



California POST-Certified Training

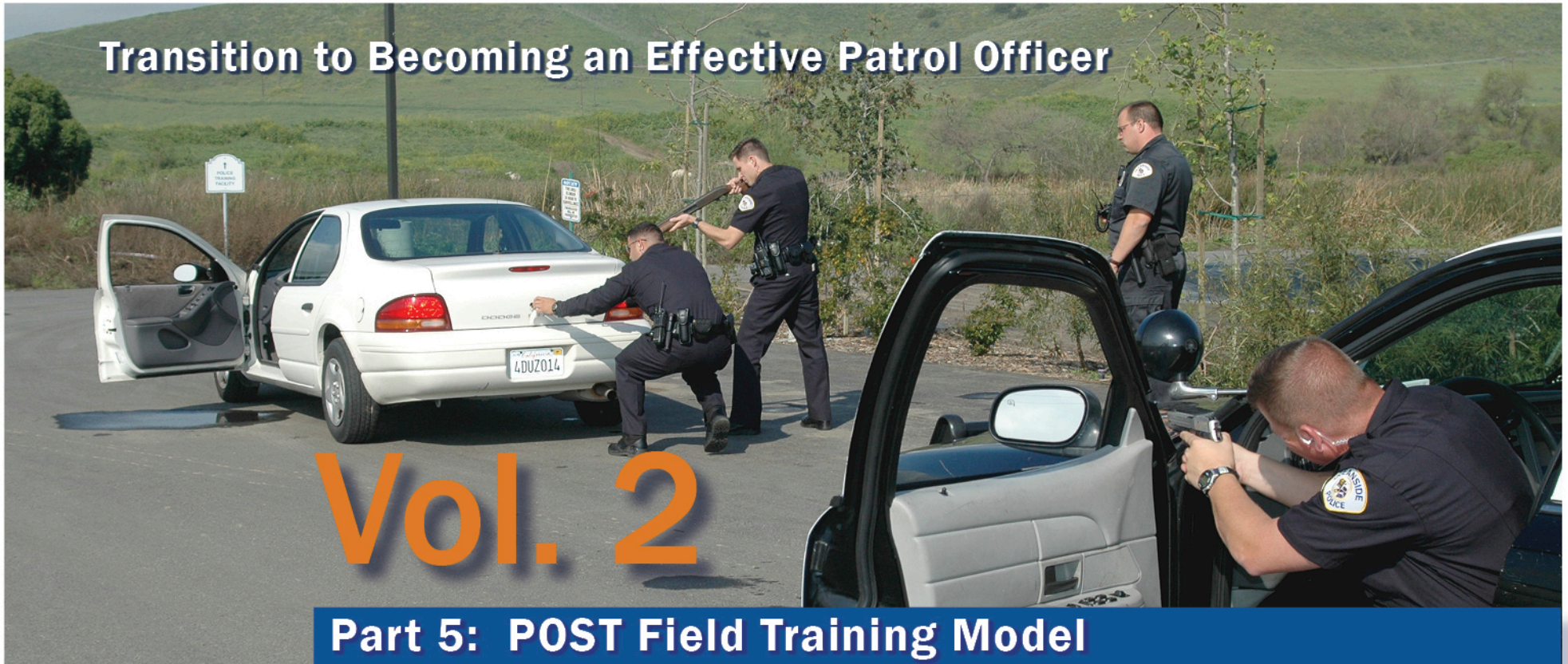
MONTEREY POLICE DEPARTMENT FTP

Field Training Program Guide 09/27/2018

Transition to Becoming an Effective Patrol Officer

Vol. 2

Part 5: POST Field Training Model



SECTION **1**

Agency Orientation/Department Policies

1.1 – 1.4 COMPETENCY REQUIREMENTS

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1.3 Community Orientation/Geographic Locations
1.4 Support Services
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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
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- 1.2.03 General Orders
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- 1.2.05 Authorized Equipment
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SECTION 1 AGENCY ORIENTATION/DEPARTMENT POLICIESCHECK 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)

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

MPD Policy - Use of Force

MPD Policy - Firearms

MPD Policy - Conductive Energy Device

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

- Displays comprehension of the above policies
- Displays proficiency during Firearms/Weapons qualifications

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 (field will expand automatically)								

Additional Information:

1.1.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Use of Force MPD Policy - Handcuffing and Restraints MPD Policy - Control Devices and Techniques	<input type="checkbox"/> N/A
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1.1.02 Part B - Agency Training Details (field will expand automatically) - Displays comprehension of the above policies - Displays proficiency during Arrest and Control Techniques certification

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 (field will expand automatically)								

Additional Information:

1.1.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Use of Force MPD Policy - Control Devices and Techniques	<input type="checkbox"/> N/A
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1.1.03 Part B - Agency Training Details (field will expand automatically) - Displays comprehension of the above policies - Displays proficiency during Impact Weapons Qualification
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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.								
Reference(s):							Case # (If applicable)	Incident #
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:								
Comments (field will expand automatically)								

Additional Information:

1.2.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input type="checkbox"/> N/A
	MPD Policy - Patrol Function MPD Policy - Law Enforcement Authority MPD Policy- Organizational Structure and Responsibility MPD Policy - Department Directives	
1.2.01	Part B - Agency Training Details (field will expand automatically)	
	- Displays comprehension of the above policies - Displays general understanding of his/her authority, obligations and limitations - Trainee shall explain MPD's organization, functions, work schedule, chain of command, and rules and regulations	

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

Reference(s):					Case # (If applicable)		Incident #	
FTO:	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	
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
Comments (field will expand automatically)								

Additional Information:

1.2.02	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input type="checkbox"/> N/A
MPD Policy - Standards of Conduct MPD Policy - Outside Employment MPD Policy - Firearms MPD Policy - Off-Duty Law Enforcement Actions; MPD Policy - Media Relations		

1.2.02	Part B - Agency Training Details (field will expand automatically)
- Displays comprehension of the above policies	

1.2.03 General Orders

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

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

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

☐ N/A

MPD Policy - Use of Force

MPD Policy - Firearms

MPD Policy - Domestic Violence

MPD Policy - Officer Response to Calls; MPD Policy - Vehicle Pursuits (Pursuit Driving Tactics)

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

- Displays comprehension of the above policies

1.2.04 Work Area The trainee shall be oriented to the work area, including: A. Introduction to personnel B. Equipment and supply locations								
Reference(s):						Case # (If applicable)	Incident #	
FTO: Trainee:	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	
					<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
Comments (field will expand automatically)								

Additional Information:

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

1.2.04	Part B - Agency Training Details (field will expand automatically)
	<ul style="list-style-type: none"> - Trainee shall be given an introduction to all levels of MPD personnel - Trainee shall be provided basic equipment and supplies and shown where the supplies are located - Displays comprehension of the Organizational Chart

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 #	
FTO:	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		
					<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) <div style="float: right;"><input type="checkbox"/> N/A</div> MPD Policy - Department Owned and Personal Property MPD Policy - Personal Protective Equipment MPD Policy - Personal Communication Devices MPD Policy - Uniform Regulations; MPD Policy - Firearms
1.2.05	Part B - Agency Training Details (field will expand automatically) - Displays comprehension of the above policies

1.2.06 Unauthorized Equipment The trainee shall review and explain what constitutes unauthorized 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:

1.2.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input type="checkbox"/> N/A
MPD Policy - Uniform Regulations MPD Policy - Firearms (Authorized Secondary Handgun) MPD Policy - Portable Body Worn Cameras and Mobile Audio/Video Recorders (Member Privacy Expectation)	

1.2.06 Part B - Agency Training Details (field will expand automatically)
<ul style="list-style-type: none"> - Displays comprehension of the above policies - Displays understanding of authorized and unauthorized personal equipment

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)	<input type="checkbox"/> N/A
	MPD Policy - Uniform Regulations MPD Policy- Vehicle Maintenance MPD Policy - Department Owned and Personal Property	
1.2.07	Part B - Agency Training Details (field will expand automatically)	
	<ul style="list-style-type: none"> - Displays comprehension of the above policies - Displays understanding of uniform and equipment serviceability, appearance/condition requirements and process for reporting damaged equipment 	

1.2.08 Procurement and Use The trainee shall demonstrate the procedures for obtaining and using the following items: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> A. Vehicle B. Hand-held radio C. Firearms/weapons D. Flares </div> <div style="width: 48%;"> E. Special equipment [helmet, face shield, gas mask, oleoresin capsicum (OC) spray, etc.] F. Report forms </div> </div>									
Reference(s):						Case # (If applicable)		Incident #	
FTO:	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		
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	
Comments <i>(field will expand automatically)</i>									

Additional Information:

1.2.08	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> MPD Policy - Vehicle Use MPD Policy - Department Owned and Personal Property (Portable Radio Policy) MPD Policy - Firearms MPD Policy - Conducted Energy Device; MPD Policy - Control Devices and Techniques	<input type="checkbox"/> N/A
1.2.08	Part B - Agency Training Details <i>(field will expand automatically)</i> <ul style="list-style-type: none"> - Displays comprehension of the above policies - Trainee shall be shown location of and procedure for obtaining replacement equipment (Flares, Oleoresin Capsicum (OC), etc.) - Displays proficiency in use of issued equipment - Trainee will know how to operate the radio, to include switching between banks, and using the emergency button. 	

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: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> A. Hospitals B. Firehouses C. Schools </div> <div style="width: 48%;"> D. Community service organizations E. Park and recreation areas </div> </div>								
<i>Reference(s):</i>						<i>Case # (If applicable)</i>	<i>Incident #</i>	
FTO:	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	
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:

1.3.01	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
1.3.01	Part B - Agency Training Details <i>(field will expand automatically)</i> <ul style="list-style-type: none"> - Trainee shall be shown location of major Community Facilities and instructed on best/safest response routes - Displays understanding of each facility's significance/resource, and the types of calls for service each facility could produce (to include officer obligations) 	

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 |

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

MONTEREY POLICE DEPARTMENT - VALUES

P - Proactively Police the City of Monterey to Ensure a Low Crime Rate

* Problem Solving / Prevention / Intervention / Suppression / Data Driven

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

- Displays complete comprehension of the Monterey Police Department Values (M-P-D)
- Displays understanding of beat locations which statistically produce or attract crime
- Displays understanding of the need to stay abreast of crime patterns and adjust patrol efforts based on current crime trends

1.3.03 Roadways The trainee shall know the names and locations of important types of roadways in the community or assigned area, including: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 48%;"> A. Major arteries B. “Through streets” C. Dead-end streets </div> <div style="width: 48%;"> D. Freeways E. Fire trails or other special access routes </div> </div>									
Reference(s):						Case # (If applicable)		Incident #	
FTO:	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		
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	
Comments (field will expand automatically)									

Additional Information:

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

1.3.03	Part B - Agency Training Details (field will expand automatically)
<ul style="list-style-type: none"> - Trainee shall be shown all major roadways/arteries and instructed on best/safest response routes during varying traffic conditions - Trainee shall be issued City of Monterey map - Displays proficiency in the use of issued map 	

1.3.04 Agency Jurisdiction The trainee shall know the jurisdictional boundaries, beats, districts, or sector assignments utilized by the agency.								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	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	
					<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:

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

1.3.04	Part B - Agency Training Details (field will expand automatically) - Displays understanding of Monterey City boundaries, beat boundaries and surrounding allied agencies' jurisdictions

1.4 SUPPORT SERVICES**1.4.01 Municipal Agencies and Departments**

- | | |
|--|---|
| <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> J. State and Federal law enforcement agencies: <ul style="list-style-type: none"> 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 #	
FTO:	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		
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:**1.4.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☒ N/A

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

- Trainee shall be physically shown (including response routes) the locations of City and County Municipal Agencies and Departments
- Displays understanding of the functions of each City/County Municipal Agency and Department, and how to respond to each facility

1.4.02 Special Teams/Units

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

- | | |
|-------------|--|
| A. SRT SWAT | C. Search and Rescue |
| B. K-9 | 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 <i>(field will expand automatically)</i>								

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

☐ N/A

MPD Policy - Monterey Peninsula Regional Special Response Team
 MPD Policy - Crisis Intervention Incidents
 MPD Policy - Property and Evidence (Explosives)

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

- Displays comprehension of the above policies and the general process for utilizing ANY special team/unit

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.
-

Primary Field Training Officer:

X

Print Full Name: _____

Trainee:

X

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: 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

SECTION 2 Officer Safety Procedures

2.1 – 2.3 COMPETENCY REQUIREMENTS

Contents
2.1 Contact and Cover
2.2 Body Armor
2.3 Officer Survival
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**2.1 CONTACT AND COVER**

- 2.1.01 Contact Officer Tactics and Responsibilities
- 2.1.02 Cover Officer Tactics and Responsibilities
- 2.1.03 Roles During and After Pursuits and Stops
- 2.1.04 Contact/Cover Officer Positions

2.2 BODY ARMOR

- 2.2.01 Protective Body Armor

2.3 OFFICER SURVIVAL

- 2.3.01 Physical, Mental, and Emotional Conditioning

SECTION 2 OFFICER SAFETY PROCEDURESCHECK ONE ONLY: ☐ PHASE 1 ☐ PHASE 2 ☐ PHASE 3 ☐ PHASE 4 ☐ PHASE 5

Trainee

FTO

2.1 CONTACT AND COVER**2.1.01 Contact Officer Tactics and Responsibilities**

The trainee shall explain and safely demonstrate contact officer tactics and responsibilities, including.

- | | |
|---|--|
| <p>A. Primary responsibility dealing with the situation, suspect(s), victim(s), witness(es), and reporting party(ies)</p> <p>B. Documenting incident information (reports, field interviews (FIs), etc.)</p> <p>C. Performing pat down and custody search of suspect(s)</p> | <p>D. Issuing all citations</p> <p>E. Recovering evidence and contraband</p> <p>F. Handling routine radio communications</p> <p>G. Relaying pertinent information to cover officer and medical personnel</p> |
|---|--|

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

MPD Policy - Report Preparation; MPD Policy - Search and Seizure

MPD Policy - Traffic Citations; MPD Policy - City Code Violations – Issuing Citations and Filing Complaints

MPD Policy - Cite and Release Policy; MPD Policy - Traffic Function and Responsibility

MPD Policy - Operational Agreements / Protocols / Procedures / MOUs / Forms (Attachment 8020 - Evidence and Property Control)

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

- Displays comprehension of the above listed policies
- Trainee shall be instructed on sound safety tactics as it pertains to the above list
- Demonstrates sound tactics during scenario instruction and actual calls for service

2.1.02 Cover Officer Tactics and Responsibilities

The trainee shall explain and safely demonstrate cover officer tactics and responsibilities to include:

- | | |
|---|---|
| <p>A. Approach</p> <p>B. Cover positions with vehicles(s)/person(s)</p> <p>C. Position of advantage</p> <p>D. What to watch for:</p> <ol style="list-style-type: none"> 1. Hands in pockets or otherwise concealed 2. Weapons or contraband 3. Hostility or anger 4. Approach of other persons or vehicles 5. Symptoms of intoxication or illness 6. Potential reactions and escape | <p>E. Communications with contact officer (hand signals, other verbal and nonverbal signals)</p> <p>F. Provide assistance, if needed, during arrest</p> <p>G. Provide assistance as directed by contact officer</p> |
|---|---|

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:

2.1.02	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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2.1.02	Part B - Agency Training Details <i>(field will expand automatically)</i> <ul style="list-style-type: none"> - Trainee shall be instructed on sound safety tactics as it pertains to the above list - Demonstrates sound tactics during scenario instruction and actual calls for service
---------------	--

2.1.03 Roles During and After Pursuits and Stops The trainee shall discuss the roles of the contact and cover officers during and after a pursuit, felony car stop, or foot chase. These shall include: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> <p>A. Radio responsibilities</p> <p>B. Firearms/weapons systems</p> </div> <div style="width: 48%;"> <p>C. Position to assume after the vehicle or person is stopped</p> <p>D. Officer to officer communication</p> </div> </div>								
<i>Reference(s):</i>						Case # <i>(if applicable)</i>	Incident #	
FTO: Trainee:	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	
<i>Comments (field will expand automatically)</i>								

Additional Information:

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

2.1.03	Part B - Agency Training Details <i>(field will expand automatically)</i> <ul style="list-style-type: none"> - Trainee shall be instructed on sound contact and cover tactics as it pertains to the above list - Demonstrates sound tactics during scenario instruction and actual calls for service
---------------	---

2.1.04	Contact/Cover Officer Positions The trainee shall safely and effectively demonstrate the responsibilities of both the contact and cover officer positions during the following: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> <p>A. Calls for Service</p> <p>B. "In-progress" calls</p> <p>C. Pedestrian stops</p> </div> <div style="width: 48%;"> <p>D. Traffic stops</p> <p>E. High-speed pursuit, felony stops, and/or foot chases</p> </div> </div>
---------------	---

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

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

2.1.04	Part B - Agency Training Details (field will expand automatically) <ul style="list-style-type: none"> - Trainee shall be instructed on the responsibilities of both the contact and cover officer as it pertains to the above list - Demonstrates competency of officer responsibilities during scenario instruction and actual calls for service
---------------	--

2.2 BODY ARMOR								
2.2.01 Protective Body Armor The trainee shall discuss the benefits, limitations, and characteristics of protective body armor, including: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> <p>A. Wearing versus not wearing</p> <p>B. Types of body armor</p> </div> <div style="width: 48%;"> <p>C. Level of protection against firearms</p> <p>D. Level of protection against knives and other penetrating weapons</p> </div> </div>								
Reference(s):							Case # (If applicable)	Incident #
FTO:	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	
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
Comments (field will expand automatically)								

Additional Information:**2.2.01 Part A - Reference Agency Policies/Procedures, if applicable** (600 characters maximum)☐ N/A

MPD Policy - Body Armor

MPD Policy - Rapid Response and Deployment

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

- Displays comprehension of the above listed policy
- Trainee shall be instructed on different types of issued body armor as well as body armor safety limitations
- Trainee shall acknowledge understanding that all patrol vehicles are equipped with a rifle rated vest for critical/active shooter incidents (or similar)

2.3 OFFICER SURVIVAL**2.3.01 Physical, Mental, and Emotional Conditioning**

The trainee shall identify and explain the importance of physical, mental, and emotional conditioning in officer survival, and shall understand the organizational resources available to assist in counseling due to traumatic incidents. This discussion shall minimally include:

- | | |
|---|---|
| <p>A. Concept of tactical retreat</p> <ol style="list-style-type: none"> 1. Pre-planning (mental scenarios) 2. Reduction of unnecessary risks (stress management, “keeping cool”) <p>B. Mental conditioning</p> <ol style="list-style-type: none"> 1. Will to live 2. Continue to fight, regardless of odds 3. Mental alertness 4. Self-confidence <p>C. Physical conditioning</p> <ol style="list-style-type: none"> 1. Agency policy on physical fitness and officer standards 2. Role of good health and nutrition | <p>D. Weapon retention</p> <p>E. Employee Assistance Program</p> <ol style="list-style-type: none"> 1. Counseling through Human Resources and/or contracted professionals 2. Critical incident stress debriefings 3. Law Enforcement Chaplains <p>F. Peer Counseling</p> |
|---|---|

<i>Reference(s):</i>					Case # (If applicable)		Incident #	
FTO:	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	
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:**2.3.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

MPD Policy - Fitness for Duty

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

- Displays comprehension of the above listed policy
- Trainee shall be instructed on physical, mental and emotional preparation for duty
- Displays understanding of the great importance of preparing and training for the unknown
- Demonstrates ability to deescalate and maintain calm to prevent unnecessary force

See next page for Attestation

Part 5 – Section 2: Officer Safety Procedures

ATTESTATION FOR SECTION 2

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.
-

X

Primary Field Training Officer:

Print Full Name: _____

X

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: 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):**
 - 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

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 ETHICSCHECK ONE ONLY: ☐ PHASE 1 ☐ PHASE 2 ☐ PHASE 3 ☐ PHASE 4 ☐ PHASE 5

Trainee

FTO

3.1 ETHICAL STANDARDS**3.1.01 Ethical Decision Making**

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

MPD Policy - Organizational Structure and Responsibility

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

- Displays comprehension of the above listed policy
- Trainee will understand and discuss his/her duties and obligations

3.1.02 Accepting Responsibility The trainee shall demonstrate the ability to accept responsibility for his/her actions.								
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:

3.1.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Standards of Conduct MPD Policy - Employee Speech, Expression and Social Networking	<input type="checkbox"/> N/A
--	------------------------------

3.1.02 Part B - Agency Training Details (field will expand automatically) - Displays comprehension of the above listed policies - Trainee shall be instructed on ethical job performance and accountability - Trainee shall be instructed on the potential ramifications of not accepting responsibility for his/her actions
--

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.

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

☐ N/A

MPD Policy - Standards of Conduct

MPD Policy - Employee Speech, Expression and Social Networking Law Enforcement Code of Ethics

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

- Trainee shall be instructed on ethical practices both on and off duty
- Trainee shall be reminded of his/her oath to serve the public and expectation to keep their "private life unsullied as an example to all"
- Displays understanding of ethical expectations

3.1.04 Responsibility Regarding Unlawful/Unethical Acts by Other Officers

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

Additional Information:**3.1.04 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*☐ N/A

MPD Policy - Standards of Conduct

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

- Displays complete comprehension of the above listed policy
- Displays complete comprehension that unlawful/unethical acts has no place in professional law enforcement
- Trainee shall be instructed on their obligation to intervene when unlawful/unethical acts by other officers are observed
- Trainee shall be instructed on their obligation to maintain and develop public trust and prevent any acts which diminish this trust

3.1.05 Handling Unethical or Criminal Conduct by Other Officers The trainee shall identify and evaluate methods for handling unethical or criminal conduct on the part of a fellow officer.								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	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	
					<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:

3.1.05	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Standards of Conduct	<input type="checkbox"/> N/A
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3.1.05	Part B - Agency Training Details (field will expand automatically) - Displays complete comprehension of the above listed policy - Shall identify and evaluate methods for handling unethical/criminal conduct to include: intervention, assuming control of call/situation, requesting supervisor or reporting incident to supervisor as soon as practicable
---------------	---

3.1.06 Problems Associated with Unethical Decision Making The trainee shall identify and discuss problems associated with some common unethical decisions, including: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> <p>A. Non-enforcement of specific laws by personal choice</p> <p>B. Disproportionate enforcement targeting specific groups by personal choice</p> </div> <div style="width: 48%;"> <p>C. Acceptance of gratuities</p> <p>D. Misuse of sick time, etc.</p> </div> </div>								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	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	
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
Comments <i>(field will expand automatically)</i>								

Additional Information:

3.1.06	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) * Law Enforcement Code of Ethics * MPD Policy - Bias Based Policing MPD Policy - Standards of Conduct MPD Policy - Sick Leave	<input type="checkbox"/> N/A
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3.1.06	Part B - Agency Training Details <i>(field will expand automatically)</i> <ul style="list-style-type: none"> - Displays complete comprehension of the above listed policies - Trainee shall be instructed on which crimes shall be enforced and which carry officer discretion - Displays understanding of mandated enforcement as well as letter/spirit of the law
--------	--

3.1.07 General Orders								
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 #
	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:

3.1.07	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) * Law Enforcement Code of Ethics * MPD Policy - Standards of Conduct MPD Policy - Off-Duty Law Enforcement Actions	<input type="checkbox"/> N/A
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3.1.07	Part B - Agency Training Details (field will expand automatically) - Displays complete comprehension of the above listed policies - Demonstrates understanding of sworn obligation to properly represent the MPD and the City of Monterey through on-duty and off-duty conduct
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3.2 DECISION MAKING								
3.2.01 Limitations of Authority The trainee shall explain the most common limitations of their discretionary authority to include: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> A. Law B. Department policy and procedure C. Department goals and objectives </div> <div style="width: 48%;"> D. Community expectations E. Officer safety </div> </div>								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	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	
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
Comments (field will expand automatically)								

Additional Information:

3.2.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Domestic Violence MPD Policy - Use of Force MPD Policy - Community Relations	<input type="checkbox"/> N/A
3.2.01	Part B - Agency Training Details (field will expand automatically) - Displays comprehension of the above listed policies - Demonstrates clear understanding of discretion limitations as it applies to his/her sworn duties	

3.2.02 Consequences of Inappropriate Discretionary Decisions The trainee shall identify the potential consequences of inappropriate discretionary decision making, including: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 48%;"> A. Death or injury B. Additional crime C. Civil and vicarious liability </div> <div style="width: 48%;"> D. Discipline E. Embarrassment to department F. Relationship with the community </div> </div>									
Reference(s):						Case # (If applicable)		Incident #	
FTO:	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		
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	
Comments (field will expand automatically)									

Additional Information:

3.2.02	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) <div style="float: right;"><input type="checkbox"/> N/A</div> MPD Policy - Standards of Conduct MPD Policy - Community Relations
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3.2.02	Part B - Agency Training Details (field will expand automatically) Displays understanding of the above listed policies (and any additional applicable policies)
---------------	---

3.2.03 Demonstrating Decision Making

Given various scenarios, simulated incidents, or calls for service the trainee shall identify and conclude which of the following are acceptable decisions:

- | | |
|---------------------|------------------------|
| A. Arrest | D. Give verbal warning |
| B. Cite and release | E. Take no action |
| C. Give a referral | |

Reference(s):					Case # (If applicable)		Incident #	
FTO:	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	
					<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
Comments (field will expand automatically)								

Additional Information:

3.2.03	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input type="checkbox"/> N/A
MPD Policy - Cite and Release Policy		

3.2.03	Part B - Agency Training Details (field will expand automatically)
<ul style="list-style-type: none"> - Displays understanding of the above listed policy - Trainee shall be instructed on various enforcement options through verbal and scenario based instruction - Displays and demonstrates understanding and competency during scenario training and actual calls for service 	

See next page for Attestation

Part 5 – Section 3: Ethics

ATTESTATION FOR SECTION 3

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.
-

Primary Field Training Officer:

X

Print Full Name: _____

Trainee:

X

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: 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):**
 - 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

SECTION 4 Use of Force

4.1 – 4.2 COMPETENCY REQUIREMENTS

Contents
4.1 Legal and Ethical Issues
4.2 Force Options
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**4.1 LEGAL AND ETHICAL ISSUES**

- 4.1.01 Legal and Ethical Considerations
- 4.1.02 Agency Policy and Liability
- 4.1.03 Ethical Conduct

4.2 FORCE OPTIONS

- 4.2.01 Explanation of Force Options and Examples

SECTION 4 USE OF FORCECHECK ONE ONLY: ☐ PHASE 1 ☐ PHASE 2 ☐ PHASE 3 ☐ PHASE 4 ☐ PHASE 5

Trainee

FTO

4.1 LEGAL AND ETHICAL ISSUES**4.1.01 Legal and Ethical Considerations**

The trainee shall review and discuss the legal and ethical considerations pertaining to the use of force and “reasonable force.”

Reference(s): Penal Code [835](#), [835a](#), [843](#), [198](#)

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

MPD Policy - Use of Force

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

- Displays complete comprehension of the above listed policy
- Demonstrates understanding of the legal and ethical considerations pertaining to the use of force and reasonable force

4.1.02 Agency Policy and Liability The trainee shall explain agency policy regarding the use of physical force or deadly force, and the legal ramifications and civil liability for both the officer and the agency.								
Reference(s):							Case # (If applicable)	Incident #
FTO:	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	
					<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:

4.1.02	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> MPD Policy - Use of Force	<input type="checkbox"/> N/A
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4.1.02	Part B - Agency Training Details <i>(field will expand automatically)</i> <ul style="list-style-type: none"> - Displays comprehension of the above listed policy - Demonstrates complete understanding of when physical and deadly force options are justified - Demonstrates complete understanding of the legal ramifications and civil liability connected with the use of physical/deadly force
---------------	--

4.1.03 Justification of Deadly Force The trainee shall identify and evaluate situations that do and do not justify the use of deadly force.								
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:

4.1.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Use of Force	<input type="checkbox"/> N/A
--	------------------------------

4.1.03 Part B - Agency Training Details (field will expand automatically) - Displays comprehension of the above listed policy - Demonstrates verbally and during scenario based instruction situations that do and do not justify the use of deadly force
--

4.2 FORCE OPTIONS**4.2.01 Explanation of Force Options and Examples**

The trainee shall explain what is meant by ‘force options’ and provide examples of each that would fall within legal and moral limits, to minimally include:

- A. Nonverbal/police presence
- B. Verbal (tactical communication)
- C. Physical (weaponless)
- D. Less lethal weapons, including:
 - 1. Chemical Agents
 - a. The trainee shall explain the regulations governing the use of chemical agents, including the follow-up procedures for those to whom they have been applied, and the reporting procedures in cases where they were used.
 - 2. Impact Weapons
 - b. The trainee shall know when and how to effectively use the police baton and other impact weapons in an authorized manner.
 - c. The trainee shall identify the areas of the body recognized as baton/impact weapon “target” areas.
 - d. The trainee shall identify those vital body areas that are potentially lethal when struck by a baton/impact weapon.
- 3. Additional Less-Lethal Weapons
 - e. The trainee shall identify additional agency-approved less-lethal weapons (e.g., Stun guns, TASER®, PepperBall®, and/or bean bag weapons, etc.)
- E. Deadly force

The trainee shall explain considerations to be made when determining whether or not to resort to the use of deadly force. These considerations shall minimally include:

 - 1. Type of crime and suspects(s) involved
 - 2. Threat to the lives of innocent persons
 - 3. Laws and agency policies
 - 4. Officer’s present capabilities
- F. Capabilities of officer’s weapon

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:

4.2.01	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input type="checkbox"/> N/A
	MPD Policy - Use of Force MPD Policy - Firearms MPD Policy - Conducted Energy Device	
4.2.01	Part B - Agency Training Details <i>(field will expand automatically)</i>	
	<ul style="list-style-type: none">- Displays comprehension of the above listed policies- Demonstrates a clear understanding of what force options are available and how they would fall within legal and moral limits- Demonstrates competent decision making as it pertains to force options	

See next page for Attestation

Part 5 – Section 4: 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.
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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:

X

Print Full Name: _____

Trainee:

X

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.

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See the following pages for Instructions to Administrators and FTOs

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

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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):
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 - 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.

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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

SECTION 5 Patrol Vehicle Operations

5.1 – 5.6 COMPETENCY REQUIREMENTS

Contents	
5.1 Patrol Vehicle Inspections	List of Subtopics
5.2 Patrol Vehicle Operation Safety	Attestation
5.3 SAFE Driving	Instructions to Administrators
5.4 Use of Seatbelts	Instructions to FTOs
5.5 Emergency Vehicle Operations/Pursuits	
5.6 Vehicle Operation Liability	

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**5.1 PATROL VEHICLE INSPECTION**

- 5.1.01 Purposes of Vehicle Inspections
- 5.1.02 Vehicle Components
- 5.1.03 Requests for Vehicle Service
- 5.1.04 Vehicle Maintenance
- 5.1.05 Pre-Shift Inspection

5.2 PATROL VEHICLE OPERATION SAFETY

- 5.2.01 Approved Driving Techniques
- 5.2.02 Stopping Distance
- 5.2.03 Defensive Driving
- 5.2.04 Driver Attitude

5.3 SITUATION-APPROPRIATE, FOCUSED, EDUCATED (SAFE) DRIVING

- 5.3.01 Applying SAFE Driving Techniques
- 5.3.02 Ongoing Driving Instruction/Training
- 5.3.03 Potential Risks Related to Inappropriate Driving
- 5.3.04 Driver Fatigue
- 5.3.05 Driving Safely

5.4 USE OF SEATBELTS

- 5.4.01 Seatbelt Use during Routine and Emergency Driving Conditions and Tactical Seatbelt Removal

5.5 PATROL VEHICLE OPERATION SAFETY

- 5.5.01 Agency Policy
- 5.5.02 Driver Tactics
- 5.5.03 Continuing vs. Terminating Pursuits
- 5.5.04 Handling Emergency Response or Pursuit

5.6 VEHICLE OPERATION LIABILITY

- 5.6.01 “Rules of the Road”
- 5.6.02 Vehicle Code Exemptions
- 5.6.03 Exemption Requirements
- 5.5.04 Liability for Death, Injury or Property Damage

SECTION 5 PATROL VEHICLE OPERATIONSCHECK ONE ONLY: ☐ PHASE 1 ☐ PHASE 2 ☐ PHASE 3 ☐ PHASE 4 ☐ PHASE 5

Trainee

FTO

5.1 PATROL VEHICLE INSPECTIONS**5.1.01 Purposes of Vehicle Inspections**

The trainee shall explain the purposes of a vehicle inspection prior to driving. These shall minimally include:

- A. Prevention of accidents
 B. Promotion of operational efficiency
 C. Reduction of maintenance and repair costs
 D. Location of contraband, evidence, or property

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:

Additional Information:**5.1.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

MPD Policy - Vehicle Use

MPD Policy - Vehicle Maintenance

MPD Policy - Operational Agreements / Protocols / Procedures / MOUs / Forms (Procedure 3460 - Prisoner Transport)

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

- Displays comprehension of the above listed policy
- Trainee shall be instructed of the purpose and importance of proper vehicle maintenance
- Displays understanding of proper/regular vehicle maintenance
- Demonstrates thorough patrol vehicle searches (At start of shift, after prisoner transport, at end of shift)

5.1.02 Vehicle Components

The trainee shall describe the location and use of the following:

- | | |
|--|---|
| A. Rear door locks | G. Radio |
| B. Trunk and hood release | H. Spare tire |
| C. Firearms/weapon release systems | I. Spare tire release |
| D. Emergency lights and siren switches | J. Jack and handle |
| E. Flares | K. Engine fluid compartments and dip sticks |
| F. First-aid 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:							
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
Comments:								

Additional Information:

5.1.02	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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5.1.02	Part B - Agency Training Details (field will expand automatically) <ul style="list-style-type: none"> - Trainee shall be instructed on patrol vehicle functions, mandated equipment and how/where to obtain replacement equipment - Demonstrates thorough vehicle inspections showing competency of the vehicles functions and knowledge of mandated equipment
---------------	---

5.1.03 Requests for Vehicle Service The trainee shall explain agency policy regarding requests for vehicle service in the field.								
Reference(s):						Case # (If applicable)	Incident #	
FTO: Trainee:	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	
					<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
Comments:								

Additional Information:

5.1.03	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Vehicle Use (Procedure 7030 - Vehicle Maintenance and Repair)	<input type="checkbox"/> N/A
---------------	--	------------------------------

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

- Trainee shall be instructed on procedure for requesting vehicle service in the field
- Displays comprehension of the above listed policy and process for requesting vehicle service

5.1.04 Vehicle Maintenance

The trainee shall explain agency policy regarding proper maintenance of police vehicles. This explanation shall minimally include:

- A. The procedure for regular maintenance and service of patrol vehicles
- B. The procedure for turning in and requesting repair for a damaged or mechanically deficient vehicle
- C. Completion of proper forms/documentation

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:								

Additional Information:**5.1.04 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*☐ N/A

MPD Policy - Vehicle Use (Procedure 7030 - Vehicle Maintenance and Repair)

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

- Displays comprehension of the above listed policy
- Trainee shall be instructed on the proper procedure for vehicle maintenance, requesting repair and documentation completion
- Trainee demonstrates competency through proper inspections, requests for damage repair and documentation

5.1.05 Pre-Shift Inspection The trainee shall conduct a pre-shift inspection of the patrol vehicle, to include: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> <p>A. Visual check of vehicle exterior for damage</p> <p>B. Tires for wear and proper inflation</p> <p>C. Inspection of the trunk for the spare tire and required equipment</p> <p>D. Operations check of the vehicle equipment (lights, horn, etc.), and the emergency equipment (light bar, siren, public address system, etc.)</p> </div> <div style="width: 48%;"> <p>E. Inspection of the firearms/weapons release systems</p> <p>F. Inspection of vehicle interior that includes checking behind the sun visors, in the glove box, and beneath the seats for contraband, evidence, property, or items left from a previous shift</p> </div> </div>									
Reference(s):						Case # (If applicable)		Incident #	
FTO:	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		
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	
Comments:									

Additional Information:

5.1.05	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Vehicle Use (Procedure 7030 - Vehicle Maintenance and Repair)	<input type="checkbox"/> N/A
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5.1.05	Part B - Agency Training Details (field will expand automatically) - Demonstrates proper/thorough pre-shift vehicle inspection for damage, function, contraband and mandated equipment
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5.2 PATROL VEHICLE OPERATION SAFETY								
5.2.01 Approved Driving Techniques The trainee shall review and explain agency policy on approved driving techniques, including: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> A. Backing B. Parking C. Right-of-way violations </div> <div style="width: 48%;"> D. Passing E. Excessive speed </div> </div>								
Reference(s):							Case # (If applicable)	Incident #
FTO: Trainee:	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	
					<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
Comments:								

Additional Information:

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

5.1.01	Part B - Agency Training Details (field will expand automatically) <ul style="list-style-type: none"> - Demonstrates safe driving techniques - Displays understanding of public safety being paramount and explains how driving practices can induce or prevent hazards
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5.2.02 Stopping Distance The trainee shall discuss the factors which influence the overall stopping distance of a vehicle, including: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> A. Driver condition B. Vehicle condition C. Environmental conditions, including road surfaces D. Vehicle speeds </div> <div style="width: 48%;"> E. Reaction time and distance F. Braking distance G. Knowledge of anti-lock braking system </div> </div>									
Reference(s):						Case # (If applicable)		Incident #	
FTO: Trainee:	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		
					<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	
Comments:									

Additional Information:

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

5.2.02	Part B - Agency Training Details (field will expand automatically)
<ul style="list-style-type: none"> - Displays understanding of patrol vehicle function, capabilities and limitations - Displays understanding of the importance to only operate a patrol vehicle within his/her training and skill level - Displays understanding of the importance to be ever adjusting vehicle operation to the roadway conditions and risk to the public 	

5.2.03 Defensive Driving The trainee shall identify the components of defensive driving, including: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> A. Driver attitude B. Driver skill </div> <div style="width: 48%;"> C. Vehicle capability D. Seat belt usage </div> </div>								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	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	
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
Comments:								

Additional Information:

5.2.03	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Officer Response to Calls MPD Policy - Vehicle Pursuits MPD Policy - Seat Belts	<input type="checkbox"/> N/A
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5.2.03	Part B - Agency Training Details (field will expand automatically) - Displays comprehension of the above listed policies - Demonstrates competent defensive driving skills and clear thinking while operating a city vehicle
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5.2.04 Driver Attitude The trainee shall identify driver attitudes that can contribute to the occurrence of traffic accidents, including: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> A. Overconfidence B. Impatience </div> <div style="width: 48%;"> C. “Road rage” D. Self righteousness </div> </div>									
Reference(s):						Case # (If applicable)		Incident #	
FTO:	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		
Trainee:									
Comments:									

Additional Information:

5.2.04	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input type="checkbox"/> N/A
Law Enforcement Code of Ethics MPD Policy - Officer Response to Calls MPD Policy - Standards of Conduct		

5.2.04	Part B - Agency Training Details (field will expand automatically)
<ul style="list-style-type: none"> - Displays comprehension of the above listed policies and the Law Enforcement Code of Ethics - Displays understanding of controlling emotions and exercising extreme patience while operating a city vehicle - Displays understanding of the need to put public and officer safety before the need to apprehend a suspect or arrive at a scene - Identifies how public and officer safety can be jeopardized by the above listed actions and attitudes while operating a city vehicle 	

5.3 SITUATION-APPROPRIATE, FOCUSED, EDUCATED (SAFE) DRIVING**5.3.01 Applying SAFE Driving Techniques**

The trainee will understand and demonstrate the application of SAFE driving during routine and emergency situations. The elements of SAFE driving include:

- A. “Situation-Appropriate” – refers to the need for law enforcement officers to modify their driving for the varied circumstances encountered in a patrol driving environment, for example:
1. Routine patrol vs. “Code 3” driving
 2. School zone vs. rural highway driving
 3. Transitioning from freeways and commercial/ business/industrial areas into residential neighborhood streets
 4. Driving in inclement weather and/or at night vs. ideal dry/clear weather and/or daylight conditions
- B. The trainee will understand that the “appropriateness” of his/her driving style for the conditions present is also dictated by agency policy. FTOs, supervisors, managers, and department heads will reinforce what driving attitudes are “appropriate” for specific situations.
- C. “Focused” – addresses the many concerns related to roadway position/conditions, distractions, fatigue, multi-tasking, equipment, and driver capabilities.
- D. “Educated” – refers to training (academy, FTO, in- service/ongoing) and policy, and the need for the trainee to continually apply knowledge gained in these areas to his/her daily driving habits.

