field will expand automatically)*

2.1.04 Contact/Cover Officer Positions
 The trainee shall safely and effectively demonstrate the responsibilities of both the contact and cover officer positions during the following:

A. Calls for Service
 B. "In-progress" calls
 C. Pedestrian stops
 D. Traffic stops
 E. High-speed pursuit, felony stops, and/or foot chases

<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

2.1.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* N/A

CPD Use of Force Policy
 CPD Vehicle Pursuits Policy
 CPD Foot Pursuits Policy

2.1.04 Part B - Agency Training Details *(field will expand automatically)*

2.2 BODY ARMOR								
2.2.01 Protective Body Armor								
The trainee shall discuss the benefits, limitations, and characteristics of protective body armor, including:								
A. Wearing versus not wearing				C. Level of protection against firearms				
B. Types of body armor				D. Level of protection against knives and other penetrating weapons				
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

2.2.01 Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> CPD Body Armor Policy	<input type="checkbox"/> N/A
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2.2.01 Part B - Agency Training Details <i>(field will expand automatically)</i>

2.3 OFFICER SURVIVAL

2.3.01 Physical, Mental, and Emotional Conditioning

The trainee shall identify and explain the importance of physical, mental, and emotional conditioning in officer survival, and shall understand the organizational resources available to assist in counseling due to traumatic incidents. This discussion shall minimally include:

- A. Concept of tactical retreat
 - 1. Pre-planning (mental scenarios)
 - 2. Reduction of unnecessary risks (stress management, “keeping cool”)
- B. Mental conditioning
 - 1. Will to live
 - 2. Continue to fight, regardless of odds
 - 3. Mental alertness
 - 4. Self-confidence
- C. Physical conditioning
 - 1. Agency policy on physical fitness and officer standards
 - 2. Role of good health and nutrition
- D. Weapon retention
- E. Employee Assistance Program
 - 1. Counseling through Human Resources and/or contracted professionals
 - 2. Critical incident stress debriefings
 - 3. Law Enforcement Chaplains
- F. Peer Counseling

Reference(s): Case # (if applicable) Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments (field will expand automatically)

Additional Information:

2.3.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

MPD Fitness for Duty Policy
 MPD Volunteer Program Policy

2.3.01 Part B - Agency Training Details *(field will expand automatically)*

Contact City of Cotati Human Resources
Contact CPD PEER Support Unit

See next page for Attestation

Part 5 – Section 2: Officer Safety Procedures

ATTESTATION FOR SECTION 2

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Click on the 'X' in the signature line to activate the signature field > Right click and select "Sign" from the menu.
- Click on "Select Image" > Locate your signature file > Click "Open" to place your signature (date appears automatically).
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and Trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the Trainee in accordance with the agency's training requirements for this portion of the Field Training Program.
 2. The Trainee demonstrated all competencies required for this portion of the Field Training Program.
 3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the Trainee.
 4. The final evaluation of the Trainee's performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the Trainee.
-

X

Primary Field Training Officer:

Print Full Name: _____

X

Trainee:

Print Full Name: _____

IMPORTANT: After signing the Attestation, the file will be "locked" and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Right click on the signature line > Select "Remove" from the menu.

See the following pages for Instructions to Administrators and FTOs

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (<https://www.post.ca.gov/field-training--police-training.aspx>). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.
2. **Front cover (optional):** To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.
3. **For each section (1–18):**
 - a. Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
 - b. Below each table:
 - *Part A:* Enter applicable references from your agency’s Policies & Procedure Manual.
 - *Part B:* Enter your agency’s training details.
4. **After completing ALL sections (1–18),** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
 - 1) **Your completed FTP Guide**
 - 2) **FTP Approval Checklist ([POST Form 2-230](#))**
NOTE: Guides submitted without this form *will NOT be reviewed*.
 - 3) **Your Department’s Policy & Procedure Manual**
5. MAIL YOUR ELECTRONIC MEDIA TO:
Commission on POST
860 Stillwater Road, Suite 100
West Sacramento, CA 95605
Attn: Phil Caporale – BTB
6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency's Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. **Tracking your training sessions:**
 - a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
 - b. Enter any note-worthy comments related to the trainee's performance.
3. **If trainee requires remedial training:**
 - c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
 - d. Enter any additional note-worthy comments related to the trainee's performance.
4. **Attestation:** After all competencies have been performed, including any remedial training, the primary FTO and Trainee **MUST** enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section

SECTION **3**
Ethics

3.1 – 3.2 COMPETENCY REQUIREMENTS

Contents	
3.1	Ethical Standards
3.2	Agency Orientation
	List of Subtopics
	Attestation
	Instructions to Administrators
	Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

- 1) The POST FTP Approval Checklist ([Form 2-230](#))
- 2) Your department's *Policy & Procedure Manual*
- 3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS**3.1 ETHICAL STANDARDS**

- 3.1.01 Ethical Decision Making
- 3.1.02 Accepting Responsibility
- 3.1.03 Ethical Conduct
- 3.1.04 Responsibility Regarding Unlawful/Unethical Acts by Other Officers
- 3.1.05 Handling Unethical or Criminal Conduct by Other Officers
- 3.1.06 Problems Associated with Unethical Decision Making
- 3.1.07 General Orders

3.2 DECISION MAKING

- 3.2.01 Limitations of Authority
- 3.2.02 Consequences of Inappropriate Discretionary Decisions
- 3.2.03 Demonstrating Decision Making

SECTION 3 ETHICS

CHECK ONE ONLY: PHASE 1 PHASE 2 PHASE 3 PHASE 4 PHASE 5

Trainee

FTO

3.1 ETHICAL STANDARDS								
3.1.01 Ethical Decision Making								
The trainee shall identify law enforcement ethical standards (Law Enforcement Code of Ethics, Code of Honor, and the Code of Conduct) and explain or demonstrate how they apply to ethical decision-making.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

3.1.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

CPD Law Enforcement Authority Policy
 CPD Organizational Structure and Responsibility Policy

3.1.01 Part B - Agency Training Details (field will expand automatically)

Law Enforcement Code of Ethics
 CPD Mission Statement

3.1.02 Accepting Responsibility								
The trainee shall demonstrate the ability to accept responsibility for his/her actions.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

3.1.02	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Discriminatory Harassment Policy CPD Standards of Conduct Policy CPD Racial Bias Policy	<input type="checkbox"/> N/A
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3.1.02	Part B - Agency Training Details <i>(field will expand automatically)</i>
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3.1.03 Ethical Conduct
 The trainee shall illustrate, through explanation or example, the following aspects of ethical conduct:

- A. An officer shall not engage in any conduct or activities on or off duty that reflect discredit on the officer, bring the department into disrepute, or impair its efficient and effective operation.
- B. Officers shall conduct themselves in a manner that will foster cooperation among members of the department, showing respect, courtesy, and professionalism in their dealing with one another.
- C. Officers shall not use language or engage in acts that demean, harass, or intimidate another. (Refer to agency policy)
- D. Officers shall conduct themselves toward the public in a civil and professional manner that implies a service orientation and that will foster public respect and cooperation.
- E. Officers shall treat violators with respect and courtesy, shall guard against employing an officious or over-bearing attitude, shall not use language that may belittle, ridicule, or intimidate the individual, and shall not act in a manner that unnecessarily delays the performance of duty.
- F. While recognizing the need to demonstrate authority and control over criminal suspects and prisoners, officers shall adhere to the department’s policy regarding use-of-force, and shall respect the civil rights of and protect the well-being of those in their charge.

<i>Reference(s):</i>					<i>Case # (If applicable)</i>	<i>Incident #</i>		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

3.1.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

CPD Discriminatory Harassment Policy
 CPD Standards of Conduct Policy
 CPD Racial Bias Policy

3.1.03 Part B - Agency Training Details (field will expand automatically)

3.1.04 Responsibility Regarding Unlawful/Unethical Acts by Other Officers The trainee shall recognize his/her responsibility to intervene to stop offenses (unlawful/unethical acts) by other officers in order to maintain or restore professional control over a given situation or to improve the professional quality of future interactions.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
		When completed, print full name	Date	When completed, print full name		Date	When completed, print full name	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

3.1.04	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> CPD Use of Force Policy		<input type="checkbox"/> N/A
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3.1.04	Part B - Agency Training Details <i>(field will expand automatically)</i>
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3.1.05 Handling Unethical or Criminal Conduct by Other Officers								
The trainee shall identify and evaluate methods for handling unethical or criminal conduct on the part of a fellow officer.								
<i>Reference(s):</i>						<i>Case # (If applicable)</i>	<i>Incident #</i>	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

3.1.05	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Discriminatory Harassment Policy CPD Anti-Retaliation Policy CPD Personnel Complaints Policy	<input type="checkbox"/> N/A
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3.1.05	Part B - Agency Training Details (field will expand automatically)
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3.1.06 Problems Associated with Unethical Decision Making
 The trainee shall identify and discuss problems associated with some common unethical decisions, including:

A. Non-enforcement of specific laws by personal choice	C. Acceptance of gratuities
B. Disproportionate enforcement targeting specific groups by personal choice	D. Misuse of sick time, etc.

<i>Reference(s):</i>						<i>Case # (If applicable)</i>	<i>Incident #</i>	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

3.1.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

CPD Gratuities Policy
 CPD Sick Time Policy
 CPD Racial Bias Policy

3.1.06 Part B - Agency Training Details (field will expand automatically)

3.1.07 General Orders								
The trainee shall review and explain the General Orders and/or policy and procedures associated with conduct both on and off duty.								
<i>Reference(s):</i>						<i>Case # (If applicable)</i>	<i>Incident #</i>	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

3.1.07	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Departmental Directive Policy CPD Firearms Policy CPD Standards of Conduct Policy	<input type="checkbox"/> N/A
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3.1.07	Part B - Agency Training Details (field will expand automatically)
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3.2 DECISION MAKING

3.2.01 Limitations of Authority
 The trainee shall explain the most common limitations of their discretionary authority to include:

A. Law
 B. Department policy and procedure
 C. Department goals and objectives
 D. Community expectations
 E. Officer safety

Reference(s): Case # (If applicable) Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

3.2.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

CPD Law Enforcement Authority Policy
 CPD Off-Duty Law Enforcement Actions Policy
 CPD Patrol Function Policy
 CPD Racial Bias Policy

3.2.01 Part B - Agency Training Details (field will expand automatically)

3.2.02 Consequences of Inappropriate Discretionary Decisions The trainee shall identify the potential consequences of inappropriate discretionary decision making, including:								
A. Death or injury		D. Discipline		E. Embarrassment to department		F. Relationship with the community		
B. Additional crime								
C. Civil and vicarious liability								
Reference(s):						Case # (if applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

3.2.02	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Standards of Conduct Policy	<input type="checkbox"/> N/A
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3.2.02	Part B - Agency Training Details (field will expand automatically)
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3.2.03 Demonstrating Decision Making
 Given various scenarios, simulated incidents, or calls for service the trainee shall identify and conclude which of the following are acceptable decisions:

A. Arrest
 B. Cite and release
 C. Give a referral
 D. Give verbal warning
 E. Take no action

<i>Reference(s):</i>							Case # (If applicable)	Incident #
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

3.2.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

CPD Law Enforcement Authority Policy
 CPD Off-Duty Law Enforcement Actions Policy
 CPD Patrol Function Policy
 CPD Racial Bias Policy

3.2.03 Part B - Agency Training Details (field will expand automatically)

See next page for Attestation

See the following pages for Instructions to Administrators and FTOs

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (<https://www.post.ca.gov/field-training--police-training.aspx>). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.
2. **Front cover (optional):** To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.
3. **For each section (1–18):**
 - a. Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
 - b. Below each table:
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 - *Part B:* Enter your agency’s training details.
4. **After completing ALL sections (1–18),** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
 - 1) **Your completed FTP Guide**
 - 2) **FTP Approval Checklist ([POST Form 2-230](#))**
NOTE: Guides submitted without this form will NOT be reviewed.
 - 3) **Your Department’s Policy & Procedure Manual**
5. MAIL YOUR ELECTRONIC MEDIA TO:
Commission on POST
860 Stillwater Road, Suite 100
West Sacramento, CA 95605
Attn: Basic Training Bureau (BTB)
6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency’s Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. **Tracking your training sessions:**
 - a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
 - b. Enter any note-worthy comments related to the trainee’s performance.
3. **If trainee requires remedial training:**
 - c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
 - d. Enter any additional note-worthy comments related to the trainee’s performance.
4. **Attestation:** After all competencies have been performed, including any remedial training, the primary FTO and Trainee **MUST** enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section

SECTION **4**
Use of Force

4.1 – 4.2 **COMPETENCY REQUIREMENTS**

Contents	
4.1	Legal and Ethical Issues
4.2	Force Options
	List of Subtopics
	Attestation
	Instructions to Administrators
	Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

- 1) The POST FTP Approval Checklist ([Form 2-230](#))
- 2) Your department's *Policy & Procedure Manual*
- 3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS

4.1 LEGAL AND ETHICAL ISSUES

- 4.1.01 Legal and Ethical Considerations
- 4.1.02 Agency Policy and Liability
- 4.1.03 Ethical Conduct

4.2 FORCE OPTIONS

- 4.2.01 Explanation of Force Options and Examples

SECTION 4 USE OF FORCE

CHECK ONE ONLY: PHASE 1 PHASE 2 PHASE 3 PHASE 4 PHASE 5

Trainee

FTO

4.1 LEGAL AND ETHICAL ISSUES

4.1.01 Legal and Ethical Considerations
 The trainee shall review and discuss the legal and ethical considerations pertaining to the use of force and “reasonable force.”

Reference(s): Penal Code [835](#), [835a](#), [843](#), [198](#) Case # (If applicable) Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

4.1.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* N/A
 CPD Use of Force Policy

4.1.01 Part B - Agency Training Details *(field will expand automatically)*

4.1.02 Agency Policy and Liability The trainee shall explain agency policy regarding the use of physical force or deadly force, and the legal ramifications and civil liability for both the officer and the agency.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

4.1.02	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> CPD Use of Force Policy	<input type="checkbox"/> N/A
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4.1.02	Part B - Agency Training Details <i>(field will expand automatically)</i>
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4.1.03 Justification of Deadly Force								
The trainee shall identify and evaluate situations that do and do not justify the use of deadly force.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

4.1.03	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Use of Force Policy	<input type="checkbox"/> N/A
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4.1.03	Part B - Agency Training Details <i>(field will expand automatically)</i>
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4.2 FORCE OPTIONS

4.2.01 Explanation of Force Options and Examples
 The trainee shall explain what is meant by ‘force options’ and provide examples of each that would fall within legal and moral limits, to minimally include:

- A. Nonverbal/police presence
- B. Verbal (tactical communication)
- C. Physical (weaponless)
- D. Less lethal weapons, including:
 - 1. Chemical Agents
 - a. The trainee shall explain the regulations governing the use of chemical agents, including the follow-up procedures for those to whom they have been applied, and the reporting procedures in cases where they were used.
 - 2. Impact Weapons
 - b. The trainee shall know when and how to effectively use the police baton and other impact weapons in an authorized manner.
 - c. The trainee shall identify the areas of the body recognized as baton/impact weapon “target” areas.
 - d. The trainee shall identify those vital body areas that are potentially lethal when struck by a baton/impact weapon.
- 3. Additional Less-Lethal Weapons
 - e. The trainee shall identify additional agency-approved less-lethal weapons (e.g., Stun guns, TASER®, PepperBall®, and/or bean bag weapons, etc.)
- E. Deadly force

The trainee shall explain considerations to be made when determining whether or not to resort to the use of deadly force. These considerations shall minimally include:

 - 1. Type of crime and suspects(s) involved
 - 2. Threat to the lives of innocent persons
 - 3. Laws and agency policies
 - 4. Officer’s present capabilities
- F. Capabilities of officer’s weapon

Reference(s): Case # (If applicable) Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments (field will expand automatically)

Additional Information:

4.2.01	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input type="checkbox"/> N/A
	CPD Use of Force Policy	
	CPD Conducted Energy Device Policy	

4.2.01	Part B - Agency Training Details <i>(field will expand automatically)</i>
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See next page for Attestation

Part 5 – Section 4: Agency Orientation/Department Policies

ATTESTATION FOR SECTION 1

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Click on the 'X' in the signature line to activate the signature field > Right click and select "Sign" from the menu.
- Click on "Select Image" > Locate your signature file > Click "Open" to place your signature (date appears automatically).
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and Trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the Trainee in accordance with the agency's training requirements for this portion of the Field Training Program.
 2. The Trainee demonstrated all competencies required for this portion of the Field Training Program.
 3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the Trainee.
 4. The final evaluation of the Trainee's performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the Trainee.
-

Primary Field Training Officer: X

Print Full Name: _____

Trainee: X

Print Full Name: _____

IMPORTANT: After signing the Attestation, the file will be "locked" and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Right click on the signature line > Select "Remove" from the menu.

See the following pages for Instructions to Administrators and FTOs

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (<https://www.post.ca.gov/field-training--police-training.aspx>). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.
2. **Front cover (optional):** To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.
3. **For each section (1–18):**
 - a. Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
 - b. Below each table:
 - *Part A:* Enter applicable references from your agency’s Policies & Procedure Manual.
 - *Part B:* Enter your agency’s training details.
4. **After completing ALL sections (1–18),** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
 - 1) **Your completed FTP Guide**
 - 2) **FTP Approval Checklist ([POST Form 2-230](#))**
NOTE: Guides submitted without this form will NOT be reviewed.
 - 3) **Your Department’s Policy & Procedure Manual**
5. MAIL YOUR ELECTRONIC MEDIA TO:
Commission on POST
860 Stillwater Road, Suite 100
West Sacramento, CA 95605
Attn: Phil Caporale – BTB
6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency's Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. **Tracking your training sessions:**
 - a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
 - b. Enter any note-worthy comments related to the trainee's performance.
3. **If trainee requires remedial training:**
 - c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
 - d. Enter any additional note-worthy comments related to the trainee's performance.
4. **Attestation:** After all competencies have been performed, including any remedial training, the primary FTO and Trainee **MUST** enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section

SECTION 5

Patrol Vehicle Operations

5.1 – 5.6 COMPETENCY REQUIREMENTS

Contents	
5.1 Patrol Vehicle Inspections	List of Subtopics
5.2 Patrol Vehicle Operation Safety	Attestation
5.3 SAFE Driving	Instructions to Administrators
5.4 Use of Seatbelts	Instructions to FTOs
5.5 Emergency Vehicle Operations/Pursuits	
5.6 Vehicle Operation Liability	

Note to Administrators

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

- 1) The POST FTP Approval Checklist ([Form 2-230](#))
- 2) Your department's *Policy & Procedure Manual*
- 3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS**5.1 PATROL VEHICLE INSPECTION**

- 5.1.01 Purposes of Vehicle Inspections
- 5.1.02 Vehicle Components
- 5.1.03 Requests for Vehicle Service
- 5.1.04 Vehicle Maintenance
- 5.1.05 Pre-Shift Inspection

5.2 PATROL VEHICLE OPERATION SAFETY

- 5.2.01 Approved Driving Techniques
- 5.2.02 Stopping Distance
- 5.2.03 Defensive Driving
- 5.2.04 Driver Attitude

5.3 SITUATION-APPROPRIATE, FOCUSED, EDUCATED (SAFE) DRIVING

- 5.3.01 Applying SAFE Driving Techniques
- 5.3.02 Ongoing Driving Instruction/Training
- 5.3.03 Potential Risks Related to Inappropriate Driving
- 5.3.04 Driver Fatigue
- 5.3.05 Driving Safely

5.4 USE OF SEATBELTS

- 5.4.01 Seatbelt Use during Routine and Emergency Driving Conditions and Tactical Seatbelt Removal

5.5 PATROL VEHICLE OPERATION SAFETY

- 5.5.01 Agency Policy
- 5.5.02 Driver Tactics
- 5.5.03 Continuing vs. Terminating Pursuits
- 5.5.04 Handling Emergency Response or Pursuit

5.6 VEHICLE OPERATION LIABILITY

- 5.6.01 “Rules of the Road”
- 5.6.02 Vehicle Code Exemptions
- 5.6.03 Exemption Requirements
- 5.5.04 Liability for Death, Injury or Property Damage

SECTION 5 PATROL VEHICLE OPERATIONS

CHECK ONE ONLY: PHASE 1 PHASE 2 PHASE 3 PHASE 4 PHASE 5

Trainee

FTO

5.1 PATROL VEHICLE INSPECTIONS

5.1.01 Purposes of Vehicle Inspections
 The trainee shall explain the purposes of a vehicle inspection prior to driving. These shall minimally include:

A. Prevention of accidents	C. Reduction of maintenance and repair costs
B. Promotion of operational efficiency	D. Location of contraband, evidence, or property

<i>Reference(s):</i>						<i>Case # (If applicable)</i>	<i>Incident #</i>	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments:

Additional Information:

5.1.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

CPD Vehicle Maintenance Policy

5.1.01 Part B - Agency Training Details (field will expand automatically)

5.1.02 Vehicle Components
 The trainee shall describe the location and use of the following:

A. Rear door locks	G. Radio
B. Trunk and hood release	H. Spare tire
C. Firearms/weapon release systems	I. Spare tire release
D. Emergency lights and siren switches	J. Jack and handle
E. Flares	K. Engine fluid compartments and dip sticks
F. First-aid equipment	

<i>Reference(s):</i>							<i>Case # (If applicable)</i>	<i>Incident #</i>
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments:</i>								

Additional Information:

5.1.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

CPD Vehicle Maintenance Policy

5.1.02 Part B - Agency Training Details (field will expand automatically)

5.1.03 Requests for Vehicle Service The trainee shall explain agency policy regarding requests for vehicle service in the field.								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:								

Additional Information:

5.1.03	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Vehicle Maintenance Policy	<input type="checkbox"/> N/A
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5.1.03	Part B - Agency Training Details (field will expand automatically)
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5.1.04 Vehicle Maintenance The trainee shall explain agency policy regarding proper maintenance of police vehicles. This explanation shall minimally include: A. The procedure for regular maintenance and service of patrol vehicles C. Completion of proper forms/documentation B. The procedure for turning in and requesting repair for a damaged or mechanically deficient vehicle								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

5.1.04	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Maintenance Policy CPD Vehicle Use Policy	<input type="checkbox"/> N/A
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5.1.04	Part B - Agency Training Details (field will expand automatically)
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5.1.05 Pre-Shift Inspection
 The trainee shall conduct a pre-shift inspection of the patrol vehicle, to include:

A. Visual check of vehicle exterior for damage B. Tires for wear and proper inflation C. Inspection of the trunk for the spare tire and required equipment D. Operations check of the vehicle equipment (lights, horn, etc.), and the emergency equipment (light bar, siren, public address system, etc.)	E. Inspection of the firearms/weapons release systems F. Inspection of vehicle interior that includes checking behind the sun visors, in the glove box, and beneath the seats for contraband, evidence, property, or items left from a previous shift
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Reference(s):						Case # (if applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

5.1.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

CPD Vehicle Use Policy

5.1.05 Part B - Agency Training Details (field will expand automatically)

5.2 PATROL VEHICLE OPERATION SAFETY

5.2.01 Approved Driving Techniques
 The trainee shall review and explain agency policy on approved driving techniques, including:

A. Backing
 B. Parking
 C. Right-of-way violations
 D. Passing
 E. Excessive speed

Reference(s): Case # (If applicable) Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments:

Additional Information:

5.2.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

CPD Patrol Vehicle Operation Safety

5.1.01 Part B - Agency Training Details (field will expand automatically)

5.2.02 Stopping Distance
 The trainee shall discuss the factors which influence the overall stopping distance of a vehicle, including:

A. Driver condition
 B. Vehicle condition
 C. Environmental conditions, including road surfaces
 D. Vehicle speeds
 E. Reaction time and distance
 F. Braking distance
 G. Knowledge of anti-lock braking system

<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

5.2.02	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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5.2.02	Part B - Agency Training Details (field will expand automatically)
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5.2.03 Defensive Driving The trainee shall identify the components of defensive driving, including: A. Driver attitude B. Driver skill C. Vehicle capability D. Seat belt usage								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

5.2.03	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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5.2.03	Part B - Agency Training Details (field will expand automatically)
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5.2.04 Driver Attitude The trainee shall identify driver attitudes that can contribute to the occurrence of traffic accidents, including: A. Overconfidence B. Impatience C. "Road rage" D. Self righteousness								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

5.2.04	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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5.2.04	Part B - Agency Training Details (field will expand automatically)
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5.3 SITUATION-APPROPRIATE, FOCUSED, EDUCATED (SAFE) DRIVING

5.3.01 Applying SAFE Driving Techniques
 The trainee will understand and demonstrate the application of SAFE driving during routine and emergency situations. The elements of SAFE driving include:

A. “Situation-Appropriate” – refers to the need for law enforcement officers to modify their driving for the varied circumstances encountered in a patrol driving environment, for example:

1. Routine patrol vs. “Code 3” driving
2. School zone vs. rural highway driving
3. Transitioning from freeways and commercial/ business/industrial areas into residential neighborhood streets
4. Driving in inclement weather and/or at night vs. ideal dry/clear weather and/or daylight conditions

B. The trainee will understand that the “appropriateness” of his/her driving style for the conditions present is also dictated by agency policy. FTOs, supervisors, managers, and department heads will reinforce what driving attitudes are “appropriate” for specific situations.

C. “Focused” – addresses the many concerns related to roadway position/conditions, distractions, fatigue, multi-tasking, equipment, and driver capabilities.

D. “Educated” – refers to training (academy, FTO, in- service/ongoing) and policy, and the need for the trainee to continually apply knowledge gained in these areas to his/her daily driving habits.

<i>Reference(s):</i>					<i>Case # (If applicable)</i>	<i>Incident #</i>		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
		When completed, print full name	Date	When completed, print full name		Date	When completed, print full name	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

5.3.01	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A

5.3.01	Part B - Agency Training Details <i>(field will expand automatically)</i>

5.3.02 Ongoing Driving Instruction/Training
 The trainee will understand the importance of the following critical areas of driving instruction and be able to explain how ongoing exposure and training in each area can benefit the trainee in the application of SAFE driving:

A. Use of Law Enforcement Driving Simulators in addition to Emergency Vehicle Operations Courses in ongoing and in-service training
 B. Speeds officers are expected to encounter in routine and emergency driving
 C. Night driving
 D. Use of interference vehicle(s) to simulate actual roadway conditions

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

5.3.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

5.3.02 Part B - Agency Training Details (field will expand automatically)

5.3.03 Potential Risks Related to Inappropriate Driving

The trainee will be made aware that routine and emergency patrol driving are among the most critically serious and potentially dangerous functions of a law enforcement officer. There is a real and ever present risk of injury or death to officers and members of the public when an officer drives in a manner unsafe for conditions, beyond their capabilities, or beyond the capabilities of their patrol vehicle.

Between 2003 and 2010, more officers were injured or killed in traffic accidents than in assaults. In addition, severe criminal and/or civil sanctions can be imposed on the law enforcement officer and/or organization as a result of unsafe vehicle operation.

The trainee will be made aware of these facts and will relate the importance of SAFE driving to the FTO. The trainee will continually demonstrate SAFE driving practices throughout the FTO program in preparation for continued SAFE driving throughout his/her law enforcement career.

Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

5.3.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

CPD Seat Belt Use Policy

5.3.03 Part B - Agency Training Details (field will expand automatically)

5.3.04 Driver Fatigue
 The trainee shall discuss the effects of driver fatigue, including:

A. Lower visual efficiency	E. Lack of awareness
B. Slower reaction time	F. Mood changes
C. Reduced attentiveness	G. Reduced judgment ability
D. Memory lapses	H. Risk of falling asleep at the wheel

<i>Reference(s):</i>						<i>Case # (If applicable)</i>	<i>Incident #</i>	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments:</i>								

Additional Information:

5.3.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

5.3.04 Part B - Agency Training Details (field will expand automatically)

5.3.05 Driving Safely								
The trainee shall drive the vehicle in a safe and alert manner complying with all laws, regulations, and policies.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

5.3.05	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Seat Belt Use Policy CPD Mobile Computer Terminal Use Policy	<input type="checkbox"/> N/A
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5.3.05	Part B - Agency Training Details (field will expand automatically)
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5.4 USE OF SEATBELTS

5.4.01 Seatbelt Use during Routine and Emergency Driving Conditions and Tactical Seatbelt Removal

The trainee will review agency policy regarding the use of seatbelts while on patrol. The trainee will be made aware of the fact that use of the seatbelt in both routine and emergency driving dramatically increases the chance of survival and decreases the potential for injury during crash.

Tactical seatbelt removal (removing the seatbelt as the patrol vehicle slows just prior to safely coming to a stop, so the officer can quickly exit the vehicle) will be discussed by the FTO if such practice is allowed by agency policy. If agency policy allows such practice, the trainee will demonstrate when to appropriately use a tactical removal of the seatbelt.

The FTO will continually monitor seatbelt use (and tactical removal of the seatbelt when appropriate) to ensure that the trainee is habitually wearing the seatbelt while on patrol, and is only removing it during a safe and opportune time, given the situation at hand.

Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

5.4.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

CPD Seat Belt Use Policy

5.4.01 Part B - Agency Training Details (field will expand automatically)

5.5 EMERGENCY VEHICLE OPERATIONS/PURSUIITS								
5.5.01 Agency Policy The trainee shall review and explain the agency’s policy concerning pursuits and Code 3 driving.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

5.5.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Vehicle Pursuit Policy	<input type="checkbox"/> N/A
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5.5.01	Part B - Agency Training Details (field will expand automatically)
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5.5.02 Driver Tactics
 The trainee shall identify the tactics that should be utilized by the driver of an emergency vehicle while in a pursuit or during any other emergency response. These tactics shall minimally include:

A. Slowing for intersections
 B. Careful observation at cross streets
 C. Caution when passing other vehicles
 D. Constant alertness for any unforeseen hazards
 E. Using a well planned route of travel in emergency response situations

Reference(s): Case # (If applicable) Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments:

Additional Information:

5.5.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

CPD Vehicle Pursuit Policy

5.5.02 Part B - Agency Training Details (field will expand automatically)

5.5.03 Continuing vs. Terminating Pursuits
 The trainee shall discuss those factors to consider in determining whether to continue or terminate/abandon a pursuit. These factors shall minimally include:

A. Amount of other traffic (vehicular and pedestrian)	E. Seriousness of crime(s) in relation to potential likelihood of injury to innocent persons or damage to property
B. Road hazards and road conditions	F. Whether vehicle or driver can be identified
C. Environmental conditions	
D. Capability and condition of patrol vehicle and driver	

Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

5.5.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

CPD Vehicle Pursuit Policy

5.5.03 Part B - Agency Training Details (field will expand automatically)

5.5.04 Handling Emergency Response or Pursuit								
Given a simulated or an actual emergency response or pursuit, the trainee shall demonstrate safe and effective driving practices.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

5.5.04	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Vehicle Pursuit Policy	<input type="checkbox"/> N/A
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5.5.04	Part B - Agency Training Details (field will expand automatically)
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5.6 VEHICLE OPERATION LIABILITY								
5.6.01 “Rules of the Road” The trainee shall discuss how an officer operating a patrol vehicle under non-emergency conditions is subject to the same “rule of the road” as any other driver.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

5.6.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Vehicle Use Policy	<input type="checkbox"/> N/A
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5.6.01	Part B - Agency Training Details (field will expand automatically)
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5.6.02 Vehicle Code Exemptions
 The trainee shall explain the situations in which the driver of an authorized emergency vehicle is exempt from the Vehicle Code provisions listed in Section 21055, including:

A. Responding to an emergency call
 B. Engaged in a rescue operation
 C. In pursuit of a violator
 D. Responding to a fire alarm

Reference(s): Case # (If applicable) Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments:

Additional Information:

5.6.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

CPD Vehicle Pursuit Policy

5.6.02 Part B - Agency Training Details (field will expand automatically)

5.6.03 Exemption Requirements								
The trainee shall explain the exemption requirements of the Vehicle Code regarding the use of red lights and siren under Sections 21055(b) and 21807 .								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

5.6.03	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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5.6.03	Part B - Agency Training Details (field will expand automatically)
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5.6.04 Liability for Death, Injury or Property Damage
 The trainee shall explain the conditions under which he/she and/or their agency may be held liable for deaths, injury or property damage which occur while an emergency vehicle is being operated with red lights and siren (Code 3), including:

A. Failure to drive with due regard for the safety of all persons
 B. When the agency has not adopted a written policy on police pursuits in compliance with Vehicle Code 17004.7
 C. A negligent or wrongful act or omission by an employee of a public entity.
 D. When not responding to an emergency call, not in the immediate pursuit of an actual or suspected violator of the law, or when responding to other emergencies.

Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

5.6.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

5.6.04 Part B - Agency Training Details (field will expand automatically)

See next page for Attestation

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (<https://www.post.ca.gov/field-training--police-training.aspx>). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.
2. **Front cover (optional):** To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.
3. **For each section (1–18):**
 - a. Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
 - b. Below each table:
 - Part A:* Enter applicable references from your agency’s Policies & Procedure Manual.
 - Part B:* Enter your agency’s training details.
4. **After completing ALL sections (1–18),** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
 - 1) **Your completed FTP Guide**
 - 2) **FTP Approval Checklist ([POST Form 2-230](#))**
NOTE: Guides submitted without this form will NOT be reviewed.
 - 3) **Your Department’s Policy & Procedure Manual**
5. MAIL YOUR ELECTRONIC MEDIA TO:
Commission on POST
860 Stillwater Road, Suite 100
West Sacramento, CA 95605
Attn: Phil Caporale – BTB
6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency's Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. **Tracking your training sessions:**
 - a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
 - b. Enter any note-worthy comments related to the trainee's performance.
3. **If trainee requires remedial training:**
 - c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
 - d. Enter any additional note-worthy comments related to the trainee's performance.
4. **Attestation:** After all competencies have been performed, including any remedial training, the primary FTO and Trainee **MUST** enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section

SECTION **6**

Community Relations/Professional Demeanor

6.1 – 6.6 COMPETENCY REQUIREMENTS

Contents	
6.1	Community Relations and Service
6.2	Professional Demeanor and Communications
6.3	Cultural Diversity
6.4	Racial Profiling
6.5	Crime Prevention
6.6	COP/POP
	List of Subtopics
	Attestation
	Instructions to Administrators
	Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

- 1) The POST FTP Approval Checklist ([Form 2-230](#))
- 2) Your department's *Policy & Procedure Manual*
- 3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS**6.1 COMMUNITY RELATIONS AND SERVICE**

- 6.1.01 Agency Responsibilities
- 6.1.02 Community Service

6.2 PROFESSIONAL DEMEANOR AND COMMUNICATIONS

- 6.2.01 Professional Principles
- 6.2.02 Citizen Evaluations
- 6.2.03 Inappropriate Verbal Language/Communication
- 6.2.04 Inappropriate Nonverbal Language/Communication
- 6.2.05 Explaining Actions to Citizens
- 6.2.06 Phone Communication
- 6.2.07 Other Forms of Communication

6.3 CULTURAL DIVERSITY

- 6.3.01 Community Cultures
- 6.3.02 Cultural Motivations and Biases
- 6.3.03 Increasing Trust within Communities

6.4 RACIAL PROFILING

- 6.4.01 Racial Profiling Prohibited and Damaging
- 6.4.02 Profiling Behavior
- 6.4.03 Constitutional Amendments
- 6.4.04 Community History
- 6.4.05 Agency Policy
- 6.4.06 Focusing on Behavior

6.5 CRIME PREVENTION

- 6.5.01 Citizen Support
- 6.5.02 Forms of Crime Prevention

6.6 COMMUNITY-ORIENTED/PROBLEM-ORIENTED POLICING (COP/POP)

- 6.6.01 Community/Problem Oriented Policing and Community Priorities
- 6.6.02 The Crime Triangle
- 6.6.03 Working with the Community to Solve Problems
- 6.5.04 Leadership in Community-Developed Problem Solving
- 6.5.05 Problem-Solving Model

SECTION 6 COMMUNITY RELATIONS/PROFESSIONAL Demeanor

CHECK ONE ONLY: PHASE 1 PHASE 2 PHASE 3 PHASE 4 PHASE 5

Trainee

FTO

6.1 COMMUNITY RELATIONS AND SERVICE

6.1.01 Agency Responsibilities
 The trainee shall explain the agency’s responsibilities to community service.

<i>Reference(s):</i>						<i>Case # (If applicable)</i>	<i>Incident #</i>	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

6.1.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* N/A

CPD Community Relations Policy

6.1.01 Part B - Agency Training Details *(field will expand automatically)*

6.1.02 Community Service
 The trainee shall identify the agency’s roles and responsibilities in providing community service. Those roles may include:

<ul style="list-style-type: none"> A. To protect life and property B. To maintain order C. Crime prevention D. Public education E. Delivery of service F. Enforcement of laws 	<ul style="list-style-type: none"> G. Community partnerships, such as: H. Community Oriented Policing Services (COPS) I. Police Athletic League/Police Activities League (PAL) J. Drug Abuse Resistance Education (DARE) K. Any other agency-approved programs
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<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

6.1.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

CPD Patrol Function Policy

6.1.02 Part B - Agency Training Details (field will expand automatically)

6.2 PROFESSIONAL DEMEANOR AND COMMUNICATIONS								
6.2.01 Professional Principles								
The trainee shall identify the basic principles that generally apply to professions, and discuss how those principles relate to the profession of law enforcement.								
<i>Reference(s):</i>						<i>Case # (If applicable)</i>	<i>Incident #</i>	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<i>Comments (field will expand automatically)</i>								

Additional Information:

6.2.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A

6.2.01	Part B - Agency Training Details (field will expand automatically)

6.2.02 Citizen Evaluations
 The trainee shall explain the various methods by which citizens evaluate law enforcement agencies and their officers.

<i>Reference(s):</i>					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

6.2.02	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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6.2.02	Part B - Agency Training Details <i>(field will expand automatically)</i>
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6.2.03 Inappropriate Verbal Language/Communication
 The trainee shall identify verbal factors which could contribute to a negative response from the public, including:

A. Profanity
 B. Derogatory remarks
 C. Offensive terms regarding gender, race, ethnicity, sexual orientation, nationality, religion, and/or socioeconomic status

<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

6.2.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

CPD Employee Speech, Expression, and Social Networking Policy

6.2.03 Part B - Agency Training Details (field will expand automatically)

6.2.04 Inappropriate Nonverbal Language/Communication The trainee shall identify nonverbal factors which could contribute to a negative response from the public, including: A. Officious and disrespectful attitude B. Improper use of body language C. Improper cultural response								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

6.2.04	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	☒ N/A
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6.2.04	Part B - Agency Training Details <i>(field will expand automatically)</i>
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6.2.05 Explaining Actions to Citizens								
The trainee shall discuss why it may be beneficial to explain the reasons for his/her actions to inquiring citizens.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

6.2.05	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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6.2.05	Part B - Agency Training Details <i>(field will expand automatically)</i>
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6.2.06 Phone Communication								
The trainee shall conduct phone conversations in a professional manner.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

6.2.06	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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6.2.06	Part B - Agency Training Details <i>(field will expand automatically)</i>
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6.2.07 Other Forms of Communication
 The trainee shall demonstrate the ability to communicate with any segment of the public in such a way as to enhance police service and community attitudes toward the police. This may be demonstrated through:

A. Community contacts
 B. Business contacts
 C. Community involvement
 D. Positive role modeling
 E. Mentoring

<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

6.2.07 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

6.2.07 Part B - Agency Training Details (field will expand automatically)

6.3 CULTURAL DIVERSITY								
6.3.01 Community Cultures The trainee shall explain how the culture of the community can have an affect on the community’s relationship with his/her agency.								
<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

6.3.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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6.3.01	Part B - Agency Training Details (field will expand automatically)
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6.3.02 Cultural Motivations and Biases								
The trainee shall identify cultural motivations and biases that may affect professional ethics.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

6.3.02	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Racial- or Bias-Based Policing Policy	<input type="checkbox"/> N/A
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6.3.02	Part B - Agency Training Details (field will expand automatically)
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6.3.03 Increasing Trust within Communities								
The trainee shall assess and explain ways in which he/she can increase the trust of the community he/she serves.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

6.3.03	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	☒ N/A
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6.3.03	Part B - Agency Training Details <i>(field will expand automatically)</i>
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6.4 RACIAL PROFILING

6.4.01 Racial Profiling Prohibited and Damaging
 The trainee will review and discuss Penal Code 13519.4, which states in part, “Racial profiling... is the practice of detaining a suspect based on a broad set of criteria which casts suspicion on an entire class of people without any individualized suspicion of the particular person being stopped.” The trainee shall recognize that racial profiling:

A. Is prohibited by law
 B. “Presents a great danger to the fundamental principles of a democratic society”
 C. “Is abhorrent and cannot be tolerated”
 D. Causes community distrust and harms police relations with the community
 E. May have legal consequences

<i>Reference(s):</i>						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments <i>(field will expand automatically)</i>								

Additional Information:

6.4.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

CPD Racial- or Bias-Based Policing Policy

6.4.01 Part B - Agency Training Details (field will expand automatically)

6.4.02 Profiling Behavior
 The trainee shall explain why effective police work profiles a person’s behavior and not a person’s race.

Reference(s): Case # (If applicable) Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments:

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments (field will expand automatically)

Additional Information:

6.4.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A
 CPD Racial- or Bias-Based Policing Policy

6.4.02 Part B - Agency Training Details (field will expand automatically)

6.4.03 Constitutional Amendments The trainee shall explain the 4th Amendment and 14th Amendment of the U.S. Constitution and how they define law enforcement activities that pertain to racial profiling.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

6.4.03	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	☒ N/A
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6.4.03	Part B - Agency Training Details <i>(field will expand automatically)</i>
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6.4.04 Community History								
The trainee shall discuss how the history of the community can have an affect on the community’s relationship with his/her agency.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

6.4.04	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input type="checkbox"/> N/A
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6.4.04	Part B - Agency Training Details <i>(field will expand automatically)</i>
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6.4.05 Agency Policy								
The trainee shall review and be able to summarize the agency’s policy regarding racial profiling.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

6.4.05	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Racial- or Bias-Based Policing Policy	<input type="checkbox"/> N/A
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6.4.05	Part B - Agency Training Details (field will expand automatically)
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6.4.06 Focusing on Behavior								
The trainee shall demonstrate the ability to perform effective police work focusing on behavior rather than race.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

6.4.06	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Racial- or Bias-Based Policing Policy	<input type="checkbox"/> N/A
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6.4.06	Part B - Agency Training Details <i>(field will expand automatically)</i>
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6.5 CRIME PREVENTION								
6.5.01 Citizen Support The trainee shall demonstrate the knowledge and skills necessary to gain citizen support and participation in the prevention of crime.								
<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

6.5.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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6.5.01	Part B - Agency Training Details (field will expand automatically)
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6.5.02 Forms of Crime Prevention
 The trainee shall give examples of general forms of crime prevention, including:

- A. Advice concerning mechanical and electronic devices (alarms, locks, and target hardening)
- B. Control of conditions (lighting, access, and architecture)
- C. Public awareness
- D. Property identification (marking, engraving, etc.)
- E. Neighborhood watch programs

<i>Reference(s):</i>					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
	FTO:					<input type="checkbox"/> Field Perform		
Trainee:				<input type="checkbox"/> Role Play		<input type="checkbox"/> Role Play		
				<input type="checkbox"/> Written Test		<input type="checkbox"/> Written Test		
				<input type="checkbox"/> Verbal Test		<input type="checkbox"/> Verbal Test		
<i>Comments (field will expand automatically)</i>								

Additional Information:

6.5.02	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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6.5.02	Part B - Agency Training Details (field will expand automatically)
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6.6 COMMUNITY-ORIENTED/PROBLEM-ORIENTED POLICING (COP/POP)								
6.6.01 Community/Problem Oriented Policing and Community Priorities								
The trainee shall review and explain the agency’s concept of community/problem oriented policing as it relates to community priorities and needs, focusing on specific violations, crimes, or circumstances.								
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

6.6.01	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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6.6.01	Part B - Agency Training Details <i>(field will expand automatically)</i>
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6.6.02 The Crime Triangle								
The trainee shall explain the crime triangle (offender, victim, and location).								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

6.6.02	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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6.6.02	Part B - Agency Training Details <i>(field will expand automatically)</i>
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6.6.03 Working with the Community to Solve Problems The trainee shall describe the advantages of working with the community to find solutions to problems related to community safety and quality of life issues.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

6.6.03	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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6.6.03	Part B - Agency Training Details <i>(field will expand automatically)</i>
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6.6.04 Leadership in Community-Developed Problem Solving								
The trainee shall demonstrate leadership in facilitating, assisting, and motivating community members to develop solutions to their problems.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

6.6.04	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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6.6.04	Part B - Agency Training Details <i>(field will expand automatically)</i>
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6.6.05 Problem-Solving Model
 The trainee shall explain the agency’s problem-solving model [e.g., The SARA Model (Scanning, Analysis, Response and Assessment)], and be able to:

A. Learn the service needs and demands in their patrol area
 B. Devise ways to manage information gathered from various community sources
 C. Learn how to identify crime and disorder problems, and distinguish them from incidents
 D. Develop plans with citizens to address crime and disorder problems
 E. Work with citizens to assess the results of their efforts

<i>Reference(s):</i>					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

6.6.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

6.6.05 Part B - Agency Training Details (field will expand automatically)

See next page for Attestation

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (<https://www.post.ca.gov/field-training--police-training.aspx>). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.
2. **Front cover (optional):** To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.
3. **For each section (1–18):**
 - a. Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
 - b. Below each table:
 - Part A:* Enter applicable references from your agency’s Policies & Procedure Manual.
 - Part B:* Enter your agency’s training details.
4. **After completing ALL sections (1–18),** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
 - 1) **Your completed FTP Guide**
 - 2) **FTP Approval Checklist** ([POST Form 2-230](#))
NOTE: Guides submitted without this form will NOT be reviewed.
 - 3) **Your Department’s Policy & Procedure Manual**
5. MAIL YOUR ELECTRONIC MEDIA TO:
Commission on POST
860 Stillwater Road, Suite 100
West Sacramento, CA 95605
Attn: Phil Caporale – BTB
6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency's Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. **Tracking your training sessions:**
 - a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
 - b. Enter any note-worthy comments related to the trainee's performance.
3. **If trainee requires remedial training:**
 - c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
 - d. Enter any additional note-worthy comments related to the trainee's performance.
4. **Attestation:** After all competencies have been performed, including any remedial training, the primary FTO and Trainee **MUST** enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section

SECTION **7**

Radio Communication Systems

7.1 – 7.2 COMPETENCY REQUIREMENTS

Contents	
7.1	Radio Communication
7.2	Information Systems/Telecommunications
	List of Subtopics
	Attestation
	Instructions to Administrators
	Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

- 1) The POST FTP Approval Checklist ([Form 2-230](#))
- 2) Your department's *Policy & Procedure Manual*
- 3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS**7.1 RADIO COMMUNICATION**

- 7.1.01 Agency Policy Regarding Communications
- 7.1.02 Memorizing Codes
- 7.1.03 Radio Procedures and Use
- 7.1.04 Crime Broadcast
- 7.1.05 Vehicle Pursuit Transmission
- 7.1.06 Control During In-Progress Assignment

7.2 PROFESSIONAL DEMEANOR AND COMMUNICATIONS

- 7.2.01 Examples of Inquiries
- 7.2.02 Law Enforcement Information Systems
- 7.2.03 System Inquiries to Complete an Investigation
- 7.2.04 Agency Policy for Use of MCTs and Laptops
- 7.2.05 Inappropriate Use of Information Systems

SECTION 7 RADIO COMMUNICATION SYSTEMS

CHECK ONE ONLY: PHASE 1 PHASE 2 PHASE 3 PHASE 4 PHASE 5

Trainee

FTO

7.1 RADIO COMMUNICATION										
7.1.01 Agency Policy Regarding Communications										
The trainee shall review and briefly summarize agency policy on communications control and coordination and radio call numbers.										
Reference(s):								Case # (If applicable)		Incident #
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?		
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date			
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test		
Trainee:										
Comments (field will expand automatically)										

Additional Information:

7.1.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

CPD Officer Response to Calls Policy

7.1.01 Part B - Agency Training Details (field will expand automatically)

7.1.02 Memorizing Codes The trainee shall memorize the phonetic alphabet and agency brevity radio codes, including commonly used Penal Code Section numbers and codes for dispatching emergency vehicles.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

7.1.02	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A

7.1.02	Part B - Agency Training Details <i>(field will expand automatically)</i>

7.1.03 Radio Procedures and Use
 The trainee shall demonstrate knowledge of agency radio procedures and proficient use of the radio including:

<p>A. Waiting until the air is clear before pressing the transmit button</p> <p>B. Pressing the transmit button firmly and speaking calmly and clearly into the microphone</p> <p>C. Avoiding over-modulation by speaking moderately into the microphone</p>	<p>D. Knowing the meaning of “emergency traffic only” and always saving routine and non-emergency transmissions until “emergency traffic only” status is terminated</p> <p>E. Knowing the call signs, assignments, and beat locations of other units in the area</p>
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<i>Reference(s):</i>						<i>Case # (if applicable)</i>	<i>Incident #</i>	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

7.1.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

CPD Officer Response to Calls Policy

7.1.03 Part B - Agency Training Details (field will expand automatically)

7.1.04 Crime Broadcast
 Given a situation in which there is one or more suspect descriptions, the trainee shall properly utilize the radio to complete a crime broadcast. This description shall minimally include:

A. Type of incident and number of suspects
 B. Complete known description of suspect(s), including height, weight, hair color and style, eye color, clothing description, and distinguishing characteristics
 C. Loss (if any), including approximate value and denomination of bills
 D. Weapon(s) used
 E. Vehicle(s) used
 F. Direction(s) of flight

<i>Reference(s):</i>						<i>Case # (If applicable)</i>		<i>Incident #</i>	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date		
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	
Trainee:									
<i>Comments (field will expand automatically)</i>									

Additional Information:

7.1.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

7.1.04 Part B - Agency Training Details (field will expand automatically)

7.1.05 Vehicle Pursuit Transmission
 The trainee shall explain the proper use of the police radio and transmissions to maintain control of a vehicle pursuit. Appropriate transmissions shall minimally include:

- A. Identification of the vehicle in pursuit
- B. What the vehicle or occupant(s) is wanted for
- C. Complete description of the vehicle, including license number
- D. Number of occupants and possibility of weapons
- E. Direction of travel
- F. Approximate speed
- G. Conditions (light or moderate traffic, dry or wet pavement, damage to suspect vehicle, etc.)
- H. Necessity for backup and number of units needed
- I. Location of stop

<i>Reference(s):</i>							<i>Case # (If applicable)</i>	<i>Incident #</i>
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

7.1.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A
 CPD Vehicle Pursuit Policy

7.1.05 Part B - Agency Training Details (field will expand automatically)

7.1.06 Control During In-Progress Assignment
 Given a situation involving an in-progress assignment, the trainee shall use the police radio to maintain control of the situation. This shall minimally include:

A. Voice control so as not to escalate the situation
 B. Establishment of perimeter and control of possible escape routes
 C. Control of response of other police units

Reference(s):					Case # (If applicable) 61jjj	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

7.1.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

7.1.06 Part B - Agency Training Details *(field will expand automatically)*

7.2 INFORMATION SYSTEMS / TELECOMMUNICATIONS

7.2.01 Examples of Inquiries
 The trainee shall give examples where inquires into a law enforcement information system would be necessary. These may include:

- A. To locate information on lost, stolen, or recovered property, including vehicles
- B. To establish probable cause for a search or an arrest
- C. To verify the validity of a warrant
- D. To verify the validity of a driver’s license, vehicle registration, or occupational license
- E. To determine if a person is wanted
- F. To determine the status of a person on parole or probation
- G. To report or locate a missing person

Reference(s): Case # (If applicable) Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments (field will expand automatically)

Additional Information:

7.2.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

7.2.01 Part B - Agency Training Details (field will expand automatically)

7.2.02 Law Enforcement Information Systems
 The trainee shall be able to identify the law enforcement information systems used by the agency including:

A. Automated Property System (APS)	D. Automated Firearms System (AFS)
B. Stolen Vehicle System (SVS)	E. Domestic Violence Restraining Order System (DVROS)
C. Wanted Persons System (WPS)	F. Missing Unidentified Person System (MUPS)

<i>Reference(s):</i>	Case # (If applicable)	Incident #
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	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

7.2.02	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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7.2.02	Part B - Agency Training Details <i>(field will expand automatically)</i>
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7.2.03 System Inquiries to Complete an Investigation
 Given an incident in which information is required to complete an investigation, the trainee shall demonstrate a knowledge of the minimum information requirements for generating a system inquiry related to the following categories:

A. Wanted persons
 B. Property, vehicles, and firearms
 C. Criminal histories
 D. DMV information
 E. Miscellaneous information

<i>Reference(s):</i>						Case # (if applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date		
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	
Trainee:									
Comments <i>(field will expand automatically)</i>									

Additional Information:

7.2.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

7.2.03 Part B - Agency Training Details (field will expand automatically)

7.2.04 Agency Policy for Use of MCTs and Laptops The trainee shall review and explain agency policy regarding the proper use and/or the misuse of Mobile Computer Terminals (MCTs) and on-board laptop computers.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

7.2.04	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> CPD Mobile Computer Terminal Use Policy	<input type="checkbox"/> N/A
---------------	--	------------------------------

7.2.04	Part B - Agency Training Details <i>(field will expand automatically)</i>
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7.2.05 Inappropriate Use of Information Systems								
The trainee shall identify inappropriate use(s) of law enforcement information systems according to agency policy and law.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

7.2.05	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Department Resources Policy CPD Protected Information Policy	<input type="checkbox"/> N/A
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7.2.05	Part B - Agency Training Details (field will expand automatically)
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See next page for Attestation

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (<https://www.post.ca.gov/field-training--police-training.aspx>). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.
2. **Front cover (optional):** To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.
3. **For each section (1–18):**
 - a. Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
 - b. Below each table:
 - *Part A:* Enter applicable references from your agency’s Policies & Procedure Manual.
 - *Part B:* Enter your agency’s training details.
4. **After completing ALL sections (1–18),** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
 - 1) **Your completed FTP Guide**
 - 2) **FTP Approval Checklist ([POST Form 2-230](#))**
NOTE: Guides submitted without this form will NOT be reviewed.
 - 3) **Your Department’s Policy & Procedure Manual**
5. MAIL YOUR ELECTRONIC MEDIA TO:
Commission on POST
860 Stillwater Road, Suite 100
West Sacramento, CA 95605
Attn: Phil Caporale – BTB
6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency's Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. **Tracking your training sessions:**
 - a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
 - b. Enter any note-worthy comments related to the trainee's performance.
3. **If trainee requires remedial training:**
 - c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
 - d. Enter any additional note-worthy comments related to the trainee's performance.
4. **Attestation:** After all competencies have been performed, including any remedial training, the primary FTO and Trainee **MUST** enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section

SECTION **8**
Leadership

8.1 COMPETENCY REQUIREMENTS

Contents	
8.1	Identifying Leadership
	List of Subtopics
	Attestation
	Instructions to Administrators
	Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

- 1) The POST FTP Approval Checklist ([Form 2-230](#))
- 2) Your department's *Policy & Procedure Manual*
- 3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS

8.1 IDENTIFYING LEADERSHIP

- 8.1.01 Effective Leadership Strategies
- 8.1.02 Leadership Attributes
- 8.1.03 The Role of Leadership

SECTION 8 LEADERSHIP

CHECK ONE ONLY: PHASE 1 PHASE 2 PHASE 3 PHASE 4 PHASE 5

Trainee

FTO

8.1 IDENTIFYING LEADERSHIP								
8.1.01 Effective Leadership Strategies								
The trainee shall identify and develop effective leadership strategies that provide purpose, direction, and motivation to co-workers and community members.								
Reference(s):						Case # (if applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

8.1.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

CPD Promotional Transfer Policy

8.1.01 Part B - Agency Training Details (field will expand automatically)

CPD Mission Statement

8.1.02 Leadership Attributes
 The trainee shall illustrate through explanation or example how each of the following leadership competencies can affect his/her skills and abilities as an officer:

A. Integrity
 B. Credibility
 C. Trust
 D. Discretion
 E. Duty
 F. Loyalty
 G. Honesty

<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

8.1.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

8.1.02 Part B - Agency Training Details (field will expand automatically)
 Law Enforcement Code of Ethics

8.1.03 The Role of Leadership The trainee shall assess and explain his/her leadership role within the department with clear consideration of the organization’s vision, mission and values statement.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

8.1.03	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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8.1.03	Part B - Agency Training Details <i>(field will expand automatically)</i>
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See next page for Attestation

Part 5 – Section 8: Leadership

ATTESTATION FOR SECTION 8

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Click on the 'X' in the signature line to activate the signature field > Right click and select "Sign" from the menu.
- Click on "Select Image" > Locate your signature file > Click "Open" to place your signature (date appears automatically).
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and Trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the Trainee in accordance with the agency's training requirements for this portion of the Field Training Program.
 2. The Trainee demonstrated all competencies required for this portion of the Field Training Program.
 3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the Trainee.
 4. The final evaluation of the Trainee's performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the Trainee.
-

X

Primary Field Training Officer:

Print Full Name: _____

X

Trainee:

Print Full Name: _____

IMPORTANT: After signing the Attestation, the file will be "locked" and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Right click on the signature line > Select "Remove" from the menu.

