

SECTION **14**  
**Investigations/Evidence**

**14.1 – 14.10**      **COMPETENCY REQUIREMENTS**

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| 14.6     | Evidence Collection and Preservation |
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| 14.9     | Subpoenas                            |
| 14.10    | Courtroom Testimony and Demeanor     |
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|          | 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.

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- 14.2.04 Crimes Against Persons
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- 14.8.02 Informants
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- 14.9.01 Definition, Authority, and Immunities
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**14.10 COURTROOM TESTIMONY AND Demeanor**

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- 14.10.01 Professional Demeanor and Appearance
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- 14.10.04 Dealing with Attorney Personalities
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- 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              |   |
| <b>FTO:</b>          |                                 |      |                                 |      | <input type="checkbox"/> Field Perform<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><input type="checkbox"/> Verbal Test |                                 |                   | <input type="checkbox"/> Field Perform<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><input type="checkbox"/> Verbal Test |
| <b>Trainee:</b>      |                                 |      |                                 |      |   |                                 |                   |   |
| <i>Comments:</i>     |                                 |      |                                 |      |   |                                 |                   |   |

**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)**

**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<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><input type="checkbox"/> Verbal Test |                                 |                               | <input type="checkbox"/> Field Perform<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><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)**

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

**Additional Information:**

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|----------------|---|---|
| <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 # |   |
|   | <b>Received Instruction</b>     |      | <b>Competency Demonstrated</b>  |      | <b>How Demonstrated?</b>  | <b>Remedial 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<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><input type="checkbox"/> Verbal Test |                                 |            | <input type="checkbox"/> Field Perform<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><input type="checkbox"/> Verbal Test |
| Trainee:  |                                 |      |                                 |      |   |                                 |            |   |
| Comments:   |                                 |      |                                 |      |   |                                 |            |   |

**Additional Information:**

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|----------------|---|---|
| <b>14.1.05</b> | Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) | <input checked="" type="checkbox"/> N/A |
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| <b>14.1.05</b> | Part B - Agency Training Details (field will expand automatically) |
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| <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<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><input type="checkbox"/> Verbal Test |                                 |            | <input type="checkbox"/> Field Perform<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><input type="checkbox"/> Verbal Test |
| <b>Trainee:</b>   |                                 |      |                                 |      |   |                                 |            |   |
| Comments:   |                                 |      |                                 |      |   |                                 |            |   |

**Additional Information:**

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|----------------|---|---|
| <b>14.2.01</b> | Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) | <input checked="" type="checkbox"/> N/A |
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|----------------|--|
| <b>14.2.01</b> | Part B - Agency Training Details (field will expand automatically) |
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**14.2.02 Crimes Against Property**  
 The trainee shall review and explain an officer’s responsibilities associated with the preliminary investigation and reporting of in-progress or fresh crimes against property. These responsibilities should minimally include:

- A. Identity or description of suspect(s)
- B. Description of loss
- C. Direction of flight of suspect(s)
- D. Possibility of weapons being involved
- E. Radio broadcasts of all known and important information
- F. Conducting a witness check
- G. Pursuit and/or apprehension of suspects, if possible

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

**Additional Information:**

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

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

|  |                                 |      |                                 |      |   |                                 |            |   |
|--|---------------------------------|------|---------------------------------|------|---|---------------------------------|------------|---|
| <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<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><input type="checkbox"/> Verbal Test |                                 |            | <input type="checkbox"/> Field Perform<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><input type="checkbox"/> Verbal Test |
| Trainee:   |                                 |      |                                 |      |   |                                 |            |   |
| Comments:  |                                 |      |                                 |      |   |                                 |            |   |

**Additional Information:**

|                |   |   |
|----------------|---|---|
| <b>14.2.03</b> | Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) | <input checked="" type="checkbox"/> N/A |
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| <b>14.2.03</b> | Part B - Agency Training Details (field will expand automatically) |
|----------------|--|

**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<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><input type="checkbox"/> Verbal Test |                                 |      | <input type="checkbox"/> Field Perform<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><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

