

# 3.1 – 3.2 COMPETENCY REQUIREMENTS

# **Contents**

- 3.1 Ethical Standards
- 3.2 Agency Orientation

List of Subtopics

Attestation

Instructions to Administrators

Instructions to FTOs

## **Note to Administrators**

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

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

5.3 Ethics Page **1** of **15** 

# **LIST OF SUBTOPICS**

3.1	ETHICAL	STANDARDS
	3.1.01	Ethical Decision Making
	3.1.02	Accepting Responsibility
	3.1.03	Ethical Conduct
	3.1.04	Responsibility Regarding Unlawful/Unethical Acts by Other Officers
	3.1.05	Handling Unethical or Criminal Conduct by Other Officers
	3.1.06	Problems Associated with Unethical Decision Making
	3 1 07	General Orders

3.2	DECISIO	N MAKING
	3.2.01	Limitations of Authority
	3.2.02	Consequences of Inappropriate Discretionary Decisions
	3.2.03	Demonstrating Decision Making

5.3 Ethics Page 2 of 15

SECTION 3 ETHICS										
	CHECK (	ONE ONLY	: PHASE 1	PHASE	2	PHASE 3	PHASE 4	PHASE 5		
					_					
Trainee					FTO					
					_					_
3.1	ETHICAL STANDARDS									
3.1.01	Ethical Decision Making			// a Enfan		de ef Ethies Code	-£11	C-d <del>-</del> C	المصالحين	avalain au
	The trainee shall identify law enforcement ethical standards (Law Enforcement Code of Ethics, Code of Honor, and the Code of Conduct) and explain or demonstrate how they apply to ethical decision-making.									
	Case # (If applicable)   Incident #									
Reference(	5):					T	_			
	Received Instruction Competency Demonstrated How Remedial Training									How
	When completed, print full name	Date	When completed, print t	full name	Date	Demonstrated?	When completed	d, print full name	Date	Remediated?
FTO:						Field Perform Role Play				Field Perform Role Play
Tunings						Written Test				Written Test
Trainee:						☐ Verbal Test	<u> </u>			☐ Verbal Test
Comments	(field will expand automatically)									
A 1 1111										
	Information:									
3.1.01	Part A - Reference Agency Po	olicies/Pro	cedures, if applicable	e (600 char	acters max	rimum)				□ N/A
	5.01.03: Obedience To Lav	vs / 5.01.0	8: Bribes/Rewards	/Loans/Git	fts/Favors	/ 5.01.09: Gam	oling / 5.01.13:	Sexual Harassı	ment	
	5.13: Disorderly and Immo	oral Condu	ict / 513.01: Disorde	erly Condi	uct / 5.13.	02: Immoral Co	nduct / 5.13.03:	Conduct Tow	ards Othe	ers
	5.13.05: Derogatory Language / 5.14: Use or Possession of Alcohol, Drugs or Narcotics and Tobacco									
5.14.01: Use or Possession of Alcohol / 5.14.02: Use or Possession of Drugs or Narcotics / 10.01.02: Standards										
3.1.01 Part B - Agency Training Details (field will expand automatically)										

5.3 Ethics Page **3** of **15** 

3.1.02	Accepting Responsibility  The trainee shall demonstrate the ability to accept responsibility for his/her actions.									
Reference(s	s):						Case # (If applica	ıble)	Incident #	
	Received Instruction		Competency Demonstrat	ed	How	Remedia	al Training		How	
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, print	t full name Da	ate	Remediated?	
FTO:					Field Perform				Field Perform	
					Role Play				Role Play	
Trainee:					☐ Written Test☐ Verbal Test				Written Test	
	(field will expand automatically)				☐ Verbal Test				☐ Verbal Test	
Additional	Information:									
3.1.02	Part A - Reference Agency Po	olicies/Pro	cedures, if applicable (600 char	acters max	kimum)				□ N/A	
	10.01.02: Standards									
	5.01.01: General Behavior									
	5.01.03: Obedience to Law	s, Regulat	tions and Orders							
	., <b>0</b>									
3.1.02	3.1.02 Part B - Agency Training Details (field will expand automatically)									