See the following pages for Instructions to Administrators and FTOs

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (<https://www.post.ca.gov/field-training--police-training.aspx>). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

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3. **For each section (1–18):**
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 - b. Below each table:
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 - *Part B:* Enter your agency’s training details.
4. **After completing ALL sections (1–18),** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
 - 1) **Your completed FTP Guide**
 - 2) **FTP Approval Checklist ([POST Form 2-230](#))**
NOTE: Guides submitted without this form *will NOT be reviewed*.
 - 3) **Your Department’s Policy & Procedure Manual**
5. MAIL YOUR ELECTRONIC MEDIA TO:
Commission on POST
860 Stillwater Road, Suite 100
West Sacramento, CA 95605
Attn: Phil Caporale – BTB
6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency’s Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. **Tracking your training sessions:**
 - a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
 - b. Enter any note-worthy comments related to the trainee’s performance.
3. **If trainee requires remedial training:**
 - c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
 - d. Enter any additional note-worthy comments related to the trainee’s performance.
4. **Attestation:** After all competencies have been performed, including any remedial training, the primary FTO and Trainee **MUST** enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section

SECTION 9

California Codes and Laws

9.1 – 9.5 COMPETENCY REQUIREMENTS

Contents	
9.1	Criminal Law
9.2	Reasonable Suspicion/Probable Cause
9.3	Laws of Arrest
9.4	Juvenile Law and Procedure
9.5	Additional Laws
	List of Subtopics
	Attestation
	Instructions to Administrators
	Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

- 1) The POST FTP Approval Checklist ([Form 2-230](#))
- 2) Your department's *Policy & Procedure Manual*
- 3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS**9.1 CRIMINAL LAW**

- 9.1.01 Terminology
- 9.1.02 Crime Elements
- 9.1.03 Persons Legally Incapable of Committing a Crime
- 9.1.04 Crime Identification

9.2 REASONABLE SUSPICION/PROBABLE CAUSE

- 9.2.01 Reasonable Suspicion
- 9.2.02 Probable Cause to Arrest
- 9.2.03 Probable Cause Related to Felonies and Misdemeanor Arrests
- 9.2.04 Officer's Right to Search a Person
- 9.2.05 Recognizing Probable Cause for Police Action

9.3 LAWS OF ARREST

- 9.3.01 Authority to Make an Arrest
- 9.3.02 Arrest Requirements
- 9.3.03 Private Person Arrest
- 9.3.04 Miranda Rights
- 9.3.05 Admittance onto Property
- 9.3.06 Allowable Use of Force
- 9.3.07 Reasonable Force
- 9.3.08 Use of Physical Force and Deadly Force
- 9.3.09 False Imprisonment Liability
- 9.3.10 Legal Exceptions to an Arrest

9.4 JUVENILE LAW AND PROCEDURE

- 9.4.01 Investigating Juvenile Offenses

9.5 REASONABLE SUSPICION/PROBABLE CAUSE

- 9.5.01 Alcoholic Beverage Control Act
- 9.5.02 Probation/Parole Laws
- 9.5.03 Local Ordinance Violations
- 9.5.04 Constitutional Amendments Granting Individual Rights
- 9.5.05 State Legislative Mandates
- 9.5.06 Marsy's Law

SECTION 9 CALIFORNIA CODES AND LAWS

CHECK ONE ONLY: PHASE 1 PHASE 2 PHASE 3 PHASE 4 PHASE 5

Trainee

FTO

9.1 CRIMINAL LAW								
9.1.01 Terminology								
The trainee shall define certain terms as recognized in California criminal law. These shall minimally include:								
A. Accessory				F. Implied intent				
B. Accomplice				G. Principal				
C. Criminal negligence				H. Specific intent				
D. <i>Corpus delicti</i>				I. Transferred intent				
E. Entrapment								
Reference(s):						Case # (if applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 50%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 50%; height: 20px;" type="text"/>	<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 50%; height: 20px;" type="text"/>	<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 50%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 50%; height: 20px;" type="text"/>		<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 50%; height: 20px;" type="text"/>	
Comments <i>(field will expand automatically)</i>								

Additional Information:

9.1.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

9.1.01 Part B - Agency Training Details *(field will expand automatically)*

9.1.02 Crime Elements
 The trainee shall identify the elements of a crime or public offense to include:

A. Any act or omission:

1. Committed by any person
2. In violation of statutory law
3. For which there is punishment

Reference(s): Penal Code [15](#) Case # *(if applicable)* Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

9.1.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* N/A

9.1.02 Part B - Agency Training Details *(field will expand automatically)*

9.1.03 Persons Legally Incapable of Committing a Crime								
The trainee shall describe those persons who are legally incapable of committing a crime in the state of California.								
Reference(s): Penal Code 26						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

9.1.03	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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9.1.03	Part B - Agency Training Details <i>(field will expand automatically)</i>
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9.1.04 Crime Identification
 Given any situation in which a possible crime has occurred, the trainee shall recognize those situations where the crime is complete and shall identify the crime by its common name, code number, and crime classification. These crimes shall minimally include California laws pertaining to:

A. Obstruction of Justice	M. Trespassing
B. Homicide	N. Arson
C. Robbery	O. Vandalism
D. Assaults	P. Theft, including Identify Theft
E. Criminal Threats (formerly Terrorist Threats)	Q. Forgery and Check Offenses
F. Stalking	R. Disorderly Conduct
G. Restraining Order Violations	S. Control and Use of Dangerous Weapons
H. Cruelty to Animals	T. Use (including under the influence), Possession, and Sales of Dangerous Drugs
I. Crimes Against Children	U. Receiving or Possession of Stolen Property, including Alteration of Serial Numbers
J. Sex Crimes	
K. Disturbing the Peace	
L. Burglary	

<i>Reference(s):</i> California Penal Code	Case # (if applicable)	Incident #
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	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments (field will expand automatically)

Additional Information:

9.1.04	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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9.1.04 Part B - Agency Training Details *(field will expand automatically)*

9.2 REASONABLE SUSPICION/PROBABLE CAUSE

9.2.01 Reasonable Suspicion
 The trainee shall identify and explain the following elements of “reasonable suspicion” as those required to lawfully stop, detain, or investigate a person:

A. Specific facts which can be articulated
 B. Crime-related activity that has occurred, is occurring, or is about to occur
 C. Involvement by the person to be detained in a crime-related activity

<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

9.2.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* N/A

9.2.01 Part B - Agency Training Details *(field will expand automatically)*

9.2.02 Probable Cause to Arrest
 Probable cause to arrest requires more than the “reasonable suspicion” necessary for a detention and is essentially the same as the probable cause required to obtain an arrest warrant or a search warrant. The trainee shall identify and explain the following elements of probable cause as those required to make a valid arrest:

A. Whether probable case exists to make an arrest depends upon the reasonable conclusions that can be drawn from the facts known to the arresting officer at the time of the arrest.

B. The officer’s training and experience are relevant to a determination of probable cause.

C. Probable cause exists when the totality of circumstances would lead a person of ordinary care and prudence to entertain an honest and strong suspicion that the person to be arrested is guilty of a crime.

<i>Reference(s):</i>					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

9.2.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

CPD Law Enforcement Authority Policy

9.2.02 Part B - Agency Training Details (field will expand automatically)

9.2.03 Probable Cause Related to Felonies and Misdemeanor Arrests
 The trainee shall identify and explain how probable cause is used in arrests for felonies and misdemeanors:

A. For a felony: An officer may arrest with a warrant, or without a warrant, if the officer has probable cause to believe the person to be arrested committed the felony, regardless of whether or not the felony was committed in the officer’s presence.

B. For a misdemeanor: An officer may arrest with a warrant, or without a warrant, if the officer has probable cause to believe the misdemeanor was committed in the officer’s presence.

C. For a misdemeanor: See California Penal Code and California Peace Officers Legal Sourcebook for situations where officers are allowed by statute to make warrantless arrests for certain enumerated misdemeanors, even though the misdemeanors were not committed in the officer’s presence.

D. For a private person’s arrest: See California Penal Code and California Peace Officers Legal Sourcebook for statutes on accepting this type of arrest.

<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

9.2.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

9.2.03 Part B - Agency Training Details (field will expand automatically)

9.2.04 Officer’s Right to Search a Person								
The trainee shall recognize and explain the police officer’s right to search a person when probable cause to arrest exists.								
Reference(s): California Peace Officers Legal Sourcebook						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

9.2.04	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> CPD Search and Seizure Policy	<input type="checkbox"/> N/A
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9.2.04	Part B - Agency Training Details <i>(field will expand automatically)</i>
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9.2.05 Recognizing Probable Cause for Police Action Given various scenarios, simulated incidents, or calls for service depicting instances where probable cause for police action may or may not exist, the trainee shall recognize its presence or absence and then explain the reasons behind that determination.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

9.2.01	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> CPD Contacts and Temporary Detentions Policy	<input type="checkbox"/> N/A
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9.2.01	Part B - Agency Training Details <i>(field will expand automatically)</i>
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9.3 LAWS OF ARREST								
9.3.01 Authority to Make an Arrest The trainee shall explain a peace officer’s authority to make an arrest.								
Reference(s): Penal Code 836 ; Vehicle Code 40300.5 through 40302						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

9.3.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Law Enforcement Authority Policy CPD Private Persons Arrest Policy	<input type="checkbox"/> N/A
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9.3.01	Part B - Agency Training Details (field will expand automatically)
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9.3.02 Arrest Requirements
 The trainee shall explain the various requirements related to arrests, to minimally include:

A. Time of day or night that an arrest may be made
 B. The information the person arrested must be provided and when it must be provided
 C. What must be done with the person once they are arrested, and what are the required procedures for handling him or her

Reference(s): Penal Codes [825](#); [840](#); [841](#); [848](#); [849](#); [851.5](#); [853.5](#); and [853.6](#)

Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:				<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:							

Comments *(field will expand automatically)*

Additional Information:

9.3.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* N/A

CPD Law Enforcement Authority Policy

9.3.02 Part B - Agency Training Details *(field will expand automatically)*

9.3.03 Private Person Arrest								
The trainee shall explain the requirements placed upon a private person making the arrest of another and to determine if the “private person” arrest is legal.								
Reference(s): Penal Codes 837 and 847						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

9.3.03	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> CPD Private Persons Arrest Policy	<input type="checkbox"/> N/A
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9.3.03	Part B - Agency Training Details <i>(field will expand automatically)</i>
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9.3.04 Miranda Rights The trainee shall explain the requirements for advising a person of his/her Miranda rights.								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments <i>(field will expand automatically)</i>								

Additional Information:

9.3.04	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> CPD Temporary Custody of Juveniles Policy	<input type="checkbox"/> N/A
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9.3.04	Part B - Agency Training Details <i>(field will expand automatically)</i>
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9.3.05 Admittance onto Property								
The trainee shall explain the requirements regarding gaining admittance into a location to make an arrest.								
Reference(s): Penal Code 844						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

9.3.05	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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9.3.05	Part B - Agency Training Details <i>(field will expand automatically)</i>
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9.3.06 Allowable Use of Force								
The trainee shall explain the amount of force that may be used when effecting an arrest.								
Reference(s): Penal Code 835 and 843						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

9.3.06	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> CPD Use of Force Policy	<input type="checkbox"/> N/A
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9.3.06	Part B - Agency Training Details <i>(field will expand automatically)</i>
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9.3.07 Reasonable Force								
The trainee shall explain the term “reasonable” as it applies to the use of force.								
Reference(s): Penal Code 835						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

9.3.07	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> CPD Use of Force Policy	<input type="checkbox"/> N/A
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9.3.07	Part B - Agency Training Details <i>(field will expand automatically)</i>
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9.3.08 Use of Physical Force and Deadly Force								
The trainee shall review and explain California law and department policy concerning the use of physical force and deadly force.								
<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

9.3.08	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> CPD Use of Force Policy	<input type="checkbox"/> N/A
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9.3.08	Part B - Agency Training Details <i>(field will expand automatically)</i>
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9.3.09 False Imprisonment Liability								
The trainee shall explain instances where he/she is not civilly liable for false imprisonment arising out of an arrest.								
Reference(s): Penal Codes 142(c) , 836.5 , and 847						Case # (if applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

9.3.09	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> CPD Law Enforcement Authority Policy	<input type="checkbox"/> N/A
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9.3.09	Part B - Agency Training Details <i>(field will expand automatically)</i>
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9.3.10 Legal Exceptions to an Arrest
 The trainee shall explain situations where legal exceptions to an arrest might exist, including:

A. Diplomatic immunity ([22 U.S. Constitution, Chapter 6](#))
 B. State misdemeanor rule ([Hill v. Levy](#), 117 Cal. App. 2d, 667; [Roynon v. Battin](#), 55 CA 2nd 861)
 C. Congressional exceptions ([Article 1, Section 6](#), U.S. Constitution; [Article 4, Section 2](#), California Constitution)

Reference(s): United States Department of State Consular Notification Documents

		Case # (If applicable)		Incident #				
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

9.3.10 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

CPD Foreign Diplomatic and Consular Representatives Policy

9.3.10 Part B - Agency Training Details (field will expand automatically)

9.4 JUVENILE LAW AND PROCEDURE								
9.4.01 Investigating Juvenile Offenses								
The trainee shall explain applicable laws pertaining to the investigation of juvenile offenses and to the apprehension and detention of juvenile offenders. These shall minimally include:								
A. Miranda advisement		B. Welfare and Institutions Codes (WIC) 300 , 305 , 601 , 602 , 625 , 627 , 707 and any additional local ordinances and/or curfews		C. Laws pertaining to schools, including Penal Code (PC) 626 sections and Education Codes 48906 , 48260-66 , etc.		D. Secure/Non-secure detention of juveniles: WIC 206 , 207 , 207.1 , 207.2		
Reference(s):						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments <i>(field will expand automatically)</i>								

Additional Information:

9.4.01	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> CPD Temporary Custody of Juveniles Policy	<input type="checkbox"/> N/A
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9.4.01	Part B - Agency Training Details <i>(field will expand automatically)</i>
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9.5 ADDITIONAL LAWS								
9.5.01 Alcoholic Beverage Control Act								
The trainee shall recognize violations of the Alcoholic Beverage Control Act and will locate the applicable sections including those prohibiting:								
A. After-hours sales and/or consumption of alcoholic beverages on licensed premises				C. Selling/providing alcoholic liquor to a person who is visibly intoxicated				
B. Selling/providing alcoholic liquor to any person under age 21								
Reference(s): Business and Professions Codes 23000 through 25762						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

9.5.01	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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9.5.01	Part B - Agency Training Details <i>(field will expand automatically)</i>
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9.5.03 Local Ordinance Violations								
The trainee shall recognize violations of local ordinances and shall be able to locate the applicable sections.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

9.5.03	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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9.5.03	Part B - Agency Training Details <i>(field will expand automatically)</i> City of Cotati Municipal Code
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9.5.04 Constitutional Amendments Granting Individual Rights
 The trainee shall recognize the basic rights of all persons as granted by the United States Constitution and shall at all times adhere to those rights granted by the following amendments:

<p>A. <i>First Amendment</i> – Freedom of religion, speech, press, and public assembly</p> <p>B. <i>Fourth Amendment</i> – Search and seizure only by warrant or good cause</p> <p>C. <i>Fifth Amendment</i> – Right to trial, no double jeopardy, no self-incrimination, no punishment without due process, and no confiscation without compensation</p>	<p>D. <i>Sixth Amendment</i> – Right to a speedy trial</p> <p>E. <i>Eighth Amendment</i> – Excessive bail prohibited</p> <p>F. <i>Fourteenth Amendment</i>– Civil rights (see 18 USC Section 242 – Color of law/authority)</p>
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Reference(s): U.S. Constitution , Bill of Rights				Case # (If applicable)	Incident #			
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

9.5.04	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
CPD First Amendment Assemblies Policy CPD Search and Seizure Policy		

9.5.04	Part B - Agency Training Details (field will expand automatically)
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9.5.05 State Legislative Mandates								
The trainee shall review, explain, and/or give examples of any new/revised state legislative mandates.								
Reference(s): POST Legislative Update Telecourses and CD ROMs; POST Required Updated or Refresher Training Requirements						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

9.5.05	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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9.5.05	Part B - Agency Training Details <i>(field will expand automatically)</i>
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9.5.06 Marsy's Law								
The trainee shall review and explain the requirements of the Victims' Bill of Rights Act of 2008 (Marsy's Law) and review the Marsy's Card.								
Reference(s): California Constitution, Article I, Section 28(b)						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

9.5.06	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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9.5.06	Part B - Agency Training Details <i>(field will expand automatically)</i>
	Sonoma County Domestic Violence Protocol

See next page for Attestation

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (<https://www.post.ca.gov/field-training--police-training.aspx>). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.
2. **Front cover (optional):** To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.
3. **For each section (1–18):**
 - a. Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
 - b. Below each table:
 - *Part A:* Enter applicable references from your agency’s Policies & Procedure Manual.
 - *Part B:* Enter your agency’s training details.
4. **After completing ALL sections (1–18),** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
 - 1) **Your completed FTP Guide**
 - 2) **FTP Approval Checklist ([POST Form 2-230](#))**
NOTE: Guides submitted without this form will NOT be reviewed.
 - 3) **Your Department’s Policy & Procedure Manual**
5. MAIL YOUR ELECTRONIC MEDIA TO:
Commission on POST
860 Stillwater Road, Suite 100
West Sacramento, CA 95605
Attn: Phil Caporale – BTB
6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency's Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. **Tracking your training sessions:**
 - a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
 - b. Enter any note-worthy comments related to the trainee's performance.
3. **If trainee requires remedial training:**
 - c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
 - d. Enter any additional note-worthy comments related to the trainee's performance.
4. **Attestation:** After all competencies have been performed, including any remedial training, the primary FTO and Trainee **MUST** enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section

SECTION **10**
Search and Seizure

10.1 – 10.3 **COMPETENCY REQUIREMENTS**

Contents
10.1 Search Concepts
10.2 Seizure Concepts
10.3 Warrants
List of Subtopics
Attestation
Instructions to Administrators
Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

- 1) The POST FTP Approval Checklist ([Form 2-230](#))
- 2) Your department's *Policy & Procedure Manual*
- 3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS**10.1 SEARCH CONCEPTS**

- 10.1.01 Terminology
- 10.1.02 Circumstances Allowing Legally Authorized Searches
- 10.1.03 Items Which May Be Legally Searched
- 10.1.04 Limits of Searches
- 10.1.05 Exclusionary Rule

10.2 SEIZURE CONCEPTS

- 10.2.01 Lawful Evidence Seizure

10.3 WARRANTS

- 10.3.01 Obtaining Search and Arrest Warrants
- 10.3.02 Serving Search and Arrest Warrants
- 10.3.03 Demonstrating Proper Procedures for Obtaining and Serving Warrants

SECTION 10 SEARCH AND SEIZURE

CHECK ONE ONLY: PHASE 1 PHASE 2 PHASE 3 PHASE 4 PHASE 5

Trainee

FTO

10.1 SEARCH CONCEPTS								
<p>10.1.01 Terminology The trainee shall review and explain the following terms relative to searches:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <p>A. Consent</p> <p>B. Scope of Searches</p> <p>C. Contemporaneous</p> <p>D. Probable Cause</p> </td> <td style="width: 50%; border: none;"> <p>E. Instrumentalities of a crime</p> <p>F. Contraband</p> <p>G. Knock and Notice</p> <p>H. Container search doctrine</p> </td> </tr> </table>					<p>A. Consent</p> <p>B. Scope of Searches</p> <p>C. Contemporaneous</p> <p>D. Probable Cause</p>	<p>E. Instrumentalities of a crime</p> <p>F. Contraband</p> <p>G. Knock and Notice</p> <p>H. Container search doctrine</p>		
<p>A. Consent</p> <p>B. Scope of Searches</p> <p>C. Contemporaneous</p> <p>D. Probable Cause</p>	<p>E. Instrumentalities of a crime</p> <p>F. Contraband</p> <p>G. Knock and Notice</p> <p>H. Container search doctrine</p>							
Reference(s):				Case # (If applicable)	Incident #			
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

10.1.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

10.1.01 Part B - Agency Training Details *(field will expand automatically)*

10.1.02 Circumstances Allowing Legally Authorized Searches
 The trainee shall recognize and explain the circumstances under which the following types of legally authorized searches may be made. These circumstances shall minimally include:

A. Pat searches for weapons	E. Plain sight
B. Consent searches	F. Incident to arrest
C. Probable cause search	G. Exigent circumstances
D. A search warrant	H. Probation/parole search

<i>Reference(s):</i>					Case # <i>(if applicable)</i>	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

10.1.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* N/A
 CPD Search and Seizure Policy

10.1.02 Part B - Agency Training Details *(field will expand automatically)*

10.1.03 Items Which May Be Legally Searched
 The trainee shall identify items for which an officer may legally search. These items shall minimally include:

A. Dangerous weapons	D. Contraband
B. Fruits of the crime	E. Suspects
C. Instruments of the crime	F. Additional victims

Reference(s):	Case # (If applicable)	Incident #
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	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments:

Additional Information:

10.1.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

CPD Search and Seizure Policy

10.1.03 Part B - Agency Training Details (field will expand automatically)

10.1.04 Limits of Searches The trainee shall discuss the limits of searches when conducted with persons, vehicles, and buildings including: A. Protective sweeps B. Closed containers C. Inventory searches								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

10.1.04	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Search and Seizure Policy	<input type="checkbox"/> N/A
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10.1.04	Part B - Agency Training Details (field will expand automatically)
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10.1.05 Exclusionary Rule The trainee shall explain the “exclusionary rule” and its effect upon police action and procedures including: A. Court filings B. Prosecution of suspects								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

10.1.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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10.1.05 Part B - Agency Training Details (field will expand automatically)	
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10.2 SEIZURE CONCEPTS								
10.2.01 Lawful Evidence Seizure								
The trainee shall review and explain the concept of lawful evidence seizure, including instances where force may be justified, such as:								
A. Preventing a suspect from swallowing evidence				C. Extracting blood evidence from a suspect				
B. Inducing a suspect to vomit				D. Extracting fingerprint evidence from a suspect				
Reference(s):						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
Trainee:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:								

Additional Information:

10.2.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Search and Seizure Policy CPD Impaired Driving Policy	<input type="checkbox"/> N/A
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10.2.01	Part B - Agency Training Details (field will expand automatically)
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10.3 WARRANTS								
10.3.01 Obtaining Search and Arrest Warrants								
The trainee shall explain the laws and procedures for obtaining search and arrest warrants, to minimally include:								
A. Probable cause necessity				C. Process for obtaining warrants during and after business hours				
B. Allowable exclusions (including hot pursuit and emergency situations)								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

10.3.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Impaired Driving Policy	<input type="checkbox"/> N/A
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10.3.01	Part B - Agency Training Details (field will expand automatically)
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10.3.02 Serving Search and Arrest Warrants
 The trainee shall describe the process for serving search and arrest warrants, including:

A. Hours of service for felony arrest warrants
 B. Hours of service for misdemeanor arrest warrants
 C. Hours of service for search warrants
 D. Knock and notice for search warrants, and exemptions to
 E. "Signing off" warrants/return

Reference(s): Case # (If applicable) Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments:

Additional Information:

10.3.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

CPD Law Enforcement Authority Policy

10.3.02 Part B - Agency Training Details (field will expand automatically)

10.3.03 Demonstrating Proper Procedures for Obtaining and Serving Warrants Given an incident and necessary probable cause that calls for a search or arrest warrant, the trainee shall follow agency procedures for obtaining and serving the appropriate warrant(s).								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

10.3.03	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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10.3.03	Part B - Agency Training Details (field will expand automatically)
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See next page for Attestation

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (<https://www.post.ca.gov/field-training--police-training.aspx>). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.
2. **Front cover (optional):** To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.
3. **For each section (1–18):**
 - a. Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
 - b. Below each table:
 - *Part A:* Enter applicable references from your agency’s Policies & Procedure Manual.
 - *Part B:* Enter your agency’s training details.
4. **After completing ALL sections (1–18),** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
 - 1) **Your completed FTP Guide**
 - 2) **FTP Approval Checklist ([POST Form 2-230](#))**
NOTE: Guides submitted without this form will NOT be reviewed.
 - 3) **Your Department’s Policy & Procedure Manual**
5. MAIL YOUR ELECTRONIC MEDIA TO:
Commission on POST
860 Stillwater Road, Suite 100
West Sacramento, CA 95605
Attn: Phil Caporale – BTB
6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency’s Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. **Tracking your training sessions:**
 - a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
 - b. Enter any note-worthy comments related to the trainee’s performance.
3. **If trainee requires remedial training:**
 - c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
 - d. Enter any additional note-worthy comments related to the trainee’s performance.
4. **Attestation:** After all competencies have been performed, including any remedial training, the primary FTO and Trainee **MUST** enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section

SECTION **11**
Report Writing

11.1 – 11.2 **COMPETENCY REQUIREMENTS**

Contents	
11.1	Field Notes and Notebook
11.2	Report Writing Requirements
	List of Subtopics
	Attestation
	Instructions to Administrators
	Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

- 1) The POST FTP Approval Checklist ([Form 2-230](#))
- 2) Your department's *Policy & Procedure Manual*
- 3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS**11.1 FIELD NOTES AND NOTEBOOK**

- 11.1.01 Necessity for Field Notes
- 11.1.02 Discoverable Contents
- 11.1.03 Types of Entries
- 11.1.04 Recording Pertinent Information

11.2 REPORT WRITING REQUIREMENTS

- 11.2.01 Flow of Completed Reports
- 11.2.02 Report Depository
- 11.2.03 Records Unit
- 11.2.04 Records Unit
- 11.2.05 Importance of Police Reports
- 11.2.06 Components of a Well-Written Police Report
- 11.2.07 Types of Report Forms
- 11.2.08 “Cold” Crime Reports
- 11.2.09 Preparing a Written Report
- 11.2.10 Completing Reports Following an Arrest

SECTION 11 REPORT WRITING

CHECK ONE ONLY: PHASE 1 PHASE 2 PHASE 3 PHASE 4 PHASE 5

Trainee

FTO

11.1 FIELD NOTES AND NOTEBOOK								
11.1.01 Necessity for Field Notes								
The trainee shall explain the necessity for field notes. The explanation shall minimally include:								
A. References for future investigation				C. Beat or area information				
B. References for future court appearance								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

11.1.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

11.1.01 Part B - Agency Training Details *(field will expand automatically)*

11.1.02 Discoverable Contents								
The trainee shall recognize That the contents of field notes are discoverable in a court proceeding.								
<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

11.1.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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11.1.02 Part B - Agency Training Details (field will expand automatically)

11.1.03 Types of Entries
 The trainee shall identify the types of information that may/should be entered into his/her field notes or notebook. This information may include:

A. Date, day, time, and vehicle number
 B. Name(s) of additional personnel and supervisor
 C. Type of incident
 D. Pertinent information
 E. Names of suspects, victims, witnesses, and reporting persons

Reference(s): Case # (If applicable) Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

11.1.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* N/A

11.1.03 Part B - Agency Training Details *(field will expand automatically)*

11.1.04 Recording Pertinent Information								
Given an incident, the trainee shall properly use field notes or a notebook to record pertinent information.								
<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

11.1.04	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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11.1.04	Part B - Agency Training Details <i>(field will expand automatically)</i>
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11.2 REPORT WRITING REQUIREMENTS								
11.2.01 Flow of Completed Reports The trainee shall exhibit an appropriate knowledge of the flow of completed reports and the relative importance of the information that they contain.								
<i>Reference(s):</i>						<i>Case # (if applicable)</i>	<i>Incident #</i>	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<i>Comments (field will expand automatically)</i>								

Additional Information:

11.2.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Report Writing Policy	<input type="checkbox"/> N/A
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11.2.01	Part B - Agency Training Details (field will expand automatically)
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11.2.02 Report Depository The trainee shall give the location of the report depository.								
<i>Reference(s):</i>						<i>Case # (If applicable)</i>	<i>Incident #</i>	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

11.2.02	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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11.2.02	Part B - Agency Training Details <i>(field will expand automatically)</i>
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11.2.03 Records Unit								
The trainee shall describe the function for the records unit in the reporting process.								
<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

11.2.03	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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11.2.03	Part B - Agency Training Details <i>(field will expand automatically)</i>
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11.2.04 Investigative Units and the District Attorney’s Office								
The trainee shall describe the functions of the investigative unit(s) and the District Attorney’s Office in the reporting process.								
<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

11.2.04	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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11.2.04	Part B - Agency Training Details <i>(field will expand automatically)</i>
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11.2.05 Importance of Police Reports
 The trainee shall discuss the importance of police reports, including these uses:

A. Recording facts into permanent record	D. Providing statistical data
B. Providing coordination of follow-up activities	E. Providing a source for trainee evaluation
C. Providing investigative leads	F. Providing reference material

<i>Reference(s):</i>	Case # (If applicable)	Incident #
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	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

11.2.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* N/A

CPD Report Writing Policy

11.2.05 Part B - Agency Training Details *(field will expand automatically)*

11.2.06 Components of a Well-Written Police Report
 The trainee shall explain the qualities of a well-written police report. These shall include:

A. Accuracy	F. Objectivity
B. Brevity	G. Grammatical and structural correctness
C. Completeness	H. Timeliness
D. Clarity	I. First person/active voice/past tense
E. Legibility/Neatness	

<i>Reference(s):</i>						Case # (If applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date		
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	
Trainee:									
<i>Comments (field will expand automatically)</i>									

Additional Information:

11.2.06	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input type="checkbox"/> N/A
	CPD Report Writing Policy	

11.2.06	Part B - Agency Training Details (field will expand automatically)
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11.2.07 Types of Report Forms								
The trainee shall identify the proper report forms to be utilized in given situations (e.g., Missing Persons, DUI, Found Property, etc.)								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

11.2.07	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Report Writing Policy	<input type="checkbox"/> N/A
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11.2.07	Part B - Agency Training Details (field will expand automatically)
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11.2.08 “Cold” Crime Reports Following the completion of a preliminary investigation of a “cold” crime, the trainee shall record all pertinent information in correct format on the proper report form.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

11.2.08	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> CPD Report Writing Policy	<input type="checkbox"/> N/A
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11.2.08	Part B - Agency Training Details <i>(field will expand automatically)</i>
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11.2.09 Preparing a Written Report
 The trainee shall prepare a report that minimally includes:

- A. Organizing facts in chronological order
- B. Relating facts in appropriate sentence form
- C. Correctly filling in all appropriate boxes
- D. Properly establishing who, what, when, where, why, how, and how many
- E. Properly establishing the elements of the crime(s), when appropriate

Reference(s): Case # (If applicable) Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

11.2.09 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* N/A

CPD Report Writing Policy

11.2.09 Part B - Agency Training Details *(field will expand automatically)*

11.2.10 Completing Reports Following an Arrest
 Given an incident in which an arrest is made, the trainee shall demonstrate the ability to satisfactorily complete all the appropriate police reports involved, to minimally include:

A. Elements constituting the offense
 B. Complete documentation of reasonable/probably cause
 C. Complete description of all physical evidence, where it was found, and its disposition
 D. Complete listing of all suspects, including whether or not they are in custody

<i>Reference(s):</i>						Case # (If applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date		
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	
Trainee:									
<i>Comments (field will expand automatically)</i>									

Additional Information:

11.2.10 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

11.2.10 Part B - Agency Training Details (field will expand automatically)

See next page for Attestation

Part 5 – Section 11: Report Writing

ATTESTATION FOR SECTION 11

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Click on the 'X' in the signature line to activate the signature field > Right click and select "Sign" from the menu.
- Click on "Select Image" > Locate your signature file > Click "Open" to place your signature (date appears automatically).
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and Trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the Trainee in accordance with the agency's training requirements for this portion of the Field Training Program.
 2. The Trainee demonstrated all competencies required for this portion of the Field Training Program.
 3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the Trainee.
 4. The final evaluation of the Trainee's performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the Trainee.
-

X _____

Primary Field Training Officer:

Print Full Name: _____

X _____

Trainee:

Print Full Name: _____

IMPORTANT: After signing the Attestation, the file will be "locked" and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Right click on the signature line > Select "Remove" from the menu.

