# **Radio Communication Systems**

## 7.1 – 7.2 COMPETENCY REQUIREMENTS

### **Contents**

- 7.1 Radio Communication
- 7.2 Information Systems/Telecommunications

List of Subtopics

Attestation

Instructions to Administrators

Instructions to FTOs

#### **Note to Administrators**

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

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

### **LIST OF SUBTOPICS**

### 7.1 RADIO COMMUNICATION

7.1.01	Agency Policy Regarding Communications
7.1.02	Memorizing Codes
7.1.03	Radio Procedures and Use
7.1.04	Crime Broadcast
7.1.05	Vehicle Pursuit Transmission
7.1.06	Control During In-Progress Assignment

### 7.2 PROFESSIONAL DEMEANOR AND COMMUNICATIONS

7.2.01	Examples of Inquiries
7.2.02	Law Enforcement Information Systems
7.2.03	System Inquiries to Complete an Investigation
7.2.04	Agency Policy for Use of MCTs and Laptops
7.2.05	Inappropriate Use of Information Systems

5.7 Radio Communication Systems Page **2** of **16** 

SECTION 7 RADIO COMMUICATION SYSTEMS												
	CHECK (	ONE ONLY	: PHASE 1	PHAS	E 2	PHASE 3	PH	HASE 4	РНА	SE 5		
Trainee					FTO							
7.1 RADIO COMMUNICATION												
7.1.01 Agency Policy Regarding Communications The trainee shall review and briefly summarize agency policy on communications control and coordination and radio call numbers.												
Reference(s	Reference(s):  Case # (If applicable) Incident #											
	Received Instruction  Competency Demonstrated  How Demonstrated?  When completed, print full name  Date  When completed, print full name  Date  When completed, print full name											How Remediated?
FTO: Trainee:	When completed, print tall name	Date	Wien completed, pr	THE TOTAL HOUSE	Buto	Field Pe Role Pla Written Verbal	erform By Test	When col	приссец, рип	Tull Hame	Date	Field Perform Role Play Written Test Verbal Test
Comments	(field will expand automatically)											
Additional	Information:											
7.1.01	Part A - Reference Agency P	olicies/Proc	edures, if applica	ble (600 char	acters max	aimum)						□ N/A
	5.01.05: Radio Procedures 5.01.06: Radio Communica											
	5.01.00. Radio Communications											
7.1.01	Part B - Agency Training Det	ails (field w	ill expand automa	tically)								

5.7 Radio Communication Systems Page **3** of **16** 

7.1.02	Memorizing Codes										
7.1.02	_	-	c alphabet and agency brevity r	radio codes	, including common	lly used Penal Code S	Section nur	nbers and	codes for		
Reference(	Reference(s):  Case # (If applicable) Incident #										
	Received Instruction		Competency Demonstrated		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☐ Verbal Test				<ul><li>☐ Written Test</li><li>☐ Verbal Test</li></ul>		
Comments	Comments (field will expand automatically)										
Additiona	Information:										
7.1.02	Part A - Reference Agency Po	olicies/Prod	cedures, if applicable (600 cha	racters max	kimum)				□ N/A		
	5.01.05: Radio Procedures	5									
7.1.02	Part B - Agency Training Det	ails (field w	ill expand automatically)								

5.7 Radio Communication Systems Page **4** of **16** 

7.1.02 Padia Dragaduras and Has											
7.1.03	Radio Procedures and Use				and the second second	ta alicedta ac					
	The trainee shall demonstrat	e knowledg	ge of agency radio procedures a	and proficie	ent use of the radio	including:					
	A. Waiting until the air is cl	ear before	pressing the transmit button			eaning of "emergen					
		tton firmly	and speaking calmly and clearly	y into		n-emergency transn	nissions until	"emerge	ency traffic		
	the microphone				only" status is terminated						
	C. Avoiding over-modulation	on by speak	king moderately into the microp	hone	=	Knowing the call signs, assignments, and beat locations of other units in the area					
					the area						
Reference(s	Reference(s):  Case # (If applicable) Incident #										
	Received Instruction Competency Demonstrated					Remedi	al Training		How		
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, prin	t full name	Date	Remediated?		
FTO:					Field Perform				Field Perform		
					Role Play Written Test				Role Play Written Test		
Trainee: Verbal Test											
Comments	Comments (field will expand automatically)										
Additional	Information:										
7.1.03	Part A - Reference Agency P	olicies/Pro	cedures, if applicable (600 char	racters max	kimum)				□ N/A		
	11.02.04: Emergency Tran	smission/	Code 33								
7.1.03 Part B - Agency Training Details (field will expand automatically)											