**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<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><input type="checkbox"/> Verbal Test |                                 |            | <input type="checkbox"/> Field Perform<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><input type="checkbox"/> Verbal Test |
| Trainee:   |                                 |      |                                 |      |   |                                 |            |   |
| Comments:  |                                 |      |                                 |      |   |                                 |            |   |

**Additional Information:**

|                |   |   |
|----------------|---|---|
| <b>14.2.05</b> | Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) | <input checked="" type="checkbox"/> N/A |
|----------------|---|---|

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| <b>14.2.05</b> | Part B - Agency Training Details (field will expand automatically) |
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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> |
|----------------------|-------------------------------|-------------------|

|                 | Received Instruction            |      | Competency Demonstrated         |      | 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<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><input type="checkbox"/> Verbal Test |                                 |      | <input type="checkbox"/> Field Perform<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><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

**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 |

|                      |                               |                   |
|----------------------|-------------------------------|-------------------|
| <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<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><input type="checkbox"/> Verbal Test |                                 |      | <input type="checkbox"/> Field Perform<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><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

**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<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><input type="checkbox"/> Verbal Test |                                 |            | <input type="checkbox"/> Field Perform<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><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><br><br>5.23: Recovered Property and/or Evidence | <input type="checkbox"/> N/A |
|----------------|--|------------------------------|

|                |   |
|----------------|---|
| <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<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><input type="checkbox"/> Verbal Test |                                 |            | <input type="checkbox"/> Field Perform<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><input type="checkbox"/> Verbal Test |
| <b>Trainee:</b>  |                                 |      |                                 |      |   |                                 |            |   |
| Comments:  |                                 |      |                                 |      |   |                                 |            |   |

**Additional Information:**

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|----------------|---|---|
| <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) |
|----------------|--|



**14.3 BURDEN OF PROOF**

**14.3.01 Understanding the Burden of Proof**  
 The trainee shall define the term “burden of proof” and determine whether the burden of proof falls upon the prosecution or defense during a criminal trial in the following situations:

A. Criminal Guilt  
 B. *Corpus delicti*  
 C. Jurisdiction  
 D. Double jeopardy as a defense  
 E. Self-defense as a defense  
 F. Insanity as a defense

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

**Additional Information:**

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

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

|   |                                 |      |                                 |                                     |   |                                 |            |   |
|---|---------------------------------|------|---------------------------------|-------------------------------------|---|---------------------------------|------------|---|
| <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<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><input type="checkbox"/> Verbal Test |                                 |            | <input type="checkbox"/> Field Perform<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><input type="checkbox"/> Verbal Test |
| <b>Trainee:</b>   |                                 |      |                                 |                                     |   |                                 |            |   |
| Comments:   |                                 |      |                                 |                                     |   |                                 |            |   |

**Additional Information:**

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|----------------|---|---|
| <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) |
|----------------|--|



**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<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><input type="checkbox"/> Verbal Test |                                 |                               | <input type="checkbox"/> Field Perform<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><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

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

Comments:

**Additional Information:**

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

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

**14.4.05 Witness Qualifications**  
 The trainee shall identify at least three of the following as qualifications that a witness must meet before testifying in a criminal trial in the State of California:

A. Know the difference between right and wrong  
 B. Understand his/her duty to tell the truth  
 C. Possess the ability to express himself/herself concerning the matter to be understood  
 D. Testify only to those facts that are personal knowledge (with the exception of those areas covered by the Hearsay Rule)

Reference(s): Evidence Code [701](#) Case # (If applicable) Incident #

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

Comments:

**Additional Information:**

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

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

**14.4.06 Privileged Communication**  
 The trainee shall explain the privileged communication rule and provide examples to include:

A. Husband and wife  
 B. Attorney and client  
 C. Clergy person and confessor  
 D. Physician and patient

Reference(s): Evidence Codes [950](#), [970](#), [980](#), [990](#), and [1030](#) Case # (If applicable) Incident #

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

Comments:

**Additional Information:**

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

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

**14.5 RULES OF EVIDENCE**

**14.5.01 Exclusionary Rule**  
 The trainee shall describe the effects of the “Exclusionary Rule” upon police actions and procedures in the following areas:  
 A. Civil rights  
 B. Inadmissible evidence  
 C. Possibility of false arrest