See the following pages for Instructions to Administrators and FTOs

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (<https://www.post.ca.gov/field-training--police-training.aspx>). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.
2. **Front cover (optional):** To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.
3. **For each section (1–18):**
 - a. Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
 - b. Below each table:
 - *Part A:* Enter applicable references from your agency’s Policies & Procedure Manual.
 - *Part B:* Enter your agency’s training details.
4. **After completing ALL sections (1–18),** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
 - 1) **Your completed FTP Guide**
 - 2) **FTP Approval Checklist ([POST Form 2-230](#))**
NOTE: Guides submitted without this form will NOT be reviewed.
 - 3) **Your Department’s Policy & Procedure Manual**
5. MAIL YOUR ELECTRONIC MEDIA TO:
Commission on POST
860 Stillwater Road, Suite 100
West Sacramento, CA 95605
Attn: Phil Caporale – BTB
6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency’s Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. **Tracking your training sessions:**
 - a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
 - b. Enter any note-worthy comments related to the trainee’s performance.
3. **If trainee requires remedial training:**
 - c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
 - d. Enter any additional note-worthy comments related to the trainee’s performance.
4. **Attestation:** After all competencies have been performed, including any remedial training, the primary FTO and Trainee **MUST** enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section

SECTION **12**

Control of Persons/Prisoners/Mentally Ill

12.1 – 12.7 COMPETENCY REQUIREMENTS

Contents	
12.1 Control/Searching of Persons	12.6 People with Disabilities
12.2 Handcuffing	12.7 Mental Illness Cases
12.3 Legal Responsibilities and Requirements with Prisoners	List of Subtopics
12.4 Transporting Prisoners	Attestation
12.5 Booking Prisoners	Instructions to Administrators
12.6 People with Disabilities	Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Guide*, you **MUST** submit the following electronic files:

- 1) The POST FTP Approval Checklist ([Form 2-230](#))
- 2) Your department's *Policy & Procedure Manual*
- 3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS**12.1 CONTROL/SEARCHING OF PERSONS**

- 12.1.01 Safety Tactics
- 12.1.02 Search Techniques
- 12.1.03 Searching the Opposite Sex

12.2 HANDCUFFING

- 12.2.01 Purpose of Handcuffing
- 12.2.02 Handcuffing/Restraint Device Principles
- 12.2.03 Agency Policy Regarding Handcuffing Prisoners
- 12.2.04 Handcuffing and Transporting Single or Multiple Suspects

12.3 LEGAL RESPONSIBILITIES AND REQUIREMENTS WITH PRISONERS

- 12.3.01 Protecting Prisoners
- 12.3.02 Prisoner Provisions
- 12.3.03 Prisoner's Right to Make Calls
- 12.3.04 Property Receipts
- 12.3.05 Local Policy/Legal Aspects of Prisoners' Rights and Privileges
- 12.3.06 Willful Inhumanity or Oppression toward Prisoners

12.4 TRANSPORTING PRISONERS

- 12.4.01 Agency Policy
- 12.4.02 Transport of Prisoner(s) in a Patrol Vehicle
- 12.4.03 Prior to Booking a Prisoner

12.5 BOOKING PRISONERS

- 12.5.01 Booking Juveniles
- 12.5.02 Jail Facility
- 12.5.03 Securing Weapons Prior to Entering Custody Facility
- 12.5.04 Booking Documents/Procedures
- 12.5.05 Booking Adult Prisoners
- 12.5.06 Other Types of Prisoners
- 12.5.07 Inmate Classification

- 12.5.08 Legalities of Prisoner/Inmate Searches
- 12.5.09 Prisoner Release
- 12.5.10 Response to Jail Emergencies

12.6 PEOPLE WITH DISABILITIES

- 12.6.01 Americans with Disabilities Act (ADA)
- 12.6.02 Behavior Due to Disabilities
- 12.6.03 Dealing with Cognitive Impairment
- 12.6.04 Non-compliance as a Warning Sign
- 12.6.05 Standard Tactical Assessments and Safeguards

12.7 MENTAL ILLNESS CASES

- 12.7.01 State Law and Agency Policy
- 12.7.02 Considerations When Handling or Dealing with Mentally Ill/Emotionally Disturbed Persons
- 12.7.03 Mental Health Facility or Regional Center
- 12.7.04 72-Hour Hold
- 12.7.05 Required Procedures for WIC 5150
- 12.7.06 Alternative Methods
- 12.7.07 Required Documentation and/or Reports
- 12.7.08 Demonstrating Knowledge of Proper Procedure

SECTION 12 CONTROL OF PERSONS/PRISONERS/MENTALLY ILL

CHECK ONE ONLY: PHASE 1 PHASE 2 PHASE 3 PHASE 4 PHASE 5

Trainee

FTO

12.1 CONTROL/SEARCHING OF PERSONS

12.1.01 Safety Tactics

The trainee shall be able to safely and effectively control (verbally and physically) one or more suspects, applying all officer safety tactics, including:

- A. Approach
- B. Cover position with vehicle(s) and person(s)
- C. Position of advantage
- D. What to watch out for
- E. Communications with cover officer/danger signals

<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

12.1.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A

12.1.01 Part B - Agency Training Details *(field will expand automatically)*

12.1.02 Search Techniques
 The trainee shall be able to demonstrate effective search techniques for both male and female suspects, including:

A. Constant alertness, including keeping hands in view
 B. Maintaining control and position of advantage
 C. Standing, kneeling, and prone position searches
 D. Safeguarding of weapons

<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

12.1.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* N/A

CPD Search and Seizure Policy

12.1.02 Part B - Agency Training Details *(field will expand automatically)*

12.1.03 Searching the Opposite Sex The trainee shall review and explain agency policy regarding searching individuals of the opposite sex.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
		When completed, print full name	Date	When completed, print full name		Date	When completed, print full name	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

12.1.03	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Search and Seizure Policy	<input type="checkbox"/> N/A
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12.1.03	Part B - Agency Training Details (field will expand automatically)
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12.2 HANDCUFFING								
12.2.01 Purpose of Handcuffing								
The trainee shall identify the purposes of handcuffing. These shall minimally include the temporary restraint of a suspect to prevent:								
A. Attack				C. Destruction or concealment of evidence or contraband				
B. Escape								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

12.2.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Use of Force Policy CPD Handcuffing and Restraints Policy	<input type="checkbox"/> N/A
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12.2.01	Part B - Agency Training Details (field will expand automatically)
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12.2.02 Handcuffing/Restraint Device Principles
 The trainee shall discuss various handcuffing principles that should be met in order to reasonably guarantee the temporary restraint of a suspect. The principles shall minimally include:

- A. Control of the suspect(s) and the handcuffs
- B. Proper positioning of the suspect’s hands, key outlets, and double locking mechanisms
- C. Reasonable degree of tightness
- D. Observation of restrained suspects
- E. Other approved restraints devices (e.g., flex cuffs, hobbles, etc.)
- F. Safe and controlled removal of handcuffs and other restraint devices

<i>Reference(s):</i>							<i>Case # (If applicable)</i>	<i>Incident #</i>
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

12.2.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

CPD Use of Force Policy
 CPD Handcuffing and Restraints Policy
 CPD Temporary Custody of Juveniles Policy
 CPD Communication of Persons with Disabilities Policy

12.2.02 Part B - Agency Training Details (field will expand automatically)

12.2.03 Agency Policy Regarding Handcuffing Prisoners The trainee shall review and explain the agency policy regarding the handcuffing of prisoners, including males, females, juveniles, mentally ill, pregnant females, and all other types of detainees/prisoners.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

12.2.03	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> CPD Use of Force Policy, Handcuffing and Restraints Policy, Temporary Custody of Juveniles Policy, Communication of Persons with Disabilities Policy, Mental Illness Commitments Policy	<input type="checkbox"/> N/A
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12.2.03	Part B - Agency Training Details <i>(field will expand automatically)</i>
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12.2.04 Handcuffing and Transporting Single or Multiple Suspects The trainee shall be able to safely and effectively handcuff single or multiple suspects and, if necessary, transport single and multiple suspects away from an arrest scene.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

12.2.04	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> CPD Handcuffing and Restraints Policy	<input type="checkbox"/> N/A
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12.2.04	Part B - Agency Training Details <i>(field will expand automatically)</i>
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12.3 LEGAL RESPONSIBILITIES AND REQUIREMENTS WITH PRISONERS								
12.3.01 Protecting Prisoners The trainee shall review and explain the legal responsibilities for protecting prisoners.								
<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

12.3.01	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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12.3.01	Part B - Agency Training Details <i>(field will expand automatically)</i>
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12.3.02 Prisoner Provisions								
The trainee shall discuss the legal responsibilities for providing prisoners with shelter, food, and medical care.								
<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

12.3.02	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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12.3.02	Part B - Agency Training Details <i>(field will expand automatically)</i>
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12.3.03 Prisoner’s Right to Make Calls								
The trainee shall review and explain prisoners’ rights to telephone calls.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

12.3.03	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> CPD Temporary Custody of Juveniles Policy	<input type="checkbox"/> N/A
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12.3.03	Part B - Agency Training Details <i>(field will expand automatically)</i>
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12.3.04 Property Receipts								
The trainee shall explain the requirements for issuing property receipts.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

12.3.04	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> CPD Property and Evidence Policy	<input type="checkbox"/> N/A
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12.3.04	Part B - Agency Training Details <i>(field will expand automatically)</i>
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12.3.05 Local Policy/Legal Aspects of Prisoners’ Rights and Privileges The trainee shall review and explain local policy and the legal aspects pertaining to the rights and privileges of prisoners, including the constitutional rights of prisoners while in custody.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
		When completed, print full name	Date	When completed, print full name		Date	When completed, print full name	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

12.3.05	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> CPD Search and Seizure Policy CPD Temporary Custody of Juveniles Policy	<input type="checkbox"/> N/A
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12.3.05	Part B - Agency Training Details <i>(field will expand automatically)</i>
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12.3.06 Willful Inhumanity or Oppression toward Prisoners								
The trainee shall identify the provisions pertaining to willful inhumanity or oppression toward prisoners in the custody of an officer.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

12.3.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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12.3.06 Part B - Agency Training Details (field will expand automatically)

12.4 TRANSPORTING PRISONERS

12.4.01 Agency Policy

The trainee shall review and explain the agency’s policy regarding the transportation of prisoners. This explanation shall minimally include:

- A. Prisoners restrained with specialty devices (e.g., hobble, expectorant shields, etc.)
- B. Sick, injured, mentally ill, physically challenged, or pregnant prisoners
- C. Juveniles with/without adults
- D. Females
- E. Use of seat belts
- F. Search of area where prisoner is to be placed prior to transportation
- G. Search of area where prisoner has been following transportation
- H. Proper positioning of officer(s) and prisoner(s) within the vehicle
- I. Close and constant observation of prisoner(s)

Reference(s): Case # (If applicable) Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.4.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

CPD Handcuffing and Restraints Policy
 CPD Temporary Custody of Juveniles Policy
 CPD Custodial Searches Policy

12.4.01 Part B - Agency Training Details (field will expand automatically)

12.4.02 Transport of Prisoner(s) in a Patrol Vehicle
 Given situations in which prisoners must be transported in a patrol vehicle, the trainee shall safely place the handcuffed (if according to agency policy) prisoners into the vehicle and safely transport the prisoners to the predetermined destination.

<i>Reference(s):</i>	Case # (If applicable)	Incident #
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	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments:

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.4.02	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Handcuffing and Restraints Policy CPD Temporary Custody of Juveniles Policy CPD Custodial Searches Policy	<input type="checkbox"/> N/A
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12.4.02	Part B - Agency Training Details (field will expand automatically)
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12.4.03 Prior to Booking a Prisoner The trainee will review and explain the legal constraints, agency policy and procedure, and custody facility requirements relative to medical clearance/approval prior to booking.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

12.4.03	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> CPD Use of Force Policy CPD Cite and Release Policy	<input type="checkbox"/> N/A
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12.4.03	Part B - Agency Training Details <i>(field will expand automatically)</i>
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12.5 BOOKING PRISONERS								
12.5.01 Booking Juveniles								
The trainee shall explain how to properly book a juvenile prisoner in conformance with agency policy, legal codes, and minimum jail standards, including:								
A. Miranda advisement				F. Requirements pertaining to confinement of a child under 16 years of age with an adult accused or convicted of a crime				
B. Right to phone calls				G. Custody alternatives				
C. What notifications are required								
D. Secure/non-secure detention of juveniles								
E. Strip search of juveniles								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

12.5.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Temporary Custody of Juveniles Policy CPD Custodial Searches Policy	<input type="checkbox"/> N/A
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12.5.01	Part B - Agency Training Details (field will expand automatically)
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12.5.02 Jail Facility								
The trainee shall acquire (preferably through a tour) an understanding of the basic functions, layout, organization, and staffing of the jail facility his/her agency utilizes most often.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

12.5.02 Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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12.5.02 Part B - Agency Training Details <i>(field will expand automatically)</i>
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12.5.03 Securing Weapons Prior to Entering Custody Facility								
The trainee will review and explain reasons and procedures for securing his/her weapon prior to entering any custody facility.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

12.2.03	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> CPD Firearms Policy	<input type="checkbox"/> N/A
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12.2.03	Part B - Agency Training Details <i>(field will expand automatically)</i>
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12.5.04 Booking Documents/Procedures
 The trainee shall demonstrate his/her ability to complete the proper procedure of booking an inmate into a facility, including:

- A. Complete and accurate pre-booking form, receiving sheet, and/or probable cause declaration/statement to include charges and subsections
- B. Confirm arrestee is adult versus juvenile
- C. Valid court and/or warrant paperwork
- D. Inmate is medically screened and has medical clearance and approval form
- E. Physical condition as to injuries and/or current medical problems (delirium tremens, heart problems, etc.)

<i>Reference(s):</i>					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

12.5.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

CPD Report Preparation Policy

12.5.04 Part B - Agency Training Details (field will expand automatically)

12.5.05 Booking Adult Prisoners
 The trainee shall explain how to properly book adult prisoners in conformance with agency policy, legal codes, and minimum jail standards, including:

A. Alcoholics	E. Escape Risks
B. Narcotic/Drug Users	F. Non-conformists
C. Mentally Ill	G. Civil Bookings
D. Sex Offenders	

<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

12.5.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

CPD Cite and Release Policy

12.5.05 Part B - Agency Training Details (field will expand automatically)

12.5.06 Other Types of Prisoners
 The trainee shall identify other prisoners who may warrant special consideration, including:

A. Injured or sick	E. Current or former peace officers, judges, etc.
B. Females (including pregnant females)	F. High-profile prisoners
C. Elderly	G. Any other prisoner(s) who may need specialized classification/housing needs
D. Gang members or police informants	

<i>Reference(s):</i>						<i>Case # (if applicable)</i>	<i>Incident #</i>	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

12.5.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

12.5.06 Part B - Agency Training Details (field will expand automatically)

12.5.07 Inmate Classification
 The trainee shall explain the concept of inmate classification, to include:

A. Sex	E. Assaultive behavior
B. Age	F. Medical disabilities
C. Criminal sophistication	G. Gang affiliation
D. Seriousness of offense	H. Overt sexual behavior

<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

12.5.07	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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12.5.07	Part B - Agency Training Details (field will expand automatically)
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12.5.08 Legalities of Prisoner/Inmate Searches
 The trainee shall review and explain the legalities of prisoner/inmate searches, including:

- A. Search by same sex
- B. Clothed search
- C. Strip or skin search, including documentation

Reference(s): Case # (If applicable) Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.5.08 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* N/A

CPD Custodial Searches Policy
 CPD Search and Seizure Policy

12.5.08 Part B - Agency Training Details *(field will expand automatically)*

12.5.09 Prisoner Release								
The trainee will review and explain methods and procedures for releasing a prisoner.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

12.8.09	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> CPD Cite and Release Policy	<input type="checkbox"/> N/A
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12.8.09	Part B - Agency Training Details <i>(field will expand automatically)</i>
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12.5.10 Response to Jail Emergencies								
The trainee shall discuss his/her agency’s response, if any, to a jail emergency, including:								
A. Fire				C. Civil disorder				
B. Earthquake				D. Escape				
<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

12.5.10	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Mutual Aid and Outside Agency Assistance Policy	<input type="checkbox"/> N/A
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12.5.10	Part B - Agency Training Details (field will expand automatically)
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12.6 PEOPLE WITH DISABILITIES								
12.6.01 Americans with Disabilities Act (ADA)								
The trainee shall recognize that the ADA also covers people with developmental and mental impairments and impacts law enforcement as follows:								
A. Requires reasonable adjustments and modifications in policies and practices or procedures, on a case-by-case basis				C. Requires that the safety and civil rights of people with disabilities be protected during transport and while detained				
B. Prohibits the arrest of an individual for behavioral manifestations of a disability that is not criminal in nature				D. Requires officers to make accommodations for persons with disabilities, except where safety is compromised				
Reference(s):						Case # (if applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

12.6.01	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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12.6.01	Part B - Agency Training Details <i>(field will expand automatically)</i>
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12.6.02 Behavior Due to Disabilities								
The trainee shall acknowledge that some disabilities (including intellectual disabilities, cerebral palsy, epilepsy, autism, and other neurological conditions) are not readily apparent and that sometimes people with developmental or cognitive disabilities may have little or no conscious ability to control their behavior.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

12.6.02	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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12.6.02	Part B - Agency Training Details <i>(field will expand automatically)</i>
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12.6.03 Dealing with Cognitive Impairment
 The trainee shall recognize and demonstrate effective communications for person with cognitive impairments to minimally include:

- A. Give one direction or ask one question at a time
- B. Allow the person to process what you have said and respond (10-15 seconds, then repeat)
- C. Avoid questions that tell the person the answer you expect (avoid questions with yes/no answers)
- D. Repeat questions from a slightly different perspective, if necessary
- E. Avoid questions about time, complex sequences, or reasons for behavior
- F. Use concrete terms and ideas; avoid jargon or figures of speech

<i>Reference(s):</i>						Case # (if applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date		
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	
Trainee:									
<i>Comments (field will expand automatically)</i>									

Additional Information:

12.6.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

12.6.03 Part B - Agency Training Details (field will expand automatically)

12.6.04 Non-compliance as a Warning Sign The trainee shall explain how non-compliance is a warning sign that indicates a person may need more time to mentally grasp and respond to what is being said or asked of them and that it may be due to fear, confusion, auditory hallucinations, etc., rather than defiance.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

12.6.04 Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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12.6.04 Part B - Agency Training Details <i>(field will expand automatically)</i>
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12.6.05 Standard Tactical Assessments and Safeguards
 Recognizing that safety (officer safety, public safety, and the safety of the person in crisis) is always the top priority when dealing with impaired people, the trainee shall explain and demonstrate standard tactical assessments and safeguards, including:

- A. His/her own abilities to physically control the person
- B. Escape routes
- C. Use of cover
- D. Call for backup
- E. The T.A.C.T. Model
 1. Tone (Present a calm and firm demeanor/Maintain respect and dignity)
 2. Atmosphere (Reduce distractions/Respect personal space)
 3. Communication (Establish contact/Develop rapport)
 4. Time (Slow down/Reassess)

<i>Reference(s):</i>					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

12.6.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

12.6.05 Part B - Agency Training Details (field will expand automatically)

12.7 MENTAL ILLNESS CASES								
12.7.01 State Law and Agency Policy The trainee shall review and explain state law and agency policy regarding mental illness cases.								
<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

12.7.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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12.7.01	Part B - Agency Training Details (field will expand automatically)
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12.7.02 Considerations When Handling or Dealing with Mentally Ill/Emotionally Disturbed Persons
 The trainee shall identify considerations to be made when handling and dealing with mentally ill or emotionally disturbed persons, to minimally include:

- A. Ignoring verbal abuse
- B. Avoiding excitement
- C. Avoiding unnecessary deception
- D. Requesting backup to minimize resistance
- E. Requesting an ambulance prior to confronting subject, if necessary
- F. Keeping the disturbed person in sight constantly
- G. Continual alertness
- H. Seizing firearms for safekeeping

<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

12.7.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

12.7.02 Part B - Agency Training Details (field will expand automatically)

12.7.03 Mental Health Facility or Regional Center The trainee shall identify the appropriate mental health facility or regional center within the agency's jurisdiction to be used for evaluation, treatment, counseling, or referral.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

12.7.03	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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12.7.03	Part B - Agency Training Details <i>(field will expand automatically)</i>
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12.7.04 72-Hour Hold
 The trainee shall identify and explain the criteria as set forth in the Welfare and Institutions Code which an individual may be committed for a 72-hour hold. This includes:
 A. Danger to himself/herself
 B. Danger to others
 C. Gravely disabled

<i>Reference(s):</i>					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

12.7.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

12.7.04 Part B - Agency Training Details (field will expand automatically)

12.7.05 Required Procedures for [WIC 5150](#)
 The trainee shall explain procedures required of officers for safeguarding the rights of a person detained under the authority of Welfare & Institutions Code 5150, including:

- A. The circumstance under which the person's condition was called to their attention and the observation constituting probable cause for detention must be recorded on the Application for 72-Hour Detention for Evaluation and Treatment
- B. Advisement of Miranda rights, as appropriate, when criminal action is involved
- C. Reasonable precaution must be made to safeguard personal property in the possession of, or on the premises occupied by, the person
- D. The person must be informed of the officer's name and agency and the reason the person is being detained
- E. If taken into custody at a residence, inform the person of personal items that may be brought along (with approval), right to a telephone call, and right to leave a note to friends or family

<i>Reference(s):</i>					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

12.7.05	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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12.7.05	Part B - Agency Training Details (field will expand automatically)
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12.7.06 Alternative Methods
 The trainee shall discuss appropriate alternative methods for handling the situation if involuntary detention for evaluation and treatment is NOT appropriate, including:

A. Urgent medical attention
 B. Arrest
 C. Referral for mental health services
 D. Referral to local developmental disabilities agency
 E. No police action required

<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

12.7.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

12.7.06 Part B - Agency Training Details (field will expand automatically)

12.7.07 Required Documentation and/or Reports
 The trainee shall explain the required documentation and/or reports for detaining and placing mentally ill persons. This discussion shall minimally include:

A. Application for 72-Hour Detention for Evaluation and Treatment ([Form MH 302](#))

B. Verbal admonishment and supplementary written documentation as specified in [WIC 5150](#)

C. Any additional agency-specific or mental health facility specific documentation or reports as may be required by agency policy, procedure, or Memorandum of Understanding

<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

12.7.07 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

CPD Report Preparation Policy

12.7.07 Part B - Agency Training Details (field will expand automatically)

12.7.08 Demonstrating Knowledge of Proper Procedure Given a scenario or an actual incident involving a mentally ill or emotionally disturbed person, the trainee shall take all necessary precautions in dealing with the person, safely take the person into custody (if necessary), assure safe transportation of the person, and properly complete all necessary forms and reports.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

12.7.08	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> CPD Handcuffing and Restraints Policy CPD Mental Illness Commitments Policy CPD Custodial Searches Policy	<input type="checkbox"/> N/A
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12.7.08	Part B - Agency Training Details <i>(field will expand automatically)</i>
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See next page for Attestation

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (<https://www.post.ca.gov/field-training--police-training.aspx>). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.
2. **Front cover (optional):** To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.
3. **For each section (1–18):**
 - a. Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
 - b. Below each table:
 - *Part A:* Enter applicable references from your agency’s Policies & Procedure Manual.
 - *Part B:* Enter your agency’s training details.
4. **After completing ALL sections (1–18),** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
 - 1) **Your completed FTP Guide**
 - 2) **FTP Approval Checklist** ([POST Form 2-230](#))
NOTE: Guides submitted without this form will NOT be reviewed.
 - 3) **Your Department’s Policy & Procedure Manual**
5. MAIL YOUR ELECTRONIC MEDIA TO:
Commission on POST
860 Stillwater Road, Suite 100
West Sacramento, CA 95605
Attn: Phil Caporale – BTB
6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency’s Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. **Tracking your training sessions:**
 - a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
 - b. Enter any note-worthy comments related to the trainee’s performance.
3. **If trainee requires remedial training:**
 - c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
 - d. Enter any additional note-worthy comments related to the trainee’s performance.
4. **Attestation:** After all competencies have been performed, including any remedial training, the primary FTO and Trainee **MUST** enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section

SECTION **13**
Patrol Procedures

13.1 – 13.28 **COMPETENCY REQUIREMENTS**

Contents					
13.1	Police Patrol Techniques	13.12	Domestic Violence	13.23	Lost, Found, and Recovered Property
13.2	Observation Skills	13.13	Victims of Violent Crime	13.24	Crowd Control
13.3	Preventing and Detecting Crime	13.14	Hate Crimes	13.25	News Media Relations
13.4	Additional Patrol Safety	13.15	Gang Awareness	13.26	Hostage Situations and Barricaded Suspects
13.5	Pedestrian Stops	13.16	Missing Persons	13.27	Sniper Attack
13.6	Searching Persons	13.17	Fires	13.28	Animal Control
13.7	Vehicle Stops	13.18	Hazardous Occurrences/Major Disasters		List of Subtopics
13.8	Felony/High-Risk Vehicle Stops	13.19	Bombs/Explosive Devices		Attestation
13.9	Searching Vehicles	13.20	Aircraft Crashes		Instructions to Administrators
13.10	Searching Building Areas	13.21	First Aid		Instructions to FTOs
13.11	Handling Crimes in Progress	13.22	Sick, Injured, or Deceased Persons		

Note to Administrators

In order for POST to review and approve your agency's *Field Training Guide*, you **MUST** submit the following electronic files:

- 1) The POST FTP Approval Checklist ([Form 2-230](#))
- 2) Your department's *Policy & Procedure Manual*
- 3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS**13.1 POLICE PATROL TECHNIQUES**

- 13.1.01 Types of Police Patrol
- 13.1.02 Preventive Patrol Methods
- 13.1.03 Foot Patrol and Bicycle Patrol
- 13.1.04 Motorized Patrol
- 13.1.05 Positive Daily Contacts

13.2 OBSERVATION SKILLS

- 13.2.01 Perception Skills

13.3 PREVENTING AND DETECTING CRIME

- 13.3.01 Crime Prevention Techniques
- 13.3.02 Becoming Familiar with the Community
- 13.3.03 Preparing for a Patrol Shift
- 13.3.04 Frequent Checks
- 13.3.05 Night Patrol
- 13.3.06 Determining If a Parked Vehicle Has Been Recently Operated
- 13.3.07 Conducting Surveillance
- 13.3.08 Locating Vehicle Identification Numbers

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- 13.4.01 Plain Clothes Officers
- 13.4.02 Plain-Clothes and Off-Duty Arrests
- 13.4.03 Hazards of Silhouetting
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13.5 BOOKING PRISONERS

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- 13.5.06 Use of CLETS (California Law Enforcement Telecommunications System)
- 13.5.07 Approach and Disposition

13.6 SEARCHING PERSONS

- 13.6.01 Degrees of Searches of Persons
- 13.6.02 Principles of Searches of Persons
- 13.6.03 Weapons and Contraband Concealment
- 13.6.04 Legal Pat-Down Search
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13.7 VEHICLE STOPS

- 13.7.01 Types of Vehicle Stops
- 13.7.02 Vehicle Stop Locations
- 13.7.03 Vehicle Information Prior to Stop
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- 13.7.14 Signature Is a Promise to Appear
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continues

13.8 FELONY/HIGH-RISK VEHICLE STOPS

- 13.8.01 Important Considerations
- 13.8.02 Vehicle Positioning
- 13.8.03 Ordering Suspect(s) from the Vehicle
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- 13.8.05 Waiting for Backup
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- 13.8.07 Demonstrating a Felony/High-risk Stop

