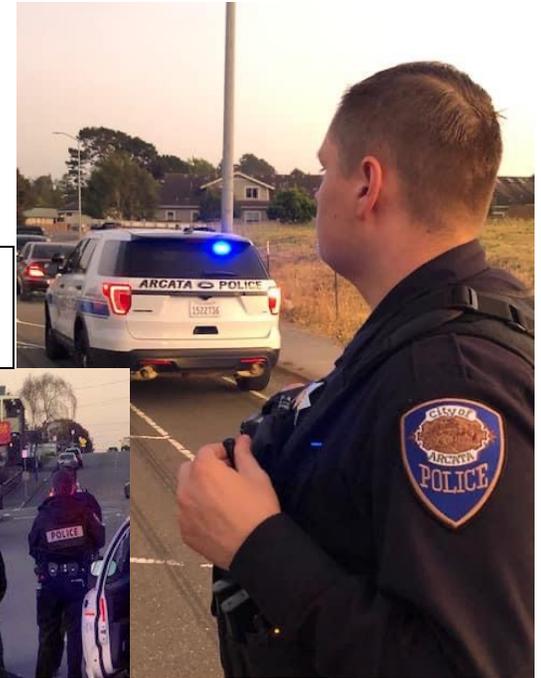




# The Arcata Police Department Field Training Program

Transition to Becoming an Effective Patrol Officer

Vol. 2



## PART 5

## POST Field Training Model

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**WHEN COMBINED** with a valid trainee evaluation program, this field training program, properly administered and supervised, can and should be one of the most important phases of basic training for law enforcement officers.

POST field training regulations and this sample model provide the foundation for field training needed to supplement classroom training as well as the appropriate guidance and supervision required to allow the trainee to safely, effectively, and competently apply basic law enforcement principles within the community being served.

It is recommended that both trainee and FTO sign off on each area of instruction as the trainee progresses through each training phase. Each topical area coincides with the **Field Training Approval Checklist** ([POST Form 2-230](#)).

The following pages include a complete table of contents for the entire program model. Each section (1 through 17) identifies the *minimum* competency requirements and provides a suggested format to document the trainee's performance and progress.

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\*NOTE: See corresponding MS Word file to add agency-specific activities.

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SECTION **1**

## Agency Orientation/Department Policies

### **1.1 – 1.4** COMPETENCY REQUIREMENTS

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Contents	
1.1	Agency-Specific Training
1.2	Agency Orientation
1.3	Community Orientation/Geographic Locations
1.4	Support Services
	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****1.1 AGENCY-SPECIFIC TRAINING**

---

- 1.1.01 Firearms/Weapons Qualification (including Shotgun)
- 1.1.02 Arrest and Control Techniques
- 1.1.03 Impact Weapons Qualification

**1.2 AGENCY ORIENTATION**

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- 1.2.01 Overview
- 1.2.02 Agency Directives, Rules, and Regulations
- 1.2.03 General Orders
- 1.2.04 Work Area
- 1.2.05 Authorized Equipment
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**1.4 SUPPORT SERVICES**

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- 1.4.02 Special Teams/Units

**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

APD Policy - Firearms

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

Rangemaster will have trainee complete the Department qualifications/ FTO Instruction.

<b>1.1.02 Arrest and Control Techniques</b>									
<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		
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	
<b>Trainee:</b>									
<i>Comments (field will expand automatically)</i>									

**Additional Information:**

<b>1.1.02</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input type="checkbox"/> N/A
APD Policy - Control Devices and Techniques APD Policy - Handcuffing and Restraints		

<b>1.1.02</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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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:**

1.1.03	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> (600 characters maximum) APD Policy - Control Devices and Techniques	<input type="checkbox"/> N/A
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1.1.03	<b>Part B - Agency Training Details</b> (field will expand automatically)
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<b>1.2 AGENCY ORIENTATION</b>								
<b>1.2.01 Overview</b> 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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

<b>1.2.01</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  APD Policy - Patrol Function APD Policy - Organizational Structure and Responsibility	<input type="checkbox"/> N/A
---------------	--	------------------------------

<b>1.2.01</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>  FTO Resources/FTO Instructions
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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

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

**Additional Information:**

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

APD Policy - Oath of Office; Mission Statement and Organizational Principles; APD Policy - Outside Employment; APD Policy - Firearms; APD Policy - Sick Leave; APD Policy Outside Agency Assistance; APD Policy - Media Relations; APD Policy- Off-Duty Enforcement Actions

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

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

APD Policy - Use of Force; APD Policy - Firearms; APD Policy - Domestic Violence; APD Policy - Vehicle Pursuits; APD Policy - Firearms; APD Policy - Control Devices and Techniques; APD Policy - Domestic Violence; APD Policy - Gun Violence Restraining Orders; APD Policy - Hate Crimes; APD Policy - Child Abuse

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

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

<b>1.2.04</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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<b>1.2.04</b>	<b>Part B - Agency Training Details</b> (field will expand automatically)  Department tour and FTO Instructions
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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>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
<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  
 APD Policy - Uniform Regulations

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

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

<b>1.2.06</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i>  APD Policy - Uniform Regulations APD Policy - Firearms	<input type="checkbox"/> N/A
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<b>1.2.06</b>	<b>Part B - Agency Training Details</b> <i>(field will expand automatically)</i>
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<b>1.2.07 Uniforms/Equipment Damage</b>								
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>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
<i>Comments (field will expand automatically)</i>								

**Additional Information:**

<b>1.2.07</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b> APD Policy - Uniform Regulations	<input type="checkbox"/> N/A
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<b>1.2.07</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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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>	<b>Case # (If applicable)</b>	<b>Incident #</b>
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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:**

<b>1.2.08</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  APD Policy - Vehicle Maintenance	<input type="checkbox"/> N/A
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<b>1.2.08</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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**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

**1.3.01 Part B - Agency Training Details** *(field will expand automatically)*  
 City tour/FTP Resources/FTO Instructions



**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>	<b>Case # (If applicable)</b>	<b>Incident #</b>
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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	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								

*Comments (field will expand automatically)*

**Additional Information:**

<b>1.3.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input checked="" type="checkbox"/> N/A
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<b>1.3.03 Part B - Agency Training Details (field will expand automatically)</b> City tour/FTP Resources/FTO Instruction
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<b>1.3.04 Agency Jurisdiction</b>								
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>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

<b>1.3.04</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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<b>1.3.04</b>	<b>Part B - Agency Training Details</b> <i>(field will expand automatically)</i> City tour/FTP Resources/FTO Instructions
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<b>1.4 SUPPORT SERVICES</b>	
<b>1.4.01 Municipal Agencies and Departments</b>	
<ul style="list-style-type: none"> <li>A. City Hall or County Administration Building</li> <li>B. County/City Jail(s)</li> <li>C. District Attorney’s Office</li> <li>D. Emergency Hospital (including emergency entrance, psychiatric facilities and entrance, police parking area, and any other agency-utilized rooms or department(s))</li> <li>E. Health Department and/or Coroner’s Office</li> <li>F. Juvenile Hall</li> <li>G. Municipal, Superior, and Juvenile Courts</li> <li>H. Probation Department</li> <li>I. Welfare Department</li> </ul>	<ul style="list-style-type: none"> <li>J. State and Federal law enforcement agencies:                             <ul style="list-style-type: none"> <li>1. Bureau of Alcohol, Tobacco, and Firearms (ATF)</li> <li>2. Bureau of Narcotic Enforcement (BNE)</li> <li>3. California Highway Patrol (CHP)</li> <li>4. Department of Motor Vehicles (DMV)</li> <li>5. Federal Bureau of Investigations (FBI)</li> <li>6. Immigration and Naturalization Service (INS)</li> <li>7. Military Police</li> <li>8. Postal Inspectors</li> <li>9. Railroad Police</li> <li>10. Secret Service</li> <li>11. US Marshall Service</li> </ul> </li> <li>K. Additional support services [e.g., Service Centers, Child Protective Service(s)]</li> </ul>

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

**Additional Information:**

<b>1.4.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input type="checkbox"/> N/A
APD Policy - Foreign Diplomatic and Consular Representatives APD Policy - Immigration Violations	

**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

APD Policy - Outside Agency Assistance; APD Policy - Hostage and Barricade Incidents;  
 APD Policy - Crisis Response Unit; APD Policy- Response to Bomb Calls; APD Policy - Hazardous Material Response

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

FTO Instruction-Availability of specialized units within Humboldt County

**See next page for Attestation**

## Part 5 – Section 1: Agency Orientation/Department Policies

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### ATTESTATION FOR SECTION 1

#### TO ENTER YOUR ELECTRONIC SIGNATURE:

- Export your file as a PDF. (Go to File > Export > Create PDF/XPS Document)
- Click on “Fill & sign” > Click on “Sign” icon at top of page > Click on “Add signature”
- Click on the “Image” icon > Click “Select image” > Locate your signature file > Click “Apply” to place your signature.
- 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:** Click on the signature > Click on the trash icon.

**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):**
  - 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. All applicants shall be notified in writing within **30** working days regarding the completeness of the package and application. A decision for approval shall be reached within **45** working days from the date the completed application is 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**

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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**

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- 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**

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- 2.2.01 Protective Body Armor

**2.3 OFFICER SURVIVAL**

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- 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

<b>2.1 CONTACT AND COVER</b>								
<b>2.1.01 Contact Officer Tactics and Responsibilities</b>								
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>						<i>Case # (If applicable)</i>	<i>Incident #</i>	
<b>FTO:</b>	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>Trainee:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input 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:**

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

**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:

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

*Comments (field will expand automatically)*

**Additional Information:**

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

**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	C. Position to assume after the vehicle or person is stopped
B. Firearms/weapons systems	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

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

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

<b>2.2 BODY ARMOR</b>								
<b>2.2.01 Protective Body Armor</b>								
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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments (field will expand automatically)								

**Additional Information:**

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

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

**See next page for Attestation**

## Part 5 – Section 2: Officer Safety Procedures

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### ATTESTATION FOR SECTION 2

#### TO ENTER YOUR ELECTRONIC SIGNATURE:

- Export your file as a PDF. (Go to File > Export > Create PDF/XPS Document)
- Click on “Fill & sign” > Click on “Sign” icon at top of page > Click on “Add signature”
- Click on the “Image” icon > Click “Select image” > Locate your signature file > Click “Apply” to place your signature.
- 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:** Click on the signature > Click on the trash icon.

**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: Basic Training Bureau (BTB)**
6. All applicants shall be notified in writing within **30** working days regarding the completeness of the package and application. A decision for approval shall be reached within **45** working days from the date the completed application is 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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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**

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- 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

<b>3.1 ETHICAL STANDARDS</b>										
<b>3.1.01 Ethical Decision Making</b>										
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 #
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>		
	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 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: 100%; 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: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>						
Comments (field will expand automatically)										

**Additional Information:**

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

APD Policy - Goals and Objectives  
 APD Policy - Job Descriptions  
 APD Policy - Organizational Structure and Responsibility  
 APD Policy - Standards of Conduct

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

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

<b>3.1.02</b>	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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<b>3.1.02</b>	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>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date		
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	
<b>Trainee:</b>									
Comments <i>(field will expand automatically)</i>									

**Additional Information:**

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

APD Policy - Discriminatory Harassment  
 APD Policy - Standards of Conduct

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

<b>3.1.04 Responsibility Regarding Unlawful/Unethical Acts by Other Officers</b> 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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>3.1.04</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i>  APD Policy - Discriminatory Harassment APD Policy - Standards of Conduct	<input type="checkbox"/> N/A
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<b>3.1.04</b>	<b>Part B - Agency Training Details</b> <i>(field will expand automatically)</i>
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<b>3.1.05 Handling Unethical or Criminal Conduct by Other Officers</b>								
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>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
<i>Comments (field will expand automatically)</i>								

**Additional Information:**

<b>3.1.05</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  APD Policy - Discriminatory Harassment APD Policy - Standards of Conduct	<input type="checkbox"/> N/A
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<b>3.1.05</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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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  
 B. Disproportionate enforcement targeting specific groups by personal choice  
 C. Acceptance of gratuities  
 D. Misuse of sick time, etc.

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

APD Policy - Bias-Based Policing  
 APD Policy - Standards of Conduct  
 APD Policy - Sick Leave

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

<b>3.1.07 General Orders</b>								
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>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
<i>Comments (field will expand automatically)</i>								

**Additional Information:**

<b>3.1.07</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b> APD Policy - Department Use of Social Media APD Policy - Off-Duty Law Enforcement Actions APD Policy - Employee Speech, Expression and Social Networking	<input type="checkbox"/> N/A
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<b>3.1.07</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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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	D. Community expectations
B. Department policy and procedure	E. Officer safety
C. Department goals and objectives	

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

**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
B. Additional crime	E. Embarrassment to department
C. Civil and vicarious liability	F. Relationship with 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	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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)**  N/A

APD Policy - Personnel Complaints

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

**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>							<i>Case # (if applicable)</i>	<i>Incident #</i>
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
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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

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

**See next page for Attestation**

## Part 5 – Section 3: Ethics

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### ATTESTATION FOR SECTION 3

#### TO ENTER YOUR ELECTRONIC SIGNATURE:

- Export your file as a PDF. (Go to File > Export > Create PDF/XPS Document)
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  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: \_\_\_\_\_

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5. MAIL YOUR ELECTRONIC MEDIA TO:  
**Commission on POST**  
**860 Stillwater Road, Suite 100**  
**West Sacramento, CA 95605**  
**Attn: Basic Training Bureau (BTB)**
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**See next page for Instructions to Field Training Officers**

## How to Complete Part 5 (Sections 1–18)

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End Section

SECTION **4**  
**Use of Force**

**4.1 – 4.2**      **COMPETENCY REQUIREMENTS**

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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**

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

**4.2 FORCE OPTIONS**

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- 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  
 APD Policy - Use of Force

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

<b>4.1.02 Agency Policy and Liability</b> 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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
		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:**

<b>4.1.02</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i>  APD Policy - Use of Force	<input type="checkbox"/> N/A
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<b>4.1.02</b>	<b>Part B - Agency Training Details</b> <i>(field will expand automatically)</i>
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<b>4.1.03 Justification of Deadly Force</b> The trainee shall identify and evaluate situations that do and do not justify the use of deadly force.								
Reference(s):						Case # (If applicable)	Incident #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
		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:**

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

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

Comments *(field will expand automatically)*

**Additional Information:**

<b>4.2.01</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i> APD Policy - Use of Force; APD Policy - Control Devices and Techniques; APD Policy - Conducted Energy Weapon; APD Policy - Firearms	<input type="checkbox"/> N/A
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<b>4.2.01</b>	<b>Part B - Agency Training Details</b> <i>(field will expand automatically)</i>
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**See next page for Attestation**

## Part 5 – Section 4: Agency Orientation/Department Policies

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### ATTESTATION FOR SECTION 1

#### TO ENTER YOUR ELECTRONIC SIGNATURE:

- Export your file as a PDF. (Go to File > Export > Create PDF/XPS Document)
- Click on “Fill & sign” > Click on “Sign” icon at top of page > Click on “Add signature”
- Click on the “Image” icon > Click “Select image” > Locate your signature file > Click “Apply” to place your signature.
- 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:** Click on the signature > Click on the trash icon.

