

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
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	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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- 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
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- 1.2.05 Authorized Equipment
- 1.2.06 Unauthorized Equipment
- 1.2.07 Uniforms/Equipment Damage
- 1.2.08 Procurement and Use

**1.3 COMMUNITY ORIENTATION/GEOGRAPHIC LOCATIONS**

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- 1.3.01 Community Facilities
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- 1.3.03 Roadways
- 1.3.04 Agency Jurisdiction

**1.4 SUPPORT SERVICES**

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- 1.4.01 Municipal Agencies and Departments
- 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>		
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial 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:**

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

Policy 6.03.02: Firearms Qualifications  
 Policy 6.03.03: Remedial Training  
 Policy 6.03.04: Special Weapons Training

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

All sworn members of the San Bernardino Community College District Police Department attend trimester training and weapons qualification at the San Bernardino County Sheriff's Department training facility in Devore, CA.

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

**Additional Information:**

<p><b>1.1.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b></p> <p>5.22: Arrest                  5.22.01: Disposition of Violators, 5.22.02 Arrest, Transportation and booking of field arrestees, 5.22.03 Arrest - Use of Force                  5.22.04: Prisoners and Suspects - Safeguarding                  5.22.05: Handcuffing and Restraining of arrested persons</p>	<input type="checkbox"/> N/A
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<p><b>1.1.02 Part B - Agency Training Details (field will expand automatically)</b></p>
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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:**

<b>1.1.03</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> (600 characters maximum)	<input type="checkbox"/> N/A
6.02.10: Other weapons/Baton as provided by the department. 6.01.10: Taser Training 6.05: Use of Chemical Agent Devices		

<b>1.1.03</b>	<b>Part B - Agency Training Details</b> (field will expand automatically)
SBCCD PD receives the same POST compliant training on RCBs as local agencies from the San Bernardino County Sheriff's Department Regional Training Center in Devore, CA.	

<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	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> 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>1.2.01</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  1.01: Official Policies and Procedures Manual 2.01: Role and Authority of the SBCCD Police Department 3.01: Delineation of Functions, Organization and Chain of Command 4.01: Supervision / 5.01 General Policies and Procedures	<input type="checkbox"/> N/A
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<b>1.2.01</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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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>								
<i>Comments (field will expand automatically)</i>								

**Additional Information:**

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

5.01: General Policies and Procedures  
 5.02: Duties and Performance of Duties  
 5.03: Hours and Attendance of Duty  
 5.13: Disorderly and Immoral Conduct

**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

6.01: Force and Firearms Policy Guidelines / 6.01.04 Use of Force / 6.02 General Weapons Policy / 6.03 Firearms Qualifications  
 6.04: On Duty weapons and Ammunition / VII Patrol Operations / 7.01 Patrol assignments, duties and responsibilities / VIII Vehicle Operations /  
 8.01: Use of District Vehicles / 8.02 Pusuit Policy / 8.03 Emergency Call Response

**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 #	
FTO:	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial 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
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)
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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

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

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

Comments *(field will expand automatically)*

**Additional Information:**

**1.2.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**  N/A  
 5.09: Issuance of Department "Flat" Badges and Retirement Badges / 5.10: Rank and Special Insignia / 5.11: Accessories / 5.12: Safety and other Related Equipment / 5.15: Use of the District, District Property and Equipment

**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.								
<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>1.2.06</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>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>  5.05: Grooming Standards 5.06: Uniform Standards 5.07: Classes of Uniforms 5.08: Ornament Guidelines	<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:**

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

5.01.05: Radio Procedures / 5.01.06: Radio Communications / 5.11: Accessories  
 6.01: Force and Firearms Policy Guidelines / 6.02: General Weapons Policy  
 6.04: On-Duty Weapons and Ammunition-Uniformed Personnel / 6.05: Use of Chemical Agent  
 7.01: Patrol Assignments, Duties and Responsibilities

**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

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)**

**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 #

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

**1.3.02 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	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>
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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> 2.01.03: Area of Jurisdiction 2.01.04: Complaints from Neighbors 2.01.05: Assisting Other Agencies 2.01.07: Site Authority	<input 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>
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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>
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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>1.4.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input checked="" type="checkbox"/> N/A
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**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.)

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

**Additional Information:**

**1.4.02 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

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### ATTESTATION FOR SECTION 1

#### TO ENTER YOUR ELECTRONIC SIGNATURE:

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

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

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

Primary Field Training Officer: X\_\_\_\_\_ Print Full Name: \_\_\_\_\_

Trainee: X\_\_\_\_\_ Print Full Name: \_\_\_\_\_

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

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

**See the following pages for Instructions to Administrators and FTOs**

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

### INSTRUCTIONS TO ADMINISTRATORS

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

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

**See next page for Instructions to Field Training Officers**

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

### INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

**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**