

SECTION **1**

Agency Orientation/Department Policies

1.1 – 1.4 **COMPETENCY REQUIREMENTS**

Contents	
1.1	Agency-Specific Training
1.2	Agency Orientation
1.3	Community Orientation/Geographic Locations
1.4	Support Services
	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

1.1 AGENCY-SPECIFIC TRAINING

- 1.1.01 Firearms/Weapons Qualification (including Shotgun)
- 1.1.02 Arrest and Control Techniques
- 1.1.03 Impact Weapons Qualification

1.2 AGENCY ORIENTATION

- 1.2.01 Overview
- 1.2.02 Agency Directives, Rules, and Regulations
- 1.2.03 General Orders
- 1.2.04 Work Area
- 1.2.05 Authorized Equipment
- 1.2.06 Unauthorized Equipment
- 1.2.07 Uniforms/Equipment Damage
- 1.2.08 Procurement and Use

1.3 COMMUNITY ORIENTATION/GEOGRAPHIC LOCATIONS

- 1.3.01 Community Facilities
- 1.3.02 Problem Areas
- 1.3.03 Roadways
- 1.3.04 Agency Jurisdiction

1.4 SUPPORT SERVICES

- 1.4.01 Municipal Agencies and Departments
- 1.4.02 Special Teams/Units

SECTION 1 AGENCY ORIENTATION/DEPARTMENT POLICIES

CHECK ONE ONLY: PHASE 1 PHASE 2 PHASE 3 PHASE 4 PHASE 5

Trainee

FTO

1.1 AGENCY-SPECIFIC TRAINING
 During the orientation period, the trainee shall be given an opportunity to become familiar with the specific training requirements of his/her agency. The trainee shall have successfully completed the following training prior to starting the uniformed patrol field training program.

1.1.01 Firearms/Weapons Qualification (including Shotgun)

<i>Reference(s):</i>				<i>Case # (if applicable)</i>	<i>Incident #</i>			
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

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

WPD Policy #300 (Use of Force), #309 (Officer Involved Shootings and Deaths) and #311 (Firearms).

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

Before the trainee is allowed to participate in the Field Training Program (FTP) through the Winters Police Department (WPD), the trainee shall know and be able to discuss the Policy relating to Use of Force and Minimum Range Qualifications.

The trainee shall qualify on an approved Course of Fire with their Department issued hand gun, shotgun and/or rifle. The trainee will demonstrate a proficiency in handling and firing their hand gun, shotgun and/or rifle by passing the minimum standards required by the Department.

WPD Sworn Personnel and all retired Sworn Personnel are required to meet a minimum firearms qualification course each year with each individual weapon the Officer may carry while on or off duty.

1.1.02 Arrest and Control Techniques								
Reference(s):					Case # (if applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

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

WPD Policy #305 (Handcuffing/Restraints), #307 (Control Devices and Techniques) and #308 (Conducted Energy Devices)

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

The trainee shall be given an opportunity to meet with a WPD Defensive Tactics Instructor, Chemical Weapons Instructor, Conducted Energy Device Instructor and an Impact Weapons Instructor to go over basic Defensive Tactics operations and review the Policies which govern the use of said applications.

Throughout the Field Training Program, the trainee will be judged on their basic performance of engaging with persons whom the trainee will apply restraints upon. Each FTO will discuss the importance of Officer Safety while applying arrest and control techniques.

Officers will periodically have Defensive Tactics training while on duty and will attend a mandated CA POST certified update course at a minimum of once every two years.

1.1.03 Impact Weapons Qualification								
Reference(s):					Case # (if applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

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

WPD Policy #307 (Control Devices and Technique)

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

The trainee and a WPD Impact Weapons Instructor shall review the WPD Policies which govern the use of the Impact Weapons to be used and the laws that are related to the scope in which the trainee may use the Impact Weapons. Each trainee shall go through the rigors of using a Department issued expandable baton with a CA POST Certified Instructor.

Upon completion of being found to meet the Department's minimum qualifications, the trainee shall carry their Department issued expandable baton while on duty and within the scope of their duties.