**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: Basic Training Bureau (BTB)**
6. All applicants shall be notified in writing within **30** working days regarding the completeness of the package and application. A decision for approval shall be reached within **45** working days from the date the completed application is 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**

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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**

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- 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**

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- 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**

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- 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**

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

**5.5 PATROL VEHICLE OPERATION SAFETY**

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- 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**

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- 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

APD Policy - Vehicle Maintenance  
 APD Policy - Vehicle Use

**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	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
<i>Comments:</i>								

**Additional Information:**

<b>5.1.02</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input checked="" type="checkbox"/> N/A
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<b>5.1.02</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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<b>5.1.03 Requests for Vehicle Service</b> 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:**

<b>5.1.03</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input checked="" type="checkbox"/> N/A
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<b>5.1.03</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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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 #		
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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)**  N/A

APD Policy - Vehicle Maintenance  
 APD Policy - Vehicle Use

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

**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
--	--

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

**Additional Information:**

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

**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

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

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

**Additional Information:**

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

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

<b>5.2.03 Defensive Driving</b> 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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>5.2.03</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input checked="" type="checkbox"/> N/A
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<b>5.2.03</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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<b>5.2.04 Driver Attitude</b> 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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>5.2.04</b>	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A
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<b>5.2.04</b>	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.

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:**

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

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

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

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

<b>5.3.05 Driving Safely</b>								
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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>5.3.05</b>	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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<b>5.3.05</b>	Part B - Agency Training Details (field will expand automatically)
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<b>5.4 USE OF SEATBELTS</b>								
<b>5.4.01 Seatbelt Use during Routine and Emergency Driving Conditions and Tactical Seatbelt Removal</b>								
<p>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.</p> <p>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.</p> <p>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.</p>								
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:**

<b>5.4.01</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  APD Policy - Seat Belts	<input type="checkbox"/> N/A
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<b>5.4.01</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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<b>5.5 EMERGENCY VEHICLE OPERATIONS/PURSUIITS</b>								
<b>5.5.01 Agency Policy</b> The trainee shall review and explain the agency’s policy concerning pursuits and Code 3 driving.								
Reference(s):						Case # (If applicable)	Incident #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>5.5.01</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  APD Policy - Vehicle Pursuits APD Policy - Officer Response to Calls	<input type="checkbox"/> N/A
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<b>5.5.01</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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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

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

**Additional Information:**

<b>5.5.02</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i>	<input type="checkbox"/> N/A
APD Policy - Vehicle Pursuits APD Policy - Officer Response to Calls		

<b>5.5.02</b>	<b>Part B - Agency Training Details</b> <i>(field will expand automatically)</i>
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**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

APD Policy - Vehicle Pursuits  
 APD Policy - Officer Response to Calls

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

<b>5.5.04 Handling Emergency Response or Pursuit</b>								
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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments:								

**Additional Information:**

<b>5.5.04</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  APD Policy - Vehicle Pursuits APD Policy - Officer Response to Calls	<input type="checkbox"/> N/A
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<b>5.5.04</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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<b>5.6 VEHICLE OPERATION LIABILITY</b>								
<b>5.6.01 “Rules of the Road”</b> 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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>5.6.01</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  APD Policy - Vehicle Pursuits APD Policy - Officer Response to Calls	<input type="checkbox"/> N/A
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<b>5.6.01</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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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

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

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

<b>5.6.03</b>	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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<b>5.6.03</b>	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

APD Policy - Vehicle Pursuits  
 APD Policy - Officer Response to Calls

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

**See next page for Attestation**

## Part 5 – Section 5: Patrol Vehicle Operations

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### ATTESTATION FOR SECTION 5

#### TO ENTER YOUR ELECTRONIC SIGNATURE:

- Export your file as a PDF. (Go to File > Export > Create PDF/XPS Document)
- Click on “Fill & sign” > Click on “Sign” icon at top of page > Click on “Add signature”
- Click on the “Image” icon > Click “Select image” > Locate your signature file > Click “Apply” to place your signature.
- 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:** Click on the signature > Click on the trash icon.

**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: Basic Training Bureau (BTB)**
6. All applicants shall be notified in writing within **30** working days regarding the completeness of the package and application. A decision for approval shall be reached within **45** working days from the date the completed application is 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

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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**

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- 6.1.01 Agency Responsibilities
- 6.1.02 Community Service

**6.2 PROFESSIONAL DEMEANOR AND COMMUNICATIONS**

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- 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**

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

**6.4 RACIAL PROFILING**

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- 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**

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- 6.5.01 Citizen Support
- 6.5.02 Forms of Crime Prevention

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

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- 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>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>	
	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:									

Comments *(field will expand automatically)*

**Additional Information:**

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

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

<b>6.1.02</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input checked="" type="checkbox"/> N/A
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<b>6.1.02</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
FTO Instruction	

<b>6.2 PROFESSIONAL DEMEANOR AND COMMUNICATIONS</b>								
<b>6.2.01 Professional Principles</b> 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>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

<b>6.2.01</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input checked="" type="checkbox"/> N/A
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<b>6.2.01</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>  FTO Instruction
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<b>6.2.02 Citizen Evaluations</b>								
The trainee shall explain the various methods by which citizens evaluate law enforcement agencies and their officers.								
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:**

<b>6.2.02</b>	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A
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<b>6.2.02</b>	Part B - Agency Training Details (field will expand automatically)
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<b>6.2.03 Inappropriate Verbal Language/Communication</b> The trainee shall identify verbal factors which could contribute to a negative response from the public, including:								
A. Profanity				C. Offensive terms regarding gender, race, ethnicity, sexual orientation, nationality, religion, and/or socioeconomic status				
B. Derogatory remarks								
Reference(s):						Case # (If applicable)	Incident #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>6.2.03</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  APD Policy - Standards of Conduct	<input type="checkbox"/> N/A
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<b>6.2.03</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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<b>6.2.04 Inappropriate Nonverbal Language/Communication</b> 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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>6.2.04</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  APD Policy - Standards of Conduct	<input type="checkbox"/> N/A
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<b>6.2.04</b>	<b>Part B - Agency Training Details <i>(field will expand automatically)</i></b>
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<b>6.2.05 Explaining Actions to Citizens</b>								
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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

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

<b>6.2.06</b>	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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<b>6.2.06</b>	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>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
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:**

**6.2.07 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)**

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

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

**Additional Information:**

<b>6.3.02</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  APD Policy - Bias-Based Policing	<input type="checkbox"/> N/A
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<b>6.3.02</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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<b>6.3.03 Increasing Trust within Communities</b>								
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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>6.3.03</b>	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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<b>6.3.03</b>	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>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
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  
 APD Policy - Bias-Based Policing

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

<b>6.4.02 Profiling Behavior</b>								
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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	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:**

6.4.02	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  APD Policy - Bias-Based Policing	<input type="checkbox"/> N/A
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6.4.02	<b>Part B - Agency Training Details (field will expand automatically)</b>
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<b>6.4.03 Constitutional Amendments</b> 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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i>  APD Policy - Search and Seizure APD Policy - Bias-Based Policing	<input type="checkbox"/> N/A
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6.4.03	<b>Part B - Agency Training Details</b> <i>(field will expand automatically)</i>
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<b>6.4.04 Community History</b>								
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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

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

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

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

**Additional Information:**

<b>6.5.01</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  APD Policy - Patrol Function	<input type="checkbox"/> N/A
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<b>6.5.01</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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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>					<b>Case # (If applicable)</b>	<b>Incident #</b>		
<b>FTO:</b>	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>Trainee:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input 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:**

<b>6.5.02</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input type="checkbox"/> N/A
APD Policy - Patrol Function		

<b>6.5.02</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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<b>6.6 COMMUNITY-ORIENTED/PROBLEM-ORIENTED POLICING (COP/POP)</b>								
<b>6.6.01 Community/Problem Oriented Policing and Community Priorities</b>								
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.								
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
	FTO:							
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:**

<b>6.6.01</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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<b>6.6.01</b>	<b>Part B - Agency Training Details</b> <i>(field will expand automatically)</i>
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<b>6.6.02 The Crime Triangle</b>								
The trainee shall explain the crime triangle (offender, victim, and location).								
Reference(s):						Case # (If applicable)	Incident #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
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>	☒ N/A
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6.6.02	Part B - Agency Training Details <i>(field will expand automatically)</i>
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<b>6.6.03 Working with the Community to Solve Problems</b>								
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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  APD Policy - Patrol Function	<input type="checkbox"/> N/A
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6.6.03	<b>Part B - Agency Training Details (field will expand automatically)</b>
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<b>6.6.04 Leadership in Community-Developed Problem Solving</b>								
The trainee shall demonstrate leadership in facilitating, assisting, and motivating community members to develop solutions to their problems.								
Reference(s):						Case # (If applicable)	Incident #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>6.6.04</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  APD Policy - Patrol Function	<input type="checkbox"/> N/A
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<b>6.6.04</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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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>					<b>Case # (If applicable)</b>	<b>Incident #</b>		
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
<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**

## Part 5 – Section 6: Community Relations/Professional Demeanor

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### ATTESTATION FOR SECTION 6

#### TO ENTER YOUR ELECTRONIC SIGNATURE:

- Export your file as a PDF. (Go to File > Export > Create PDF/XPS Document)
- Click on “Fill & sign” > Click on “Sign” icon at top of page > Click on “Add signature”
- Click on the “Image” icon > Click “Select image” > Locate your signature file > Click “Apply” to place your signature.
- 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:** Click on the signature > Click on the trash icon.

**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: Basic Training Bureau (BTB)**
6. All applicants shall be notified in writing within **30** working days regarding the completeness of the package and application. A decision for approval shall be reached within **45** working days from the date the completed application is 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**

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- 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

<b>7.1 RADIO COMMUNICATION</b>										
<b>7.1.01 Agency Policy Regarding Communications</b>										
The trainee shall review and briefly summarize agency policy on communications control and coordination and radio call numbers.										
<i>Reference(s):</i>								<i>Case # (if applicable)</i>		<i>Incident #</i>
<b>FTO:</b>	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>		
	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:**

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

APD Policy - Communication Operations

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

<b>7.1.02 Memorizing Codes</b> 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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>7.1.02</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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<b>7.1.02</b>	<b>Part B - Agency Training Details</b> <i>(field will expand automatically)</i>
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**7.1.03 Radio Procedures and Use**  
 The trainee shall demonstrate knowledge of agency radio procedures and proficient use of the radio including:

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

**Additional Information:**

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

APD Policy - Communication Operations

**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:								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

**7.1.04 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*  N/A  
 APD Policy - Communication Operations

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

APD Policy - Vehicle Pursuits  
 APD Policy - Officer Response to Calls  
 APD Policy - Outside Agency Assistance  
 APD Policy - Communication Operations

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

<b>7.1.06 Control During In-Progress Assignment</b> 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)	Incident #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>7.1.06</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  APD Policy - Communication Operations	<input type="checkbox"/> N/A
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<b>7.1.06</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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<b>7.2 INFORMATION SYSTEMS / TELECOMMUNICATIONS</b>								
<b>7.2.01 Examples of Inquiries</b>								
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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments (field will expand automatically)								

**Additional Information:**

<b>7.2.01</b>	<p><b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b></p> <p>APD Policy - Information Technology Use                  APD Policy - Mobile Digital Computer Use                  APD Policy - Automated License Plate Readers (ALPRs)</p>	<input type="checkbox"/> N/A
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<b>7.2.01</b>	<p><b>Part B - Agency Training Details (field will expand automatically)</b></p>
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**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>	<b>Case # (If applicable)</b>	<b>Incident #</b>
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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	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								

Comments *(field will expand automatically)*

**Additional Information:**

<b>7.2.02</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i>  APD Policy - Information Technology Use APD Policy - Mobile Digital Computer Use APD Policy - Automated License Plate Readers (ALPRs)	<input type="checkbox"/> N/A
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<b>7.2.02</b>	<b>Part B - Agency Training Details</b> <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>						<b>Case # (if applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
<i>Comments (field will expand automatically)</i>								

**Additional Information:**

<b>7.2.03</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i>	<input type="checkbox"/> N/A
APD Policy - Information Technology Use APD Policy - Mobile Digital Computer Use APD Policy - Automated License Plate Readers (ALPRs)		

<b>7.2.03</b>	<b>Part B - Agency Training Details</b> <i>(field will expand automatically)</i>
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<b>7.2.04 Agency Policy for Use of MCTs and Laptops</b> 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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>7.2.04</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i>  APD Policy - Information Technology Use APD Policy - Mobile Digital Computer Use	<input type="checkbox"/> N/A
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<b>7.2.04</b>	<b>Part B - Agency Training Details</b> <i>(field will expand automatically)</i>
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<b>7.2.05 Inappropriate Use of Information Systems</b>								
The trainee shall identify inappropriate use(s) of law enforcement information systems according to agency policy and law.								
Reference(s):						Case # (If applicable)	Incident #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

<b>7.2.05</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  APD Policy - Information Technology Use APD Policy - Mobile Digital Computer Use APD Policy - Automated License Plate Readers (ALPRs)	<input type="checkbox"/> N/A
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<b>7.2.05</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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**See next page for Attestation**



## How to Complete Part 5 (Sections 1–18)

### INSTRUCTIONS TO ADMINISTRATORS

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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):
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**Commission on POST**  
**860 Stillwater Road, Suite 100**  
**West Sacramento, CA 95605**  
**Attn: Basic Training Bureau (BTB)**
6. All applicants shall be notified in writing within **30** working days regarding the completeness of the package and application. A decision for approval shall be reached within **45** working days from the date the completed application is 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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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

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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](#))
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- 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

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- 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

<b>8.1 IDENTIFYING LEADERSHIP</b>								
<b>8.1.01 Effective Leadership Strategies</b>								
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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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

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

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

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

<b>8.1.03 The Role of Leadership</b> 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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

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

## Part 5 – Section 8: Leadership

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### ATTESTATION FOR SECTION 8

#### TO ENTER YOUR ELECTRONIC SIGNATURE:

- Export your file as a PDF. (Go to File > Export > Create PDF/XPS Document)
- Click on “Fill & sign” > Click on “Sign” icon at top of page > Click on “Add signature”
- Click on the “Image” icon > Click “Select image” > Locate your signature file > Click “Apply” to place your signature.
- 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:** Click on the signature > Click on the trash icon.

**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: Basic Training Bureau (BTB)**
6. All applicants shall be notified in writing within **30** working days regarding the completeness of the package and application. A decision for approval shall be reached within **45** working days from the date the completed application is 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

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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**

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- 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**

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- 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**

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- 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**

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- 9.4.01 Investigating Juvenile Offenses

**9.5 REASONABLE SUSPICION/PROBABLE CAUSE**

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- 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

<b>9.1 CRIMINAL LAW</b>								
<b>9.1.01 Terminology</b>								
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								
<i>Reference(s):</i>						<i>Case # (If applicable)</i>	<i>Incident #</i>	
<b>FTO:</b>	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	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			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
<i>Comments (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)*

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

**Additional Information:**

<b>9.1.03</b>	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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<b>9.1.03</b>	Part B - Agency Training Details <i>(field will expand automatically)</i>
	Penal Code Section 26

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

**Additional Information:**

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

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

California Penal Code  
FTP Resource / FTO Instruction

**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

Reference(s):						Case # <i>(if applicable)</i>	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:**

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

APD Policy - Detention and Photographing Detainees

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

FTP Resource / FTO Instruction

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

**9.2.02 Part B - Agency Training Details (field will expand automatically)**  
 Penal Code Section 836

**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.

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:**

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

APD Policy Section - Private Persons Arrests

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

Penal Code Section 836

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

**Additional Information:**

<b>9.2.04</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  APD Policy - Custodial Searches	<input type="checkbox"/> N/A
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<b>9.2.04</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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<b>9.2.05 Recognizing Probable Cause for Police Action</b> 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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

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

<b>9.3.01</b>	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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<b>9.3.01</b>	Part B - Agency Training Details <i>(field will expand automatically)</i> Penal Code Section 836, and Vehicle Code 40300.5 through 40302
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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

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

Be familiar with: PC 817, PC 835, PC 836 (including the misdemeanor crimes committed outside an officer's presence), PC 840, PC 844, PC 849, W&I 625, VC 40300.5, and VC 40600.

