

# **Community Relations/Professional Demeanor**

# 6.1 – 6.6 COMPETENCY REQUIREMENTS

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	etions to Administrators etions to FTOs								

# **Note to Administrators**

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

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

# **LIST OF SUBTOPICS**

6.1	COMMU	JNITY RELATIONS AND SERVICE	6.4	RACIAL	PROFILING
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6.3	CULTUR	AL DIVERSITY		6.6.01	Community/Problem Oriented Policing and Community Priorities
	6.3.01	Community Cultures		6.6.02	The Crime Triangle
	6.3.02	Cultural Motivations and Biases		6.6.03	Working with the Community to Solve Problems
	6.3.03	Increasing Trust within Communities		6.5.04	Leadership in Community-Developed Problem Solving
				6.5.05	Problem-Solving Model

SECTION	SECTION 6 COMMUNITY RELATIONS/PROFESSIONAL DEMEANOR										
	СНЕСК (	ONE ONLY	: PHASE 1 PH	ASE 2	PHASE 3 P	HASE 4 PHA	SE 5				
Trainee				FTO							
-											
6.1	6.1 COMMUNITY RELATIONS AND SERVICE										
6.1.01	1 Agency Responsibilities										
	The trainee shall explain the	agency's re	sponsibilities to community	service.							
Reference(s):  Case # (If applicable) Incident #											
	Received Instruction		Competency Demons	trated	How	Remedia	l 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				Field Perform		
					Role Play Written Test				Role Play Written Test		
Trainee:					☐ Verbal Test				☐ Verbal Test		
Comments	(field will expand automatically)										
Additional	Information:										
6.1.01	Part A - Reference Agency Po	olicies/Prod	cedures, if applicable (600 c	haracters max	kimum)				☐ N/A		
	4.01.06: Relationship with 5.02.01: Duties of Police O	Officer / 5.0	02.02: Performance of Du	ty	eral Behavior						
	5.13.03: Conduct Towards	-									
5.13.05: Derogatory Language / 7.01.02: Duties and Responsibilites											
6.1.01	Part B - Agency Training Det	ails (field w	ıll expand automatically)								

6.1.02	Community Service										
	The trainee shall identify the	agency's ro	les and responsibilities in provi	ding comn	nunity service. Thos	e roles may include:					
	A. To protect life and prope	erty			G. Community par	rtnerships, such as:					
	B. To maintain order				H. Community Oriented Policing Services (COPS)						
	C. Crime prevention				I. Police Athletic League/Police Activities League (PAL)						
	D. Public education				J. Drug Abuse Res	g Abuse Resistance Education (DARE)					
	E. Delivery of service K. Any other agency-approved programs										
	F. Enforcement of laws										
Reference(s	eference(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	full name	Date	How Remediated?		
FTO:					Field Perform Role Play				Field Perform Role Play		
Tuoimaa					Written Test				Written Test		
Trainee:					☐ Verbal Test				☐ Verbal Test		
Comments	(field will expand automatically)										
Additional	Information:										
6.1.02	Part A - Reference Agency Po	olicies/Proc	edures, if applicable (600 char	acters max	kimum)				□ N/A		
	4.01.06: Relationship with	Campus a	nd Site Administrators / 5.0	1.01: Gen	eral Behavior						
	5.02.01: Duties of Police O	officer / 5.0	2.02: Performance of Duty								
	5.13.04: Student Contacts	-									
	5.13.05: Derogatory Language / 7.01.02: Duties and Responsibilites										
64.03											
6.1.02	Part B - Agency Training Det	alis (Jiela wi	ıı expana automaticaliy)								

6.2	PROFESSIONAL DEMEANO	OR AND CC	MMUNICATIONS								
6.2.01	Professional Principles The trainee shall identify the enforcement.	basic princi	iples that generally apply to pro	ofessions, a	nd discuss how tho	se principles relate t	to the professior	n of la	aw		
Reference(s	;):						Case # (If applica	ble)	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	full name Da	ite	Remediated?		
FTO:					Field Perform	I			Field Perform		
				<del> </del>	Role Play Written Test				Role Play Written Test		
Trainee:											
	Comments (field will expand automatically)  Additional Information:										
6 2 01	Part A Peferance Agency Pe	olicios/Proc	radures if applicable (600 char	ractors may	vimum)				□ N/A		
0.2.01	6.2.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)  4.01.06: Relationship with Campus and Site Administrators / 5.01.01: General Behavior 5.02.01: Duties of Police Officer / 5.02.02: Performance of Duty 5.13.04: Student Contacts 7.01.02: Duties and Responsibilites										
6.2.01	2.01 Part B - Agency Training Details (field will expand automatically)										

