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

section 18

Agency-Specific Activities

18.1 Competency Requirements

|  |
| --- |
| Contents |
| 18.1 Types of Activities List of SubtopicsAttestation**Instructions for Section 18 only**Instructions to AdministratorsInstructions to FTOs Add-on Table |

**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) The POST FTP Approval Checklist ([Form 2-230](https://post.ca.gov/portals/0/post_docs/publications/2-230.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

###### 18.1 TYPES OF ACTIVITIES

18.1.01 Activity:

18.1.02 Activity:

18.1.03 Activity:

18.1.04 Activity:

18.1.05 Activity:

18.1.06 Activity:

18.1.07 Activity:

18.1.08 Activity:

18.1.09 Activity:

18.1.10 Activity:

18.1.11 Activity:

18.1.12 Activity:

INSTRUCTIONS FOR SECTION 18 ONLY
(See additional instructions for Administrators and FTOs at end of file)

 **PORTIONS OF THIS FILE ARE NOT PROTECTED.
USE CAUTION WHEN EDITING TO PREVENT ALTERING THE LAYOUT.**

**Section 18 contains four “blank” tables.** Fill in the agency-specific activities and descriptions for each subtopic entered. The space provided for descriptions will expand automatically.

**To add new table(s):**

The last page of this file contains an add-on table for additional activities.

1. Create blank space for the new table after the last activity entered (press RETURN at least twice).

2. Select the entire add-on table, *including* the blank line below the “Additional Information” boxes and choose copy.

3. Go to the desired location and paste the table within the blank space created.

**To remove table(s):**

Select the entire table, *including* the blank line below the “Additional Information” boxes, and press delete.

**Useful links:** The following links access California legislative codes and U.S. government codes:

* CA Legislative codes: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>
* U.S. Government codes: <http://uscode.house.gov/>

***Optional:*** Modify the List of Subtopics to include your agency-specific activities by topic.

|  |  |
| --- | --- |
| SECTION 18 | agency-specific activities |
| Check one ONLY: [ ]  Phase 1 [ ]  Phase 2 [ ]  Phase 3 [ ]  Phase 4 [ ]  Phase 5 |  |
| Trainee |       |  FTO  |       |

|  |
| --- |
| 18.1 TYPES OF ACTIVITIES |
|  | The trainee shall explain the necessity of, and demonstrate proficiency in, the performance of agency-specific activities to minimally include the following. |
| 18.1.01 Activity:       |
|  |  |
| 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:

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| --- |
| 18.1.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* [ ]  N/A |
|  |       |

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| 18.1.01 Part B - Agency Training Details *(field will expand automatically)* |
|  |       |

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| --- |
| 18.1.02 Activity:       |
|  |  |
| 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:

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| 18.1.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* [ ]  N/A |
|  |       |

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| --- |
| 18.1.02 Part B - Agency Training Details *(field will expand automatically)* |
|  |       |

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| --- |
| 18.1.03 Activity:       |
|  |  |
| 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:

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| 18.1.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* [ ]  N/A |
|  |       |

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| 18.1.03 Part B - Agency Training Details *(field will expand automatically)* |
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| 18.1.04 Activity:       |
|  |  |
| 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:

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| 18.1.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* [ ]  N/A |
|  |       |

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| 18.1.04 Part B - Agency Training Details *(field will expand automatically)* |
|  |       |

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| 18.1.05 Activity:       |
|  |  |
| 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:

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| 18.1.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* [ ]  N/A |
|  |       |

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| 18.1.05 Part B - Agency Training Details *(field will expand automatically)* |
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| 18.1.06 Activity:       |
|  |  |
| 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:

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| 18.1.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* [ ]  N/A |
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| 18.1.06 Part B - Agency Training Details *(field will expand automatically)* |
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| 18.1.07 Activity:       |
|  |  |
| 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:

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| 18.1.07 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* [ ]  N/A |
|  |       |

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| 18.1.07 Part B - Agency Training Details *(field will expand automatically)* |
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| 18.1.08 Activity:       |
|  |  |
| 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:

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| 18.1.08 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* [ ]  N/A |
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| 18.1.08 Part B - Agency Training Details *(field will expand automatically)* |
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| 18.1.09 Activity:       |
|  |  |
| 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:

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| 18.1.09 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* [ ]  N/A |
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| 18.1.09 Part B - Agency Training Details *(field will expand automatically)* |
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| 18.1.10 Activity:       |
|  |  |
| 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:

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| 18.1.10 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* [ ]  N/A |
|  |       |

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| 18.1.10 Part B - Agency Training Details *(field will expand automatically)* |
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| 18.1.11 Activity:       |
|  |  |
| 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:

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| 18.1.11 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* [ ]  N/A |
|  |       |

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| 18.1.11 Part B - Agency Training Details *(field will expand automatically)* |
|  |       |

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| 18.1.12 Activity:       |
|  |  |
| 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:

|  |
| --- |
| 18.1.12 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* [ ]  N/A |
|  |       |

|  |
| --- |
| 18.1.12 Part B - Agency Training Details *(field will expand automatically)* |
|  |       |

See next page for Attestation

Part 5 – Section 18: Agency-Specific Activities

ATTESTATION FOR SECTION 18

**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 TO 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**