<b>9.3.03 Private Person Arrest</b>								
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 <a href="#">837</a> and <a href="#">847</a>						Case # (If applicable)	Incident #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

<b>9.3.03</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i>  APD Policy - Private Persons Arrests	<input type="checkbox"/> N/A
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<b>9.3.03</b>	<b>Part B - Agency Training Details</b> <i>(field will expand automatically)</i>  Be familiar with: PC 834, PC 837, PC 841, & PC 847
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<b>9.3.04 Miranda Rights</b>								
The trainee shall explain the requirements for advising a person of his/her Miranda rights.								
<i>Reference(s):</i>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

<b>9.3.04</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i> APD Policy - Investigation & Prosecution	<input type="checkbox"/> N/A
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<b>9.3.04</b>	<b>Part B - Agency Training Details</b> <i>(field will expand automatically)</i> Miranda v. Arizona, 384 U.S. 436 (1966)
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<b>9.3.05 Admittance onto Property</b>								
The trainee shall explain the requirements regarding gaining admittance into a location to make an arrest.								
Reference(s): Penal Code <a href="#">844</a>						Case # (If applicable)	Incident #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

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

<b>9.3.06</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  APD Policy - Use of Force APD Policy - Control Devices and Techniques APD Policy - Conducted Energy Devices APD Policy - Firearms, and PGPD Policy - Handcuffing and Restraints	<input type="checkbox"/> N/A
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<b>9.3.06</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>  Penal Code Section 835a Assembly Bill 392
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<b>9.3.07 Reasonable Force</b>								
The trainee shall explain the term “reasonable” as it applies to the use of force.								
Reference(s): Penal Code <a href="#">835</a>						Case # (If applicable)	Incident #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

9.3.07	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i> APD Policy - Use of Force	<input type="checkbox"/> N/A
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9.3.07	<b>Part B - Agency Training Details</b> <i>(field will expand automatically)</i> FTP Resource / FTO Instruction Penal Code Section 835a Assembly Bill 392
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<b>9.3.08 Use of Physical Force and Deadly Force</b>								
The trainee shall review and explain California law and department policy concerning the use of physical force and deadly force.								
Reference(s):						Case # (If applicable)	Incident #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>9.3.08</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b> APD Policy - Use of Force APD Policy - Control Devices and Techniques APD Policy - Conducted Energy Devices APD Policy - Firearms, and APD Policy - Handcuffing and Restraints	<input type="checkbox"/> N/A
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<b>9.3.08</b>	<b>Part B - Agency Training Details (field will expand automatically)</b> Penal Code Section 835a Assembly Bill 392
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<b>9.3.09 False Imprisonment Liability</b>								
The trainee shall explain instances where he/she is not civilly liable for false imprisonment arising out of an arrest.								
Reference(s): Penal Codes <a href="#">142(c)</a> , <a href="#">836.5</a> , and <a href="#">847</a>						Case # (if applicable)	Incident #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>9.3.09</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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<b>9.3.09</b>	<b>Part B - Agency Training Details</b> <i>(field will expand automatically)</i>  FTP Resource / FTO Instruction Harlow v. Fitzgerald, 457 U.S. 800 (1982)
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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)

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

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

APD Policy - Foreign Diplomatic and Consular Representatives

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

FTP Resource / FTO Instruction

<b>9.4 JUVENILE LAW AND PROCEDURE</b>								
<b>9.4.01 Investigating Juvenile Offenses</b>								
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) <a href="#">300</a> , <a href="#">305</a> , <a href="#">601</a> , <a href="#">602</a> , <a href="#">625</a> , <a href="#">627</a> , <a href="#">707</a> and any additional local ordinances and/or curfews		C. Laws pertaining to schools, including Penal Code (PC) <a href="#">626</a> sections and Education Codes <a href="#">48906</a> , <a href="#">48260-66</a> , etc.		D. Secure/Non-secure detention of juveniles: WIC <a href="#">206</a> , <a href="#">207</a> , <a href="#">207.1</a> , <a href="#">207.2</a>		
Reference(s):						Case # (If applicable)	Incident #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>9.4.01</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  APD Policy - Temporary Custody of Juveniles	<input type="checkbox"/> N/A
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<b>9.4.01</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>  Miranda v. Arizona, 384 U.S. 436 (1966)
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<b>9.5 ADDITIONAL LAWS</b>								
<b>9.5.01 Alcoholic Beverage Control Act</b>								
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 <a href="#">23000</a> through <a href="#">25762</a>						Case # (If applicable)	Incident #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

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

**Additional Information:**

<b>9.5.03</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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<b>9.5.03</b>	<b>Part B - Agency Training Details</b> <i>(field will expand automatically)</i>  Arcata Municipal Code FTP Resource / FTO Instruction
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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 <a href="#">18 USC Section 242</a> – 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)**  N/A

**9.5.04 Part B - Agency Training Details (field will expand automatically)**  
 U.S. Constitutional Amendments

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

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

<b>9.5.06</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i>  APD Policy - Victim and Witness Assistance	<input type="checkbox"/> N/A
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<b>9.5.06</b>	<b>Part B - Agency Training Details</b> <i>(field will expand automatically)</i>
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**See next page for Attestation**

## Part 5 – Section 9: California Codes and Laws

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### ATTESTATION FOR SECTION 9

#### TO ENTER YOUR ELECTRONIC SIGNATURE:

- Export your file as a PDF. (Go to File > Export > Create PDF/XPS Document)
- Click on “Fill & sign” > Click on “Sign” icon at top of page > Click on “Add signature”
- Click on the “Image” icon > Click “Select image” > Locate your signature file > Click “Apply” to place your signature.
- 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:** Click on the signature > Click on the trash icon.

**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: Basic Training Bureau (BTB)**
6. All applicants shall be notified in writing within **30** working days regarding the completeness of the package and application. A decision for approval shall be reached within **45** working days from the date the completed application is 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**

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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**

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- 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**

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- 10.2.01 Lawful Evidence Seizure

**10.3 WARRANTS**

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- 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

<b>10.1 SEARCH CONCEPTS</b>								
<b>10.1.01 Terminology</b>								
The trainee shall review and explain the following terms relative to searches:								
A. Consent				E. Instrumentalities of a crime				
B. Scope of Searches				F. Contraband				
C. Contemporaneous				G. Knock and Notice				
D. Probable Cause				H. Container search doctrine				
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments:								

**Additional Information:**

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

APD Policy - Search and Seizure

APD Policy - Warrant Service

**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

Reference(s):					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

APD Policy - Search and Seizure  
 APD Policy - Detention and Photographing Detainees  
 APD Policy - Warrant Service

**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

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

Comments:

**Additional Information:**

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

APD Policy - Search and Seizure

**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

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

**Additional Information:**

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

APD Policy - Search and Seizure  
 APD Policy - Warrant Service

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

<b>10.1.05 Exclusionary Rule</b> The trainee shall explain the “exclusionary rule” and its effect upon police action and procedures including: A. Court filings <span style="margin-left: 200px;">B. Prosecution of suspects</span>								
Reference(s):						Case # (If applicable)	Incident #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	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:**

<b>10.1.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input checked="" type="checkbox"/> N/A
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<b>10.1.05 Part B - Agency Training Details (field will expand automatically)</b>
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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  
 B. Inducing a suspect to vomit  
 C. Extracting blood evidence from a suspect  
 D. Extracting fingerprint evidence from a suspect

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:**

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

APD Policy - Use of Force  
 APD Policy - Search and Seizure  
 APD Policy - Warrant Service

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

<b>10.3 WARRANTS</b>								
<b>10.3.01 Obtaining Search and Arrest Warrants</b>								
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:**

<b>10.3.01</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  APD Policy - Search and Seizure APD Policy - Warrant Service	<input type="checkbox"/> N/A
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<b>10.3.01</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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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

APD Policy - Search and Seizure  
 APD Policy - Warrant Service

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

<b>10.3.03 Demonstrating Proper Procedures for Obtaining and Serving Warrants</b> 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:**

<b>10.3.03</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i>  APD Policy - Search and Seizure APD Policy - Warrant Service	<input type="checkbox"/> N/A
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<b>10.3.03</b>	<b>Part B - Agency Training Details</b> <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: Basic Training Bureau (BTB)**
6. All applicants shall be notified in writing within **30** working days regarding the completeness of the package and application. A decision for approval shall be reached within **45** working days from the date the completed application is 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**

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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**

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- 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**

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- 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

<b>11.1 FIELD NOTES AND NOTEBOOK</b>								
<b>11.1.01 Necessity for Field Notes</b>								
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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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

APD Policy - Report Preparation  
 APD Policy - Court Appearance and Subpoenas  
 APD Policy - Briefing Training

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

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

**Additional Information:**

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

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

**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)*

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

**Additional Information:**

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

**Additional Information:**

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

**Additional Information:**

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

**Additional Information:**

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

<b>11.2.04</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  APD Policy - Investigation and Prosecution	<input type="checkbox"/> N/A
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<b>11.2.04</b>	<b>Part B - Agency Training Details <i>(field will expand automatically)</i></b>
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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>	<b>Case # (If applicable)</b>	<b>Incident #</b>
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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	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								

Comments *(field will expand automatically)*

**Additional Information:**

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

APD Policy - Report Preparation  
 APD Policy - Briefing Training

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

**Additional Information:**

<b>11.2.06</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input checked="" type="checkbox"/> N/A
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<b>11.2.06</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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<b>11.2.07 Types of Report Forms</b>								
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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

11.2.07	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	☒ N/A
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11.2.07	Part B - Agency Training Details <i>(field will expand automatically)</i>
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<b>11.2.08 “Cold” Crime Reports</b> 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 #	
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:**

<b>11.2.08</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i>  APD Policy - Report Preparation	<input type="checkbox"/> N/A
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<b>11.2.08</b>	<b>Part B - Agency Training Details</b> <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	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								

Comments *(field will expand automatically)*

**Additional Information:**

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

APD Policy - Report Preparation

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

**Additional Information:**

<b>11.2.10</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i>	<input type="checkbox"/> N/A
APD Policy - Report Preparation		

<b>11.2.10</b>	<b>Part B - Agency Training Details</b> <i>(field will expand automatically)</i>
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**See next page for Attestation**

## Part 5 – Section 11: Report Writing

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### ATTESTATION FOR SECTION 11

#### TO ENTER YOUR ELECTRONIC SIGNATURE:

- Export your file as a PDF. (Go to File > Export > Create PDF/XPS Document)
- Click on “Fill & sign” > Click on “Sign” icon at top of page > Click on “Add signature”
- Click on the “Image” icon > Click “Select image” > Locate your signature file > Click “Apply” to place your signature.
- 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:** Click on the signature > Click on the trash icon.

**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: Basic Training Bureau (BTB)**
6. All applicants shall be notified in writing within **30** working days regarding the completeness of the package and application. A decision for approval shall be reached within **45** working days from the date the completed application is 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 III

### 12.1 – 12.7 COMPETENCY REQUIREMENTS

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

#### **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**

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

**12.2 HANDCUFFING**

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- 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**

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- 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**

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- 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**

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- 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**

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- 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**

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- 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
- 12.7.09 Address Issues Related to Stigma

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

<b>12.1.01</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input type="checkbox"/> N/A
APD Policy - Use of Force APD Policy - Control Devices and Techniques APD Policy - Conducted Energy Weapon APD Policy - Firearms, and APD Policy - Handcuffing and Restraints		

**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

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:**

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

APD Policy - Search and Seizure

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

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

<b>12.1.03</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input type="checkbox"/> N/A
	APD Policy - Search and Seizure	

<b>12.1.03</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>

<b>12.2 HANDCUFFING</b>								
<b>12.2.01 Purpose of Handcuffing</b>								
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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>12.2.01</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input type="checkbox"/> N/A
	APD Policy - Handcuffing and Restraints	

<b>12.2.01</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>

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

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

<b>12.2.03 Agency Policy Regarding Handcuffing Prisoners</b> 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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i>  APD Policy - Handcuffing and Restraints APD Policy - Temporary Custody of Juveniles	<input type="checkbox"/> N/A
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12.2.03	<b>Part B - Agency Training Details</b> <i>(field will expand automatically)</i>
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<b>12.2.04 Handcuffing and Transporting Single or Multiple Suspects</b> 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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

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

**Additional Information:**

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

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

**Additional Information:**

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

<b>12.3.04</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  APD Policy - Temporary Custody of Juveniles APD Policy - Temporary Holding Facility	<input type="checkbox"/> N/A
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<b>12.3.04</b>	<b>Part B - Agency Training Details <i>(field will expand automatically)</i></b>
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<b>12.3.05 Local Policy/Legal Aspects of Prisoners’ Rights and Privileges</b> 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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>12.3.05</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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<b>12.3.05</b>	<b>Part B - Agency Training Details</b> <i>(field will expand automatically)</i>
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<b>12.3.06 Willful Inhumanity or Oppression toward Prisoners</b>								
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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

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

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

**Additional Information:**

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

APD Policy - Handcuffing and Restraints  
 APD Policy - Child and Dependent Adult Safety  
 APD Policy - Mental Illness Commitments  
 APD Policy - Medical Aid and Response

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

<b>12.4.02 Transport of Prisoner(s) in a Patrol Vehicle</b> 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.								
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:**

12.4.02	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> (600 characters maximum)  APD Policy - Handcuffing and Restraints	<input type="checkbox"/> N/A
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12.4.02	<b>Part B - Agency Training Details</b> (field will expand automatically)
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<b>12.4.03 Prior to Booking a Prisoner</b> 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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>12.4.03</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i>  APD Policy - Temporary Custody of Juveniles APD Policy - Medical Aid and Response	<input type="checkbox"/> N/A
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<b>12.4.03</b>	<b>Part B - Agency Training Details</b> <i>(field will expand automatically)</i>
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<b>12.5 BOOKING PRISONERS</b>								
<b>12.5.01 Booking Juveniles</b>								
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								
<i>Reference(s):</i>						<i>Case # (If applicable)</i>	<i>Incident #</i>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
<i>Comments (field will expand automatically)</i>								

**Additional Information:**

<b>12.5.01</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i> APD Policy - Temporary Custody of Juveniles	<input type="checkbox"/> N/A
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<b>12.5.01</b>	<b>Part B - Agency Training Details</b> <i>(field will expand automatically)</i>
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<b>12.5.02 Jail Facility</b>								
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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>12.5.02</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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<b>12.5.02</b>	<b>Part B - Agency Training Details</b> <i>(field will expand automatically)</i>
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<b>12.5.03 Securing Weapons Prior to Entering Custody Facility</b>								
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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>12.5.03</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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<b>12.5.03</b>	<b>Part B - Agency Training Details</b> <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>					<b>Case # (If applicable)</b>	<b>Incident #</b>		
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
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