Reference(s):					Case # (If applicable)		Incident #	
FTO:	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	
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
Comments:								

Additional Information:**5.3.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

MPD Policy - Officer Response to Calls
 MPD Policy - Vehicle Pursuits

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

- Displays comprehension of the above listed policies
- Displays understanding of the ever constant changes in driving environment and the need to adjust driving practices accordingly to ensure public/officer safety
- Demonstrates ability to perform SAFE driving practices in all environments as it applies to the above listed scenarios

5.3.02 Ongoing Driving Instruction/Training

The trainee will understand the importance of the following critical areas of driving instruction and be able to explain how ongoing exposure and training in each area can benefit the trainee in the application of SAFE driving:

- | | |
|---|--|
| <p>A. Use of Law Enforcement Driving Simulators in addition to Emergency Vehicle Operations Courses in ongoing and in-service training</p> <p>B. Speeds officers are expected to encounter in routine and emergency driving</p> | <p>C. Night driving</p> <p>D. Use of interference vehicle(s) to simulate actual roadway conditions</p> |
|---|--|

<i>Reference(s):</i>					Case # (If applicable)		Incident #	
FTO:	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	
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
Comments:								

Additional Information:**5.3.02 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*☐ N/A

MPD Policy - Operational Agreements / Protocols / Procedures / MOUs / Forms (Procedure 2030 - Training Procedures)

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

- Displays comprehension of above listed policy
- Displays understanding of the need for frequent training to maintain driving skills and safety/policy awareness

5.3.03 Potential Risks Related to Inappropriate Driving

The trainee will be made aware that routine and emergency patrol driving are among the most critically serious and potentially dangerous functions of a law enforcement officer. There is a real and ever present risk of injury or death to officers and members of the public when an officer drives in a manner unsafe for conditions, beyond their capabilities, or beyond the capabilities of their patrol vehicle.

Between 2003 and 2010, more officers were injured or killed in traffic accidents than in assaults. In addition, severe criminal and/or civil sanctions can be imposed on the law enforcement officer and/or organization as a result of unsafe vehicle operation.

The trainee will be made aware of these facts and will relate the importance of SAFE driving to the FTO. The trainee will continually demonstrate SAFE driving practices throughout the FTO program in preparation for continued SAFE driving throughout his/her law enforcement career.

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:

Additional Information:**5.3.03 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*☐ N/A

MPD Policy - Officer Response to Calls

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

- Displays comprehension of the above listed policy
- Verbally acknowledges the inherent risk of injury or death to the public and officers during all driving conditions
- Verbally recognizes the necessity to always operate a city vehicle within his/her and the vehicle's capabilities as well as being ever mindful of roadway conditions/hazards

5.3.04 Driver Fatigue

The trainee shall discuss the effects of driver fatigue, including:

- | | |
|----------------------------|--|
| A. Lower visual efficiency | E. Lack of awareness |
| B. Slower reaction time | F. Mood changes |
| C. Reduced attentiveness | G. Reduced judgment ability |
| D. Memory lapses | H. Risk of falling asleep at the wheel |

Reference(s):					Case # (If applicable)	Incident #		
FTO:	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	
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
Comments:								

Additional Information:**5.3.04 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*
☒ N/A

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

- Displays understanding of necessity to be prepared for duty (maintain fitness, ensure quality sleep, mental preparation)
- Displays understanding of how fatigue (physical and mental) can negatively affect his/her ability to operate a motor vehicle safely

5.3.05 Driving Safely

The trainee shall drive the vehicle in a safe and alert manner complying with all laws, regulations, and policies.

Reference(s):					Case # (If applicable)	Incident #		
FTO:	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	
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
Comments:								

Additional Information:**5.3.05 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*☐ N/A

MPD Policy - Vehicle Use
 MPD Policy - Officer Response to Calls
 MPD Policy - Vehicle Pursuits
 MPD Policy - Seat Belts

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

- Displays comprehension of the above listed policies
- Trainee shall demonstrate competent ability to operate a city vehicle in a safe and alert manner, while keeping public/officer safety his/her priority

5.4 USE OF SEATBELTS**5.4.01 Seatbelt Use during Routine and Emergency Driving Conditions and Tactical Seatbelt Removal**

The trainee will review agency policy regarding the use of seatbelts while on patrol. The trainee will be made aware of the fact that use of the seatbelt in both routine and emergency driving dramatically increases the chance of survival and decreases the potential for injury during crash.

Tactical seatbelt removal (removing the seatbelt as the patrol vehicle slows just prior to safely coming to a stop, so the officer can quickly exit the vehicle) will be discussed by the FTO if such practice is allowed by agency policy. If agency policy allows such practice, the trainee will demonstrate when to appropriately use a tactical removal of the seatbelt.

The FTO will continually monitor seatbelt use (and tactical removal of the seatbelt when appropriate) to ensure that the trainee is habitually wearing the seatbelt while on patrol, and is only removing it during a safe and opportune time, given the situation at hand.

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:								

Additional Information:

5.4.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input type="checkbox"/> N/A
	MPD Policy - Seat Belts	

5.4.01	Part B - Agency Training Details (field will expand automatically)
	<ul style="list-style-type: none"> - Displays comprehension of the above listed policy - Trainee shall be instructed that the use of a seat belt is mandatory under most driving conditions - Displays understanding of the inherent risk of injury or death if he/she does not wear their seatbelt while operating a city vehicle

5.5 EMERGENCY VEHICLE OPERATIONS/PURSUIITS								
5.5.01 Agency Policy The trainee shall review and explain the agency's policy concerning pursuits and Code 3 driving.								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:								
Comments:								

Additional Information:

5.5.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input type="checkbox"/> N/A
	MPD Policy - Vehicle Pursuits MPD Policy - Officer Response to Calls	

5.5.01	Part B - Agency Training Details (field will expand automatically)
	Displays complete comprehension of the above listed policies

5.5.02 Driver Tactics The trainee shall identify the tactics that should be utilized by the driver of an emergency vehicle while in a pursuit or during any other emergency response. These tactics shall minimally include: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> <p>A. Slowing for intersections</p> <p>B. Careful observation at cross streets</p> <p>C. Caution when passing other vehicles</p> </div> <div style="width: 48%;"> <p>D. Constant alertness for any unforeseen hazards</p> <p>E. Using a well planned route of travel in emergency response situations</p> </div> </div>									
Reference(s):						Case # (If applicable)		Incident #	
FTO:	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		
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	
Comments:									

Additional Information:

5.5.02	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) <div style="float: right;"><input type="checkbox"/> N/A</div> <p>MPD Policy - Vehicle Pursuits</p> <p>MPD Policy - Officer Response to Calls</p>
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5.5.02	Part B - Agency Training Details (field will expand automatically) <ul style="list-style-type: none"> - Displays comprehension of the above listed policies - Displays understanding of safety tactics which should be exercised while in a pursuit or during any other emergency response - Identifies the hazards of not adhering to these safety practices
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5.5.03 Continuing vs. Terminating Pursuits The trainee shall discuss those factors to consider in determining whether to continue or terminate/abandon a pursuit. These factors shall minimally include: <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 50%;">A. Amount of other traffic (vehicular and pedestrian)</td> <td style="width: 50%;">E. Seriousness of crime(s) in relation to potential likelihood of injury to innocent persons or damage to property</td> </tr> <tr> <td>B. Road hazards and road conditions</td> <td>F. Whether vehicle or driver can be identified</td> </tr> <tr> <td>C. Environmental conditions</td> <td></td> </tr> <tr> <td>D. Capability and condition of patrol vehicle and driver</td> <td></td> </tr> </table>									A. Amount of other traffic (vehicular and pedestrian)	E. Seriousness of crime(s) in relation to potential likelihood of injury to innocent persons or damage to property	B. Road hazards and road conditions	F. Whether vehicle or driver can be identified	C. Environmental conditions		D. Capability and condition of patrol vehicle and driver	
A. Amount of other traffic (vehicular and pedestrian)	E. Seriousness of crime(s) in relation to potential likelihood of injury to innocent persons or damage to property															
B. Road hazards and road conditions	F. Whether vehicle or driver can be identified															
C. Environmental conditions																
D. Capability and condition of patrol vehicle and driver																
<i>Reference(s):</i>							Case # (If applicable)		Incident #							
FTO: Trainee:	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									
					<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								
Comments:																

Additional Information:

5.5.03	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Vehicle Pursuits	<input type="checkbox"/> N/A
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5.5.03	Part B - Agency Training Details (field will expand automatically) <ul style="list-style-type: none"> - Displays comprehension of the above listed policy - Identifies factors to consider in determining to continue or terminate/abandon a pursuit - Displays a complete understanding of the reasons for terminating a pursuit and the possible liabilities if sound judgment is not used - Demonstrates the ability to always make public and officer safety priority
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5.5.04 Handling Emergency Response or Pursuit Given a simulated or an actual emergency response or pursuit, the trainee shall demonstrate safe and effective driving practices.								
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:								

Additional Information:

5.5.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Vehicle Pursuits MPD Policy - Officer Response to Calls	<input type="checkbox"/> N/A
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5.5.04 Part B - Agency Training Details (field will expand automatically) - Displays comprehension of the above listed policies - Trainee shall be instructed on emergency response and pursuit driving tactics, through verbal and practical instruction - Demonstrates competent ability to utilize safe and effective driving practices during emergency response scenario based training and actual calls for service

5.6 VEHICLE OPERATION LIABILITY								
5.6.01 “Rules of the Road” The trainee shall discuss how an officer operating a patrol vehicle under non-emergency conditions is subject to the same “rule of the road” as any other driver.								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	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	
Trainee:								
Comments:								

Additional Information:

5.6.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Officer Response to Calls	<input type="checkbox"/> N/A
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5.6.01	Part B - Agency Training Details (field will expand automatically) <ul style="list-style-type: none"> - Displays comprehension of the above listed policy - Trainee shall acknowledge their obligation to observe all traffic laws when operating a patrol vehicle under non-emergency conditions - Trainee shall acknowledge the potential for hazards and liability if the "rules of the road" are not adhered to under non-emergency conditions
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5.6.02 Vehicle Code Exemptions The trainee shall explain the situations in which the driver of an authorized emergency vehicle is exempt from the Vehicle Code provisions listed in Section 21055, including: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> A. Responding to an emergency call B. Engaged in a rescue operation </div> <div style="width: 48%;"> C. In pursuit of a violator D. Responding to a fire alarm </div> </div>									
Reference(s):						Case # (If applicable)		Incident #	
FTO:	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		
Trainee:									
Comments:									

Additional Information:

5.6.02	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input type="checkbox"/> N/A
MPD Policy - Vehicle Pursuits MPD Policy - Officer Response to Calls		

5.6.02	Part B - Agency Training Details (field will expand automatically)
<ul style="list-style-type: none"> - Displays comprehension of the above listed policies - Identifies the situations in which he/she is exempt from the Vehicle Code provisions (listed in section 21055) while operating an authorized emergency vehicle 	

5.6.03 Exemption Requirements								
The trainee shall explain the exemption requirements of the Vehicle Code regarding the use of red lights and siren under Sections 21055(b) and 21807 .								
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:								

Additional Information:

5.6.03	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input type="checkbox"/> N/A
	MPD Policy - Vehicle Pursuits MPD Policy - Officer Response to Calls	

5.6.03	Part B - Agency Training Details (field will expand automatically)
	<ul style="list-style-type: none"> - Displays comprehension of the above listed policies - The trainee shall explain the exemption requirements of the Vehicle Code regarding the use of red lights and siren under Sections 21055(b) and 21807

5.6.04 Liability for Death, Injury or Property Damage

The trainee shall explain the conditions under which he/she and/or their agency may be held liable for deaths, injury or property damage which occur while an emergency vehicle is being operated with red lights and siren (Code 3), including:

- A. Failure to drive with due regard for the safety of all persons
- B. When the agency has not adopted a written policy on police pursuits in compliance with Vehicle Code 17004.7
- C. A negligent or wrongful act or omission by an employee of a public entity.
- D. When not responding to an emergency call, not in the immediate pursuit of an actual or suspected violator of the law, or when responding to other emergencies.

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:								

Additional Information:

5.6.04	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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5.6.04	Part B - Agency Training Details (field will expand automatically) <ul style="list-style-type: none"> - Trainee shall demonstrate understanding of the conditions under which he/she and/or the MPD may be held liable for deaths, injury or property damage which occur while an emergency vehicle is being operated with red lights and siren (Code-3) - Demonstrates complete understanding that emergency response does not relieve him/her from the duty to drive with due regard for the safety of all persons and property - Displays complete understanding that under most circumstance the need to protect life and property outweighs the need to apprehend a suspect or arrive on scene of an incident quickly
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See next page for Attestation

Part 5 – Section 5: Patrol Vehicle Operations

ATTESTATION FOR SECTION 5

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.
-

Primary Field Training Officer:

X

Print Full Name: _____

Trainee:

X

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: 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):**
 - 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

SECTION 6

Community Relations/Professional Demeanor

6.1 – 6.6 COMPETENCY REQUIREMENTS

Contents	
6.1	Community Relations and Service
6.2	Professional Demeanor and Communications
6.3	Cultural Diversity
6.4	Racial Profiling
6.5	Crime Prevention
6.6	COP/POP
	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**6.1 COMMUNITY RELATIONS AND SERVICE**

- 6.1.01 Agency Responsibilities
- 6.1.02 Community Service

6.2 PROFESSIONAL DEMEANOR AND COMMUNICATIONS

- 6.2.01 Professional Principles
- 6.2.02 Citizen Evaluations
- 6.2.03 Inappropriate Verbal Language/Communication
- 6.2.04 Inappropriate Nonverbal Language/Communication
- 6.2.05 Explaining Actions to Citizens
- 6.2.06 Phone Communication
- 6.2.07 Other Forms of Communication

6.3 CULTURAL DIVERSITY

- 6.3.01 Community Cultures
- 6.3.02 Cultural Motivations and Biases
- 6.3.03 Increasing Trust within Communities

6.4 RACIAL PROFILING

- 6.4.01 Racial Profiling Prohibited and Damaging
- 6.4.02 Profiling Behavior
- 6.4.03 Constitutional Amendments
- 6.4.04 Community History
- 6.4.05 Agency Policy
- 6.4.06 Focusing on Behavior

6.5 CRIME PREVENTION

- 6.5.01 Citizen Support
- 6.5.02 Forms of Crime Prevention

6.6 COMMUNITY-ORIENTED/PROBLEM-ORIENTED POLICING (COP/POP)

- 6.6.01 Community/Problem Oriented Policing and Community Priorities
- 6.6.02 The Crime Triangle
- 6.6.03 Working with the Community to Solve Problems
- 6.5.04 Leadership in Community-Developed Problem Solving
- 6.5.05 Problem-Solving Model

SECTION 6 COMMUNITY RELATIONS/PROFESSIONAL DEMEANORCHECK ONE ONLY: ☐ PHASE 1 ☐ PHASE 2 ☐ PHASE 3 ☐ PHASE 4 ☐ PHASE 5

Trainee

FTO

6.1 COMMUNITY RELATIONS AND SERVICE**6.1.01 Agency Responsibilities**

The trainee shall explain the agency's responsibilities to community service.

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

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

- Trainee shall be instructed on his/her obligation to provide first class service to the community he/she has sworn to serve
- Displays understanding of, and demonstrates ability to carry out, the various types of services provided by the MPD to include:
 - a. Routine patrol to deter and observe crime and enforce applicable laws.
 - b. Address public needs and concerns as they arise.
 - c. Work with and educate the public to ensure a decent quality of life.
 - d. Outreach to Monterey homeless population and provide available resources such as shelter information/assistance or mental health professional assistance.

6.1.02 Community Service

The trainee shall identify the agency's roles and responsibilities in providing community service. Those roles may include:

- | | |
|---|---|
| <ul style="list-style-type: none"> A. To protect life and property B. To maintain order C. Crime prevention D. Public education E. Delivery of service F. Enforcement of laws | <ul style="list-style-type: none"> G. Community partnerships, such as: H. Community Oriented Policing Services (COPS) I. Police Athletic League/Police Activities League (PAL) J. Drug Abuse Resistance Education (DARE) K. Any other agency-approved programs |
|---|---|

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:

6.1.02	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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6.1.02	Part B - Agency Training Details <i>(field will expand automatically)</i> <ul style="list-style-type: none"> - Trainee shall be instructed on this agency's roles and responsibilities in providing community service - Demonstrates understanding and ability to execute these responsibilities as they apply to his/her duties
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6.2 PROFESSIONAL DEMEANOR AND COMMUNICATIONS								
6.2.01 Professional Principles The trainee shall identify the basic principles that generally apply to professions, and discuss how those principles relate to the profession of law enforcement.								
<i>Reference(s):</i>							Case # <i>(If applicable)</i>	Incident #
FTO:	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	
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

6.2.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) *Law Enforcement Code of Ethics* MPD Policy - Standards of Conduct	<input type="checkbox"/> N/A
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6.2.01	Part B - Agency Training Details (field will expand automatically) - Displays comprehension of the above listed policy - Trainee demonstrates understanding of basic principals as they apply to professions in general and how they relate to the profession of law enforcement - Demonstrates understanding of professional law enforcement and the expectation of conduct, ethical and moral standards
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6.2.02 Citizen Evaluations The trainee shall explain the various methods by which citizens evaluate law enforcement agencies and their officers.									
Reference(s):						Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	Signature	Date	Signature	Date		Signature	Date		
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	
Comments:									

Additional Information:

6.2.02	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input type="checkbox"/> N/A
Monterey Police Department - Mission Statement - *Monterey Police Department - Vision* *Monterey Police Department - Values* - *Law Enforcement Code of Ethics* MPD Policy - Standards of Conduct MPD Policy - Personnel Complaints		

6.2.02	Part B - Agency Training Details (field will expand automatically) <ul style="list-style-type: none"> - Displays complete understanding of the MPD Mission, Vision and Values - Demonstrates understanding of public perception, public expectation and our obligation to the public's needs - Displays understanding of the need to always be a positive representation of the MPD and the law enforcement profession - Displays understanding of the public's right to file formal complaints against MPD members and the process for carrying this out
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6.2.03 Inappropriate Verbal Language/Communication The trainee shall identify verbal factors which could contribute to a negative response from the public, including: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> A. Profanity B. Derogatory remarks </div> <div style="width: 48%;"> C. Offensive terms regarding gender, race, ethnicity, sexual orientation, nationality, religion, and/or socioeconomic status </div> </div>								
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"/> 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
Comments (field will expand automatically)								

Additional Information:

6.2.03	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Standards of Conduct	<input type="checkbox"/> N/A
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6.2.03	Part B - Agency Training Details (field will expand automatically) <ul style="list-style-type: none"> - Displays comprehension of the above listed policy - Displays complete understanding that the use of profanity, derogatory remarks and offensive terms has no place in professional law enforcement - Displays complete understanding of the negative impact the above inappropriate actions can have on community trust and the departments reputation, as well as the potential ramifications on the officer responsible - Discusses methods to avoid such actions and alternative negotiation tactics
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6.2.04	Inappropriate Nonverbal Language/Communication The trainee shall identify nonverbal factors which could contribute to a negative response from the public, including: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> A. Officious and disrespectful attitude B. Improper use of body language </div> <div style="width: 45%;"> C. Improper cultural response </div> </div>
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Reference(s):					Case # (If applicable)	Incident #		
FTO:	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	
	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
Comments (field will expand automatically)								

Additional Information:

6.2.04	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Standards of Conduct	<input type="checkbox"/> N/A
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6.2.04	Part B - Agency Training Details (field will expand automatically) <ul style="list-style-type: none"> - Displays comprehension of the above listed policy - Displays understanding of and demonstrates competent ability to communicate with the public with respect for ones current emotional/mental state - Demonstrates competent ability to control/adjust his/her attitude and body language as needed for each type of scenario
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6.2.05 Explaining Actions to Citizens The trainee shall discuss why it may be beneficial to explain the reasons for his/her actions to inquiring citizens.									
Reference(s):						Case # (If applicable)		Incident #	
FTO:	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		
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	
Comments (field will expand automatically)									

Additional Information:**6.2.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

MPD Policy - Community Relations

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

- Displays comprehension of the above listed policy
- Trainee shall display understanding of the need to maintain a transparent relationship with the public (except when disclosing information can jeopardize an investigation, officer safety or the safety of the public)
- Demonstrates why/how explaining his/her actions to inquiring citizens can be beneficial, to include:
 - a. Prevention of unnecessary citizen complaints
 - b. Gain public trust and cooperation in investigation
 - c. Educate the public on police procedure and reason for his/her actions (clears misconceptions)

6.2.06 Phone Communication

The trainee shall conduct phone conversations in a professional manner.

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:

6.2.06	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Standards of Conduct	<input type="checkbox"/> N/A
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6.2.06	Part B - Agency Training Details (field will expand automatically) <ul style="list-style-type: none"> - Displays comprehension of the above listed policy - Demonstrates competent ability to conduct thorough, professional and respectful telephone contacts regardless of the nature of the call - Trainee shall understand that he/she is ALWAYS representing the MPD, City of Monterey and the law enforcement profession when conducting any official duties
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6.2.07	Other Forms of Communication The trainee shall demonstrate the ability to communicate with any segment of the public in such a way as to enhance police service and community attitudes toward the police. This may be demonstrated through: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> A. Community contacts B. Business contacts C. Community involvement </div> <div style="width: 48%;"> D. Positive role modeling E. Mentoring </div> </div>							
Reference(s):						Case # (If applicable)	Incident #	
FTO:	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	
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
Comments (field will expand automatically)								

6.2.07	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> MPD Policy - Community Relations	<input type="checkbox"/> N/A
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6.2.07	<p>Part B - Agency Training Details <i>(field will expand automatically)</i></p> <ul style="list-style-type: none"> - Displays comprehension of the above listed policy - Trainee shall understand that aside from public safety responsibilities, each member of the MPD has an obligation to promote and enhance the relationship between the MPD and the community - Demonstrates ability to communicate with the public, outside routine calls for service, in such a way as to enhance police service and community attitudes toward the police - Explains the different types of contacts as listed above
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<div>6.3 CULTURAL DIVERSITY</div>										
<div>6.3.01 Community Cultures</div> <div>The trainee shall explain how the culture of the community can have an affect on the community’s relationship with his/her agency.</div>										
Reference(s):								Case # (If applicable)		Incident #
<div>FTO:</div> <div>Trainee:</div>	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			
					<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		
<div>Comments (field will expand automatically)</div>										

Additional Information:**6.3.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

MPD Policy - Community Relations

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

- Displays comprehension of the above listed policy
- Trainee shall understand the culture(s) of the Monterey Community and how it changes through generations
- Demonstrates an understanding of how the department's relationship with the community is affected by its culture

6.3.02 Cultural Motivations and Biases

The trainee shall identify cultural motivations and biases that may affect professional ethics.

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

MPD Policy - Community Relations

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

- Displays comprehension of the above listed policy
- Trainee shall discuss the cultural variations within the city of Monterey
- Identifies cultural motivations and biases that may affect professional ethics
- Demonstrates an understanding of how such cultural motivations and biases may affect professional ethics

6.3.03 Increasing Trust within Communities

The trainee shall assess and explain ways in which he/she can increase the trust of the community he/she serves.

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

MPD Policy - Community Relations

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

- Displays comprehension of the above listed policy
- Displays understanding of the need to interact and develop relationships with the community outside official calls for service
- Demonstrates ability to engage the community and explains ways in which he/she can increase the trust of the community

6.4 RACIAL PROFILING**6.4.01 Racial Profiling Prohibited and Damaging**

The trainee will review and discuss Penal Code 13519.4, which states in part, “Racial profiling... is the practice of detaining a suspect based on a broad set of criteria which casts suspicion on an entire class of people without any individualized suspicion of the particular person being stopped.” The trainee shall recognize that racial profiling:

- | | |
|---|---|
| <p>A. Is prohibited by law</p> <p>B. “Presents a great danger to the fundamental principles of a democratic society”</p> <p>C. “Is abhorrent and cannot be tolerated”</p> | <p>D. Causes community distrust and harms police relations with the community</p> <p>E. May have legal consequences</p> |
|---|---|

Reference(s):					Case # (If applicable)		Incident #	
FTO:	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	
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
Comments (field will expand automatically)								

Additional Information:**6.4.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

Law Enforcement Code of Ethics

MPD Policy - Community Relations

MPD Policy - Bias-Based Policing

MPD Policy - Standards of Conduct

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

- Displays understanding of Penal Code 13519.4
- Displays complete comprehension of how the prohibited acts of racial profiling can be detrimental to his/her career and the trust between the community and law enforcement
- Displays complete comprehension of the MPD Policy Bias-Based Policing policy and acknowledges that bias-based policing has no place in professional law enforcement and will not be tolerated

6.4.02 Profiling Behavior The trainee shall explain why effective police work profiles a person's behavior and not a person's race.								
Reference(s):							Case # (If applicable)	Incident #
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	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:								
	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:

6.4.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Bias-Based Policing MPD Policy - Suspicious Activity Reporting	<input type="checkbox"/> N/A
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6.4.02 Part B - Agency Training Details *(field will expand automatically)*

- Displays comprehension of the above listed policies
- Demonstrates understanding of proactive policing to include profiling people's behavior and not their race
- Demonstrates competent ability to perform proactive investigations without the use of bias-based policing

6.4.03 Constitutional Amendments

The trainee shall explain the 4th Amendment and 14th Amendment of the U.S. Constitution and how they define law enforcement activities that pertain to racial profiling.

<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:**6.4.03 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*☐ N/A

MPD Policy - Search and Seizure
 MPD Policy - Bias-Based Policing

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

- Displays comprehension of the above listed policies
- Explains his/her understanding of the 4th and 14th Amendments of the U.S. Constitution
- Explains how these Amendments define law enforcement activities that pertain to racial profiling

6.4.04 Community History The trainee shall discuss how the history of the community can have an affect on the community's relationship with his/her agency.								
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:

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

6.4.04 Part B - Agency Training Details (field will expand automatically) - Trainee shall demonstrate an understanding of the community's history/cultural background and how this can have an effect on the community's relationship with the MPD
--

6.4.05 Agency Policy The trainee shall review and be able to summarize the agency's policy regarding racial profiling.								
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:

6.4.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Bias-Based Policing	<input type="checkbox"/> N/A
---	------------------------------

6.4.05 Part B - Agency Training Details (field will expand automatically) - Trainee shall display complete comprehension of the above listed policy - Summarizes policy and demonstrates complete understanding that racial profiling has no place in professional law enforcement and will not be tolerated

6.4.06 Focusing on Behavior The trainee shall demonstrate the ability to perform effective police work focusing on behavior rather than race.								
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:

6.4.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Bias-Based Policing MPD Policy - Suspicious Activity Reporting	<input type="checkbox"/> N/A
---	------------------------------

6.4.06 Part B - Agency Training Details (field will expand automatically) - Displays comprehension of the above listed policies - Demonstrates understanding of proactive policing to include profiling people's behavior and not their race - Demonstrates competent ability to perform proactive investigations without the use of bias-based policing
--

6.5 CRIME PREVENTION								
6.5.01 Citizen Support The trainee shall demonstrate the knowledge and skills necessary to gain citizen support and participation in the prevention of crime.								
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:

6.5.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input type="checkbox"/> N/A
	MPD Policy - Community Relations MPD Policy - Patrol Function	

6.5.01	Part B - Agency Training Details (field will expand automatically)
	<ul style="list-style-type: none"> - Displays comprehension of the above listed policies - Displays understanding that citizen involvement is one of our greatest resources in carrying out our law enforcement duties - Demonstrates the knowledge and skills necessary to gain citizen support and participation in the prevention of crime (Give Examples)

6.5.02 Forms of Crime Prevention The trainee shall give examples of general forms of crime prevention, including: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> <p>A. Advice concerning mechanical and electronic devices (alarms, locks, and target hardening)</p> <p>B. Control of conditions (lighting, access, and architecture)</p> <p>C. Public awareness</p> </div> <div style="width: 48%;"> <p>D. Property identification (marking, engraving, etc.)</p> <p>E. Neighborhood watch programs</p> </div> </div>									
Reference(s):						Case # (If applicable)		Incident #	
FTO:	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		
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	
Comments (field will expand automatically)									

Additional Information:

6.5.02	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input type="checkbox"/> N/A
MPD Policy - Patrol Function MPD Policy - Community Relations		

6.5.02	Part B - Agency Training Details (field will expand automatically)
<ul style="list-style-type: none"> - Displays comprehension of the above listed policies - Displays understanding of importance to build rapport with the community and discuss general forms of crime prevention - Describes general forms of crime prevention as they pertain to citizens as listed above 	

6.6 COMMUNITY-ORIENTED/PROBLEM-ORIENTED POLICING (COP/POP)								
6.6.01 Community/Problem Oriented Policing and Community Priorities The trainee shall review and explain the agency's concept of community/problem oriented policing as it relates to community priorities and needs, focusing on specific violations, crimes, or circumstances.								
FTO:	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	
					<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:

6.6.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Community Relations	<input type="checkbox"/> N/A
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6.6.01	Part B - Agency Training Details <i>(field will expand automatically)</i> <ul style="list-style-type: none"> - Displays comprehension of the above listed policy - Trainee understands that, "It is the policy of the Monterey Police Department to promote positive relationships between members of the department and the community by treating community members with dignity and respect and engaging them in public safety strategy development and relationship-building activities, and by making relevant policy and operations information available to the community in a transparent manner" - Trainee demonstrates understanding of the MPD Community Policing Areas assigned to patrol officers and the expectations of the officers assigned to each area 	
--------	---	--

6.6.02 The Crime Triangle The trainee shall explain the crime triangle (offender, victim, and location).								
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:

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

6.6.02 Part B - Agency Training Details (field will expand automatically)
<ul style="list-style-type: none"> - Demonstrates understanding of the crime triangle and explains how repeat offenses can be prevented through proactive policing - Describe ways to help citizens and locations from becoming repeat victims

6.6.03 Working with the Community to Solve Problems The trainee shall describe the advantages of working with the community to find solutions to problems related to community safety and quality of life issues.								
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:

6.6.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Monterey Police Department - Values MPD Policy - Community Relations MPD Policy - Homeless Persons	<input type="checkbox"/> N/A
--	------------------------------

6.6.03 Part B - Agency Training Details (field will expand automatically) <ul style="list-style-type: none"> - Displays comprehension of the above listed policies and MPD Values - Demonstrates understanding of the value held in a strong relationship between the MPD and the community - Describes the advantages of working with the community to find solutions to problems related to community safety and quality of life issues - Explains his/her understanding of the role the MPD Community Action Team (CAT) plays in this mission
--

6.6.04 Leadership in Community-Developed Problem Solving The trainee shall demonstrate leadership in facilitating, assisting, and motivating community members to develop solutions to their problems.								
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:

6.6.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Monterey Police Department - Values MPD Policy - Community Relations	<input type="checkbox"/> N/A
---	------------------------------

6.6.04 Part B - Agency Training Details (field will expand automatically) - Displays comprehension of the above listed policy and MPD Values - Explains the benefit of not only assisting the community with their problems but also educating them to develop solutions to prevent recurrence - Demonstrates leadership in facilitating, assisting, and motivating community members to develop solutions to their problems
--

6.6.05 Problem-Solving Model The trainee shall explain the agency's problem-solving model [e.g., The SARA Model (Scanning, Analysis, Response and Assessment)], and be able to: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> <p>A. Learn the service needs and demands in their patrol area</p> <p>B. Devise ways to manage information gathered from various community sources</p> <p>C. Learn how to identify crime and disorder problems, and distinguish them from incidents</p> </div> <div style="width: 48%;"> <p>D. Develop plans with citizens to address crime and disorder problems</p> <p>E. Work with citizens to assess the results of their efforts</p> </div> </div>									
Reference(s):						Case # (If applicable)		Incident #	
FTO:	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		
Trainee:									
Comments <i>(field will expand automatically)</i>									

Additional Information:

6.6.05	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input type="checkbox"/> N/A
MPD Policy - Monterey Police Department - Values MPD Policy - Patrol Function MPD Policy - Community Relations		

6.6.05	Part B - Agency Training Details <i>(field will expand automatically)</i>
<ul style="list-style-type: none"> - Displays comprehension of the above listed policies and MPD Values - Demonstrates understanding of taking a proactive approach to problem solving - Explains the SARA Model - Demonstrates the ability to efficiently address community issues through the above listed strategies - Explains other strategies which might be utilized by the MPD to address community problem solving 	

See next page for Attestation

Part 5 – Section 6: Community Relations/Professional Demeanor

ATTESTATION FOR SECTION 6

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.
-

Primary Field Training Officer:

X

Print Full Name: _____

Trainee:

X

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: 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):**
 - 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

SECTION 7

Radio Communication Systems

7.1 – 7.2 COMPETENCY REQUIREMENTS

Contents
7.1 Radio Communication
7.2 Information Systems/Telecommunications
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**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
- 7.1.05 Vehicle Pursuit Transmission
- 7.1.06 Control During In-Progress Assignment

7.2 PROFESSIONAL DEMEANOR AND COMMUNICATIONS

- 7.2.01 Examples of Inquiries
- 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 SYSTEMSCHECK 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.

