

SECTION **1**

Agency Orientation/Department Policies

1.1 – 1.4 COMPETENCY REQUIREMENTS

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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**

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SECTION 1 AGENCY ORIENTATION/DEPARTMENT POLICIESCHECK 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)

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:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ 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
1.1.01	Part B - Agency Training Details (field will expand automatically)	

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

Additional Information:

1.1.02	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☐ N/A
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1.1.02	Part B - Agency Training Details (field will expand automatically)
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1.1.03 Impact Weapons Qualification								
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:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments (field will expand automatically)								

Additional Information:

1.1.03	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☐ N/A
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1.1.03	Part B - Agency Training Details (field will expand automatically)
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1.2 AGENCY ORIENTATION								
1.2.01 Overview The trainee will discuss his/her duties and obligations, and demonstrate a working knowledge of the agency's organization, functions, work schedule, chain of command, and rules and regulations.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
	FTO:				☐ Field Perform ☐ Role Play			☐ Field Perform ☐ Role Play
	Trainee:				☐ Written Test ☐ Verbal Test			☐ Written Test ☐ Verbal Test
Comments (field will expand automatically)								

Additional Information:

1.2.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☐ N/A
1.2.01	Part B - Agency Training Details (field will expand automatically)	

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

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments (field will expand automatically)

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

☐ N/A

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:

- | | |
|--|--|
| <p>A. Use of Force</p> <p>B. Use and Discharge of Firearms</p> <p>C. Domestic Violence</p> <p>D. Emergency Vehicle Operations</p> <p>E. Use of Less-lethal Weapons</p> | <p>F. Protective Orders</p> <p>G. Hate Crimes</p> <p>H. Child Abuse Investigations</p> <p>I. Any additional agency-specific directives, rules, and regulations</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:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments (field will expand automatically)

Additional Information:**1.2.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☐ N/A

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

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

Additional Information:

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

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

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

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:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments (field will expand automatically)

Additional Information:**1.2.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☐ N/A

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

1.2.06 Unauthorized Equipment The trainee shall review and explain what constitutes unauthorized equipment.								
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:							
Comments <i>(field will expand automatically)</i>								

Additional Information:

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

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

1.2.07 Uniforms/Equipment Damage The trainee shall review and explain agency policy on uniforms and equipment damage.								
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:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

1.2.07 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☐ N/A
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1.2.07 Part B - Agency Training Details (field will expand automatically)
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1.2.08 Procurement and Use

The trainee shall demonstrate the procedures for obtaining and using the following items:

- | | |
|---|---|
| <p>A. Vehicle</p> <p>B. Hand-held radio</p> <p>C. Firearms/weapons</p> <p>D. Flares</p> | <p>E. Special equipment [helmet, face shield, gas mask, oleoresin capsicum (OC) spray, etc.]</p> <p>F. Report forms</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:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

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

☐ N/A

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

1.3 COMMUNITY ORIENTATION/GEOGRAPHIC LOCATIONS								
1.3.01 Community Facilities The trainee shall know how to locate the following facilities which service their agency's jurisdiction: A. Hospitals B. Firehouses C. Schools D. Community service organizations E. Park and recreation areas								
<i>Reference(s):</i>						<i>Case # (If applicable)</i>	<i>Incident #</i>	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
<i>Comments (field will expand automatically)</i>								

Additional Information:

1.3.01	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	☐ N/A
1.3.01	Part B - Agency Training Details <i>(field will expand automatically)</i>	

1.3.02 Problem Areas The trainee shall identify and discuss locations and businesses that may attract crime and require frequent police response. These locations may include: A. Bars and taverns, nightclubs, etc. B. Local “hang outs” and/or “hot spots” C. Known gang territories D. Areas known for drug and prostitution activity									
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:									
Comments (field will expand automatically)									

Additional Information:

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

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

1.3.03 Roadways The trainee shall know the names and locations of important types of roadways in the community or assigned area, including: A. Major arteries B. “Through streets” C. Dead-end streets D. Freeways E. Fire trails or other special access routes								
Reference(s):						Case # (If applicable)	Incident #	
FTO: Trainee:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Comments <i>(field will expand automatically)</i>								

Additional Information:

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

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

1.3.04 Agency Jurisdiction

The trainee shall know the jurisdictional boundaries, beats, districts, or sector assignments utilized by the agency.

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

Additional Information:**1.3.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**
☐ N/A
1.3.04 Part B - Agency Training Details (field will expand automatically)

1.4 SUPPORT SERVICES**1.4.01 Municipal Agencies and Departments**

- A. City Hall or County Administration Building
- B. County/City Jail(s)
- C. District Attorney's Office
- D. Emergency Hospital (including emergency entrance, psychiatric facilities and entrance, police parking area, and any other agency-utilized rooms or department(s))
- E. Health Department and/or Coroner's Office
- F. Juvenile Hall
- G. Municipal, Superior, and Juvenile Courts
- H. Probation Department
- I. Welfare Department

- J. State and Federal law enforcement agencies:
 - 1. Bureau of Alcohol, Tobacco, and Firearms (ATF)
 - 2. Bureau of Narcotic Enforcement (BNE)
 - 3. California Highway Patrol (CHP)
 - 4. Department of Motor Vehicles (DMV)
 - 5. Federal Bureau of Investigations (FBI)
 - 6. Immigration and Naturalization Service (INS)
 - 7. Military Police
 - 8. Postal Inspectors
 - 9. Railroad Police
 - 10. Secret Service
 - 11. US Marshall Service
- K. Additional support services [e.g., Service Centers, Child Protective Service(s)]

Reference(s):					Case # (If applicable)		Incident #	
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:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Comments (field will expand automatically)								

Additional Information:**1.4.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

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

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

Additional Information:**1.4.02 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*
☐ N/A
1.4.02 Part B - Agency Training Details *(field will expand automatically)*
See next page for Attestation

Part 5 – Section 1: Agency Orientation/Department Policies

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: _____

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