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

<b>12.5.05</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input checked="" type="checkbox"/> N/A
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<b>12.5.05</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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**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>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

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

APD Policy - Medical Aid and Response

**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

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:**

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

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

<b>12.5.08 Legalities of Prisoner/Inmate Searches</b> 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 #	
<b>FTO:</b>	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>Trainee:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input 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:**

<b>12.5.08</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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<b>12.5.08</b>	<b>Part B - Agency Training Details</b> <i>(field will expand automatically)</i>
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<b>12.5.09 Prisoner Release</b>								
The trainee will review and explain methods and procedures for releasing a prisoner.								
Reference(s):						Case # (If applicable)	Incident #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>12.5.09</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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<b>12.5.09</b>	<b>Part B - Agency Training Details</b> <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  
 B. Earthquake  
 C. Civil disorder  
 D. Escape

<i>Reference(s):</i>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	FTO:	When completed, print full name	Date	When completed, print full name		Date	When completed, print full name	
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:**

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

APD Policy - Outside Agency Assistance

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

<b>12.6 PEOPLE WITH DISABILITIES</b>								
<b>12.6.01 Americans with Disabilities Act (ADA)</b>								
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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>12.6.01</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b> APD Policy - Communications with Persons with Disabilities	<input type="checkbox"/> N/A
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<b>12.6.01</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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<b>12.6.02 Behavior Due to Disabilities</b>								
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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>12.6.02</b>	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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<b>12.6.02</b>	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>						<b>Case # (if applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
<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  
 APD Policy - Communications with Persons with Disabilities

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

<b>12.6.04 Non-compliance as a Warning Sign</b> 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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>12.6.04</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i> APD Policy - Communications with Persons with Disabilities	<input type="checkbox"/> N/A
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<b>12.6.04</b>	<b>Part B - Agency Training Details</b> <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>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="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

APD Policy - Use of Force  
 APD Policy - Communications with Persons with Disabilities

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

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

**Additional Information:**

<b>12.7.01</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  APD Policy - Mental Illness Commitments APD Policy - Crisis Intervention Incidents	<input type="checkbox"/> N/A
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<b>12.7.01</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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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>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
<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

APD Policy - Crisis Intervention Incidents

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

<b>12.7.03 Mental Health Facility or Regional Center</b> 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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>12.7.03</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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<b>12.7.03</b>	<b>Part B - Agency Training Details</b> <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>					<b>Case # (If applicable)</b>	<b>Incident #</b>		
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
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>					<b>Case # (If applicable)</b>	<b>Incident #</b>		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
<i>Comments (field will expand automatically)</i>								

**Additional Information:**

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

APD Policy - Mental Illness Commitments  
 APD Policy - Crisis Intervention Incidents

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

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

**Additional Information:**

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

APD Policy - Mental Illness Commitments  
 APD Policy - Crisis Intervention Incidents  
 APD Policy - Medical Aid and Response

**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>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	Received Instruction		Competency 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:								
<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

APD Policy - Mental Illness Commitments

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

<b>12.7.08 Demonstrating Knowledge of Proper Procedure</b> 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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>12.7.08</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i>  APD Policy - Crisis Intervention Incidents	<input type="checkbox"/> N/A
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<b>12.7.08</b>	<b>Part B - Agency Training Details</b> <i>(field will expand automatically)</i>
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**12.7.09 Address Issues Related to Stigma**

Given a series of scenarios or in conjunction with an actual incident involving a mentally ill or emotionally disturbed person, the trainee shall identify indicators of mental illness, intellectual disability, substance use disorders, neurological disorders, traumatic brain injury, post-traumatic stress disorder, and dementia. The training shall also address:

- Issues related to stigma
- Autism spectrum disorder
- Genetic disorders, including, but not limited to, Down syndrome
- Conflict resolution and deescalation techniques for potentially dangerous situations
- Alternatives to the use of force when interacting with potentially dangerous persons with mental illness or intellectual disabilities
- The perspective of individuals or families who have experiences with persons with mental illness, intellectual disability, and substance use disorders
- Involuntary holds
- Community and state resources available to serve persons with mental illness or intellectual disability, and how these resources can be best utilized by law enforcement

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

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

APD Policy - Crisis Intervention Incidents

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

**See next page for Attestation**

## Part 5 – Section 12: Control of Persons/Prisoners/Mentally Ill

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### ATTESTATION FOR SECTION 12

#### TO ENTER YOUR ELECTRONIC SIGNATURE:

- Export your file as a PDF. (Go to File > Export > Create PDF/XPS Document)
- Click on “Fill & sign” > Click on “Sign” icon at top of page > Click on “Add signature”
- Click on the “Image” icon > Click “Select image” > Locate your signature file > Click “Apply” to place your signature.
- 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:** Click on the signature > Click on the trash icon.

**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: Basic Training Bureau (BTB)**
6. All applicants shall be notified in writing within **30** working days regarding the completeness of the package and application. A decision for approval shall be reached within **45** working days from the date the completed application is 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**

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- 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**

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- 13.2.01 Perception Skills

**13.3 PREVENTING AND DETECTING CRIME**

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- 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

**13.4 ADDITIONAL PATROL SAFETY**

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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
- 13.4.04 Telltale Noises
- 13.4.05 Keeping Subject's Hands in View
- 13.4.06 Initiating Foot Pursuits
- 13.4.07 Mutual Aid and Jurisdiction

**13.5 BOOKING PRISONERS**

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- 13.5.01 Consensual Encounters and Reasonable Suspicion
- 13.5.02 Lawful Pedestrian Stop
- 13.5.03 Tactical Variables

- 13.5.04 Positions When Interviewing Suspicious Person(s)
- 13.5.05 Field Interview Form
- 13.5.06 Use of CLETS (California Law Enforcement Telecommunications System)
- 13.5.07 Approach and Disposition

**13.6 SEARCHING PERSONS**

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- 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
- 13.6.05 Field Search
- 13.6.06 Backup Officer Responsibilities
- 13.6.07 Serve as Backup Officer

**13.7 VEHICLE STOPS**

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- 13.7.01 Types of Vehicle Stops
- 13.7.02 Vehicle Stop Locations
- 13.7.03 Vehicle Information Prior to Stop
- 13.7.04 Proper Distance and Position of Patrol Vehicle
- 13.7.05 Gaining Driver's Attention
- 13.7.06 Hazards of Vehicle Stops
- 13.7.07 Observing Vehicle Occupants
- 13.7.08 Directing Occupants During a Stop
- 13.7.09 Approaching Vehicles Other than Automobiles
- 13.7.10 Dealing with Violator Reactions
- 13.7.11 Do Not Argue with Violator
- 13.7.12 Discretion during Traffic Stops
- 13.7.13 Procedure Advantages
- 13.7.14 Signature Is a Promise to Appear
- 13.7.15 Promoting a Positive Image

*continues*

**13.8 FELONY/HIGH-RISK VEHICLE STOPS**

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- 13.8.01 Important Considerations
- 13.8.02 Vehicle Positioning
- 13.8.03 Ordering Suspect(s) from the Vehicle
- 13.8.04 Use of Verbal Commands
- 13.8.05 Waiting for Backup
- 13.8.06 Roles of Primary and Backup Officer(s)
- 13.8.07 Demonstrating a Felony/High-risk Stop

**13.9 SEARCHING VEHICLES**

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- 13.9.01 Safe and Effective Vehicle Search
- 13.9.02 Demonstrating Vehicle Search

**13.10 SEARCHING BUILDINGS/AREAS**

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- 13.10.01 Principles of a Safe and Effective Building Search
- 13.10.02 Demonstrating Safe and Effective Building Searches

**13.11 HANDLING CRIMES IN PROGRESS**

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- 13.11.01 Responding to Crimes in Progress
- 13.11.02 Responding to Prowler Calls

**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
- 13.13.03 Crimes Against the Elderly
- 13.13.04 Confiscating Weapons

**13.14 HATE CRIMES**

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- 13.14.01 Hate Crime Indicators
- 13.14.02 Consequences of Hate Crimes
- 13.14.03 Enforcement Requirements
- 13.14.04 Handling Hate Crimes

**13.15 GANG AWARENESS**

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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 Educating Gang Activity

**13.16 MISSING PERSONS**

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- 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**

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- 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
- 13.17.05 Handling a Fire Incident

**13.18 HAZARDOUS OCCURRENCES/MAJOR DISASTERS**

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- 13.18.01 Responsibilities and Actions Required
- 13.18.02 Hazardous Materials Policy and Procedures
- 13.18.03 First Responders Responsibilities
- 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**

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

**13.20 AIRCRAFT CRASHES**

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- 13.20.01 Agency Policy
- 13.20.02 Tactical Considerations

**13.21 FIRST AID**

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- 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
- 13.21.06 Occupational Exposure to Blood and Airborne Pathogens

**13.22 FIRST AID**

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- 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**

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- 13.23.01 Disposition of Property Other than Evidence

**13.24 CROWD CONTROL**

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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
- 13.27.03 Firebombed Vehicle

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

**Additional Information:**

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

APD Policy - Patrol Function

**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

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

**Additional Information:**

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

APD Policy - Patrol Function

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

**13.1.03 Foot Patrol and Bicycle Patrol**  
 The trainee shall discuss the advantage(s) of foot patrol and bicycle patrol, including:

A. Increased personal contact between police and citizens  
 B. Increased observation ability  
 C. Increased ability to gather information

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

**Additional Information:**

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

APD Policy - Patrol Function

**13.1.03 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>	<b>Case # (If applicable)</b>	<b>Incident #</b>
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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

APD Policy - Patrol Function

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

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

**Additional Information:**

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

<b>13.1.05</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>

<b>13.2 OBSERVATION SKILLS</b>								
<b>13.2.01 Perception Skills</b> 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>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
<i>Comments (field will expand automatically)</i>								

**Additional Information:**

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

<b>13.2.01</b>	<b>Part B - Agency Training Details (field will expand automatically)</b> FTP Resource / FTO Instruction

<b>13.3 PREVENTING AND DETECTING CRIME</b>								
<b>13.3.01 Crime Prevention Techniques</b> 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>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

<b>13.3.01</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  APD Policy - Patrol Function	<input type="checkbox"/> N/A
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<b>13.3.01</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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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>					<b>Case # (If applicable)</b>	<b>Incident #</b>		
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
<i>Comments (field will expand automatically)</i>								

**Additional Information:**

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

APD Policy - Patrol Function

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

FTP Resource / FTO Instruction

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

**Additional Information:**

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

**Additional Information:**

<b>13.3.04</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b> APD Policy - Patrol Function	<input type="checkbox"/> N/A
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<b>13.3.04</b>	<b>Part B - Agency Training Details (field will expand automatically)</b> FTP Resource / FTO Instruction
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<b>13.3.05 Night Patrol</b>								
The trainee shall explain and demonstrate what an officer on nighttime patrol should be looking for, including:								
A. Broken glass		E. Persons on foot		F. Differences in normal lighting (on or off)				
B. Open doors and windows		G. Unusual sounds		H. Access to rooftop or upper floors				
C. Pry marks								
D. Suspicious vehicles								
<i>Reference(s):</i>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
<i>Comments (field will expand automatically)</i>								

**Additional Information:**

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

**Additional Information:**

<b>13.3.06</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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<b>13.3.06</b>	<b>Part B - Agency Training Details</b> <i>(field will expand automatically)</i>
	FTP Resource / FTO Instruction



<b>13.3.08 Locating Vehicle Identification Numbers</b>								
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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

<b>13.3.08</b>	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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<b>13.3.08</b>	Part B - Agency Training Details <i>(field will expand automatically)</i>
	FTP Resource / FTO Instruction

**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)*

<b>13.4.02 Plain-Clothes and Off-Duty Arrests</b>								
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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

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

<b>13.4.03</b>	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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<b>13.4.03</b>	Part B - Agency Training Details <i>(field will expand automatically)</i>
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<b>13.4.04 Telltale Noises</b> The trainee shall explain and/or demonstrate how to avoid making telltale “police noises” such as: A. Vehicle noises B. Radio noises C. Keys and whistle noises								
Reference(s):						Case # (If applicable)	Incident #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>13.4.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input checked="" type="checkbox"/> N/A
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<b>13.4.04 Part B - Agency Training Details (field will expand automatically)</b>
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<b>13.4.05 Keeping Subject's Hands in View</b>								
The trainee shall explain the importance of always keeping a subject's hands in view.								
Reference(s):						Case # (If applicable)	Incident #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>13.4.05</b>	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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<b>13.4.05</b>	Part B - Agency Training Details <i>(field will expand automatically)</i>
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<b>13.4.06 Initiating Foot Pursuits</b>								
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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
		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:**

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

**Additional Information:**

<b>13.4.07</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b> APD Policy - Outside Agency Assistance	<input type="checkbox"/> N/A
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<b>13.4.07</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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<b>13.5 PEDESTRIAN STOPS</b>								
<b>13.5.01 Consensual Encounters and Reasonable Suspicion</b>								
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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>13.5.01</b>	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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<b>13.5.01</b>	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

APD Policy - Patrol Function

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

APD Policy - Patrol Function

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

<b>13.5.04 Positions When Interviewing Suspicious Person(s)</b> 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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
		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:**

<b>13.5.04</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i>	☒ N/A

<b>13.5.04</b>	<b>Part B - Agency Training Details</b> <i>(field will expand automatically)</i>

<b>13.5.05 Field Interview Form</b>								
The trainee shall properly and legibly complete the field interview (FI) report form.								
<i>Reference(s):</i>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

<b>13.5.05</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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<b>13.5.05</b>	<b>Part B - Agency Training Details</b> <i>(field will expand automatically)</i>
	FTP Resource / FTO Instruction

<b>13.5.06 Use of CLETS (California Law Enforcement Telecommunications System)</b>								
The trainee shall explain the role and use of the CLETS in determining a person’s wanted status.								
<i>Reference(s):</i>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

<b>13.5.06</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b> APD Policy - Information Technology Use	<input type="checkbox"/> N/A
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<b>13.5.06</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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<b>13.5.07 Approach and Disposition</b>								
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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>13.5.07</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i>  APD Policy - Patrol Function	<input type="checkbox"/> N/A
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<b>13.5.07</b>	<b>Part B - Agency Training Details</b> <i>(field will expand automatically)</i>
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**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
B. Pat-down search	E. Body cavity 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 *(field will expand automatically)*

**Additional Information:**

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

APD Policy - Search and Seizure  
 APD Policy - Warrant Service

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

<b>13.6.02 Principles of Searches of Persons</b> 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 #	
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:**

13.6.02	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  APD Policy - Search and Seizure	<input type="checkbox"/> N/A
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13.6.02	<b>Part B - Agency Training Details (field will expand automatically)</b>
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<b>13.6.03 Weapons and Contraband Concealment</b>								
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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>13.6.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input checked="" type="checkbox"/> N/A
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<b>13.6.03 Part B - Agency Training Details (field will expand automatically)</b> FTP Resource / FTO Instruction
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<b>13.6.04 Legal Pat-Down Search</b>								
The trainee shall safely and effectively conduct a legal pat-down search of one or more suspect(s).								
<i>Reference(s):</i>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

<b>13.6.04</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b> APD Policy - Search and Seizure	<input type="checkbox"/> N/A
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<b>13.6.04</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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<b>13.6.05 Field Search</b>								
The trainee shall safely and effectively conduct a field search (standing, kneeling, or prone) of one or more suspect(s).								
<i>Reference(s):</i>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