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:

7.1.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input type="checkbox"/> N/A
	MPD Policy - Department Owned and Personal Property (Portable Radio Policy) MPD Policy - Monterey County Emergency Communications Center (Radio Communications)	

7.1.01	Part B - Agency Training Details (field will expand automatically)
	<ul style="list-style-type: none"> - Displays comprehension of the above listed policies - Demonstrates understanding of radio/call sign procedure and etiquette

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.								
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:

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

7.1.02 Part B - Agency Training Details (field will expand automatically)
<ul style="list-style-type: none"> - Demonstrates acceptable retention of commonly used radio phonetics and codes - Explains importance of using phonetics and codes when communicating with Monterey County Emergency Communications Center (Dispatch)

7.1.03 Radio Procedures and Use

The trainee shall demonstrate knowledge of agency radio procedures and proficient use of the radio including:

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

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

☐ N/A

MPD Policy - Department Owned and Personal Property (Portable Radio Policy)

MPD Policy - Monterey County Emergency Communications Center (Radio Communications)

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

- Displays comprehension of the above listed policies
- Demonstrates knowledge of his/her radio's function and competency in using it
- Demonstrates proper radio etiquette to include:
 - a. Waiting for the air to be clear before transmitting
 - b. Speaking calmly and clearly into microphone
 - c. Avoiding over-modulation by speaking moderately
 - d. Keeping the air clear during "emergency traffic only" situations
 - e. Always knowing the call signs, assignments and beat locations of other MPD units
 - f. Always monitor radio traffic and be prepared to respond for assistance

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

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

7.1.04	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
7.1.04	Part B - Agency Training Details (field will expand automatically) <ul style="list-style-type: none">- Trainee shall demonstrate competency while utilizing the radio to complete a crime broadcast- Trainee's broadcast shall minimally include:<ul style="list-style-type: none">A. Type of incident and number of suspectsB. Complete known description of suspect(s), including height, weight, hair color and style, eye color, clothing description, and distinguishing characteristicsC. Loss (if any), including approximate value and denomination of billsD. Weapon(s) usedE. Vehicle(s) usedF. Direction(s) of flight	

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:

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

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:

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

☐ N/A

MPD Policy - Vehicle Pursuits

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

- Displays comprehension of the above listed policy
- Explains the critical information which must be transmitted over the radio to maintain control of a vehicle pursuit. This will minimally include:
 - A. Identification of the vehicle in pursuit
 - B. What the vehicle or occupant(s) is wanted for
 - C. Complete description of the vehicle, including license number
 - D. Number of occupants and possibility of weapons
 - E. Direction of travel
 - F. Approximate speed
 - G. Conditions (light or moderate traffic, dry or wet pavement, damage to suspect vehicle, etc.)
 - H. Necessity for backup and number of units needed
 - I. Location of stop

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	
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:

<div>7.1.06 Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i></div> <div></div>	<input checked="" type="checkbox"/> N/A
<div>7.1.06 Part B - Agency Training Details <i>(field will expand automatically)</i></div> <div><ul style="list-style-type: none">- Displays understanding of remaining calm and maintaining control during in-progress assignments- Demonstrates ability to control voice/emotion- Demonstrates ability to think ahead by communicating a perimeter to control possible escape routes- Understands he/she is responsible for the incident as the primary officer. Demonstrates ability to control the response of other police units</div>	

7.2 INFORMATION SYSTEMS / TELECOMMUNICATIONS**7.2.01 Examples of Inquiries**

The trainee shall give examples where inquiries into a law enforcement information system would be necessary. These may include:

- | | |
|--|--|
| <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> |
|--|--|

Reference(s):					Case # (If applicable)		Incident #	
FTO:	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	
Trainee:								
Comments (field will expand automatically)								

Additional Information:

7.2.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Protected Information	<input type="checkbox"/> N/A
--------	--	------------------------------

7.2.01	Part B - Agency Training Details (field will expand automatically) <ul style="list-style-type: none"> - Displays comprehension of the above listed policy - Gives examples where inquiries into a law enforcement information system would be necessary - Gives examples where inquiries into a law enforcement information system would not be authorized
--------	--

7.2.02 Law Enforcement Information Systems

The trainee shall be able to identify the law enforcement information systems used by the agency including:

- | | |
|------------------------------------|---|
| 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) |

Reference(s):					Case # (If applicable)		Incident #	
FTO:	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	
					<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:

7.2.02	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input type="checkbox"/> N/A
	MPD Policy - Protected Information	

7.2.02	Part B - Agency Training Details (field will expand automatically)
	<ul style="list-style-type: none"> - Displays comprehension of the above listed policy - Trainee shall identify all the law enforcement information systems utilized by the Monterey Police Department

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 | D. DMV information |
| B. Property, vehicles, and firearms | E. Miscellaneous information |
| C. Criminal histories | |

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"/> Field Perform
Trainee:					<input type="checkbox"/> Role Play			<input type="checkbox"/> Role Play
					<input type="checkbox"/> Written Test			<input type="checkbox"/> Written Test
					<input type="checkbox"/> Verbal Test			<input type="checkbox"/> Verbal Test

Comments (field will expand automatically)

Additional Information:**7.2.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☒ N/A**7.2.03 Part B - Agency Training Details (field will expand automatically)**

- Trainee shall demonstrate a knowledge of the minimum information requirements for generating a system inquiry (and which system to inquire within) related to the following categories:

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

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.								
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:

7.2.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Mobile Data Terminal Use	<input type="checkbox"/> N/A
--	------------------------------

7.2.04 Part B - Agency Training Details (field will expand automatically)
<ul style="list-style-type: none"> - Displays comprehension of the above listed policy - Demonstrates understanding of the Mobile Data Terminal use privileges, restrictions and requirements - Demonstrates competent understanding of the Mobile Data Terminal functions

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.								
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:

7.2.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Protected Information	<input type="checkbox"/> N/A
---	------------------------------

7.2.05 Part B - Agency Training Details (field will expand automatically) - Displays comprehension of the above listed policy - Demonstrates understanding of law enforcement systems restricted use and shall identify inappropriate uses of said systems

See next page for Attestation

Part 5 – Section 7: Radio Communication Systems

ATTESTATION FOR SECTION 7

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.
-

Primary Field Training Officer:

X

Print Full Name: _____

Trainee:

X

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: 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):**
 - 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

SECTION 8 Leadership

8.1 COMPETENCY REQUIREMENTS

Contents
8.1 Identifying Leadership
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

8.1 IDENTIFYING LEADERSHIP

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

SECTION 8 LEADERSHIPCHECK 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	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:**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)*

- Trainee recognizes they can, at any level, develop effective leadership strategies to assist co-workers in better serving the community
- Identifies leadership strategies they possess or should possess to assist co-workers and community members
- Displays understanding of why ALL MPD members should consider themselves leaders and continuously develop effective leadership strategies to produce the best possible community service

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 | |

Reference(s):					Case # (If applicable)	Incident #		
FTO:	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	
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
Comments <i>(field will expand automatically)</i>								

Additional Information:**8.1.02 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*☐ N/A

Law Enforcement Code of Ethics

MPD Policy - Monterey Police Department - Mission / Vision / Values

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

- Shall demonstrate complete comprehension and acceptance of the MPD Mission Statement, Vision and Values and the Law Enforcement Code of Ethics
- Demonstrates how the following leadership competencies can affect his/her skills and abilities as an officer:
 - A. Integrity
 - B. Credibility
 - C. Trust
 - D. Discretion
 - E. Duty
 - F. Loyalty
 - G. Honesty

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.

Reference(s):					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	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:**8.1.03 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*☐ N/A

MPD Policy - Monterey Police Department - Mission / Vision / Values

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

- Shall demonstrate complete comprehension and acceptance of the MPD Mission Statement, Vision and Values
- Demonstrates his/her leadership role at MPD with clear consideration of our vision, mission and values statement

See next page for Attestation

Part 5 – Section 8: Leadership

ATTESTATION FOR SECTION 8

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).
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 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:

X

Print Full Name: _____

Trainee:

X

Print Full Name: _____

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How to Complete Part 5 (Sections 1–18)

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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.

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How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

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 - 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

SECTION 9 California Codes and Laws

9.1 – 9.5 COMPETENCY REQUIREMENTS

Contents	
9.1	Criminal Law
9.2	Reasonable Suspicion/Probable Cause
9.3	Laws of Arrest
9.4	Juvenile Law and Procedure
9.5	Additional Laws
	List of Subtopics
	Attestation
	Instructions to Administrators
	Instructions to FTOs

Note to Administrators

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- 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**9.1 CRIMINAL LAW**

- 9.1.01 Terminology
- 9.1.02 Crime Elements
- 9.1.03 Persons Legally Incapable of Committing a Crime
- 9.1.04 Crime Identification

9.2 REASONABLE SUSPICION/PROBABLE CAUSE

- 9.2.01 Reasonable Suspicion
- 9.2.02 Probable Cause to Arrest
- 9.2.03 Probable Cause Related to Felonies and Misdemeanor Arrests
- 9.2.04 Officer's Right to Search a Person
- 9.2.05 Recognizing Probable Cause for Police Action

9.3 LAWS OF ARREST

- 9.3.01 Authority to Make an Arrest
- 9.3.02 Arrest Requirements
- 9.3.03 Private Person Arrest
- 9.3.04 Miranda Rights
- 9.3.05 Admittance onto Property
- 9.3.06 Allowable Use of Force
- 9.3.07 Reasonable Force
- 9.3.08 Use of Physical Force and Deadly Force
- 9.3.09 False Imprisonment Liability
- 9.3.10 Legal Exceptions to an Arrest

9.4 JUVENILE LAW AND PROCEDURE

- 9.4.01 Investigating Juvenile Offenses

9.5 REASONABLE SUSPICION/PROBABLE CAUSE

- 9.5.01 Alcoholic Beverage Control Act
- 9.5.02 Probation/Parole Laws
- 9.5.03 Local Ordinance Violations
- 9.5.04 Constitutional Amendments Granting Individual Rights
- 9.5.05 State Legislative Mandates
- 9.5.06 Marsy's Law

SECTION 9 CALIFORNIA CODES AND LAWSCHECK ONE ONLY: ☐ PHASE 1 ☐ PHASE 2 ☐ PHASE 3 ☐ PHASE 4 ☐ PHASE 5

Trainee

FTO

9.1 CRIMINAL LAW**9.1.01 Terminology**

The trainee shall define certain terms as recognized in California criminal law. These shall minimally include:

- | | |
|--------------------------|-----------------------|
| A. Accessory | F. Implied intent |
| B. Accomplice | G. Principal |
| C. Criminal negligence | H. Specific intent |
| D. <i>Corpus delicti</i> | I. Transferred intent |
| E. Entrapment | |

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

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

- Trainee shall demonstrate their knowledge of terminology as recognized in CA criminal law and explain them through scenario. They shall minimally include:

- A. Accessory
- B. Accomplice
- C. Criminal negligence
- D. Corpus delicti
- E. Entrapment
- F. Implied intent
- G. Principal
- H. Specific intent
- I. Transferred intent

9.1.02 Crime Elements

The trainee shall identify the elements of a crime or public offense to include:

- A. Any act or omission:
 - 1. Committed by any person
 - 2. In violation of statutory law
 - 3. For which there is punishment

<i>Reference(s):</i> Penal Code 15						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:

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

9.1.02	Part B - Agency Training Details (field will expand automatically) <ul style="list-style-type: none"> - Shall demonstrate, either through scenario or actual investigation, the ability to identify if the elements of crimes have been met before proceeding in the investigation - Shall be able to quickly determine if a crime has been committed and if an arrest is warranted
---------------	--

9.1.03 Persons Legally Incapable of Committing a Crime The trainee shall describe those persons who are legally incapable of committing a crime in the state of California.									
Reference(s): Penal Code 26						Case # (If applicable)		Incident #	
FTO:	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		
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	
Comments (field will expand automatically)									

Additional Information:

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

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

- Shall understand and explain Ca Penal Code 26
- Describes those persons who are legally incapable of committing a crime in the state of California as well as any exceptions that apply

9.1.04 Crime Identification

Given any situation in which a possible crime has occurred, the trainee shall recognize those situations where the crime is complete and shall identify the crime by its common name, code number, and crime classification. These crimes shall minimally include California laws pertaining to:

- | | |
|--|---|
| A. Obstruction of Justice | M. Trespassing |
| B. Homicide | N. Arson |
| C. Robbery | O. Vandalism |
| D. Assaults | P. Theft, including Identify Theft |
| E. Criminal Threats (formerly Terrorist Threats) | Q. Forgery and Check Offenses |
| F. Stalking | R. Disorderly Conduct |
| G. Restraining Order Violations | S. Control and Use of Dangerous Weapons |
| H. Cruelty to Animals | T. Use (including under the influence), Possession, and Sales of Dangerous Drugs |
| I. Crimes Against Children | U. Receiving or Possession of Stolen Property, including Alteration of Serial Numbers |
| J. Sex Crimes | |
| K. Disturbing the Peace | |
| L. Burglary | |

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:

9.1.04	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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9.1.04	Part B - Agency Training Details (field will expand automatically) <ul style="list-style-type: none"> - Trainee shall be able to demonstrate a knowledge of crimes and be able to identify them by name, code number and crime classification. These should minimally include the above listed crimes - Shall be able to explain the importance of retaining this information and being able to apply it during investigations
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9.2 REASONABLE SUSPICION/PROBABLE CAUSE								
9.2.01 Reasonable Suspicion The trainee shall identify and explain the following elements of “reasonable suspicion” as those required to lawfully stop, detain, or investigate a person: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> <p>A. Specific facts which can be articulated</p> <p>B. Crime-related activity that has occurred, is occurring, or is about to occur</p> </div> <div style="width: 48%;"> <p>C. Involvement by the person to be detained in a crime-related activity</p> </div> </div>								
Reference(s):							Case # (If applicable)	Incident #
FTO:	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	
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
Comments (field will expand automatically)								

Additional Information:

9.2.01	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> MPD Policy - Detentions and Photographing Detainees	<input type="checkbox"/> N/A
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9.2.01	Part B - Agency Training Details <i>(field will expand automatically)</i> - Displays comprehension of the above listed policy - Trainee shall demonstrate understanding of Reasonable Suspicion and explain its basic elements as required to LAWFULLY stop, detain, or investigate a person
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9.2.02	Probable Cause to Arrest Probable cause to arrest requires more than the “reasonable suspicion” necessary for a detention and is essentially the same as the probable cause required to obtain an arrest warrant or a search warrant. The trainee shall identify and explain the following elements of probable cause as those required to make a valid arrest: <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>A. Whether probable case exists to make an arrest depends upon the reasonable conclusions that can be drawn from the facts known to the arresting officer at the time of the arrest.</p> <p>B. The officer’s training and experience are relevant to a determination of probable cause.</p> </div> <div style="width: 48%;"> <p>C. Probable cause exists when the totality of circumstances would lead a person of ordinary care and prudence to entertain an honest and strong suspicion that the person to be arrested is guilty of a crime.</p> </div> </div>
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<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:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

9.2.02	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input type="checkbox"/> N/A
	MPD Policy - Law Enforcement Authority MPD Policy - Domestic Violence	

9.2.02	Part B - Agency Training Details (field will expand automatically)
	<ul style="list-style-type: none"> - Displays comprehension of the above listed policies - Trainee shall demonstrate understanding of Probable Cause and explain its elements as required to LAWFULLY make an arrest

9.2.03	Probable Cause Related to Felonies and Misdemeanor Arrests The trainee shall identify and explain how probable cause is used in arrests for felonies and misdemeanors: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> <p>A. For a felony: An officer may arrest with a warrant, or without a warrant, if the officer has probable cause to believe the person to be arrested committed the felony, regardless of whether or not the felony was committed in the officer's presence.</p> <p>B. For a misdemeanor: An officer may arrest with a warrant, or without a warrant, if the officer has probable cause to believe the misdemeanor was committed in the officer's presence.</p> </div> <div style="width: 48%;"> <p>C. For a misdemeanor: See California Penal Code and California Peace Officers Legal Sourcebook for situations where officers are allowed by statute to make warrantless arrests for certain enumerated misdemeanors, even though the misdemeanors were not committed in the officer's presence.</p> <p>D. For a private person's arrest: See California Penal Code and California Peace Officers Legal Sourcebook for statutes on accepting this type of arrest.</p> </div> </div>
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<i>Reference(s):</i>					Case # (If applicable)	Incident #		
FTO:	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	
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
Comments (field will expand automatically)								

Additional Information:

9.2.03	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input type="checkbox"/> N/A
	MPD Policy - Law Enforcement Authority MPD Policy - Domestic Violence MPD Policy - Impaired Driving (Warrantless Arrest)	

9.2.03	Part B - Agency Training Details <i>(field will expand automatically)</i> <ul style="list-style-type: none"> - Displays comprehension of the above listed policies - Trainee shall demonstrate understanding of Ca Penal Code Section 836 - Demonstrates complete comprehension of how probable cause is used in arrests for felonies and misdemeanors, to include: <ul style="list-style-type: none"> A. For a felony: An officer may arrest with a warrant, or without a warrant, if the officer has probable cause to believe the person to be arrested committed the felony, regardless of whether or not the felony was committed in the officer's presence. B. For a misdemeanor: An officer may arrest with a warrant, or without a warrant, if the officer has probable cause to believe the misdemeanor was committed in the officer's presence. C. For a misdemeanor: See California Penal Code and California Peace Officers Legal Sourcebook for situations where officers are allowed by statute to make warrantless arrests for certain enumerated misdemeanors, even though the misdemeanors were not committed in the officer's presence. D. For a private person's arrest: See California Penal Code and California Peace Officers Legal Sourcebook for statutes on accepting this type of arrest.
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9.2.04 Officer's Right to Search a Person The trainee shall recognize and explain the police officer's right to search a person when probable cause to arrest exists.									
Reference(s):							Case # (If applicable)		Incident #
FTO:	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		
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	
Comments <i>(field will expand automatically)</i>									

Additional Information:

9.2.04	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> MPD Policy - Search and Seizure MPD Policy - Custody Searches	<input type="checkbox"/> N/A
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9.2.04	Part B - Agency Training Details <i>(field will expand automatically)</i> - Displays comprehension of the above listed policies - Trainee shall demonstrate understanding of his/her right to search a person when probable cause to arrest exists
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9.2.05 Recognizing Probable Cause for Police Action Given various scenarios, simulated incidents, or calls for service depicting instances where probable cause for police action may or may not exist, the trainee shall recognize its presence or absence and then explain the reasons behind that determination.								
Reference(s):					Case # <i>(If applicable)</i>	Incident #		
FTO:	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	
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
Comments <i>(field will expand automatically)</i>								

Additional Information:

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

- Trainee shall explain and demonstrate their understanding of the above described scenario as it pertains to the existence of probable cause for police action

9.3 LAWS OF ARREST**9.3.01 Authority to Make an Arrest**

The trainee shall explain a peace officer's authority to make an arrest.

Reference(s): Penal Code 836 ; Vehicle Code 40300.5 through 40302					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	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:**9.3.01 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*☐ N/A

MPD Policy - Law Enforcement Authority

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

- Displays complete comprehension of the above listed policy and Ca Penal Code Section 836
- Demonstrates understanding by explaining his/her authority, as a peace officer, to make an arrest

9.3.02 Arrest Requirements The trainee shall explain the various requirements related to arrests, to minimally include: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> <p>A. Time of day or night that an arrest may be made</p> <p>B. The information the person arrested must be provided and when it must be provided</p> </div> <div style="width: 48%;"> <p>C. What must be done with the person once they are arrested, and what are the required procedures for handling him or her</p> </div> </div>								
Reference(s): Penal Codes 825 ; 840 ; 841 ; 848 ; 849 ; 851.5 ; 853.5 ; and 853.6						Case # (If applicable)	Incident #	
FTO: Trainee:	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	
					<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
Comments <i>(field will expand automatically)</i>								

Additional Information:

9.3.02	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> MPD Policy - Law Enforcement Authority MPD Policy - Investigation and Prosecution (Custodial Interrogation Requirements) MPD Policy - Handcuffing and Restraints MPD Policy - Seat Belts; MPD Policy - Use of Force	<input type="checkbox"/> N/A
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9.3.02	Part B - Agency Training Details <i>(field will expand automatically)</i> <ul style="list-style-type: none"> - Displays comprehension of the above listed policies - Demonstrates understanding of the various requirements related to arrests. This should minimally include: <ul style="list-style-type: none"> a. Time of day restrictions related to misdemeanor offenses and arrest warrants b. Proper use of restraints and safety equipment during transport c. Miranda advisement d. Proper handling of prisoner's personal property e. Booking procedures f. Being ever mindful to only use that amount of force that reasonably appears necessary to effect the arrest
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9.3.03 Private Person Arrest The trainee shall explain the requirements placed upon a private person making the arrest of another and to determine if the “private person” arrest is legal.								
Reference(s): Penal Codes 837 and 847						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:

9.3.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Private Persons Arrests	<input type="checkbox"/> N/A
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9.3.03 Part B - Agency Training Details (field will expand automatically) <ul style="list-style-type: none"> - Displays comprehension of the above listed policy - Demonstrates understanding of Ca Penal Code Section 837 - Demonstrates understanding by explaining the requirements placed upon a private person making the arrest of another and to determine if the "private person" arrest is legal
--

9.3.04 Miranda Rights								
The trainee shall explain the requirements for advising a person of his/her Miranda rights.								
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:

9.3.04	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input type="checkbox"/> N/A
	MPD Policy - Investigation and Prosecution	
	MPD Policy - Temporary Custody of Juveniles (Advisements)	

9.3.04	Part B - Agency Training Details (field will expand automatically)
	<ul style="list-style-type: none"> - Displays comprehension of the above listed policies - Explains the requirements for advising a person of his/her Miranda rights - Explain why a routine encounter turned detention may require Miranda advisement

9.3.05 Admittance onto Property The trainee shall explain the requirements regarding gaining admittance into a location to make an arrest.								
Reference(s): Penal Code 844						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:

9.3.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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9.3.05 Part B - Agency Training Details (field will expand automatically) - Trainee shall explain the requirements regarding gaining admittance into a location to make an arrest, to minimally include: a. Consent b. Warrant c. Fresh Pursuit
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9.3.06 Allowable Use of Force The trainee shall explain the amount of force that may be used when effecting an arrest.								
Reference(s): Penal Code 835 and 843						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:

9.3.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Use of Force	<input type="checkbox"/> N/A
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9.3.06 Part B - Agency Training Details (field will expand automatically) - Displays complete comprehension of the above listed policy - Demonstrates competent understanding of use of force limitations, specifically the amount of force that may be used to effect an arrest

9.3.07 Reasonable Force The trainee shall explain the term “reasonable” as it applies to the use of force.								
Reference(s): Penal Code 835						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:

9.3.07 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Use of Force	<input type="checkbox"/> N/A
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9.3.07 Part B - Agency Training Details (field will expand automatically) <ul style="list-style-type: none"> - Displays complete comprehension of the above listed policy - Displays understanding of Ca Penal Code Section 835a - Demonstrates understanding of use of force limitations as it applies to the term "reasonable" - Demonstrates complete understanding that excessive force has no place in professional law enforcement and will not be tolerated
--

9.3.08 Use of Physical Force and Deadly Force The trainee shall review and explain California law and department policy concerning the use of physical force and deadly force.								
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:

9.3.08 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Use of Force Federal Case Law - Tennessee v Garner	<input type="checkbox"/> N/A
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9.3.08 Part B - Agency Training Details (field will expand automatically) - Displays complete comprehension of the above listed policy - Displays understanding of Ca Penal Code Section 835a - Shall explain MPD policy and Ca Law concerning the use of physical force and deadly force - Trainee shall demonstrate understanding of Tennessee v Garner federal case law.
--

9.3.09 False Imprisonment Liability The trainee shall explain instances where he/she is not civilly liable for false imprisonment arising out of an arrest.								
Reference(s): Penal Codes 142(c) , 836.5 , and 847						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:								
Comments (field will expand automatically)								

Additional Information:

9.3.09 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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9.3.09 Part B - Agency Training Details (field will expand automatically) - The trainee shall explain instances where he/she is not civilly liable for false imprisonment arising out of an arrest, keeping in mind Probable Cause and Officer/Public Safety
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9.3.10 Legal Exceptions to an Arrest The trainee shall explain situations where legal exceptions to an arrest might exist, including: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> <p>A. Diplomatic immunity (22 U.S. Constitution, Chapter 6)</p> <p>B. State misdemeanor rule (Hill v. Levy, 117 Cal. App. 2d, 667; Roynon v. Battin, 55 CA 2nd 861)</p> </div> <div style="width: 48%;"> <p>C. Congressional exceptions (Article 1, Section 6, U.S. Constitution; Article 4, Section 2, California Constitution)</p> </div> </div>									
Reference(s):						Case # (If applicable)		Incident #	
FTO:	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		
					<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:

9.3. 10	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> MPD Policy - Foreign Diplomatic and Consular Representatives	<input type="checkbox"/> N/A
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9.3.10	Part B - Agency Training Details <i>(field will expand automatically)</i> <ul style="list-style-type: none"> - Displays comprehension of the above listed policy and the limitations it imposes on his/her enforcement action - Explains the State Misdemeanor Rule (referencing above listed case law), focusing on "committed in his/her presence" - Explains how Article 1, Section 6 of the U.S. Constitution affects his/her enforcement action. It reads in part: "....They (Senators and Representatives) shall in all Cases, except Treason, Felony and Breach of Peace, be privileged from Arrest during their Attendance at the Session of their respective Houses, and in going to and returning from the same; and for any Speech or Debate in either House, they shall not be questioned in any other Place."
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9.4 JUVENILE LAW AND PROCEDURE**9.4.01 Investigating Juvenile Offenses**

The trainee shall explain applicable laws pertaining to the investigation of juvenile offenses and to the apprehension and detention of juvenile offenders. These shall minimally include:

- A. Miranda advisement
- B. Welfare and Institutions Codes (WIC) [300](#), [305](#), [601](#), [602](#), [625](#), [627](#), [707](#) and any additional local ordinances and/or curfews
- C. Laws pertaining to schools, including Penal Code (PC) [626](#) sections and Education Codes [48906](#), [48260-66](#), etc.
- D. Secure/Non-secure detention of juveniles: WIC [206](#), [207](#), [207.1](#), [207.2](#)

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:

9.4.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input type="checkbox"/> N/A
	MPD Policy - Temporary Custody of Juveniles	

9.4.01	Part B - Agency Training Details (field will expand automatically)
	<ul style="list-style-type: none"> - Displays comprehension of the above listed policy - Explains mandates for juvenile Miranda advisement - Demonstrates understanding of Welfare and Institutions Codes (listed above) and Monterey City Codes applicable to juvenile offenses - Demonstrates understanding of laws pertaining to schools (including above listed PC/EC sections) and explain role of MPD School Resource Officer - Demonstrates understanding of MPD policy and procedure for handling juvenile detentions to include Secure vs. Non-secure detentions and juvenile log maintenance

9.5 ADDITIONAL LAWS									
9.5.01 Alcoholic Beverage Control Act The trainee shall recognize violations of the Alcoholic Beverage Control Act and will locate the applicable sections including those prohibiting: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> <p>A. After-hours sales and/or consumption of alcoholic beverages on licensed premises</p> <p>B. Selling/providing alcoholic liquor to any person under age 21</p> </div> <div style="width: 48%;"> <p>C. Selling/providing alcoholic liquor to a person who is visibly intoxicated</p> </div> </div>									
Reference(s): Business and Professions Codes 23000 through 25762						Case # (If applicable)		Incident #	
FTO:	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		
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	
Comments <i>(field will expand automatically)</i>									

Additional Information:

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

9.5.01	Part B - Agency Training Details <i>(field will expand automatically)</i>
<ul style="list-style-type: none"> - Demonstrates he/she is familiar with Business and Professions Code 25631 - Demonstrates he/she is familiar with Business and Professions Code 25658(a) - Demonstrates he/she is familiar with Business and Professions Code 25602(a) - Explains process for enforcing these violations 	

The trainee shall review and explain the laws regarding probation and parole violations, searches, and holds including:

A. Penal Code (PC) [1203.2](#)

B. Penal Code (PC) 3056

Additional Information:

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

- Demonstrates understanding of sections 1203.2, 3056 and 3455 of the California Penal Code
- Demonstrates understanding of probation/parole/PRCS conditions as they apply to searches
- Explains the process for requesting or enforcing a hold

9.5.03 Local Ordinance Violations The trainee shall recognize violations of local ordinances and shall be able to locate the applicable sections.								
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:

9.5.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - City Code Violations - Issuing Citations and Filing Complaints	<input type="checkbox"/> N/A
--	------------------------------

9.5.03 Part B - Agency Training Details (field will expand automatically) <ul style="list-style-type: none"> - Trainee shall be provided with a list of Monterey City Code (MCC) sections - Demonstrates knowledge of the MCC's - Demonstrates ability to recognize MCC violations and shall be able to locate the applicable sections either from the provided list or the City of Monterey web site. -Trainee will know when to complete a civil citation and when to issue a notice to appear citation for city code violations

9.5.04 Constitutional Amendments Granting Individual Rights The trainee shall recognize the basic rights of all persons as granted by the United States Constitution and shall at all times adhere to those rights granted by the following amendments: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> <p>A. <i>First Amendment</i> – Freedom of religion, speech, press, and public assembly</p> <p>B. <i>Fourth Amendment</i> – Search and seizure only by warrant or good cause</p> <p>C. <i>Fifth Amendment</i> – Right to trial, no double jeopardy, no self-incrimination, no punishment without due process, and no confiscation without compensation</p> </div> <div style="width: 48%;"> <p>D. <i>Sixth Amendment</i> – Right to a speedy trial</p> <p>E. <i>Eighth Amendment</i> – Excessive bail prohibited</p> <p>F. <i>Fourteenth Amendment</i>– Civil rights (see 18 USC Section 242 – Color of law/authority)</p> </div> </div>									
Reference(s): U.S. Constitution , Bill of Rights						Case # (If applicable)		Incident #	
FTO:	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		
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	
Comments (field will expand automatically)									

Additional Information:

9.5.04	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input type="checkbox"/> N/A
Law Enforcement Code of Ethics MPD Policy - Oath of Office MPD Policy - Law Enforcement Authority MPD Policy - First Amendment Assemblies; MPD Policy - Search and Seizure		

9.5.04	Part B - Agency Training Details (field will expand automatically)
<ul style="list-style-type: none"> - Trainee shall demonstrate comprehension of the above listed policies - Recognizes the basic rights of all persons as granted by the US Constitution and shall demonstrate the ability to adhere to those rights at all times 	

9.5.05 State Legislative Mandates The trainee shall review, explain, and/or give examples of any new/revised state legislative mandates.								
Reference(s): POST Legislative Update Telecourses and CD ROMs; POST Required Updated or Refresher Training Requirements						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:

9.5.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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9.5.05 Part B - Agency Training Details (field will expand automatically)
<ul style="list-style-type: none"> - Trainee shall demonstrate ability to continuously educate him/herself on any new/revised state legislative mandates - Explains any new/revised state legislative mandates

9.5.06 Marsy's Law The trainee shall review and explain the requirements of the Victims' Bill of Rights Act of 2008 (Marsy's Law) and review the Marsy's Card.								
Reference(s): California Constitution, Article I, Section 28(b)						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:

9.5.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) 	<input checked="" type="checkbox"/> N/A
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9.5.06 Part B - Agency Training Details (field will expand automatically) <ul style="list-style-type: none"> - Trainee shall be provided a supply of Marsy's Cards and educated on issuing requirements - Trainee demonstrates understanding the Victim's Bill of Rights Act and when he/she is required to provide a citizen with a Marsy's Card

See next page for Attestation

Part 5 – Section 9: California Codes and Laws

ATTESTATION FOR SECTION 9

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.
-

Primary Field Training Officer:

X

Print Full Name: _____

Trainee:

X

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: 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):**
 - 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

SECTION 10 Search and Seizure

10.1 – 10.3 COMPETENCY REQUIREMENTS

Contents
10.1 Search Concepts
10.2 Seizure Concepts
10.3 Warrants
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**10.1 SEARCH CONCEPTS**

- 10.1.01 Terminology
- 10.1.02 Circumstances Allowing Legally Authorized Searches
- 10.1.03 Items Which May Be Legally Searched
- 10.1.04 Limits of Searches
- 10.1.05 Exclusionary Rule

10.2 SEIZURE CONCEPTS

- 10.2.01 Lawful Evidence Seizure

10.3 WARRANTS

- 10.3.01 Obtaining Search and Arrest Warrants
- 10.3.02 Serving Search and Arrest Warrants
- 10.3.03 Demonstrating Proper Procedures for Obtaining and Serving Warrants

SECTION 10 SEARCH AND SEIZURECHECK ONE ONLY: ☐ PHASE 1 ☐ PHASE 2 ☐ PHASE 3 ☐ PHASE 4 ☐ PHASE 5

Trainee

FTO

10.1 SEARCH CONCEPTS**10.1.01 Terminology**

The trainee shall review and explain the following terms relative to searches:

- | | |
|----------------------|---------------------------------|
| A. Consent | E. Instrumentalities of a crime |
| B. Scope of Searches | F. Contraband |
| C. Contemporaneous | G. Knock and Notice |
| D. Probable Cause | H. Container search doctrine |

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	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:

Additional Information:**10.1.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☒ N/A

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

- Trainee shall explain the above listed terms relative to searches and demonstrate understanding of search authority and limitations
- Consent: Shall explain when consent should be requested to search and what the limitations are for a consent search
- Scope of Searches: Shall explain when a search could move outside the scope of his/her investigation
- Incident to Arrest: Shall explain through example when a search is incident to arrest
- Probable Cause: Shall explain why probable cause is generally needed for a lawful search, and what constitutes probable cause
- Instrumentalities of a Crime: Shall explain when/why instrumentalities of a crime may be searched (i.e., vehicle, bag) and seized
- Contraband: Shall explain what constitutes contraband and how contraband affects your ability to search (i.e., possession or plain view)
- Knock and Notice: Shall explain knock and notice requirements and instances where knock and notice may not be required (i.e., exigent circumstances, officer safety)
- Container Search Doctrine: Shall explain how containers may be seized if he/she has probable cause to believe evidence of a crime is in the container, but not searched without a warrant

10.1.02 Circumstances Allowing Legally Authorized Searches

The trainee shall recognize and explain the circumstances under which the following types of legally authorized searches may be made. These circumstances shall minimally include:

- | | |
|-----------------------------|----------------------------|
| A. Pat searches for weapons | E. Plain sight |
| B. Consent searches | F. Incident to arrest |
| C. Probable cause search | G. Exigent circumstances |
| D. A search warrant | H. Probation/parole search |

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training	How Remediated?	
	Signature	Date	Signature	Date				Signature
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:								

Additional Information:**10.1.02 Part A - Reference Agency Policies/Procedures, if applicable** (600 characters maximum)☐ N/A

MPD Policy - Search and Seizure

MPD Policy - Custody Searches

MPD Policy - Warrant Service

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

- Trainee shall demonstrate comprehension of the above listed policies
- Pat Searches for Weapons: Shall explain when a pat search for weapons is warranted and what the limitations are for a pat search
- Consent Searches: Shall explain when consent should be requested to search and what the limitations are for a consent search. Shall explain the person's right to rescind consent to search
- Probable Cause Search: Shall explain his/her right to search a person or property once probable cause has been established. Shall explain limitations to this rule
- Search Warrant: Explains the process for obtaining and executing a search warrant. Explains the inherent risks that come with warrant services. Explains the limitations of search warrants (i.e., areas/people to be searched, items being searched for)
- Plain Sight: Shall explain the definition of "plain sight" and how this allows him/her to search for additional contraband
- Incident to Arrest: Shall explain the requirement to search all subjects incident to arrest. Explains ability to search personal property incident to arrest
- Exigent Circumstances: Shall explain his/her authority to search based on exigent circumstances and the potential for evidence to be destroyed
- Probation/Parole Search: Shall explain authority to search based on a person's probation/parole conditions. Explains the need to confirm probation/parole status before executing the search