5.7 Radio Communication Systems Page **5** of **16** 

7.4.04 Crime Breadent										
7.1.04	Crime Broadcast									
	Given a situation in which the description shall minimally in		or more suspect descriptions, th	e trainee s	hall properly utilize	the radio to comple	te a crime br	roadcast.	. This	
	A. Type of incident and nur	nber of sus	pects	1	D. Weapon(s) use	d				
	B. Complete known descrip	otion of sus	pect(s), including height, weight	t,	E. Vehicle(s) used					
	hair color and style, eye characteristics	color, cloth	ning description, and distinguish	ing	F. Direction(s) of f	flight				
C. Loss (if any), including approximate value and denomination of bills										
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	Remediated?	
FTO:					Field Perform Role Play				Field Perform Role Play	
					Written Test				Written Test	
Trainee:					☐ Verbal Test				☐ Verbal Test	
Comments	(field will expand automatically)									
Additional	Information:									
7.1.04	Part A - Reference Agency Po	olicies/Pro	cedures, if applicable (600 char	acters max	kimum)				⊠ N/A	
7.1.04 Part B - Agency Training Details (field will expand automatically)										

5.7 Radio Communication Systems Page **6** of **16** 

7.1.05	Vehicle Pursuit Transmission										
	minimally include:	proper use	of the police radio and transmi	ssions to m	naintain control of a	a vehicle pursuit. Ap	propriate tra	insmissio	ns shall		
	A. Identification of the vehi	icle in pursu	uit	1	F. Approximate sp	peed					
	B. What the vehicle or occu	upant(s) is v	vanted for	(	G. Conditions (light or moderate traffic, dry or wet pavement, damage to						
			, including license number		suspect vehicle, etc.)						
	D. Number of occupants ar	nd possibilit	y of weapons		<ul><li>H. Necessity for backup and number of units needed</li><li>I. Location of stop</li></ul>						
	E. Birection of travel										
Reference(s):    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				Written Test		
	(6.11.41.41.41.41.41.41.41.41.41.41.41.41.				☐ Verbal Test				☐ Verbal Test		
Comments	(field will expand automatically)										
Additional	Information:										
7.1.05	Part A - Reference Agency P	olicies/Proc	cedures, if applicable (600 char	acters max	kimum)				□ N/A		
	8.02.03: Responsibilities o	f the Unit	Initiating a Vehicle Pursuit								
	8.02.06: Vehicle Pursuits:	Dispatch R	esponsibilities								
7.1.05 Part B - Agency Training Details (field will expand automatically)											

5.7 Radio Communication Systems Page **7** of **16** 

7.1.06	7.1.06 Control During In-Progress Assignment										
	Given a situation involving ar	n in-progres	s assignment, the trainee shall	use the po	lice radio to mainta	in control of the situ	uation. This	shall mini	mally include:		
	A. Voice control so as not to	o escalate t	he situation		C. Control of respo	onse of other police	units				
	B. Establishment of perime	ter and cor	trol of possible escape routes								
Reference(	5):						Case # (If a	applicable)	Incident #		
	Received Instruction	Remedia	al Training		How						
	When completed, print full name Date When completed, print full name Date When completed, print full name Date Demonstrated? How Remedial Ir								Remediated?		
FTO:	FTO: Field Perform Role Play										
Trainee:	Trainee: Written Test Wreybal Test Verbal Test Verbal Test										
Comments (field will expand automatically)											
Additional	Information:										
7.1.06	Part A - Reference Agency Po	olicies/Prod	cedures, if applicable (600 chai	racters max	kimum)				⊠ N/A		
7.1.06 Part B - Agency Training Details (field will expand automatically)											

5.7 Radio Communication Systems Page **8** of **16** 

7.2	INFORMATION SYSTEMS	/ TELECON	MUNICATIONS								
7.2.01	<b>Examples of Inquiries</b> The trainee shall give examp	les where ir	nquires into a law enforcement	informatio	n system would be	necessary. These ma	ay include:				
	vehicles  B. To establish probable ca  C. To verify the validity of a	use for a se warrant	n, or recovered property, include arch or an arrest ense, vehicle registration, or	F	<ul><li>E. To determine if a person is wanted</li><li>F. To determine the status of a person on parole or probation</li><li>G. To report or locate a missing person</li></ul>						
Reference(s	Reference(s):  Case # (If applicable) Incident #										
	Received Instruction  When completed, print full name	Date	Competency Demonstrate When completed, print full name		How Demonstrated?		I Training	Data	How Remediated?		
FTO: Trainee:	When completed, print tall name	Dute	With completed, print tall name	Dute	Date Demonstrated? When completed, print full name Date    Field Perform   Role Play   Written Test   Verbal Test						
Comments	(field will expand automatically)										
Additional	Information:										
7.2.01	7.2.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)  N/A										
7.2.01	7.2.01 Part B - Agency Training Details (field will expand automatically)										