13.9 SEARCHING VEHICLES

- 13.9.01 Safe and Effective Vehicle Search
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13.10 SEARCHING BUILDINGS/AREAS

- 13.10.01 Principles of a Safe and Effective Building Search
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13.11 HANDLING CRIMES IN PROGRESS

- 13.11.01 Responding to Crimes in Progress
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13.12 DOMESTIC VIOLENCE

- 13.12.01 Legal Issues and Officer Duties
- 13.12.02 Inherent Dangers
- 13.12.03 Separating Parties
- 13.12.04 Differences between Criminal Law and Civil Law
- 13.12.05 Mandatory Custody Arrest
- 13.12.06 Enforcement of Protective Orders
- 13.12.07 Handling Domestic Violence Incident

13.13 VICTIMS OF VIOLENT CRIME

- 13.13.01 Notification of Victim Assistance
- 13.13.02 Crimes Against Children
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13.14 HATE CRIMES

- 13.14.01 Hate Crime Indicators
- 13.14.02 Consequences of Hate Crimes
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- 13.15.01 Characteristics and Recognizing Gangs
- 13.15.02 Types of Gangs
- 13.15.03 Reasons for Gang Membership
- 13.15.04 Common Characteristics of Gangs
- 13.15.05 Methods Gangs Use to Distinguish Themselves
- 13.15.06 Gang Graffiti
- 13.15.07 Criminal Activities by Gangs
- 13.15.08 Reducing Gang Activity

13.16 MISSING PERSONS

- 13.16.01 Requirements for Handling Missing Persons
- 13.16.02 Search Procedures
- 13.16.03 Thorough Search of a Missing Child's Home and Nearby Area
- 13.16.04 Amber Alert
- 13.16.05 Handling a Missing Person Incident

13.17 FIRES

- 13.17.01 Types of Fires
- 13.17.02 Initial Steps at a Building Fire
- 13.17.03 Search for Victims
- 13.17.04 Building Unsafe to Enter
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- 13.18.01 Responsibilities and Actions Required
- 13.18.02 Hazardous Materials Policy and Procedures
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- 13.18.04 Major Accident/Disaster Scene
- 13.18.05 Unusual Occurrences
- 13.18.06 Handling of Hazardous Occurrence/Major Disaster

continues

13.19 BOMBS/EXPLOSIVE DEVICES

- 13.19.01 Agency Policy and Procedures
- 13.19.02 Tactical Considerations
- 13.19.03 Handling of Bomb Scene

13.20 AIRCRAFT CRASHES

- 13.20.01 Agency Policy
- 13.20.02 Tactical Considerations

13.21 FIRST AID

- 13.21.01 Knowledge and Skills
- 13.21.02 Agency Policy
- 13.21.03 Proficiency Requirements
- 13.21.04 Potential Consequences of Improper Application
- 13.21.05 Handling a First Aid Emergency
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13.22 FIRST AID

- 13.22.01 Providing Aid and Transportation
- 13.22.02 Death Investigations Handled by the Medical Examiner
- 13.22.03 Removing Human Body from Death Scene

13.23 LOST, FOUND, AND RECOVERED PROPERTY

- 13.23.01 Disposition of Property Other than Evidence

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- 13.24.01 First Amendment Rights
- 13.24.02 Agency Philosophy and Law Enforcement Objective
- 13.24.03 Maintaining Objectivity
- 13.24.04 Restoring Order
- 13.24.05 Crowd Management Incidents
- 13.24.06 Agency Philosophy and Policies for CROWD MANAGEMENT Situations
- 13.24.07 Crowd Control Incidents
- 13.24.08 Agency Philosophy and Policies for CROWD CONTROL Situations
- 13.24.09 Crowd Dispersal
- 13.24.10 Clarity of Purpose, Objective, Mission, and Policy

- 13.24.11 Riot Control Incidents
- 13.24.12 Agency Philosophy and Policies for RIOT CONTROL Situations
- 13.24.13 Law Enforcement Conduct
- 13.24.14 Use of Force in Response to Incidents Involving Crowds
- 13.24.15 Agency-Issued Riot Equipment

13.25 NEWS MEDIA RELATIONS

- 13.25.01 Common Practices for Release of Information
- 13.25.02 Press Credentials
- 13.25.03 Media Access to Areas Closed to the Public
- 13.25.04 Sensitive Information

13.26 HOSTAGE SITUATIONS AND BARRICADED SUSPECTS

- 13.26.01 Tactical Considerations

13.27 SNIPER ATTACK

- 13.27.01 Initial Response to Attack
- 13.27.02 Tactical Actions by Driver under Attack
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13.28 ANIMAL CONTROL

- 13.28.01 Agency Policy and Procedures
- 13.28.02 Destroying of Vicious, Dangerous, or Injured Animal
- 13.28.03 Handling an Animal Control Situation

SECTION 13 PATROL PROCEDURES

CHECK ONE ONLY: PHASE 1 PHASE 2 PHASE 3 PHASE 4 PHASE 5

Trainee

FTO

13.1 POLICE PATROL TECHNIQUES

13.1.01 Types of Police Patrol
 The trainee shall explain the principle types of police patrol (preventive, directed enforcement, etc.) and their respective impacts on community relations.

<i>Reference(s):</i>					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.1.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* N/A

13.1.01 Part B - Agency Training Details *(field will expand automatically)*

13.1.02 Preventive Patrol Methods
 The trainee shall review and explain basic preventive patrol methods utilized by an officer:

A. Frequent checks and contacts with business premises
 B. Frequent checks of suspicious persons
 C. Fluctuating patrol patterns
 D. Maintenance of visibility and personal contact
 E. Daily individual patrol and community action plan

Reference(s): Case # (If applicable) Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.1.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* N/A

13.1.02 Part B - Agency Training Details *(field will expand automatically)*

13.1.04 Motorized Patrol
 The trainee shall discuss the advantage(s) of motorized patrol, including:

A. Increased speed and mobility	D. Increased transportation capability
B. Increased visibility	E. Decreased response time
C. Availability of additional equipment	F. Communications

<i>Reference(s):</i>	Case # (If applicable)	Incident #
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	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.1.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* N/A

13.1.04 Part B - Agency Training Details *(field will expand automatically)*

13.1.05 Positive Daily Contacts								
The trainee shall explain the importance of positive daily personal contact with citizens.								
<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

13.1.05	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A

13.1.05	Part B - Agency Training Details (field will expand automatically)

13.2 OBSERVATION SKILLS								
13.2.01 Perception Skills The trainee shall identify methods by which perception skills may be improved and demonstrate the ability to describe scene activity, persons, and vehicles with acceptable accuracy.								
<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

13.2.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A

13.2.01	Part B - Agency Training Details (field will expand automatically)

13.3 PREVENTING AND DETECTING CRIME								
13.3.01 Crime Prevention Techniques The trainee shall explain and demonstrate techniques and procedures that improve a patrol officer’s capabilities in preventing and detecting crime.								
<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.3.01	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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13.3.01	Part B - Agency Training Details <i>(field will expand automatically)</i>
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13.3.02 Becoming Familiar with the Community
 The trainee shall identify factors to consider in becoming familiar with the community, including:

- A. General population information
- B. Appropriate geographic information
- C. Recent criminal activity
- D. Specific factors that may influence patrol functions (e.g.. location of emergency hospitals, high-activity areas, community activities and events, etc.

<i>Reference(s):</i>				Case # (If applicable)		Incident #		
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

13.3.02	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A

13.3.02	Part B - Agency Training Details <i>(field will expand automatically)</i>

13.3.03 Preparing for a Patrol Shift								
The trainee shall explain and demonstrate how to prepare for a patrol shift, including:								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.3.03	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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13.3.03	Part B - Agency Training Details <i>(field will expand automatically)</i>
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13.3.04 Frequent Checks								
The trainee shall identify those locations and/or situations that exist in a “patrol area” that warrant frequent checks.								
<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.3.04	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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13.3.04	Part B - Agency Training Details <i>(field will expand automatically)</i>
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13.3.05 Night Patrol
 The trainee shall explain and demonstrate what an officer on nighttime patrol should be looking for, including:

A. Broken glass	E. Persons on foot
B. Open doors and windows	F. Differences in normal lighting (on or off)
C. Pry marks	G. Unusual sounds
D. Suspicious vehicles	H. Access to rooftop or upper floors

<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

13.3.05	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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13.3.05	Part B - Agency Training Details (field will expand automatically)
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13.3.06 Determining if a Parked Vehicle Has Been Recently Operated								
The trainee shall identify ways to determine if a parked vehicle has been recently operated.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.3.06	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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13.3.06	Part B - Agency Training Details <i>(field will expand automatically)</i>
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13.3.08 Locating Vehicle Identification Numbers The trainee shall be able to locate the vehicle identification number (VIN) of various vehicles (i.e. autos, trucks, trailers, motorcycles, recreation vehicles, and motor homes).								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.3.08	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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13.3.08	Part B - Agency Training Details <i>(field will expand automatically)</i>
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13.4 ADDITIONAL PATROL SAFETY

13.4.01 Plain Clothes Officers

The trainee shall explain and/or demonstrate how to react when encountering plain-clothes officers in the field, including:

A. Not displaying any recognition of the plain-clothes officer until he/she acknowledges his/her presence

B. In the absence of his/her self-acknowledgement, reaction to him/her should be identical to any other citizen

Reference(s): Case # (If applicable) Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments (field will expand automatically)

Additional Information:

13.4.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

13.4.01 Part B - Agency Training Details (field will expand automatically)

13.4.02 Plain-Clothes and Off-Duty Arrests								
The trainee shall explain and/or demonstrate how to respond to uniformed officers if the trainee makes a plain-clothes or off-duty arrest.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.4.02	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> CPD Off-Duty Law Enforcement Actions Policy	<input type="checkbox"/> N/A
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13.4.02	Part B - Agency Training Details <i>(field will expand automatically)</i>
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13.4.03 Hazards of Silhouetting								
The trainee shall explain and/or demonstrate ways to avoid the hazards of “silhouetting.”								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.4.03	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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13.4.03	Part B - Agency Training Details <i>(field will expand automatically)</i>
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13.4.05 Keeping Subject's Hands in View								
The trainee shall explain the importance of always keeping a subject's hands in view.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.4.05	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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13.4.05	Part B - Agency Training Details <i>(field will expand automatically)</i>
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13.4.06 Initiating Foot Pursuits								
The trainee shall explain and/or demonstrate safe and effective tactics for initiating a foot pursuit of a fleeing suspect.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.4.06	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Foot Pursuit Policy	<input type="checkbox"/> N/A
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13.4.06	Part B - Agency Training Details (field will expand automatically)
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13.4.07 Mutual Aid and Jurisdiction The trainee shall review and explain department policies on mutual aid and jurisdiction, including: A. Use of official vehicles outside the agency’s jurisdiction B. Responding to calls for assistance outside the agency’s jurisdiction C. Assisting other agencies with arrests within agency jurisdiction								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
		When completed, print full name	Date	When completed, print full name		Date	When completed, print full name	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.4.07	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> CPD Mutual Aid and Outside Assistance Policy	<input type="checkbox"/> N/A
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13.4.07	Part B - Agency Training Details <i>(field will expand automatically)</i>
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13.5 PEDESTRIAN STOPS								
13.5.01 Consensual Encounters and Reasonable Suspicion								
The trainee shall explain the concepts of a consensual encounter and reasonable suspicion to stop and detain. The trainee will also explain, demonstrate, or otherwise give examples of how a consensual encounter or reasonable suspicion can be elevated to probable cause, allowing for an arrest to be made.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.5.01	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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13.5.01	Part B - Agency Training Details <i>(field will expand automatically)</i>
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13.5.02 Lawful Pedestrian Stop
 The trainee shall explain the circumstances of making a lawful pedestrian stop. This explanation shall minimally include:

A. The existence of suspicious activity
 B. The time of day or night
 C. Reasonable suspicion to believe that the person being stopped may be involved in criminal activity

Reference(s): Case # (If applicable) Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.5.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* N/A

13.5.02 Part B - Agency Training Details *(field will expand automatically)*

13.5.03 Tactical Variables
 The trainee shall identify and discuss tactical variables to consider when encountering a person on foot. The discussion shall minimally include determining:

A. Whether or not to stop the person
 B. When and where to stop the person
 C. Methods to utilize in stopping the person (approach on foot vs. in the vehicle)

<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

13.5.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

13.5.03 Part B - Agency Training Details (field will expand automatically)

13.5.04 Positions When Interviewing Suspicious Person(s) The trainee shall describe and demonstrate positions that one or two officers can take while interviewing one or more suspicious persons to minimize the possibility of attack.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.5.04	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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13.5.04	Part B - Agency Training Details <i>(field will expand automatically)</i>
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13.5.05 Field Interview Form								
The trainee shall properly and legibly complete the field interview (FI) report form.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.5.05	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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13.5.05	Part B - Agency Training Details <i>(field will expand automatically)</i>
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13.5.06 Use of CLETS (California Law Enforcement Telecommunications System)								
The trainee shall explain the role and use of the CLETS in determining a person’s wanted status.								
<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.5.06	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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13.5.06	Part B - Agency Training Details <i>(field will expand automatically)</i>
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13.5.07 Approach and Disposition Given a situation involving one or more suspicious persons on foot, the trainee shall, having assessed sufficient cause, safely and effectively approach, contact, interview the person(s), and complete a field interview (FI) report or make any other proper disposition.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
		When completed, print full name	Date	When completed, print full name		Date	When completed, print full name	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.5.07	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A

13.5.07	Part B - Agency Training Details <i>(field will expand automatically)</i>

13.6 SEARCHING PERSONS								
13.6.01 Degrees of Searches of Persons								
The trainee shall identify and explain the basic degrees of searches of person(s). These shall minimally include:								
A. Visual/cursory search		D. Strip search		E. Body cavity search				
B. Pat-down search								
C. Field search (standing, kneeling, prone)								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.6.01	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> CPD Search and Seizure Policy CPD Custodial Searches Policy	<input type="checkbox"/> N/A
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13.6.01	Part B - Agency Training Details <i>(field will expand automatically)</i>
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13.6.02 Principles of Searches of Persons The trainee shall explain the common principles of the search of an individual. These principles shall minimally include: A. Constant alertness B. Maintain control and position of advantage (contact and cover) C. Thoroughness of the search D. Safeguarding weapons								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.6.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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13.6.02 Part B - Agency Training Details (field will expand automatically)

13.6.03 Weapons and Contraband Concealment								
The trainee shall identify those places on the person of both males and females where dangerous weapons or contraband may be concealed.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.6.03 Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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13.6.03 Part B - Agency Training Details <i>(field will expand automatically)</i>
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13.6.04 Legal Pat-Down Search								
The trainee shall safely and effectively conduct a legal pat-down search of one or more suspect(s).								
<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.6.04	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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13.6.04	Part B - Agency Training Details <i>(field will expand automatically)</i>
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13.6.05 Field Search								
The trainee shall safely and effectively conduct a field search (standing, kneeling, or prone) of one or more suspect(s).								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.6.05	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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13.6.05	Part B - Agency Training Details <i>(field will expand automatically)</i>
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13.6.06 Backup Officer Responsibilities
 The trainee shall explain the responsibilities of the backup officer during the search of one or more persons. The responsibilities should minimally include:

A. Protecting the searching officer from outside interference and from those subjects being searched
 B. Assisting in control of the person(s) being searched, as needed
 C. Continuous observation of the person(s) being searched

<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

13.6.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

13.6.06 Part B - Agency Training Details (field will expand automatically)

13.6.07 Serve as Backup Officer								
The trainee shall safely and effectively serve as a backup officer while another officer conducts a search of one or more subjects.								
<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.6.07 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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13.6.07 Part B - Agency Training Details (field will expand automatically)

13.7 VEHICLE STOPS								
13.7.01 Types of Vehicle Stops								
The trainee shall explain the various types of vehicle stops to minimally include:								
A. Traffic violations				C. High-risk				
B. Investigative								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.7.01	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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13.7.01	Part B - Agency Training Details <i>(field will expand automatically)</i>
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13.7.02 Vehicle Stop Locations
 The trainee shall identify and discuss the following elements to be considered when selecting the proper location for a vehicle stop.

A. Traffic hazards
 B. Escape routes
 C. Number of people present
 D. Lighting conditions
 E. Proper position of primary and backup units

<i>Reference(s):</i>					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.7.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* N/A

13.7.02 Part B - Agency Training Details *(field will expand automatically)*

13.7.03 Vehicle Information Prior to Stop								
The trainee shall explain the advantages of recording the license number and description of the vehicle prior to the stop.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.7.03	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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13.7.03	Part B - Agency Training Details <i>(field will expand automatically)</i>
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13.7.04 Proper Distance and Position of Patrol Vehicle The trainee shall demonstrate the proper distance to initiate the stop of another vehicle. The distance should be: A. Not so great as to encourage an escape attempt B. Not so close as to present a hazard C. Enough to create a safety corridor (patrol vehicle offset left or right) for the safety of the officer(s) and vehicle occupant(s)								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.7.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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13.7.04 Part B - Agency Training Details (field will expand automatically)

13.7.05 Gaining Driver’s Attention
 The trainee shall identify techniques for gaining the attention of the driver when making a vehicle stop. Techniques shall minimally include:

- A. Use of emergency lights
- B. Use of siren
- C. Use of horn
- D. Use of headlights
- E. Use of hand signal
- F. Use of public address (PA) system
- G. Proper use of spotlight to include:
 1. Not blinding the driver while vehicle is moving
 2. Illuminating the interior of the stopped vehicle
 3. Focusing on rear and side mirrors to blind the occupants of the officer’s approach

<i>Reference(s):</i>					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

13.7.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

13.7.05 Part B - Agency Training Details (field will expand automatically)

13.7.06 Hazards of Vehicle Stops
 The trainee shall identify the inherent hazards involved when an officer conducts a vehicle stop. These hazards shall minimally include:

A. Location of the stop	D. Position the officer takes
B. Reason for the stop	E. Contact with the violator
C. Officer’s approach	F. Visibility

<i>Reference(s):</i>	Case # (If applicable)	Incident #
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	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.7.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* N/A

13.7.06 Part B - Agency Training Details *(field will expand automatically)*

13.7.07 Observing Vehicle Occupants
 The trainee shall identify the consequences of failing to closely watch the movements of the occupants of a vehicle prior to, during, and after the stop. These minimally include:

A. Attack from suspects
 B. Destruction or concealment of evidence
 C. Escape of occupants

Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.7.07 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

13.7.07 Part B - Agency Training Details *(field will expand automatically)*

13.7.08 Directing Occupants During a Stop								
The trainee shall explain the advantages, disadvantages, and legal aspects of directing the occupants to remain in or to exit the vehicle during a stop.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.7.08	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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13.7.08	Part B - Agency Training Details <i>(field will expand automatically)</i>
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13.7.09 Approaching Vehicles Other than Automobiles
 The trainee shall explain and/or safely demonstrate how to safely stop and approach vehicles other than automobiles such as:

A. Motorcycles and bicycles
 B. Campers and vans
 C. Buses
 D. Trucks
 E. Tractor/Trailers

<i>Reference(s):</i>					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.7.09 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* N/A

13.7.09 Part B - Agency Training Details *(field will expand automatically)*

13.7.10 Dealing with Violator Reactions
 The trainee shall identify common violator reactions and shall discuss techniques for appropriately dealing with those reactions, which may include:

A. Embarrassment
 B. Anger
 C. Fear
 D. Rationalization or excuse for violation
 E. Refusal to sign citation

Reference(s): Case # (If applicable) Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.7.10 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* N/A

13.7.10 Part B - Agency Training Details *(field will expand automatically)*

13.7.11 Do Not Argue with Violator								
The trainee shall explain why an officer should not argue with a violator.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.7.11	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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13.7.11	Part B - Agency Training Details <i>(field will expand automatically)</i>
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13.7.12 Discretion during Traffic Stops								
The trainee shall explain discretion during a car stop by giving examples of traffic situations where a warning may be more beneficial.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.7.12	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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13.7.12	Part B - Agency Training Details <i>(field will expand automatically)</i>
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13.7.13 Procedure Advantages
 The trainee shall explain the advantages of the following procedures:

A. Obtaining the violator’s driver’s license, registration, and proof of insurance as soon as possible after making the stop
 B. Not accepting the violator’s wallet in response to a request for a driver’s license
 C. Checking the signature of the violator on the citation
 D. Issuing the proper copy of the citation to the violator

<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

13.7.13 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

13.7.13 Part B - Agency Training Details (field will expand automatically)

13.7.14 Signature Is a Promise to Appear								
The trainee shall recognize that the required signature of the violator on a citation is not an admission of guilt, but a promise to appear (PTA).								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.7.14 Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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13.7.14 Part B - Agency Training Details <i>(field will expand automatically)</i>
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13.7.15 Promoting a Positive Image Given an incident involving a traffic violation, the trainee shall safely and effectively conduct a traffic stop and assess whether to issue a citation or warning in a manner that promotes a positive image of law enforcement.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.7.15	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A

13.7.15	Part B - Agency Training Details <i>(field will expand automatically)</i>

13.8 FELONY/HIGH-RISK VEHICLE STOPS

13.8.01 Important Considerations
 The trainee shall identify and discuss the important considerations taken when about to make a felony/high-risk vehicle stop. These elements shall minimally include:

- A. Seriousness of the crime(s)
- B. Availability of Backup
- C. Where to make the stop (location)
- D. Tactics to be used after making the stop
- E. Number of suspects involved
- F. Placement of subsequent units at the stop itself
- G. Placement of additional units away from the stop to control traffic and/or to provide additional safety for the stop
- H. Use of public address (PA) system
- I. Use of additional resources (K-9 units, air support, etc.)

<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.8.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

13.8.01 Part B - Agency Training Details (field will expand automatically)

13.8.02 Vehicle Positioning								
The trainee shall discuss the proper positioning of the police vehicle for a felony/high-risk vehicle stop.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.8.02	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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13.8.02	Part B - Agency Training Details <i>(field will expand automatically)</i>
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13.8.03 Ordering Suspect(s) from the Vehicle								
The trainee shall discuss the advantages of verbally ordering the suspect(s) from the vehicle prior to approaching on foot.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								
y								

Additional Information:

13.8.03 Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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13.8.03 Part B - Agency Training Details <i>(field will expand automatically)</i>
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13.8.04 Use of Verbal Commands
 The trainee shall explain verbal commands that should be used when removing suspect(s) from a vehicle prior to approaching on foot. These commands minimally include having the suspect:

A. Keep hands in sight at all times
 B. Exit the vehicle (in accordance with agency policy)
 C. Assume position of disadvantage outside of the vehicle

Reference(s): Case # (If applicable) Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments *(field will expand automatically)*
 y

Additional Information:

13.8.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

13.8.04 Part B - Agency Training Details (field will expand automatically)

13.8.05 Waiting for Backup								
The trainee shall discuss the advantages of waiting for additional backup before approaching the vehicle or the occupants.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.8.05	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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13.8.05	Part B - Agency Training Details <i>(field will expand automatically)</i>
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13.8.06 Roles of Primary and Backup Officer(s)
 The trainee shall explain the roles of both the primary and backup officer(s) before, during, and after the stop. This discussion shall minimally include which officer:

A. Has radio responsibilities
 B. Assumes shotgun responsibilities (if applicable)
 C. Communicates to the occupants
 D. Searches the occupants and/or vehicle

Reference(s): Case # (If applicable) Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.8.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

13.8.06 Part B - Agency Training Details (field will expand automatically)

13.8.07 Demonstrating a Felony/High-Risk Stop Given an incident involving a felony/high-risk vehicle stop, the trainee shall safely stop the suspect vehicle, remove the occupant(s), and place the occupant(s) in a position of disadvantage without the officer(s) being placed in an inherently dangerous position.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.8.07 Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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13.8.07 Part B - Agency Training Details <i>(field will expand automatically)</i>	
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13.9 SEARCHING VEHICLES								
13.9.01 Safe and Effective Vehicle Search								
The trainee shall identify and explain principles of a safe and effective vehicle search. These principles shall minimally include:								
A. Proper control and removal of occupants				B. A systematic method of conducting a search				
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.9.01	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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13.9.01	Part B - Agency Training Details <i>(field will expand automatically)</i>
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13.9.02 Demonstrating Vehicle Search								
Given an incident, the trainee shall safely and effectively conduct a vehicle search.								
<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.9.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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13.9.02 Part B - Agency Training Details (field will expand automatically)

13.10 SEARCHING BUILDINGS/AREAS

13.10.01 Principles of a Safe and Effective Building Search
 The trainee shall identify and explain the principles of a safe and effective search of a building that may contain a suspect. These principles shall minimally include:

- A. Containment of the building
- B. Containment of area(s) already searched
- C. Utilization of a systematic method
- D. Safe searching techniques
- E. Appropriate use of specialized assistance (K-9, air support, etc.)

<i>Reference(s):</i>					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

13.10.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

13.10.01 Part B - Agency Training Details (field will expand automatically)

13.10.02 Demonstrating Safe and Effective Building Searches
 Given an incident, the trainee shall safely and effectively conduct a building/area search.

<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

13.10.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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13.10.02 Part B - Agency Training Details (field will expand automatically)
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13.11 HANDLING CRIMES IN PROGRESS

13.11.01 Responding to Crimes in Progress
 The trainee shall explain agency policy and factors to consider when responding to crimes in progress. These may include:

A. Proceeding directly to the scene as quickly and silently as possible	H. Traffic and environmental conditions
B. Proceeding directly to the scene utilizing emergency lights and/or siren	I. Concern for possible lookouts and/or accomplices
C. Proceeding to the location most likely to intercept fleeing suspects	J. Watching for fleeing suspects
D. Proceeding to the scene and coordinating arrival and/or deployment with other units	K. Parking and securing vehicle
E. Distance to location	L. Apprehension of suspect(s)
F. Availability of assisting units	M. Broadcasting additional information
G. Nature of crime	N. Securing the scene

Reference(s): Case # (If applicable) Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.11.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* N/A

13.11.01 Part B - Agency Training Details *(field will expand automatically)*

13.11.02 Responding to Prowler Calls
 The trainee shall explain agency policy and procedures to be followed when responding to a prowler call. These may include:

<p>A. Coordination of responding units</p> <p>B. Using a quiet and/or “blacked-out” approach</p> <p>C. Containment of the area</p> <p>D. Parking and securing the vehicle</p> <p>E. Locating “warm” vehicles</p>	<p>F. Advantages and disadvantages of immediately contacting the reporting party (RP)</p> <p>G. Controlled search of the area or location</p> <p>H. Looking for telltale signs, footprints, barking dogs, etc.</p>
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<i>Reference(s):</i>						<i>Case # (If applicable)</i>	<i>Incident #</i>	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test		<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

13.11.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* N/A

13.11.02 Part B - Agency Training Details *(field will expand automatically)*

13.12 DOMESTIC VIOLENCE

13.12.01 Legal Issues and Officer Duties
 The trainee shall explain the legal issues and a law enforcement officer’s duties in response to a domestic violence situation to minimally include:

<ul style="list-style-type: none"> A. Difference between domestic violence and domestic dispute B. Impact of domestic violence on victims, children, and suspects C. Essential elements of Penal Code Sections 13700 and 13519 D. Duty to provide maximum protection to the victim from abuse (emergency protective order) E. Provide safety to other persons and property F. Verification and enforcement of active restraining orders and stay-away orders 	<ul style="list-style-type: none"> G. Responsibility and authority with tenancy issues related to domestic violence H. Determine if a crime has been committed and if arrest is mandatory I. Completion of appropriate documentation and required reports J. Making appropriate victim’s assistance information referrals for medical aid, personal safety, community resources, legal options, and the District Attorney’s Office K. Taking temporary custody of firearms
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Reference(s): Case # (If applicable) Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.12.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* N/A

CPD Domestic Violence Policy

13.12.01 Part B - Agency Training Details *(field will expand automatically)*

Sonoma County Domestic Violence Protocol

13.12.02 Inherent Dangers								
The trainee shall recognize the inherent dangers to officers who enter the residence of parties involved in a dispute.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.12.02 Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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13.12.02 Part B - Agency Training Details <i>(field will expand automatically)</i>

13.12.03 Separating Parties								
The trainee shall discuss the advantages and disadvantages of separating parties in a domestic dispute and gathering information from them individually.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.12.03 Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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13.12.03 Part B - Agency Training Details <i>(field will expand automatically)</i>

13.12.04 Differences between Criminal Law and Civil Law								
The trainee shall explain the differences between criminal and civil law that apply during domestic dispute situations.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.12.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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13.12.04 Part B - Agency Training Details <i>(field will expand automatically)</i>

13.12.05 Mandatory Custody Arrest
 The trainee shall discuss the mandatory custody arrest requirements related to domestic disputes and domestic violence situations.