10.1.03 Items Which May Be Legally Searched

The trainee shall identify items for which an officer may legally search. These items shall minimally include:

- | | |
|-----------------------------|-----------------------|
| A. Dangerous weapons | D. Contraband |
| B. Fruits of the crime | E. Suspects |
| C. Instruments of the crime | F. Additional victims |

Reference(s):					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
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
Comments:								

Additional Information:

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

MPD Policy - Search and Seizure

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

- Trainee shall demonstrate comprehension of the above listed policy
- Shall items for which he/she may legally search. These should minimally include those listed above

10.1.04 Limits of Searches The trainee shall discuss the limits of searches when conducted with persons, vehicles, and buildings including: A. Protective sweeps B. Closed containers C. Inventory searches								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	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:								

Additional Information:

10.1.04	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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10.1.04	Part B - Agency Training Details (field will expand automatically) - Trainee shall demonstrate understanding of and explain the limits of searches when conducted with persons, vehicles, and buildings to include the following: A. Protective Sweeps: Shall explain authority to perform a protective sweep search for public/officer safety (i.e., sweep a residence during a domestic violence investigation) B. Closed Containers: Shall explain the need to gain either consent or search warrant to search a closed container when he/she believes it contains evidence of a crime C. Inventory Searches: Shall explain the limitations of an inventory search (i.e., prior to towing a vehicle). Explains how contraband in plain view can change the scope of the search	
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10.1.05 Exclusionary Rule The trainee shall explain the “exclusionary rule” and its effect upon police action and procedures including: A. Court filings B. Prosecution of suspects								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
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	
Comments:								

Additional Information:

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

10.1.05	Part B - Agency Training Details (field will expand automatically)
	<ul style="list-style-type: none"> - Trainee shall demonstrate understanding of the "exclusionary rule" - Trainee shall explain how evidence seized through an unlawful search will be impermissible in a criminal trial

10.2 SEIZURE CONCEPTS								
10.2.01 Lawful Evidence Seizure The trainee shall review and explain the concept of lawful evidence seizure, including instances where force may be justified, such as: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> <p>A. Preventing a suspect from swallowing evidence</p> <p>B. Inducing a suspect to vomit</p> </div> <div style="width: 48%;"> <p>C. Extracting blood evidence from a suspect</p> <p>D. Extracting fingerprint evidence from a suspect</p> </div> </div>								
Reference(s):							Case # (If applicable)	Incident #
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
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
Comments:								

Additional Information:

10.2.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Use of Force (Use of Force to Seize Evidence)	<input type="checkbox"/> N/A
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10.2.01 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall review and explain the concept of lawful evidence seizure, including instances where force may be justified, such as:
 - A. Preventing a suspect from swallowing evidence: Shall explain his/her understanding of MPD policy. Understands that although MPD policy does not prohibit him/her from using force to prevent a suspect from swallowing evidence, it is discouraged
 - B. Inducing a suspect to vomit: Shall explain his/her understanding that he/she is encouraged to only use techniques and methods taught by the Monterey Police Department. Explains his/her understanding that emergency medical services should be requested if he/she believes a dangerous substance has been ingested by a suspect
 - C. Extracting Blood Evidence from a Suspect: Shall explain the process for extracting blood evidence from a suspect to include consent and obtaining a warrant. Explains his/her understanding that no force shall be used to obtain blood evidence
 - D. Extracting Fingerprint Evidence from a Suspect: Shall explain the process for obtaining fingerprints from a suspect including incident to arrest and consent

10.3 WARRANTS**10.3.01 Obtaining Search and Arrest Warrants**

The trainee shall explain the laws and procedures for obtaining search and arrest warrants, to minimally include:

- A. Probable cause necessity
- B. Allowable exclusions (including hot pursuit and emergency situations)
- C. Process for obtaining warrants during and after business hours

Reference(s):					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
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
Comments:								

Additional Information:

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

10.3.01	Part B - Agency Training Details <i>(field will expand automatically)</i> <ul style="list-style-type: none"> - Trainee shall be instructed on local procedure for obtaining warrants during and after business hours, and demonstrate comprehension - Trainee shall explain the laws and procedures for obtaining search and arrest warrants, to minimally include those listed above
----------------	--

10.3.02 Serving Search and Arrest Warrants The trainee shall describe the process for serving search and arrest warrants, including: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> <p>A. Hours of service for felony arrest warrants</p> <p>B. Hours of service for misdemeanor arrest warrants</p> <p>C. Hours of service for search warrants</p> </div> <div style="width: 48%;"> <p>D. Knock and notice for search warrants, and exemptions to</p> <p>E. "Signing off" warrants/return</p> </div> </div>								
<i>Reference(s):</i>						Case # (If applicable)	Incident #	
FTO: Trainee:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
					<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
Comments:								

Additional Information:**10.3.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☒ N/A**10.3.02 Part B - Agency Training Details (field will expand automatically)**

- Trainee shall explain authorized hours of service for both felony and misdemeanor arrest warrants. Shall also explain exemptions to, such as public place and subject already in custody for unrelated bookable charge
- Trainee shall explain knock and notice for search warrants, and exemptions to (i.e., exigent circumstances, officer safety)

10.3.03 Demonstrating Proper Procedures for Obtaining and Serving Warrants

Given an incident and necessary probable cause that calls for a search or arrest warrant, the trainee shall follow agency procedures for obtaining and serving the appropriate warrant(s).

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	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:								

Additional Information:**10.3.03 Part A - Reference Agency Policies/Procedures, if applicable** (600 characters maximum)☐ N/A

MPD Policy - Warrant Service

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall demonstrate he/she can follow MPD procedures for obtaining and serving search or arrest warrants when necessary probable cause exists as documented in the MPD MPD Policy Warrant Service policy
- Trainee shall demonstrate procedure for serving arrest warrant to include: confirming warrant through Warrant Control, requesting a cover officer, etc.

See next page for Attestation

Part 5 – Section 10: Search and Seizure

ATTESTATION FOR SECTION 10

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.
-

Primary Field Training Officer:

X

Print Full Name: _____

Trainee:

X

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: 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):**
 - 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

SECTION 11

Report Writing

11.1 – 11.2 COMPETENCY REQUIREMENTS

Contents
11.1 Field Notes and Notebook
11.2 Report Writing Requirements
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**11.1 FIELD NOTES AND NOTEBOOK**

- 11.1.01 Necessity for Field Notes
- 11.1.02 Discoverable Contents
- 11.1.03 Types of Entries
- 11.1.04 Recording Pertinent Information

11.2 REPORT WRITING REQUIREMENTS

- 11.2.01 Flow of Completed Reports
- 11.2.02 Report Depository
- 11.2.03 Records Unit
- 11.2.04 Records Unit
- 11.2.05 Importance of Police Reports
- 11.2.06 Components of a Well-Written Police Report
- 11.2.07 Types of Report Forms
- 11.2.08 “Cold” Crime Reports
- 11.2.09 Preparing a Written Report
- 11.2.10 Completing Reports Following an Arrest

SECTION 11 REPORT WRITINGCHECK ONE ONLY: ☐ PHASE 1 ☐ PHASE 2 ☐ PHASE 3 ☐ PHASE 4 ☐ PHASE 5

Trainee

FTO

11.1 FIELD NOTES AND NOTEBOOK**11.1.01 Necessity for Field Notes**

The trainee shall explain the necessity for field notes. The explanation shall minimally include:

- A. References for future investigation
 B. References for future court appearance
 C. Beat or area information

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

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

- Trainee shall demonstrate understanding of the necessity for field notes
- Trainee shall explain the necessity and minimally include:
- Reference for current investigation, reference for future investigation, reference for future court appearance and reference for officer knowledge of beat or area

11.1.02 Discoverable Contents

The trainee shall recognize That the contents of field notes are discoverable in a court proceeding.

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

☒ N/A

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

- Trainee shall demonstrate understanding that anything entered into his/her field notes is discoverable in a court proceeding
- Trainee shall acknowledge their understanding that their field notes shall remain professional and factual

11.1.03 Types of Entries

The trainee shall identify the types of information that may/should be entered into his/her field notes or notebook. This information may include:

- | | |
|---|---|
| A. Date, day, time, and vehicle number | D. Pertinent information |
| B. Name(s) of additional personnel and supervisor | E. Names of suspects, victims, witnesses, and reporting persons |
| C. Type of incident | |

Reference(s):					Case # (If applicable)		Incident #	
FTO:	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	
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
Comments (field will expand automatically)								

Additional Information:**11.1.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**
☒ N/A
11.1.03 Part B - Agency Training Details (field will expand automatically)

- Trainee shall identify all types of information that may/should be entered into his/her field notes. This information may include the above listed items
- Trainee shall demonstrate competency to create legible thorough field notes

11.1.04 Recording Pertinent Information								
Given an incident, the trainee shall properly use field notes or a notebook to record pertinent information.								
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:

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

11.1.04 Part B - Agency Training Details (field will expand automatically)
- Trainee shall demonstrate thorough field note taking for an actual call for service incident

11.2 REPORT WRITING REQUIREMENTS								
11.2.01 Flow of Completed Reports								
The trainee shall exhibit an appropriate knowledge of the flow of completed reports and the relative importance of the information that they contain.								
Reference(s):							Case # (If applicable)	Incident #
FTO:	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	
					<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:

11.2.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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11.2.01	Part B - Agency Training Details (field will expand automatically) - Trainee shall be instructed on the flow of completed reports. Trainee shall demonstrate understanding of this as well as the relative importance of the information that they contain
---------	--

11.2.02 Report Depository The trainee shall give the location of the report depository.								
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:

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

11.2.02 Part B - Agency Training Details (field will expand automatically)
- Trainee shall explain their knowledge of the report submission process and where to access completed reports once approved

11.2.03 Records Unit								
The trainee shall describe the function for the records unit in the reporting process.								
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:

11.2.03 Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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11.2.03 Part B - Agency Training Details <i>(field will expand automatically)</i> <ul style="list-style-type: none"> - Trainee shall demonstrate understanding of the Records Department functions and their involvement in the reporting process - Trainee shall explain the resources available through the Records Department

11.2.04 Investigative Units and the District Attorney's Office The trainee shall describe the functions of the investigative unit(s) and the District Attorney's Office in the reporting process.								
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:

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

11.2.04 Part B - Agency Training Details (field will expand automatically)
<ul style="list-style-type: none"> - Trainee shall explain when the investigative unit is utilized in the initial phase of the reporting process as well as the follow up phase - Trainee shall explain the process for forwarding case reports to the District Attorney's Office for prosecution consideration

11.2.05 Importance of Police Reports

The trainee shall discuss the importance of police reports, including these uses:

- | | |
|---|--|
| A. Recording facts into permanent record | D. Providing statistical data |
| B. Providing coordination of follow-up activities | E. Providing a source for trainee evaluation |
| C. Providing investigative leads | F. Providing reference material |

Reference(s):					Case # (If applicable)		Incident #	
FTO:	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	
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
Comments (field will expand automatically)								

Additional Information:**11.2.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**
☐ N/A

MPD Policy - Report Preparation

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain the importance of police reports, including the above listed uses

11.2.06 Components of a Well-Written Police Report

The trainee shall explain the qualities of a well-written police report. These shall include:

- | | |
|------------------------|---|
| A. Accuracy | F. Objectivity |
| B. Brevity | G. Grammatical and structural correctness |
| C. Completeness | H. Timeliness |
| D. Clarity | I. First person/active voice/past tense |
| E. Legibility/Neatness | |

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

☐ N/A

MPD Policy - Report Preparation

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall demonstrate competent report writing skills to include the above listed requirements for acceptable reports

11.2.07 Types of Report Forms								
The trainee shall identify the proper report forms to be utilized in given situations (e.g., Missing Persons, DUI, Found Property, 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:

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

11.2.07 Part B - Agency Training Details (field will expand automatically) <ul style="list-style-type: none"> - Trainee shall demonstrate understanding of which forms are required for each report type - Trainee shall demonstrate competency by completing each form thoroughly and legibly - Trainee shall demonstrate understanding of where each form is to be submitted once completed (i.e., with report, separate to records department)

11.2.08 “Cold” Crime Reports

Following the completion of a preliminary investigation of a “cold” crime, the trainee shall record all pertinent information in correct format on the proper report form.

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

MPD Policy - Report Preparation

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall demonstrate competency in a cold case investigation by recording all pertinent information in correct format on the proper report form

11.2.09 Preparing a Written Report

The trainee shall prepare a report that minimally includes:

- | | |
|--|---|
| <p>A. Organizing facts in chronological order</p> <p>B. Relating facts in appropriate sentence form</p> <p>C. Correctly filling in all appropriate boxes</p> | <p>D. Properly establishing who, what, when, where, why, how, and how many</p> <p>E. Properly establishing the elements of the crime(s), when appropriate</p> |
|--|---|

<i>Reference(s):</i>					Case # (If applicable)		Incident #	
FTO:	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	
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:**11.2.09 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**
☐ N/A

MPD Policy - Report Preparation

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall demonstrate competency by preparing a complete report that minimally includes:
 - A. Organizing facts in chronological order - documenting the incident like a story so it can be easily understood by the average person
 - B. Relating facts in appropriate sentence form - focusing on accuracy, brevity, completeness, clarity, and grammatical and structural correctness
 - C. Correctly filling in all appropriate boxes - focusing on attention to detail and proofreading forms
 - D. Properly establishing who, what, when, where, why, how, and how many - focusing on thorough field note taking and transferring information to report properly
 - E. Properly establishing the elements of the crime(s), when appropriate - demonstrates comprehension of common crime elements and ensuring these elements are met during initial investigation

11.2.10 Completing Reports Following an Arrest

Given an incident in which an arrest is made, the trainee shall demonstrate the ability to satisfactorily complete all the appropriate police reports involved, to minimally include:

- A. Elements constituting the offense
- B. Complete documentation of reasonable/probably cause
- C. Complete description of all physical evidence, where it was found, and its disposition
- D. Complete listing of all suspects, including whether or not they are in custody

<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:**11.2.10 Part A - Reference Agency Policies/Procedures, if applicable** (600 characters maximum)☐ N/A

MPD Policy - Report Preparation

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall demonstrate ability to satisfactorily complete a police report following an arrest, to minimally include:
 - A. Ensuring the elements of the crime have been met
 - B. Proper documentation of how he/she established reasonable/probable cause
 - C. Descriptive documentation of all physical evidence, location(s) found, and its final disposition (i.e., photographed, physically collected, and where booked)
 - D. Descriptive and accurate listing of all suspects, including whether or not they are in custody and final disposition of subjects in custody

See next page for Attestation

Part 5 – Section 11: Report Writing

ATTESTATION FOR SECTION 11

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.
-

Primary Field Training Officer:

X

Print Full Name: _____

Trainee:

X

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: 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.

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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.
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 - b. Below each table:
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 - *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.

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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

SECTION 12 Control of Persons/Prisoners/Mentally Ill

12.1 – 12.7 COMPETENCY REQUIREMENTS

Contents	
12.1 Control/Searching of Persons	12.7 Mental Illness Cases
12.2 Handcuffing	List of Subtopics
12.3 Legal Responsibilities and Requirements with Prisoners	Attestation
12.4 Transporting Prisoners	Instructions to Administrators
12.5 Booking Prisoners	Instructions to FTOs
12.6 People with Disabilities	

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**12.1 CONTROL/SEARCHING OF PERSONS**

- 12.1.01 Safety Tactics
- 12.1.02 Search Techniques
- 12.1.03 Searching the Opposite Sex

12.2 HANDCUFFING

- 12.2.01 Purpose of Handcuffing
- 12.2.02 Handcuffing/Restraint Device Principles
- 12.2.03 Agency Policy Regarding Handcuffing Prisoners
- 12.2.04 Handcuffing and Transporting Single or Multiple Suspects

12.3 LEGAL RESPONSIBILITIES AND REQUIREMENTS WITH PRISONERS

- 12.3.01 Protecting Prisoners
- 12.3.02 Prisoner Provisions
- 12.3.03 Prisoner's Right to Make Calls
- 12.3.04 Property Receipts
- 12.3.05 Local Policy/Legal Aspects of Prisoners' Rights and Privileges
- 12.3.06 Willful Inhumanity or Oppression toward Prisoners

12.4 TRANSPORTING PRISONERS

- 12.4.01 Agency Policy
- 12.4.02 Transport of Prisoner(s) in a Patrol Vehicle
- 12.4.03 Prior to Booking a Prisoner

12.5 BOOKING PRISONERS

- 12.5.01 Booking Juveniles
- 12.5.02 Jail Facility
- 12.5.03 Securing Weapons Prior to Entering Custody Facility
- 12.5.04 Booking Documents/Procedures
- 12.5.05 Booking Adult Prisoners
- 12.5.06 Other Types of Prisoners
- 12.5.07 Inmate Classification

- 12.5.08 Legalities of Prisoner/Inmate Searches

- 12.5.09 Prisoner Release

- 12.5.10 Response to Jail Emergencies

12.6 PEOPLE WITH DISABILITIES

- 12.6.01 Americans with Disabilities Act (ADA)
- 12.6.02 Behavior Due to Disabilities
- 12.6.03 Dealing with Cognitive Impairment
- 12.6.04 Non-compliance as a Warning Sign
- 12.6.05 Standard Tactical Assessments and Safeguards

12.7 MENTAL ILLNESS CASES

- 12.7.01 State Law and Agency Policy
- 12.7.02 Considerations When Handling or Dealing with Mentally Ill/Emotionally Disturbed Persons
- 12.7.03 Mental Health Facility or Regional Center
- 12.7.04 72-Hour Hold
- 12.7.05 Required Procedures for WIC 5150
- 12.7.06 Alternative Methods
- 12.7.07 Required Documentation and/or Reports
- 12.7.08 Demonstrating Knowledge of Proper Procedure
- 12.7.09 Address Issues Related to Stigma

SECTION 12 CONTROL OF PERSONS/PRISONERS/MENTALLY ILL

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

Trainee

FTO

12.1 CONTROL/SEARCHING OF PERSONS

12.1.01 Safety Tactics

The trainee shall be able to safely and effectively control (verbally and physically) one or more suspects, applying all officer safety tactics, including:

- | | |
|---|---|
| A. Approach | D. What to watch out for |
| B. Cover position with vehicle(s) and person(s) | E. Communications with cover officer/danger signals |
| C. Position of advantage | |

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"/> 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

Comments (field will expand automatically)

Additional Information:

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

☐ N/A

MPD Policy - Use of Force
MPD Policy - Control Devices and Techniques
MPD Policy - Conducted Energy Device
MPD Policy - Crisis Intervention Incidents (de-escalation)

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

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall demonstrate ability to safely and effectively control (verbally and physically) one or more suspects, applying all MPD trained officer safety tactics, including the above listed tactics
- Trainee shall explain the importance for having a cover officer when dealing with multiple subjects and any time a subject will be taken into custody

12.1.02 Search Techniques

The trainee shall be able to demonstrate effective search techniques for both male and female suspects, including:

- | | |
|--|--|
| A. Constant alertness, including keeping hands in view | C. Standing, kneeling, and prone position searches |
| B. Maintaining control and position of advantage | D. Safeguarding of weapons |

<i>Reference(s):</i>					Case # <i>(If applicable)</i>	Incident #		
FTO:	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	
Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:**12.1.02 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*☐ N/A

MPD Policy - Search and Seizure
 MPD Policy - Detentions and Photographing Detainees (Pat-Down Searches)
 MPD Policy - Custody Searches

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

[Redacted content]

12.1.03 Searching the Opposite Sex

The trainee shall review and explain agency policy regarding searching individuals of the opposite sex.

Reference(s):					Case # (If applicable)	Incident #		
FTO:	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	
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
Comments <i>(field will expand automatically)</i>								

Additional Information:**12.1.03 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*
☐ N/A

MPD Policy - Search and Seizure

MPD Policy - Custody Searches

MPD Policy - Portable Body Worn cameras (BWC) and Mobile Audio/Video (MAV) Recorders

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

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall review and explain MPD policy regarding searching individuals of the opposite sex
- Trainee shall cover his/her obligation to make a reasonable effort to summon an officer of the same sex as the subject and if one is not available or it is not practicable to summon an officer of the same sex as the subject, the following guidelines should be followed:
 - A. Another officer or supervisor should witness the search
 - B. The officer should not search areas of the body covered by tight-fitting clothing, sheer clothing or clothing that could not reasonably conceal a weapon
- Trainee shall demonstrate understanding that all searches shall be recorded via BWC

12.2 HANDCUFFING**12.2.01 Purpose of Handcuffing**

The trainee shall identify the purposes of handcuffing. These shall minimally include the temporary restraint of a suspect to prevent:

- A. Attack
- B. Escape
- C. Destruction or concealment of evidence or contraband

<i>Reference(s):</i>					Case # (If applicable)		Incident #	
FTO:	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	
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:**12.2.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

MPD Policy - Handcuffing and Restraints

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall demonstrate understanding of the purposes for handcuffing, to minimally include the temporary restraint of a suspect to prevent the above listed actions
- Trainee shall demonstrate the ability to put officer safety first when entering an encounter with any subject

12.2.02 Handcuffing/Restraint Device Principles

The trainee shall discuss various handcuffing principles that should be met in order to reasonably guarantee the temporary restraint of a suspect. The principles shall minimally include:

- | | |
|--|---|
| <ul style="list-style-type: none"> A. Control of the suspect(s) and the handcuffs B. Proper positioning of the suspect's hands, key outlets, and double locking mechanisms C. Reasonable degree of tightness D. Observation of restrained suspects | <ul style="list-style-type: none"> E. Other approved restraints devices (e.g., flex cuffs, hobbles, etc.) F. Safe and controlled removal of handcuffs and other restraint devices |
|--|---|

Reference(s):					Case # (If applicable)	Incident #		
FTO:	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	
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
Comments (field will expand automatically)								

Additional Information:**12.2.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

MPD Policy - Handcuffing and Restraints

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall discuss various handcuffing principals used to reasonably guarantee the temporary restraint and safety of a suspect
- Trainee shall demonstrate competency of MPD trained defensive tactics handcuffing techniques
- Trainee shall demonstrate understanding of the need to prevent injury to the suspect through proper handcuff/hand positioning, handcuff tightness and double locking mechanisms

12.2.03 Agency Policy Regarding Handcuffing Prisoners

The trainee shall review and explain the agency policy regarding the handcuffing of prisoners, including males, females, juveniles, mentally ill, pregnant females, and all other types of detainees/prisoners.

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		
Trainee:							
Comments (field will expand automatically)							

Additional Information:**12.2.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

MPD Policy - Handcuffing and Restraints

MPD Policy - Temporary Custody of Juveniles

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

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall explain how a suspect's gender, age, mental or physical condition can affect how or if they are handcuffed
- Trainee shall demonstrate understanding that safety, whether the officer's or suspect's, should always come first

12.2.04 Handcuffing and Transporting Single or Multiple Suspects

The trainee shall be able to safely and effectively handcuff single or multiple suspects and, if necessary, transport single and multiple suspects away from an arrest scene.

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

MPD Policy - Handcuffing and Restraints
 MPD Policy - Seat Belts
 MPD Policy - Custody Searches
 MPD Policy - Prisoner Transport Procedure 3460

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

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall demonstrate understanding of MPD policy and practice regarding handcuffing and transporting single or multiple suspects (keeping in mind he/she should always have a cover when detaining a suspect(s))
- Trainee shall physically demonstrate proper and safe handcuffing of single and multiple suspects as well as proper transporting. This should include:
 - A. Officer Safety, position of advantage, keeping weapons away from suspect
 - B. Assuring proper application of handcuffs, proper fit to prevent injury, and double locking the handcuffs
 - C. Assuring suspect is properly seat belted into rear seat of patrol vehicle
 - D. Always monitor suspect for medical need after they are taken into custody (especially if force was used)
 - E. Recognizes the need to have two officers in vehicle when transporting more than one suspect outside MPD jurisdiction (i.e., County Jail)

12.3 LEGAL RESPONSIBILITIES AND REQUIREMENTS WITH PRISONERS**12.3.01 Protecting Prisoners**

The trainee shall review and explain the legal responsibilities for protecting prisoners.

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

MPD Policy - Handcuffing and Restraints
 MPD Policy - Temporary Custody of Juveniles
 MPD Policy - Seat Belts

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

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall explain his/her legal responsibility for protecting prisoners, to include:
 - A. Use of only enough force that is reasonably necessary to effect the arrest
 - B. Proper application of handcuffs/restraints to prevent injury
 - C. Monitoring prisoner for any medical needs while in custody
 - D. Properly securing prisoner with vehicle seat belts prior to transport to ensure safety
 - E. Properly search prisoner for contraband/weapons to prevent self inflicted injury or unnecessary use of force

12.3.02 Prisoner Provisions

The trainee shall discuss the legal responsibilities for providing prisoners with shelter, food, and medical care.

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

MPD Policy - Use of Force (Medical Consideration)

MPD Policy - Booking approval / Prisoner Transport (Booking Approval & Medical Clearance)

MPD Policy - Medical Aid and Response

MPD Policy - Monterey Police Department Jail (Attachment: Jail Manual)

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

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall discuss his/her obligation to ensure his/her prisoner is provided shelter, food and medical care (explains understanding of these obligations)

12.3.03 Prisoner's Right to Make Calls

The trainee shall review and explain prisoners' rights to telephone calls.

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

MPD Policy - Monterey Police Department Jail (Attachment: Jail Manual - 03.04.12 Prisoner Telephone Calls)

MPD Policy - Temporary Custody of Juveniles (Advisements, Temporary Custody Requirements)

MPD Policy - Child and Dependent Adult Safety (During the Booking Process)

MPD Policy - Communications with Persons with Disabilities (TTY and Relay Services)

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

- Trainee shall demonstrate comprehension of the above listed policies and policy attachment
- Trainee shall explain his/her prisoner's rights to telephone calls to include:
 - A. Adult prisoner telephone call rights, timeframe restrictions
 - B. Juvenile prisoner telephone call rights, timeframe restrictions
 - C. Child and dependent adult safety related telephone calls
 - D. Persons with disabilities related telephone calls

12.3.04 Property Receipts

The trainee shall explain the requirements for issuing property receipts.

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

MPD Policy - Gun Violence Restraining Orders (Court-Ordered Firearms and Ammunition Surrenders)
 MPD Policy - Property and Evidence

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

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall explain requirements for issuing property receipts and give examples of when he/she would be required to do so

12.3.05 Local Policy/Legal Aspects of Prisoners' Rights and Privileges The trainee shall review and explain local policy and the legal aspects pertaining to the rights and privileges of prisoners, including the constitutional rights of prisoners while in custody.								
Reference(s):							Case # (If applicable)	Incident #
FTO:	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	
					<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:

12.3.05	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> MPD Policy - Monterey Police Department Jail (Attachment: Jail Manual) MPD Policy - Prison Rape Elimination	<input type="checkbox"/> N/A
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12.3.05	Part B - Agency Training Details <i>(field will expand automatically)</i> <ul style="list-style-type: none"> - Trainee shall demonstrate comprehension of the above listed policies and attachment - Trainee shall explain MPD policy and the legal aspects pertaining to the rights and privileges of prisoners, including the constitutional rights of prisoners while in custody
---------	---

12.3.06 Willful Inhumanity or Oppression toward Prisoners The trainee shall identify the provisions pertaining to willful inhumanity or oppression toward prisoners in the custody of an officer.								
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:

12.3.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Monterey Police Department Jail (Attachment: Jail Manual)	<input type="checkbox"/> N/A
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12.3.06 Part B - Agency Training Details (field will expand automatically) - Trainee shall demonstrate comprehension of the above listed policy attachment - Trainee shall explain his/her obligation to treat every prisoner with dignity and respect and identify the provisions pertaining to willful inhumanity and oppression toward his/her prisoner

12.4 TRANSPORTING PRISONERS**12.4.01 Agency Policy**

The trainee shall review and explain the agency's policy regarding the transportation of prisoners. This explanation shall minimally include:

- | | |
|---|---|
| <p>A. Prisoners restrained with specialty devices (e.g., hobble, expectorant shields, etc.)</p> <p>B. Sick, injured, mentally ill, physically challenged, or pregnant prisoners</p> <p>C. Juveniles with/without adults</p> <p>D. Females</p> <p>E. Use of seat belts</p> | <p>F. Search of area where prisoner is to be placed prior to transportation</p> <p>G. Search of area where prisoner has been following transportation</p> <p>H. Proper positioning of officer(s) and prisoner(s) within the vehicle</p> <p>I. Close and constant observation of prisoner(s)</p> |
|---|---|

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

☐ N/A

MPD Policy - Handcuffing and Restraints; MPD Policy - Seatbelts; MPD Policy - Booking Approval / Prisoner Transport
 MPD Policy - Operational Agreements/Protocols/Procedures/MOUs/Forms - Prisoner Transport Procedure (Procedure-3460)
 MPD Policy - Temporary Custody of Juveniles
 MPD Policy - Mental Illness Commitments; MPD Policy - Medical Aid and Response

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

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall explain MPD policy regarding the transportation of prisoners as it applies to the above listed subjects

12.4.02 Transport of Prisoner(s) in a Patrol Vehicle Given situations in which prisoners must be transported in a patrol vehicle, the trainee shall safely place the handcuffed (if according to agency policy) prisoners into the vehicle and safely transport the prisoners to the predetermined destination.								
Reference(s):							Case # (If applicable)	Incident #
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	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:								

Additional Information:

12.4.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input type="checkbox"/> N/A
MPD Policy - Handcuffing and Restraints MPD Policy - Seatbelts MPD Policy - Booking Approval / Prisoner Transport MPD Policy - Operational Agreements/Protocols/Procedures/MOUs/Forms - Prisoner Transport Procedure (Procedure-3460)	

12.4.02 Part B - Agency Training Details (field will expand automatically)
<ul style="list-style-type: none"> - Trainee shall demonstrate comprehension of the above listed policies - Trainee shall explain the process for safely handcuffing and transporting prisoners and physically demonstrate it in the field

12.4.03 Prior to Booking a Prisoner The trainee will review and explain the legal constraints, agency policy and procedure, and custody facility requirements relative to medical clearance/approval prior to booking.								
Reference(s):							Case # (If applicable)	Incident #
FTO:	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	
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
Comments <i>(field will expand automatically)</i>								

Additional Information:

12.4.03	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> MPD Policy - Booking Approval / Prisoner Transport MPD Policy - Operational Agreements/Protocols/Procedures/MOUs/Forms - Prisoner Transport Procedure (Procedure-3460)	<input type="checkbox"/> N/A
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12.4.03	Part B - Agency Training Details <i>(field will expand automatically)</i> - Trainee shall demonstrate comprehension of the above listed policies - Trainee shall explain his/her obligation to provide medical clearance prior to booking as it applies to MPD policy and moral obligation
---------	---

12.5 BOOKING PRISONERS**12.5.01 Booking Juveniles**

The trainee shall explain how to properly book a juvenile prisoner in conformance with agency policy, legal codes, and minimum jail standards, including:

- | | |
|---|---|
| <ul style="list-style-type: none"> A. Miranda advisement B. Right to phone calls C. What notifications are required D. Secure/non-secure detention of juveniles E. Strip search of juveniles | <ul style="list-style-type: none"> F. Requirements pertaining to confinement of a child under 16 years of age with an adult accused or convicted of a crime G. Custody alternatives |
|---|---|

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

☐ N/A

MPD Policy - Temporary Custody of Juveniles
 MPD Policy - Custody Searches (Strip Searches)
 MPD Policy - Monterey Police Department Jail (Attachment - Jail Manual 2015)

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

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall explain how to properly book a juvenile prisoner in conformance with MPD policy, legal codes, and minimum jail standards including the above listed procedures

12.5.02 Jail Facility The trainee shall acquire (preferably through a tour) an understanding of the basic functions, layout, organization, and staffing of the jail facility his/her agency utilizes most often.								
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:

12.5.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Monterey Police Department Jail (Attachment - Jail Manual 2015)	<input type="checkbox"/> N/A
--	------------------------------

12.5.02 Part B - Agency Training Details (field will expand automatically) - Trainee shall demonstrate comprehension of the above listed policy - Trainee shall demonstrate understanding of the basic functions, layout, organization, and staffing of both the Monterey Police Department Jail and the Monterey County Jail
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12.5.03 Securing Weapons Prior to Entering Custody Facility The trainee will review and explain reasons and procedures for securing his/her weapon prior to entering any custody facility.								
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:

12.5.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Monterey Police Department Jail (Attachment - Jail Manual 2015)	<input type="checkbox"/> N/A
--	------------------------------

12.5.03 Part B - Agency Training Details (field will expand automatically) <ul style="list-style-type: none"> - Trainee shall demonstrate comprehension of the above listed policy - Trainee shall review and explain reasons and procedures for securing his/her weapon prior to entering any jail facility - Trainee shall demonstrate the proper way to safely secure his/her weapons prior to entering any jail facility

12.5.04 Booking Documents/Procedures

The trainee shall demonstrate his/her ability to complete the proper procedure of booking an inmate into a facility, including:

- | | |
|--|---|
| <p>A. Complete and accurate pre-booking form, receiving sheet, and/or probable cause declaration/statement to include charges and subsections</p> <p>B. Confirm arrestee is adult versus juvenile</p> <p>C. Valid court and/or warrant paperwork</p> | <p>D. Inmate is medically screened and has medical clearance and approval form</p> <p>E. Physical condition as to injuries and/or current medical problems (delirium tremens, heart problems, etc.)</p> |
|--|---|

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

☐ N/A

MPD Policy - Booking Approval / Prisoner Transport

MPD Policy - Monterey Police Department Jail (Attachment - Jail Manual 2015)

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

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall demonstrate competent completion of all arrest/pre-booking forms and work cohesively with jail staff to ensure all information is relayed accurately
- Trainee shall demonstrate proper care for prisoner to include:
 - a) Ensuring age appropriateness for adult jail
 - b) Confirm gender for appropriate housing
 - c) Address ALL medical concerns

12.5.05 Booking Adult Prisoners

The trainee shall explain how to properly book adult prisoners in conformance with agency policy, legal codes, and minimum jail standards, including:

- | | |
|------------------------|--------------------|
| A. Alcoholics | E. Escape Risks |
| B. Narcotic/Drug Users | F. Non-conformists |
| C. Mentally Ill | G. Civil Bookings |
| D. Sex Offenders | |

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

☐ N/A

MPD Policy - Mental Illness Commitments
 MPD Policy - Monterey Police Department Jail (Attachment - Jail Manual 2015)
 MPD Policy - Booking Approval / Prisoner Transport

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

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall explain how to properly book adult prisoners in conformance with MPD policy, legal codes, and minimum Monterey Police Jail standards, including the above listed prisoner categories
- Trainee shall explain his/her understanding of the need to address the prisoner's personal conditions as well as protect other MPD prisoners from exposure to another prisoner's conditions

12.5.06 Other Types of Prisoners The trainee shall identify other prisoners who may warrant special consideration, including: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> <p>A. Injured or sick</p> <p>B. Females (including pregnant females)</p> <p>C. Elderly</p> <p>D. Gang members or police informants</p> </div> <div style="width: 48%;"> <p>E. Current or former peace officers, judges, etc.</p> <p>F. High-profile prisoners</p> <p>G. Any other prisoner(s) who may need specialized classification/housing needs</p> </div> </div>								
Reference(s):						Case # (If applicable)	Incident #	
FTO: Trainee:	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Comments (field will expand automatically)								

Additional Information:

12.5.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Monterey Police Department Jail (Attachment - Jail Manual 2015)	<input type="checkbox"/> N/A
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12.5.06 Part B - Agency Training Details (field will expand automatically) <ul style="list-style-type: none"> - Trainee shall demonstrate comprehension of the above listed policy - Trainee shall identify prisoner who may warrant special consideration, to minimally include the above listed categories - Trainee shall explain how treatment would be different for each and how the booking/housing process might differ
--

