

## POST'S MINIMUM CONTENT AREAS FOR TRAINING MANUALS

**IMPORTANT:** PTP Supervisors/Administrators/Coordinators (PTP SACs) MUST ENSURE that the following required content is delivered to trainees throughout the agency's training program, and that trainees sufficiently demonstrate an understanding and/or practical application of the subject matter.

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MINIMUM CONTENT AREA	NOTES / COMMENTS
PTO Selection Process	POST Basic Certificate, one-year patrol experience, POST-certified PTO course, agency-specific process (must be specified in training manual)
Program Personnel Training	PTO Update Course, Supervisor/Administrator/Coordinator (SAC) Course ( <i>must be specified in training manual</i> )
Minimum 15-Week PTO Program	Refer to <a href="#">Volume 2: Training Workbook</a> ( <i>must be specified in training manual</i> )
PTP Critique Form – PTO	To be completed by Trainee ( <a href="#">Appendix M</a> )
PTP Critique Form – Training Program	To be completed by Trainee ( <a href="#">Appendix N</a> )
PTO Completion Record / Competency Attestation Form	Must be signed by Agency Head ( <a href="#">Appendix I</a> )
Agency Orientation and Department Policies	<b>Must be conducted PRIOR</b> to trainee assuming patrol duties with the training officer and includes: Firearms Qualification, Arrest and Control Techniques, Impact Weapon Qualification, Department Policies and General Orders, Support Services
Officer Safety	Contact and Cover, Officer Survival, EAP/Counseling, Critical Incident Debrief, Chaplaincy
Ethics	Ethical conduct as it pertains to law enforcement and sound ethical practices
Use of Force	Legal/Ethical Issues, Force Options
Patrol Vehicle Operations	Patrol Vehicle Inspections, Patrol Vehicle Operations Safety, Emergency Vehicle Operations/Pursuits, Vehicle Operations Liability
<b>“SAFE” DRIVING</b> ( <b>Situation-Appropriate</b> , <b>Focused</b> , and <b>Educated Driving</b> )	<ul style="list-style-type: none"> <li>• <b>“Situation-Appropriate”</b> driving refers to modifying one’s driving for varied circumstances (e.g. routine patrol vs. code 3 driving, dry roadway vs. wet roadway, rural driving vs. driving through a school zone, daylight vs. night driving)</li> <li>• <b>“Focused”</b> driving refers to the many concerns related to roadway position, officer distraction, equipment usage while driving, fatigue, driver capabilities, and multi-tasking</li> <li>• <b>“Educated”</b> driving refers to initial and ongoing driver training, department policy, and the need for officers to continually apply SAFE driving knowledge and techniques as they carry out their duties</li> <li>• PTOs, Supervisors, Managers, and the Agency Head shall ensure department policy is followed, and that <b>SAFE DRIVING</b> is practiced throughout the agency</li> </ul>
Tactical Seatbelt Removal	If allowed per agency policy, tactical seatbelt removal is the technique of an officer removing his/her seatbelt as the patrol vehicle slows, just prior to safely coming to a complete stop, so that the officer can quickly exit the vehicle

APPENDIX H cont

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MINIMUM CONTENT AREA	NOTES / COMMENTS
Community Relations / Professional Demeanor	Community Relations and Service, Professional Demeanor Communication, Cultural Diversity, Racial Profiling, Crime Prevention, Community Policing/POP
Radio Communications	Radio Communications, Information Systems/Telecommunications/GPS mapping
Leadership	Leadership Role, Ability, and Qualities
California Codes and Laws	Criminal Law, Laws of Arrest, Reasonable Suspicion and Probable Cause, Misdemeanor Arrests, Felony Arrests, Juvenile Law and Procedure, Additional Laws (ABC, Probation, Parole)
Search and Seizure	Search Concepts, Seizure Concepts, Warrants (Search Warrant Procedures, Arrest Warrant Procedures)
Report Writing	Field Notes, Notebook, Report Writing
Control of Persons/ Prisoners/Mentally Ill	Control and Searching of Persons, Handcuffing, Legal Responsibilities/ Requirements with Prisoners, Transportation of Prisoners, Booking Prisoners, Persons with Disabilities, Mental Illness (5150 W&I, Mental Health Facilities)
Patrol Procedures	Police Patrol Techniques, Pedestrian Stops, Searching Persons/Vehicles/ Buildings, Enforcement Stops, Felony/High-Risk Vehicle Stops (including placement of first, second, and subsequent police vehicles, air support, K-9 support), Handling Crimes in Progress (including response to scene, perimeters, use of air support, K-9 support), Domestic Violence, Hate Crimes, Gang Awareness, Missing Persons (Investigation and Amber Alert)
Investigations / Evidence	Interviewing; Interrogation (Miranda), Investigations, Evidence Collection/ Preservation (CSI, Crime Scene Technician, Investigator call-out when necessary), Subpoenas, Courtroom Testimony (Professionalism, Report Review, Penalties for Falsifying Reports, Penalties for Perjury)
Tactical Communication / Conflict Resolution	Tactical Communication, Handling Disputes (General), Civil Disputes (including Landlord-Tenant, Labor, Repossessions), Protests/Demonstrations (including First Amendment, Use of Force/Agency Policies, Dispersal Orders/Arrests), Crowd Control/Riots (including Command Post, Communication, Containment/Isolation/ Dispersal/Restoration of Order)
Traffic	Vehicle Code, Impounding/Storing of Vehicles , Vehicle Collisions, D.U.I.
Self-Initiated Activity	Vehicle/Pedestrian Stops, Directed Patrol, Arrests

**ATTESTATION:** The above-listed content was delivered to the trainee throughout the course of the Police Training Program. The Trainee has successfully demonstrated an understanding and/or practical application of the subject matter.

REQUIRED SIGNATURES	
Trainee ▶	PTE ▶
PTO ▶	PTP SAC ▶