<b>13.6.05</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b> APD Policy - Search and Seizure	<input type="checkbox"/> N/A
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<b>13.6.05</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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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

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:**

**13.6.06 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)**

<b>13.6.07 Serve as Backup Officer</b>								
The trainee shall safely and effectively serve as a backup officer while another officer conducts a search of one or more subjects.								
Reference(s):						Case # (If applicable)	Incident #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

<b>13.6.07</b>	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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<b>13.6.07</b>	Part B - Agency Training Details <i>(field will expand automatically)</i>
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<b>13.7 VEHICLE STOPS</b>								
<b>13.7.01 Types of Vehicle Stops</b>								
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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>13.7.01</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b> APD Policy - Traffic Function and Responsibility	<input type="checkbox"/> N/A
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<b>13.7.01</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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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

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:**

**13.7.02 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)*

<b>13.7.03 Vehicle Information Prior to Stop</b>								
The trainee shall explain the advantages of recording the license number and description of the vehicle prior to the stop.								
<i>Reference(s):</i>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

<b>13.7.03</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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<b>13.7.03</b>	<b>Part B - Agency Training Details</b> <i>(field will expand automatically)</i>
	FTP Resources/FTO Instruction

**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)

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

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

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

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 *(field will expand automatically)*

**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)*

<b>13.7.08 Directing Occupants During a Stop</b>								
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.								
<i>Reference(s):</i>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

<b>13.7.08</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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<b>13.7.08</b>	<b>Part B - Agency Training Details</b> <i>(field will expand automatically)</i>
	Brendlin v. California, 551 U.S. 249 (2007) People v. Vibanco (2007)

**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

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:**

**13.7.09 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

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

**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)**  
 FTP Resource / FTO Instruction

<b>13.7.11 Do Not Argue with Violator</b>								
The trainee shall explain why an officer should not argue with a violator.								
<i>Reference(s):</i>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

<b>13.7.11</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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<b>13.7.11</b>	<b>Part B - Agency Training Details</b> <i>(field will expand automatically)</i>
	FTP Resource/FTO Instruction

<b>13.7.12 Discretion during Traffic Stops</b>								
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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>13.7.12</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b> APD Policy - Traffic Function and Responsibility	<input type="checkbox"/> N/A
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<b>13.7.12</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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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>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="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

APD Policy - Traffic Function and Responsibility

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

<b>13.7.14 Signature Is a Promise to Appear</b>								
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).								
<i>Reference(s):</i>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

<b>13.7.14</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input type="checkbox"/> N/A
	APD Policy - Traffic Function and Responsibility	

<b>13.7.14</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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<b>13.7.15 Promoting a Positive Image</b> 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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>13.7.15</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i>  APD Policy - Traffic Function and Responsibility	<input type="checkbox"/> N/A
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<b>13.7.15</b>	<b>Part B - Agency Training Details</b> <i>(field will expand automatically)</i>
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**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>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
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)**

<b>13.8.02 Vehicle Positioning</b>								
The trainee shall discuss the proper positioning of the police vehicle for a felony/high-risk vehicle stop.								
Reference(s):						Case # (If applicable)	Incident #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

<b>13.8.02</b>	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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<b>13.8.02</b>	Part B - Agency Training Details <i>(field will expand automatically)</i>
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<b>13.8.03 Ordering Suspect(s) from the Vehicle</b>								
The trainee shall discuss the advantages of verbally ordering the suspect(s) from the vehicle prior to approaching on foot.								
<i>Reference(s):</i>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

<b>13.8.03</b>	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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<b>13.8.03</b>	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 #		
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

**13.8.04 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)**

<b>13.8.05 Waiting for Backup</b>								
The trainee shall discuss the advantages of waiting for additional backup before approaching the vehicle or the occupants.								
<i>Reference(s):</i>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

<b>13.8.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input checked="" type="checkbox"/> N/A
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<b>13.8.05 Part B - Agency Training Details (field will expand automatically)</b>
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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

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

**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)**

<b>13.8.07 Demonstrating a Felony/High-Risk Stop</b> 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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>13.8.07</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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<b>13.8.07</b>	<b>Part B - Agency Training Details</b> <i>(field will expand automatically)</i>
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<b>13.9 SEARCHING VEHICLES</b>								
<b>13.9.01 Safe and Effective Vehicle Search</b>								
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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>13.9.01</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b> APD Policy - Search and Seizure	<input type="checkbox"/> N/A
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<b>13.9.01</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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<b>13.9.02 Demonstrating Vehicle Search</b>								
Given an incident, the trainee shall safely and effectively conduct a vehicle search.								
<i>Reference(s):</i>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

<b>13.9.02</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b> APD Policy - Search and Seizure	<input type="checkbox"/> N/A
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<b>13.9.02</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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**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>					<b>Case # (If applicable)</b>	<b>Incident #</b>		
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
<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

APD Policy - Search and Seizure

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

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

**Additional Information:**

<p><b>13.10.02 Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i></p> <p>APD Policy - Search and Seizure</p>	<input type="checkbox"/> N/A
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<p><b>13.10.02 Part B - Agency Training Details</b> <i>(field will expand automatically)</i></p>
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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

APD Policy - Officer Response to Calls

**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:

A. Coordination of responding units	F. Advantages and disadvantages of immediately contacting the reporting party (RP)
B. Using a quiet and/or “blacked-out” approach	G. Controlled search of the area or location
C. Containment of the area	H. Looking for telltale signs, footprints, barking dogs, etc.
D. Parking and securing the vehicle	
E. Locating “warm” vehicles	

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

APD Policy - Officer Response to Calls

**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"> <li>A. Difference between domestic violence and domestic dispute</li> <li>B. Impact of domestic violence on victims, children, and suspects</li> <li>C. Essential elements of Penal Code Sections 13700 and 13519</li> <li>D. Duty to provide maximum protection to the victim from abuse (emergency protective order)</li> <li>E. Provide safety to other persons and property</li> <li>F. Verification and enforcement of active restraining orders and stay-away orders</li> </ul>	<ul style="list-style-type: none"> <li>G. Responsibility and authority with tenancy issues related to domestic violence</li> <li>H. Determine if a crime has been committed and if arrest is mandatory</li> <li>I. Completion of appropriate documentation and required reports</li> <li>J. Making appropriate victim’s assistance information referrals for medical aid, personal safety, community resources, legal options, and the District Attorney’s Office</li> <li>K. Taking temporary custody of firearms</li> </ul>
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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

APD Policy - Domestic Violence

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

<b>13.12.02 Inherent Dangers</b>								
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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>13.12.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b> APD Policy - Domestic Violence	<input type="checkbox"/> N/A
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<b>13.12.02 Part B - Agency Training Details (field will expand automatically)</b>
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<b>13.12.03 Separating Parties</b>								
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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>13.12.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b> APD Policy - Domestic Violence	<input type="checkbox"/> N/A
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<b>13.12.03 Part B - Agency Training Details (field will expand automatically)</b>
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<b>13.12.04 Differences between Criminal Law and Civil Law</b>								
The trainee shall explain the differences between criminal and civil law that apply during domestic dispute situations.								
<i>Reference(s):</i>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

<b>13.12.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b> APD Policy - Civil Disputes	<input type="checkbox"/> N/A
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<b>13.12.04 Part B - Agency Training Details (field will expand automatically)</b> FTP Resource / FTO Instruction
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**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>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	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:								

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

<b>13.12.05</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i>	<input type="checkbox"/> N/A
APD Policy - Domestic Violence		

<b>13.12.05</b>	<b>Part B - Agency Training Details</b> <i>(field will expand automatically)</i>
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<b>13.12.06 Enforcement of Protective Orders</b> 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 #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>13.12.06</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i>  APD Policy - Domestic Violence	<input type="checkbox"/> N/A
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<b>13.12.06</b>	<b>Part B - Agency Training Details</b> <i>(field will expand automatically)</i>
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<b>13.12.07 Handling Domestic Violence Incident</b>								
Given a domestic dispute or domestic violence incident, the trainee shall be able to assess and handle the situation safely and effectively.								
<i>Reference(s):</i>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

<b>13.12.07 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b> APD Policy - Domestic Violence	<input type="checkbox"/> N/A
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<b>13.12.07 Part B - Agency Training Details (field will expand automatically)</b>
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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	D. Follow-up investigative procedures
B. Preliminary investigation procedures	E. Referral to additional support agencies (Child Protective Services, Social Services, etc.)
C. Reporting laws	

<i>Reference(s):</i>	<b>Case # (If applicable)</b>	<b>Incident #</b>
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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	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								

Comments *(field will expand automatically)*

**Additional Information:**

<p><b>13.13.02 Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i></p> <p>APD Policy - Child Abuse</p>	<input type="checkbox"/> N/A
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<p><b>13.13.02 Part B - Agency Training Details</b> <i>(field will expand automatically)</i></p>
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**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

APD Policy - Adult Abuse

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

**Additional Information:**

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

APD Policy - Domestic Violence  
 APD Policy - Gun Violence Restraining Orders  
 APD Policy - Mental Illness Commitments  
 APD Policy - Property and Evidence

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

<b>13.14 HATE CRIMES</b>								
<b>13.14.01 Hate Crime Indicators</b>								
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>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
<i>Comments (field will expand automatically)</i>								

**Additional Information:**

<b>13.14.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input type="checkbox"/> N/A
APD Policy - Hate Crimes	

<b>13.14.01 Part B - Agency Training Details (field will expand automatically)</b>
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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  
 B. Denial of basic constitutional rights  
 C. Community divisiveness  
 D. Potential escalation of violence

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

**Additional Information:**

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

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

<b>13.14.03 Enforcement Requirements</b>								
The trainee shall identify and explain the legislative mandates and agency policy and procedures related to the enforcement of hate crimes.								
Reference(s):						Case # (If applicable)	Incident #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>13.14.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  APD Policy - Hate Crimes	<input type="checkbox"/> N/A
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<b>13.14.03 Part B - Agency Training Details (field will expand automatically)</b>
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<b>13.14.04 Handling Hate Crimes</b>								
The trainee shall recognize and be able to effectively deal with hate crimes motivated by race, ethnicity, religion, biological sex, or sexual orientation.								
<i>Reference(s):</i>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

<b>13.14.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  APD Policy - Hate Crimes	<input type="checkbox"/> N/A
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<b>13.14.04 Part B - Agency Training Details (field will expand automatically)</b>
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<b>13.15 GANG AWARENESS</b>								
<b>13.15.01 Characteristics and Recognizing Gangs</b> 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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>13.15.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input checked="" type="checkbox"/> N/A
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<b>13.15.01 Part B - Agency Training Details <i>(field will expand automatically)</i></b> FTP Resource / FTO Instruction
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<b>13.15.02 Types of Gangs</b> 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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>13.15.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input checked="" type="checkbox"/> N/A
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<b>13.15.02 Part B - Agency Training Details (field will expand automatically)</b> FTP Resource / FTO Instruction
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**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

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

**Additional Information:**

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

**13.15.03 Part B - Agency Training Details (field will expand automatically)**  
 FTP Resource / FTO Instruction

<b>13.15.04 Common Characteristics of Gangs</b>								
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>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

<b>13.15.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input checked="" type="checkbox"/> N/A
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<b>13.15.04 Part B - Agency Training Details (field will expand automatically)</b> FTP Resource / FTO Instruction
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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>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
<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)**  
 FTP Resource / FTO Instruction

<b>13.15.06 Gang Graffiti</b>								
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>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

<b>13.15.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	☒ N/A
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<b>13.15.06 Part B - Agency Training Details (field will expand automatically)</b> FTP Resource / FTO Instruction
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<b>13.15.07 Criminal Activities by Gangs</b> 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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>13.15.07 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input checked="" type="checkbox"/> N/A
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<b>13.15.07 Part B - Agency Training Details <i>(field will expand automatically)</i></b>  FTP Resource / FTO Instruction
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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](#))

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:**

**13.15.08 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)*  
 FTP Resource / FTO Instruction

<b>13.16 MISSING PERSONS</b>								
<b>13.16.01 Requirements for Handling Missing Persons</b>								
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 <a href="#">784.5</a> , <a href="#">14205(a)–(c)</a> , <a href="#">14206</a> , and <a href="#">14207(a)–(c)</a>						Case # (If applicable)	Incident #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>13.16.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  APD Policy - Missing Persons	<input type="checkbox"/> N/A
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<b>13.16.01 Part B - Agency Training Details <i>(field will expand automatically)</i></b>
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<b>13.16.02 Search Procedures</b>								
The trainee shall explain the agency’s policy regarding search procedures for missing persons.								
<i>Reference(s):</i>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

<b>13.16.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b> APD Policy - Missing Persons	<input type="checkbox"/> N/A
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<b>13.16.02 Part B - Agency Training Details (field will expand automatically)</b>
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<b>13.16.03 Thorough Search of a Missing Child’s Home and Nearby Area</b>								
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.								
<i>Reference(s):</i>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

<b>13.16.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b> APD Policy - Missing Persons	<input type="checkbox"/> N/A
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<b>13.16.03 Part B - Agency Training Details (field will expand automatically)</b>
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**13.16.04 Amber Alert**  
 The trainee shall review and explain the criteria and initiation process for an Amber Alert.

