

SECTION 8
Leadership

8.1 COMPETENCY REQUIREMENTS

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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

8.1 IDENTIFYING LEADERSHIP

- 8.1.01 Effective Leadership Strategies
- 8.1.02 Leadership Attributes
- 8.1.03 The Role of Leadership

SECTION 8 LEADERSHIP

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

Trainee

FTO

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 8.1 IDENTIFYING LEADERSHIP | | | | | | | | |
| 8.1.01 Effective Leadership Strategies | | | | | | | | |
| The trainee shall identify and develop effective leadership strategies that provide purpose, direction, and motivation to co-workers and community members. | | | | | | | | |
| 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 | |
| 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:

| | | |
|---------------|---|-------|
| 8.1.01 | Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) | ☒ N/A |
| | | |

| | |
|---------------|--|
| 8.1.01 | Part B - Agency Training Details (field will expand automatically) |
| | |

8.1.02 Leadership Attributes
 The trainee shall illustrate through explanation or example how each of the following leadership competencies can affect his/her skills and abilities as an officer:

| | |
|----------------|------------|
| A. Integrity | E. Duty |
| B. Credibility | F. Loyalty |
| C. Trust | G. Honesty |
| D. Discretion | |

| | | | | | | | | |
|---|---------------------------------|------|---------------------------------|------|---|---------------------------------|------|---|
| <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:

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

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

The standing law, department policy and procedures, departmental goals/objectives, community expectations and citizens expect a competent/fair/knowledgeable officer to provide assistance to them.

The goal is to go home safe, the badge you wear does not make you superman, it's better to step back and wait for the troop and then respond it (Depending on the situation), a crook can be caught another day (Don't take things personally).

Potential Consequences of Inappropriate Decision Making: Death/injury to you, your partners, citizens, suspects, civil and vicarious liability, discipline- departmental discipline ranging from verbal counseling to termination, future promotional opportunities, embarrassment to department, relation with the community.

Acceptable Decisions for Various Scenarios (Calls for Service): Arrest-book into jail or transport to WPD for release, cite and release at the scene, referrals- court orders, counseling, eviction process, mental health, etc., common scenarios, verbal skills will help you most of the time.

The FTO and trainee will discuss many other attributes that make a good leader from past histories and personal insight.

8.1.03 The Role of Leadership

The trainee shall assess and explain his/her leadership role within the department with clear consideration of the organization's vision, mission and values statement.

| | | | | | | | | |
|---|---------------------------------|------|---------------------------------|------|---|---------------------------------|------|---|
| <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:

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

N/A

8.1.03 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