|  |  |
| --- | --- |
| Agency: | Part 5. POST Field Training Model |
| Field Training Program Manual– Volume 2 | Date: |

section 17

Self-Initiated Activity

17.1 Competency Requirements

|  |
| --- |
| Contents |
| 17.1 Types of Activities  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 Manual, you MUST submit the following electronic files:

1) POST-approved Field Training Application ([Form 2-229](https://post.ca.gov/portals/0/post_docs/publications/2-229.pdf))

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

###### 17.1 TYPES OF ACTIVITIES

17.1.01 Vehicle Stops

17.1.02 Pedestrian Stops

17.1.03 Directed Patrol

17.1.04 Arrests

17.1.05 Other Activities

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SECTION 17 | | SELF-INITIATED ACTIVITY | | | |
| Check one ONLY:  Phase 1  Phase 2  Phase 3  Phase 4  Phase 5 | | | | |  |
| Trainee |  | | FTO |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 17.1 TYPES OF ACTIVITIES | | | | | | | | | | | |
| 17.1.01 Vehicle Stops | | | | | | | | | | | |
|  | The trainee shall explain the necessity of and demonstrate proficiency in the performance of self-initiated vehicle stops to minimally include: | | | | | | | | | | |
|  | 1. Investigative stops | | | | | 1. Traffic enforcement | | | | | |
| Reference(s): | |  | | | | | | | Case # *(If applicable)* | | Incident # |
|  | Received Instruction | | | Competency Demonstrated | | | How  Demonstrated? | Remedial Training | | | How  Remediated? |
|  | Signature | | Date | Signature | Date | | Signature | | Date |
| FTO: |  | |  |  |  | | Field Perform  Role Play  Written Test  Verbal Test |  | |  | Field Perform  Role Play  Written Test  Verbal Test |
| Trainee: |  | |  |  |  | |  | |  |
| Comments: | | | | | | | | | | | |

Additional Information:

|  |  |
| --- | --- |
| 17.1.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*  N/A | |
|  |  |

|  |  |
| --- | --- |
| 17.1.01 Part B - Agency Training Details *(field will expand automatically)* | |
|  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 17.1.02 Pedestrian Stops | | | | | | | | | | | |
|  | The trainee shall explain the necessity of and demonstrate proficiency in the performance of self-initiated pedestrian stops to minimally include: | | | | | | | | | | |
|  | 1. Suspicious persons 2. Consensual encounters | | | | | 1. Enforcement of pedestrian related violations | | | | | |
| Reference(s): | |  | | | | | | | Case # *(If applicable)* | | Incident # |
|  | Received Instruction | | | Competency Demonstrated | | | How  Demonstrated? | Remedial Training | | | How  Remediated? |
|  | Signature | | Date | Signature | Date | | Signature | | Date |
| FTO: |  | |  |  |  | | Field Perform  Role Play  Written Test  Verbal Test |  | |  | Field Perform  Role Play  Written Test  Verbal Test |
| Trainee: |  | |  |  |  | |  | |  |
| Comments: | | | | | | | | | | | |

Additional Information:

|  |  |
| --- | --- |
| 17.1.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*  N/A | |
|  |  |

|  |  |
| --- | --- |
| 17.1.02 Part B - Agency Training Details *(field will expand automatically)* | |
|  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 17.1.03 Directed Patrol | | | | | | | | | | | |
|  | The trainee shall explain the necessity of and demonstrate proficiency in the performance of self-initiated directed patrol to minimally include: | | | | | | | | | | |
|  | 1. Gang area / Gang activities 2. DUI enforcement 3. Illegal vendors | | | | | 1. Pattern crimes 2. COPS/POP projects, School programs | | | | | |
| Reference(s): | |  | | | | | | | Case # *(If applicable)* | | Incident # |
|  | Received Instruction | | | Competency Demonstrated | | | How  Demonstrated? | Remedial Training | | | How  Remediated? |
|  | Signature | | Date | Signature | Date | | Signature | | Date |
| FTO: |  | |  |  |  | | Field Perform  Role Play  Written Test  Verbal Test |  | |  | Field Perform  Role Play  Written Test  Verbal Test |
| Trainee: |  | |  |  |  | |  | |  |
| Comments: | | | | | | | | | | | |

