

SECTION **3**  
**Ethics**

### 3.1 – 3.2 COMPETENCY REQUIREMENTS

---

Contents	
3.1	Ethical Standards
3.2	Agency Orientation
	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**

**3.1 ETHICAL STANDARDS**

---

- 3.1.01 Ethical Decision Making
- 3.1.02 Accepting Responsibility
- 3.1.03 Ethical Conduct
- 3.1.04 Responsibility Regarding Unlawful/Unethical Acts by Other Officers
- 3.1.05 Handling Unethical or Criminal Conduct by Other Officers
- 3.1.06 Problems Associated with Unethical Decision Making
- 3.1.07 General Orders

**3.2 DECISION MAKING**

---

- 3.2.01 Limitations of Authority
- 3.2.02 Consequences of Inappropriate Discretionary Decisions
- 3.2.03 Demonstrating Decision Making

**SECTION 3 ETHICS**

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

Trainee

FTO

<b>3.1 ETHICAL STANDARDS</b>								
<b>3.1.01 Ethical Decision Making</b>								
The trainee shall identify law enforcement ethical standards (Law Enforcement Code of Ethics, Code of Honor, and the Code of Conduct) and explain or demonstrate how they apply to ethical decision-making.								
Reference(s):						Case # (if applicable)	Incident #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
Comments (field will expand automatically)								

**Additional Information:**

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

  
  
  

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

<b>3.1.02 Accepting Responsibility</b>								
The trainee shall demonstrate the ability to accept responsibility for his/her actions.								
<i>Reference(s):</i>							<i>Case # (If applicable)</i>	<i>Incident #</i>
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<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
<b>Trainee:</b>								
<i>Comments (field will expand automatically)</i>								

**Additional Information:**

<b>3.1.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input checked="" type="checkbox"/> N/A
---	---

<b>3.1.02 Part B - Agency Training Details (field will expand automatically)</b>
--

**3.1.03 Ethical Conduct**  
 The trainee shall illustrate, through explanation or example, the following aspects of ethical conduct:

- A. An officer shall not engage in any conduct or activities on or off duty that reflect discredit on the officer, bring the department into disrepute, or impair its efficient and effective operation.
- B. Officers shall conduct themselves in a manner that will foster cooperation among members of the department, showing respect, courtesy, and professionalism in their dealing with one another.
- C. Officers shall not use language or engage in acts that demean, harass, or intimidate another. (Refer to agency policy)
- D. Officers shall conduct themselves toward the public in a civil and professional manner that implies a service orientation and that will foster public respect and cooperation.
- E. Officers shall treat violators with respect and courtesy, shall guard against employing an officious or over-bearing attitude, shall not use language that may belittle, ridicule, or intimidate the individual, and shall not act in a manner that unnecessarily delays the performance of duty.
- F. While recognizing the need to demonstrate authority and control over criminal suspects and prisoners, officers shall adhere to the department’s policy regarding use-of-force, and shall respect the civil rights of and protect the well-being of those in their charge.

<i>Reference(s):</i>					<b>Case # (If applicable)</b>	<b>Incident #</b>		
	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:**

<b>3.1.03</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input checked="" type="checkbox"/> N/A
---------------	--	---

<b>3.1.03</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
---------------	---

<b>3.1.04 Responsibility Regarding Unlawful/Unethical Acts by Other Officers</b> The trainee shall recognize his/her responsibility to intervene to stop offenses (unlawful/unethical acts) by other officers in order to maintain or restore professional control over a given situation or to improve the professional quality of future interactions.								
Reference(s):						Case # (If applicable)	Incident #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	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:**

<b>3.1.04</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  WPD Policy #339 (Standards of Conduct)	<input type="checkbox"/> N/A
---------------	--	------------------------------

<b>3.1.04</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
---------------	---

<b>3.1.05 Handling Unethical or Criminal Conduct by Other Officers</b>								
The trainee shall identify and evaluate methods for handling unethical or criminal conduct on the part of a fellow officer.								
<i>Reference(s):</i>						<i>Case # (if applicable)</i>	<i>Incident #</i>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play
<b>Trainee:</b>					<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:**

<b>3.1.05</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input checked="" type="checkbox"/> N/A
---------------	--	---

<b>3.1.05</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
---------------	---

**3.1.06 Problems Associated with Unethical Decision Making**  
 The trainee shall identify and discuss problems associated with some common unethical decisions, including:

A. Non-enforcement of specific laws by personal choice  
 B. Disproportionate enforcement targeting specific groups by personal choice  
 C. Acceptance of gratuities  
 D. Misuse of sick time, 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	
<b>FTO:</b>					<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
<b>Trainee:</b>								

Comments *(field will expand automatically)*

**Additional Information:**

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

WPD policies #402 (Racial/Bias Based Profiling) and #1014 (Sick Leave).

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



<b>3.1.07 General Orders</b>								
The trainee shall review and explain the General Orders and/or policy and procedures associated with conduct both on and off duty.								
Reference(s):						Case # (If applicable)	Incident #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play
<b>Trainee:</b>					<input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments (field will expand automatically)								

**Additional Information:**

<b>3.1.07</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b> WPD Policy #339 (Standards of Conduct)	<input type="checkbox"/> N/A
---------------	--	------------------------------

<b>3.1.07</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
---------------	---

<b>3.2 DECISION MAKING</b>								
<b>3.2.01 Limitations of Authority</b>								
The trainee shall explain the most common limitations of their discretionary authority to include:								
A. Law		B. Department policy and procedure		C. Department goals and objectives		D. Community expectations		
						E. Officer safety		
<i>Reference(s):</i>						<i>Case # (if applicable)</i>	<i>Incident #</i>	
<b>FTO:</b>	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>Trainee:</b>					<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
<i>Comments (field will expand automatically)</i>								

**Additional Information:**

<b>3.2.01</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
---------------	---	---

<b>3.2.01</b>	<b>Part B - Agency Training Details</b> <i>(field will expand automatically)</i>
---------------	--

<b>3.2.02 Consequences of Inappropriate Discretionary Decisions</b> The trainee shall identify the potential consequences of inappropriate discretionary decision making, including:								
A. Death or injury		D. Discipline						
B. Additional crime		E. Embarrassment to department						
C. Civil and vicarious liability		F. Relationship with the community						
Reference(s):				Case # (if applicable)	Incident #			
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	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:**

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

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

<b>3.2.03 Demonstrating Decision Making</b> Given various scenarios, simulated incidents, or calls for service the trainee shall identify and conclude which of the following are acceptable decisions: A. Arrest B. Cite and release C. Give a referral D. Give verbal warning E. Take no action								
<i>Reference(s):</i>					<i>Case # (if applicable)</i>	<i>Incident #</i>		
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	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:**

<b>3.2.03</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input checked="" type="checkbox"/> N/A
---------------	--	---

<b>3.2.03</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
---------------	---

**See next page for Attestation**



## 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**

## 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