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

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

**Additional Information:**

<p><b>13.16.04 Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i></p> <p>APD Policy - Public Alerts</p>	<input type="checkbox"/> N/A
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<p><b>13.16.04 Part B - Agency Training Details</b> <i>(field will expand automatically)</i></p>
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<b>13.16.05 Handling a Missing Person Incident</b> 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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>13.16.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  APD Policy - Missing Persons	<input type="checkbox"/> N/A
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<b>13.16.05 Part B - Agency Training Details (field will expand automatically)</b>	
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<b>13.17 FIRES</b>								
<b>13.17.01 Types of Fires</b>								
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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>13.17.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b> APD Policy - Major Incident Notification  APD Policy - Hazardous Material Response	<input type="checkbox"/> N/A
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<b>13.17.01 Part B - Agency Training Details (field will expand automatically)</b>
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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

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:**

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

APD Policy - Major Incident Notification  
 APD Policy - Hazardous Material Response

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

<b>13.17.03 Search for Victims</b>								
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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

<b>13.17.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input checked="" type="checkbox"/> N/A
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<b>13.17.03 Part B - Agency Training Details (field will expand automatically)</b>
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<b>13.17.04 Building Unsafe to Enter</b>								
The trainee shall recognize signs that indicate a burning building is unsafe to enter.								
<i>Reference(s):</i>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

<b>13.17.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input checked="" type="checkbox"/> N/A
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<b>13.17.04 Part B - Agency Training Details (field will expand automatically)</b>
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<b>13.17.05 Handling a Fire Incident</b>								
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>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

<b>13.17.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b> APD Policy - Major Incident Notification  APD Policy - Hazardous Material Response	<input type="checkbox"/> N/A
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<b>13.17.05 Part B - Agency Training Details (field will expand automatically)</b>
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<b>13.18 HAZARDOUS OCCURRENCES/MAJOR DISASTERS</b>								
<b>13.18.01 Responsibilities and Actions Required</b>								
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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>13.18.01</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i> APD Policy - Emergency Management Plan, APD Policy - First Ammendment Assemblies	<input type="checkbox"/> N/A
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<b>13.18.01</b>	<b>Part B - Agency Training Details</b> <i>(field will expand automatically)</i>
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<b>13.18.02 Hazardous Materials Policy and Procedures</b>								
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>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

<b>13.18.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  APD Policy - Hazardous Material Response	<input type="checkbox"/> N/A
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<b>13.18.02 Part B - Agency Training Details (field will expand automatically)</b>
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<b>13.18.03 First Responders Responsibilities</b> 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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>13.18.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b> APD Policy - Emergency Management Plan, APD Policy - Hazardous Material Response	<input type="checkbox"/> N/A
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<b>13.18.03 Part B - Agency Training Details (field will expand automatically)</b>	
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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

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

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

APD Policy - Major Incident Notification, APD Policy - Emergency Management Plan, APD Policy - Hazardous Material Response, APD Policy - First Ammendment Assemblies

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

**Additional Information:**

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

APD Policy - Major Incident Notification, APD Policy - Emergency Management Plan

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

<b>13.18.06 Handling of Hazardous Occurrence/Major Disaster</b>								
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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>13.18.06</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i> APD Policy - Major Incident Notification, APD Policy - Emergency Management Plan, APD Policy - Hazardous Material Response, APD Policy - First Ammendment Assemblies	<input type="checkbox"/> N/A
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<b>13.18.06</b>	<b>Part B - Agency Training Details</b> <i>(field will expand automatically)</i>
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<b>13.19 BOMBS/EXPLOSIVE DEVICES</b>								
<b>13.19.01 Agency Policy and Procedures</b> The trainee shall review and explain the agency’s policy and procedures for handling explosives.								
<i>Reference(s):</i>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

<b>13.19.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b> APD Policy - Major Incident Notification, APD Policy - Response to Bomb Calls	<input type="checkbox"/> N/A
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<b>13.19.01 Part B - Agency Training Details (field will expand automatically)</b>
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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>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
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

APD Policy - Response to Bomb Calls

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

<b>13.19.03 Handling of Bomb Scene</b>								
Given a simulated or actual bomb scene, the trainee shall assess and perform all necessary responsibilities and actions in a safe and effective manner.								
<i>Reference(s):</i>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

<b>13.19.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input type="checkbox"/> N/A
APD Policy - Major Incident Notification, APD Policy - Emergency Management Plan, APD Policy - Response to Bomb Calls	

<b>13.19.03 Part B - Agency Training Details (field will expand automatically)</b>
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<b>13.20 AIRCRAFT CRASHES</b>								
<b>13.20.01 Agency Policy</b> The trainee shall review and explain the agency’s policy on aircraft crashes.								
<i>Reference(s):</i>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

<b>13.20.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input type="checkbox"/> N/A
APD Policy - Major Incident Notification, APD Policy - Aircraft Accidents	

<b>13.20.01 Part B - Agency Training Details (field will expand automatically)</b>
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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>							<b>Case # (If applicable)</b>	<b>Incident #</b>
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

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

APD Policy - Major Incident Notification, APD Policy - Aircraft Accidents

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

<b>13.21 FIRST AID</b>								
<b>13.21.01 Knowledge and Skills</b>								
The trainee shall possess the knowledge and skills needed to administer necessary first aid during emergency situations.								
<i>Reference(s):</i>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

<b>13.21.01</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  APD Policy - Medical Aid and Response	<input type="checkbox"/> N/A
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<b>13.21.01</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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<b>13.21.02 Agency Policy</b>								
The trainee shall review and explain the agency’s policy on administering first aid.								
Reference(s):						Case # (If applicable)	Incident #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

<b>13.21.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input type="checkbox"/> N/A
APD Policy - Medical Aid and Response	

<b>13.21.02 Part B - Agency Training Details (field will expand automatically)</b>
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<b>13.21.03 Proficiency Requirements</b>								
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 <a href="#">1797.183</a> and Penal Code <a href="#">13518</a>						Case # (If applicable)	Incident #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

<b>13.21.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  APD Policy - Medical Aid and Response	<input type="checkbox"/> N/A
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<b>13.21.03 Part B - Agency Training Details <i>(field will expand automatically)</i></b>
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<b>13.21.04 Potential Consequences of Improper Application</b>								
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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>13.21.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  APD Policy - Medical Aid and Response	<input type="checkbox"/> N/A
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<b>13.21.04 Part B - Agency Training Details <i>(field will expand automatically)</i></b>
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<b>13.21.05 Handling a First Aid Emergency</b> 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 #
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date
	FTO:					<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:**

<b>13.21.05</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> (600 characters maximum)	<input type="checkbox"/> N/A
	APD Policy - Medical Aid and Response	

<b>13.21.05</b>	<b>Part B - Agency Training Details</b> (field will expand automatically)
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<b>13.21.06 Occupational Exposure to Blood and Airborne Pathogens</b> 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	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>13.21.06 Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i>  APD Policy - Occupational Disease and Work-Related Injury Reporting	<input type="checkbox"/> N/A
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<b>13.21.06 Part B - Agency Training Details</b> <i>(field will expand automatically)</i>
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<b>13.22 SICK, INJURED, OR DECEASED PERSONS</b>								
<b>13.22.01 Providing Aid and Transportation</b> The trainee shall review and explain agency policies concerning providing aid and transportation to sick or injured persons.								
Reference(s):						Case # (If applicable)	Incident #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>13.22.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  APD Policy - Medical Aid and Response	<input type="checkbox"/> N/A
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<b>13.22.01 Part B - Agency Training Details (field will expand automatically)</b>
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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>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="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

APD Policy - Death Investigation

**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

APD Policy - Property and Evidence

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

<b>13.24 CROWD CONTROL</b>								
<b>13.24.01 First Amendment Rights</b>								
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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>13.24.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  APD - First Amendment Assemblies	<input type="checkbox"/> N/A
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<b>13.24.01 Part B - Agency Training Details <i>(field will expand automatically)</i></b>
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<b>13.24.02 Agency Philosophy and Law Enforcement Objective</b>								
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.								
<i>Reference(s):</i>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

<b>13.24.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input type="checkbox"/> N/A
APD - First Ammendment Assemblies	

<b>13.24.02 Part B - Agency Training Details (field will expand automatically)</b>
APD Mission Statement

<b>13.24.03 Maintaining Objectivity</b>								
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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>13.24.03 Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i>  APD - First Ammendment Assemblies	<input type="checkbox"/> N/A
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<b>13.24.03 Part B - Agency Training Details</b> <i>(field will expand automatically)</i>
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<b>13.24.04 Restoring Order</b> 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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>13.24.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  APD - First Ammendment Assemblies	<input type="checkbox"/> N/A
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<b>13.24.04 Part B - Agency Training Details (field will expand automatically)</b>	
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<b>13.24.05 Crowd Management Incidents</b> 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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
		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:**

<b>13.24.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  APD - First Ammendment Assemblies	<input type="checkbox"/> N/A
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<b>13.24.05 Part B - Agency Training Details (field will expand automatically)</b>	
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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>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

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

APD Policy - Outside Agency Assistance, APD Policy - Major Incident Notification. APD - First Ammendment Assemblies

**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

APD - First Ammendment Assemblies

**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><b>A. Isolation and containment</b></p> <ol style="list-style-type: none"> <li>1. Establishment of a perimeter around the crowd</li> <li>2. Consideration of barricades and placement of additional personnel to maintain the perimeter</li> <li>3. Maintaining the integrity of squads and platoons and avoiding becoming isolated in the crowd</li> </ol>	<p><b>B. Law enforcement presence</b></p> <ol style="list-style-type: none"> <li>1. Coordination of resources</li> <li>2. Communication</li> <li>3. Deploying sufficient personnel with proper equipment</li> <li>4. The announcement of dispersal orders (prepared announcement/amplified sound, multiple announcements in appropriate language)</li> <li>5. Use of force options</li> <li>6. Law enforcement documentation of its own response (video/audio)</li> <li>7. Making selective arrests (arrest teams/ communication)</li> <li>8. Establishing a unified chain of command</li> <li>9. Preparing to handle multiple arrests</li> <li>10. Planning and coordinating the response of medical personnel or additional resources, if needed</li> <li>11. Authorized/designated law enforcement personnel interacting with media</li> </ol>
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<i>Reference(s):</i>					<b>Case # (If applicable)</b>	<b>Incident #</b>		
	Received Instruction		Competency 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:								
<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

APD Policy - Use of Force, APD Policy - Outside Agency Assistance, APD Policy - Major Incident Notification, APD - First Ammendment Assemblies

**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

APD - First Ammendment Assemblies

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

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

**Additional Information:**

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

APD - First Ammendment Assemblies

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

APD - First Ammendment Assemblies

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

<b>13.24.13 Law Enforcement Conduct</b> 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.								
Reference(s):						Case # (If applicable)	Incident #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>13.24.13</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i>  APD - First Ammendment Assemblies	<input type="checkbox"/> N/A
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<b>13.24.13</b>	<b>Part B - Agency Training Details</b> <i>(field will expand automatically)</i>
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**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>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
<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

APD Policy - Use of Force

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

<b>13.24.15 Agency-Issued Riot Equipment</b> 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).								
Reference(s):						Case # (If applicable)	Incident #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>13.24.15 Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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<b>13.24.15 Part B - Agency Training Details</b> <i>(field will expand automatically)</i>  FTP Resource / FTO Instruction
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<b>13.25 NEWS MEDIA RELATIONS</b>								
<b>13.25.01 Common Practices for Release of Information</b>								
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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>13.25.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  APD Policy - Media Relations	<input type="checkbox"/> N/A
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<b>13.25.01 Part B - Agency Training Details <i>(field will expand automatically)</i></b>
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<b>13.25.02 Press Credentials</b>								
The trainee shall recognize press credentials most commonly honored by law enforcement agencies.								
<i>Reference(s):</i>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

<b>13.25.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input checked="" type="checkbox"/> N/A
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<b>13.25.02 Part B - Agency Training Details (field will expand automatically)</b>
FTP Resource / FTO Instruction

<b>13.25.03 Media Access to Areas Closed to the Public</b>								
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>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>13.25.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  APD Policy - Media Relations	<input type="checkbox"/> N/A
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<b>13.25.03 Part B - Agency Training Details (field will expand automatically)</b>	
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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

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

**Additional Information:**

**13.25.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**  N/A  
 APD Policy - Media Relations

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

<b>13.26 HOSTAGE SITUATIONS AND BARRICADED SUSPECTS</b>								
<b>13.26.01 Tactical Considerations</b>								
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.]								
<i>Reference(s):</i>						<i>Case # (If applicable)</i>	<i>Incident #</i>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
<i>Comments (field will expand automatically)</i>								

**Additional Information:**

<b>13.26.01 Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i>	<input type="checkbox"/> N/A
APD Policy - Hostage and Barricade Incidents	

<b>13.26.01 Part B - Agency Training Details</b> <i>(field will expand automatically)</i>
LD 23 - Crimes in Progress

<b>13.27 SNIPER ATTACK</b>								
<b>13.27.01 Initial Response to Attack</b>								
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)				
Reference(s):						Case # (If applicable)	Incident #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
		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:**

<b>13.27.01</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b> APD Policy - Crisis Intervention Incidents, APD Policy - Rapid Response and Deployment	<input type="checkbox"/> N/A
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<b>13.27.01</b>	<b>Part B - Agency Training Details <i>(field will expand automatically)</i></b>
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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>					<b>Case # (If applicable)</b>	<b>Incident #</b>		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
<i>Comments (field will expand automatically)</i>								

**Additional Information:**

<p><b>13.27.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b></p>	<input checked="" type="checkbox"/> N/A
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<p><b>13.27.03 Part B - Agency Training Details (field will expand automatically)</b></p>
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**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: <ol style="list-style-type: none"> <li>1. Dead</li> <li>2. Injured</li> <li>3. Noisy</li> <li>4. Rabid</li> <li>5. Strays</li> <li>6. Wild/feral</li> </ol>	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:								
<i>Comments (field will expand automatically)</i>								

**Additional Information:**

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

APD Policy - Animal Control

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

APD Policy - Firearms, APD Policy - Animal Control

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

<b>13.28.03 Handling an Animal Control Situation</b>								
Given an incident, the trainee shall effectively assess and handle an animal control situation.								
<i>Reference(s):</i>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

<b>13.28.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input type="checkbox"/> N/A
APD Policy - Animal Control	

<b>13.28.03 Part B - Agency Training Details (field will expand automatically)</b>
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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. All applicants shall be notified in writing within **30** working days regarding the completeness of the package and application. A decision for approval shall be reached within **45** working days from the date the completed application is 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**

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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**

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- 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**

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- 14.3.01 Understanding the Burden of Proof

**14.4 CONCEPTS OF EVIDENCE**

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- 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**

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- 14.5.01 Exclusionary Rule
- 14.5.02 Hearsay Rule

**14.6 EVIDENCE COLLECTION AND PRESERVATION**

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- 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**

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- 14.7.01 Methods for Identifying Suspects
- 14.7.02 Agency Policy and Procedures
- 14.7.03 Photographic Identifications

**14.8 SOURCES OF INFORMATION**

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- 14.8.01 Networking with the Community
- 14.8.02 Informants
- 14.8.03 Public and Private Records

**14.9 SUBPOENAS**

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- 14.9.01 Definition, Authority, and Immunities
- 14.9.02 Agency Practices

**14.10 COURTROOM TESTIMONY AND Demeanor**

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- 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

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

FTP Resource / FTO Instruction

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

**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)**  
 FTP Resource / FTO Instruction

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

**Additional Information:**

<b>14.1.03</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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<b>14.1.03</b>	<b>Part B - Agency Training Details</b> <i>(field will expand automatically)</i>
FTP Resource / FTO Instruction	

<b>14.1.04 Miranda Warning</b>								
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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments:								

**Additional Information:**

<b>14.1.04</b>	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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<b>14.1.04</b>	Part B - Agency Training Details (field will expand automatically)
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<b>14.1.05 Conducting an Interview</b> 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)**  N/A

APD Policy - Report Preparation

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

<b>14.2 PRELIMINARY INVESTIGATION</b>								
<b>14.2.01 Investigating Cold Crimes</b>								
The trainee shall properly obtain all information necessary for the completion of a thorough preliminary investigation of a “cold” crime.								
Reference(s):						Case # (If applicable)	Incident #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments:								

**Additional Information:**

<b>14.2.01</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  APD Policy - Investigation and Prosecution	<input type="checkbox"/> N/A
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<b>14.2.01</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>  FTP Resource / FTO Instruction
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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

APD Policy - Report Preparation  
 APD Policy - Investigation and Prosecution

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

<b>14.2.03 Handling Crimes Against Property</b> 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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>14.2.03</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  APD Policy - Report Preparation APD Policy - Investigation and Prosecution	<input type="checkbox"/> N/A
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<b>14.2.03</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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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>		
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
<b>Comments:</b>								

**Additional Information:**

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

APD Policy - Public Alerts  
 APD Policy - Report Preparation  
 APD Policy - Investigation and Prosecution

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

<b>14.2.05 Handling Crimes Against Persons</b> 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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>14.2.05</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  APD Policy - Report Preparation APD Policy - Investigation and Prosecution	<input type="checkbox"/> N/A
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<b>14.2.05</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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**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>	<b>Case # (If applicable)</b>	<b>Incident #</b>
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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	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								

Comments:

**Additional Information:**

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

APD Policy - Report Preparation  
 APD Policy - Investigation and Prosecution

**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

APD Policy - Report Preparation  
 APD Policy - Death Investigation  
 APD Policy - Investigation and Prosecution