5.3 Ethics Page 4 of 15

3.1.03	.03 Ethical Conduct									
	The trainee shall illustrate, th	rough expl	anation or example, the followi	ng aspect	s of ethical conduct:					
	that reflect discredit on disrepute, or impair its of the cooperation among mer courtesy, and profession or intimidate another. (RD. Officers shall conduct the cooperation among mer courtesy, and profession or intimidate another. (RD. Officers shall conduct the cooperation of th	the officer, efficient an nemselves in the nalism in the guage or enefer to age emselves to timplies a second control of the nalism in the guage or enefer to age emselves to timplies a second control of the nalism in the nalis	n a manner that will foster department, showing respect, leir dealing with one another. Ingage in acts that demean, hara Incy policy) Diward the public in a civil and service orientation and that wil	ass,	<ul> <li>E. Officers shall treat violators with respect and courtesy, shall guard against employing an officious or over-bearing attitude, shall not use language that may belittle, ridicule, or intimidate the individual, and shall not act in a manner that unnecessarily delays the performance of duty.</li> <li>F. While recognizing the need to demonstrate authority and control over criminal suspects and prisoners, officers shall adhere to the department's policy regarding use-of-force, and shall respect the civil rights of and protect the well-being of those in their charge.</li> </ul>					
Reference(s	ence(s):  Case # (If applicable) Incident #									
	Received Instruction		Competency Demonstrated		How	Remedial Training			How	
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, print	full name	Date	Remediated?	
FTO:					Field Perform Role Play				Field Perform Role Play	
Trainee:					Written Test Verbal Test				☐ Written Test ☐ Verbal Test	
Comments	(field will expand automatically)									
Additional	Information:									
3.1.03	Part A - Reference Agency Po	olicies/Proc	cedures, if applicable (600 char	acters ma	ıximum)				□ N/A	
	3.01.07: Manner of Excersing Authority / 5.01.01: General Behavior / 5.01.13: Sexual Harassment 5.02.02: Performance of Duty / 5.13.01: Disorderly Conduct / 5.13.02: Immoral Conduct 5.13.03: Conduct Towards Others / 5.13.04: Student Contacts 5.13.05: Derogatory Language / 5.22.03: Arrest - Use of Force									
3.1.03	Part B - Agency Training Details (field will expand automatically)									

5.3 Ethics Page **5** of **15** 

3.1.04	The trainee shall recognize his/her responsibility to intervene to stop offenses (unlawful/unethical acts) by other officers in order to maintain or restore professional control over a given situation or to improve the professional quality of future interactions.									
Reference(	s):						Case # (If a	ipplicable)	Incident #	
	Received Instruction		Competency Demonstra	ted	How	Remedi	al Training		How	
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, prin	int full name Date		Remediated?	
FTO:					Field Perform Role Play				Field Perform Role Play	
Trainee:					☐ Written Test☐ Verbal Test				☐ Written Test☐ Verbal Test	
comments	Comments (field will expand automatically)									
Additional	Information:									
3.1.04	Part A - Reference Agency Po	olicies/Proc	edures, if applicable (600 cha	racters max	kimum)				□ N/A	
	5.01.03: Obedience To Lav	ws, Regulat	tions and Orders							
3.1.04	Part B - Agency Training Det	ails (field w	ill expand automatically)							

5.3 Ethics Page 6 of 15

3.1.05	The trainee shall identify and evaluate methods for handling unethical or criminal conduct on the part of a fellow officer.									
Reference(s	5):						Case # (If app	olicable)	Incident #	
	Received Instruction		Competency Demonstrat	1	How		al Training		How	
FTO: Trainee:	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?  Field Perform Role Play Written Test Verbal Test	When completed, prin	t full name	Date	Remediated?  Field Perform Role Play Written Test Verbal Test	
Comments	Comments (field will expand automatically)									
Additional	Information:									
3.1.05	Part A - Reference Agency Po	olicies/Pro	cedures, if applicable (600 char	acters max	kimum)				□ N/A	
	<ul><li>5.16.02: Statements During Departmental Investigations</li><li>5.17.03: Requirement to report if subject of arrest or criminal investigation</li><li>5.17.05: Reporting information regarding violaitons</li></ul>									
3.1.05	Part B - Agency Training Deta	ails (field w	vill expand automatically)							
3.1.03	Tare b - Agency Training Deta	ms grera w	m expand datematically)							