12.5.07 Inmate Classification The trainee shall explain the concept of inmate classification, to include: <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 50%;">A. Sex</td> <td style="width: 50%;">E. Assaultive behavior</td> </tr> <tr> <td>B. Age</td> <td>F. Medical disabilities</td> </tr> <tr> <td>C. Criminal sophistication</td> <td>G. Gang affiliation</td> </tr> <tr> <td>D. Seriousness of offense</td> <td>H. Overt sexual behavior</td> </tr> </table>									A. Sex	E. Assaultive behavior	B. Age	F. Medical disabilities	C. Criminal sophistication	G. Gang affiliation	D. Seriousness of offense	H. Overt sexual behavior
A. Sex	E. Assaultive behavior															
B. Age	F. Medical disabilities															
C. Criminal sophistication	G. Gang affiliation															
D. Seriousness of offense	H. Overt sexual behavior															
<i>Reference(s):</i>							Case # (If applicable)	Incident #								
FTO: Trainee:	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									
					<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								
Comments <i>(field will expand automatically)</i>																

Additional Information:

12.5.07	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Monterey Police Department Jail (Attachment - Jail Manual 2015)	<input type="checkbox"/> N/A
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12.5.07	Part B - Agency Training Details <i>(field will expand automatically)</i> <ul style="list-style-type: none"> - Trainee shall demonstrate comprehension of the above listed policy - Trainee shall explain the concept of inmate classification, to include the above listed classifications - Trainee shall explain why these classifications are important to the booking process and the safety of the prisoner and other jail prisoners
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12.5.08 Legalities of Prisoner/Inmate Searches

The trainee shall review and explain the legalities of prisoner/inmate searches, including:

- A. Search by same sex
- B. Clothed search
- C. Strip or skin search, including documentation

Reference(s):					Case # (If applicable)		Incident #	
FTO:	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	
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
Comments (field will expand automatically)								

Additional Information:**12.5.08 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**
☐ N/A

MPD Policy - Custody Searches

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain the proper protocol for the above listed searches of prisoners
- Trainee shall physically demonstrate (if practical and within policy) the above searches of prisoners

12.5.09 Prisoner Release The trainee will review and explain methods and procedures for releasing a prisoner.								
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:

12.5.09 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Monterey Police Department Jail (Attachment - Jail Manual 2015) MPD Policy - Cite and Release Policy	<input type="checkbox"/> N/A
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12.5.09 Part B - Agency Training Details (field will expand automatically) - Trainee shall demonstrate comprehension of the above listed policies - Trainee shall explain process for releasing prisoners in the field and from the Monterey Police Department Jail
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12.5.10 Response to Jail Emergencies

The trainee shall discuss his/her agency's response, if any, to a jail emergency, including:

- | | |
|---------------|-------------------|
| A. Fire | C. Civil disorder |
| B. Earthquake | D. Escape |

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

MPD Policy - Monterey Police Department Jail (Attachment - Jail Manual 2015)

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain MPD policy and response procedure for a jail emergency, to include the above listed situations

12.6 PEOPLE WITH DISABILITIES									
12.6.01 Americans with Disabilities Act (ADA) The trainee shall recognize that the ADA also covers people with developmental and mental impairments and impacts law enforcement as follows: <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 50%; vertical-align: top;"> A. Requires reasonable adjustments and modifications in policies and practices or procedures, on a case-by-case basis B. Prohibits the arrest of an individual for behavioral manifestations of a disability that is not criminal in nature </td> <td style="width: 50%; vertical-align: top;"> C. Requires that the safety and civil rights of people with disabilities be protected during transport and while detained D. Requires officers to make accommodations for persons with disabilities, except where safety is compromised </td> </tr> </table>								A. Requires reasonable adjustments and modifications in policies and practices or procedures, on a case-by-case basis B. Prohibits the arrest of an individual for behavioral manifestations of a disability that is not criminal in nature	C. Requires that the safety and civil rights of people with disabilities be protected during transport and while detained D. Requires officers to make accommodations for persons with disabilities, except where safety is compromised
A. Requires reasonable adjustments and modifications in policies and practices or procedures, on a case-by-case basis B. Prohibits the arrest of an individual for behavioral manifestations of a disability that is not criminal in nature	C. Requires that the safety and civil rights of people with disabilities be protected during transport and while detained D. Requires officers to make accommodations for persons with disabilities, except where safety is compromised								
<i>Reference(s):</i>						Case # (If applicable)	Incident #		
FTO:	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		
					<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:

12.6.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Communications with Persons with Disabilities MPD Policy - Mental Illness Commitments MPD Policy - Handcuffing and Restraints	<input type="checkbox"/> N/A
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12.6.01	Part B - Agency Training Details (field will expand automatically) - Trainee shall demonstrate comprehension of the above listed policies - Trainee shall explain how his/her enforcement actions are impacted by the Americans with Disability Act (ADA) and how MPD policy ensures compliance
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12.6.02 Behavior Due to Disabilities The trainee shall acknowledge that some disabilities (including intellectual disabilities, cerebral palsy, epilepsy, autism, and other neurological conditions) are not readily apparent and that sometimes people with developmental or cognitive disabilities may have little or no conscious ability to control their behavior.								
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:

12.6.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Communications with Persons with Disabilities	<input type="checkbox"/> N/A
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12.6.02 Part B - Agency Training Details (field will expand automatically) - Trainee shall demonstrate comprehension of the above listed policy - Trainee shall demonstrate understanding that some people with disabilities may unintentionally present what appears to be resistant or aggressive behavior. He/she shall explain different appropriate methods for communicating with such disabled subjects

12.6.03 Dealing with Cognitive Impairment

The trainee shall recognize and demonstrate effective communications for person with cognitive impairments to minimally include:

- | | |
|--|--|
| <p>A. Give one direction or ask one question at a time</p> <p>B. Allow the person to process what you have said and respond (10-15 seconds, then repeat)</p> <p>C. Avoid questions that tell the person the answer you expect (avoid questions with yes/no answers)</p> <p>D. Repeat questions from a slightly different perspective, if necessary</p> | <p>E. Avoid questions about time, complex sequences, or reasons for behavior</p> <p>F. Use concrete terms and ideas; avoid jargon or figures of speech</p> |
|--|--|

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

☐ N/A

MPD Policy - Communications with Persons with Disabilities

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall demonstrate ability to properly deal / communicate with persons with cognitive impairments. Shall give explanation to minimally include the above listed techniques

12.6.04 Non-compliance as a Warning Sign The trainee shall explain how non-compliance is a warning sign that indicates a person may need more time to mentally grasp and respond to what is being said or asked of them and that it may be due to fear, confusion, auditory hallucinations, etc., rather than defiance.								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	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	
					<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:

12.6.04	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> MPD Policy - Communications with Persons with Disabilities	<input type="checkbox"/> N/A
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12.6.04	Part B - Agency Training Details <i>(field will expand automatically)</i> <ul style="list-style-type: none"> - Trainee shall demonstrate comprehension of the above listed policy - Trainee shall demonstrate understanding that mere non-compliance does not always translate to resistance when dealing with persons with disabilities - Trainee shall demonstrate ability to recognize non-compliance as a warning sign that indicates a person may need more time to mentally grasp and respond to what is being said or asked of them and that it may be due to fear, confusion, auditory hallucinations, etc., rather than defiance
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12.6.05 Standard Tactical Assessments and Safeguards

Recognizing that safety (officer safety, public safety, and the safety of the person in crisis) is always the top priority when dealing with impaired people, the trainee shall explain and demonstrate standard tactical assessments and safeguards, including:

- | | |
|---|--|
| <p>A. His/her own abilities to physically control the person</p> <p>B. Escape routes</p> <p>C. Use of cover</p> <p>D. Call for backup</p> | <p>E. The T.A.C.T. Model</p> <ol style="list-style-type: none"> 1. Tone (Present a calm and firm demeanor/Maintain respect and dignity) 2. Atmosphere (Reduce distractions/Respect personal space) 3. Communication (Establish contact/Develop rapport) 4. Time (Slow down/Reassess) |
|---|--|

<i>Reference(s):</i>					Case # (If applicable)		Incident #	
FTO:	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	
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
Comments <i>(field will expand automatically)</i>								

Additional Information:**12.6.05 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*☐ N/A

MPD Policy - Crisis Intervention Incidents

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain his/her understanding of the importance to always maintain safety when dealing with a person in crisis
- Trainee shall explain and demonstrate standard tactical assessments and safeguards, including the above listed tactics

12.7 MENTAL ILLNESS CASES								
12.7.01 State Law and Agency Policy The trainee shall review and explain state law and agency policy regarding mental illness cases.								
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:

12.7.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input type="checkbox"/> N/A
	MPD Policy - Mental Illness Commitments MPD Policy - Crisis Intervention Incidents MPD Policy - Communications with Persons with Disabilities MPD Policy - Homeless Persons	

12.7.01	Part B - Agency Training Details (field will expand automatically)
	<ul style="list-style-type: none"> - Trainee shall demonstrate comprehension of the above listed policies - Trainee shall review and explain state law and MPD policy regarding mental illness cases - Trainee shall demonstrate ability to deal/communicate with persons with mental illness in a fair, compassionate, safe and effective way

12.7.02 Considerations When Handling or Dealing with Mentally Ill/Emotionally Disturbed Persons

The trainee shall identify considerations to be made when handling and dealing with mentally ill or emotionally disturbed persons, to minimally include:

- | | |
|--|---|
| <p>A. Ignoring verbal abuse</p> <p>B. Avoiding excitement</p> <p>C. Avoiding unnecessary deception</p> <p>D. Requesting backup to minimize resistance</p> <p>E. Requesting an ambulance prior to confronting subject, if necessary</p> | <p>F. Keeping the disturbed person in sight constantly</p> <p>G. Continual alertness</p> <p>H. Seizing firearms for safekeeping</p> |
|--|---|

<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:**12.7.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

MPD Policy - Mental Illness Commitments

MPD Policy - Crisis Intervention Incidents

MPD Policy - Communications with Persons with Disabilities; MPD Policy - Homeless Persons

MPD Policy - Property and Evidence (Release of Firearms and Weapons in Mental Illness Matters)

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

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall identify considerations to be made when handling and dealing with mentally ill or emotionally disturbed persons, to minimally include the above listed scenarios
- Trainee shall demonstrate competent ability to control his/her emotion and environment during encounters with mentally ill or emotionally disturbed persons to ensure safety of all involved

12.7.03 Mental Health Facility or Regional Center The trainee shall identify the appropriate mental health facility or regional center within the agency's jurisdiction to be used for evaluation, treatment, counseling, or referral.								
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:

12.7.03	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input type="checkbox"/> N/A
	MPD Policy - Mental Illness Commitments	

12.7.03	Part B - Agency Training Details (field will expand automatically)
	<ul style="list-style-type: none"> - Trainee shall demonstrate comprehension of the above listed policy - Trainee shall explain the process for Mental Health Commitments and his/her knowledge of the mental health facility utilized by the MPD

12.7.04 72-Hour Hold

The trainee shall identify and explain the criteria as set forth in the Welfare and Institutions Code which an individual may be committed for a 72-hour hold. This includes:

- A. Danger to himself/herself
 B. Danger to others
 C. Gravely disabled

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

MPD Policy - Mental Illness Commitments

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

- Trainee shall demonstrate complete comprehension of the above listed policy
- Trainee shall demonstrate understanding of Welfare & Institutions Code section 5150 and the minimum criteria which must be met to place an individual on a 72-hour hold

12.7.05 Required Procedures for WIC 5150

The trainee shall explain procedures required of officers for safeguarding the rights of a person detained under the authority of Welfare & Institutions Code 5150, including:

- A. The circumstance under which the person's condition was called to their attention and the observation constituting probable cause for detention must be recorded on the Application for 72-Hour Detention for Evaluation and Treatment
- B. Advisement of Miranda rights, as appropriate, when criminal action is involved
- C. Reasonable precaution must be made to safeguard personal property in the possession of, or on the premises occupied by, the person
- D. The person must be informed of the officer's name and agency and the reason the person is being detained
- E. If taken into custody at a residence, inform the person of personal items that may be brought along (with approval), right to a telephone call, and right to leave a note to friends or family

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

☐ N/A

MPD Policy - Mental Illness Commitments

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain procedures required of officers for safeguarding the rights of a person detained under the authority of Welfare & Institutions Code 5150, including the above listed procedures

12.7.06 Alternative Methods The trainee shall discuss appropriate alternative methods for handling the situation if involuntary detention for evaluation and treatment is NOT appropriate, including: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> A. Urgent medical attention B. Arrest C. Referral for mental health services </div> <div style="width: 48%;"> D. Referral to local developmental disabilities agency E. No police action required </div> </div>									
Reference(s):						Case # (If applicable)		Incident #	
FTO:	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		
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	
Comments (field will expand automatically)									

Additional Information:

12.7.06	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input type="checkbox"/> N/A
MPD Policy - Mental Illness Commitments MPD Policy - Medical Aid and Response MPD Policy - Crisis Intervention Incidents MPD Policy - Homeless Persons		

12.7.06	Part B - Agency Training Details (field will expand automatically)
<ul style="list-style-type: none"> - Trainee shall demonstrate comprehension of the above listed policies - Trainee shall discuss alternate methods for dealing with persons with mental illness when they do not meet criteria for a 72-hour hold or do not volunteer for a hold - Trainee shall discuss appropriate solutions to minimally include those listed above 	

12.7.07 Required Documentation and/or Reports

The trainee shall explain the required documentation and/or reports for detaining and placing mentally ill persons. This discussion shall minimally include:

- A. Application for 72-Hour Detention for Evaluation and Treatment ([Form MH 302](#))
- B. Verbal admonishment and supplementary written documentation as specified in [WIC 5150](#)
- C. Any additional agency-specific or mental health facility specific documentation or reports as may be required by agency policy, procedure, or Memorandum of Understanding

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

☐ N/A

MPD Policy - Mental Illness Commitments

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall demonstrate competency through accurate completion of required documentation during a (WIC 5150) mental illness commitment case

12.7.08 Demonstrating Knowledge of Proper Procedure Given a scenario or an actual incident involving a mentally ill or emotionally disturbed person, the trainee shall take all necessary precautions in dealing with the person, safely take the person into custody (if necessary), assure safe transportation of the person, and properly complete all necessary forms and reports.								
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:

12.7.08 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input type="checkbox"/> N/A
MPD Policy - Mental Illness Commitments MPD Policy - Crisis Intervention Incidents MPD Policy - Communications with Persons with Disabilities MPD Policy - Homeless Persons	

12.7.08 Part B - Agency Training Details (field will expand automatically)
- Trainee shall demonstrate comprehension of the above listed policies - Trainee shall demonstrate competency by properly and safely completing an investigation involving a mentally ill or emotionally disturbed person. This investigation shall include taking all necessary precautions in dealing with the person, to include safely taking the person into custody (if necessary), assuring safe transportation of the person, and properly completing all necessary forms and reports.

12.7.09 Address Issues Related to Stigma

Given a series of scenarios or in conjunction with an actual incident involving a mentally ill or emotionally disturbed person, the trainee shall identify indicators of mental illness, intellectual disability, substance use disorders, neurological disorders, traumatic brain injury, post-traumatic stress disorder, and dementia. The training shall also address:

- Issues related to stigma
- Autism spectrum disorder
- Genetic disorders, including, but not limited to, Down syndrome
- Conflict resolution and deescalation techniques for potentially dangerous situations
- Alternatives to the use of force when interacting with potentially dangerous persons with mental illness or intellectual disabilities
- The perspective of individuals or families who have experiences with persons with mental illness, intellectual disability, and substance use disorders
- Involuntary holds
- Community and state resources available to serve persons with mental illness or intellectual disability, and how these resources can be best utilized by law enforcement

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)								

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

MPD Policy - Mental Illness Commitments
 MPD Policy - Crisis Intervention Incidents
 MPD Policy - Communications with Persons with Disabilities
 MPD Policy - Homeless Persons

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

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall, either through scenario or actual incident, identify indicators of mental illness, intellectual disability, substance use disorders, neurological disorders, traumatic brain injury, post-traumatic stress disorder, and dementia. The trainee shall also address the above listed issues

See next page for Attestation

Part 5 – Section 12: Control of Persons/Prisoners/Mentally Ill

ATTESTATION FOR SECTION 12

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.
-

Primary Field Training Officer:

X

Print Full Name: _____

Trainee:

X

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: 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):**
 - 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

SECTION 13 Patrol Procedures

13.1 – 13.28 COMPETENCY REQUIREMENTS

Contents		
13.1	Police Patrol Techniques	13.12 Domestic Violence
13.2	Observation Skills	13.13 Victims of Violent Crime
13.3	Preventing and Detecting Crime	13.14 Hate Crimes
13.4	Additional Patrol Safety	13.15 Gang Awareness
13.5	Pedestrian Stops	13.16 Missing Persons
13.6	Searching Persons	13.17 Fires
13.7	Vehicle Stops	13.18 Hazardous Occurrences/Major Disasters
13.8	Felony/High-Risk Vehicle Stops	13.19 Bombs/Explosive Devices
13.9	Searching Vehicles	13.20 Aircraft Crashes
13.10	Searching Building Areas	13.21 First Aid
13.11	Handling Crimes in Progress	13.22 Sick, Injured, or Deceased Persons
		13.23 Lost, Found, and Recovered Property
		13.24 Crowd Control
		13.25 News Media Relations
		13.26 Hostage Situations and Barricaded Suspects
		13.27 Sniper Attack
		13.28 Animal Control
		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**13.1 POLICE PATROL TECHNIQUES**

- 13.1.01 Types of Police Patrol
- 13.1.02 Preventive Patrol Methods
- 13.1.03 Foot Patrol and Bicycle Patrol
- 13.1.04 Motorized Patrol
- 13.1.05 Positive Daily Contacts

13.2 OBSERVATION SKILLS

- 13.2.01 Perception Skills

13.3 PREVENTING AND DETECTING CRIME

- 13.3.01 Crime Prevention Techniques
- 13.3.02 Becoming Familiar with the Community
- 13.3.03 Preparing for a Patrol Shift
- 13.3.04 Frequent Checks
- 13.3.05 Night Patrol
- 13.3.06 Determining If a Parked Vehicle Has Been Recently Operated
- 13.3.07 Conducting Surveillance
- 13.3.08 Locating Vehicle Identification Numbers

13.4 ADDITIONAL PATROL SAFETY

- 13.4.01 Plain Clothes Officers
- 13.4.02 Plain-Clothes and Off-Duty Arrests
- 13.4.03 Hazards of Silhouetting
- 13.4.04 Telltale Noises
- 13.4.05 Keeping Subject's Hands in View
- 13.4.06 Initiating Foot Pursuits
- 13.4.07 Mutual Aid and Jurisdiction

13.5 BOOKING PRISONERS

- 13.5.01 Consensual Encounters and Reasonable Suspicion
- 13.5.02 Lawful Pedestrian Stop
- 13.5.03 Tactical Variables

- 13.5.04 Positions When Interviewing Suspicious Person(s)
- 13.5.05 Field Interview Form
- 13.5.06 Use of CLETS (California Law Enforcement Telecommunications System)
- 13.5.07 Approach and Disposition

13.6 SEARCHING PERSONS

- 13.6.01 Degrees of Searches of Persons
- 13.6.02 Principles of Searches of Persons
- 13.6.03 Weapons and Contraband Concealment
- 13.6.04 Legal Pat-Down Search
- 13.6.05 Field Search
- 13.6.06 Backup Officer Responsibilities
- 13.6.07 Serve as Backup Officer

13.7 VEHICLE STOPS

- 13.7.01 Types of Vehicle Stops
- 13.7.02 Vehicle Stop Locations
- 13.7.03 Vehicle Information Prior to Stop
- 13.7.04 Proper Distance and Position of Patrol Vehicle
- 13.7.05 Gaining Driver's Attention
- 13.7.06 Hazards of Vehicle Stops
- 13.7.07 Observing Vehicle Occupants
- 13.7.08 Directing Occupants During a Stop
- 13.7.09 Approaching Vehicles Other than Automobiles
- 13.7.10 Dealing with Violator Reactions
- 13.7.11 Do Not Argue with Violator
- 13.7.12 Discretion during Traffic Stops
- 13.7.13 Procedure Advantages
- 13.7.14 Signature Is a Promise to Appear
- 13.7.15 Promoting a Positive Image

continues

13.8 FELONY/HIGH-RISK VEHICLE STOPS

- 13.8.01 Important Considerations
- 13.8.02 Vehicle Positioning
- 13.8.03 Ordering Suspect(s) from the Vehicle
- 13.8.04 Use of Verbal Commands
- 13.8.05 Waiting for Backup
- 13.8.06 Roles of Primary and Backup Officer(s)
- 13.8.07 Demonstrating a Felony/High-risk Stop

13.9 SEARCHING VEHICLES

- 13.9.01 Safe and Effective Vehicle Search
- 13.9.02 Demonstrating Vehicle Search

13.10 SEARCHING BUILDINGS/AREAS

- 13.10.01 Principles of a Safe and Effective Building Search
- 13.10.02 Demonstrating Safe and Effective Building Searches

13.11 HANDLING CRIMES IN PROGRESS

- 13.11.01 Responding to Crimes in Progress
- 13.11.02 Responding to Prowler Calls

13.12 DOMESTIC VIOLENCE

- 13.12.01 Legal Issues and Officer Duties
- 13.12.02 Inherent Dangers
- 13.12.03 Separating Parties
- 13.12.04 Differences between Criminal Law and Civil Law
- 13.12.05 Mandatory Custody Arrest
- 13.12.06 Enforcement of Protective Orders
- 13.12.07 Handling Domestic Violence Incident

13.13 VICTIMS OF VIOLENT CRIME

- 13.13.01 Notification of Victim Assistance
- 13.13.02 Crimes Against Children
- 13.13.03 Crimes Against the Elderly
- 13.13.04 Confiscating Weapons

13.14 HATE CRIMES

- 13.14.01 Hate Crime Indicators
- 13.14.02 Consequences of Hate Crimes
- 13.14.03 Enforcement Requirements
- 13.14.04 Handling Hate Crimes

13.15 GANG AWARENESS

- 13.15.01 Characteristics and Recognizing Gangs
- 13.15.02 Types of Gangs
- 13.15.03 Reasons for Gang Membership
- 13.15.04 Common Characteristics of Gangs
- 13.15.05 Methods Gangs Use to Distinguish Themselves
- 13.15.06 Gang Graffiti
- 13.15.07 Criminal Activities by Gangs
- 13.15.08 Reducing Gang Activity

13.16 MISSING PERSONS

- 13.16.01 Requirements for Handling Missing Persons
- 13.16.02 Search Procedures
- 13.16.03 Thorough Search of a Missing Child's Home and Nearby Area
- 13.16.04 Amber Alert
- 13.16.05 Handling a Missing Person Incident

13.17 FIRES

- 13.17.01 Types of Fires
- 13.17.02 Initial Steps at a Building Fire
- 13.17.03 Search for Victims
- 13.17.04 Building Unsafe to Enter
- 13.17.05 Handling a Fire Incident

13.18 HAZARDOUS OCCURRENCES/MAJOR DISASTERS

- 13.18.01 Responsibilities and Actions Required
- 13.18.02 Hazardous Materials Policy and Procedures
- 13.18.03 First Responders Responsibilities
- 13.18.04 Major Accident/Disaster Scene
- 13.18.05 Unusual Occurrences
- 13.18.06 Handling of Hazardous Occurrence/Major Disaster

continues

13.19 BOMBS/EXPLOSIVE DEVICES

- 13.19.01 Agency Policy and Procedures
- 13.19.02 Tactical Considerations
- 13.19.03 Handling of Bomb Scene

13.20 AIRCRAFT CRASHES

- 13.20.01 Agency Policy
- 13.20.02 Tactical Considerations

13.21 FIRST AID

- 13.21.01 Knowledge and Skills
- 13.21.02 Agency Policy
- 13.21.03 Proficiency Requirements
- 13.21.04 Potential Consequences of Improper Application
- 13.21.05 Handling a First Aid Emergency
- 13.21.06 Occupational Exposure to Blood and Airborne Pathogens

13.22 FIRST AID

- 13.22.01 Providing Aid and Transportation
- 13.22.02 Death Investigations Handled by the Medical Examiner
- 13.22.03 Removing Human Body from Death Scene

13.23 LOST, FOUND, AND RECOVERED PROPERTY

- 13.23.01 Disposition of Property Other than Evidence

13.24 CROWD CONTROL

- 13.24.01 First Amendment Rights
- 13.24.02 Agency Philosophy and Law Enforcement Objective
- 13.24.03 Maintaining Objectivity
- 13.24.04 Restoring Order
- 13.24.05 Crowd Management Incidents
- 13.24.06 Agency Philosophy and Policies for CROWD MANAGEMENT Situations
- 13.24.07 Crowd Control Incidents
- 13.24.08 Agency Philosophy and Policies for CROWD CONTROL Situations
- 13.24.09 Crowd Dispersal
- 13.24.10 Clarity of Purpose, Objective, Mission, and Policy

- 13.24.11 Riot Control Incidents
- 13.24.12 Agency Philosophy and Policies for RIOT CONTROL Situations
- 13.24.13 Law Enforcement Conduct
- 13.24.14 Use of Force in Response to Incidents Involving Crowds
- 13.24.15 Agency-Issued Riot Equipment

13.25 NEWS MEDIA RELATIONS

- 13.25.01 Common Practices for Release of Information
- 13.25.02 Press Credentials
- 13.25.03 Media Access to Areas Closed to the Public
- 13.25.04 Sensitive Information

13.26 HOSTAGE SITUATIONS AND BARRICADED SUSPECTS

- 13.26.01 Tactical Considerations

13.27 SNIPER ATTACK

- 13.27.01 Initial Response to Attack
- 13.27.02 Tactical Actions by Driver under Attack
- 13.27.03 Firebombed Vehicle

13.28 ANIMAL CONTROL

- 13.28.01 Agency Policy and Procedures
- 13.28.02 Destroying of Vicious, Dangerous, or Injured Animal
- 13.28.03 Handling an Animal Control Situation

SECTION 13 PATROL PROCEDURESCHECK ONE ONLY: ☐ PHASE 1 ☐ PHASE 2 ☐ PHASE 3 ☐ PHASE 4 ☐ PHASE 5

Trainee

FTO

13.1 POLICE PATROL TECHNIQUES**13.1.01 Types of Police Patrol**

The trainee shall explain the principle types of police patrol (preventive, directed enforcement, etc.) and their respective impacts on community relations.

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

MPD Policy - Patrol Function
 MPD Policy - Community Relations
 MPD Policy - Traffic Function and Responsibility

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

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall explain the principal types of police patrol to include preventative (proactive), directed enforcement, etc., and their respective impacts on community relations specific to the City of Monterey

13.1.02 Preventive Patrol Methods

The trainee shall review and explain basic preventive patrol methods utilized by an officer:

- | | |
|--|--|
| A. Frequent checks and contacts with business premises | D. Maintenance of visibility and personal contact |
| B. Frequent checks of suspicious persons | E. Daily individual patrol and community action plan |
| C. Fluctuating patrol patterns | |

Reference(s):					Case # (If applicable)		Incident #	
FTO:	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	
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
Comments (field will expand automatically)								

Additional Information:

13.1.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input type="checkbox"/> N/A
MPD Policy - Patrol Function MPD Policy - Community Relations MPD Policy - Traffic Function and Responsibility	

13.1.02 Part B - Agency Training Details (field will expand automatically)
- Trainee shall demonstrate comprehension of the above listed policies - Trainee shall explain basic preventive patrol methods which would allow him/her to best serve the City of Monterey (keeping focus on MPD Vision and Values), including the above listed methods

13.1.03 Foot Patrol and Bicycle Patrol

The trainee shall discuss the advantage(s) of foot patrol and bicycle patrol, including:

- A. Increased personal contact between police and citizens
 B. Increased observation ability
 C. Increased ability to gather information

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

Additional Information:**13.1.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**
☐ N/A

MPD Policy - Community Relations
 MPD Policy - Bicycle Patrol

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

- Trainee shall discuss the advantage(s) of foot patrol and bicycle patrol, and how each can help accomplish our patrol mission (minimally include the above listed advantages)

13.1.04 Motorized Patrol

The trainee shall discuss the advantage(s) of motorized patrol, including:

- | | |
|---|--|
| A. Increased speed and mobility | D. Increased transportation capability |
| B. Increased visibility | E. Decreased response time |
| C. Availability of additional equipment | F. Communications |

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

☐ N/A

MPD Policy - Patrol Function

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall discuss the advantage(s) of motorized patrol, including the above list. Trainee shall also discuss the disadvantages of motorized patrol within the City of Monterey to include: downtown, special events, beaches, etc.

13.1.05 Positive Daily Contacts The trainee shall explain the importance of positive daily personal contact with citizens.								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:								
Comments (field will expand automatically)								

Additional Information:

13.1.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Patrol Function MPD Policy - Community Relations	<input type="checkbox"/> N/A
--	------------------------------

13.1.05 Part B - Agency Training Details (field will expand automatically) - Trainee shall demonstrate comprehension of the above listed policies - Trainee shall explain the importance of positive daily proactive contacts with the public, to include: developing relationships, trust, and community cooperation, etc.
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13.2 OBSERVATION SKILLS								
13.2.01 Perception Skills The trainee shall identify methods by which perception skills may be improved and demonstrate the ability to describe scene activity, persons, and vehicles with acceptable accuracy.								
Reference(s):							Case # (If applicable)	Incident #
FTO:	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	
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
Comments (field will expand automatically)								

Additional Information:

13.2.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Community Relations	<input type="checkbox"/> N/A
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13.2.01	Part B - Agency Training Details (field will expand automatically) <ul style="list-style-type: none"> - Trainee shall demonstrate comprehension of the above listed policy - Trainee shall identify methods that can help him/her improve his/her perception skills - Trainee shall demonstrate ability to describe in detail scene activity, subject and vehicle descriptions with acceptable accuracy
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13.3 PREVENTING AND DETECTING CRIME								
13.3.01 Crime Prevention Techniques The trainee shall explain and demonstrate techniques and procedures that improve a patrol officer's capabilities in preventing and detecting crime.								
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:

13.3.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input type="checkbox"/> N/A
	MPD Policy - Patrol Function	

13.3.01	Part B - Agency Training Details (field will expand automatically)
	<ul style="list-style-type: none"> - Trainee shall demonstrate comprehension of the above listed policy - Trainee shall explain and demonstrate techniques and procedures that improve his/her capabilities in preventing and detecting crime, to include: <ul style="list-style-type: none"> a. Familiarity with hot spots and regular offenders within his/her patrol beat b. Develop rapport with, and cooperation from citizens within his/her patrol beat c. Proactive approach to patrol, including consistent contacts with suspicious subjects and addressing suspicious circumstances before they develop into actual crimes d. Thorough investigations, including probation/parole/consent searches, warrant checks, and enforcement action e. Including the public in the investigation process (when practical). This opens doors to more information, personal video surveillance system evidence and gains public trust and cooperation

13.3.02 Becoming Familiar with the Community

The trainee shall identify factors to consider in becoming familiar with the community, including:

- | | |
|--|---|
| <p>A. General population information</p> <p>B. Appropriate geographic information</p> <p>C. Recent criminal activity</p> | <p>D. Specific factors that may influence patrol functions (e.g.. location of emergency hospitals, high-activity areas, community activities and events, etc.</p> |
|--|---|

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

☐ N/A

MPD Policy - Community Relations

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall demonstrate he/she is familiar with his/her community and identifies factors to consider in becoming more familiar it, to minimally include the above listed factors

13.3.03 Preparing for a Patrol Shift The trainee shall explain and demonstrate how to prepare for a patrol shift, including:								
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:

13.3.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Fitness for Duty; MPD Policy - Personal Appearance Standards MPD Policy - Uniform Regulations MPD Policy - Body Armor MPD Policy - Department Owned and Personal Property; MPD Policy - Vehicle Maintenance	<input type="checkbox"/> N/A
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13.3.03 Part B - Agency Training Details (field will expand automatically) <ul style="list-style-type: none"> - Trainee shall demonstrate comprehension of the above listed policies - Trainee shall demonstrate the ability to prepare him/herself for a patrol shift as it relates to appearance, uniforms and equipment - Trainee shall demonstrate the ability to, and explain the importance of, preparing him/herself mentally, emotionally and physically for a patrol shift - Trainee shall explain their understanding of how a healthy lifestyle contributes to a safer and more productive work environment and vice versa

13.3.04 Frequent Checks The trainee shall identify those locations and/or situations that exist in a “patrol area” that warrant frequent checks.								
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:

13.3.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Crime Analysis	<input type="checkbox"/> N/A
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13.3.04 Part B - Agency Training Details (field will expand automatically) <ul style="list-style-type: none"> - Trainee shall demonstrate comprehension of the above listed policy - Trainee shall explain how Crime Analysis can help him/her identify locations and/or situations that exist in a "patrol area" that warrant frequent checks - Trainee shall identify those locations and/or situations that exist in a "patrol area" that warrant frequent checks

13.3.05 Night Patrol

The trainee shall explain and demonstrate what an officer on nighttime patrol should be looking for, including:

- | | |
|---------------------------|---|
| A. Broken glass | E. Persons on foot |
| B. Open doors and windows | F. Differences in normal lighting (on or off) |
| C. Pry marks | G. Unusual sounds |
| D. Suspicious vehicles | H. Access to rooftop or upper floors |

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

☐ N/A

MPD Policy - Patrol Function

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain differences between daytime and nighttime patrol observations/techniques
- Trainee shall explain and demonstrate what an officer on nighttime patrol should be looking for (taking into account businesses are closed/vacant and residents are generally sleeping), minimally including the above list

13.3.06 Determining If a Parked Vehicle Has Been Recently Operated								
The trainee shall identify ways to determine if a parked vehicle has been recently operated.								
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:

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

13.3.06 Part B - Agency Training Details (field will expand automatically)
<div style="background-color: black; width: 100%; height: 150px; position: relative;"> <div style="position: absolute; bottom: 0; right: 0; color: white; font-size: 1.2em;">een</div> </div>

13.3.07 Conducting Surveillance

The trainee shall describe and/or demonstrate how to conduct surveillance, including:

- A. Invisible deployment
 B. Radio security
 C. Use of surveillance/vision devices

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

- Trainee shall demonstrate how to conduct surveillance, including the above listed techniques
- Trainee shall explain the different techniques such as: plain clothes surveillance, unmarked vehicles, position of concealment, refraining from transmitting sensitive information over radio (could be intercepted), use of binoculars, video/audio recording devices, etc.

13.3.08 Locating Vehicle Identification Numbers The trainee shall be able to locate the vehicle identification number (VIN) of various vehicles (i.e. autos, trucks, trailers, motorcycles, recreation vehicles, and motor homes).								
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:

13.3.08 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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13.3.08 Part B - Agency Training Details (field will expand automatically) - Trainee shall demonstrate he/she is familiar with the general locations of vehicle identification numbers (VIN) on various vehicles. This should minimally include: <ol style="list-style-type: none"> Autos: driver side dash, driver door jamb Commercial Trucks: driver side dash, driver door jamb Motorcycles: right side of steering head Motor Homes: driver side dash, driver door jamb (or entry door if no driver door exists)

13.4 ADDITIONAL PATROL SAFETY								
13.4.01 Plain Clothes Officers								
The trainee shall explain and/or demonstrate how to react when encountering plain-clothes officers in the field, including:								
A. Not displaying any recognition of the plain-clothes officer until he/she acknowledges his/her presence				B. In the absence of his/her self-acknowledgement, reaction to him/her should be identical to any other citizen				
Reference(s):						Case # (If applicable)	Incident #	
FTO:	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	
					<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
Comments (field will expand automatically)								

Additional Information:

13.4.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input type="checkbox"/> N/A
	MPD Policy - Off-Duty Law Enforcement Actions (Other Considerations)	

13.4.01	Part B - Agency Training Details (field will expand automatically)
	<ul style="list-style-type: none"> - Trainee shall demonstrate comprehension of the above listed policy - Trainee shall explain how he/she is to react when encountering plain-clothes officers in the field - Trainee shall demonstrate understanding of why he/she should not contact or acknowledge any plain-clothes officer in the field unless acknowledged by the officer first, to minimally include: <ul style="list-style-type: none"> a. Jeopardizing mission/investigation b. Jeopardizing plain-clothes officer's safety

13.4.02 Plain-Clothes and Off-Duty Arrests The trainee shall explain and/or demonstrate how to respond to uniformed officers if the trainee makes a plain-clothes or off-duty arrest.								
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:

13.4.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Off-Duty Law Enforcement Actions	<input type="checkbox"/> N/A
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13.4.02 Part B - Agency Training Details (field will expand automatically) <ul style="list-style-type: none"> - Trainee shall demonstrate comprehension of the above listed policy - Trainee shall explain the "Intervention Procedure" section of this MPD policy which reads, "If involvement is reasonably necessary the officer should attempt to call or have someone else call 9-1-1 to request immediate assistance. The dispatcher should be informed that an off-duty officer is on- scene and should be provided a description of the officer if possible. Whenever practicable, the officer should loudly and repeatedly identify him/herself as a Monterey Police Department officer until acknowledged. Official identification should also be displayed." - Trainee should demonstrate understanding that no weapons should be displayed on arrival of uniformed officers unless necessary to hold a violent offender at bay. If his/her weapon is drawn, he/she should loudly and repeatedly identify him/herself as a Monterey Police Department officer until acknowledged and display official identification (preferably his/her badge).
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13.4.03 Hazards of Silhouetting The trainee shall explain and/or demonstrate ways to avoid the hazards of “silhouetting.”								
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:

13.4.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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13.4.03 Part B - Agency Training Details (field will expand automatically) <ul style="list-style-type: none"> - Trainee shall explain the potential safety risks of "silhouetting" his/her partners - Trainee shall explain and demonstrate ways to avoid the hazards of "silhouetting" to minimally include; <ul style="list-style-type: none"> a. Filtering light by covering flashlight with hand b. Directing light beam away from partner c. Only activating flashlight once needed

13.4.04 Telltale Noises

The trainee shall explain and/or demonstrate how to avoid making telltale “police noises” such as:

- A. Vehicle noises
 B. Radio noises
 C. Keys and whistle noises

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:

13.4.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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13.4.04 Part B - Agency Training Details (field will expand automatically) - Trainee shall explain and demonstrate how to avoid making telltale "police noises" such as: a. Vehicle noises - Shutting doors softly, accelerating slowly b. Radio noises - Lowering vehicle radio speaker volume on approach to calls, utilizing radio earpieces vs. audible speaker c. Key and whistle noises - Refrain from wearing loose keys on belt, check pockets for loose loud items (keys, change, etc.)