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

<b>14.2.08 Evidence Technicians/Criminalists</b>								
The trainee shall recognize what types of situations require the skills of an evidence technician or criminalist.								
Reference(s):						Case # (if applicable)	Incident #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments:								

**Additional Information:**

<b>14.2.08</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b> APD Policy - Computers and Digital Evidence APD Policy - Property and Evidence	<input type="checkbox"/> N/A
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<b>14.2.08</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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<b>14.2.09 Preliminary Investigations</b>								
The trainee shall demonstrate the ability to conduct thorough and complete preliminary investigations.								
Reference(s):						Case # (if applicable)	Incident #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments:								

**Additional Information:**

<b>14.2.09</b>	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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<b>14.2.09</b>	Part B - Agency Training Details (field will expand automatically)
	FTP Resource / FTO Instruction

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

<b>14.3.01</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input checked="" type="checkbox"/> N/A

<b>14.3.01</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>

<b>14.4 CONCEPTS OF EVIDENCE</b>								
<b>14.4.01 Evidence Definition and Types</b>								
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 <a href="#">140</a> and <a href="#">410</a>						Case # (If applicable)	Incident #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments:								

**Additional Information:**

<b>14.4.01</b>	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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<b>14.4.01</b>	Part B - Agency Training Details (field will expand automatically)
	California Evidence Code Section 140



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

**Additional Information:**

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

APD - Investigation and Prosecution

**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	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								

Comments:

**Additional Information:**

**14.4.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**  N/A  
 APD - Investigation and Prosecution

**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. Clergyperson 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)**

<b>14.5 RULES OF EVIDENCE</b>								
<b>14.5.01 Exclusionary Rule</b>								
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 #	
<b>FTO:</b>	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>Trainee:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input 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:**

<b>14.5.01</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input checked="" type="checkbox"/> N/A

<b>14.5.01</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>  U.S. Constitutional Amendments No. 4 & No. 5 Bram v. United States, 168 U.S. 532 (1897) Mapp v. Ohio, 367 U.S. 643 (1961)	
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**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

APD Policy - Computers and Digital Evidence  
 APD Policy - Property and Evidence

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

<b>14.6.02 Weather Conditions</b>								
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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments:								

**Additional Information:**

<b>14.6.02</b>	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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<b>14.6.02</b>	Part B - Agency Training Details (field will expand automatically)
	FTP Resource / FTO Instruction

<b>14.6.03 Preserving Evidence</b> 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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
		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:**

<b>14.6.03</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  APD Policy - Property and Evidence	<input type="checkbox"/> N/A
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<b>14.6.03</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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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>					<b>Case # (If applicable)</b>	<b>Incident #</b>		
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
<b>Comments:</b>								

**Additional Information:**

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

APD Policy - Property and Evidence

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

FTP Resource / FTO Instruction

<b>4.6.05 Storage of Evidence</b>								
The trainee shall explain the provisions of the agency’s rules, policies, and procedures regarding the storage of evidence.								
Reference(s):						Case # (If applicable)	Incident #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments:								

**Additional Information:**

<b>14.6.05</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  APD Policy - Computers and Digital Evidence APD Policy - Property and Evidence	<input type="checkbox"/> N/A
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<b>14.6.05</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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<b>14.6.06 Taking Evidence to Laboratories and Court</b>								
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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments:								

**Additional Information:**

<b>14.6.06</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b> APD Policy - Property and Evidence	<input type="checkbox"/> N/A
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<b>14.6.06</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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<b>14.6.07 Chain of Custody/Evidence</b>								
The trainee shall explain the meaning of “chain of custody” or “chain of evidence.”								
Reference(s):						Case # (If applicable)	Incident #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments:								

**Additional Information:**

<b>14.6.07</b>	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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<b>14.6.07</b>	Part B - Agency Training Details (field will expand automatically)
	FTP Resource / FTO Instruction

<b>14.6.08 Demonstrate Handling of Evidence</b>								
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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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:**

<b>14.6.08</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  APD Policy - Computers and Digital Evidence APD Policy - Property and Evidence	<input type="checkbox"/> N/A
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<b>14.6.08</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>  FTP Resource / FTO Instruction
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<b>14.7 LINEUPS</b>								
<b>14.7.01 Methods for Identifying Suspects</b>								
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:**

<b>14.7.01</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  APD Policy - Eyewitness Identification	<input type="checkbox"/> N/A
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<b>14.7.01</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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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

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

**Additional Information:**

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

APD Policy - Detentions and Photographing Detainees  
 APD Policy - Eyewitness Identification

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

**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

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	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								

Comments *(field will expand automatically)*

**Additional Information:**

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

APD Policy - Detentions and Photographing Detainees  
 APD Policy - Eyewitness Identification

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

<b>14.8 SOURCES OF INFORMATION</b>								
<b>14.8.01 Networking with the Community</b> 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>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

<b>14.8.01</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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<b>14.8.01</b>	<b>Part B - Agency Training Details</b> <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 #

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

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

**14.8.02 Part B - Agency Training Details (field will expand automatically)**  
 FTP Resource / FTO Instruction

<b>14.8.03 Public and Private Records</b>								
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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

<b>14.8.03</b>	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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<b>14.8.03</b>	Part B - Agency Training Details <i>(field will expand automatically)</i>
	FTP Resource / FTO Instruction CLETS / CJIS

<b>14.9 SUBPOENAS</b>								
<b>14.9.01 Definition, Authority, and Immunities</b>								
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:**

<b>14.9.01</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  APD Policy - Subpoenas and Court Appearances	<input type="checkbox"/> N/A
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<b>14.9.01</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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<b>14.9.02 Agency Practices</b>								
The trainee shall review and explain the agency’s practices and policies concerning the subpoena process.								
<i>Reference(s):</i>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

<b>14.9.02</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i>	<input type="checkbox"/> N/A
	APD Policy - Subpoenas and Court Appearances	

<b>14.9.02</b>	<b>Part B - Agency Training Details</b> <i>(field will expand automatically)</i>
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<b>14.10 COURTROOM TESTIMONY AND Demeanor</b>								
<b>14.10.01 Professional Demeanor and Appearance</b> The trainee shall explain the value of impressive and professional courtroom demeanor and appearance.								
Reference(s):						Case # (If applicable)	Incident #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

<b>14.10.01</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i> APD Policy - Subpoenas and Court Appearances	<input type="checkbox"/> N/A
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<b>14.10.01</b>	<b>Part B - Agency Training Details</b> <i>(field will expand automatically)</i>
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<b>14.10.02 Pre-Trial Conference</b>								
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				
<i>Reference(s):</i>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

<b>14.10.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input checked="" type="checkbox"/> N/A
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<b>14.10.02 Part B - Agency Training Details (field will expand automatically)</b>
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**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	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								

Comments (field will expand automatically)

**Additional Information:**

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

APD Policy - Subpoenas and Court Appearances

**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	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								

Comments *(field will expand automatically)*

**Additional Information:**

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

APD Policy - Subpoenas and Court Appearances

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

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

APD Policy - Standards of Conduct  
 APD Policy - Subpoenas and Court Appearances

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

APD Code of Ethics (Located in Lexipol)

<b>14.10.07 Courtroom Testimony Preparation and Demonstration</b>								
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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

<b>14.10.07</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i> APD Policy - Subpoenas and Court Appearances	<input type="checkbox"/> N/A
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<b>14.10.07</b>	<b>Part B - Agency Training Details</b> <i>(field will expand automatically)</i>
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**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):**
  - 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. All applicants shall be notified in writing within **30** working days regarding the completeness of the package and application. A decision for approval shall be reached within **45** working days from the date the completed application is 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**

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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**

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- 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)**

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- 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**

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- 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**

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- 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

<b>15.1 TACTICAL COMMUNICATION</b>								
<b>15.1.01 Verbal and Nonverbal Cues</b>								
The trainee shall discuss how tactical communication involves both professional demeanor and words (verbal and nonverbal cues).								
Reference(s):						Case # (If applicable)	Incident #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	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:**

**15.1.01 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)**  
 APD Mission Statement (Located in Lexipol)

<b>15.1.02 Benefits of Tactical Communication</b> 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:**

<b>15.1.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input checked="" type="checkbox"/> N/A
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<b>15.1.02 Part B - Agency Training Details (field will expand automatically)</b> APD Mission Statement (Located in Lexipol)
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<b>15.1.03 Demonstration of Tactical Communication</b> 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:**

<b>15.1.03 Part A - Reference Agency Policies/Procedures, if applicable</b> (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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<b>15.1.03 Part B - Agency Training Details</b> (field will expand automatically) FTP Resource / FTO Instruction
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**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)

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:**

**15.1.05 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)**  
 FTP Resource / FTO Instruction

<b>15.2 HANDLING DISPUTES (GENERAL)</b>								
<b>15.2.01 Basic Responsibilities at the Scene of a Dispute</b>								
The trainee shall explain an officer’s basic responsibilities at the scene of a dispute. These responsibilities shall minimally include:								
A. Remaining impartial		B. Preserving the peace		C. Determining whether or not a crime has been committed		D. Conducting an investigation if a crime has been committed.		
E. Providing safety to individuals and property		F. Suggesting solutions to the problem		G. Offering appropriate referrals		H. Considering arrest as a reasonable alternative if a crime has been committed		
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:**

<b>15.2.01</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  APD Policy - Civil Disputes	<input type="checkbox"/> N/A
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<b>15.2.01</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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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>						<b>Case # (If applicable)</b>		<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>	
	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:**

<b>15.2.02</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input checked="" type="checkbox"/> N/A
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<b>15.2.02</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
FTP Resource / FTO Instruction	

<b>15.2.03 Inherent Dangers to Officers</b>								
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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	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:**

<b>15.2.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input checked="" type="checkbox"/> N/A
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<b>15.2.03 Part B - Agency Training Details (field will expand automatically)</b> FTP Resource / FTO Instruction
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<b>15.2.04 Separating Parties in a Dispute</b>								
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:**

<b>15.2.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input checked="" type="checkbox"/> N/A
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<b>15.2.04 Part B - Agency Training Details (field will expand automatically)</b> FTP Resource / FTO Instruction
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<b>15.2.05 Private Person Arrest Procedures</b>								
The trainee shall explain private person arrest procedures at disputes.								
Reference(s):						Case # (If applicable)	Incident #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	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:**

<b>15.2.05</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  APD Policy - Domestic Violence APD Policy - Private Persons Arrest APD Policy - Civil Disputes	<input type="checkbox"/> N/A
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<b>15.2.05</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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<b>15.2.06 Use of Different Techniques</b> 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:**

<b>15.2.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input checked="" type="checkbox"/> N/A
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<b>15.2.06 Part B - Agency Training Details (field will expand automatically)</b> FTP Resource / FTO Instruction
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<b>15.2.07 Handling a Dispute Situation</b> 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)	☒ N/A
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15.2.07	Part B - Agency Training Details (field will expand automatically)	
	FTP Resource / FTO Instruction	

<b>15.3 CIVIL DISPUTES</b>								
<b>15.3.01 Agency Policy on Landlord-Tenant Disputes</b> The trainee shall review and explain the agency’s policy on handling landlord-tenant disputes.								
Reference(s):						Case # (If applicable)	Incident #	
<b>FTO:</b>	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	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:**

<b>15.3.01</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  APD Policy - Civil Disputes	<input type="checkbox"/> N/A
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<b>15.3.01</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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<p><b>15.3.02 California Law and Agency Procedures Regarding Landlord-Tenant Disputes</b></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><b>15.3.02</b></p>	<p><b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b></p> <p>APD Policy - Civil Disputes</p>	<input type="checkbox"/> N/A
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<p><b>15.3.02</b></p>	<p><b>Part B - Agency Training Details (field will expand automatically)</b></p>
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<b>15.3.03 Agency Policy on Labor-Management Disputes</b> The trainee shall review and explain the agency’s policy on labor-management disputes.								
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:**

15.3.03	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  APD Policy - Civil Disputes	<input type="checkbox"/> N/A
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15.3.03	<b>Part B - Agency Training Details (field will expand automatically)</b>
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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>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	Signature	Date	Signature	Date		Signature	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
<b>Comments:</b>								

**Additional Information:**

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

APD Policy - Civil Disputes

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

<b>15.3.05 Small Claims Court</b>								
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:**

<b>15.3.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input type="checkbox"/> N/A
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<b>15.3.05 Part B - Agency Training Details (field will expand automatically)</b>  Small Claims Documents are filed at the Humboldt County Courthouse Small Claims Trials are held at the Humboldt County Courthouse
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<b>15.3.06 Handling a Civil Dispute</b> 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	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> (600 characters maximum)  APD Policy - Civil Disputes	<input type="checkbox"/> N/A
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15.3.06	<b>Part B - Agency Training Details</b> (field will expand automatically)
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<b>15.4 REPOSSESSIONS</b>								
<b>15.4.01 Rules and Agency Policy Regarding Repossessions</b>								
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:**

<b>15.4.01</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b> APD Policy - Civil Disputes	<input type="checkbox"/> N/A
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<b>15.4.01</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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**See next page for Attestation**

## Part 5 – Section 15: Tactical Communication/Conflict Resolution

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### ATTESTATION FOR SECTION 15

#### TO ENTER YOUR ELECTRONIC SIGNATURE:

- Export your file as a PDF. (Go to File > Export > Create PDF/XPS Document)
- Click on “Fill & sign” > Click on “Sign” icon at top of page > Click on “Add signature”
- Click on the “Image” icon > Click “Select image” > Locate your signature file > Click “Apply” to place your signature.
- 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:** Click on the signature > Click on the trash icon.