6.2.02	Citizen Evaluations The trainee shall explain the various methods by which citizens evaluate law enforcement agencies and their officers.									
Reference(s	5):						Case # (If applicable)	Incident #		
	Received Instruction	1	Competency Demonstrat	ed	How	Remedia	l Training	How		
	Signature	Date	Signature	Date	Demonstrated?	Signature	Date	Remediated?		
FTO:					Field Perform Role Play			Field Perform Role Play		
					Written Test			Written Test		
Trainee:					☐ Verbal Test			☐ Verbal Test		
Comments.	Comments:									
Additional	Information:									
6.2.02	6.2.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)  N/A									
6.2.02	6.2.02 Part B - Agency Training Details (field will expand automatically)									

6.2.03 Inappropriate Verbal Language/Communication										
	The trainee shall identify verb	al factors w	hich could contribute to a neg	gative respo	onse from the public	c, including:				
	A. Profanity					regarding gender, i			l orientation,	
	B. Derogatory remarks				nationality, reli	gion, and/or socioed	conomic status	S		
Reference(s	;):						Case # (If appl	licable)	Incident #	
	Received Instruction		Competency Demonstrat	ed	How	Remedia	l Training		How	
	When completed, print full name Date When completed, print full name Date Demonstrated? When completed, print full name					full name	Date	Remediated?		
FTO:	FTO: Field Perform Role Play								☐ Field Perform☐ Role Play	
Trainee:	Trainee: Written Test Written Test Wroten Test Verbal Test Verbal Test									
Comments	Comments (field will expand automatically)									
Additional	Information:									
6.2.03	Part A - Reference Agency Po	licies/Proce	edures, if applicable (600 char	acters max	kimum)				□ N/A	
	5.01.01: General Behavior									
	5.01.13: Sexual Harassmen	t Policy								
	5.13.05: Derogatory Langua	_								
	5.13.03: Conduct Towards	Others								
6.2.03	2.03 Part B - Agency Training Details (field will expand automatically)									

6.2.04	2.04 Inappropriate Nonverbal Language/Communication									
	The trainee shall identify non	verbal facto	ors which could contribute to a	negative r	esponse from the p	ublic, including:				
	A. Officious and disrespectf	ul attitude		(	C. Improper cultu	ral response				
	B. Improper use of body lar	nguage								
Reference(	5):						Case # (If a	pplicable)	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:	FTO:    Field Perform   Role Play   Properties   Properti								Field Perform Role Play	
Trainee:	Trainee: Written Test Verbal Test									
Comments	Omments (field will expand automatically)  Verbal Test  Verbal Test									
Additional	Information:									
6.2.04	Part A - Reference Agency Po	olicies/Proc	edures, if applicable (600 char	acters max	imum)				□ N/A	
	5.01.01: General Behavior									
	5.01.13: Sexual Harassmer	nt Policy								
	5.13.05: Derogatory Langu	_								
	5.13.03: Conduct Towards Others									
6.2.04	6.2.04 Part B - Agency Training Details (field will expand automatically)									
	rait B - Agency Training Details (field will expand dutomatically)									

6.2.05	Explaining Actions to Citizens  The trainee shall discuss why it may be beneficial to explain the reasons for his/her actions to inquiring citizens.								
Reference(s	s):						Case # (If app	plicable)	Incident #
	Received Instruction		Competency Demonstrate	ed	How	Remedia	l Training		How
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?  Field Perform	When completed, print	full name	Date	Remediated?  Field Perform
FTO:					Role Play				Role Play
Trainee:					<ul><li>☐ Written Test</li><li>☐ Verbal Test</li></ul>				☐ Written Test☐ Verbal Test
Comments (field will expand automatically)									
Additional	Information:								
6.2.05	Part A - Reference Agency Po	licies/Proc	edures, if applicable (600 char	acters max	imum)				⊠ N/A
6.2.05	Part B - Agency Training Deta	<b>ils</b> (field wi	ll expand automatically)						

6.2.06	Phone Communication									
	The trainee shall conduct pho	one convers	sations in a professional manne	r.						
Reference(s	5):						Case # (If app	olicable)	Incident #	
	Received Instruction		Competency Demonstrat	Competency Demonstrated		Remedia	l 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	
Turinga					Written Test				Written Test	
Trainee:					☐ Verbal Test				☐ Verbal Test	
Comments	Comments (field will expand automatically)									
Additional	Information:									
6.2.06	6.2.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)  N/A									
6.2.06	5.2.06 Part B - Agency Training Details (field will expand automatically)									