13.4.05 Keeping Subject's Hands in View The trainee shall explain the importance of always keeping a subject's hands in view.								
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:

13.4.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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13.4.05 Part B - Agency Training Details (field will expand automatically) - Trainee shall demonstrate understanding of why it is important to always keep a subjects hands in view, to minimally include: a. Minimizes subject's access to weapons b. Allows visual of contents of subject's hands, i.e., weapons or contraband c. Allows him/her to predict subject's movements more easily
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13.4.06 Initiating Foot Pursuits The trainee shall explain and/or demonstrate safe and effective tactics for initiating a foot pursuit of a fleeing suspect.								
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:

13.4.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Foot Pursuits MPD Policy - Obtaining Air Support	<input type="checkbox"/> N/A
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13.4.06 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall demonstrate understanding of and explain safe and effective tactics for initiating a foot pursuit of a fleeing suspect, to minimally include:
 - a. Balance test...crime committed/need for immediate capture versus risk to safety of officer, public and suspect
 - b. Consider his/her physical condition, knowledge of area, and condition of radio equipment and ability to maintain communication with Monterey Dispatch
 - c. Consider surveillance and containment as a safer alternative to initiating a foot pursuit, including:
 1. Containment of area
 2. Saturation of the area with Law Enforcement personnel, including assistance from other agencies
 3. A canine search
 4. Thermal imaging or other sensing technology
 5. Air support
 6. Apprehension at another time when the identity of the suspect is known or there is information available that would likely allow for a later apprehension, and the need to immediately apprehend the suspect does not reasonably appear to outweigh the risk of continuing the foot pursuit

13.4.07 Mutual Aid and Jurisdiction

The trainee shall review and explain department policies on mutual aid and jurisdiction, including:

- | | |
|---|---|
| A. Use of official vehicles outside the agency's jurisdiction | C. Assisting other agencies with arrests within agency jurisdiction |
| B. Responding to calls for assistance outside the agency's jurisdiction | |

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

Additional Information:**13.4.07 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

MPD Policy - Outside Agency Assistance
 MPD Policy - Law Enforcement Authority
 MPD Policy - Warrant Service

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

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall demonstrate understanding of MPD jurisdiction and MPD outside agency assistance, to include:
 - a. Use of official vehicles outside MPD jurisdiction: outside agency assistance, initiated activity, court, jail transport
 - b. Responding to calls for assistance outside MPD jurisdiction: supervisor approval
 - c. Assisting other agencies with arrests within MPD jurisdiction: with approval, assist until sufficient outside agency personnel are on scene

13.5 PEDESTRIAN STOPS**13.5.01 Consensual Encounters and Reasonable Suspicion**

The trainee shall explain the concepts of a consensual encounter and reasonable suspicion to stop and detain. The trainee will also explain, demonstrate, or otherwise give examples of how a consensual encounter or reasonable suspicion can be elevated to probable cause, allowing for an arrest to be made.

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		
Trainee:							
Comments (field will expand automatically)							

Additional Information:**13.5.01 Part A - Reference Agency Policies/Procedures, if applicable** (600 characters maximum)☐ N/A

MPD Policy - Detentions and Photographing Detainees

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain the concepts of a consensual encounter and reasonable suspicion to stop and detain:
 - a. Consensual Encounter - Occurs when an officer contacts an individual but does not create a detention through words, actions or other means. In other words, a reasonable individual would believe that his/her contact with the officer is voluntary
 - b. Reasonable Suspicion - Occurs when, under the totality of the circumstances, an officer has articulable facts that criminal activity may be afoot and a particular person is connected with that possible criminal activity
- Trainee shall demonstrate understanding of how a consensual encounter or reasonable suspicion can be elevated to probable cause, allowing for an arrest to be made, to minimally include:
 - a. Positive identification of detainee/consensual encounter as subject who committed a crime
 - b. Discovery of evidence during contact creating probable cause to believe the subject has committed a crime
 - c. Admission of involvement in, or commission of, a crime by the detainee or consensual encounter

13.5.02 Lawful Pedestrian Stop

The trainee shall explain the circumstances of making a lawful pedestrian stop. This explanation shall minimally include:

- A. The existence of suspicious activity
B. The time of day or night

- C. Reasonable suspicion to believe that the person being stopped may be involved in criminal activity

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

MPD Policy - Detentions and Photographing Detainees

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain the circumstances for making a lawful pedestrian stop, to minimally include the above listed circumstances
- Trainee shall discuss taking the following into consideration when determining to make a pedestrian stop:
 - a. The appearance or demeanor of an individual suggests that he/she is part of a criminal enterprise or is engaged in a criminal act
 - b. The actions of the suspect suggest that he/she is engaged in a criminal activity
 - c. The hour of the day or night is inappropriate for the suspect's presence in the area
 - d. The suspect's presence in the particular area is suspicious
 - e. The suspect is carrying a suspicious object
 - f. The suspect's clothing bulges in a manner that suggests he/she is carrying a weapon
 - g. The suspect is located in proximate time and place to an alleged crime
 - h. The officer has knowledge of the suspect's prior criminal record or involvement in criminal activity
- Trainee shall demonstrate understanding that he/she may initiate the stop of a person when there is articulable, reasonable suspicion to do so. And that, a person should not be detained longer than is reasonably necessary to resolve his/her suspicions.

13.5.03 Tactical Variables

The trainee shall identify and discuss tactical variables to consider when encountering a person on foot. The discussion shall minimally include determining:

- | | |
|--|--|
| A. Whether or not to stop the person
B. When and where to stop the person | C. Methods to utilize in stopping the person (approach on foot vs. in the vehicle) |
|--|--|

<i>Reference(s):</i>					Case # (If applicable)		Incident #	
FTO:	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	
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:**13.5.03 Part A - Reference Agency Policies/Procedures, if applicable** (600 characters maximum)☐ N/A

MPD Policy - Detentions and Photographing Detainees

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall discuss tactical variables to consider when encountering a person on foot. Trainee shall elaborate on the above list to include:
 - a. Determine quickly if stop is to be consensual or if reasonable suspicion/probable cause exists to detain
 - b. Determine quickly if additional units will be needed to safely stop/contact this subject (keep in mind a consensual encounter would likely become a detention with additional units)
 - c. Project ahead to determine a safe location to stop the subject and whether it is best to wait for cover or initiate the stop alone
 - d. Determine if situation and surroundings dictate a quick approach in his/her vehicle or stealthy approach on foot

13.5.04 Positions When Interviewing Suspicious Person(s)

The trainee shall describe and demonstrate positions that one or two officers can take while interviewing one or more suspicious persons to minimize the possibility of attack.

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:**13.5.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☒ N/A**13.5.04 Part B - Agency Training Details (field will expand automatically)**
13.5.05 Field Interview Form

The trainee shall properly and legibly complete the field interview (FI) report form.

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

MPD Policy - Bias-Based Policing (Reason for contact)

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain the need to complete a field interview card after field contacts, to minimally include:
 - a. To record date, time, location, vehicles and information of subjects contacted should reports of related crimes be reported at a later time
 - b. To record subject/vehicle information should their identity be needed for a separate investigation
 - c. To record subjects as associated with known criminals or gang members
 - d. To record history of number of contacts or calls for service with subjects or locations
- Trainee shall demonstrate he/she can properly and legibly complete a field interview card

13.5.06 Use of CLETS (California Law Enforcement Telecommunications System)

The trainee shall explain the role and use of the CLETS in determining a person's wanted status.

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:**13.5.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☒ N/A**13.5.06 Part B - Agency Training Details (field will expand automatically)**

- Trainee shall be certified to access CLETS
- Trainee shall explain the role and use of CLETS in determining a person's wanted status
- Trainee shall explain and demonstrate the process for requesting a subject's wanted status through Monterey County Warrant Control

13.5.07 Approach and Disposition

Given a situation involving one or more suspicious persons on foot, the trainee shall, having assessed sufficient cause, safely and effectively approach, contact, interview the person(s), and complete a field interview (FI) report or make any other proper disposition.

Reference(s):					Case # (If applicable)	Incident #		
FTO:	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	
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
Comments (field will expand automatically)								

Additional Information:**13.5.07 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☒ N/A**13.5.07 Part B - Agency Training Details (field will expand automatically)**

- Trainee shall perform an actual pedestrian stop
- Trainee shall assess sufficient cause, communicate actions to Monterey Dispatch, safely and effectively approach, contact, interview the person(s), and complete a field interview card
- Trainee shall provide a proper disposition

13.6 SEARCHING PERSONS**13.6.01 Degrees of Searches of Persons**

The trainee shall identify and explain the basic degrees of searches of person(s). These shall minimally include:

- | | |
|---|-----------------------|
| A. Visual/cursory search | D. Strip search |
| B. Pat-down search | E. Body cavity search |
| C. Field search (standing, kneeling, prone) | |

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

MPD Policy - Detentions and Photographing Detainees

MPD Policy - Search and Seizure

MPD Policy - Custody Searches

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

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall identify, explain and demonstrate the basic degrees of searches of person(s). These shall minimally include:
 - a. Visual/cursory search - Visual inspection of subject's hands and clothing for weapons/contraband. Cursory search is a very brief search for weapons (even more abbreviated than a pat-down)
 - b. Pat-down search - A non invasive, outside the clothing search for weapons. There is to be no manipulation of the clothing and no entry into pockets, waistband, etc.
 - c. Field search (standing, kneeling, prone) - Field search positions vary dependent on the circumstances. He/she may search a cooperative subject standing, while he/she may search an uncooperative subject (or one suspected of having weapons) in a kneeling or prone position. He/she needs to evaluate the circumstances and determine which search position is best suited for that given situation.
 - d. Strip search - All strip searches require Watch Commander authorization, prisoner must be suspected of concealing weapons or contraband, officers involved must be of same gender as prisoner, and the search must be visual only.
 - e. Body cavity search - All body cavity searches require Watch Commander approval and a search warrant. Only a physician, nurse practitioner, registered nurse, licensed vocational nurse or Emergency Medical Technician Level II licensed to practice in California may conduct a physical body cavity search.
- Trainee shall demonstrate understanding that, whenever practicable, subjects should be searched by an officer of the same gender

13.6.02 Principles of Searches of Persons The trainee shall explain the common principles of the search of an individual. These principles shall minimally include: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> <p>A. Constant alertness</p> <p>B. Maintain control and position of advantage (contact and cover)</p> </div> <div style="width: 48%;"> <p>C. Thoroughness of the search</p> <p>D. Safeguarding weapons</p> </div> </div>								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	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	
Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

13.6.02	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> MPD Policy - Detentions and Photographing Detainees MPD Policy - Search and Seizure MPD Policy - Custody Searches	<input type="checkbox"/> N/A
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13.6.02	Part B - Agency Training Details <i>(field will expand automatically)</i> <ul style="list-style-type: none"> - Trainee shall demonstrate comprehension of the above listed policies - Trainee shall explain the common principles of the search of an individual. These principles shall minimally include: <ul style="list-style-type: none"> a. Constant alertness - Shall display constant alertness to suspect's movements as well as his/her surroundings (i.e., suspect's associates, agitated bystanders, vehicular traffic, etc.) b. Maintain control and position of advantage - Maintain control of suspect through verbal commands and physical control holds. Maintain a position of advantage during search, and always have a cover officer maintain observations for safety c. Thoroughness of the search - Always follow the same process for a search (whether standing, kneeling or prone) in a grid formation. Take your time and search each section of the grid thoroughly as trained during MPD Defensive Tactics d. Safeguarding weapons - Always make safety priority when searching a suspect. Ensure all weapons are safeguarded from the suspect's reach or access by taking a position of advantage and not rushing the search
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13.6.03 Weapons and Contraband Concealment The trainee shall identify those places on the person of both males and females where dangerous weapons or contraband may be concealed.								
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:

13.6.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Detentions and Photographing Detainees MPD Policy - Search and Seizure MPD Policy - Custody Searches	<input type="checkbox"/> N/A
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13.6.03 Part B - Agency Training Details (field will expand automatically) - Trainee shall demonstrate comprehension of the above listed policies - Trainee shall identify those places on the person of both males and females where dangerous weapons or contraband may be concealed, to minimally include: a. Males - Concealed in pockets, waistband, hat band, mouth, under genitalia, concealed between buttocks or in rectum b. Females - Concealed in pockets, waistband, hat band, mouth, under breasts, inside genitalia, concealed between buttocks or in rectum
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13.6.04 Legal Pat-Down Search The trainee shall safely and effectively conduct a legal pat-down search of one or more suspect(s).								
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:

13.6.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Detentions and Photographing Detainees	<input type="checkbox"/> N/A
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13.6.04 Part B - Agency Training Details (field will expand automatically) - Trainee shall demonstrate comprehension of the above listed policy - Trainee shall safely and effectively conduct a legal pat-down search of one or more suspect(s), demonstrating trained tactics and following MPD protocol of having a cover officer (other than FTO) present
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13.6.05 Field Search The trainee shall safely and effectively conduct a field search (standing, kneeling, or prone) of one or more suspect(s).								
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:

13.6.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Detentions and Photographing Detainees MPD Policy - Search and Seizure	<input type="checkbox"/> N/A
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13.6.05 Part B - Agency Training Details (field will expand automatically) - Trainee shall demonstrate comprehension of the above listed policies - Trainee shall safely and effectively conduct a field search of one or more suspect(s) in each search position (standing, kneeling, and prone), demonstrating trained tactics and following MPD protocol of having a cover officer (other than FTO) present

13.6.06 Backup Officer Responsibilities

The trainee shall explain the responsibilities of the backup officer during the search of one or more persons. The responsibilities should minimally include:

- A. Protecting the searching officer from outside interference and from those subjects being searched
- B. Assisting in control of the person(s) being searched, as needed
- C. Continuous observation of the person(s) being searched

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

☒ N/A

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

- Trainee shall explain the need for MPD officers to work as a team, be alert to other officer's radio traffic, respond as needed to cover each other
- Trainee shall explain the responsibilities of the backup officer during the search of one or more persons. The responsibilities should minimally include the above list

13.6.07 Serve as Backup Officer

The trainee shall safely and effectively serve as a backup officer while another officer conducts a search of one or more subjects.

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

- Trainee shall demonstrate his/her understanding of the role of a backup officer by safely and effectively covering his/her partner while they conduct a search of one or more subjects

13.7 VEHICLE STOPS									
13.7.01 Types of Vehicle Stops The trainee shall explain the various types of vehicle stops to minimally include: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> A. Traffic violations C. High-risk </div> <div style="margin-top: 10px;"> B. Investigative </div>									
Reference(s):						Case # (If applicable)		Incident #	
FTO: Trainee:	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		
					<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	
Comments <i>(field will expand automatically)</i>									

Additional Information:

13.7.01	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	☒ N/A

13.7.01	Part B - Agency Training Details <i>(field will expand automatically)</i> - The trainee shall explain the various types of vehicle stops to minimally include: <div style="margin-top: 10px;"> <p>a. Traffic violations - A violation of the Ca. Vehicle Code has been observed by him/her or another officer</p> <p>b. Investigative - Reasonable suspicion exists to believe the vehicle's occupant(s) may have been involved in criminal activity</p> <p>c. High-risk - Probable cause exists to believe the vehicle's occupant(s) have committed a violent (or potentially violent) crime. Requires higher level of enforcement and carries higher level of risk</p> </div>
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13.7.02 Vehicle Stop Locations

The trainee shall identify and discuss the following elements to be considered when selecting the proper location for a vehicle stop.

- | | |
|-----------------------------|--|
| A. Traffic hazards | D. Lighting conditions |
| B. Escape routes | E. Proper position of primary and backup units |
| C. Number of people present | |

Reference(s):					Case # (If applicable)		Incident #	
FTO:	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	
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
Comments (field will expand automatically)								

Additional Information:

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

☒ N/A

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

- Trainee shall identify and discuss major elements to be considered when selecting the proper location for a vehicle stop, to minimally include:

- a. Traffic hazards - Be mindful of traffic hazards that can endanger you (while out of your vehicle), the violator (you are responsible for their safety while detained), and the public should the traffic stop escalate to a pursuit
- b. Escape routes - Plan ahead when committing to a stop location. Look for a location that provides cover/concealment and accessible escape routes should the stop escalate to a life threatening scenario
- c. Number of people present - When looking for a safe stop location, try to avoid locations with heavy pedestrian traffic. Although unavoidable at times, less pedestrian traffic allows him/her to focus more on the violator. He/she should always utilize backup officers if he/she is uncomfortable with the subjects around his/her traffic stop, or if there are multiple occupants in the violator vehicle
- d. Lighting conditions - When looking for a safe stop location (generally during darkness), he/she should select an area which is well lit. This will not only allow him/her a greater visual of the violator vehicle and it's occupants, but the surrounding area. It is important to be able to see your surroundings to prevent possible ambush
- e. Proper position of primary and backup units - Planning vehicle position is extremely important for executing a safe traffic stop. The primary unit should allow a safe space cushion and be offset from the violator vehicle to allow better angle of view and cover should the stop escalate to a life threatening scenario. Backup units should position behind the primary unit and offset (offset depends of the roadway conditions)

- In most cases, time is not a major factor. He/she should take his/her time to ensure a safe, well planned traffic stop

13.7.03 Vehicle Information Prior to Stop The trainee shall explain the advantages of recording the license number and description of the vehicle prior to the stop.								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	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	
					<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:

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

13.7.03	Part B - Agency Training Details <i>(field will expand automatically)</i> - Trainee shall identify all information to be transmitted to Monterey Dispatch prior to initiating a traffic enforcement stop, to minimally include: a. His/her call sign, intent to initiate a traffic enforcement stop, and the location of the intended stop b. The license plate number (and state if not California), make, model, color of violator vehicle, and number of occupants. Include any major unique identifier for the violator vehicle (i.e., black primed hood) in case the driver evades the stop and the vehicle needs to be identified at a later time - Trainee shall perform a proper traffic enforcement stop and provide all pertinent information to Monterey Dispatch prior to initiating the stop
----------------	--

13.7.04 Proper Distance and Position of Patrol Vehicle

The trainee shall demonstrate the proper distance to initiate the stop of another vehicle. The distance should be:

- A. Not so great as to encourage an escape attempt
 B. Not so close as to present a hazard
 C. Enough to create a safety corridor (patrol vehicle offset left or right) for the safety of the officer(s) and vehicle occupant(s)

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:

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

☒ N/A

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

(b) (7)(C), (b) (7)(D)

[REDACTED]

[REDACTED]

[REDACTED]

(b) (7)(C), (b) (7)(D)

[REDACTED]

[REDACTED]

[REDACTED]

(b) (7)(C), (b) (7)(D)

13.7.05 Gaining Driver's Attention

The trainee shall identify techniques for gaining the attention of the driver when making a vehicle stop. Techniques shall minimally include:

- | | |
|--|--|
| <ul style="list-style-type: none"> A. Use of emergency lights B. Use of siren C. Use of horn D. Use of headlights E. Use of hand signal F. Use of public address (PA) system | <ul style="list-style-type: none"> G. Proper use of spotlight to include: <ul style="list-style-type: none"> 1. Not blinding the driver while vehicle is moving 2. Illuminating the interior of the stopped vehicle 3. Focusing on rear and side mirrors to blind the occupants of the officer's approach |
|--|--|

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"/> 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

Comments (field will expand automatically)

Additional Information:

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

☒ N/A

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

- Trainee shall identify techniques for gaining the attention of the driver when making a traffic enforcement stop, to minimally include:

- a. Use of emergency lights - A solid forward facing red light is the minimum requirement for a traffic enforcement stop, however, if the violator does not respond the full "code-3" lights can be activated to get their attention. It is recommended that all traffic enforcement stops are initiated with full "code-3" lights and then reduced once the driver acknowledges the stop
- b. Use of siren - The use of a siren is not only for code-3 operation, the siren can be utilized to get the attention of a driver not responding to emergency lighting. Once the driver has acknowledged the stop the siren should be deactivated
- c. Use of horn - Although the vehicle horn can be used to get the attention of a driver, this can create other issues. Because every other vehicle on the roadway is equipped with a standard horn, the distracted driver may not realize the alert is coming from a police vehicle. Instead, he/she should utilize the air-horn installed in the patrol vehicle. This horn is unique and easily related to the police
- d. Use of headlights - Headlights will generally be a combined function of emergency lighting activation however, when utilizing the solid forward facing red light only he/she can flash headlights to gain attention of the driver. The use of headlights is generally not the most effective way to get the attention of a driver when making a traffic stop
- e. Use of hand signal - When drivers are unsure of what they are being directed to do, he/she can use hand signals out the driver window to direct the driver to pull over, pull further ahead, stop, etc.
- f. Use of public address (PA) system - The PA system can be used to verbally/loudly direct the driver to pull over, pull further ahead, stop, etc.
- g. Proper use of spotlight as listed above

13.7.06 Hazards of Vehicle Stops

The trainee shall identify the inherent hazards involved when an officer conducts a vehicle stop. These hazards shall minimally include:

- | | |
|-------------------------|-------------------------------|
| A. Location of the stop | D. Position the officer takes |
| B. Reason for the stop | E. Contact with the violator |
| C. Officer's approach | F. Visibility |

Reference(s):					Case # (If applicable)		Incident #	
FTO:	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	
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
Comments (field will expand automatically)								

Additional Information:

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

☒ N/A

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

[REDACTED]

[REDACTED]

- [REDACTED]
- [REDACTED]

[REDACTED]

- [REDACTED]

[REDACTED]

- [REDACTED]

[REDACTED]

- [REDACTED]

[REDACTED]

- [REDACTED]

[REDACTED]

13.7.07 Observing Vehicle Occupants

The trainee shall identify the consequences of failing to closely watch the movements of the occupants of a vehicle prior to, during, and after the stop. These minimally include:

- A. Attack from suspects
 B. Destruction or concealment of evidence
 C. Escape of occupants

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:

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

☒ N/A

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

[Redacted text block containing multiple lines of blacked-out content]

13.7.08 Directing Occupants During a Stop

The trainee shall explain the advantages, disadvantages, and legal aspects of directing the occupants to remain in or to exit the vehicle during a stop.

<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:

<div data-bbox="109 162 1207 203" data-label="Text"> <p>13.7.08 Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i></p> </div> <div data-bbox="1858 162 1992 203" data-label="Text"> <p><input checked="" type="checkbox"/> N/A</p> </div>
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<div data-bbox="109 414 955 454" data-label="Text"> <p>13.7.08 Part B - Agency Training Details <i>(field will expand automatically)</i></p> </div> <div data-bbox="231 462 1953 836" data-label="Text"> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> </div>
--

13.7.09 Approaching Vehicles Other than Automobiles

The trainee shall explain and/or safely demonstrate how to safely stop and approach vehicles other than automobiles such as:

- | | |
|-----------------------------|---------------------|
| A. Motorcycles and bicycles | D. Trucks |
| B. Campers and vans | E. Tractor/Trailers |
| C. Buses | |

Reference(s):					Case # (If applicable)		Incident #	
FTO:	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	
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
Comments (field will expand automatically)								

Additional Information:

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

☒ N/A

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

[Redacted text block containing multiple lines of blacked-out content]

13.7.10 Dealing with Violator Reactions

The trainee shall identify common violator reactions and shall discuss techniques for appropriately dealing with those reactions, which may include:

- | | |
|------------------|--|
| A. Embarrassment | D. Rationalization or excuse for violation |
| B. Anger | E. Refusal to sign citation |
| C. Fear | |

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

Additional Information:**13.7.10 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☒ N/A**13.7.10 Part B - Agency Training Details (field will expand automatically)**

- Trainee shall recognize that violators react differently when contacted by law enforcement. He/she shall discuss techniques for appropriately dealing with those reactions, which may include:

- a. Embarrassment - Do not speak condescendingly or down on the person, rather educate the subject and explain the need for enforcement
- b. Anger - Refrain from matching the subject's intensity and calmly educate them on the dangers of their violation.
- c. Fear - Attempt to build a rapport with the subject and calmly explain that the enforcement action is for their safety and the safety of the entire public
- d. Rationalization or excuse for violation - Calmly educate the subject on the dangers of the observed violation and potential outcomes. Explain process for contesting citation in court
- e. Refusal to sign citation - Calmly explain to the subject they have an obligation to sign the citation without admitting guilt. If they still refuse, explain your obligation to arrest. Do not explain this in a threatening manner. Always stay professional and call a supervisor if needed

13.7.11 Do Not Argue with Violator The trainee shall explain why an officer should not argue with a violator.								
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:

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

13.7.11 Part B - Agency Training Details (field will expand automatically) - Trainee shall demonstrate comprehension of the above listed policy - Trainee shall explain why he/she should never argue with a violator, to minimally include: a. Arguing will ALWAYS escalate the situation b. He/she will not be able to accomplish his/her goal of educating the violator and preventing further violations c. He/she opens herself up to service complaints and discipline d. Destroys trust with the violator and the observing public, and tarnishes the reputation of the Monterey Police Department
--

13.7.12 Discretion during Traffic Stops The trainee shall explain discretion during a car stop by giving examples of traffic situations where a warning may be more beneficial.								
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:

13.7.12 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Traffic Function and Responsibility	<input type="checkbox"/> N/A
--	------------------------------

13.7.12 Part B - Agency Training Details (field will expand automatically) - Trainee shall demonstrate comprehension of the above listed policy - Trainee shall explain discretion during a traffic stop AND give examples of traffic situations where a warning may be more beneficial, for example: a. Hardship would be greater than the lesson learned for the violator b. A verbal warning would have a greater impact on the violator (i.e., unaware they committed a violation)

13.7.13 Procedure Advantages

The trainee shall explain the advantages of the following procedures:

- | | |
|---|--|
| <p>A. Obtaining the violator's driver's license, registration, and proof of insurance as soon as possible after making the stop</p> <p>B. Not accepting the violator's wallet in response to a request for a driver's license</p> | <p>C. Checking the signature of the violator on the citation</p> <p>D. Issuing the proper copy of the citation to the violator</p> |
|---|--|

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:

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

☒ N/A

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

[Redacted text block containing multiple lines of blacked-out content]

13.7.14 Signature Is a Promise to Appear

The trainee shall recognize that the required signature of the violator on a citation is not an admission of guilt, but a promise to appear (PTA).

<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:**13.7.14 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☒ N/A**13.7.14 Part B - Agency Training Details (field will expand automatically)**

- Trainee shall recognize that the violator is required to sign an issued citation, but is not required to admit guilt. He/she shall recognize that the violator's signature is not an admission of guilt, but a promise to appear. He/she shall explain the process for handling a refusal to sign a citation

13.7.15 Promoting a Positive Image

Given an incident involving a traffic violation, the trainee shall safely and effectively conduct a traffic stop and assess whether to issue a citation or warning in a manner that promotes a positive image of law enforcement.

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

MPD Policy - Standards of Conduct

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall express understanding that the first step in promoting a positive image of law enforcement is professionalism and courtesy
- Trainee shall demonstrate a safe and effective traffic stop and assess whether to issue a citation or warning in a manner that promotes a positive image of law enforcement - issuing a citation does not automatically translate to a negative perception of law enforcement, it is up to the officer to promote a positive understanding of the violation and enforcement action

13.8 FELONY/HIGH-RISK VEHICLE STOPS**13.8.01 Important Considerations**

The trainee shall identify and discuss the important considerations taken when about to make a felony/high-risk vehicle stop. These elements shall minimally include:

- | | |
|---|--|
| <ul style="list-style-type: none"> A. Seriousness of the crime(s) B. Availability of Backup C. Where to make the stop (location) D. Tactics to be used after making the stop E. Number of suspects involved F. Placement of subsequent units at the stop itself | <ul style="list-style-type: none"> G. Placement of additional units away from the stop to control traffic and/or to provide additional safety for the stop H. Use of public address (PA) system I. Use of additional resources (K-9 units, air support, etc.) |
|---|--|

<i>Reference(s):</i>						Case # (If applicable)		Incident #	
FTO:	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		
						<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			
Trainee:					<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>									

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

[REDACTED]

[REDACTED]

() [REDACTED]

[REDACTED]

() [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

() [REDACTED]

[REDACTED]

() [REDACTED]

[REDACTED]

[REDACTED]

() [REDACTED]

[REDACTED]

13.8.02 Vehicle Positioning								
The trainee shall discuss the proper positioning of the police vehicle for a felony/high-risk vehicle stop.								
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:

13.8.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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13.8.02 Part B - Agency Training Details (field will expand automatically) - Trainee shall discuss (and demonstrate) the proper positioning of the police vehicle for a felony/high-risk vehicle stop as learned in the "High-Risk Stop" portion of Field Training Orientation
--

13.8.03 Ordering Suspect(s) from the Vehicle The trainee shall discuss the advantages of verbally ordering the suspect(s) from the vehicle prior to approaching on foot.								
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:

13.8.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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13.8.03 Part B - Agency Training Details (field will expand automatically)
<div style="background-color: black; height: 20px; width: 100%;"></div> <div> <div style="background-color: black; height: 20px; width: 20%;"></div> <div style="background-color: black; height: 20px; width: 30%;"></div> <div style="background-color: black; height: 20px; width: 40%;"></div> <div style="background-color: black; height: 20px; width: 50%;"></div> <div style="background-color: black; height: 20px; width: 80%;"></div> </div>

13.8.04 Use of Verbal Commands

The trainee shall explain verbal commands that should be used when removing suspect(s) from a vehicle prior to approaching on foot. These commands minimally include having the suspect:

- A. Keep hands in sight at all times
 B. Exit the vehicle (in accordance with agency policy)
 C. Assume position of disadvantage outside of the vehicle

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

☒ N/A

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

[Redacted text block containing multiple lines of blacked-out content]

13.8.05 Waiting for Backup The trainee shall discuss the advantages of waiting for additional backup before approaching the vehicle or the occupants.								
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:

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

13.8.05 Part B - Agency Training Details (field will expand automatically) - Trainee shall discuss the advantages of waiting for additional backup before approaching the vehicle or the occupants, to minimally include: <ul style="list-style-type: none"> a. Slows the scenario down and allows for a methodical approach b. Minimizes risk of attack c. Allows the entire vehicle/occupants to be controlled

13.8.06 Roles of Primary and Backup Officer(s)

The trainee shall explain the roles of both the primary and backup officer(s) before, during, and after the stop. This discussion shall minimally include which officer:

- | | |
|---|--|
| A. Has radio responsibilities | C. Communicates to the occupants |
| B. Assumes shotgun responsibilities (if applicable) | D. Searches the occupants and/or vehicle |

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

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

[Redacted content]

13.8.07 Demonstrating a Felony/High-Risk Stop

Given an incident involving a felony/high-risk vehicle stop, the trainee shall safely stop the suspect vehicle, remove the occupant(s), and place the occupant(s) in a position of disadvantage without the officer(s) being placed in an inherently dangerous position.

<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>								

13.8.07	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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13.8.07	Part B - Agency Training Details <i>(field will expand automatically)</i>
	<p>- Trainee shall physically demonstrate (in scenario unless presented in actual incident) ability to safely stop the suspect vehicle, remove the occupant(s), and place the occupant(s) in a position of disadvantage without the officer(s) being placed in an inherently dangerous position</p>

5.13 Patrol Procedures

Additional Information:**13.9.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

MPD Policy - Search and Seizure

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

● [REDACTED]

● [REDACTED]

● [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

● [REDACTED]

[REDACTED]

13.9.02 Demonstrating Vehicle Search

Given an incident, the trainee shall safely and effectively conduct a vehicle search.

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

MPD Policy - Search and Seizure

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall demonstrate ability to perform a safe and effective vehicle search during an actual traffic stop

13.10 SEARCHING BUILDINGS/AREAS**13.10.01 Principles of a Safe and Effective Building Search**

The trainee shall identify and explain the principles of a safe and effective search of a building that may contain a suspect. These principles shall minimally include:

- | | |
|---|---|
| <ul style="list-style-type: none"> A. Containment of the building B. Containment of area(s) already searched C. Utilization of a systematic method | <ul style="list-style-type: none"> D. Safe searching techniques E. Appropriate use of specialized assistance (K-9, air support, etc.) |
|---|---|

<i>Reference(s):</i>					Case # (If applicable)	Incident #		
FTO:	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	
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
Comments (field will expand automatically)								

Additional Information:**13.10.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

MPD Policy - Search and Seizure

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall identify and explain the principles of a safe and effective search of a building that may contain a suspect, to minimally include the above listed principles

13.10.02 Demonstrating Safe and Effective Building Searches

Given an incident, the trainee shall safely and effectively conduct a building/area search.

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	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:								

	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:

13.10.02 Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> MPD Policy - Search and Seizure	<input type="checkbox"/> N/A
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13.10.02 Part B - Agency Training Details <i>(field will expand automatically)</i> - Trainee shall demonstrate comprehension of the above listed policy - Trainee shall safely and effectively coordinate/conduct a building/area search

13.11 HANDLING CRIMES IN PROGRESS**13.11.01 Responding to Crimes in Progress**

The trainee shall explain agency policy and factors to consider when responding to crimes in progress. These may include:

- | | |
|--|---|
| A. Proceeding directly to the scene as quickly and silently as possible | H. Traffic and environmental conditions |
| B. Proceeding directly to the scene utilizing emergency lights and/or siren | I. Concern for possible lookouts and/or accomplices |
| C. Proceeding to the location most likely to intercept fleeing suspects | J. Watching for fleeing suspects |
| D. Proceeding to the scene and coordinating arrival and/or deployment with other units | K. Parking and securing vehicle |
| E. Distance to location | L. Apprehension of suspect(s) |
| F. Availability of assisting units | M. Broadcasting additional information |
| G. Nature of crime | N. Securing the scene |

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

☐ N/A

MPD Policy - Officer Response to Calls

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain MPD policy and factors to consider when responding to crimes in progress, to include the above list.