<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.12.05 Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> CPD Domestic Violence Policy	<input type="checkbox"/> N/A
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13.12.05 Part B - Agency Training Details <i>(field will expand automatically)</i>

13.12.06 Enforcement of Protective Orders The trainee shall review and explain the law and procedures relating to enforcement of active restraining orders, stay-away orders, and emergency protective orders.								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.12.06	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> CPD Domestic Violence Policy	<input type="checkbox"/> N/A
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13.12.06	Part B - Agency Training Details <i>(field will expand automatically)</i>
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13.12.07 Handling Domestic Violence Incident								
Given a domestic dispute or domestic violence incident, the trainee shall be able to assess and handle the situation safely and effectively.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.12.07 Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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13.12.07 Part B - Agency Training Details <i>(field will expand automatically)</i>

13.13 VICTIMS OF VIOLENT CRIME								
13.13.01 Notification of Victim Assistance								
The trainee shall examine and explain the California requirements upon law enforcement officers to notify victims of violent crimes and/or their families of the availability of state funds and other assistance (California Government Code). This description shall minimally include:								
A. Who is eligible for such aid (GC 13955-13956)				C. Whom to contact (GC 13953 and 13957.7)				
B. The time limitations upon the victim in filing a claim (GC 13952)								
<i>Reference(s):</i>						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<i>Comments (field will expand automatically)</i>								

Additional Information:

13.13.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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13.13.01 Part B - Agency Training Details (field will expand automatically)
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13.13.02 Crimes Against Children
 The trainee shall explain the proper handling of cases of child abuse, neglect, or sexual exploitation of children, including:

- A. Initial receipt and evaluation of information
- B. Preliminary investigation procedures
- C. Reporting laws
- D. Follow-up investigative procedures
- E. Referral to additional support agencies (Child Protective Services, Social Services, etc.)

<i>Reference(s):</i>					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.13.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* N/A

CPD Child Abuse Policy

13.13.02 Part B - Agency Training Details *(field will expand automatically)*

Sonoma County Child Abuse Protocol

13.13.03 Crimes Against the Elderly
 The trainee shall explain the proper handling of cases of elder abuse, neglect, or sexual or fiduciary exploitation, including:

- A. Initial receipt and evaluation of information
- B. Preliminary investigation procedures
- C. Reporting laws
- D. Follow-up investigative procedures
- E. Referral to additional support agencies (Adult Protective Services, Public Guardian, etc)

Reference(s): Case # (If applicable) Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.13.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* N/A

CPD Adult Abuse Policy

13.13.03 Part B - Agency Training Details *(field will expand automatically)*

13.13.04 Confiscating Weapons
 The trainee shall identify and discuss the legal authorities and procedures for the confiscation and holding of firearms or other dangerous weapons, including:

- A. Recognizing prohibited weapons subject to confiscation
- B. Temporary custody of weapons at domestic violence incidents
- C. Temporary custody of weapons owned, possessed, or controlled by subjects detained for examination of mental condition ([WIC 5150 WIC](#))
- D. Issuance of receipt for confiscated weapons
- E. Holding time, and other laws related to confiscation of weapons

<i>Reference(s):</i>						Case # (If applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	When completed, print full name	Date
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	
Trainee:									
<i>Comments (field will expand automatically)</i>									

Additional Information:

13.13.04	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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13.13.04	Part B - Agency Training Details (field will expand automatically)
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13.14 HATE CRIMES								
13.14.01 Hate Crime Indicators								
The trainee shall recognize indicators of hate-related crimes including:								
A. Anti-religious slurs and symbols				E. Hate-group symbols				
B. Slurs regarding gender and/or biological sex				F. Slurs regarding lesbian/gay/bi-sexual/transgender (LGBT) community members				
C. Racist symbols								
D. Racial and ethnic slurs								
<i>Reference(s):</i>						<i>Case # (if applicable)</i>	<i>Incident #</i>	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

13.14.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input type="checkbox"/> N/A
CPD Hate Crimes Policy	

13.14.01 Part B - Agency Training Details (field will expand automatically)
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13.14.02 Consequences of Hate Crimes								
The trainee shall identify and discuss the possible consequences of hate crimes including:								
A. Psychological effect on victim				C. Community divisiveness				
B. Denial of basic constitutional rights				D. Potential escalation of violence				
<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.14.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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13.14.02 Part B - Agency Training Details (field will expand automatically)
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13.14.03 Enforcement Requirements								
The trainee shall identify and explain the legislative mandates and agency policy and procedures related to the enforcement of hate crimes.								
<i>Reference(s):</i>						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.14.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Hate Crimes Policy	<input type="checkbox"/> N/A
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13.14.03 Part B - Agency Training Details (field will expand automatically)
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13.14.04 Handling Hate Crimes								
The trainee shall recognize and be able to effectively deal with hate crimes motivated by race, ethnicity, religion, biological sex, or sexual orientation.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.14.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Hate Crimes Policy	<input type="checkbox"/> N/A
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13.14.04 Part B - Agency Training Details (field will expand automatically)
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13.15 GANG AWARENESS								
13.15.01 Characteristics and Recognizing Gangs								
The trainee shall discuss the characteristics of gangs and the importance of recognizing gangs in terms of officer safety and the investigation of criminal activity.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.15.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Criminal Street Gangs Policy	<input type="checkbox"/> N/A
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13.15.01 Part B - Agency Training Details <i>(field will expand automatically)</i>	
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13.15.02 Types of Gangs The trainee shall identify types of gangs which represent concerns for law enforcement, including: A. Street gangs B. Motorcycle gangs C. Prison gangs D. Cult/ritualistic gangs								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.15.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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13.15.02 Part B - Agency Training Details <i>(field will expand automatically)</i>

13.15.03 Reasons for Gang Membership The trainee shall discuss the various reasons for gang membership, including: A. Peer pressure B. Common interests C. Protection/Safety D. Familial and/or generational influence								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.15.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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13.15.03 Part B - Agency Training Details (field will expand automatically)
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13.15.04 Common Characteristics of Gangs								
The trainee shall discuss characteristics that are common to most gangs, including:								
A. Cohesiveness		C. Rivalries		D. Revenge				
B. Code of silence								
<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.15.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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13.15.04 Part B - Agency Training Details (field will expand automatically)
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13.15.05 Methods Gangs Use to Distinguish Themselves
 The trainee shall identify methods that gangs use to distinguish their members from members of other gangs, including:

A. Tattoos
 B. Attire and accessories
 C. Use of monikers
 D. Use of hand signs

<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

13.15.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

13.15.05 Part B - Agency Training Details (field will expand automatically)

13.15.06 Gang Graffiti								
The trainee shall identify gang graffiti factors significant to law enforcement, including:								
A. Identifying individuals and/or a specific gang				C. Indications of pending and/or past gang conflicts				
B. Identifying gang boundaries								
<i>Reference(s):</i>						<i>Case # (If applicable)</i>	<i>Incident #</i>	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.15.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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13.15.06 Part B - Agency Training Details (field will expand automatically)
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13.15.07 Criminal Activities by Gangs The trainee shall discuss types of criminal activities commonly engaged in by gangs, including:								
A. Sale and use of narcotics		B. Crimes involving physical violence		C. Auto thefts and vehicle burglaries		D. Other theft-related crimes		
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.15.07 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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13.15.07 Part B - Agency Training Details (field will expand automatically)
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13.15.08 Reducing Gang Activity
 The trainee shall explain law enforcement methods used to reduce gang activity, including:

A. Identifying gang activity
 B. Coordination with allied agencies
 C. Reduction of the opportunity for criminal activities

D. When gang members are arrested, requesting the district attorney seek sentence enhancements under the Street Terrorism Enforcement and Prevention Act ([PC 186.22](#))

<i>Reference(s):</i>					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.15.08 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* N/A

13.15.08 Part B - Agency Training Details *(field will expand automatically)*

13.16 MISSING PERSONS								
13.16.01 Requirements for Handling Missing Persons								
The trainee shall review and explain state law (including statutory reporting requirements) and the agency’s policies and procedures for handling missing persons, adult and juvenile.								
Reference(s): Penal Codes 784.5 , 14205(a)–(c) , 14206 , and 14207(a)–(c)						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.16.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Missing Persons Policy	<input type="checkbox"/> N/A
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13.16.01 Part B - Agency Training Details <i>(field will expand automatically)</i>

13.16.02 Search Procedures								
The trainee shall explain the agency’s policy regarding search procedures for missing persons.								
<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.16.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Missing Persons Policy	<input type="checkbox"/> N/A
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13.16.02 Part B - Agency Training Details (field will expand automatically)
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13.16.03 Thorough Search of a Missing Child’s Home and Nearby Area								
The trainee shall explain the reasons for making a thorough search of a “missing” child’s home and nearby area at the outset of the investigation.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.16.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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13.16.03 Part B - Agency Training Details <i>(field will expand automatically)</i>

13.16.04 Amber Alert
 The trainee shall review and explain the criteria and initiation process for an Amber Alert.

<i>Reference(s):</i>	Case # (If applicable)	Incident #
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	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments:

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.16.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* N/A

CPD Public Alerts Policy

13.16.04 Part B - Agency Training Details *(field will expand automatically)*

13.16.05 Handling a Missing Person Incident Given an incident involving a missing person, the trainee shall follow any statutory requirements and properly apply the agency’s policies and procedures in reporting the situation and, if necessary, initiating search procedures.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.16.05 Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> CPD Missing Persons Policy	<input type="checkbox"/> N/A
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13.16.05 Part B - Agency Training Details <i>(field will expand automatically)</i>	
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13.17 FIRES								
13.17.01 Types of Fires								
The trainee shall identify the following types of fires and the best methods to deal with each:								
A. Dry combustibles				C. Electrical				
B. Flammable liquids				D. Combustible metals				
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.17.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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13.17.01 Part B - Agency Training Details (field will expand automatically)
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13.17.02 Initial Steps at a Building Fire
 The trainee shall identify and discuss the initial steps to be taken when confronted with a fire in a building. These steps shall minimally include:

A. Request for the fire department
 B. Request for additional law enforcement assistance if needed
 C. Immediate evacuation of any occupants
 D. Isolation of the immediate area
 E. Establishment of a perimeter for crowd control

<i>Reference(s):</i>					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.17.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* N/A

13.17.02 Part B - Agency Training Details *(field will expand automatically)*

13.17.03 Search for Victims								
The trainee shall identify and discuss the best methods of conducting a safe and effective search for victims in a burning building.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.17.03 Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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13.17.03 Part B - Agency Training Details <i>(field will expand automatically)</i>

13.17.04 Building Unsafe to Enter								
The trainee shall recognize signs that indicate a burning building is unsafe to enter.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.17.04 Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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13.17.04 Part B - Agency Training Details <i>(field will expand automatically)</i>

13.17.05 Handling a Fire Incident								
Given a scenario or an actual incident involving fire, the trainee shall perform all the necessary steps to safely and effectively manage the incident.								
<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.17.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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13.17.05 Part B - Agency Training Details (field will expand automatically)
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13.18 HAZARDOUS OCCURRENCES/MAJOR DISASTERS								
13.18.01 Responsibilities and Actions Required								
The trainee shall review and explain the responsibilities and actions required of an agency whose jurisdiction is the scene of a hazardous material incident, disaster, potential disaster, or chemical spill – including the Incident Command System (ICS) and Office of Emergency Services (OES).								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.18.01	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> CPD Hazardous Materials Response Policy	<input type="checkbox"/> N/A
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13.18.01	Part B - Agency Training Details <i>(field will expand automatically)</i>
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13.18.02 Hazardous Materials Policy and Procedures								
The trainee shall review and explain the agency’s policy and procedures on hazardous materials, substances, or chemical spills/leaks (HAZMAT).								
<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.18.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Hazardous Material Response Policy	<input type="checkbox"/> N/A
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13.18.02 Part B - Agency Training Details (field will expand automatically)
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13.18.03 First Responders Responsibilities The trainee shall explain the responsibilities and considerations of first responders to a hazardous materials incident, including:								
A. Recognition		B. Safety/Isolation/Area containment		C. Notification of proper authorities		D. Basic first responder limitations		
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.18.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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13.18.03 Part B - Agency Training Details (field will expand automatically)
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13.18.04 Major Accident/Disaster Scene
 The trainee shall identify and explain the initial responsibilities of the first unit to arrive at a major vehicle accident or other disaster scene. These responsibilities shall minimally include:

- A. Requesting needed assistance and equipment
- B. Providing for emergency medical aid
- C. Undertaking immediate coordination with appropriate outside agencies
- D. Establishing a secure perimeter
- E. Establishing safe ingress and egress corridors
- F. Advising additional units of potential hazards (e.g., large roadway spills, wind direction of fumes/ gases, etc.)
- G. Identifying and admitting only authorized personnel
- H. Dealing with the media

Reference(s):							Case # (If applicable)	Incident #
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

13.18.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A
 CPD Crime and Disaster Scene Integrity Policy

13.18.04 Part B - Agency Training Details (field will expand automatically)

13.18.05 Unusual Occurrences
 The trainee shall discuss procedures to be used when confronted with other unusual or hazardous occurrences. These occurrences shall minimally include:

A. Downed electrical wires	F. Chemical spills
B. Malfunctioning traffic signals	G. Conditions caused by inclement weather such as fog, snow, ice, flooding, and mud slides
C. Roadway hazards	H. Military incidents requiring police intervention
D. Damaged fire hydrants	I. Wilderness-Urban Interface fires
E. Gas leaks	

<i>Reference(s):</i>						Case # (If applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date		
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	
Trainee:									
<i>Comments (field will expand automatically)</i>									

Additional Information:

13.18.05	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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13.18.05	Part B - Agency Training Details <i>(field will expand automatically)</i>
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13.18.06 Handling of Hazardous Occurrence/Major Disaster Given a simulated or actual hazardous occurrence, chemical spill, major disaster, or potential disaster, the trainee shall assess and perform all necessary responsibilities and actions in a safe and effective manner.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
		When completed, print full name	Date	When completed, print full name		Date	When completed, print full name	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.18.06 Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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13.18.06 Part B - Agency Training Details <i>(field will expand automatically)</i>

13.19 BOMBS/EXPLOSIVE DEVICES								
13.19.01 Agency Policy and Procedures The trainee shall review and explain the agency’s policy and procedures for handling explosives.								
<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.19.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Response to Bomb Calls Policy	<input type="checkbox"/> N/A
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13.19.01 Part B - Agency Training Details (field will expand automatically)
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13.19.02 Tactical Considerations
 The trainee shall explain tactical considerations upon arrival at the scene of a suspected or actual explosive device. These considerations shall minimally include:

A. Hazards of using the police radio and/or cellular phone
 B. Request for technician or Explosive Ordnance Disposal (E.O.D)
 C. Isolation of the device and the area
 D. Evacuation of civilian personnel
 E. Possibility that more than one explosive device

<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.19.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

CPD Response to Bomb Calls Policy

13.19.02 Part B - Agency Training Details (field will expand automatically)

13.19.03 Handling of Bomb Scene								
Given a simulated or actual bomb scene, the trainee shall assess and perform all necessary responsibilities and actions in a safe and effective manner.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.19.03 Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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13.19.03 Part B - Agency Training Details <i>(field will expand automatically)</i>

13.20 AIRCRAFT CRASHES								
13.20.01 Agency Policy The trainee shall review and explain the agency’s policy on aircraft crashes.								
<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.20.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Crime and Disaster Scene Integrity Policy	<input type="checkbox"/> N/A
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13.20.01 Part B - Agency Training Details (field will expand automatically)
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13.20.02 Tactical Considerations
 The trainee shall discuss factors associated with the handling of an aircraft crash, including:

A. Civil Aviation/Non-Military Aircraft
 1. Federal Aviation Agency (FAA) and/or National Transportation Safety Board (NTSB) will investigate

B. Military Aircraft
 1. Military authorities are in charge
 2. There may be dangerous weapons issues
 3. There may be classified materials present
 4. Police cannot authorize news media to enter

<i>Reference(s):</i>							Case # (If applicable)	Incident #
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

13.20.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

13.20.02 Part B - Agency Training Details (field will expand automatically)

13.21 FIRST AID								
13.21.01 Knowledge and Skills								
The trainee shall possess the knowledge and skills needed to administer necessary first aid during emergency situations.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.21.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Medical Aid and Response Policy	<input type="checkbox"/> N/A
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13.21.01	Part B - Agency Training Details (field will expand automatically)
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13.21.02 Agency Policy The trainee shall review and explain the agency’s policy on administering first aid.								
<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.21.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Medical Aid and Response Policy	<input type="checkbox"/> N/A
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13.21.02 Part B - Agency Training Details (field will expand automatically)
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13.21.03 Proficiency Requirements								
The trainee shall discuss why a law enforcement officer is morally, ethically, and legally required to maintain proficiency in first aid techniques.								
Reference(s): Health & Safety Code 1797.183 and Penal Code 13518						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.21.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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13.21.03 Part B - Agency Training Details <i>(field will expand automatically)</i>

13.21.04 Potential Consequences of Improper Application								
The trainee shall explain why the improper application of first aid techniques could conceivably result in civil action against the officer and the agency.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.21.04 Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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13.21.04 Part B - Agency Training Details <i>(field will expand automatically)</i>

13.21.05 Handling a First Aid Emergency Given any emergency situation in which some form of first aid becomes necessary, the trainee shall properly administer the necessary first aid technique(s) following the summoning of professional emergency assistance.							
Reference(s):						Case # (If applicable)	Incident #
FTO:	When completed, print full name	Date	When completed, print full name	Date	<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	When completed, print full name	Date
	Trainee:						
Comments <i>(field will expand automatically)</i>							

Additional Information:

13.21.05 Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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13.21.05 Part B - Agency Training Details <i>(field will expand automatically)</i>

13.21.06 Occupational Exposure to Blood and Airborne Pathogens The trainee shall explain the agency’s plan for the management of occupational exposure to blood and airborne pathogens [e.g., Human Immunodeficiency Virus (HIV), Hepatitis, Tuberculosis (TB)].								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.21.06 Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> CPD Communicable Diseases Policy	<input type="checkbox"/> N/A
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13.21.06 Part B - Agency Training Details <i>(field will expand automatically)</i>	
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13.22 SICK, INJURED, OR DECEASED PERSONS								
13.22.01 Providing Aid and Transportation								
The trainee shall review and explain agency policies concerning providing aid and transportation to sick or injured persons.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.22.01	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> CPD Transporting Ill and Injured Persons Policy	<input type="checkbox"/> N/A
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13.22.01	Part B - Agency Training Details <i>(field will expand automatically)</i>
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13.22.02 Death Investigations Handled by the Medical Examiner
 The trainee shall review and explain California law and agency procedures concerning death investigations that must be handled by medical examiner, including:

- A. Apparent homicide, suicide, or occurring under suspicious circumstances
- B. Resulting from the use of dangerous or narcotic drugs
- C. The death of any person who is incarcerated in any jail, correctional facility, or who is in police custody
- D. Apparently accidental or following an injury
- E. By disease, injury, or toxic agent during or arising from employment
- F. While not under the care of a physician during the period immediately prior to death
- G. Death related to disease that might constitute a threat to public health

<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

13.22.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

CPD Death Investigation Policy

13.22.02 Part B - Agency Training Details (field will expand automatically)

13.23 LOST, FOUND, AND RECOVERED PROPERTY

13.23.01 Disposition of Property Other than Evidence
 The trainee shall review and explain California law and agency policies and procedures concerning the disposition of property other than evidence, including:

A. Property recovered by officer
 B. Property found by citizen
 C. Property (real or personal) of injured, ill, or deceased persons
 D. How Law Enforcement Data Systems (LEDS) can assist in determining property status.

Reference(s): Case # (If applicable) Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.23.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* N/A

CPD Property and Evidence Policy

13.23.01 Part B - Agency Training Details *(field will expand automatically)*

13.24 CROWD CONTROL								
13.24.01 First Amendment Rights								
The trainee shall explain the guaranteed First Amendment rights of freedom of speech and freedom of assembly, and will understand the responsibility of law enforcement to protect and uphold an individual’s right to free speech and assembly, while also protecting the lives and property of all people.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.24.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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13.24.01 Part B - Agency Training Details (field will expand automatically)
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13.24.02 Agency Philosophy and Law Enforcement Objective The trainee will explain and discuss the agency philosophy and law enforcement objective for controlling a crowd where there is a potential or imminent threat of violence. The discussion will minimally include the concept that law enforcement’s objective is to control the situation and prevent violations of law, without infringing on an individual or group’s First Amendment rights of free speech and assembly.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.24.02 Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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13.24.02 Part B - Agency Training Details <i>(field will expand automatically)</i>

13.24.03 Maintaining Objectivity								
The trainee will understand and be able to explain the fact that peace officers must not allow personal or political opinions, attitudes, or religious views to influence their responsibility to protect an individual’s rights to free speech and assembly.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.24.03 Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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13.24.03 Part B - Agency Training Details <i>(field will expand automatically)</i>

13.24.04 Restoring Order The trainee will explain the concept of restoring order, with an understanding that if the actions of a group turn from lawful to unlawful activities, law enforcement officers (following the law and agency policy) have a responsibility to control those actions efficiently and with minimal impact to the community.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
		When completed, print full name	Date	When completed, print full name		Date	When completed, print full name	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.24.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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13.24.04 Part B - Agency Training Details (field will expand automatically)
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13.24.05 Crowd Management Incidents The trainee will understand and be able to explain that “crowd management” deals with law enforcement response to a known event, activity, or occurrence where a large number of people may gather. Law enforcement response to crowd management situations will include incident planning and crowd containment strategies.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
		When completed, print full name	Date	When completed, print full name		Date	When completed, print full name	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.24.05 Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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13.24.05 Part B - Agency Training Details <i>(field will expand automatically)</i>	
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13.24.06 Agency Philosophy and Policies for CROWD MANAGEMENT Situations

The trainee will identify and explain the agency’s philosophy and policies for response to crowd management situations. A discussion of agency philosophy and policies will minimally include:

- A. Crowd Management at large planned/organized gatherings
 - 1. Protests/Demonstrations/First Amendment activities
 - 2. Labor disputes
 - 3. Concerts
 - 4. Sporting events/celebrations
 - 5. Holiday celebrations
 - 6. Cultural programs
 - 7. Religious gatherings
 - 8. Community activities
- B. Incident Planning
 - 1. Establishing a command post
 - 2. Coordination of resources
 - 3. Planning, preparation, and coordination with event promoters
 - 4. Deploying sufficient personnel with proper equipment
 - 5. Establishing a unified chain of command
- 6. Establishing rules of conduct for the crowd, law enforcement, media, etc.
- 7. Preparing to handle multiple arrests
- 8. Planning and coordinating the response of medical personnel or additional resources, if needed.
- 9. Making contingency plans for response if a riot situation ensues
- 10. The construction of written plans for the Incident Command System, State Emergency Management System, and National Incident Management System
- 11. Authorized/designated law enforcement personnel interacting with the media
- C. Containment
 - 1. Establishing a flexible and controllable perimeter for the crowd, whenever possible
 - 2. Using officers to control the entry and exit of the crowd within the perimeter

<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

13.24.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

13.24.06 Part B - Agency Training Details (field will expand automatically)

13.24.07 Crowd Control Incidents
 The trainee will understand and be able to explain that a “crowd control” situation is one in which law enforcement must respond to a preplanned or spontaneous event, activity, or occurrence where there is a potential or imminent threat of violence associated with a large gathering of people. In such situations, only the level(s) of force necessary (force which is reasonable under the law and agency policy) may be used to arrest or disperse violators and restore order.

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

13.24.07 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

N/A

13.24.07 Part B - Agency Training Details (field will expand automatically)

13.24.08 Agency Philosophy and Policies for CROWD CONTROL Situations

The trainee will identify and explain the agency’s philosophy and policies for response to crowd control situations. A discussion of agency philosophy and policies will minimally include the following:

- | | |
|--|---|
| <p>A. Isolation and containment</p> <ol style="list-style-type: none"> 1. Establishment of a perimeter around the crowd 2. Consideration of barricades and placement of additional personnel to maintain the perimeter 3. Maintaining the integrity of squads and platoons and avoiding becoming isolated in the crowd | <p>B. Law enforcement presence</p> <ol style="list-style-type: none"> 1. Coordination of resources 2. Communication 3. Deploying sufficient personnel with proper equipment 4. The announcement of dispersal orders (prepared announcement/amplified sound, multiple announcements in appropriate language) 5. Use of force options 6. Law enforcement documentation of its own response (video/audio) 7. Making selective arrests (arrest teams/ communication) 8. Establishing a unified chain of command 9. Preparing to handle multiple arrests 10. Planning and coordinating the response of medical personnel or additional resources, if needed 11. Authorized/designated law enforcement personnel interacting with media |
|--|---|

<i>Reference(s):</i>						<i>Case # (If applicable)</i>	<i>Incident #</i>	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

13.24.08 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

13.24.08 Part B - Agency Training Details (field will expand automatically)

13.24.09 Crowd Dispersal
 The trainee will understand and be able to discuss law enforcement actions immediately following crowd dispersal orders. The trainee will understand that if the only unlawful act at a crowd control situation is the forming of an unlawful assembly, the crowd should be given an opportunity to disperse voluntarily prior to law enforcement initiating any arrests.

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

13.24.09 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

13.24.09 Part B - Agency Training Details *(field will expand automatically)*

13.24.10 Clarity of Purpose, Objective, Mission, and Policy
 The trainee will understand and be able to discuss the importance of all law enforcement personnel at a crowd situation being aware of their purpose and agency policies. If any peace officer at a crowd management or crowd control incident is not absolutely clear on the law enforcement objective, mission, or agency policies relating to the incident, it is that officer’s responsibility to immediately contact a supervisor to obtain clarification.

<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

13.24.10 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* N/A

13.24.10 Part B - Agency Training Details *(field will expand automatically)*

13.24.11 Riot Control Incidents

The trainee will understand and be able to discuss the term “riot control” as it refers to the techniques used by peace officers in response to an escalation of crowd violence where reasonable force may be necessary to prevent additional violence, injuries, death, or the destruction of property.

Although law enforcement does not necessarily plan on riots erupting in all crowd situations, riot control is generally a contingency of a well-prepared crowd management plan. A discussion of riot control techniques will minimally include the following:

- A. Specific operational tactics and basic formations
- B. Additional resources, equipment, and personnel that may be required for a response
- C. Assignment of specific tasks
- D. Agency policies and procedures for mounting a quick, effective response to violence or violations of the law
- E. Dispersal orders
- F. Clarity on agency policies and guidelines for the use of less-lethal force (i.e. chemical agents, baton, beanbag rounds, taser, etc.)
- G. Clarity on the agency policy for the use of deadly force

<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

13.24.11 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

13.24.11 Part B - Agency Training Details (field will expand automatically)

13.24.12 Agency Philosophy and Policies for RIOT CONTROL Situations
 The trainee will identify and be able to discuss the agency philosophy and policies dealing with the principles of riot control. The discussion will minimally include the following:

- A. Containment
 - 1. Flexible outer perimeter controlling ingress and egress of the crowd
 - 2. Denying access and preventing others from joining the existing crowd
- B. Isolation
 - 1. Developing an inner perimeter so officers can focus on gaining control and rioters may be more likely to disperse
- C. Dispersal
 - 1. Dispersal can commence once the inner and outer perimeters have been established and control forces are in place to help support crowd movement, ingress, and egress
- D. Restoration of order
 - 1. Medical aid
 - 2. Detention, arrest, cite and release, transportation of arrestees
 - 3. Criminal investigation
 - 4. Authorized/designated law enforcement personnel interacting with the media

<i>Reference(s):</i>					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

13.24.12 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

13.24.12 Part B - Agency Training Details (field will expand automatically)

13.24.13 Law Enforcement Conduct
 The trainee will understand and be able to discuss the importance of proper law enforcement conduct in response to crowd and riot situations. All law enforcement personnel responding to such situations must conduct themselves legally and professionally, and in a calm and unbiased manner. Officers shall respond safely and professionally, and all law enforcement personnel shall follow the law and agency policies.

<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

13.24.13 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

13.24.13 Part B - Agency Training Details (field will expand automatically)

13.24.14 Use of Force in Response to Incidents Involving Crowds

The trainee shall explain the agency policy regarding the use of lethal and less lethal force when an officer is involved in any crowd management or crowd control situation. The trainee will understand and be able to articulate the agency’s use of force policies, and will explain the level(s) of force that may be necessary to control unlawful actions, arrest or disperse violators, and restore order. The trainee will understand that any level of force used in a crowd situation must be reasonable, lawful, and within agency policy.