6.2.07	Other Forms of Communication  The trainee shall demonstrate the ability to communicate with any segment of the public in such a way as to enhance police service and community attitudes toward the police. This may be demonstrated through:  A. Community contacts  B. Business contacts  C. Community involvement  Case # (If applicable)   Incident #									
Reference(s	;):						Case # (If appl	licable)	Incident #	
Received Instruction Competency Demonstrated How Remedial Training										
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, print	full name	Date	How Remediated?	
FTO:					Field Perform Role Play				☐ Field Perform ☐ Role Play	
Trainee:					Written Test				☐ Written Test	
Comments (field will expand automatically)  Verbal Test  Verbal Test										
Additional	Information:									
6.2.07	Part A - Reference Agency Po	olicies/Proc	edures, if applicable (600 char	acters max	kimum)				⊠ N/A	
COOT Port D. Assess Training Details (Field will see and automatically)										
6.2.07	2.07 Part B - Agency Training Details (field will expand automatically)									

6.3	CULTURAL DIVERSITY									
6.3.01	Community Cultures									
	The trainee shall explain how	the culture	e of the community can have a	n affect on	the community's re	lationship with his/h	ner agency.			
Reference(s	;):						Case # (If ap	pplicable)	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	nt 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:									
6.3.01	Part A - Reference Agency Po	olicies/Proc	edures, if applicable (600 char	acters max	ximum)				□ N/A	
	4.01.06: Relationship with Campus and Site Administrators 5.01.01: General Behavior 5.13.04: Student Contacts									
6.3.01	Part B - Agency Training Det	ails (field wi	ll expand automatically)							

6.3.02	Cultural Motivations and Biases										
	The trainee shall identify cult	ural motiva	tions and biases that may affect	ct professio	nal ethics.						
Reference(s	;):						Case # (If appli	icable)	Incident #		
	Received Instruction		Competency Demonstrat	ed	How	Remedia	l 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				Written Test		
					☐ Verbal Test				☐ Verbal Test		
	(field will expand automatically)										
Additional	Information:										
6.3.02	Part A - Reference Agency Po	olicies/Proc	edures, if applicable (600 char	acters max	imum)				⊠ N/A		
6.3.02	Part B - Agency Training Deta	ails (field wi	ill expand automatically)								

6.3.03	Increasing Trust within Communities  The trainee shall assess and explain ways in which he/she can increase the trust of the community he/she serves.										
Reference(s	5):						Case # (If app	olicable)	Incident #		
	Received Instruction		Competency Demonstrate	ed	How	Remedia	l 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, print	full name	Date	Remediated?  Field Perform Role Play Written Test Verbal Test		
Comments	(field will expand automatically)										
Additional	Information:										
6.3.03	Part A - Reference Agency Po	licies/Proc	edures, if applicable (600 char	acters max	rimum)				⊠ N/A		
6.3.03	Part B - Agency Training Deta	ils (field wi	ll expand automatically)								

6.4	RACIAL PROFILING												
6.4.01	Racial Profiling Prohibited and Damaging  The trainee will review and discuss Penal Code 13519.4, which states in part, "Racial profiling is the practice of detaining a suspect based on a broad set of criteria which casts suspicion on an entire class of people without any individualized suspicion of the particular person being stopped." The trainee shall recognize that racial profiling:  A. Is prohibited by law  B. "Presents a great danger to the fundamental principles of a democratic society"  C. "Is abhorrent and cannot be tolerated"  Case # (If applicable) Incident #												
Reference(s	Case # (If applicable) Incident #												
	Received Instruction Competency Demonstrated How Remedial Training How												
FTO: Trainee:	FTO:    Field Perform												
Comments	(field will expand automatically)												
Additional	Information:												
6.4.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)  N/A												
6.4.01	Part B - Agency Training Det	ails (field w	vill expand automatically)										