5.3 Ethics Page **7** of **15** 

3.1.06	Problems Associated with U		_							
	The trainee shall identify and	l discuss pro	oblems associated with some c	ommon un	ethical decisions, in	cluding:				
	A. Non-enforcement of spe	ecific laws l	y personal choice		C. Acceptance of	gratuities				
	B. Disproportionate enforc	cement targ	geting specific groups by person	nal	D. Misuse of sick	time, etc.				
	choice									
							Case # (If a	pplicable)	Incident #	
Reference(s	Reference(s):									
Received Instruction Competency Demonstrated How Remedial Training										
	When completed, print full name Date When completed, print full name Date				Demonstrated?	When completed, prin	t full name	Date	How Remediated?	
FTO:					Field Perform				Field Perform	
	☐ Role Play								Role Play Written Test	
Trainee: Written Test Verbal Test										
Comments	Comments (field will expand automatically)									
Additional	Information:									
3.1.06	Part A - Reference Agency Po	olicies/Pro	cedures, if applicable (600 cha	racters max	ximum)				□ N/A	
	5.01.01: General Behavior									
	5.01.08: Bribes/Rewards/L		s/Favors							
	5.13.01: Disorderly Condu									
	5.13.02: Immoral Conduct									
3.1.06 Part B - Agency Training Details (field will expand automatically)										

5.3 Ethics Page 8 of 15

3.1.07	General Orders  The trainee shall review and explain the General Orders and/or policy and procedures associated with conduct both on and off duty.								
Reference(s	5):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrate	ed	How	Remedia	al Training	How	
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, print	t full name Date	Remediated?	
FTO:					☐ Field Perform☐ Role Play			Field Perform Role Play	
Trainee:					Written Test Verbal Test			Written Test Verbal Test	
Comments (field will expand automatically)									
Additional	Information:								
3.1.07	Part A - Reference Agency Po	olicies/Proc	cedures, if applicable (600 char	acters max	imum)			□ N/A	
	5.01.03: Obedience To Laws / 5.01.08: Bribes/Rewards/Loans/Giftss/Favors / 5.01.09: Gambling / 5.01.13: Sexual Harassment 5.13: Disorderly and Immoral Conduct / 513.01: Disorderly Conduct / 5.13.02: Immoral Conduct / 5.13.03: Conduct Towards Others 5.13.05: Derogatroy Language / 5.14: Use or Possession of Alcohol, Drugs or Narcotics and Tobacco / 5.14.01: Use or Possession of Alcohol 5.14.02: Use or Possession of Drugs or Narcotics / 5.14.03: Use of Tobacco / 10.01.02: Standards								
3.1.07	Part B - Agency Training Deta	ails (field w	ill expand automatically)						

5.3 Ethics Page **9** of **15** 

3.2	DECISION MAKING									
3.2.01	Limitations of Authority									
	The trainee shall explain the	most comm	on limitations of their discreti	onary auth	ority to include:					
	A. Law				D. Community exp	pectations				
	B. Department policy and p	rocedure			E. Officer safety					
	C. Department goals and of	ojectives								
Reference(s	Reference(s):  Case # (If applicable) Incident #									
	Received Instruction Competency Demonstrated How Remedial Training									
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, print	t full name	Date	Remediated?	
FTO:					Field Perform Role Play				Field Perform Role Play	
Traince					Written Test				Written Test	
	Trainee: Verbal Test Verbal Test  Comments (field will expand automatically)									
	, ,,									
Additional	Information:									
3.2.01	Part A - Reference Agency Po	olicies/Proc	edures, if applicable (600 cha	racters max	ximum)				□ N/A	
<ul><li>1.01.01: Department Manual; 2.01.02:Community College District Police</li><li>1.01.06: Knowledge of supplemental directives and manaul updates</li><li>5.02.02: Performance of duty</li><li>7.01.02: Duties and Responsibilities</li></ul>										
3.2.01	3.2.01 Part B - Agency Training Details (field will expand automatically)									