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

**Additional Information:**

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

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





**14.6 EVIDENCE COLLECTION AND PRESERVATION**

**14.6.01 Locating Physical Evidence**  
 The trainee shall search a crime scene and locate physical evidence through the use of an organized method which may include:

A. Strip C. Spiral  
 B. Quadrant

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

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

5:23:03: Evidence Resulting from a Criminal Act

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

**Additional Information:**

|                |  |                              |
|----------------|--|------------------------------|
| <b>14.6.02</b> | <b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b><br>5.23: Recovered Property and/or Evidence | <input type="checkbox"/> N/A |
|----------------|--|------------------------------|

|                |   |
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| <b>14.6.02</b> | <b>Part B - Agency Training Details (field will expand automatically)</b> |
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|  |                                 |      |                                 |      |   |                                 |            |   |
|--|---------------------------------|------|---------------------------------|------|---|---------------------------------|------------|---|
| <b>14.6.03 Preserving Evidence</b><br>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 | Date       |   |
| FTO:   |                                 |      |                                 |      | <input type="checkbox"/> Field Perform<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><input type="checkbox"/> Verbal Test |                                 |            | <input type="checkbox"/> Field Perform<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><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><br><br>5.23: Recovered Property and/or Evidence | <input type="checkbox"/> N/A |
|----------------|--|------------------------------|

|                |   |
|----------------|---|
| <b>14.6.03</b> | <b>Part B - Agency Training Details (field will expand automatically)</b> |
|----------------|---|

**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<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><input type="checkbox"/> Verbal Test |                                 |      | <input type="checkbox"/> Field Perform<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><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

5.23: Recovered Property and/or Evidence

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

|   |                                 |      |                                 |      |   |                                 |            |   |
|---|---------------------------------|------|---------------------------------|------|---|---------------------------------|------------|---|
| <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<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><input type="checkbox"/> Verbal Test |                                 |            | <input type="checkbox"/> Field Perform<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><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><br><br>5.23: Recovered Property and/or Evidence | <input type="checkbox"/> N/A |
|----------------|--|------------------------------|

|                |   |
|----------------|---|
| <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<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><input type="checkbox"/> Verbal Test |                                 |            | <input type="checkbox"/> Field Perform<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><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</b> (600 characters maximum) | <input type="checkbox"/> N/A |
|                | 5.23: Recovered Property and/or Evidence   |                              |

|                |   |
|----------------|---|
| <b>14.6.06</b> | <b>Part B - Agency Training Details</b> (field will expand automatically)   |
|                | The SBCCD PD utilizes the San Bernardino County Sheriff's Department Scientific Investigations Division and the Sheriff's Crime Labratory for storage, testing, and destruction of narcotic evidence. |

|   |                                 |      |                                 |      |   |                                 |            |   |
|---|---------------------------------|------|---------------------------------|------|---|---------------------------------|------------|---|
| <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<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><input type="checkbox"/> Verbal Test |                                 |            | <input type="checkbox"/> Field Perform<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><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 |
|----------------|---|---|

|                |  |
|----------------|--|
| <b>14.6.07</b> | Part B - Agency Training Details (field will expand automatically) |
|----------------|--|



|  |                                 |      |                                 |      |   |                                 |            |   |
|--|---------------------------------|------|---------------------------------|------|---|---------------------------------|------------|---|
| <b>14.6.08 Demonstrate Handling of Evidence</b><br>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<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><input type="checkbox"/> Verbal Test |                                 |            | <input type="checkbox"/> Field Perform<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><input type="checkbox"/> Verbal Test |
| Trainee:   |                                 |      |                                 |      |   |                                 |            |   |
| Comments:  |                                 |      |                                 |      |   |                                 |            |   |