1.2 AGENCY ORIENTATION

1.2.01 Overview

The trainee will discuss his/her duties and obligations, and demonstrate a working knowledge of the agency's organization, functions, work schedule, chain of command, and rules and regulations.

<i>Reference(s):</i>					<i>Case # (If applicable)</i>	<i>Incident #</i>		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

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

WPD Policy #200 (Organizational Structure and Responsibilities)

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

WPD's highest ranking Officer is the Chief of Police, followed by four Sergeant positions. These positions are considered the 'Administration' and can be altered at any time through the discretion of the Chief of Police.

The Policies and General Orders of the Department are given to the trainee on a disc format/thumb drive as well as the trainee having access to the online Policy Manual through Lexipol.com and the 'S' drive on all WPD computers.

An FTO will discuss all other directives and/or regulations that have been enacted within the Department and where the Trainee can find them.

1.2.02 Agency Directives, Rules, and Regulations

The trainee shall discuss the agency's directives, rules and regulations, including:

- A. Standard of conduct on and off duty (values, ethics, principles)
- B. Rules governing outside employment
- C. Regulations on carrying weapons off-duty
- D. Hours of all shifts and absence reporting requirements
- E. Interaction with associated law enforcement agencies
- F. New media release laws, rules and regulations
- G. Security of agency facilities
- H. Any additional agency specific directives, rules and regulations

<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

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

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

The FTO will discuss all Department Policies regarding the Standards of Conduct of an officer while on and off duty, the Rules governing outside employment, the Regulations of carrying weapons off-duty, the hours of all shifts, absence reporting requirements, interactions with associated Law Enforcement Agencies, News Media Release laws and their associated rules and regulations, Security of Agency Facilities and any other agency specific directives, rules and regulations.

The trainee shall be able to demonstrate a working knowledge of the inner workings of the Department.

1.2.03 General Orders

The trainee shall review and explain department general orders related to:

- A. Use of Force
- B. Use and Discharge of Firearms
- C. Domestic Violence
- D. Emergency Vehicle Operations
- E. Use of Less-lethal Weapons
- F. Protective Orders
- G. Hate Crimes
- H. Child Abuse Investigations
- I. Any additional agency-specific directives, rules, and regulations

<i>Reference(s):</i>						<i>Case # (If applicable)</i>	<i>Incident #</i>	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

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

WPD Policy #204 (General Orders)

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

The FTO shall discuss each of the General Orders with the trainee. General Orders are issued to supplement or modify Agency Policies. These General Orders can be found on the 'S' Drive under the General Orders Folder.

1.2.04 Work Area

The trainee shall be oriented to the work area, including:

A. Introduction to personnel

B. Equipment and supply locations

<i>Reference(s):</i>					<i>Case # (If applicable)</i>	<i>Incident #</i>		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

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

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

1.2.05 Authorized Equipment The trainee shall know the operation of and agency policy regarding authorized personal equipment, safety equipment, and agency equipment used by officers in the field: A. Authorized personal equipment B. Safety equipment C. Agency equipment								
Reference(s):						Case # (if applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

1.2.05	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) WPD Policy #1024 (Body Armor)	<input type="checkbox"/> N/A
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1.2.05	Part B - Agency Training Details (field will expand automatically)
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1.2.06 Unauthorized Equipment The trainee shall review and explain what constitutes unauthorized equipment.								
<i>Reference(s):</i>							Case # (If applicable)	Incident #
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play
Trainee:					<input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<i>Comments (field will expand automatically)</i>								

Additional Information:

1.2.06	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) WPD Policy #311 (Authorized Firearms, Ammunition, and Other Weapons) and #1045 (Uniform Regulations).	<input type="checkbox"/> N/A
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1.2.06	Part B - Agency Training Details (field will expand automatically)
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1.2.07 Uniforms/Equipment Damage The trainee shall review and explain agency policy on uniforms and equipment damage.								
Reference(s):						Case # (if applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