**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: Basic Training Bureau (BTB)**
6. All applicants shall be notified in writing within **30** working days regarding the completeness of the package and application. A decision for approval shall be reached within **45** working days from the date the completed application is 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**

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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**

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- 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**

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- 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**

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- 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**

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- 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)**

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- 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

<b>16.1 VEHICLE CODES</b>								
<b>16.1.01 Vehicle Code Laws</b>								
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>							<b>Case # (If applicable)</b>	<b>Incident #</b>
<b>FTO:</b>	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	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:**

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

APG Policy - Traffic Function and Responsibility  
 APD Policy - Traffic Citations

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

California Vehicle Code

**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

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

**Additional Information:**

<b>16.1.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input checked="" type="checkbox"/> N/A
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<b>16.1.02 Part B - Agency Training Details (field will expand automatically)</b> California Vehicle Code
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<b>16.1.03 Vehicle Code Authority to Arrest</b>								
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:**

<b>16.1.03</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  APG Policy - Traffic Function and Responsibility APD Policy - Impaired Driving and Evidence Collection APD Policy - Traffic Citations	<input type="checkbox"/> N/A
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<b>16.1.03</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>  California Vehicle Code
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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	

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

**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)**  
 California Vehicle Code

**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

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

**Additional Information:**

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

APD Policy - Traffic Citations

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

<b>16.1.06 Completing a Citation</b>								
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 #	
	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:**

<b>16.1.06</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input checked="" type="checkbox"/> N/A

<b>16.1.06</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
FTP Resource / FTO Instruction	

<b>16.1.07 Promise to Appear</b>								
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:**

<b>16.1.07</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b> APD Policy - Traffic Citations	<input type="checkbox"/> N/A
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<b>16.1.07</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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<b>16.2 IMPOUNDING/STORING VEHICLES</b>									
<b>16.2.01 Agency Policy Regarding Tows</b> The trainee shall review and explain the agency’s policy regarding towing procedures.									
Reference(s):							Case # (If applicable)	Incident #	
FTO:  Trainee:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	Signature	Date	Signature	Date		Signature	Date		
						<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input 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:**

<b>16.2.01</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  APD Policy - Towing and Release APD Policy - 72 Hour Parking Violations	<input type="checkbox"/> N/A
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<b>16.2.01</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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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

APD Policy - Towing and Release  
 APD Policy - 72 Hour Parking Violations

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

California Vehicle Code

<b>16.2.03 Impounds from Public or Private Property</b> 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 #	
	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:**

16.2.03	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  APD Policy - Towing and Release APD Policy - 72 Hour Parking Violations	<input type="checkbox"/> N/A
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16.2.03	<b>Part B - Agency Training Details (field will expand automatically)</b>  California Vehicle Code
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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

APD Policy - Towing and Release  
 APD Policy - 72 Hour Parking Violations

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

California Vehicle Code

<b>16.3 VEHICLE COLLISIONS</b>								
<b>16.3.01 Preventing Accidents</b>								
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:**

<b>16.3.01</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b> APD Policy - Traffic Collision Reporting	<input type="checkbox"/> N/A
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<b>16.3.01</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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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

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

Comments:

**Additional Information:**

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

APD Policy - Medical Aid and Response  
 APD Policy - Traffic Collision Reporting

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

<b>16.3.03 Agency Policy Regarding Collision Investigations</b> The trainee shall review and explain the agency’s policy regarding traffic collision investigation and reporting.								
Reference(s):						Case # (If applicable)	Incident #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	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	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  APD Policy - Traffic Collision Reporting	<input type="checkbox"/> N/A
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16.3.03	<b>Part B - Agency Training Details (field will expand automatically)</b>
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<b>16.3.04 Removing Vehicles from the Highway</b> 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:**

<b>16.3.04</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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<b>16.3.04</b>	<b>Part B - Agency Training Details</b> (field will expand automatically) FTP Resource / FTO Instruction
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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:**

<b>16.3.06</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> (600 characters maximum)	<input type="checkbox"/> N/A
APD Policy - Traffic Collision Reporting		

**16.3.06 Part B - Agency Training Details** *(field will expand automatically)*  
 Collision Investigation Manual

**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 #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training	How Remediated?
	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:**

**16.3.07 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*  N/A  
 APD Policy - Traffic Collision Reporting

**16.3.07 Part B - Agency Training Details** *(field will expand automatically)*  
 Collision Investigation Manual

<b>16.3.08 Types of Physical Evidence</b> 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 #	
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:**

<b>16.3.08</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  APD Policy - Traffic Collision Reporting	<input type="checkbox"/> N/A
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<b>16.3.08</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>  Collision Investigation Manual
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<b>16.3.09 Collision Investigation Information</b> 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		B. Time and location of collision events		D. Elements unique to hit and run collisions, if applicable		
Reference(s):						Case # (If applicable)	Incident #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	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	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> (600 characters maximum) APD Policy - Traffic Collision Reporting	<input type="checkbox"/> N/A
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16.3.09	<b>Part B - Agency Training Details</b> (field will expand automatically)	
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<b>16.3.10 Handling a Traffic Collision</b> 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	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  APD Policy - Officer Response to Calls APD Policy - Traffic Collision Reporting	<input type="checkbox"/> N/A
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16.3.10	<b>Part B - Agency Training Details (field will expand automatically)</b>  Collision Investigation Manual
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<b>16.4 TRAFFIC CONTROL/DIRECTION</b>								
<b>16.4.01 Traffic Hand Signals</b>								
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 #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	Signature	Date	Signature	Date		Signature	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments:								

**Additional Information:**

<b>16.4.01</b>	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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<b>16.4.01</b>	Part B - Agency Training Details (field will expand automatically)
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<b>16.4.02 Directing Traffic Using a Flashlight</b>								
The trainee shall demonstrate a method for using the flashlight to direct traffic in the hours of darkness.								
Reference(s):						Case # (If applicable)	Incident #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	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:**

<b>16.4.02</b>	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A
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<b>16.4.02</b>	Part B - Agency Training Details (field will expand automatically)
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<b>16.4.03 Use of Flares</b>								
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:**

<b>16.4.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input checked="" type="checkbox"/> N/A
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<b>16.4.03 Part B - Agency Training Details (field will expand automatically)</b>	
FTP Resource / FTO Instruction	

<b>16.4.04 Demonstrating Appropriate Traffic Control</b> 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:**

<b>16.4.04</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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<b>16.4.04</b>	<b>Part B - Agency Training Details</b> (field will expand automatically)  FTP Resource / FTO Instruction
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<b>16.5 DRIVING UNDER THE INFLUENCE (DUI)</b>								
<b>16.5.01 Recognizing Suspected DUI Drivers</b>								
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:**

<b>16.5.01</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b> APD Policy - Impaired Driving	<input type="checkbox"/> N/A
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<b>16.5.01</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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<b>16.5.02 Sobriety Tests</b>								
The trainee shall explain and demonstrate the sobriety tests used by the agency.								
Reference(s):						Case # (If applicable)	Incident #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	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:**

<b>16.5.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input checked="" type="checkbox"/> N/A
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<b>16.5.02 Part B - Agency Training Details (field will expand automatically)</b>  CHP 202S form NHTSA validated HGN, Walk and Turn, One Leg Stand FTP Resource / FTO Instruction
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<b>16.5.03 Chemical Tests</b>								
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:**

<b>16.5.03</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> (600 characters maximum)  APD Policy - Use of Force APD Policy - Impaired Driving	<input type="checkbox"/> N/A
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<b>16.5.03</b>	<b>Part B - Agency Training Details</b> (field will expand automatically)
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<b>16.5.04 Chemical Test Refusals</b>								
The trainee shall explain the law and agency policy regarding processing persons who refuse chemical testing.								
Reference(s):						Case # (If applicable)	Incident #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	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:**

<b>16.5.04</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  APD Policy - Use of Force APD Policy - Impaired Driving APD Policy - Warrant Service	<input type="checkbox"/> N/A
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<b>16.5.04</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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<b>16.5.05 DUI Report Forms</b>								
The trainee shall identify the report forms to be used for driving under the influence cases.								
<i>Reference(s):</i>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	Signature	Date	Signature	Date		Signature	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
<b>Comments:</b>								

**Additional Information:**

<b>16.5.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input checked="" type="checkbox"/> N/A
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<b>16.5.05 Part B - Agency Training Details (field will expand automatically)</b> FTP Resource / FTO Instruction
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<b>16.5.06 Handling a Driving Under the Influence Case</b> 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	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> (600 characters maximum)  APD Policy - Report Preparation APD Policy - Impaired Driving	<input type="checkbox"/> N/A
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16.5.06	<b>Part B - Agency Training Details</b> (field will expand automatically)
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**See next page for Attestation**

## Part 5 – Section 16: Traffic

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### ATTESTATION FOR SECTION 16

#### TO ENTER YOUR ELECTRONIC SIGNATURE:

- Export your file as a PDF. (Go to File > Export > Create PDF/XPS Document)
- Click on “Fill & sign” > Click on “Sign” icon at top of page > Click on “Add signature”
- Click on the “Image” icon > Click “Select image” > Locate your signature file > Click “Apply” to place your signature.
- 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:** Click on the signature > Click on the trash icon.

**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):**
  - 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. All applicants shall be notified in writing within **30** working days regarding the completeness of the package and application. A decision for approval shall be reached within **45** working days from the date the completed application is 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 17

## Self-Initiated Activity

### 17.1 COMPETENCY REQUIREMENTS

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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

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- 17.1.01 Vehicle Stops
- 17.1.02 Pedestrian Stops
- 17.1.03 Directed Patrol
- 17.1.04 Arrests
- 17.1.05 Other Activities

**SECTION 17 SELF-INITIATED ACTIVITY**

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

Trainee

FTO

<b>17.1 TYPES OF ACTIVITIES</b>								
<b>17.1.01 Vehicle Stops</b>								
The trainee shall explain the necessity of and demonstrate proficiency in the performance of self-initiated vehicle stops to minimally include:								
A. Investigative stops				B. Traffic enforcement				
Reference(s):						Case # (If applicable)	Incident #	
<b>FTO:</b>	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	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:**

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

APD Policy - Traffic Function and Responsibility

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

FTP Resource / FTO Instruction

<b>17.1.02 Pedestrian Stops</b> 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 #	
<b>FTO:</b>	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	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:**

<b>17.1.02</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b> APD Policy - Detentions and Photographing Detainees	<input type="checkbox"/> N/A
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<b>17.1.02</b>	<b>Part B - Agency Training Details (field will expand automatically)</b> FTP Resource / FTO Instruction
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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

APD Policy - Patrol Function  
 APD Policy - Impaired Driving

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

FTP Resource / FTO Instruction

<b>17.1.04 Arrests</b> The trainee shall explain the necessity of and demonstrate proficiency in the performance of self-initiated arrests to minimally include: A. Misdemeanors B. Felonies C. Others (e.g. Municipal codes, local ordinances)								
Reference(s):						Case # (If applicable)	Incident #	
<b>FTO:</b>	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	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:**

<b>17.1.04</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b> APD Policy - Patrol Function	<input type="checkbox"/> N/A
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<b>17.1.04</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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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

APD Policy - Patrol Function

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

Arcata Municipal Code

**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

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  - 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):
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  - 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. All applicants shall be notified in writing within **30** working days regarding the completeness of the package and application. A decision for approval shall be reached within **45** working days from the date the completed application is 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 **18**  
**Agency-Specific Activities**

**18.1**      **COMPETENCY REQUIREMENTS**

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Contents
18.1 Types of Activities
List of Subtopics
Attestation
<b>Instructions for Section 18 only</b>
Instructions to Administrators
Instructions to FTOs
Add-on Table

**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

### 18.1 TYPES OF ACTIVITIES

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- 18.1.01 Activity: None
- 18.1.02 Activity: None
- 18.1.03 Activity: None
- 18.1.04 Activity: None
- 18.1.05 Activity: None
- 18.1.06 Activity: None
- 18.1.07 Activity: None
- 18.1.08 Activity: None
- 18.1.09 Activity: None
- 18.1.10 Activity: None
- 18.1.11 Activity: None
- 18.1.12 Activity: None

**INSTRUCTIONS FOR SECTION 18 ONLY**

(See additional instructions for Administrators and FTOs at end of file)

**PORTIONS OF THIS FILE ARE NOT PROTECTED.  
USE CAUTION WHEN EDITING TO PREVENT ALTERING THE LAYOUT.**

**Section 18 contains four “blank” tables.** Fill in the agency-specific activities and descriptions for each subtopic entered. The space provided for descriptions will expand automatically.

**To add new table(s):**

The last page of this file contains an add-on table for additional activities.

1. Create blank space for the new table after the last activity entered (press RETURN at least twice).
2. Select the entire add-on table, *including* the blank line below the “Additional Information” boxes and choose copy.
3. Go to the desired location and paste the table within the blank space created.

**To remove table(s):**

Select the entire table, *including* the blank line below the “Additional Information” boxes, and press delete.

**Useful links:** The following links access California legislative codes and U.S.

**SECTION 18 AGENCY-SPECIFIC ACTIVITIES**

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

Trainee

FTO

**18.1 TYPES OF ACTIVITIES**  
 The trainee shall explain the necessity of, and demonstrate proficiency in, the performance of agency-specific activities to minimally include the following.

**18.1.01 Activity: None**

<i>Reference(s):</i>					<b>Case # (If applicable)</b>	<b>Incident #</b>		
	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:**

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

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

<b>18.1.02 Activity: None</b>								
Reference(s):						Case # (If applicable)	Incident #	
<b>FTO:</b>	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	Signature	Date	Signature	Date		Signature	Date	
<b>Trainee:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input 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:**

<b>18.1.02</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> (600 characters maximum)	<input type="checkbox"/> N/A
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<b>18.1.02</b>	<b>Part B - Agency Training Details</b> (field will expand automatically)
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<b>18.1.03 Activity: None</b>								
<i>Reference(s):</i>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	Signature	Date	Signature	Date		Signature	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
<b>Comments:</b>								

**Additional Information:**

<b>18.1.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input type="checkbox"/> N/A
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<b>18.1.03 Part B - Agency Training Details (field will expand automatically)</b>
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<b>18.1.04 Activity: None</b>								
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:**

<b>18.1.04</b>	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input type="checkbox"/> N/A
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<b>18.1.04</b>	Part B - Agency Training Details (field will expand automatically)
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<b>18.1.05 Activity: None</b>								
<i>Reference(s):</i>						<i>Case # (If applicable)</i>	<i>Incident #</i>	
<b>FTO:</b>	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	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
<i>Comments:</i>								

**Additional Information:**

<b>18.1.05</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i>	<input type="checkbox"/> N/A

<b>18.1.05</b>	<b>Part B - Agency Training Details</b> <i>(field will expand automatically)</i>

<b>18.1.06 Activity: None</b>								
<i>Reference(s):</i>						<i>Case # (If applicable)</i>	<i>Incident #</i>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	Signature	Date	Signature	Date		Signature	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
<i>Comments:</i>								

**Additional Information:**

<b>18.1.06</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i>	<input type="checkbox"/> N/A
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<b>18.1.06</b>	<b>Part B - Agency Training Details</b> <i>(field will expand automatically)</i>
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<b>18.1.07 Activity: None</b>								
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:**

<b>18.1.07</b>	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input type="checkbox"/> N/A
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<b>18.1.07</b>	Part B - Agency Training Details (field will expand automatically)
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<b>18.1.08 Activity: None</b>								
<i>Reference(s):</i>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	Signature	Date	Signature	Date		Signature	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
<i>Comments:</i>								

**Additional Information:**

<b>18.1.08</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i>	<input type="checkbox"/> N/A
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<b>18.1.08</b>	<b>Part B - Agency Training Details</b> <i>(field will expand automatically)</i>
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<b>18.1.09 Activity: None</b>								
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:**

<b>18.1.09</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> (600 characters maximum)	<input type="checkbox"/> N/A
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<b>18.1.09</b>	<b>Part B - Agency Training Details</b> (field will expand automatically)
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<b>18.1.10 Activity: None</b>								
<i>Reference(s):</i>						<i>Case # (If applicable)</i>	<i>Incident #</i>	
<b>FTO:</b>	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	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
<i>Comments:</i>								

**Additional Information:**

<b>18.1.10</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i>	<input type="checkbox"/> N/A

<b>18.1.10</b>	<b>Part B - Agency Training Details</b> <i>(field will expand automatically)</i>

<b>18.1.11 Activity: None</b>								
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:**

<b>18.1.11</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> (600 characters maximum)	<input type="checkbox"/> N/A
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<b>18.1.11</b>	<b>Part B - Agency Training Details</b> (field will expand automatically)
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<b>18.1.12 Activity: None</b>								
<i>Reference(s):</i>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
<b>FTO:</b>	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	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
<i>Comments:</i>								

**Additional Information:**

<b>18.1.12</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i>	<input type="checkbox"/> N/A

<b>18.1.12</b>	<b>Part B - Agency Training Details</b> <i>(field will expand automatically)</i>

**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: Basic Training Bureau (BTB)**
6. All applicants shall be notified in writing within **30** working days regarding the completeness of the package and application. A decision for approval shall be reached within **45** working days from the date the completed application is 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**