**Additional Information:**

|                |  |   |
|----------------|--|---|
| <b>14.6.08</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>14.6.08</b> | <b>Part B - Agency Training Details</b> (field will expand automatically) |
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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 # |   |
|  | <b>Received Instruction</b>     |                         | <b>Competency Demonstrated</b>  |                       | <b>How Demonstrated?</b>  | <b>Remedial 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<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><input type="checkbox"/> Verbal Test |                                 |            | <input type="checkbox"/> Field Perform<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><input type="checkbox"/> Verbal Test |
| Trainee:   |                                 |                         |                                 |                       |   |                                 |            |   |
| Comments:  |                                 |                         |                                 |                       |   |                                 |            |   |

**Additional Information:**

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|----------------|---|---|
| <b>14.7.01</b> | Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) | <input checked="" type="checkbox"/> N/A |
|----------------|---|---|

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|----------------|--|
| <b>14.7.01</b> | Part B - Agency Training Details (field will expand automatically) |
|----------------|--|

**14.7.02 Agency Policy and Procedures**  
 The trainee shall review and explain the agency policy and procedure(s), including admonitions, for conducting the following types of line-ups:  
 A. In custody  
 B. In the field  
 C. Photographic

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

**Additional Information:**

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

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

**14.7.03 Photographic Identifications**  
 The trainee shall explain and/or demonstrate the following procedures for a photographic identification:

A. Use of multiple photos  
 B. Witness instructions  
 C. Control of the situation  
 D. Similar appearances

|   |  |                     |  |                     |   |  |                     |   |
|---|--|---------------------|--|---------------------|---|--|---------------------|---|
| <i>Reference(s):</i>                              |  |                     |  |                     |   | <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>  |
|   | <small>When completed, print full name</small> | <small>Date</small> | <small>When completed, print full name</small> | <small>Date</small> |   | <small>When completed, print full name</small> | <small>Date</small> |   |
| <b>FTO:</b>                                       |  |                     |  |                     | <input type="checkbox"/> Field Perform<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><input type="checkbox"/> Verbal Test |  |                     | <input type="checkbox"/> Field Perform<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><input type="checkbox"/> Verbal Test |
| <b>Trainee:</b>                                   |  |                     |  |                     |   |  |                     |   |
| <i>Comments (field will expand automatically)</i> |  |                     |  |                     |   |  |                     |   |

**Additional Information:**

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

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

|   |                                 |      |                                 |      |   |                                 |                        |   |
|---|---------------------------------|------|---------------------------------|------|---|---------------------------------|------------------------|---|
| <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. |                                 |      |                                 |      |   |                                 |                        |   |
| 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<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><input type="checkbox"/> Verbal Test |                                 |                        | <input type="checkbox"/> Field Perform<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><input type="checkbox"/> Verbal Test |
| <b>Trainee:</b>   |                                 |      |                                 |      |   |                                 |                        |   |
| Comments <i>(field will expand automatically)</i>   |                                 |      |                                 |      |   |                                 |                        |   |

**Additional Information:**

|                |  |   |
|----------------|--|---|
| <b>14.8.01</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>14.8.01</b> | Part B - Agency Training Details <i>(field will expand automatically)</i> |
|----------------|---|

**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

| <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<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><input type="checkbox"/> Verbal Test |                                 |                   | <input type="checkbox"/> Field Perform<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><input type="checkbox"/> Verbal Test |
| <b>Trainee:</b>                                   |                                 |      |                                 |      |   |                                 |                   |   |
| <i>Comments (field will expand automatically)</i> |                                 |      |                                 |      |   |                                 |                   |   |

**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)**

|  |                                 |      |                                 |      |   |                                 |                   |   |
|--|---------------------------------|------|---------------------------------|------|---|---------------------------------|-------------------|---|
| <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. |                                 |      |                                 |      |   |                                 |                   |   |
| <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<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><input type="checkbox"/> Verbal Test |                                 |                   | <input type="checkbox"/> Field Perform<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><input type="checkbox"/> Verbal Test |
| <b>Trainee:</b>  |                                 |      |                                 |      |   |                                 |                   |   |
| <i>Comments (field will expand automatically)</i>  |                                 |      |                                 |      |   |                                 |                   |   |