Additional Information:

|  |  |
| --- | --- |
| 17.1.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*  N/A | |
|  |  |

|  |  |
| --- | --- |
| 17.1.03 Part B - Agency Training Details *(field will expand automatically)* | |
|  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 17.1.04 Arrests | | | | | | | | | | | |
|  | The trainee shall explain the necessity of and demonstrate proficiency in the performance of self-initiated arrests to minimally include: | | | | | | | | | | |
|  | 1. Misdemeanors 2. Felonies | | | | | 1. Others (e.g. Municipal codes, local ordinances) | | | | | |
| Reference(s): | |  | | | | | | | Case # *(If applicable)* | | Incident # |
|  | Received Instruction | | | Competency Demonstrated | | | How  Demonstrated? | Remedial Training | | | How  Remediated? |
|  | Signature | | Date | Signature | Date | | Signature | | Date |
| FTO: |  | |  |  |  | | Field Perform  Role Play  Written Test  Verbal Test |  | |  | Field Perform  Role Play  Written Test  Verbal Test |
| Trainee: |  | |  |  |  | |  | |  |
| Comments: | | | | | | | | | | | |

Additional Information:

|  |  |
| --- | --- |
| 17.1.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*  N/A | |
|  |  |

|  |  |
| --- | --- |
| 17.1.04 Part B - Agency Training Details *(field will expand automatically)* | |
|  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 17.1.05 Other Activities | | | | | | | | | | | |
|  | The trainee shall explain the need and demonstrate proficiency in additional self-initiated activities to minimally include: | | | | | | | | | | |
|  | 1. Field interview (FI) cards 2. Bar checks 3. Curfew violators | | | | | 1. Suspicious circumstances 2. Additional agency-specific activities (listed below if applicable) | | | | | |
| Reference(s): | |  | | | | | | | Case # *(If applicable)* | | Incident # |
|  | Received Instruction | | | Competency Demonstrated | | | How  Demonstrated? | Remedial Training | | | How  Remediated? |
|  | Signature | | Date | Signature | Date | | Signature | | Date |
| FTO: |  | |  |  |  | | Field Perform  Role Play  Written Test  Verbal Test |  | |  | Field Perform  Role Play  Written Test  Verbal Test |
| Trainee: |  | |  |  |  | |  | |  |
| Comments: | | | | | | | | | | | |

Additional Information:

|  |  |
| --- | --- |
| 17.1.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*  N/A | |
|  |  |

|  |  |
| --- | --- |
| 17.1.05 Part B - Agency Training Details *(field will expand automatically)* | |
|  |  |

**See next page for Attestation**

Part 5 – Section 17: Self-Initiated Activity

ATTESTATION FOR SECTION 17

**To enter your electronic signature:**

* Export your file as a PDF. (Go to File > Export > Create PDF/XPS Document)
* Click on “Fill & sign” > Click on “Sign” icon at top of page > Click on “Add signature”
* Click on the “Image” icon > Click “Select image” > Locate your signature file > Click “Apply” to place your signature.
* 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:**  Click on the signature > Click on the trash icon.

**See the following pages for Instructions for Administrators and FTOs**

**How to Complete Volume II (Sections 1–18)**

INSTRUCTIONS FOR ADMINISTRATORS

**Volume II of the Field Training Manual consists of 18 Sections.** Each Section is provided as a separate file on the POST website. Prior to submitting your FTP Manual to POST for review, you must complete all 18 Sections and include them as part of your Manual.

1. ***Set up:*** Keep a Master copy of each Section file for reference. Make a copy of the file to use for agency-specific entries.
2. ***For each Section (1–18):***
   1. Open the applicable file and add agency name and date (M/Y) at the top of page 1. (Do NOT alter any other portions of the file, with the exclusion of Parts A and B.)
   2. For each subsection, complete Parts A and B.
      * *Part A:* Input relevant policy references from Department Policy Manual (ex. Sacramento SD Policy: Use of Force).
      * *Part B:* Input agency training details.
3. ***After completing ALL sections (1–18),*** you are required to submit the following materials via email to POST for review and approval (do NOT send printed copies):
   * 1. **Volume I and Volume II (Sections 1-18)**
     2. **POST** [**2-229**](https://post.ca.gov/portals/0/post_docs/publications/2-229.pdf) **Form (scanned copy of signed original)**
     3. **Department Policy Manual**
4. Mail your POST 2-229 Form to:

**Commission on POST**

***Field Training***

**860 Stillwater Road, Suite 100**

**West Sacramento, CA 95605**

**See next page for Instructions for Field Training Officers**

**How to Complete Volume II (Sections 1–18)**

INSTRUCTIONS FOR FIELD TRAINING OFFICERS (FTOs)

**Volume II of the Field Training Manual consists of 18 Sections.** 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:***
   1. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
   2. Enter any note-worthy comments related to the trainee’s performance.
3. ***If trainee requires remedial training:***
   1. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
   2. 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**