

SECTION **7**

Radio Communication Systems

7.1 – 7.2 COMPETENCY REQUIREMENTS

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7.2	Information Systems/Telecommunications
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	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

7.1 RADIO COMMUNICATION

- 7.1.01 Agency Policy Regarding Communications
- 7.1.02 Memorizing Codes
- 7.1.03 Radio Procedures and Use
- 7.1.04 Crime Broadcast
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7.2 PROFESSIONAL Demeanor AND COMMUNICATIONS

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- 7.2.02 Law Enforcement Information Systems
- 7.2.03 System Inquiries to Complete an Investigation
- 7.2.04 Agency Policy for Use of MCTs and Laptops
- 7.2.05 Inappropriate Use of Information Systems

SECTION 7 RADIO COMMUNICATION SYSTEMS

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

Trainee

FTO

7.1 RADIO COMMUNICATION

7.1.01 Agency Policy Regarding Communications
 The trainee shall review and briefly summarize agency policy on communications control and coordination and radio call numbers.

<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:								

Comments *(field will expand automatically)*

Additional Information:

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

The basic function of the communications system is to satisfy the immediate information needs of the law enforcement agency in the course of its normal daily activities and during emergencies. The latter situation places the greatest demands upon the communications system and tests. When using the police radio, consider the fact that we are being monitored by many other departments as well as the public. Our department will be judged by the business-like manner in which we give transmissions. Do not give information that will aid the criminal element. Unit-to-unit transmissions shall be kept to an absolute minimum.

Obtain clearance from the dispatcher before giving a long transmission. Use the telephone when a message is quite long, or is of a sensitive nature. Again, remembering that many people monitor police frequencies, request to transfer to a WPD tactical channel for long transmissions or special details.

Give all transmissions in a clear, calm, slow distinctive voice. Keep all messages on an impersonal basis, speaking in the third person whenever possible. Avoid excitement or anger, as these cause the voice to become distorted.

Portable Radios

The portable radios issued to field officers were designed for the purpose of providing immediate communication with the station when away from the patrol unit. Not only has the portable radio allowed the field officer to become more mobile, but it allows for a prompt response should the officer put out a call for assistant. As valuable as this equipment is, it does have limitations, and it behooves each officer to know the full capabilities of the radio.

The following are important considerations when operating the portable radios:

- 1) The portable radio is battery operated, and as such operates on a decreasing flow of energy. Because of this factor, the radio in the police vehicle should be utilized whenever possible.
- 2) The radio should be held in a vertical position. This position will allow for maximum radio efficiency. For example, if the radio was to be held upside down, all transmissions would be directed into the ground.
- 3) All radio transmissions are affected by atmospheric conditions. At certain times, it will result in poor radio reception throughout the entire city and on other occasions, it will only affect certain parts. The initial reaction to this condition is that the battery is weak and in need of replacement. Batteries are expensive, and before making a change, consideration should first be given to atmospheric conditions as a cause of poor radio reception. Utilizing the radio in another part of the city or beat may confirm this condition. Radio feedback problems can be virtually eliminated if care is taken to turn off portables when the vehicle radio is being used. The same is true when broadcasting on the portable in the immediate proximity of the police vehicle with the radio on.
- 4) The portable radio should be looked upon as being a part of your safety equipment, and like firearms, you hope for maximum efficiency when an emergency arises. The portable radio is an expensive piece of equipment, and although durability is a design feature, extra care in handling

should be exercised to ensure maximum years of serviceable use. The radio should be taken out of service and submitted for any needed repairs.

7.1.02 Memorizing Codes								
The trainee shall memorize the phonetic alphabet and agency brevity radio codes, including commonly used Penal Code Section numbers and codes for dispatching emergency vehicles.								
<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:

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

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

7.1.03 Radio Procedures and Use
 The trainee shall demonstrate knowledge of agency radio procedures and proficient use of the radio including:

A. Waiting until the air is clear before pressing the transmit button
 B. Pressing the transmit button firmly and speaking calmly and clearly into the microphone
 C. Avoiding over-modulation by speaking moderately into the microphone
 D. Knowing the meaning of “emergency traffic only” and always saving routine and non-emergency transmissions until “emergency traffic only” status is terminated
 E. Knowing the call signs, assignments, and beat locations of other units in the area

<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	
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Additional Information:

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

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

7.1.04 Crime Broadcast
 Given a situation in which there is one or more suspect descriptions, the trainee shall properly utilize the radio to complete a crime broadcast. This description shall minimally include:

A. Type of incident and number of suspects
 B. Complete known description of suspect(s), including height, weight, hair color and style, eye color, clothing description, and distinguishing characteristics
 C. Loss (if any), including approximate value and denomination of bills
 D. Weapon(s) used
 E. Vehicle(s) used
 F. Direction(s) of flight

<i>Reference(s):</i>						<i>Case # (if applicable)</i>	<i>Incident #</i>	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
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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:								
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Additional Information:

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

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

7.1.05 Vehicle Pursuit Transmission
 The trainee shall explain the proper use of the police radio and transmissions to maintain control of a vehicle pursuit. Appropriate transmissions shall minimally include:

A. Identification of the vehicle in pursuit	F. Approximate speed
B. What the vehicle or occupant(s) is wanted for	G. Conditions (light or moderate traffic, dry or wet pavement, damage to suspect vehicle, etc.)
C. Complete description of the vehicle, including license number	H. Necessity for backup and number of units needed
D. Number of occupants and possibility of weapons	I. Location of stop
E. Direction of travel	

<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:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

7.1.05	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input type="checkbox"/> N/A
	WPD Policy #313 (Vehicle Pursuits)	

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

When initiating a pursuit, the trainee shall notify the Communications Center that a vehicle pursuit has been initiated and as soon as practicable provide information including, but not limited to:

- Reason for the pursuit.
- Location and direction of travel.
- Speed of the fleeing vehicle.
- Description of the fleeing vehicle and license number, if known.
- Number of known occupants.
- The identity or description of the known occupants.
- Information concerning the use of firearms, threat of force, injuries, hostages or other unusual hazards.