13.11.02 Responding to Prowler Calls

The trainee shall explain agency policy and procedures to be followed when responding to a prowler call. These may include:

- | | |
|---|---|
| <ul style="list-style-type: none"> A. Coordination of responding units B. Using a quiet and/or “blacked-out” approach C. Containment of the area D. Parking and securing the vehicle E. Locating “warm” vehicles | <ul style="list-style-type: none"> F. Advantages and disadvantages of immediately contacting the reporting party (RP) G. Controlled search of the area or location H. Looking for telltale signs, footprints, barking dogs, 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:

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

☒ N/A

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

[Redacted content]

13.12 DOMESTIC VIOLENCE**13.12.01 Legal Issues and Officer Duties**

The trainee shall explain the legal issues and a law enforcement officer's duties in response to a domestic violence situation to minimally include:

- | | |
|--|---|
| <ul style="list-style-type: none"> A. Difference between domestic violence and domestic dispute B. Impact of domestic violence on victims, children, and suspects C. Essential elements of Penal Code Sections 13700 and 13519 D. Duty to provide maximum protection to the victim from abuse (emergency protective order) E. Provide safety to other persons and property F. Verification and enforcement of active restraining orders and stay-away orders | <ul style="list-style-type: none"> G. Responsibility and authority with tenancy issues related to domestic violence H. Determine if a crime has been committed and if arrest is mandatory I. Completion of appropriate documentation and required reports J. Making appropriate victim's assistance information referrals for medical aid, personal safety, community resources, legal options, and the District Attorney's Office K. Taking temporary custody of firearms |
|--|---|

Reference(s):					Case # (If applicable)		Incident #	
FTO:	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	
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
Comments (field will expand automatically)								

Additional Information:**13.12.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**
☐ N/A

MPD Policy - Domestic Violence

MPD Policy - Victim and Witness Assistance; MPD Policy - Property and Evidence

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

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall explain his/her understanding of his/her obligation to enforce domestic violence offenses
- Trainee shall explain the legal issues and his/her duties in response to a domestic violence situation to minimally include the above list

13.12.02 Inherent Dangers

The trainee shall recognize the inherent dangers to officers who enter the residence of parties involved in a dispute.

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

Additional Information:**13.12.02 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*
☐ N/A

MPD Policy - Domestic Violence

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall recognize the inherent dangers to officers who enter the residence of parties involved in a dispute, to minimally include:
 - a. Involved subjects are already agitated and unstable
 - b. Involved subjects are inside their own homes and have knowledge of, and access to, weapons or items which could be used as weapons against officers

13.12.03 Separating Parties

The trainee shall discuss the advantages and disadvantages of separating parties in a domestic dispute and gathering information from them individually.

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

Additional Information:**13.12.03 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*
☐ N/A

MPD Policy - Domestic Violence

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall discuss advantages and disadvantages of separating parties in a domestic dispute and gathering information from them individually, to minimally include:
 - a. Separating parties allows officers to diffuse the situation
 - b. Separating parties allows officers to get uninfluenced statements
 - c. Separating parties requires more officers to be on scene. Request additional units if needed

13.12.04 Differences between Criminal Law and Civil Law

The trainee shall explain the differences between criminal and civil law that apply during domestic dispute situations.

<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:**13.12.04 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*☐ N/A

MPD Policy - Domestic Violence

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain the differences between criminal and civil law

13.12.05 Mandatory Custody Arrest

The trainee shall discuss the mandatory custody arrest requirements related to domestic disputes and domestic violence situations.

<i>Reference(s):</i>						Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	Signature	Date	Signature	Date		Signature	Date		
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	
Comments:									
FTO:	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		
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	
Comments <i>(field will expand automatically)</i>									

Additional Information:**13.12.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

MPD Policy - Domestic Violence

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall discuss his/her obligation to arrest the primary aggressor
- Trainee shall discuss the difference between 273.5 PC and 243(e)(1) PC

13.12.06 Enforcement of Protective Orders

The trainee shall review and explain the law and procedures relating to enforcement of active restraining orders, stay-away orders, and emergency protective orders.

Reference(s):					Case # (If applicable)	Incident #		
FTO:	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	
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
Comments (field will expand automatically)								

Additional Information:**13.12.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

MPD Policy - Domestic Violence

Monterey Police Department Patrol Procedure - Restraining Order Violations

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall discuss the process for offering, requesting, serving and enforcing emergency protective orders as they apply to domestic violence cases
- Trainee shall demonstrate comprehension of the Monterey Police Department Patrol Procedure for Restraining Order Violations

13.12.07 Handling Domestic Violence Incident

Given a domestic dispute or domestic violence incident, the trainee shall be able to assess and handle the situation safely and effectively.

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		
Trainee:							
Comments (field will expand automatically)							

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

☐ N/A

Monterey Police Department Patrol Procedure - Domestic Violence 273.5PC

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall assess and handle a domestic dispute or domestic violence incident safely and effectively by following the Monterey Police Department Patrol Procedure for Domestic Violence

13.13.01 Notification of Victim Assistance

A. Who is eligible for such aid ([GC 13955-13956](#))

B. The time limitations upon the victim in filing a claim ([GC 13952](#))

C. Whom to contact ([GC 13953](#) and [13957.7](#))

Reference(s):						Case # (If applicable)	Incident #	
FTO:	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	
	Trainee:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play		<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play
						<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:**13.13.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☒ N/A**13.13.01 Part B - Agency Training Details (field will expand automatically)**

- Trainee shall explain his/her understanding of his/her obligation to notify victims of violent crimes and/or their families of the availability of state funds and other assistance per the California Government Code.
- Trainee shall explain his/her understanding of his/her obligation to provide victims of a crime with a Victims Bill of Rights - Marcy's Law card
- Trainee shall physically provide a Victims Bill of Rights - Marcy's Law card to a victim of a crime

13.13.02 Crimes Against Children

The trainee shall explain the proper handling of cases of child abuse, neglect, or sexual exploitation of children, including:

- | | |
|--|--|
| <ul style="list-style-type: none"> A. Initial receipt and evaluation of information B. Preliminary investigation procedures C. Reporting laws | <ul style="list-style-type: none"> D. Follow-up investigative procedures E. Referral to additional support agencies (Child Protective Services, Social Services, etc.) |
|--|--|

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

13.13.02	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input type="checkbox"/> N/A
	MPD Policy - Child Abuse	

13.13.02	Part B - Agency Training Details <i>(field will expand automatically)</i>
	<ul style="list-style-type: none"> - Trainee shall demonstrate comprehension of the above listed policy - Trainee shall explain (and demonstrate if incident occurs) the proper handling of cases of child abuse, neglect, or sexual assault of children, to include the above listed procedures

13.13.03 Crimes Against the Elderly The trainee shall explain the proper handling of cases of elder abuse, neglect, or sexual or fiduciary exploitation, including: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> <p>A. Initial receipt and evaluation of information</p> <p>B. Preliminary investigation procedures</p> <p>C. Reporting laws</p> </div> <div style="width: 48%;"> <p>D. Follow-up investigative procedures</p> <p>E. Referral to additional support agencies (Adult Protective Services, Public Guardian, etc)</p> </div> </div>								
<i>Reference(s):</i>						Case # (If applicable)	Incident #	
FTO:	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	
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:**13.13.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

MPD Policy - Adult Abuse

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain (and demonstrate if incident occurs) the proper handling of cases of elder abuse, neglect, or sexual or fiduciary exploitation, to include the above listed procedures

13.13.04 Confiscating Weapons

The trainee shall identify and discuss the legal authorities and procedures for the confiscation and holding of firearms or other dangerous weapons, including:

- | | |
|---|---|
| <p>A. Recognizing prohibited weapons subject to confiscation</p> <p>B. Temporary custody of weapons at domestic violence incidents</p> <p>C. Temporary custody of weapons owned, possessed, or controlled by subjects detained for examination of mental condition (WIC 5150 WIC)</p> | <p>D. Issuance of receipt for confiscated weapons</p> <p>E. Holding time, and other laws related to confiscation of weapons</p> |
|---|---|

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

Policy - Mental Illness and Commitments (Firearms and Other Weapons)

MPD Policy - Property and Evidence (Property Control); MPD Policy - Domestic Violence

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

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall identify and discuss the legal authorities and procedures for the confiscation and holding of firearms or other dangerous weapons as they apply to the above MPD policies, to minimally include the above list

13.14 HATE CRIMES**13.14.01 Hate Crime Indicators**

The trainee shall recognize indicators of hate-related crimes including:

- | | |
|---|--|
| <ul style="list-style-type: none"> A. Anti-religious slurs and symbols B. Slurs regarding gender and/or biological sex C. Racist symbols D. Racial and ethnic slurs | <ul style="list-style-type: none"> E. Hate-group symbols F. Slurs regarding lesbian/gay/bi-sexual/transgender (LGBT) community members |
|---|--|

Reference(s):					Case # (If applicable)		Incident #	
FTO:	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	
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
Comments (field will expand automatically)								

Additional Information:**13.14.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

MPD Policy - Hate Crimes

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

- Trainee shall demonstrate comprehension of the above listed policy
- Keeping the law and MPD policy in mind, the trainee shall recognize indicators of hate-related crimes to include the above list

13.14.02 Consequences of Hate Crimes

The trainee shall identify and discuss the possible consequences of hate crimes including:

- | | |
|--|-------------------------------------|
| A. Psychological effect on victim | C. Community divisiveness |
| B. Denial of basic constitutional rights | D. Potential escalation of violence |

Reference(s):					Case # (If applicable)	Incident #		
FTO:	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	
					<input type="checkbox"/> Field Perform			<input type="checkbox"/> Field Perform
					<input type="checkbox"/> Role Play			<input type="checkbox"/> Role Play
Trainee:					<input type="checkbox"/> Written Test			<input type="checkbox"/> Written Test
					<input type="checkbox"/> Verbal Test			<input type="checkbox"/> Verbal Test
Comments (field will expand automatically)								

Additional Information:**13.14.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

MPD Policy - Hate Crimes

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall identify and discuss the possible consequences hate crimes can have not only on the victim but the community. This should minimally include the effects it can have on the victim psychologically causing fear and distrust, divisiveness within the community due to targeted hate crimes, and potential for escalation of violence either from original suspects or retaliatory victims

13.14.03 Enforcement Requirements

The trainee shall identify and explain the legislative mandates and agency policy and procedures related to the enforcement of hate crimes.

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

MPD Policy - Hate Crimes

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall identify state laws pertaining to hate crimes, and procedures related to the enforcement of hate crimes per the MPD Hate Crimes policy
- Trainee shall acknowledge the Monterey Police Department maintains a zero tolerance for hate crimes

13.14.04 Handling Hate Crimes

The trainee shall recognize and be able to effectively deal with hate crimes motivated by race, ethnicity, religion, biological sex, or sexual orientation.

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

MPD Policy - Hate Crimes

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

- Trainee shall demonstrate comprehension of the above policy
- Trainee shall be able to recognize when a hate crime has been committed or a situation has the likelihood of becoming a hate crime
- Trainee shall be able to demonstrate competency by effectively dealing with hate crimes motivated by race, ethnicity, religion, biological sex, or sexual orientation (whether through actual crime investigation or scenario)

13.15 GANG AWARENESS**13.15.01 Characteristics and Recognizing Gangs**

The trainee shall discuss the characteristics of gangs and the importance of recognizing gangs in terms of officer safety and the investigation of criminal activity.

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

MPD Policy - Criminal Organizations

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall discuss local gang groups and how local gang activity affects the City of Monterey
- Trainee shall demonstrate the ability to recognize gang paraphernalia and crimes related to gang activity

13.15.02 Types of Gangs

The trainee shall identify types of gangs which represent concerns for law enforcement, including:

- | | |
|---------------------|---------------------------|
| A. Street gangs | C. Prison gangs |
| B. Motorcycle gangs | D. Cult/ritualistic gangs |

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:							
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
Comments (field will expand automatically)								

Additional Information:**13.15.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

MPD Policy - Criminal Organizations

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall be able to identify types of gangs which represent concern for law enforcement to include, street gangs (Norteno, Sureno, Crips, Bloods, etc.), motorcycle gangs (Hell's Angels, Mongols, etc.), prison gangs (Mexican Mafia, Nuestra Familia, etc.) and cult/ritualistic gangs

13.15.03 Reasons for Gang Membership

The trainee shall discuss the various reasons for gang membership, including:

- | | |
|---------------------|---|
| A. Peer pressure | C. Protection/Safety |
| B. Common interests | D. Familial and/or generational influence |

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

MPD Policy - Criminal Organizations

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall discuss the various reasons people join gangs, to include the above list

13.15.04 Common Characteristics of Gangs

The trainee shall discuss characteristics that are common to most gangs, including:

- | | |
|--------------------|--------------|
| A. Cohesiveness | C. Rivalries |
| B. Code of silence | D. Revenge |

<i>Reference(s):</i>					Case # (If applicable)		Incident #	
FTO:	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	
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:**13.15.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

MPD Policy - Criminal Organizations

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall be able to identify characteristics that are common to most gangs, to minimally include the above list

13.15.05 Methods Gangs Use to Distinguish Themselves

The trainee shall identify methods that gangs use to distinguish their members from members of other gangs, including:

- | | |
|---------------------------|----------------------|
| A. Tattoos | C. Use of monikers |
| B. Attire and accessories | D. Use of hand signs |

Reference(s):					Case # (If applicable)	Incident #		
FTO:	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	
Trainee:								
Comments (field will expand automatically)								

Additional Information:**13.15.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

MPD Policy - Criminal Organizations

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall demonstrate ability to recognize methods that gangs use to distinguish their members from members of other gangs, to minimally include:
 - a. Tattoos - Numbers such as 13 or 14
 - b. Attire and accessories - Designated colors such as blue or red. Accessories such as bandanas matching their gang color
 - c. Use of monikers - Street names assigned to members such as "Lil' Trouble"
 - d. Use of hand signs - Gangs will create a group specific hand sign (generally performed with finger manipulation to create letter(s))

13.15.06 Gang Graffiti

The trainee shall identify gang graffiti factors significant to law enforcement, including:

- A. Identifying individuals and/or a specific gang
 B. Identifying gang boundaries
 C. Indications of pending and/or past gang conflicts

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

MPD Policy - Criminal Organizations

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall discuss the importance of documenting and thoroughly investigating gang graffiti. He/she shall identify gang graffiti factors significant to law enforcement, to minimally include the above list

13.15.07 Criminal Activities by Gangs

The trainee shall discuss types of criminal activities commonly engaged in by gangs, including:

- | | |
|---------------------------------------|---------------------------------------|
| A. Sale and use of narcotics | C. Auto thefts and vehicle burglaries |
| B. Crimes involving physical violence | D. Other theft-related crimes |

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

MPD Policy - Criminal Organizations

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall recognize the types of criminal activities commonly engaged in by gangs and discuss how these criminal activities impact the City of Monterey

13.15.08 Reducing Gang Activity

The trainee shall explain law enforcement methods used to reduce gang activity, including:

- | | |
|--|---|
| <p>A. Identifying gang activity</p> <p>B. Coordination with allied agencies</p> <p>C. Reduction of the opportunity for criminal activities</p> | <p>D. When gang members are arrested, requesting the district attorney seek sentence enhancements under the Street Terrorism Enforcement and Prevention Act (PC 186.22)</p> |
|--|---|

<i>Reference(s):</i>					Case # (If applicable)		Incident #	
FTO:	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	
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:**13.15.08 Part A - Reference Agency Policies/Procedures, if applicable** (600 characters maximum)
☐ N/A

MPD Policy - Criminal Organizations

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall recognize and explain methods law enforcement uses to reduce gang activity and methods he/she can use to benefit the city of Monterey specifically
- Trainee shall understand the elements of 186.22(a), 186.22(b), and 186.22(d)

13.16 MISSING PERSONS								
13.16.01 Requirements for Handling Missing Persons The trainee shall review and explain state law (including statutory reporting requirements) and the agency's policies and procedures for handling missing persons, adult and juvenile.								
Reference(s): Penal Codes 784.5 , 14205(a)–(c) , 14206 , and 14207(a)–(c)						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:

13.16.01	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> MPD Policy - Missing Persons	<input type="checkbox"/> N/A
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13.16.01	Part B - Agency Training Details <i>(field will expand automatically)</i> <ul style="list-style-type: none"> - Trainee shall demonstrate comprehension of the above listed policy - Trainee shall understand his/her obligation to accept a missing person report from anyone, through any reporting method (in person, over the phone, etc.) per Penal Code 14211 - Trainee shall demonstrate his/her understanding of MPD procedure for handling missing persons, both adult and juvenile as instructed in the MPD Missing Persons policy
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13.16.02 Search Procedures								
The trainee shall explain the agency's policy regarding search procedures for missing persons.								
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:

13.16.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Missing Persons	<input type="checkbox"/> N/A
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13.16.02 Part B - Agency Training Details (field will expand automatically) <ul style="list-style-type: none"> - Trainee shall demonstrate comprehension of the above listed policy - Trainee shall discuss MPD procedures regarding searching for missing persons, to minimally include: <ul style="list-style-type: none"> a. Immediate security check of family residence to confirm child/person is not hiding b. Need for greater resources if missing person is a minor, dependent adult or at risk c. Organized canvas search of last known location (if disappearance was within a short time frame)
--

13.16.03 Thorough Search of a Missing Child's Home and Nearby Area

The trainee shall explain the reasons for making a thorough search of a "missing" child's home and nearby area at the outset of the investigation.

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

MPD Policy - Missing Persons

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain the reasons for making a thorough search of a "missing" child's home and nearby area at the onset of the investigation, to minimally include:
 - a. Child could be hiding or have fallen asleep in an unknown location within the residence
 - b. Child could have left the residence without permission but is still within the property or with familiar people (neighbors) in the nearby area

13.16.04 Amber Alert The trainee shall review and explain the criteria and initiation process for an Amber Alert.								
Reference(s):							Case # (If applicable)	Incident #
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	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:								

	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:

13.16.04	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input type="checkbox"/> N/A
MPD Policy - Missing Persons MPD Policy - Public Alerts		

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

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall understand that the following conditions must be met before activation of an Amber Alert (Government Code 8594(a)):
 - a. A Child has been abducted or taken by anyone, including but not limited to a custodial parent or guardian
 - b. The victim is 17 years of age or younger, or has a proven mental or physical disability
 - c. The victim is in imminent danger of serious injury or death
 - d. There is information available that, if provided to the public, could assist in the child's safe recovery
- Trainee shall demonstrate understanding that the supervisor in charge will ensure the procedure for the Amber Alert is completed

13.16.05 Handling a Missing Person Incident

Given an incident involving a missing person, the trainee shall follow any statutory requirements and properly apply the agency's policies and procedures in reporting the situation and, if necessary, initiating search procedures.

<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:**13.16.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

MPD Policy - Missing Persons

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall properly handle a missing person investigation following all statutory requirements and MPD policy. Trainee shall properly initiate search procedures

13.17 FIRES**13.17.01 Types of Fires**

The trainee shall identify the following types of fires and the best methods to deal with each:

- | | |
|----------------------|-----------------------|
| A. Dry combustibles | C. Electrical |
| B. Flammable liquids | D. Combustible metals |

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:**13.17.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☒ N/A**13.17.01 Part B - Agency Training Details (field will expand automatically)**

- Trainee shall identify the above listed types of fires and best methods to deal with each
- Trainee shall recognize that, unless public life is immediately threatened, it is best for him/her to serve at scene security and allow the Monterey Fire Department to control the actual fire

13.17.02 Initial Steps at a Building Fire

The trainee shall identify and discuss the initial steps to be taken when confronted with a fire in a building. These steps shall minimally include:

- | | |
|--|---|
| A. Request for the fire department | D. Isolation of the immediate area |
| B. Request for additional law enforcement assistance if needed | E. Establishment of a perimeter for crowd control |
| C. Immediate evacuation of any occupants | |

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

MPD Policy - Arson and Suspicious Fire Investigations

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall discuss the initial steps to be taken when confronted with a fire in a building, to minimally include the above list

13.17.03 Search for Victims

The trainee shall identify and discuss the best methods of conducting a safe and effective search for victims in a burning building.

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

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

- Trainee shall understand his/her obligation to protect and save lives threatened by imminent great bodily injury or death
- Trainee shall also understand his/her training and equipment limitations. Trainee shall do everything possible to protect life and assist the Monterey Fire Department without putting him/herself at excessive risk of great bodily injury or death

13.17.04 Building Unsafe to Enter

The trainee shall recognize signs that indicate a burning building is unsafe to enter.

Reference(s):					Case # (If applicable)	Incident #		
FTO:	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	
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
Comments <i>(field will expand automatically)</i>								

Additional Information:**13.17.04 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*
☒ N/A
13.17.04 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall recognize signs that indicate a burning building is unsafe to enter such as: engulfed in flames, billowing smoke, collapsed structure, etc.

13.17.05 Handling a Fire Incident								
Given a scenario or an actual incident involving fire, the trainee shall perform all the necessary steps to safely and effectively manage the incident.								
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:

13.17.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input type="checkbox"/> N/A
MPD Policy - Arson and Suspicious Fire Investigations	

13.17.05 Part B - Agency Training Details (field will expand automatically)
<ul style="list-style-type: none"> - Trainee shall demonstrate comprehension of the above listed policy - Trainee shall perform all the necessary steps to safely and effectively manage a fire incident, to minimally include: <ul style="list-style-type: none"> a. Notification of Monterey Fire Department b. Checking for victims c. Performing scene security and perimeter control d. Proper documentation and cooperation with the Monterey Fire Department e. If Arson is suspected, notification of the on-duty Watch Commander who will notify the MPD Investigations Supervisor

13.18 HAZARDOUS OCCURRENCES/MAJOR DISASTERS								
13.18.01 Responsibilities and Actions Required								
The trainee shall review and explain the responsibilities and actions required of an agency whose jurisdiction is the scene of a hazardous material incident, disaster, potential disaster, or chemical spill – including the Incident Command System (ICS) and Office of Emergency Services (OES).								
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:

13.18.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input type="checkbox"/> N/A
Monterey Police Department Patrol Procedures - Critical Incidents / High Profile Cases	
MPD Policy - Aircraft Accidents; MPD Policy - Hazardous Material Response	

13.18.01 Part B - Agency Training Details (field will expand automatically)
- Trainee shall demonstrate comprehension of the above listed MPD Patrol Procedure and policies
- Trainee shall explain the responsibilities and actions required of the MPD when a hazardous material incident, disaster, potential disaster, or chemical spill occurs within the City of Monterey
- Trainee shall explain the location of, and functions of, the Monterey Emergency Operation Center

13.18.02 Hazardous Materials Policy and Procedures

The trainee shall review and explain the agency's policy and procedures on hazardous materials, substances, or chemical spills/leaks (HAZMAT).

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

MPD Policy - Hazardous Material Response

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

- Trainee shall demonstrate comprehension of the above policy
- Trainee shall review and explain MPD policy (MPD Policy - Hazardous Material Response) and procedures (4060 - Attachments) on hazardous materials, substances, or chemical spills/leaks (HAZMAT)

13.18.03 First Responders Responsibilities

The trainee shall explain the responsibilities and considerations of first responders to a hazardous materials incident, including:

- | | |
|--------------------------------------|---------------------------------------|
| A. Recognition | C. Notification of proper authorities |
| B. Safety/Isolation/Area containment | D. Basic first responder limitations |

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

☐ N/A

MPD Policy - Hazardous Material Response

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain the responsibilities, considerations and limitations of first responders to a hazardous materials incident, to minimally include the above list

13.18.04 Major Accident/Disaster Scene

The trainee shall identify and explain the initial responsibilities of the first unit to arrive at a major vehicle accident or other disaster scene. These responsibilities shall minimally include:

- | | |
|--|--|
| <p>A. Requesting needed assistance and equipment</p> <p>B. Providing for emergency medical aid</p> <p>C. Undertaking immediate coordination with appropriate outside agencies</p> <p>D. Establishing a secure perimeter</p> <p>E. Establishing safe ingress and egress corridors</p> | <p>F. Advising additional units of potential hazards (e.g., large roadway spills, wind direction of fumes/ gases, etc.)</p> <p>G. Identifying and admitting only authorized personnel</p> <p>H. Dealing with the media</p> |
|--|--|

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

MPD Policy - Aircraft Accidents; MPD Policy - Hazardous Material Response

Monterey Police Department Patrol Procedures - Critical Incidents / High Profile Cases

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

- Trainee shall demonstrate comprehension of the above listed policies and MPD Patrol Procedure
- Trainee shall identify and explain his/her initial responsibilities as the first unit to arrive at a major vehicle accident or other disaster scene, to minimally include the above list

13.18.05 Unusual Occurrences

The trainee shall discuss procedures to be used when confronted with other unusual or hazardous occurrences. These occurrences shall minimally include:

- | | |
|--|---|
| <p>A. Downed electrical wires</p> <p>B. Malfunctioning traffic signals</p> <p>C. Roadway hazards</p> <p>D. Damaged fire hydrants</p> <p>E. Gas leaks</p> | <p>F. Chemical spills</p> <p>G. Conditions caused by inclement weather such as fog, snow, ice, flooding, and mud slides</p> <p>H. Military incidents requiring police intervention</p> <p>I. Wilderness-Urban Interface fires</p> |
|--|---|

<i>Reference(s):</i>					Case # (If applicable)		Incident #	
FTO:	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	
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
Comments <i>(field will expand automatically)</i>								

Additional Information:**13.18.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**
☐ N/A

MPD Policy - Hazardous Material Response

MPD Policy - Operational Agreements/Protocols/Procedures/MOUs/Forms (Attachments: MOU NPS - Monterey 1991, POM MOU 09/10/03)

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

- Trainee shall demonstrate comprehension of the above listed policies and attachments
- Trainee shall discuss procedures to be used when confronted with the above listed unusual and hazardous occurrences

13.18.06 Handling of Hazardous Occurrence/Major Disaster Given a simulated or actual hazardous occurrence, chemical spill, major disaster, or potential disaster, the trainee shall assess and perform all necessary responsibilities and actions in a safe and effective manner.								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	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	
					<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:

13.18.06	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> MPD Policy - Aircraft Accidents; MPD Policy - Hazardous Material Response Monterey Police Department Patrol Procedures - Critical Incidents / High Profile Cases	<input type="checkbox"/> N/A
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13.18.06	Part B - Agency Training Details <i>(field will expand automatically)</i> - Trainee shall demonstrate comprehension of the above listed policies and MPD patrol procedure - Trainee shall assess and perform all necessary responsibilities and actions in relation to a simulated or actual disaster incident (following MPD policy)
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13.19 BOMBS/EXPLOSIVE DEVICES								
13.19.01 Agency Policy and Procedures The trainee shall review and explain the agency's policy and procedures for handling explosives.								
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:

13.19.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input type="checkbox"/> N/A
MPD Policy - Response to Bomb Calls	
MPD Policy - Property and Evidence (Explosives)	

13.19.01 Part B - Agency Training Details (field will expand automatically)
- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall discuss his/her understanding of MPD policy and procedures for handling explosives

13.19.02 Tactical Considerations

The trainee shall explain tactical considerations upon arrival at the scene of a suspected or actual explosive device. These considerations shall minimally include:

- | | |
|--|--|
| A. Hazards of using the police radio and/or cellular phone | D. Evacuation of civilian personnel |
| B. Request for technician or Explosive Ordnance Disposal (E.O.D) | E. Possibility that more than one explosive device |
| C. Isolation of the device and the area | |

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

MPD Policy - Response to Bomb Calls

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain tactical considerations upon his/her arrival to a suspected explosive device, to minimally include the above list
- If there is one explosive device, he/she should treat the scene as if there are multiple devices

13.19.03 Handling of Bomb Scene Given a simulated or actual bomb scene, the trainee shall assess and perform all necessary responsibilities and actions in a safe and effective manner.								
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:

13.19.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Response to Bomb Calls	<input type="checkbox"/> N/A
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13.19.03 Part B - Agency Training Details (field will expand automatically) - Trainee shall demonstrate comprehension of the above policy - Trainee shall handle an actual bomb scene (or simulated) in a thorough, safe and effective manner according to MPD policy
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13.20 AIRCRAFT CRASHES								
13.20.01 Agency Policy The trainee shall review and explain the agency's policy on aircraft crashes.								
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:

13.20.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input type="checkbox"/> N/A
MPD Policy - Aircraft Accidents	

13.20.01 Part B - Agency Training Details (field will expand automatically)
<ul style="list-style-type: none"> - Trainee shall demonstrate comprehension of the above listed policy - Trainee shall explain MPD policy on aircraft crashes, to include which public safety agencies and first responders shall be notified

13.20.02 Tactical Considerations

The trainee shall discuss factors associated with the handling of an aircraft crash, including:

A. Civil Aviation/Non-Military Aircraft

1. Federal Aviation Agency (FAA) and/or National Transportation Safety Board (NTSB) will investigate

B. Military Aircraft

1. Military authorities are in charge
2. There may be dangerous weapons issues
3. There may be classified materials present
4. Police cannot authorize news media to enter

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

MPD Policy - Aircraft Accidents

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall discuss his/her understanding of the factors associated with the handling of an aircraft crash, to minimally include the above list

13.21 FIRST AID								
13.21.01 Knowledge and Skills								
The trainee shall possess the knowledge and skills needed to administer necessary first aid during emergency situations.								
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:

13.21.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input type="checkbox"/> N/A
MPD Policy - Medical Aid and Response	

13.21.01 Part B - Agency Training Details (field will expand automatically)
- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall be certified in First Aid/CPR and demonstrate proficiency

13.21.02 Agency Policy The trainee shall review and explain the agency's policy on administering first aid.								
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:

13.21.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input type="checkbox"/> N/A
MPD Policy - Medical Aid and Response	

13.21.02 Part B - Agency Training Details (field will expand automatically)
- Trainee shall demonstrate comprehension of the above listed policy and explain MPD policy on administering first aid

13.21.03 Proficiency Requirements								
The trainee shall discuss why a law enforcement officer is morally, ethically, and legally required to maintain proficiency in first aid techniques.								
Reference(s): Health & Safety Code 1797.183 and Penal Code 13518						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:

13.21.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input type="checkbox"/> N/A
MPD Policy - Medical Aid and Response	

13.21.03 Part B - Agency Training Details (field will expand automatically)
<ul style="list-style-type: none"> - Trainee shall demonstrate comprehension of the above listed policy - Trainee shall discuss why he/she is morally, ethically and legally required to maintain proficiency in first aid techniques. Shall explain how often he/she is required to re-certify in first aid/CPR

13.21.04 Potential Consequences of Improper Application								
The trainee shall explain why the improper application of first aid techniques could conceivably result in civil action against the officer and the agency.								
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:

13.21.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input type="checkbox"/> N/A
MPD Policy - Medical Aid and Response	

13.21.04 Part B - Agency Training Details (field will expand automatically)
<ul style="list-style-type: none"> - Trainee shall demonstrate comprehension of the above listed policy - Trainee shall understand and explain his/her limitations when it comes to administering first aid techniques. He/she shall explain why their improper application of first aid techniques could result in civil action against him/her and the MPD

13.21.05 Handling a First Aid Emergency

Given any emergency situation in which some form of first aid becomes necessary, the trainee shall properly administer the necessary first aid technique(s) following the summoning of professional emergency assistance.

Reference(s):						Case # (If applicable)		Incident #	
	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:**13.21.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

MPD Policy - Medical Aid and Response

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall properly administer first aid techniques (according to training and policy) in an emergency situation
- Trainee shall always summon the Monterey Fire Department and AMR when medical attention is needed for a citizen or officer

13.21.06 Occupational Exposure to Blood and Airborne Pathogens The trainee shall explain the agency's plan for the management of occupational exposure to blood and airborne pathogens [e.g., Human Immunodeficiency Virus (HIV), Hepatitis, Tuberculosis (TB)].								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	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	
					<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:

13.21.06	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Communicable Diseases	<input type="checkbox"/> N/A
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13.21.06	Part B - Agency Training Details (field will expand automatically) - Trainee shall demonstrate comprehension of the above listed policy - Trainee shall explain the MPD's plan for the management of occupational exposure to blood and airborne pathogens as per MPD policy
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13.22 SICK, INJURED, OR DECEASED PERSONS								
13.22.01 Providing Aid and Transportation								
The trainee shall review and explain agency policies concerning providing aid and transportation to sick or injured persons.								
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:

13.22.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input type="checkbox"/> N/A
MPD Policy - Medical Aid and Response (Transporting Ill or Injured Persons)	

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

● [REDACTED]

● [REDACTED]

● [REDACTED]

● [REDACTED]

● [REDACTED]

● [REDACTED]

● [REDACTED]

13.22.02 Death Investigations Handled by the Medical Examiner

The trainee shall review and explain California law and agency procedures concerning death investigations that must be handled by medical examiner, including:

- | | |
|--|--|
| <p>A. Apparent homicide, suicide, or occurring under suspicious circumstances</p> <p>B. Resulting from the use of dangerous or narcotic drugs</p> <p>C. The death of any person who is incarcerated in any jail, correctional facility, or who is in police custody</p> <p>D. Apparently accidental or following an injury</p> | <p>E. By disease, injury, or toxic agent during or arising from employment</p> <p>F. While not under the care of a physician during the period immediately prior to death</p> <p>G. Death related to disease that might constitute a threat to public health</p> |
|--|--|

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

MPD Policy - Death Investigation

MPD Policy - Officer-Involved Shootings and Deaths

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

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall explain CA law and MPD policy/procedures concerning death investigations that must be handled by medical examiner, to minimally include the above list

13.22.03 Removing Human Body from Death Scene

The trainee shall review and explain the legal requirements concerning removal of a human body from a death scene, including:

A. Limits to which an officer may search a dead person

B. Legalities involved in transporting an obviously dead person in an ambulance

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

MPD Policy - Death Investigation

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain the legal requirements concerning removal of a human body from a death scene, including:
 - a. Limits to which he/she may search a dead person - The Coroner or Deputy Coroner is generally the only person permitted to search a body known to be dead from any of the circumstances set forth in Government Code 27491. The only exception is that an officer is permitted to search the body of a person killed in a traffic collision for the limited purpose of locating an anatomical donor card (Government Code 27491.3)
 - b. Legalities involved in transporting an obviously dead person in an ambulance

13.23 LOST, FOUND, AND RECOVERED PROPERTY**13.23.01 Disposition of Property Other than Evidence**

The trainee shall review and explain California law and agency policies and procedures concerning the disposition of property other than evidence, including:

- A. Property recovered by officer
- B. Property found by citizen
- C. Property (real or personal) of injured, ill, or deceased persons
- D. How Law Enforcement Data Systems (LEDS) can assist in determining property status.

Reference(s):					Case # (If applicable)		Incident #	
FTO:	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	
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
Comments (field will expand automatically)								

Additional Information:**13.23.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

MPD Policy - Property and Evidence

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall discuss procedures concerning the disposition of property that is not evidence, to minimally include the above list
- Trainee shall discuss and demonstrate proper documentation of property that is not evidence

13.24 CROWD CONTROL								
13.24.01 First Amendment Rights The trainee shall explain the guaranteed First Amendment rights of freedom of speech and freedom of assembly, and will understand the responsibility of law enforcement to protect and uphold an individual's right to free speech and assembly, while also protecting the lives and property of all people.								
<i>Reference(s):</i>						Case # (If applicable)	Incident #	
FTO:	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	
					<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:

13.24.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - First Amendment Assemblies	<input type="checkbox"/> N/A
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13.24.01	Part B - Agency Training Details <i>(field will expand automatically)</i> <ul style="list-style-type: none"> - Trainee shall demonstrate comprehension of the above listed policy - Trainee shall discuss his/her obligation to protect and uphold an individual's right to free speech and assembly, while also protecting the lives and property of all people within MPD policy
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13.24.02 Agency Philosophy and Law Enforcement Objective

The trainee will explain and discuss the agency philosophy and law enforcement objective for controlling a crowd where there is a potential or imminent threat of violence. The discussion will minimally include the concept that law enforcement's objective is to control the situation and prevent violations of law, without infringing on an individual or group's First Amendment rights of free speech and assembly.

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

MPD Policy - First Amendment Assemblies

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain their understanding of how MPD can control a potentially violent crowd without infringing on an individual or group's First Amendment rights

13.24.03 Maintaining Objectivity

The trainee will understand and be able to explain the fact that peace officers must not allow personal or political opinions, attitudes, or religious views to influence their responsibility to protect an individual's rights to free speech and assembly.

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

MPD Policy - First Amendment Assemblies

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall demonstrate understanding that he/she shall not allow his/her personal or political opinions, attitudes or religious views influence their responsibility to protect an individual's rights to free speech and assembly

13.24.04 Restoring Order

The trainee will explain the concept of restoring order, with an understanding that if the actions of a group turn from lawful to unlawful activities, law enforcement officers (following the law and agency policy) have a responsibility to control those actions efficiently and with minimal impact to the community.

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

MPD Policy - First Amendment Assemblies
 MPD Policy - Use of Force

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

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall explain how to restore order when a First Amendment Assembly turns from lawful to unlawful, while following the law and MPD policy

13.24.05 Crowd Management Incidents

The trainee will understand and be able to explain that “crowd management” deals with law enforcement response to a known event, activity, or occurrence where a large number of people may gather. Law enforcement response to crowd management situations will include incident planning and crowd containment strategies.