5.7 Radio Communication Systems Page **9** of **16** 

7.2.02 Law Enforcement Information Systems										
	The trainee shall be able to it	dentify the l	aw enforcement information s	ystems use	d by the agency inc	luding:				
	A. Automated Property Sys	tem (APS)		1	D. Automated Fire	earms System (AFS)				
	B. Stolen Vehicle System (S	VS)		I	E. Domestic Viole	nce Restraining Ord	er System (	DVROS)		
	C. Wanted Persons System	(WPS)		I	F. Missing Uniden	tified Person Systen	n (MUPS)			
Reference(s	):						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	t full name	Date	Remediated?  Field Perform	
FTO:	FTO: Field Perform Role Play									
Trainee:	☐ Written Test ☐ Written Te									
Comments	Comments (field will expand automatically)									
Additional	Information:									
7.2.02	Part A - Reference Agency P	olicies/Proc	edures, if applicable (600 char	acters max	rimum)				⊠ N/A	
7.2.02 Part B - Agency Training Details (field will expand automatically)										
7.2.02	7.2.02 Part B - Agency Training Details (field will expand automatically)									

5.7 Radio Communication Systems Page **10** of **16** 

	7.2.03 System Inquiries to Complete an Investigation										
7.2.03	System Inquiries to Complet	te an Invest	tigation								
			is required to complete an inve equiry related to the following o	_		nonstrate a knowled	lge of the m	inimum ii	nformation		
	A. Wanted persons	a system ii	iquity related to the following t	acegories.	D. DMV informati	on					
	B. Property, vehicles, and f	iroarmo			E. Miscellaneous						
		ii eai iiis			L. Miscellalieous	IIIIOIIIIatioii					
	C. Criminal histories										
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, prin	t 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)	1									
	, , , , , , , , , , , , , , , , , , , ,										
Additional	Information:										
7.2.03	Part A - Reference Agency P	olicies/Pro	cedures, if applicable (600 chai	racters ma	ximum)				⊠ N/A		
7.2.03 Part B - Agency Training Details (field will expand automatically)											

5.7 Radio Communication Systems Page **11** of **16** 

7 2 04	A Deline for the of BAC	To an all 1 and									
7.2.04	Agency Policy for Use of MC	•	ncy policy regarding the prope	ruse and/	or the misuse of Mo	hile Computer Term	inals (MCTs	·) and on-	hoard lanton		
	computers.	explain age	incy policy regarding the prope	i use allu/c	or the inisuse of Mo	blie Computer Term	iliais (ivicis	o) and on-	ровги тартор		
Reference(	•						Case # (If ap	oplicable)	Incident #		
nejerence(s).											
	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	omments (field will expand automatically)										
Additiona	Information:										
7.2.04	Part A - Reference Agency P	olicies/Pro	cedures, if applicable (600 cha	racters max	kimum)				⊠ N/A		
					·						
7.2.04	7.2.04 Part B - Agency Training Details (field will expand automatically)										

5.7 Radio Communication Systems Page **12** of **16** 

7.2.05	Inappropriate Use of Information Systems  The trainee shall identify inappropriate use(s) of law enforcement information systems according to agency policy and law.									
Reference(s):							Case # (If applicable)		Incident #	
	Received Instruction		Competency Demonstrated		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	
					Written Test				Written Test	
Trainee:					☐ Verbal Test				☐ Verbal Test	
Comments	(field will expand automatically)									
Additional Information:										
7.2.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)  N/A										
7.2.05	7.2.05 Part B - Agency Training Details (field will expand automatically)									

See next page for Attestation

5.7 Radio Communication Systems Page **13** of **16** 

### Part 5 - Section 7: Radio Communication Systems

#### ATTESTATION FOR SECTION 7

#### TO ENTER YOUR ELECTRONIC SIGNATURE:

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

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

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

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

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

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

See the following pages for Instructions to Administrators and FTOs

5.7 Radio Communication Systems Page 14 of 16

### 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

5.7 Radio Communication Systems Page 15 of 16

### 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** 

5.7 Radio Communication Systems Page 16 of 16