Unless relieved by a supervisor or secondary unit, the officer in the primary unit shall be responsible for the broadcasting of the progress of the pursuit. Unless practical circumstances indicate otherwise, and in order to concentrate on pursuit driving, the primary officer should relinquish the responsibility of broadcasting the progress of the pursuit to a secondary unit or aircraft joining the pursuit.

7.1.06 Control During In-Progress Assignment

Given a situation involving an in-progress assignment, the trainee shall use the police radio to maintain control of the situation. This shall minimally include:

- A. Voice control so as not to escalate the situation
- B. Establishment of perimeter and control of possible escape routes
- C. Control of response of other police units

<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	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:

7.1.06	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	☒ N/A
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7.1.06	Part B - Agency Training Details (field will expand automatically)
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7.2 INFORMATION SYSTEMS / TELECOMMUNICATIONS

7.2.01	Examples of Inquiries	<p>The trainee shall give examples where inquiries into a law enforcement information system would be necessary. These may include:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>A. To locate information on lost, stolen, or recovered property, including vehicles</p> <p>B. To establish probable cause for a search or an arrest</p> <p>C. To verify the validity of a warrant</p> <p>D. To verify the validity of a driver’s license, vehicle registration, or occupational license</p> </td> <td style="width: 50%; vertical-align: top;"> <p>E. To determine if a person is wanted</p> <p>F. To determine the status of a person on parole or probation</p> <p>G. To report or locate a missing person</p> </td> </tr> </table>	<p>A. To locate information on lost, stolen, or recovered property, including vehicles</p> <p>B. To establish probable cause for a search or an arrest</p> <p>C. To verify the validity of a warrant</p> <p>D. To verify the validity of a driver’s license, vehicle registration, or occupational license</p>	<p>E. To determine if a person is wanted</p> <p>F. To determine the status of a person on parole or probation</p> <p>G. To report or locate a missing person</p>
<p>A. To locate information on lost, stolen, or recovered property, including vehicles</p> <p>B. To establish probable cause for a search or an arrest</p> <p>C. To verify the validity of a warrant</p> <p>D. To verify the validity of a driver’s license, vehicle registration, or occupational license</p>	<p>E. To determine if a person is wanted</p> <p>F. To determine the status of a person on parole or probation</p> <p>G. To report or locate a missing person</p>			

<i>Reference(s):</i>	<i>Case # (if applicable)</i>	<i>Incident #</i>
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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:								

<i>Comments (field will expand automatically)</i>

Additional Information:

7.2.01	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> WPD Policies #448 (Mobile Data Computers/CLETS) and #809 (Protected Information)	<input type="checkbox"/> N/A
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7.2.01	Part B - Agency Training Details <i>(field will expand automatically)</i>
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7.2.02	Law Enforcement Information Systems The trainee shall be able to identify the law enforcement information systems used by the agency including: <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 50%;">A. Automated Property System (APS)</td> <td style="width: 50%;">D. Automated Firearms System (AFS)</td> </tr> <tr> <td>B. Stolen Vehicle System (SVS)</td> <td>E. Domestic Violence Restraining Order System (DVROS)</td> </tr> <tr> <td>C. Wanted Persons System (WPS)</td> <td>F. Missing Unidentified Person System (MUPS)</td> </tr> </table>	A. Automated Property System (APS)	D. Automated Firearms System (AFS)	B. Stolen Vehicle System (SVS)	E. Domestic Violence Restraining Order System (DVROS)	C. Wanted Persons System (WPS)	F. Missing Unidentified Person System (MUPS)
A. Automated Property System (APS)	D. Automated Firearms System (AFS)						
B. Stolen Vehicle System (SVS)	E. Domestic Violence Restraining Order System (DVROS)						
C. Wanted Persons System (WPS)	F. Missing Unidentified Person System (MUPS)						

<i>Reference(s):</i>					Case # <i>(if applicable)</i>	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	
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:

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

WPD Policies #448 (Mobile Data Computers/CLETS) and #809 (Protected Information)

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

7.2.03 System Inquiries to Complete an Investigation

Given an incident in which information is required to complete an investigation, the trainee shall demonstrate a knowledge of the minimum information requirements for generating a system inquiry related to the following categories:

- A. Wanted persons
- B. Property, vehicles, and firearms
- C. Criminal histories
- D. DMV information
- E. Miscellaneous information

<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:							
Trainee:				<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:

7.2.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A
 WPD Policies #448 (Mobile Data Computers/CLETS) and #809 (Protected Information)

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

7.2.04 Agency Policy for Use of MCTs and Laptops
 The trainee shall review and explain agency policy regarding the proper use and/or the misuse of Mobile Computer Terminals (MCTs) and on-board laptop computers.

<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:

7.2.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A
 WPD Policies #448 (Mobile Data Computers/CLETS) and #809 (Protected Information)

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

7.2.05 Inappropriate Use of Information Systems
 The trainee shall identify inappropriate use(s) of law enforcement information systems according to agency policy and law.

<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:

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

WPD Policies #448 (Mobile Data Computers/CLETS) and #809 (Protected Information)

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

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