1.2.07	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) WPD Policy #700 (Department Owned and Personal Equipment)	<input type="checkbox"/> N/A
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1.2.07	Part B - Agency Training Details (field will expand automatically)
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1.2.08 Procurement and Use
 The trainee shall demonstrate the procedures for obtaining and using the following items:

A. Vehicle	E. Special equipment [helmet, face shield, gas mask, oleoresin capsicum (OC) spray, etc.]
B. Hand-held radio	F. Report forms
C. Firearms/weapons	
D. Flares	

<i>Reference(s):</i>				<i>Case # (if applicable)</i>	<i>Incident #</i>			
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

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

1.2.08 Part B - Agency Training Details (field will expand automatically)

1.3 COMMUNITY ORIENTATION/GEOGRAPHIC LOCATIONS								
1.3.01 Community Facilities								
The trainee shall know how to locate the following facilities which service their agency’s jurisdiction:								
A. Hospitals				D. Community service organizations				
B. Firehouses				E. Park and recreation areas				
C. Schools								
Reference(s):						Case # (if applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

1.3.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A
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1.3.01 Part B - Agency Training Details *(field will expand automatically)*

Below is a list of places the trainee shall be able to recognize while on patrol. This list does not contain all places of importance as these places change depending on outside factors.

Orientation/Tour Schools:**High Schools:**

- Winters High School; 101 Grant Avenue, Winters Ca 95694
- Wolfskill Continuation High School; 200 Baker Street, Winters, Ca 95694

Junior Highs:

- Winters Middle School; 425 Anderson Avenue, Winters, Ca 95694

Elementary:

- Shirley Rominger Intermediate School; 502 Niemann Street, Winters, Ca 95694
- Waggoner Elementary School; 500 Edwards Street, Winters, Ca 95694

Other District Sites/Buildings/Property

- Winters Joint Unified School District Office; 909 W. Grant Avenue, Winters, Ca 95694

Medical Locations:

- Sutter Davis Hospital-2000 Sutter Place, Davis, Ca 95616
- Kaiser Vacaville (Hospital and Trauma Center)-1 Quality Drive, Vacaville, Ca 95688
- Woodland Memorial Hospital-1325 Cottonwood Street, Woodland, Ca 95695

Fire Stations: Winters Fire Department; 700 Main Street, Winters, Ca 95694

Community Services:

- Fourth & Hope; 207 Fourth Street, Woodland, Ca 95694

Parks/Recreation Areas: Various

Law Enforcement Agencies:

- CHP (Yolo) 13739 Andrew Stevens Drive, Woodland, Ca 95776
- CHP (Solano) 3050 Travis Blvd, Fairfield, Ca 94534
- Yolo County Sheriff's Department; 140 Tony Diaz Drive, Woodland, Ca 95776

- Yolo County District Attorney’s Office; 301 Second Street, Woodland, Ca 95695
- Woodland Police Department; 1000 Lincoln Street, Woodland, Ca 95695
- Davis Police Department; 2600 5th Street, Davis, Ca 95618
- UC Davis Police Department; 1 Shields Drive, Davis Ca 95616
- West Sacramento Police Department; 555 Jefferson Avenue, W. Sacramento, Ca 95605

During the Trainee's orientation, the FTO's should attempt to drive with the Trainee to all above listed locations and any other locations the FTO feels will be of a value to the Trainee.

1.3.02 Problem Areas								
The trainee shall identify and discuss locations and businesses that may attract crime and require frequent police response. These locations may include:								
A. Bars and taverns, nightclubs, etc.		C. Known gang territories						
B. Local “hang outs” and/or “hot spots”		D. Areas known for drug and prostitution activity						
<i>Reference(s):</i>						<i>Case # (If applicable)</i>	<i>Incident #</i>	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

1.3.02	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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1.3.02 Part B - Agency Training Details *(field will expand automatically)*

As changing cultural shifts and the rezoning of residential and business boundaries occur, problems areas will change over time. The FTO will ensure the trainee be shown areas in which problems can arise within the City's boundaries. The FTO and trainee will discuss what the causes and effects are of the problem areas and what can be done from the trainee/officer prospective to help create a safe and secure environment for all WPD employees and the citizens of Winters.