5.3 Ethics Page **10** of **15** 

3.2.02	Consequences of Inappropriate		•							
	The trainee shall identify the po	otential c	onsequences of inappropriate	discretiona	ry decision making,	including:				
	A. Death or injury			I	D. Discipline					
	B. Additional crime			ı	E. Embarrassmen	t to department				
	C. Civil and vicarious liability			ı	Relationship w	ith the community				
Reference(s	Reference(s):  Case # (If applicable) Incident #									
	Received Instruction Competency Demonstrated How Remedial Training								How	
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, print	t full name	Date	Remediated?	
FTO:					Field Perform				Field Perform	
					Role Play Written Test				Role Play Written Test	
Trainee:										
Comments	Comments (field will expand automatically)									
Additional	Information:									
3.2.02	Part A - Reference Agency Poli	cies/Proc	edures, if applicable (600 chai	racters max	imum)				□ N/A	
	5.01.01: General Behavior /	5.01.03:	Obedience To Laws / 5.01.0	06: Radio (	Communication					
	5.01.08: Bribes/Rewards/Loa					nent Policy				
	5.13: Disorderly and Immora			_		•				
	5.13.03: Conduct Towards Others / 5.13.05: Derogatroy Language / 10.01.02: Standards									
3.2.02	Part B - Agency Training Details	<b>s</b> (field w	ill expand automatically)							

5.3 Ethics Page **11** of **15** 

3.2.03 Demonstrating Decision Making											
	Given various scenarios, simu	ulated incid	ents, or calls for service the tra	inee shall id	dentify and conclud	le which of the follow	wing are ac	ceptable o	decisions:		
	A. Arrest			1	D. Give verbal wa	rning					
	B. Cite and release			1	E. Take no action						
	C. Give a referral										
Reference(s	Reference(s):  Case # (If applicable) Incident #										
	Received Instruction Competency Demonstrated How Remedial Training										
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, print	t full name	Date	How Remediated?		
FTO:					Field Perform Role Play				Field Perform Role Play		
					Written Test				Written Test		
Trainee:	Trainee: Verbal Test Verbal Test										
comments	(field will expand automatically)										
Additional	Information:										
3.2.03	Part A - Reference Agency Po	olicies/Prod	cedures, if applicable (600 chai	racters max	rimum)				☐ N/A		
	5.02.01: Duties of Police O	fficers									
3.2.03	3.2.03 Part B - Agency Training Details (field will expand automatically)										

See next page for Attestation

5.3 Ethics Page **12** of **15** 

# Part 5 - Section 3: Ethics

#### ATTESTATION FOR SECTION 3

#### TO ENTER YOUR ELECTRONIC SIGNATURE:

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

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

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

Primary Field Training Officer: -	X	Print Full Name:
Trainee:	Χ	Print Full Name:

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

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

See the following pages for Instructions to Administrators and FTOs

5.3 Ethics Page **13** of **15** 

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

#### INSTRUCTIONS TO ADMINISTRATORS

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

- 1. Set up: Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.
- 2. **Front cover** (optional): To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.
- 3. *For each section (1–18):* 
  - a. Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
  - b. Below each table:
    - Part A: Enter applicable references from your agency's Policies & Procedure Manual.
    - Part B: Enter your agency's training details.
- 4. **After completing ALL sections (1–18),** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
  - 1) Your completed FTP Guide
  - 2) FTP Approval Checklist (<u>POST Form 2-230</u>)
    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

5.3 Ethics Page **14** of **15** 

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

# **INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)**

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

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

**End Section** 

5.3 Ethics Page **15** of **15**