6.4.02	Profiling Behavior  The trainee shall explain why effective police work profiles a person's behavior and not a person's race.											
Reference(s	5):						Case # (If o	ipplicable)	Incident #			
	Received Instruction		Competency Demonstrat	1	How		al Training		How			
FTO	Signature	Date	Signature	Date	Demonstrated?  Field Perform	Signature		Date	Remediated?  Field Perform			
FTO:					Role Play Written Test				Role Play Written Test			
Trainee:					Verbal Test				☐ Verbal Test			
Comments												
	Received Instruction		Competency Demonstrat	ted	How	Remedia	al 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:											
6.4.02	Part A - Reference Agency P	olicies/Pro	cedures, if applicable (600 chai	racters max	rimum)				⊠ N/A			
6.4.02	Part B - Agency Training Det	ails (field w	vill expand automatically)									

6.4.03	Constitutional Amendments												
0.4.03	The trainee shall explain the 4th Amendment and 14th Amendment of the U.S. Constitution and how they define law enforcement activities that pertain to												
	racial profiling.												
Reference(s	Reference(s):  Case # (If applicable) Incident #												
	Received Instruction	l Training		How									
	When completed, print full name	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:												
6.4.03	Part A - Reference Agency Po	olicies/Proc	cedures, if applicable (600 char	racters max	(imum)				⊠ N/A				
6.4.03	Part B - Agency Training Deta	ails (field w	ill expand automatically)										
									7				

6.4.04	Community History  The trainee shall discuss how the history of the community can have an affect on the community's relationship with his/her agency.										
Reference(s	5):						Case # (If ap	plicable)	Incident #		
	Received Instruction		Competency Demonstrate	ed	How	Remedia	l Training		How		
FTO:	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?  Field Perform	When completed, print	full name	Date	Remediated?  Field Perform		
Trainee:					☐ Role Play ☐ Written Test ☐ Verbal Test				Role Play Written Test Verbal Test		
Comments	(field will expand automatically)										
Additional	Information:										
6.4.04	Part A - Reference Agency Po	licies/Proc	edures, if applicable (600 char	acters max	imum)				⊠ N/A		
6.4.04	Part B - Agency Training Deta	nils (field wi	ll expand automatically)								

6.4.05	Agency Policy										
	The trainee shall review and	be able to s	ummarize the agency's policy r	egarding ra	acial profiling.						
Reference(	5):						Case # (If applied	cable)	Incident #		
	Received Instruction		Competency Demonstrat	ed	How	Remedia	l Training		How		
	When completed, print full name Date When completed, print full name Date Demonstrated? When completed, p							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:										
6.4.05	Part A - Reference Agency Po	olicies/Proc	edures, if applicable (600 char	acters max	imum)				⊠ N/A		
6.4.05	Part B - Agency Training Deta	ails (field wi	ill expand automatically)								

6.4.06	Focusing on Behavior  The trainee shall demonstrate the ability to perform effective police work focusing on behavior rather than race.										
Reference(s	s):						Case # (If app	olicable)	Incident #		
	Received Instruction		Competency Demonstrate	ed	How		l Training		How		
FTO:	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?  Field Perform Role Play Written Test	When completed, print	full name	Date	Remediated?  Field Perform Role Play Written Test		
	(field will expand automatically)				☐ Verbal Test				☐ Verbal Test		
Additional	Information:										
6.4.06	Part A - Reference Agency Po	licies/Proc	edures, if applicable (600 char	acters max	rimum)				⊠ N/A		
6.4.06	Part B - Agency Training Deta	<b>ils</b> (field wi	ll expand automatically)								

6.5	CRIME PREVENTION											
6.5.01	Citizen Support											
	The trainee shall demonstrat	e the knowl	ledge and skills necessary to ga	ain citizen s	upport and participa	ation in the prevent	ion of crime	e.				
Reference(s):  Case # (If applicable) Incide												
Received Instruction Competency Demonstrated How Remedial Training												
	When completed, print full name	When completed, print	full name	Date	How 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:											
6.5.01	Part A - Reference Agency Po	olicies/Proc	redures, if applicable (600 char	racters max	(imum)				⊠ N/A			
6.5.01	Part B - Agency Training Deta	ails (field wi	ill expand automatically)									

6.5.02	6.5.02 Forms of Crime Prevention											
0.5.02		l <b>f</b>	al farmer of anima a management and in	a alto alto ac								
	The trainee shall give examp	ies of gener	al forms of crime prevention, in	ncluaing:								
		anical and e	electronic devices (alarms, lock	s,		fication (marking, er	ngraving, etc.)					
	and target hardening)				E. Neighborhood	watch programs						
	B. Control of conditions (lig	ghting, acce	ss, and architecture)									
	C. Public awareness											
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 full name Date Demonstrated?  When completed, print full name Date Refriedal Training Demonstrated?											
FTO:					Field Perform Role Play				Field Perform Role Play			
Trainee:					Written Test				Written Test			
Trainee:					☐ Verbal Test				☐ Verbal Test			
Comments	(field will expand automatically)											
Additional	Information:											
6.5.02	Part A - Reference Agency P	olicies/Proc	edures, if applicable (600 char	acters max	(imum)				⊠ N/A			
6.5.02 Part B - Agency Training Details (field will expand automatically)												
	<i>5 , 6</i>		,									