1.3.03 Roadways

The trainee shall know the names and locations of important types of roadways in the community or assigned area, including:

- A. Major arteries
- B. "Through streets"
- C. Dead-end streets
- D. Freeways
- E. Fire trails or other special access routes

<i>Reference(s):</i>						<i>Case # (If applicable)</i>	<i>Incident #</i>	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

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

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

Throughout the training process, the trainee shall be expected to have a strong sense of direction. The trainee should be able to demonstrate through their driving skills, that they are aware of their surroundings and the quickest route to get from one area of the city to another. The trainee will also be able, through FTO discussions, to correctly point out several areas of wooded or non-vehicle capable areas that would be of interest to the trainee/officer while a Winters Police Officer.

1.3.04 Agency Jurisdiction
 The trainee shall know the jurisdictional boundaries, beats, districts, or sector assignments utilized by the agency.

<i>Reference(s):</i>						<i>Case # (if applicable)</i>	<i>Incident #</i>	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

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

WPD Policy #100 (Law Enforcement Authority)

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

WPD has jurisdiction for all law enforcement activity within the City of Winters.

WPD has the obligation to conduct Traffic Enforcement within the City of Winters. If needed, officers can conduct Traffic stops in other areas of the state of California if the infraction or crime is so great that a threat to the public exists.

It is the responsibility of the WPD trainee/officer to enforce traffic laws and educate the public with regards to traffic education in and around the schools, parks, downtown and residential neighborhoods within the City of Winters.

The City of Winters borders both Yolo and Solano Counties. WPD has a close relationship with both agencies and it is understood that major cases (including sex crimes and all serious Felonies) will be handed over to the individual Department that has jurisdiction at the time of the beginning of the crime.

The FTO will discuss the Beat assignments of WPD and the system in which a trainee/officer is assigned to work.

1.4 SUPPORT SERVICES

1.4.01 Municipal Agencies and Departments

A. City Hall or County Administration Building

B. County/City Jail(s)

C. District Attorney’s Office

D. Emergency Hospital (including emergency entrance, psychiatric facilities and entrance, police parking area, and any other agency-utilized rooms or department(s))

E. Health Department and/or Coroner’s Office

F. Juvenile Hall

G. Municipal, Superior, and Juvenile Courts

H. Probation Department

I. Welfare Department

J. State and Federal law enforcement agencies:

1. Bureau of Alcohol, Tobacco, and Firearms (ATF)
2. Bureau of Narcotic Enforcement (BNE)
3. California Highway Patrol (CHP)
4. Department of Motor Vehicles (DMV)
5. Federal Bureau of Investigations (FBI)
6. Immigration and Naturalization Service (INS)
7. Military Police
8. Postal Inspectors
9. Railroad Police
10. Secret Service
11. US Marshall Service

K. Additional support services [e.g., Service Centers, Child Protective Service(s)]

<i>Reference(s):</i>	Case # (If applicable)	Incident #
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	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments (field will expand automatically)

Additional Information:

1.4.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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1.4.01 Part B - Agency Training Details *(field will expand automatically)*

1.4.02 Special Teams/Units
 The trainee shall explain the proper utilization of agency special teams/units, including:

A. SRT SWAT
 B. K-9
 C. Search and Rescue
 D. Additional agency-specific units (Mental Health Units/Liaisons, Bomb Squad, etc.)

Reference(s): Case # (if applicable) Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

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

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

See next page for Attestation

Part 5 – Section 1: Agency Orientation/Department Policies

ATTESTATION FOR SECTION 1

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.

6/20/2019

Primary Field Training Officer: X Kelly McCoy Print Full Name: _____

6/20/2019

Trainee: X Alan Pinette Print Full Name: _____

Signed by: Kelly McCoy

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

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):**
 - 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.)
 - 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

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:**
 - Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
 - Enter any note-worthy comments related to the trainee's performance.
3. **If trainee requires remedial training:**
 - Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
 - 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