**Additional Information:**

|                |   |   |
|----------------|---|---|
| <b>14.8.03</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>14.8.03</b> | <b>Part B - Agency Training Details</b> <i>(field will expand automatically)</i> |
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|   |                                 |      |                                 |  |   |                                 |            |   |
|---|---------------------------------|------|---------------------------------|--|---|---------------------------------|------------|---|
| <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<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><input type="checkbox"/> Verbal Test |                                 |            | <input type="checkbox"/> Field Perform<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><input type="checkbox"/> Verbal Test |
| Trainee:  |                                 |      |                                 |  |   |                                 |            |   |
| Comments (field will expand automatically)  |                                 |      |                                 |  |   |                                 |            |   |

**Additional Information:**

|                |   |   |
|----------------|---|---|
| <b>14.9.01</b> | Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) | <input checked="" type="checkbox"/> N/A |
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| <b>14.9.01</b> | Part B - Agency Training Details (field will expand automatically) |
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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<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><input type="checkbox"/> Verbal Test |                                 |                   | <input type="checkbox"/> Field Perform<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><input type="checkbox"/> Verbal Test |
| <b>Trainee:</b>   |                                 |      |                                 |      |   |                                 |                   |   |
| <i>Comments (field will expand automatically)</i>   |                                 |      |                                 |      |   |                                 |                   |   |

**Additional Information:**

|  |   |
|--|---|
| <b>14.9.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b> | <input checked="" type="checkbox"/> N/A |
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|   |
|---|
| <b>14.9.02 Part B - Agency Training Details (field will expand automatically)</b> |
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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<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><input type="checkbox"/> Verbal Test |                                 |            | <input type="checkbox"/> Field Perform<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><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><br><br>5.01.10: Court Attendance | <input type="checkbox"/> N/A |
|-----------------|--|------------------------------|

|                 |  |
|-----------------|--|
| <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<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><input type="checkbox"/> Verbal Test |                                 |                   | <input type="checkbox"/> Field Perform<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><input type="checkbox"/> Verbal Test |
| <b>Trainee:</b>  |                                 |      |                                 |                            |   |                                 |                   |   |
| Comments <i>(field will expand automatically)</i>  |                                 |      |                                 |                            |   |                                 |                   |   |

**Additional Information:**

|                 |   |   |
|-----------------|---|---|
| <b>14.10.02</b> | <b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i> | <input checked="" type="checkbox"/> N/A |
|-----------------|---|---|

|                 |  |
|-----------------|--|
| <b>14.10.02</b> | <b>Part B - Agency Training Details</b> <i>(field will expand automatically)</i> |
|-----------------|--|



**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<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><input type="checkbox"/> Verbal Test |                                 |      | <input type="checkbox"/> Field Perform<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><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

**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<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><input type="checkbox"/> Verbal Test |                                 |                               | <input type="checkbox"/> Field Perform<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><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)**

**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<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><input type="checkbox"/> Verbal Test |                                 |                   | <input type="checkbox"/> Field Perform<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><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

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

|  |                                 |      |                                 |      |   |                                 |            |   |
|--|---------------------------------|------|---------------------------------|------|---|---------------------------------|------------|---|
| <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<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><input type="checkbox"/> Verbal Test |                                 |            | <input type="checkbox"/> Field Perform<br><input type="checkbox"/> Role Play<br><input type="checkbox"/> Written Test<br><input type="checkbox"/> Verbal Test |
| <b>Trainee:</b>  |                                 |      |                                 |      |   |                                 |            |   |
| Comments <i>(field will expand automatically)</i>  |                                 |      |                                 |      |   |                                 |            |   |

**Additional Information:**

|  |   |
|--|---|
| <b>14.10.07 Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i> | <input checked="" type="checkbox"/> N/A |
|--|---|

|   |
|---|
| <b>14.10.07 Part B - Agency Training Details</b> <i>(field will expand automatically)</i> |
|---|

**See next page for Attestation**

**Part 5 – Section 14: Investigation/Evidence**

**ATTESTATION FOR SECTION 14**

**TO ENTER YOUR ELECTRONIC SIGNATURE:**

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





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

### INSTRUCTIONS TO ADMINISTRATORS

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

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