6.6	COMMUNITY-ORIENTED/PROBLEM-ORIENTED POLICING (COP/POP)											
6.6	COMMUNITY-ORIENTED/I	PROBLEM-	ORIENTED POLICING (COP/	POP)								
6.6.01	Community/Problem Orientor The trainee shall review and on specific violations, crimes,	explain the	agency's concept of communit	:y/problem	oriented policing a	s it relates to community priori	ties and n	eeds, focusing				
	Received Instruction		Competency Demonstrat	:ed	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: Trainee:	Role Play											
					☐ Verbal Test			☐ Verbal Test				
	(field will expand automatically)											
Additional	Information:											
6.6.01												
6.6.01	Part B - Agency Training Deta	ails (field wi	ll expand automatically)									

6.6.02	The Crime Triangle  The trainee shall explain the crime triangle (offender, victim, and location).										
	The trainee shall explain the o	crime triang	gie (offender, victim, and locati	on).			0 " //5	1. 11.	T		
Reference(s	5):						Case # (If ap	рисавіе)	Incident #		
	Received Instruction Competency Demonstrated How Rem								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		
Tuainaa					Written Test				Written Test		
Trainee:					☐ Verbal Test				☐ Verbal Test		
Comments	(field will expand automatically)										
Additional	Information:										
6.6.02	Part A - Reference Agency Po	olicies/Proc	edures, if applicable (600 char	acters max	imum)				⊠ N/A		
6.6.02	Part B - Agency Training Deta	ails (field w	ill expand automatically)								
0.0.02	Tare b - Agency Hammig Dete	ins piera wi	n expand datomaticany)								

6.6.03	Working with the Community to Solve Problems  The trainee shall describe the advantages of working with the community to find solutions to problems related to community safety and quality of life issues.							
Reference(s		davantage	3 of working with the commun	Try to mid s		is related to commit	Case # (If applicable)	
	Received Instruction	Received Instruction Competency Demonstrated		ed	How		Remedial Training	
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, print	full name Date	Remediated?    Field Perform   Role Play   Written Test   Verbal Test
Comments	(field will expand automatically)							
Additional Information:								
6.6.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)  N/A								
6.6.03	5.6.03 Part B - Agency Training Details (field will expand automatically)							

6.6.04	Leadership in Community-Developed Problem Solving  The trainee shall demonstrate leadership in facilitating, assisting, and motivating community members to develop solutions to their problems.							
Reference(s	;):						Case # (If applicable)	Incident #
	Received Instruction		Competency Demonstrated		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:				l	Field Perform	1		Field Perform
					Role Play Written Test			Role Play Written Test
Trainee:				l	Verbal Test	1		Verbal Test
	Comments (field will expand automatically)							
Additional Information:								
6.6.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)  N/A								
6.6.04	5.6.04 Part B - Agency Training Details (field will expand automatically)							

6.6.05									
	The trainee shall explain the agency's problem-solving model [e.g., The SARA Model (Scanning, Analysis, Response and Assessment)], and be								
	A. Learn the service needs		•			with citizens to addr			er problems
	<ul> <li>B. Devise ways to manage information gathered from various community</li> <li>E. Work with citizens to assess the results of the sources</li> </ul>							enorts	
	C. Learn how to identify crime and disorder problems, and distinguish them from incidents								
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, prin	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:									
6.6.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)									
6.6.05 Part B - Agency Training Details (field will expand automatically)									
Ture Agency Huming Securis (field will expand datomatically)									

See next page for Attestation

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

#### ATTESTATION FOR SECTION 6

#### 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:	Χ	Print Full Name:
Trainee:	X	Print Full Name:

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

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

See the following pages for Instructions to Administrators and FTOs

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

#### INSTRUCTIONS TO ADMINISTRATORS

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

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

Commission on POST 860 Stillwater Road, Suite 100 West Sacramento, CA 95605 Attn: Basic Training Bureau (BTB)

6. 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:
  - 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**