# SECTION 8 Leadership

# **8.1** COMPETENCY REQUIREMENTS

# **Contents**

8.1 Identifying Leadership

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**

# 8.1 IDENTIFYING LEADERSHIP

8.1.01	Effective Leadership Strategies
8.1.02	Leadership Attributes
8.1.03	The Role of Leadership

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SECTION 8 LEADERSHIP										
CHECK ONE ONLY: PHASE 1 PHASE 2 PHASE 3 PHASE 4 PHASE 5										
				_	_					
Trainee					FTO					
8.1	IDENTIFYING LEADERSHIP	)								
8.1.01	Effective Leadership Strateg									
	The trainee shall identify and		ffective leadership sti	rategies th	at provide	purpose, direction	, and motivation to	co-workers	and comm	nunity
	members.							_		<del>,</del>
Reference(s	5):							Case # (If a	ipplicable)	Incident #
	Received Instruction		Competency	Demonstrate	ed	How	Remedial Training			How
	When completed, print full name	Date	When completed, print		Date	Demonstrated?		When completed, print full name Date		Remediated?
FTO:						Field Perform Role Play				Field Perform Role Play
Trainee						Written Test				☐ Written Test
Trainee: Verbal Test							☐ Verbal Test			
Comments	Comments (field will expand automatically)									
Additional	Information:									
8.1.01	Part A - Reference Agency P	olicies/Pro	cedures, if applicable	e (600 char	acters max	rimum)				□ N/A
	5.01.01: General Behavior									
	5.05.01: Cleanliness and Neatness									
	5.05.02: Sworn Uniformed Personnel-Grooming Standards									
0.4.04										
8.1.01	8.1.01 Part B - Agency Training Details (field will expand automatically)									

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8.1.02 Leadership Attributes									
	The trainee shall illustrate through explanation or example how each of the following leadership competencies can affect his/her skills and abilities a officer:							abilities as an	
	A. Integrity				E. Duty				
	B. Credibility			F. Loyalty					
	C. Trust				G. Honesty				
					d. Hollesty				
	D. Discretion								
Reference(s	5):						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	t full name Date	Remediated?	
FTO:					Field Perform			Field Perform	
					Role Play Written Test			Role Play Written Test	
Trainee:					Verbal Test			Verbal Test	
Comments	Comments (field will expand automatically)								
A -1 -1 141 1									
Additional	Additional Information:								
8.1.02	Part A - Reference Agency P	olicies/Pro	cedures, if applicable (600 cha	racters ma	ximum)			⊠ N/A	
0.4.00									
8.1.02	8.1.02 Part B - Agency Training Details (field will expand automatically)								

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8.1.03	The Role of Leadership								
	The trainee shall assess and explain his/her leadership role within the department with clear consideration of the organization's vision, mission and values								
	statement.								
Reference(	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
Trainee:					☐ Written Test☐ Verbal Test				☐ Written Test☐ Verbal Test
Comments	Comments (field will expand automatically)								
Additiona	Additional Information:								
8.1.03	8.1.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)								
8.1.03	Part B - Agency Training Det	ails (field w	ill expand automatically)						

See next page for Attestation

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# Part 5 - Section 8: Leadership

### ATTESTATION FOR SECTION 8

### 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:	Print Full Name:
Trainee:	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

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## 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

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# 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** 

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