<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

13.24.14 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

CPD Control Devices and Techniques Policy
 CPD Use of Force Policy

13.24.14 Part B - Agency Training Details (field will expand automatically)

13.24.15 Agency-Issued Riot Equipment								
The trainee will explain the appropriate use and maintenance of all agency-issued/approved riot equipment (e.g., helmets, shields, flex cuffs, and other equipment).								
<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

13.24.15 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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13.24.15 Part B - Agency Training Details (field will expand automatically)
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13.25 NEWS MEDIA RELATIONS								
13.25.01 Common Practices for Release of Information The trainee shall discuss the most common law enforcement practices as to who may release information to the news media and the notification procedures utilized.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.25.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD News Media Relations Policy	<input type="checkbox"/> N/A
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13.25.01 Part B - Agency Training Details <i>(field will expand automatically)</i>

13.25.02 Press Credentials								
The trainee shall recognize press credentials most commonly honored by law enforcement agencies.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.25.02 Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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13.25.02 Part B - Agency Training Details <i>(field will expand automatically)</i>

13.25.03 Media Access to Areas Closed to the Public								
The trainee shall identify the provisions of California law pertaining to the authorization of news media representatives to enter areas otherwise closed to the public.								
<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.25.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD News Media Relations Policy	<input type="checkbox"/> N/A
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13.25.03 Part B - Agency Training Details (field will expand automatically)
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13.25.04 Sensitive Information
 The trainee shall discuss types of information that could negatively affect the rights of an individual and/or place the investigation at risk if furnished to the news media, including:

- A. Statements as to the character or reputation of a victim, an accused person, or prospective witness
- B. Admissions, confessions, or alibis attributed to an accused person
- C. Performance or results of a test taken by a victim, suspect, or witness
- D. Refusal of a victim, suspect, or witness to take any test(s)
- E. The presumed credibility of an accused person or witness
- F. The probability of an accused person entering a guilty plea
- G. The opinioned value of evidence against an accused person
- H. Information prohibited by agency policy
- I. Information that would be detrimental to the investigation of the case
- J. Information that may jeopardize the rights of the individual

Reference(s): Case # (If applicable) Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments (field will expand automatically)

Additional Information:

13.25.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

CPD News Media Relations Policy

13.25.04 Part B - Agency Training Details (field will expand automatically)

13.26 HOSTAGE SITUATIONS AND BARRICADED SUSPECTS								
13.26.01 Tactical Considerations								
The trainee shall explain and/or demonstrate tactical considerations in dealing with hostage situations and/or barricaded suspects, including:								
A. Safe approach		D. Evacuation		E. Communication/negotiation with the suspect				
B. Containment of the scene								
C. Requesting appropriate assistance [e.g., hostage negotiator, specialized unit(s), etc.]								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.26.01 Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> CPD Hostages and Barricaded Suspects Policy	<input type="checkbox"/> N/A
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13.26.01 Part B - Agency Training Details <i>(field will expand automatically)</i>

13.27 SNIPER ATTACK								
13.27.01 Initial Response to Attack								
The trainee shall explain the steps which should be immediately taken when confronted with a “set-up”, ambush, or sniper attack, including:								
A. Seeking cover and/or concealment				C. Isolating and clearing the area(s)				
B. Calling for assistance				D. Determining possible location(s) of assailant(s)				
<i>Reference(s):</i>						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<i>Comments (field will expand automatically)</i>								

Additional Information:

13.27.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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13.27.01 Part B - Agency Training Details (field will expand automatically)
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13.27.03 Firebombed Vehicle
 The trainee shall discuss tactics that should be used when an occupied police vehicle has been hit with a firebomb, including:

A. Accelerating out of the danger zone if vehicle is still operable

B. Abandon the vehicle

1. After initial flame burst
2. If bomb enters vehicle
3. If vehicle is incapacitated

<i>Reference(s):</i>					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

13.27.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

13.27.03 Part B - Agency Training Details (field will expand automatically)

13.28 ANIMAL CONTROL

13.28.01 Agency Policy and Procedures
 The trainee shall explain the agency’s policy and procedures when confronted with different types of animal control situations. These types of situations shall minimally include:

A. Animals that are:

1. Dead
2. Injured
3. Noisy
4. Rabid
5. Strays
6. Wild/feral

B. Nuisances created by unsanitary keeping of animals

C. Protective custody of animals

D. Animal bites

<i>Reference(s):</i>						<i>Case # (If applicable)</i>	<i>Incident #</i>	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.28.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

CPD Animal Control Policy

13.28.01 Part B - Agency Training Details (field will expand automatically)

13.28.02 Destroying of Vicious, Dangerous, or Injured Animal
 The trainee shall explain the agency’s policy and procedures when it is determined that a vicious, dangerous, or injured animal must be killed/destroyed. The explanation shall minimally include:

A. Whom to notify prior to shooting the animal
 B. Who may shoot the animal
 C. Proper and most humane method for shooting the animal
 D. What report(s) must be completed following the shooting of the animal
 E. Proper disposal of the dead animal

<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

13.28.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

CPD Animal Control Policy

13.28.02 Part B - Agency Training Details (field will expand automatically)

13.28.03 Handling an Animal Control Situation								
Given an incident, the trainee shall effectively assess and handle an animal control situation.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.28.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Animal Control Policy	<input type="checkbox"/> N/A
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13.28.03 Part B - Agency Training Details (field will expand automatically)
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See next page for Attestation

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (<https://www.post.ca.gov/field-training--police-training.aspx>). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.
2. **Front cover (optional):** To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.
3. **For each section (1–18):**
 - Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
 - Below each table:
 - *Part A:* Enter applicable references from your agency’s Policies & Procedure Manual.
 - *Part B:* Enter your agency’s training details.
4. **After completing ALL sections (1–18),** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
 - 1) **Your completed FTP Guide**
 - 2) **FTP Approval Checklist ([POST Form 2-230](#))**
NOTE: Guides submitted without this form *will NOT be reviewed*.
 - 3) **Your Department’s Policy & Procedure Manual**
5. MAIL YOUR ELECTRONIC MEDIA TO:
Commission on POST
860 Stillwater Road, Suite 100
West Sacramento, CA 95605
Attn: Phil Caporale – BTB
6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency's Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. **Tracking your training sessions:**
 - Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
 - Enter any note-worthy comments related to the trainee's performance.
3. **If trainee requires remedial training:**
 - Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
 - Enter any additional note-worthy comments related to the trainee's performance.
4. **Attestation:** After all competencies have been performed, including any remedial training, the primary FTO and Trainee **MUST** enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section

SECTION **14**

Investigations/Evidence

14.1 – 14.10 COMPETENCY REQUIREMENTS

Contents	
14.1	Interviewing and Interrogation
14.2	Preliminary Investigation
14.3	Burden of Proof
14.4	Concepts of Evidence
14.5	Rules of Evidence
14.6	Evidence Collection and Preservation
14.7	Lineups
14.8	Sources of Information
14.9	Subpoenas
14.10	Courtroom Testimony and Demeanor
	Attestation
	Instructions to Administrators
	Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

- 1) The POST FTP Approval Checklist ([Form 2-230](#))
- 2) Your department's *Policy & Procedure Manual*
- 3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS**14.1 INTERVIEWING AND INTERROGATION**

- 14.1.01 Preparing for an Interview
- 14.1.02 Taking Statements
- 14.1.03 Contents of a Good Statement
- 14.1.04 Miranda Warning
- 14.1.05 Conducting an Interview

14.2 PRELIMINARY INVESTIGATION

- 14.2.01 Investigating Cold Crimes
- 14.2.02 Crimes Against Property
- 14.2.03 Handling Crimes Against Property
- 14.2.04 Crimes Against Persons
- 14.2.05 Handling Crimes Against Persons
- 14.2.06 Investigating Specific Crimes
- 14.2.07 Serious Injury or Death Scenes
- 14.2.08 Evidence Technicians/Criminalists
- 14.2.09 Preliminary Investigations

14.3 BURDEN OF PROOF

- 14.3.01 Understanding the Burden of Proof

14.4 CONCEPTS OF EVIDENCE

- 14.4.01 Evidence Definition and Types
- 14.4.02 Evidence and Related Materials
- 14.4.03 Purpose of Evidence
- 14.4.04 Tests of Admissibility
- 14.4.05 Witness Qualifications
- 14.4.06 Privileged Communication

14.5 RULES OF EVIDENCE

- 14.5.01 Exclusionary Rule
- 14.5.02 Hearsay Rule

14.6 EVIDENCE COLLECTION AND PRESERVATION

- 14.6.01 Locating Physical Evidence
- 14.6.02 Weather Conditions
- 14.6.03 Preserving Evidence
- 14.6.04 Agency Policy
- 14.6.05 Storage of Evidence
- 14.6.06 Taking Evidence to Laboratories and Court
- 14.6.07 Chain of Custody/Evidence
- 14.6.08 Demonstrate Handling of Evidence

14.7 LINEUPS

- 14.7.01 Methods for Identifying Suspects
- 14.7.02 Agency Policy and Procedures
- 14.7.03 Photographic Identifications

14.8 SOURCES OF INFORMATION

- 14.8.01 Networking with the Community
- 14.8.02 Informants
- 14.8.03 Public and Private Records

14.9 SUBPOENAS

- 14.9.01 Definition, Authority, and Immunities
- 14.9.02 Agency Practices

14.10 COURTROOM TESTIMONY AND Demeanor

- 14.10.01 Professional Demeanor and Appearance
- 14.10.02 Pre-Trial Conference
- 14.10.03 Principles of Effective Testimony
- 14.10.04 Dealing with Attorney Personalities
- 14.10.05 Courtroom Security Policies and Procedures
- 14.10.06 Perjury and Falsifying Police Reports
- 14.10.07 Courtroom Testimony Preparation and Demonstration

SECTION 14 INVESTIGATIONS/EVIDENCE

CHECK ONE ONLY: PHASE 1 PHASE 2 PHASE 3 PHASE 4 PHASE 5

Trainee

FTO

14.1 INTERVIEWING AND INTERROGATION

14.1.01 Preparing for an Interview

The trainee shall explain the systematic steps he/she should take in preparing for an interview or interrogation.

<i>Reference(s):</i>					<i>Case # (If applicable)</i>	<i>Incident #</i>		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

14.1.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

CPD Investigation and Prosecution Policy

14.1.01 Part B - Agency Training Details (field will expand automatically)

14.1.02 Taking Statements
 The trainee shall discuss basic rules in statement taking and interviewing. These rules shall minimally include:

A. Asking direct and brief questions; Let the person being interviewed do the majority of the talking
 B. Controlling the interview; Minimize rambling by the person being interviewed
 C. Avoiding leading questions except when absolutely necessary
 D. Putting the person being interviewed at ease
 E. Writing statements verbatim (when appropriate) from person being interviewed
 F. Not improvising or making assumptions

<i>Reference(s):</i>						<i>Case # (If applicable)</i>	<i>Incident #</i>	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

14.1.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

14.1.02 Part B - Agency Training Details (field will expand automatically)

14.1.03 Contents of a Good Statement
 The trainee shall describe the contents of a good statement. These contents shall minimally include:

A. What happened	E. How it happened
B. When it happened	F. Why it happened
C. Where it happened	G. How many people were involved
D. Who it happened to	H. Who else was involved

<i>Reference(s):</i>				Case # (If applicable)	Incident #			
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date	<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	When completed, print full name	Date	<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

14.1.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

14.1.03 Part B - Agency Training Details (field will expand automatically)

14.1.04 Miranda Warning								
The trainee shall explain the ramifications of issuing the Miranda warning and describe when and why it should or should not be used during interrogations.								
Reference(s):						Case # (if applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

14.1.04	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input type="checkbox"/> N/A
	CPD Investigations and Prosecution Policy CPD Temporary Custody of Juveniles Policy	

14.1.04	Part B - Agency Training Details (field will expand automatically)
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14.1.05 Conducting an Interview Given a situation in which a statement should be taken, the trainee shall properly conduct an interview and satisfactorily summarize the information on the appropriate form.								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:								

Additional Information:

14.1.05	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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14.1.05	Part B - Agency Training Details (field will expand automatically)
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14.2 PRELIMINARY INVESTIGATION								
14.2.01 Investigating Cold Crimes								
The trainee shall properly obtain all information necessary for the completion of a “cold” crime.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

14.2.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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14.2.01	Part B - Agency Training Details (field will expand automatically)
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14.2.02 Crimes Against Property
 The trainee shall review and explain an officer’s responsibilities associated with the preliminary investigation and reporting of in-progress or fresh crimes against property. These responsibilities should minimally include:

- A. Identity or description of suspect(s)
- B. Description of loss
- C. Direction of flight of suspect(s)
- D. Possibility of weapons being involved
- E. Radio broadcasts of all known and important information
- F. Conducting a witness check
- G. Pursuit and/or apprehension of suspects, if possible

<i>Reference(s):</i>					<i>Case # (If applicable)</i>	<i>Incident #</i>		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

14.2.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

14.2.02 Part B - Agency Training Details (field will expand automatically)

14.2.03 Handling Crimes Against Property Given an in-progress or fresh incident involving a crime against property, the trainee shall properly assess and perform all the objectives necessary to satisfactorily complete the preliminary investigation, including the satisfactory completion of the proper report(s).								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play
Trainee:					<input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:								

Additional Information:

14.2.03	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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14.2.03	Part B - Agency Training Details (field will expand automatically)
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14.2.04 Crimes Against Persons
 The trainee shall review and explain an officer’s responsibilities associated with the preliminary investigation and reporting of in-progress or fresh crimes against persons. These responsibilities should minimally include:

- A. Identity or description of suspect(s)
- B. Description of injury and/or loss
- C. Direction of flight of suspect(s)
- D. Possibility of weapons being involved
- E. Radio broadcasts of all known and important information
- F. Conducting a witness check
- G. Pursuit and/or apprehension of suspects, if possible

<i>Reference(s):</i>					<i>Case # (if applicable)</i>	<i>Incident #</i>		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments:</i>								

Additional Information:

14.2.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

14.2.04 Part B - Agency Training Details (field will expand automatically)

14.2.05 Handling Crimes Against Persons Given an in-progress or fresh incident involving a crime against a person, the trainee shall properly assess and perform all the objectives necessary to satisfactorily complete the preliminary investigation, including the satisfactory completion of the proper report(s).								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

14.2.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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14.2.05 Part B - Agency Training Details (field will expand automatically)

14.2.06 Investigating Specific Crimes
 The trainee shall explain the steps to take while investigating various crimes against persons, including:

A. Rape/Sexual assault	D. Child Abuse
B. Robbery	E. Elder Abuse
C. Kidnapping	F. Felonious assault

<i>Reference(s):</i>	Case # (If applicable)	Incident #
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	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments:

Additional Information:

14.2.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

CPD Sexual Assault Investigations Policy
 CPD Adult Abuse Policy
 CPD Child Abuse Policy

14.2.06 Part B - Agency Training Details (field will expand automatically)

14.2.07 Serious Injury or Death Scenes
 The trainee shall discuss the steps to take initially at a scene where a serious injury or death has occurred. These steps shall minimally include:

A. Preserving the scene, including the restriction of unauthorized police personnel	D. Making proper notifications
B. Determining the need for first aid and summoning medical assistance	E. Locating visible physical evidence
C. Identifying and apprehending suspect(s), if possible	F. Locating and interviewing witnesses or possible witnesses as appropriate

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

14.2.07 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

CPD Adult Abuse Policy
 CPD Child Abuse Policy
 CPD Domestic Violence Policy
 CPD Death Investigation Policy

14.2.07 Part B - Agency Training Details (field will expand automatically)

14.2.08 Evidence Technicians/Criminalists								
The trainee shall recognize what types of situations require the skills of an evidence technician or criminalist.								
Reference(s):						Case # (if applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

14.2.08	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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14.2.08	Part B - Agency Training Details (field will expand automatically)
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14.2.09 Preliminary Investigations								
The trainee shall demonstrate the ability to conduct thorough and complete preliminary investigations.								
Reference(s):						Case # (if applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

14.2.09	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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14.2.09	Part B - Agency Training Details (field will expand automatically)
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14.3 BURDEN OF PROOF

14.3.01 Understanding the Burden of Proof
 The trainee shall define the term “burden of proof” and determine whether the burden of proof falls upon the prosecution or defense during a criminal trial in the following situations:

- A. Criminal Guilt
- B. *Corpus delicti*
- C. Jurisdiction
- D. Double jeopardy as a defense
- E. Self-defense as a defense
- F. Insanity as a defense

Reference(s):					Case # (If applicable)	Incident #		
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:								

Additional Information:

14.3.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

14.3.01 Part B - Agency Training Details (field will expand automatically)
 California Evidence Code Section(s) 500; 520; 550 and 666

14.4 CONCEPTS OF EVIDENCE								
14.4.01 Evidence Definition and Types								
The trainee shall review the term “evidence” as defined by California law, and recognize the various concepts of evidence, including:								
A. Direct evidence				B. Indirect/Circumstantial evidence				
Reference(s): Evidence Codes 140 and 410						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

14.4.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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14.4.01	Part B - Agency Training Details (field will expand automatically)
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14.4.02 Evidence and Related Materials The trainee shall discuss and give examples of the following evidence and related materials: A. Fruits of a crime B. Instrumentalities of a crime C. Contraband								
Reference(s):						Case # (if applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

14.4.02	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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14.4.02	Part B - Agency Training Details (field will expand automatically)
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14.4.03 Purpose of Evidence
 The trainee shall explain the purposes for offering evidence in court including:

A. As an item of proof
 B. To impeach a witness
 C. To rehabilitate a witness
 D. To assist in determining sentence

<i>Reference(s):</i>							Case # (If applicable)	Incident #
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

14.4.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

14.4.03 Part B - Agency Training Details (field will expand automatically)

14.4.04 Tests of Admissibility
 The trainee shall explain the tests which an item of evidence must successfully pass before it may be admitted into any criminal court, including that the evidence must:

A. Be relevant to the matter in issue
 B. Be competently presented in court
 C. Have been legally obtained

Reference(s) : Evidence Code [210](#) Case # (If applicable) Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments:

Additional Information:

14.4.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

14.4.04 Part B - Agency Training Details (field will expand automatically)

14.4.05 Witness Qualifications
 The trainee shall identify at least three of the following as qualifications that a witness must meet before testifying in a criminal trial in the State of California:

A. Know the difference between right and wrong
 B. Understand his/her duty to tell the truth
 C. Possess the ability to express himself/herself concerning the matter to be understood
 D. Testify only to those facts that are personal knowledge (with the exception of those areas covered by the Hearsay Rule)

Reference(s): Evidence Code [701](#) Case # (If applicable) Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments:

Additional Information:

14.4.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

14.4.05 Part B - Agency Training Details (field will expand automatically)

14.4.06 Privileged Communication
 The trainee shall explain the privileged communication rule and provide examples to include:

A. Husband and wife
 B. Attorney and client
 C. Clergy person and confessor
 D. Physician and patient

Reference(s): Evidence Codes [950](#), [970](#), [980](#), [990](#), and [1030](#) Case # (If applicable) Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments:

Additional Information:

14.4.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

14.4.06 Part B - Agency Training Details (field will expand automatically)

14.5 RULES OF EVIDENCE

14.5.01 Exclusionary Rule
 The trainee shall describe the effects of the “Exclusionary Rule” upon police actions and procedures in the following areas:

A. Civil rights
 B. Inadmissible evidence
 C. Possibility of false arrest

Reference(s):						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:								

Additional Information:

14.5.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

14.5.01 Part B - Agency Training Details (field will expand automatically)

14.6 EVIDENCE COLLECTION AND PRESERVATION

14.6.01 Locating Physical Evidence
 The trainee shall search a crime scene and locate physical evidence through the use of an organized method which may include:

A. Strip C. Spiral
 B. Quadrant

Reference(s): Case # (If applicable) Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments:

Additional Information:

14.6.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

14.6.01 Part B - Agency Training Details (field will expand automatically)

14.6.02 Weather Conditions								
The trainee shall explain and/or demonstrate the methods for preserving evidence at a crime scene in fair and inclement weather.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

14.6.02	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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14.6.02	Part B - Agency Training Details (field will expand automatically)
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14.6.03 Preserving Evidence The trainee shall demonstrate the ability to properly preserve evidence in a way that ensures it is received by the examining authority or court in as nearly as possible to the same condition as it was found.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
		When completed, print full name	Date	When completed, print full name		Date	When completed, print full name	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

14.6.03	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Property and Evidence Policy	<input type="checkbox"/> N/A
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14.6.03	Part B - Agency Training Details (field will expand automatically)
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14.6.04 Agency Policy
 The trainee shall review and explain the agency’s policies and procedures regarding the following:

- A. Handling controlled substances
- B. Depositing property, evidence, and money
- C. Calling out Crime Scene Investigators and/or detectives to process a crime scene
- D. Depositing firearms, miscellaneous weapons, and explosives
- E. Withdrawing and returning property

<i>Reference(s):</i>					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

14.6.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

CPD Property and Evidence Policy

14.6.04 Part B - Agency Training Details (field will expand automatically)

4.6.05 Storage of Evidence								
The trainee shall explain the provisions of the agency’s rules, policies, and procedures regarding the storage of evidence.								
<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

14.6.05	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Property and Evidence Policy	<input type="checkbox"/> N/A
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14.6.05	Part B - Agency Training Details (field will expand automatically)
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14.6.06 Taking Evidence to Laboratories and Court								
The trainee shall review and explain the agency’s policies and procedures regarding taking evidence to laboratory examination facilities and court.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

14.6.06	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Property and Evidence Policy	<input type="checkbox"/> N/A
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14.6.06	Part B - Agency Training Details (field will expand automatically)
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14.6.07 Chain of Custody/Evidence								
The trainee shall explain the meaning of “chain of custody” or “chain of evidence.”								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

14.6.07	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Property and Evidence Policy	<input type="checkbox"/> N/A
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14.6.07	Part B - Agency Training Details (field will expand automatically)
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14.6.08 Demonstrate Handling of Evidence								
Given a crime situation in which any form of evidence is recovered, the trainee shall collect, preserve, and deliver the evidence, and properly complete all necessary forms (property reports, evidence tags, etc.) in order to document the chain of custody.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

14.6.08	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Property and Evidence Policy	<input type="checkbox"/> N/A
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14.6.08	Part B - Agency Training Details (field will expand automatically)
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14.7 LINEUPS								
14.7.01 Methods for Identifying Suspects								
The trainee shall explain technical methods for identifying suspects, including:								
A. Field show-up		B. Photo identification		C. Identification kit		D. Artist’s conception		
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

14.7.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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14.7.01	Part B - Agency Training Details (field will expand automatically)
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14.7.02 Agency Policy and Procedures
 The trainee shall review and explain the agency policy and procedure(s), including admonitions, for conducting the following types of line-ups:

A. In custody
 B. In the field
 C. Photographic

Reference(s):						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:								

Additional Information:

14.7.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

14.7.02 Part B - Agency Training Details (field will expand automatically)
 Photo Line Up Protocol

14.7.03 Photographic Identifications
 The trainee shall explain and/or demonstrate the following procedures for a photographic identification:

A. Use of multiple photos
 B. Witness instructions
 C. Control of the situation
 D. Similar appearances

<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

14.7.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

14.7.03 Part B - Agency Training Details (field will expand automatically)

14.8 SOURCES OF INFORMATION								
14.8.01 Networking with the Community The trainee shall discuss the importance of identifying and developing sources of information through networking with persons in the community.								
<i>Reference(s):</i>						<i>Case # (If applicable)</i>	<i>Incident #</i>	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

14.8.01	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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14.8.01	Part B - Agency Training Details <i>(field will expand automatically)</i>
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14.8.02 Informants The trainee shall describe techniques for identifying and developing “informants,” including: A. The hazards of divulging too much information to informants B. The danger of breaking confidentiality								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments (field will expand automatically)								

Additional Information:

14.8.02	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Confidential Informants Policy	<input type="checkbox"/> N/A
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14.8.02	Part B - Agency Training Details (field will expand automatically)
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14.8.03 Public and Private Records								
The trainee shall explain the types of public and private records that may be of assistance when collecting investigative information.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

14.8.03	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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14.8.03	Part B - Agency Training Details <i>(field will expand automatically)</i>
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14.9 SUBPOENAS								
14.9.01 Definition, Authority, and Immunities								
The trainee shall define the term “subpoena” and describe the authority and immunities associated with the subpoena, including:								
A. Who may exercise the power of a subpoena				E. What immunities from arrest are granted to a person traveling in answer to a subpoena				
B. Who may serve a subpoena				F. How a subpoena is enforced				
C. How a subpoena is served				D. Who is subject to the power of a subpoena				
Reference(s):						Case # (if applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

14.9.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input type="checkbox"/> N/A
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14.9.01	Part B - Agency Training Details (field will expand automatically)
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14.9.02 Agency Practices								
The trainee shall review and explain the agency’s practices and policies concerning the subpoena process.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

14.9.02	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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14.9.02	Part B - Agency Training Details <i>(field will expand automatically)</i>
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14.10 COURTROOM TESTIMONY AND DEMEANOR								
14.10.01 Professional Demeanor and Appearance The trainee shall explain the value of impressive and professional courtroom demeanor and appearance.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

14.10.01 Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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14.10.01 Part B - Agency Training Details <i>(field will expand automatically)</i>

14.10.02 Pre-Trial Conference								
The trainee shall explain the value of a pre-trial conference with the prosecuting attorney. This shall minimally include:								
A. Refreshing the officer’s memory				B. Coordination of efforts				
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

14.10.02 Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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14.10.02 Part B - Agency Training Details <i>(field will expand automatically)</i>

14.10.03 Principles of Effective Testimony
 The trainee shall identify and explain principles of effective testimony. These principles shall minimally include:

A. Honesty
 B. Clarity
 C. Brevity
 D. Objectivity
 E. Poise

Reference(s): Case # (If applicable) Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments (field will expand automatically)

Additional Information:

14.10.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

14.10.03 Part B - Agency Training Details (field will expand automatically)

14.10.04 Dealing with Attorney Personalities
 The trainee shall explain the value of furnishing testimony in a professional manner, even when confronted with attorneys that are:

A. Irate
 B. Offensive
 C. Threatening
 D. Argumentative
 E. Overly friendly

Reference(s): Case # (If applicable) Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments (field will expand automatically)

Additional Information:

14.10.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

14.10.04 Part B - Agency Training Details (field will expand automatically)

14.10.05 Courtroom Security Policies and Procedures
 The trainee shall become familiar with local courtroom security policies and procedures such as:

A. Prisoner Escort
 B. Prisoner Restraint
 C. Screening of Courtroom Audience
 D. Disturbance Procedures

<i>Reference(s):</i>							Case # (If applicable)	Incident #
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

14.10.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

14.10.05 Part B - Agency Training Details (field will expand automatically)

14.10.06 Perjury and Falsifying Police Reports
 The trainee shall recognize that perjury and the falsification of police reports are crimes, and may result in the following consequences:

A. Criminal and civil action against the officer
 B. Irreparable damage to the officer’s credibility (Brady List)
 C. Irreparable damage to the prosecution of a case
 D. May result in civil actions against the agency

<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

14.10.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

14.10.06 Part B - Agency Training Details (field will expand automatically)

14.10.07 Courtroom Testimony Preparation and Demonstration								
The trainee shall demonstrate the ability to prepare and furnish courtroom testimony in such a manner as to promote professionalism and the administration of justice.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

14.10.07	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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14.10.07	Part B - Agency Training Details <i>(field will expand automatically)</i>
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See next page for Attestation

Part 5 – Section 14: Investigation/Evidence

ATTESTATION FOR SECTION 14

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Click on the ‘X’ in the signature line to activate the signature field > Right click and select “Sign” from the menu.
- Click on “Select Image” > Locate your signature file > Click “Open” to place your signature (date appears automatically).

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (<https://www.post.ca.gov/field-training--police-training.aspx>). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.
2. **Front cover (optional):** To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.
3. **For each section (1–18):**
 - Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
 - Below each table:
 - Part A:* Enter applicable references from your agency’s Policies & Procedure Manual.
 - Part B:* Enter your agency’s training details.
4. **After completing ALL sections (1–18),** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
 - 1) **Your completed FTP Guide**
 - 2) **FTP Approval Checklist ([POST Form 2-230](#))**
NOTE: Guides submitted without this form will NOT be reviewed.
 - 3) **Your Department’s Policy & Procedure Manual**
5. MAIL YOUR ELECTRONIC MEDIA TO:
Commission on POST
860 Stillwater Road, Suite 100
West Sacramento, CA 95605
Attn: Phil Caporale – BTB
6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency’s Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. **Tracking your training sessions:**
 - Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
 - Enter any note-worthy comments related to the trainee’s performance.
3. **If trainee requires remedial training:**
 - Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
 - Enter any additional note-worthy comments related to the trainee’s performance.
4. **Attestation:** After all competencies have been performed, including any remedial training, the primary FTO and Trainee **MUST** enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section

SECTION **15**

Tactical Communication/Conflict Resolution

15.1 – 15.4 COMPETENCY REQUIREMENTS

Contents
15.1 Tactical Communications
15.2 Handling Disputes (General)
15.3 Civil Disputes
15.4 Repossessions
List of Subtopics
Attestation
Instructions to Administrators
Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

- 1) The POST FTP Approval Checklist ([Form 2-230](#))
- 2) Your department's *Policy & Procedure Manual*
- 3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS**15.1 TACTICAL COMMUNICATION**

- 15.1.01 Verbal and Nonverbal Cues
- 15.1.02 Benefits of Tactical Communication
- 15.1.03 Demonstration of Tactical Communication
- 15.1.04 Deflection Techniques
- 15.1.05 Five-Step Process for Generating Voluntary Compliance

15.2 HANDLING DISPUTES (GENERAL)

- 15.2.01 Basic Responsibilities at the Scene of a Dispute
- 15.2.02 Social Service Organizations
- 15.2.03 Inherent Dangers to Officers
- 15.2.04 Separating Parties in a Dispute
- 15.2.05 Private Person Arrest Procedures
- 15.2.06 Use of Different Techniques
- 15.2.07 Handling a Dispute Situation

15.3 CIVIL DISPUTES

- 15.3.01 Agency Policy on Landlord-Tenant Disputes
- 15.3.02 California Law and Agency Procedures Regarding Landlord-Tenant Disputes
- 15.3.03 Agency Policy on Labor-Management Disputes
- 15.3.04 Policing Problems During Labor-Management Disputes
- 15.3.05 Small Claims Court
- 15.3.06 Handling a Civil Dispute

15.4 REPOSSESSIONS

- 15.4.01 Rules and Agency Policy Regarding Repossessions

SECTION 15 TACTICAL COMMUNICATION/CONFLICT RESOLUTION

CHECK ONE ONLY: PHASE 1 PHASE 2 PHASE 3 PHASE 4 PHASE 5

Trainee

FTO

15.1 TACTICAL COMMUNICATION								
15.1.01 Verbal and Nonverbal Cues								
The trainee shall discuss how tactical communication involves both professional demeanor and words (verbal and nonverbal cues).								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
		Signature	Date	Signature		Date	Signature	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

15.1.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

15.1.01 Part B - Agency Training Details (field will expand automatically)

15.1.02 Benefits of Tactical Communication The trainee shall identify and explain the benefits of tactical communication, including: A. Enhanced safety (reduced likelihood of physical confrontation and injury) B. Enhanced professionalism (decreased citizen complaints, personal and professional stress, and civil liability)								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

15.1.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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15.1.02 Part B - Agency Training Details (field will expand automatically)

15.1.03 Demonstration of Tactical Communication								
The trainee shall demonstrate an ability to perform in a calm, professional demeanor while de-escalating hostilities or conflicts (i.e., without resorting to physical violence).								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

15.1.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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15.1.03 Part B - Agency Training Details (field will expand automatically)

15.1.04 Deflection Techniques
 The trainee shall explain and demonstrate the ability to use deflection techniques in response to verbal abuse. Every word that follows “but” should be professional language that is goal directed. Examples might include:

A. “I appreciate that, but I need to see your driver’s license, vehicle registration, and proof of insurance.”

B. “I understand that, but I need you to move your vehicle.”

<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

15.1.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

15.1.04 Part B - Agency Training Details (field will expand automatically)

15.1.05 Five-Step Process for Generating Voluntary Compliance
 Given a scenario or an actual incident involving an uncooperative subject(s), the trainee shall be able to generate voluntary compliance using the five-step process:

A. **Ask** (Ethical Appeal) – The subject is given an opportunity to voluntarily comply by simply being asked to comply

B. **Set Context** (Reasonable Appeal) – The “why” questions are answered by the identification or explanation of the law, policy, or rationale that applies to the situation.

C. **Present Options** (Personal Appeal) – Explain possible options

D. **Confirm** (Practice Appeal) – Provides one last opportunity for voluntary compliance. For example, “Is there anything I can say to gain your cooperation at this time?”

E. **Act** (Take appropriate action)

<i>Reference(s):</i>					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

15.1.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

15.1.05 Part B - Agency Training Details (field will expand automatically)

15.2 HANDLING DISPUTES (GENERAL)								
15.2.01 Basic Responsibilities at the Scene of a Dispute								
The trainee shall explain an officer’s basic responsibilities at the scene of a dispute. These responsibilities shall minimally include:								
A. Remaining impartial				F. Suggesting solutions to the problem				
B. Preserving the peace				G. Offering appropriate referrals				
C. Determining whether or not a crime has been committed				H. Considering arrest as a reasonable alternative if a crime has been committed				
D. Conducting an investigation if a crime has been committed.								
E. Providing safety to individuals and property								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

15.2.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A
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15.2.01	Part B - Agency Training Details (field will expand automatically)
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15.2.02 Social Service Organizations
 The trainee shall identify various social service organizations that are available within the city or county to render assistance in dispute situations. These organizations shall minimally include those dealing with:

- A. Public health
- B. Alcohol problems
- C. Family counseling and child guidance
- D. Drug problems
- E. Humane Society/Society for the Prevention of Cruelty to Animals (SPCA)
- F. Any additional city/county agencies or organizations

<i>Reference(s):</i>						Case # (If applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	Signature	Date	Signature	Date		Signature	Date		
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	
Trainee:								<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	
Comments:									

Additional Information:

15.2.02	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A

15.2.02	Part B - Agency Training Details (field will expand automatically)

15.2.03 Inherent Dangers to Officers								
The trainee shall explain the inherent dangers to officers who enter the home of a family (or other occupants) involved in a dispute.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

15.2.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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15.2.03 Part B - Agency Training Details (field will expand automatically)

15.2.04 Separating Parties in a Dispute								
The trainee shall explain the advantages and disadvantages of separating parties in a dispute and gathering information from them individually.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

15.2.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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15.2.04 Part B - Agency Training Details (field will expand automatically)

15.2.05 Private Person Arrest Procedures								
The trainee shall explain private person arrest procedures at disputes.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

15.2.05	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Private Person Arrest Policy	<input type="checkbox"/> N/A
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15.2.05	Part B - Agency Training Details (field will expand automatically)
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15.2.06 Use of Different Techniques The trainee shall assess and explain different techniques to use in given dispute situations. These situations shall minimally include: A. Family disputes B. Neighbor disputes C. Juvenile dispute D. Loud parties/loud noise								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
Trainee:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:								

Additional Information:

15.2.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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15.2.06 Part B - Agency Training Details (field will expand automatically)	
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15.2.07 Handling a Dispute Situation Given a scenario or an actual incident involving a dispute, the trainee shall assess and handle the dispute in a safe, efficient, reasonable, and discretionary manner.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

15.2.07 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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15.2.07 Part B - Agency Training Details (field will expand automatically)

15.3 CIVIL DISPUTES								
15.3.01 Agency Policy on Landlord-Tenant Disputes The trainee shall review and explain the agency’s policy on handling landlord-tenant disputes.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

15.3.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A
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15.3.01	Part B - Agency Training Details (field will expand automatically)
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<p>15.3.02 California Law and Agency Procedures Regarding Landlord-Tenant Disputes</p> <p>The trainee shall identify and explain California law (civil and criminal) and agency procedures applicable to situations that arise from landlord-tenant disputes. These situations shall minimally include:</p> <p>A. Evictions B. Lockouts C. Trespasses D. Confiscation of property</p>								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

<p>15.3.02</p>	<p>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</p>	<input checked="" type="checkbox"/>	<p>N/A</p>
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<p>15.3.02</p>	<p>Part B - Agency Training Details (field will expand automatically)</p>
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15.3.03 Agency Policy on Labor-Management Disputes								
The trainee shall review and explain the agency’s policy on labor-management disputes.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

15.3.03	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A
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15.3.03	Part B - Agency Training Details (field will expand automatically)
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15.3.04 Policing Problems During Labor-Management Disputes
 The trainee shall explain agency policy and procedures relative to typical policing problems that occur during labor-management disputes. These problems shall minimally include:

- A. Obstruction of ingress or egress
- B. Blocking of sidewalks and roadways
- C. Outside agitators
- D. Violence and vandalism
- E. Trespasses

<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

15.3.04	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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15.3.04	Part B - Agency Training Details <i>(field will expand automatically)</i>
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15.3.05 Small Claims Court								
The trainee shall explain the role of the small claims court relative to civil disputes.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

15.3.05	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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15.3.05	Part B - Agency Training Details (field will expand automatically)
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15.3.06 Handling a Civil Dispute Given any situation involving a civil dispute, the trainee shall assess and handle the situation in a safe and effective manner, consistent with agency policy and state law.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

15.3.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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15.3.06 Part B - Agency Training Details (field will expand automatically)	
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15.4 REPOSSESSIONS								
15.4.01 Rules and Agency Policy Regarding Repossessions								
The trainee shall explain and discuss the general rules and agency policies regarding property repossessions. These shall minimally include:								
A. What property is subject to repossession				C. To what lengths a reposessor may go				
B. Who may make a repossession				D. When a repossession is complete				
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

15.4.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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15.4.01	Part B - Agency Training Details (field will expand automatically)
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See next page for Attestation

Part 5 – Section 15: Tactical Communication/Conflict Resolution

ATTESTATION FOR SECTION 15

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Click on the 'X' in the signature line to activate the signature field > Right click and select "Sign" from the menu.
- Click on "Select Image" > Locate your signature file > Click "Open" to place your signature (date appears automatically).
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and Trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the Trainee in accordance with the agency's training requirements for this portion of the Field Training Program.
 2. The Trainee demonstrated all competencies required for this portion of the Field Training Program.
 3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the Trainee.
 4. The final evaluation of the Trainee's performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the Trainee.
-

X _____

Primary Field Training Officer:

Print Full Name: _____

X _____

Trainee:

Print Full Name: _____

IMPORTANT: After signing the Attestation, the file will be "locked" and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Right click on the signature line > Select "Remove" from the menu.

See the following pages for Instructions to Administrators and FTOs

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (<https://www.post.ca.gov/field-training--police-training.aspx>). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.
2. **Front cover (optional):** To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.
3. **For each section (1–18):**
 - a. Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
 - b. Below each table:
 - *Part A:* Enter applicable references from your agency’s Policies & Procedure Manual.
 - *Part B:* Enter your agency’s training details.
4. **After completing ALL sections (1–18),** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
 - 1) **Your completed FTP Guide**
 - 2) **FTP Approval Checklist** ([POST Form 2-230](#))
NOTE: Guides submitted without this form will NOT be reviewed.
 - 3) **Your Department’s Policy & Procedure Manual**
5. MAIL YOUR ELECTRONIC MEDIA TO:
Commission on POST
860 Stillwater Road, Suite 100
West Sacramento, CA 95605
Attn: Phil Caporale – BTB
6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency’s Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. **Tracking your training sessions:**
 - a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
 - b. Enter any note-worthy comments related to the trainee’s performance.
3. **If trainee requires remedial training:**
 - c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
 - d. Enter any additional note-worthy comments related to the trainee’s performance.
4. **Attestation:** After all competencies have been performed, including any remedial training, the primary FTO and Trainee **MUST** enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section

SECTION **16**
Traffic

16.1 – 16.5 **COMPETENCY REQUIREMENTS**

Contents	
16.1	Vehicle Codes
16.2	Impounding/Storing Vehicles
16.3	Vehicle Collisions
16.4	Traffic Control/Direction
16.5	Driving Under the Influence (DUI)
	List of Subtopics
	Attestation
	Instructions to Administrators
	Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

- 1) The POST FTP Approval Checklist ([Form 2-230](#))
- 2) Your department's *Policy & Procedure Manual*
- 3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS**6.1 VEHICLE CODES**

- 16.1.01 Vehicle Code Laws
- 16.1.02 Vehicle Code Terminology
- 16.1.03 Vehicle Code Authority to Arrest
- 16.1.04 Common Vehicle Code Violations
- 16.1.05 Enforcement Options
- 16.1.06 Completing a Citation
- 16.1.07 Promise to Appear

16.2 IMPOUNDING/STORING VEHICLES

- 16.2.01 Agency Policy Regarding Tows
- 16.2.02 Towing Authorities
- 16.2.03 Impounds from Public or Private Property
- 16.2.04 Handling a Vehicle Impound/Storage

16.3 VEHICLE COLLISIONS

- 16.3.01 Preventing Accidents
- 16.3.02 Primary Duties at Traffic Accident Scene
- 16.3.03 Agency Policy Regarding Collision Investigations
- 16.3.04 Removing Vehicles from the Highway
- 16.3.05 Mandatory Investigations
- 16.3.06 Collision Investigation Terminology
- 16.3.07 Factual Diagram
- 16.3.08 Types of Physical Evidence
- 16.3.09 Collision Investigation Information
- 16.3.10 Handling a Traffic Collision

16.4 TRAFFIC CONTROL/DIRECTION

- 16.4.01 Traffic Hand Signals
- 16.4.02 Directing Traffic Using a Flashlight
- 16.4.03 Use of Flares
- 16.4.04 Demonstrating Appropriate Traffic Control

16.5 DRIVING UNDER THE INFLUENCE (DUI)

- 16.5.01 Recognizing Suspected DUI Drivers
- 16.5.02 Sobriety Tests
- 16.5.03 Chemical Tests
- 16.5.04 Chemical Test Refusals
- 16.5.05 DUI Report Forms
- 16.5.06 Handling a Driving Under the Influence Case

SECTION 16 TRAFFIC

CHECK ONE ONLY: PHASE 1 PHASE 2 PHASE 3 PHASE 4 PHASE 5

Trainee

FTO

16.1 VEHICLE CODES								
16.1.01 Vehicle Code Laws								
The trainee shall discuss the California Vehicle Code laws that pertain to the operation of motor vehicles and shall be able to recognize violations.								
<i>Reference(s):</i>							Case # (If applicable)	Incident #
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

16.1.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

16.1.01 Part B - Agency Training Details (field will expand automatically)

16.1.02 Vehicle Code Terminology
 The trainee shall define the following terms as used in the California Vehicle Code:

A. Crosswalk	G. Motor vehicle
B. Darkness	H. Roadway
C. Driver	I. School bus
D. Highway	J. Sidewalk
E. Intersection	K. Vehicle
F. Limit line	L. Pedestrian

Reference(s):						Case # (if applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

16.1.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

16.1.02 Part B - Agency Training Details (field will expand automatically)

16.1.03 Vehicle Code Authority to Arrest								
The trainee shall review and explain the elements of vehicle code sections giving authority to arrest.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

16.1.03	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Traffic Function and Responsibility Policy CPD Physical Arrests Policy	<input type="checkbox"/> N/A
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16.1.03	Part B - Agency Training Details (field will expand automatically)
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16.1.04 Common Vehicle Code Violations
 The trainee shall identify common California Vehicle Code violations by code number and classification. These violations shall minimally include those dealing with:

A. Vehicle registration and insurance requirements	J. U-turns
B. Theft of and tampering with vehicles	K. Stopping, standing, and parking
C. Driver’s license and identification cards including suspensions	L. Driving under the influence
D. Hit and run	M. Equipment violations
E. Traffic control signals	N. Fleeing/evading an officer
F. Other traffic control devices	O. Reckless driving
G. Driving, overtaking, and passing	P. Seatbelt violations
H. Right of way	Q. Other public offenses
I. Pedestrians	

Reference(s):					Case # (If applicable)	Incident #		
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
Trainee:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test		<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	
Comments:								

Additional Information:

16.1.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

16.1.04 Part B - Agency Training Details (field will expand automatically)

16.1.05 Enforcement Options The trainee shall discuss enforcement options after observing a traffic violation, including: A. Verbal warning B. Issuing a citation C. Physical Arrest								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
Trainee:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:								

Additional Information:

16.1.05	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Traffic Function and Responsibility Policy	<input type="checkbox"/> N/A
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16.1.05	Part B - Agency Training Details (field will expand automatically)
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16.1.06 Completing a Citation								
The trainee shall properly and legibly complete a citation for an observed traffic offense within a reasonable amount of time.								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
Trainee:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:								

Additional Information:

16.1.06	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A

16.1.06	Part B - Agency Training Details (field will expand automatically)

16.1.07 Promise to Appear								
The trainee shall explain that the required signature of a violator on a citation is not an admission of guilt, but a promise to appear.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

16.1.07	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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16.1.07	Part B - Agency Training Details (field will expand automatically)
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16.2 IMPOUNDING/STORING VEHICLES									
16.2.01 Agency Policy Regarding Tows The trainee shall review and explain the agency’s policy regarding towing procedures.									
Reference(s):							Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	Signature	Date	Signature	Date		Signature	Date		
Trainee:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	
Comments:									

Additional Information:

16.2.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Vehicle Towing and Release Policy	<input type="checkbox"/> N/A
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16.2.01	Part B - Agency Training Details (field will expand automatically)
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16.2.02 Towing Authorities
 The trainee shall identify and explain situations where he or she may have the authority to remove, store, and/or impound vehicles, including:

- A. Abandoned vehicles – [VEH 22669\(a\)](#)
- B. Traffic hazards– [VEH 22651\(b\)](#)
- C. Incident to an arrest– [VEH 22651\(h\)](#)
- D. Stored for safekeeping – [VEH 22651\(g\)](#)
- E. Stolen, recovered, and not released in the field – [VEH 22651\(c\)](#) and [VEH 22653\(a\)](#)
- F. Held for investigation –[VEH 22655.5](#)
- G. Involved in hit and run – [VEH 22655](#) or [VEH 22653\(b\)](#)
- H. VIN removed – [VEH 10751](#)
- I. Held for operation by unlicensed driver – [VEH 22651\(p\)](#)

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

16.2.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

CPD Vehicle Towing and Release Policy

16.2.02 Part B - Agency Training Details (field will expand automatically)

16.2.03 Impounds from Public or Private Property The trainee shall discuss the legal authorities and instances, which permit an officer to remove, impound, and/or store a vehicle from public and/or private property.								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
Trainee:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:								

Additional Information:

16.2.03	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Vehicle Towing and Release Policy	<input type="checkbox"/> N/A
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16.2.03	Part B - Agency Training Details (field will expand automatically)
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16.2.04 Handling a Vehicle Impound/Storage
 Given an incident in which a vehicle is to be impounded or stored, the trainee shall impound or store the vehicle in an authorized manner. This shall minimally include:

A. Compliance with state law
 B. Compliance with agency policy
 C. Completion of all required reports in a satisfactory manner

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

16.2.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A
 CPD Vehicle Towing and Release Policy

16.2.04 Part B - Agency Training Details (field will expand automatically)

16.3 VEHICLE COLLISIONS								
16.3.01 Preventing Accidents								
The trainee shall discuss an officer’s responsibilities in preventing accidents in the community, including:								
A. Education				E. Environmental factors that detract from traffic safety				
B. Enforcement				F. Development of positive inter-agency relationships with road/street department, public works, planning, and traffic safety commission.				
C. Proactive engineering recommendations								
D. Patrol awareness (including assisting stranded motorists)								
Reference(s):						Case # (if applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

16.3.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Traffic Function and Responsibility Policy	<input type="checkbox"/> N/A
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16.3.01	Part B - Agency Training Details (field will expand automatically)
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16.3.02 Primary Duties at Traffic Accident Scene
 The trainee shall explain the primary duties of an officer at any traffic accident scene, including:

A. Determining injuries and need for emergency first aid treatment	D. Ascertaining the need for medics/ambulance service
B. Protecting the scene, including persons and property involved	E. Considering the need for tow services
C. Appropriate use of flares (away from flammable materials, spilled fuel, etc.)	F. Determining the need for further assistance

Reference(s):	Case # (If applicable)	Incident #
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	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments:

Additional Information:

16.3.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

16.3.02 Part B - Agency Training Details (field will expand automatically)

16.3.03 Agency Policy Regarding Collision Investigations								
The trainee shall review and explain the agency’s policy regarding traffic collision investigation and reporting.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

16.3.03	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Traffic Collision Reporting Policy	<input type="checkbox"/> N/A
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16.3.03	Part B - Agency Training Details (field will expand automatically)
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16.3.04 Removing Vehicles from the Highway The trainee shall discuss advantages and disadvantages of immediately removing (or having removed) from the highway all vehicles involved in a traffic accident.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

16.3.04	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Vehicle Towing and Release Policy	<input type="checkbox"/> N/A
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16.3.04	Part B - Agency Training Details (field will expand automatically)
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16.3.05 Mandatory Investigations The trainee shall discuss the instances when a traffic accident must be investigated by law and agency policy. These instances shall minimally include any:								
A. Injury accidents		B. Hit and run accidents		C. Accidents involving suspected drunk drivers		D. Accident involving city, county, or state property		
Reference(s):						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
Trainee:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:								

Additional Information:

16.3.05	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Report Preparation Policy	<input type="checkbox"/> N/A
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16.3.05	Part B - Agency Training Details (field will expand automatically)
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16.3.06 Collision Investigation Terminology
 The trainee shall review and discuss the terms relevant to traffic collision investigations, to include:

- A. **Accident or Collision** – An unintentional event that causes damage, injury, or death
- B. **Area of Impact** – The geographical location at which the involved parties came into contact, as a result of the vehicle collision, with one another, another object, or a surface
- C. **Classification of Injuries** – Complaint of pain, fatal injury, severe injury, and other visible injuries
- D. **Coefficient of Friction** – Measure of adhesion between two surfaces (e.g., a tire and the roadway); the lower the coefficient of friction, the more slippery the road surface
- E. **Deliberate Intent** – An intentional act that directly or indirectly involves a motor vehicle in transport that purposely causes damage to property or injury to any person
- F. **In Transport** – The state or condition of a vehicle when it is in use primarily for moving persons or property (including the vehicle itself) from one to place to another
- G. **Other Parties** – A person other than the operator of the motor vehicle (includes driverless vehicle, a vehicle being towed by other than a rigid tow bar or tow truck, animal drawn conveyances, injured equestrians, injured parties in a train, airplane or cable car, or in highway construction equipment not in transport, injured parties in or upon a structure)
- H. **Primary Collision Factor** – The one element or driving action, which in the officer’s opinion best describes the primary or main cause of the collision
- I. **Witness** – A person other than an involved party or a passenger who can provide information relevant to the accident

Reference(s): Case # (If applicable) Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments:

Additional Information:

16.3.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) ☒ N/A

16.3.06 Part B - Agency Training Details *(field will expand automatically)*

16.3.07 Factual Diagram
 The trainee shall identify the basic elements necessary to complete a factual diagram and/or sketch when investigating the scene of a traffic collision. The elements are:

A. Indications of compass direction
 B. Measurement of the scene in proportion, but not necessarily to scale
 C. Use of appropriate illustrations
 D. Determining the area of impact and the point of rest

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play
Trainee:					<input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:								

Additional Information:

16.3.07 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* N/A

16.3.07 Part B - Agency Training Details *(field will expand automatically)*

16.3.08 Types of Physical Evidence The trainee shall identify types of physical evidence used to determine the cause of a collision, including: A. Locked wheel skid, critical speed scuff, impending skid, side skids, and acceleration scuff B. Debris, glass, vehicle parts, fluids, and other related property damage C. Photographs of the scene								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

16.3.08 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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16.3.08 Part B - Agency Training Details (field will expand automatically)	
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16.3.09 Collision Investigation Information The trainee shall identify information to be obtained during a collision investigation interview, including:								
A. Identity of the involved parties and vehicle information		C. Chronology of collision events		D. Elements unique to hit and run collisions, if applicable				
B. Time and location of collision events								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

16.3.09	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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16.3.09	Part B - Agency Training Details (field will expand automatically)
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16.3.10 Handling a Traffic Collision Given a traffic accident, the trainee shall respond in a safe, efficient, and effective manner, and shall properly and accurately report the accident according to agency policy, including identification of the primary collision factor, along with any associated collision factors.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

16.3.10	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Traffic Collision Reporting Policy	<input type="checkbox"/> N/A
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16.3.10	Part B - Agency Training Details (field will expand automatically)
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16.4 TRAFFIC CONTROL/DIRECTION

16.4.01 Traffic Hand Signals

The trainee shall demonstrate recognized traffic hand signals used to direct a driver to include:

A. Stop	D. Turn right
B. Start	E. Turn left
C. Keep moving	F. Make a U-turn

Reference(s): Case # (If applicable) Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments:

Additional Information:

16.4.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

16.4.01 Part B - Agency Training Details (field will expand automatically)

16.4.02 Directing Traffic Using a Flashlight								
The trainee shall demonstrate a method for using the flashlight to direct traffic in the hours of darkness.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

16.4.02	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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16.4.02	Part B - Agency Training Details (field will expand automatically)
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16.4.03 Use of Flares								
The trainee shall explain flare patterns, and be able to safely light and extinguish a flare.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

16.4.03	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A
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16.4.03	Part B - Agency Training Details (field will expand automatically)
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16.4.04 Demonstrating Appropriate Traffic Control Given a handout or exercise depicting an accident scene, the trainee shall mark where to place particular types of traffic control devices that will best protect persons and property with regard to the presences of flammable materials and traffic flow.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

16.4.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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16.4.04 Part B - Agency Training Details (field will expand automatically)

16.5 DRIVING UNDER THE INFLUENCE (DUI)								
16.5.01 Recognizing Suspected DUI Drivers								
The trainee shall recognize and explain the common behaviors and driving patterns of a person suspected of driving under the influence.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

16.5.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Impaired Driving Policy	<input type="checkbox"/> N/A
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16.5.01	Part B - Agency Training Details (field will expand automatically)
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16.5.02 Sobriety Tests								
The trainee shall explain and demonstrate the sobriety tests used by the agency.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

16.5.02	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Impaired Driving Policy	<input type="checkbox"/> N/A
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16.5.02	Part B - Agency Training Details (field will expand automatically)
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16.5.03 Chemical Tests The trainee shall explain the law and agency policy regarding chemical tests, including how, when, where, and by whom these tests may be given, and the acceptable level of force which may be used to obtain samples.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

16.5.03	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Impaired Driving Policy	<input type="checkbox"/> N/A
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16.5.03	Part B - Agency Training Details (field will expand automatically)
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16.5.04 Chemical Test Refusals								
The trainee shall explain the law and agency policy regarding processing persons who refuse chemical testing.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

16.5.04	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Impaired Driving Policy	<input type="checkbox"/> N/A
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16.5.04	Part B - Agency Training Details (field will expand automatically)
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16.5.05 DUI Report Forms								
The trainee shall identify the report forms to be used for driving under the influence cases.								
<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

16.5.05	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Impaired Driving Policy	<input type="checkbox"/> N/A
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16.5.05	Part B - Agency Training Details (field will expand automatically)
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16.5.06 Handling a Driving Under the Influence Case Given a situation where a vehicle operator may be driving under the influence, the trainee shall demonstrate the ability to conduct the field and chemical test(s) in a safe and effective manner and shall properly and accurately report the incident.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

Additional Information:

16.5.06	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Impaired Driving Policy	<input type="checkbox"/> N/A
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16.5.06	Part B - Agency Training Details (field will expand automatically)
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See next page for Attestation

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (<https://www.post.ca.gov/field-training--police-training.aspx>). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.
2. **Front cover (optional):** To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.
3. **For each section (1–18):**
 - Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
 - Below each table:
 - Part A:* Enter applicable references from your agency’s Policies & Procedure Manual.
 - Part B:* Enter your agency’s training details.
4. **After completing ALL sections (1–18),** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
 - 1) **Your completed FTP Guide**
 - 2) **FTP Approval Checklist** ([POST Form 2-230](#))
NOTE: Guides submitted without this form *will NOT be reviewed*.
 - 3) **Your Department’s Policy & Procedure Manual**
5. MAIL YOUR ELECTRONIC MEDIA TO:
Commission on POST
860 Stillwater Road, Suite 100
West Sacramento, CA 95605
Attn: Basic Training Bureau (BTB)
6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

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1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. **Tracking your training sessions:**
 - Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
 - Enter any note-worthy comments related to the trainee's performance.
3. **If trainee requires remedial training:**
 - Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
 - Enter any additional note-worthy comments related to the trainee's performance.
4. **Attestation:** After all competencies have been performed, including any remedial training, the primary FTO and Trainee **MUST** enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section

SECTION **17**
Self-Initiated Activity

17.1 **COMPETENCY REQUIREMENTS**

Contents
17.1 Types of Activities
List of Subtopics
Attestation
Instructions to Administrators
Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

- 1) The POST FTP Approval Checklist ([Form 2-230](#))
- 2) Your department's *Policy & Procedure Manual*
- 3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS

17.1 TYPES OF ACTIVITIES

- 17.1.01 Vehicle Stops
- 17.1.02 Pedestrian Stops
- 17.1.03 Directed Patrol
- 17.1.04 Arrests
- 17.1.05 Other Activities

17.1.02 Pedestrian Stops The trainee shall explain the necessity of and demonstrate proficiency in the performance of self-initiated pedestrian stops to minimally include: A. Suspicious persons B. Consensual encounters C. Enforcement of pedestrian related violations								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
Trainee:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:								

Additional Information:

17.1.02	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Contacts and Temporary Detentions Policy CPD Traffic Function and Responsibility Policy CPD Body Worn Camera Policy	<input type="checkbox"/> N/A
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17.1.02	Part B - Agency Training Details (field will expand automatically)
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17.1.03 Directed Patrol
 The trainee shall explain the necessity of and demonstrate proficiency in the performance of self-initiated directed patrol to minimally include:

- A. Gang area / Gang activities
- B. DUI enforcement
- C. Illegal vendors
- D. Pattern crimes
- E. COPS/POP projects, School programs

Reference(s): Case # (If applicable) Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments:

Additional Information:

17.1.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

CPD Contacts and Temporary Detentions Policy

17.1.03 Part B - Agency Training Details (field will expand automatically)

17.1.04 Arrests								
The trainee shall explain the necessity of and demonstrate proficiency in the performance of self-initiated arrests to minimally include:								
A. Misdemeanors		C. Others (e.g. Municipal codes, local ordinances)						
B. Felonies								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
Trainee:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:								

Additional Information:

17.1.04	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) CPD Contacts and Temporary Detentions Policy CPD Private Persons Arrests Policy CPD Law Enforcement Authority Policy	<input type="checkbox"/> N/A
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17.1.04	Part B - Agency Training Details (field will expand automatically)
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17.1.05 Other Activities
 The trainee shall explain the need and demonstrate proficiency in additional self-initiated activities to minimally include:

- A. Field interview (FI) cards
- B. Bar checks
- C. Curfew violators
- D. Suspicious circumstances
- E. Additional agency-specific activities (listed below if applicable)

Reference(s): Case # (If applicable) Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments:

Additional Information:

17.1.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

CPD Contacts and Temporary Detentions Policy

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5. MAIL YOUR ELECTRONIC MEDIA TO:
Commission on POST
860 Stillwater Road, Suite 100
West Sacramento, CA 95605
Attn: Phil Caporale – BTB
6. You will receive status notification within 90 days from the date received.

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How to Complete Part 5 (Sections 1–18)

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3. **If trainee requires remedial training:**
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 - d. Enter any additional note-worthy comments related to the trainee’s performance.
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End Section