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

MPD Policy - Patrol Function (Crowds, Events and Gatherings)

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

- Trainee shall demonstrate comprehension of the above policy
- Trainee shall explain the process of crowd management when dealing with large groups of people

13.24.06 Agency Philosophy and Policies for CROWD MANAGEMENT Situations

The trainee will identify and explain the agency's philosophy and policies for response to crowd management situations. A discussion of agency philosophy and policies will minimally include:

- A. Crowd Management at large planned/organized gatherings
 - 1. Protests/Demonstrations/First Amendment activities
 - 2. Labor disputes
 - 3. Concerts
 - 4. Sporting events/celebrations
 - 5. Holiday celebrations
 - 6. Cultural programs
 - 7. Religious gatherings
 - 8. Community activities
- B. Incident Planning
 - 1. Establishing a command post
 - 2. Coordination of resources
 - 3. Planning, preparation, and coordination with event promoters
 - 4. Deploying sufficient personnel with proper equipment
 - 5. Establishing a unified chain of command
- 6. Establishing rules of conduct for the crowd, law enforcement, media, etc.
- 7. Preparing to handle multiple arrests
- 8. Planning and coordinating the response of medical personnel or additional resources, if needed.
- 9. Making contingency plans for response if a riot situation ensues
- 10. The construction of written plans for the Incident Command System, State Emergency Management System, and National Incident Management System
- 11. Authorized/designated law enforcement personnel interacting with the media
- C. Containment
 - 1. Establishing a flexible and controllable perimeter for the crowd, whenever possible
 - 2. Using officers to control the entry and exit of the crowd within the perimeter

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

MPD Policy - First Amendment Assemblies

MPD Policy - Patrol Function (Crowds, Events and Gatherings)

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

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall discuss MPD philosophy and policies for response to crowd management situations, to minimally include the above list

13.24.07 Crowd Control Incidents

The trainee will understand and be able to explain that a “crowd control” situation is one in which law enforcement must respond to a preplanned or spontaneous event, activity, or occurrence where there is a potential or imminent threat of violence associated with a large gathering of people. In such situations, only the level(s) of force necessary (force which is reasonable under the law and agency policy) may be used to arrest or disperse violators and restore order.

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

MPD Policy - Use of Force; MPD Policy - First Amendment Assemblies

MPD Policy - Patrol Function (Crowds, Events and Gatherings)

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

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall understand that force and enforcement options should not be the first course of action when responding to an event with large disorderly crowds. Once all negotiating options have been exhausted, only the level(s) of force necessary may be used to arrest or disperse violators and restore order

13.24.08 Agency Philosophy and Policies for CROWD CONTROL Situations

The trainee will identify and explain the agency's philosophy and policies for response to crowd control situations.

A discussion of agency philosophy and policies will minimally include the following:

A. Isolation and containment

1. Establishment of a perimeter around the crowd
2. Consideration of barricades and placement of additional personnel to maintain the perimeter
3. Maintaining the integrity of squads and platoons and avoiding becoming isolated in the crowd

B. Law enforcement presence

1. Coordination of resources
2. Communication
3. Deploying sufficient personnel with proper equipment
4. The announcement of dispersal orders (prepared announcement/amplified sound, multiple announcements in appropriate language)
5. Use of force options
6. Law enforcement documentation of its own response (video/audio)
7. Making selective arrests (arrest teams/ communication)
8. Establishing a unified chain of command
9. Preparing to handle multiple arrests
10. Planning and coordinating the response of medical personnel or additional resources, if needed
11. Authorized/designated law enforcement personnel interacting with media

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

MPD Policy - Use of Force; MPD Policy - First Amendment Assemblies

MPD Policy - Patrol Function (Crowds, Events and Gatherings)

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

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall demonstrate understanding of the Monterey Police Department's philosophy and policies for response to crowd control. He/she shall understand this type of response requires planning and organization. He/she shall have a discussion which minimally includes the above list

13.24.09 Crowd Dispersal

The trainee will understand and be able to discuss law enforcement actions immediately following crowd dispersal orders. The trainee will understand that if the only unlawful act at a crowd control situation is the forming of an unlawful assembly, the crowd should be given an opportunity to disperse voluntarily prior to law enforcement initiating any arrests.

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

MPD Policy - First Amendment Assemblies (Unlawful Assembly Dispersal Orders, Use of Force)

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall discuss law enforcement actions immediately following crowd dispersal orders. To minimally include:
 - a. Waiting and allowing the crowd a reasonable amount of time to disperse following the order
 - b. Individuals refusing to comply with lawful orders (e.g., nonviolent refusal to disperse) should be given clear verbal warning and a reasonable opportunity to comply
 - c. If individuals refuse to comply with lawful orders, the Incident Commander shall evaluate the type of resistance and adopt a reasonable response in order to accomplish the law enforcement mission
 - d. Absent active violence/immediate threat to public safety, he/she should not take enforcement action without first receiving authorization from the Incident Commander

13.24.10 Clarity of Purpose, Objective, Mission, and Policy

The trainee will understand and be able to discuss the importance of all law enforcement personnel at a crowd situation being aware of their purpose and agency policies. If any peace officer at a crowd management or crowd control incident is not absolutely clear on the law enforcement objective, mission, or agency policies relating to the incident, it is that officer's responsibility to immediately contact a supervisor to obtain clarification.

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:

13.24.10 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Use of Force; MPD Policy - First Amendment Assemblies MPD Policy - Patrol Function (Crowds, Events and Gatherings)	<input type="checkbox"/> N/A
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13.24.10 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall ensure he/she has a clear understanding of MPD's objective, mission, or policies relating to a crowd situation. It is his/her responsibility to obtain clarification from a supervisor if his/her understanding is unclear.

13.24.11 Riot Control Incidents

The trainee will understand and be able to discuss the term “riot control” as it refers to the techniques used by peace officers in response to an escalation of crowd violence where reasonable force may be necessary to prevent additional violence, injuries, death, or the destruction of property.

Although law enforcement does not necessarily plan on riots erupting in all crowd situations, riot control is generally a contingency of a well-prepared crowd management plan. A discussion of riot control techniques will minimally include the following:

- | | |
|---|--|
| A. Specific operational tactics and basic formations | E. Dispersal orders |
| B. Additional resources, equipment, and personnel that may be required for a response | F. Clarity on agency policies and guidelines for the use of less-lethal force (i.e. chemical agents, baton, beanbag rounds, taser, etc.) |
| C. Assignment of specific tasks | G. Clarity on the agency policy for the use of deadly force |
| D. Agency policies and procedures for mounting a quick, effective response to violence or violations of the law | |

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"/> 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

Comments (field will expand automatically)

Additional Information:**13.24.11 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☐ N/A

MPD Policy - Use of Force

MPD Policy - First Amendment Assemblies

MPD Policy - Control Devices and Techniques

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

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall be able to explain the difference between "crowd control" and "riot control".
- Trainee shall explain the techniques used by peace officers in response to an escalation of crowd violence, to minimally include the above listed riot control techniques

13.24.12 Agency Philosophy and Policies for RIOT CONTROL Situations

The trainee will identify and be able to discuss the agency philosophy and policies dealing with the principles of riot control. The discussion will minimally include the following:

A. Containment

1. Flexible outer perimeter controlling ingress and egress of the crowd
2. Denying access and preventing others from joining the existing crowd

B. Isolation

1. Developing an inner perimeter so officers can focus on gaining control and rioters may be more likely to disperse

C. Dispersal

1. Dispersal can commence once the inner and outer perimeters have been established and control forces are in place to help support crowd movement, ingress, and egress

D. Restoration of order

1. Medical aid
2. Detention, arrest, cite and release, transportation of arrestees
3. Criminal investigation
4. Authorized/designated law enforcement personnel interacting with the media

<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:**13.24.12 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

MPD Policy - Use of Force

MPD Policy - First Amendment Assemblies

MPD Policy - Control Devices and Techniques

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

- Trainee shall demonstrate comprehension of the above policies
- Trainee shall discuss MPD philosophy and policies dealing with the principles of riot control, to minimally include the above listed principles

13.24.13 Law Enforcement Conduct

The trainee will understand and be able to discuss the importance of proper law enforcement conduct in response to crowd and riot situations. All law enforcement personnel responding to such situations must conduct themselves legally and professionally, and in a calm and unbiased manner. Officers shall respond safely and professionally, and all law enforcement personnel shall follow the law and agency policies.

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

MPD Policy - First Amendment Assemblies; MPD Policy - Patrol Function (Crowds, Events and Gatherings)

MPD Policy - Standards of Conduct; MPD Policy - Bias-Based Policing

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

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall discuss the importance of proper law enforcement conduct in response to crowd and riot situations
- Trainee shall acknowledge their understanding that he/she shall conduct him/herself legally, professionally, and in a calm and unbiased manner. He/she shall acknowledge that their personal political, religious, etc. beliefs cannot influence their actions. Abuse of authority and biased based policing has no place in professional law enforcement.

13.24.14 Use of Force in Response to Incidents Involving Crowds

The trainee shall explain the agency policy regarding the use of lethal and less lethal force when an officer is involved in any crowd management or crowd control situation. The trainee will understand and be able to articulate the agency's use of force policies, and will explain the level(s) of force that may be necessary to control unlawful actions, arrest or disperse violators, and restore order. The trainee will understand that any level of force used in a crowd situation must be reasonable, lawful, and within agency policy.

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

MPD Policy - Use of Force; MPD Policy - First Amendment Assemblies

MPD Policy - Control Devices and Techniques

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

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall explain MPD policy regarding use of lethal and less lethal force when involved in any crowd management or crowd control situation. Trainee understands he/she may use only the level(s) of force necessary to arrest or disperse violators and restore order or overcome a violent offender and preserve innocent lives

13.24.15 Agency-Issued Riot Equipment

The trainee will explain the appropriate use and maintenance of all agency-issued/approved riot equipment (e.g., helmets, shields, flex cuffs, and other 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:**13.24.15 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

MPD Policy - Personal Protective Equipment

MPD Policy - Department Owned and Personal Property

MPD Policy - Rapid Response and Deployment

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

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall acknowledge receipt of, and demonstrate function of MPD issued PPE/riot equipment. This equipment shall minimally include one protective helmet with face shield, one gas mask, and one wooden straight stick baton

13.25 NEWS MEDIA RELATIONS**13.25.01 Common Practices for Release of Information**

The trainee shall discuss the most common law enforcement practices as to who may release information to the news media and the notification procedures utilized.

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

MPD Policy - Media Relations

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain the process for releasing information to the media, and shall understand that no information shall be released to the media without prior approval from a supervisor or the designated department media representative

13.25.02 Press Credentials

The trainee shall recognize press credentials most commonly honored by law enforcement agencies.

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

MPD Policy - Media Relations (Media Access)

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall demonstrate understanding that all media representatives shall produce valid press credentials that shall be prominently displayed at all times while in areas otherwise closed to the public

13.25.03 Media Access to Areas Closed to the Public

The trainee shall identify the provisions of California law pertaining to the authorization of news media representatives to enter areas otherwise closed to the public.

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

MPD Policy - Media Relations (Media Access)

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall demonstrate comprehension of California Penal Code section 409.5(d), and identify the provisions of California law pertaining to the authorization of news media representatives to enter areas otherwise closed to the public

13.25.04 Sensitive Information

The trainee shall discuss types of information that could negatively affect the rights of an individual and/or place the investigation at risk if furnished to the news media, including:

- | | |
|---|--|
| <ul style="list-style-type: none"> A. Statements as to the character or reputation of a victim, an accused person, or prospective witness B. Admissions, confessions, or alibis attributed to an accused person C. Performance or results of a test taken by a victim, suspect, or witness D. Refusal of a victim, suspect, or witness to take any test(s) E. The presumed credibility of an accused person or witness | <ul style="list-style-type: none"> F. The probability of an accused person entering a guilty plea G. The opinioned value of evidence against an accused person H. Information prohibited by agency policy I. Information that would be detrimental to the investigation of the case J. Information that may jeopardize the rights of the individual |
|---|--|

Reference(s):					Case # (If applicable)	Incident #		
FTO:	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	
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	
Comments (field will expand automatically)								

Additional Information:**13.25.04 Part A - Reference Agency Policies/Procedures, if applicable** (600 characters maximum)☐ N/A

MPD Policy - Media Relations

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall discuss types of information that could negatively affect an investigation or negatively impact those involved in the incident, to minimally include the above list
- Trainee shall understand that it shall be the responsibility of the authorized employee dealing with media requests to ensure that restricted information is not inappropriately released to the media by this department. When in doubt, authorized and available legal counsel should be obtained

13.26 HOSTAGE SITUATIONS AND BARRICADED SUSPECTS**13.26.01 Tactical Considerations**

The trainee shall explain and/or demonstrate tactical considerations in dealing with hostage situations and/or barricaded suspects, including:

- | | |
|--|---|
| <p>A. Safe approach</p> <p>B. Containment of the scene</p> <p>C. Requesting appropriate assistance [e.g., hostage negotiator, specialized unit(s), etc.]</p> | <p>D. Evacuation</p> <p>E. Communication/negotiation with the suspect</p> |
|--|---|

<i>Reference(s):</i>					Case # (If applicable)		Incident #	
FTO:	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	
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
Comments (<i>field will expand automatically</i>)								

Additional Information:**13.26.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**
☐ N/A

MPD Policy - Hostage and Barricade Incidents

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

● [REDACTED]

● [REDACTED]

● [REDACTED]

● [REDACTED]

● [REDACTED]

● [REDACTED]

● [REDACTED]

● [REDACTED]

13.27 SNIPER ATTACK**13.27.01 Initial Response to Attack**

The trainee shall explain the steps which should be immediately taken when confronted with a “set-up”, ambush, or sniper attack, including:

- | | |
|-------------------------------------|---|
| A. Seeking cover and/or concealment | C. Isolating and clearing the area(s) |
| B. Calling for assistance | D. Determining possible location(s) of assailant(s) |

<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:**13.27.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☒ N/A**13.27.01 Part B - Agency Training Details (field will expand automatically)**

- Trainee shall discuss tactical actions he/she should take when confronted with a "set-up", ambush, or sniper attack to include the above list

13.27.02 Tactical Actions by Driver under Attack

The trainee shall discuss tactical actions that may be taken by the driver of a vehicle that comes under sniper attack, including:

- | | |
|--|--|
| A. Accelerating/reversing out of the "kill zone" | C. Abandoning the target vehicle |
| B. Turning into nearest available cover | D. Awareness of possible secondary attack/ambush |

Reference(s):					Case # (If applicable)	Incident #		
FTO:	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	
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
Comments (field will expand automatically)								

Additional Information:**13.27.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☒ N/A**13.27.02 Part B - Agency Training Details (field will expand automatically)**

- Trainee shall discuss tactical actions he/she could take while operating a vehicle should it come under sniper attack, to minimally include the above listed tactics

13.27.03 Firebombed Vehicle

The trainee shall discuss tactics that should be used when an occupied police vehicle has been hit with a firebomb, including:

A. Accelerating out of the danger zone if vehicle is still operable

B. Abandon the vehicle

1. After initial flame burst
2. If bomb enters vehicle
3. If vehicle is incapacitated

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"/> 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

Comments (field will expand automatically)

Additional Information:**13.27.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☒ N/A**13.27.03 Part B - Agency Training Details (field will expand automatically)**

- Trainee shall discuss tactical actions he/she could take while operating a vehicle should it be hit by a firebomb, to minimally include the above listed tactics

13.28 ANIMAL CONTROL**13.28.01 Agency Policy and Procedures**

The trainee shall explain the agency's policy and procedures when confronted with different types of animal control situations. These types of situations shall minimally include:

A. Animals that are:

1. Dead
2. Injured
3. Noisy
4. Rabid
5. Strays
6. Wild/feral

B. Nuisances created by unsanitary keeping of animals

C. Protective custody of animals

D. Animal bites

Reference(s):					Case # (If applicable)		Incident #	
FTO:	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	
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
Comments (field will expand automatically)								

Additional Information:**13.28.01 Part A - Reference Agency Policies/Procedures, if applicable** (600 characters maximum)☐ N/A

MPD Policy - Animal Control

MPD Procedure 8082 - Barking Dog Complaints

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain MPD policy and procedures when confronted with different types of animal control situations, to minimally include:
 - a. Animals that are:
 - 1. Dead - He/she should determine if the death of the animal is related to criminal activity. He/she should properly collect and store any deceased domesticated animal. Make attempt to identify and notify the owner of the final disposition of the animal.
 - 2. Injured - He/she should make all reasonable attempts to contact an owner or responsible handler. If no owner is located, the animal should be taken to a veterinarian and notice should be given to the owner pursuant to the requirements of Penal Code 597.1.
 - 3. Noisy - He/she should diligently address calls related to nuisance animals, as such calls may involve significant quality-of-life issues.

13.28.02 Destroying of Vicious, Dangerous, or Injured Animal

The trainee shall explain the agency's policy and procedures when it is determined that a vicious, dangerous, or injured animal must be killed/destroyed. The explanation shall minimally include:

- | | |
|--|--|
| <p>A. Whom to notify prior to shooting the animal</p> <p>B. Who may shoot the animal</p> <p>C. Proper and most humane method for shooting the animal</p> | <p>D. What report(s) must be completed following the shooting of the animal</p> <p>E. Proper disposal of the dead animal</p> |
|--|--|

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

MPD Policy - Animal Control; MPD Procedure 8080 - Vicious Dog Procedures

MPD Policy - Firearms (Destruction of Animals, Injured Animals)

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

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall explain his/her options to stop a threatening animal before resorting to his/her firearm.
- Trainee shall understand that approval shall be received by a supervisor before he/she can euthanize an injured animal with his/her firearm
- Trainee shall understand that no dog or cat shall be euthanized by an officer, but should be taken to an appropriate veterinarian for determination of whether they should be treated or humanely destroyed

13.28.03 Handling an Animal Control Situation Given an incident, the trainee shall effectively assess and handle an animal control situation.								
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:

13.28.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Animal Control	<input type="checkbox"/> N/A
--	------------------------------

13.28.03 Part B - Agency Training Details (field will expand automatically) <ul style="list-style-type: none"> - Trainee shall demonstrate comprehension of the above listed policy - Trainee shall effectively assess and handle an animal control situation within MPD policy and procedure guidelines - Trainee shall demonstrate proper handling of animal control calls while utilizing Community Service Officer services
--

See next page for Attestation

Part 5 – Section 13: Patrol Procedures

ATTESTATION FOR SECTION 13

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.
-

Primary Field Training Officer:

X

Print Full Name: _____

Trainee:

X

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: 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

SECTION 14 Investigations/Evidence

14.1 – 14.10 COMPETENCY REQUIREMENTS

Contents	
14.1	Interviewing and Interrogation
14.2	Preliminary Investigation
14.3	Burden of Proof
14.4	Concepts of Evidence
14.5	Rules of Evidence
14.6	Evidence Collection and Preservation
14.7	Lineups
14.8	Sources of Information
14.9	Subpoenas
14.10	Courtroom Testimony and Demeanor
	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**14.1 INTERVIEWING AND INTERROGATION**

- 14.1.01 Preparing for an Interview
- 14.1.02 Taking Statements
- 14.1.03 Contents of a Good Statement
- 14.1.04 Miranda Warning
- 14.1.05 Conducting an Interview

14.2 PRELIMINARY INVESTIGATION

- 14.2.01 Investigating Cold Crimes
- 14.2.02 Crimes Against Property
- 14.2.03 Handling Crimes Against Property
- 14.2.04 Crimes Against Persons
- 14.2.05 Handling Crimes Against Persons
- 14.2.06 Investigating Specific Crimes
- 14.2.07 Serious Injury or Death Scenes
- 14.2.08 Evidence Technicians/Criminalists
- 14.2.09 Preliminary Investigations

14.3 BURDEN OF PROOF

- 14.3.01 Understanding the Burden of Proof

14.4 CONCEPTS OF EVIDENCE

- 14.4.01 Evidence Definition and Types
- 14.4.02 Evidence and Related Materials
- 14.4.03 Purpose of Evidence
- 14.4.04 Tests of Admissibility
- 14.4.05 Witness Qualifications
- 14.4.06 Privileged Communication

14.5 RULES OF EVIDENCE

- 14.5.01 Exclusionary Rule
- 14.5.02 Hearsay Rule

14.6 EVIDENCE COLLECTION AND PRESERVATION

- 14.6.01 Locating Physical Evidence
- 14.6.02 Weather Conditions
- 14.6.03 Preserving Evidence
- 14.6.04 Agency Policy
- 14.6.05 Storage of Evidence
- 14.6.06 Taking Evidence to Laboratories and Court
- 14.6.07 Chain of Custody/Evidence
- 14.6.08 Demonstrate Handling of Evidence

14.7 LINEUPS

- 14.7.01 Methods for Identifying Suspects
- 14.7.02 Agency Policy and Procedures
- 14.7.03 Photographic Identifications

14.8 SOURCES OF INFORMATION

- 14.8.01 Networking with the Community
- 14.8.02 Informants
- 14.8.03 Public and Private Records

14.9 SUBPOENAS

- 14.9.01 Definition, Authority, and Immunities
- 14.9.02 Agency Practices

14.10 COURTROOM TESTIMONY AND Demeanor

- 14.10.01 Professional Demeanor and Appearance
- 14.10.02 Pre-Trial Conference
- 14.10.03 Principles of Effective Testimony
- 14.10.04 Dealing with Attorney Personalities
- 14.10.05 Courtroom Security Policies and Procedures
- 14.10.06 Perjury and Falsifying Police Reports
- 14.10.07 Courtroom Testimony Preparation and Demonstration

SECTION 14 INVESTIGATIONS/EVIDENCE

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

Trainee

FTO

14.1 INTERVIEWING AND INTERROGATION

14.1.01 Preparing for an Interview

The trainee shall explain the systematic steps he/she should take in preparing for an interview or interrogation.

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:								

Additional Information:

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

☐ N/A

MPD Policy - Investigation and Prosecution (Custodial Interrogation Requirements)

MPD Policy - Temporary Custody of Juveniles (Interviewing or Interrogating Juvenile Suspects)

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

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall explain systematic steps he/she should take in preparing for an interview or interrogation
- Trainee shall also explain their obligation to give the Miranda warning before all interrogations and to all juveniles regardless of whether they will be interrogated

14.1.02 Taking Statements

The trainee shall discuss basic rules in statement taking and interviewing. These rules shall minimally include:

- | | |
|---|---|
| <p>A. Asking direct and brief questions; Let the person being interviewed do the majority of the talking</p> <p>B. Controlling the interview; Minimize rambling by the person being interviewed</p> <p>C. Avoiding leading questions except when absolutely necessary</p> | <p>D. Putting the person being interviewed at ease</p> <p>E. Writing statements verbatim (when appropriate) from person being interviewed</p> <p>F. Not improvising or making assumptions</p> |
|---|---|

Reference(s):						Case # (If applicable)		Incident #	
FTO:	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		
	Trainees:								
Comments:									

Additional Information:**14.1.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

MPD Policy - Portable Body Worn Cameras (BWC) and Mobile Audio/Video (MAV) Recorders - (Victim and Witness Statements)

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall discuss basic rules in statement taking and interviewing. Follow a systematic approach and discuss at minimum the above listed rules

14.1.03 Contents of a Good Statement

The trainee shall describe the contents of a good statement. These contents shall minimally include:

- | | |
|-----------------------|----------------------------------|
| A. What happened | E. How it happened |
| B. When it happened | F. Why it happened |
| C. Where it happened | G. How many people were involved |
| D. Who it happened to | H. Who else was involved |

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"/> Field Perform
Trainee:					<input type="checkbox"/> Role Play			<input type="checkbox"/> Role Play
					<input type="checkbox"/> Written Test			<input type="checkbox"/> Written Test
					<input type="checkbox"/> Verbal Test			<input type="checkbox"/> Verbal Test

Comments:

Additional Information:

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

☒ N/A

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

- Trainee shall at minimum explain the who, what, why, where, and how of a good statement

14.1.04 Miranda Warning The trainee shall explain the ramifications of issuing the Miranda warning and describe when and why it should or should not be used during interrogations.								
Reference(s):						Case # (If applicable)	Incident #	
FTO: Trainee:	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	
					<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
Comments:								

Additional Information:

14.1.04	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Investigation and Prosecution (Custodial Interrogation Requirements) MPD Policy - Temporary Custody of Juveniles (Interviewing and Interrogating Juvenile Suspects)	<input type="checkbox"/> N/A
---------	---	------------------------------

14.1.04	Part B - Agency Training Details (field will expand automatically) <ul style="list-style-type: none"> - Trainee shall demonstrate comprehension of the above listed policies - Trainee shall explain when he/she is mandated to issue the Miranda warning, when he/she should issue the Miranda warning, and when he/she should not issue the Miranda warning. - Trainee shall explain understanding of how a consensual contact could evolve into a detention and require Miranda for interrogation
---------	---

14.1.05 Conducting an Interview Given a situation in which a statement should be taken, the trainee shall properly conduct an interview and satisfactorily summarize the information on the appropriate form.								
Reference(s):							Case # (If applicable)	Incident #
FTO:	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	
Trainee:								
Comments:								

Additional Information:

14.1.05	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Investigation and Prosecution (Custodial Interrogation Requirements) MPD Policy - Temporary Custody of Juveniles (Interviewing and Interrogating Juvenile Suspects)	<input type="checkbox"/> N/A
---------	---	------------------------------

14.1.05	Part B - Agency Training Details (field will expand automatically) - Trainee shall demonstrate comprehension of the above listed policies - Trainee shall satisfactorily conduct an interview and complete proper documentation
---------	--

14.2 PRELIMINARY INVESTIGATION**14.2.01 Investigating Cold Crimes**

The trainee shall properly obtain all information necessary for the completion of a thorough preliminary investigation of a “cold” crime.

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		
Trainee:							<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments:							

Additional Information:**14.2.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

MPD Policy - Investigation and Prosecution

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain his/her understanding of a "cold" crime
- Trainee shall properly obtain all information necessary for the completion of a thorough preliminary investigation of a "cold" crime, to minimally include:
 - a. Confirming a crime has in fact occurred
 - b. Receive statements from all known subjects involved
 - c. Collect any available evidence (photographs, video surveillance, weapons used, burglary tools, etc.)
 - d. Complete any follow-up, Critical Reach flyers, suspect contact/arrest, etc.
 - e. Complete and submit the appropriate reports and documentation

14.2.02 Crimes Against Property

The trainee shall review and explain an officer's responsibilities associated with the preliminary investigation and reporting of in-progress or fresh crimes against property. These responsibilities should minimally include:

- | | |
|---|---|
| <p>A. Identity or description of suspect(s)</p> <p>B. Description of loss</p> <p>C. Direction of flight of suspect(s)</p> <p>D. Possibility of weapons being involved</p> | <p>E. Radio broadcasts of all known and important information</p> <p>F. Conducting a witness check</p> <p>G. Pursuit and/or apprehension of suspects, if possible</p> |
|---|---|

Reference(s):					Case # (If applicable)		Incident #	
FTO:	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	
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
Comments:								

Additional Information:**14.2.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

Monterey Police Department Patrol Procedures: 459 PC - Burglary, 484/487/459.5 PC - Shoplifting

MPD Policy - Investigation and Prosecution

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

- Trainee shall demonstrate comprehension of the above listed MPD Patrol Procedures and policy
- Trainee shall explain his/her responsibilities associated with the preliminary investigation and reporting of in-progress or fresh crimes against property, to minimally include:
 - a. Identity or description of suspect(s) - Collection of suspect identity begins with dispatch. Primary officer should ask pertinent questions of dispatch and relay critical questions for them to ask the caller. Once on scene, he/she shall quickly collect as much suspect information from the victim(s)/witness(es) and relay it to all responding officers.
 - b. Description of loss - Collect a detailed description of all lost or damaged property (including serial numbers/receipts if available). Photograph all damaged property.
 - c. Direction of flight of suspect(s) - During his/her initial collection of suspect information, specific details of the suspect(s) last known direction of travel is critical information to provide responding officer so they can begin a systematic area check or set up a calculated perimeter.
 - d. Possibility of weapons being involved - Collect all information regarding possible weapons or items which could be used as weapons and relay information to responding officers
 - e. Radio broadcasts - He/she shall broadcast all (non-confidential) important information to responding officers so they can respond accordingly, and dispatch so they can record information with time stamping.
 - f. Conducting a witness check - He/she shall contact all known witnesses and canvas for additional witnesses to completed a thorough investigation and assist in the apprehension of the suspect(s).
 - g. Pursuit and/or apprehension of suspects, if possible - Suspect(s) should be apprehended as soon as possible to prevent escape/destruction of evidence. Search/pursuit of suspect(s) should be a coordinated effort with responding and on scene officers.

14.2.03 Handling Crimes Against Property

Given an in-progress or fresh incident involving a crime against property, the trainee shall properly assess and perform all the objectives necessary to satisfactorily complete the preliminary investigation, including the satisfactory completion of the proper report(s).

Reference(s):					Case # (If applicable)		Incident #	
FTO:	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	
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
Comments:								

Additional Information:**14.2.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

Monterey Police Department Patrol Procedures: 459 PC - Burglary, 484/487/459.5 PC - Shoplifting
MPD Policy - Investigation and Prosecution

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

- Trainee shall demonstrate comprehension of the above listed MPD Patrol Procedures and policy
- Trainee shall satisfactorily complete the preliminary investigation, follow-up, arrest (if possible), including the satisfactory completion of the proper reports for an in-progress or fresh incident involving a crime against property.
- Trainee shall demonstrate proper utilization of back-up officers to assist with investigation

14.2.04 Crimes Against Persons

The trainee shall review and explain an officer's responsibilities associated with the preliminary investigation and reporting of in-progress or fresh crimes against persons. These responsibilities should minimally include:

- | | |
|--|--|
| A. Identity or description of suspect(s) | E. Radio broadcasts of all known and important information |
| B. Description of injury and/or loss | F. Conducting a witness check |
| C. Direction of flight of suspect(s) | G. Pursuit and/or apprehension of suspects, if possible |
| D. Possibility of weapons being involved | |

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 type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test		
Trainee:							
Comments:							

Additional Information:**14.2.04 Part A - Reference Agency Policies/Procedures, if applicable** (600 characters maximum)☐ N/A

Monterey Police Department Patrol Procedures: 211 PC - Robbery, 242 PC - Battery, Rape/Sexual Assault Investigation
 MPD Policy - Investigation and Prosecution
 MPD Policy - Sexual Assault Investigations
 MPD Policy - Domestic Violence

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

- Trainee shall demonstrate comprehension of the above listed MPD Patrol Procedures and policies
- Trainee shall explain his/her responsibilities associated with the preliminary investigation and reporting of in-progress or fresh crimes against persons, to minimally include:
 - a. Identity or description of suspect(s) - Collection of suspect identity begins with dispatch. Primary officer should ask pertinent questions of dispatch and relay critical questions for them to ask the caller. Once on scene, he/she shall quickly collect as much suspect information from the victim(s)/witness(es) and relay it to all responding officers.
 - b. Description of injury and/or loss - Priority should be summoning medical aid for reported injuries. Document/photograph injuries as evidence and reference for report.
 - c. Direction of flight of suspect(s) - During his/her initial collection of suspect information, specific details of the suspect(s) last known direction of travel is critical information to provide responding officer so they can begin a systematic area check or set up a calculated perimeter.
 - d. Possibility of weapons being involved - Collect all information regarding possible weapons used, simulated, or seen during the commission of the crime and relay information to responding officers.
 - e. Radio broadcasts - He/she shall broadcast all (non-confidential) important information to responding officers so they can respond accordingly, and dispatch so they can record information with time stamping.
 - f. Conducting a witness check - He/she shall contact all known witnesses and canvas for additional witnesses to completed a thorough investigation and assist in the apprehension of the suspect(s).
 - g. Pursuit and/or apprehension of suspects, if possible - Suspect(s) should be apprehended as soon as possible to prevent escape/additional victims/destruction of evidence. Search/pursuit of suspect(s) should be a coordinated effort with all responding and officers on scene.

14.2.05 Handling Crimes Against Persons

Given an in-progress or fresh incident involving a crime against a person, the trainee shall properly assess and perform all the objectives necessary to satisfactorily complete the preliminary investigation, including the satisfactory completion of the proper report(s).

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:									

Additional Information:**14.2.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

Monterey Police Department Patrol Procedures: 211 PC - Robbery, 242 PC - Battery, Rape/Sexual Assault Investigation
 MPD Policy - Investigation and Prosecution
 MPD Policy - Sexual Assault Investigations
 MPD Policy - Domestic Violence

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

- Trainee shall demonstrate comprehension of the above listed MPD Patrol Procedures and policies
- Trainee shall perform all the objectives necessary to satisfactorily complete the preliminary investigation, including the satisfactory completion of the proper report(s) of an incident involving a crime against a person. Trainee shall ensure medical aid is summoned for any person reporting injury or complaint of pain.

14.2.06 Investigating Specific Crimes

The trainee shall explain the steps to take while investigating various crimes against persons, including:

- | | |
|------------------------|----------------------|
| A. Rape/Sexual assault | D. Child Abuse |
| B. Robbery | E. Elder Abuse |
| C. Kidnapping | F. Felonious assault |

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"/> Field Perform
Trainee:					<input type="checkbox"/> Role Play			<input type="checkbox"/> Role Play
					<input type="checkbox"/> Written Test			<input type="checkbox"/> Written Test
					<input type="checkbox"/> Verbal Test			<input type="checkbox"/> Verbal Test

Comments:

Additional Information:**14.2.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☐ N/A

Monterey Police Department Patrol Procedures: 211 PC - Robbery, 242 PC - Battery, Rape/Sexual Assault Investigation
 MPD Policy - Investigation and Prosecution; MPD Policy - Sexual Assault Investigations; MPD Policy - Domestic Violence
 MPD Policy - Adult Abuse; MPD Policy - Child Abuse
 MPD Policy - Prison Rape Elimination

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

- Trainee shall demonstrate comprehension of the above listed MPD Patrol Procedures and policies
- Trainee shall explain the steps to take while investigating various crimes against persons, to minimally include the above list

14.2.07 Serious Injury or Death Scenes

The trainee shall discuss the steps to take initially at a scene where a serious injury or death has occurred. These steps shall minimally include:

- | | |
|---|---|
| A. Preserving the scene, including the restriction of unauthorized police personnel | D. Making proper notifications |
| B. Determining the need for first aid and summoning medical assistance | E. Locating visible physical evidence |
| C. Identifying and apprehending suspect(s), if possible | F. Locating and interviewing witnesses or possible witnesses as appropriate |

Reference(s):					Case # (If applicable)		Incident #	
FTO:	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	
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
Comments:								

Additional Information:**14.2.07 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

MPD Policy - Death Investigation

MPD Policy - Temporary Custody of Juveniles (Suicide Attempt, Death or Serious Injury of a Juvenile)

MPD Policy - Medical Aid and Response

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

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall discuss the steps he/she is to take initially at a scene where a serious injury or death has occurred, to minimally include the above listed steps
- Trainee shall be mindful that an initial death scene cannot be re-investigated so they should be thorough and methodical. Trainee shall also remember that his/her demeanor, empathy, and professionalism can have an everlasting effect on the survivors and victim's families.

14.2.08 Evidence Technicians/Criminalists The trainee shall recognize what types of situations require the skills of an evidence technician or criminalist.								
Reference(s):						Case # (if applicable)	Incident #	
FTO:	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	
					<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:								

Additional Information:

14.2.08 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Officer-Involved Shootings and Deaths MPD Policy - Death Investigation (Suspected Homicide) MPD Policy - Sexual Assault Investigations MPD Policy - Restoration of Firearm Serial Numbers	<input type="checkbox"/> N/A
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14.2.08 Part B - Agency Training Details (field will expand automatically) - Trainee shall demonstrate comprehension of the above listed policies - Trainee shall recognize what types of situations require the skills of an evidence technician or criminalist. Trainee shall minimally discuss the policies listed above.

14.2.09 Preliminary Investigations The trainee shall demonstrate the ability to conduct thorough and complete preliminary investigations.								
Reference(s):							Case # (If applicable)	Incident #
FTO:	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	
					<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:								

Additional Information:

14.2.09 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Investigation and Prosecution	<input type="checkbox"/> N/A
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14.2.09 Part B - Agency Training Details (field will expand automatically) - Trainee shall demonstrate comprehension of the above listed policy - Trainee shall satisfactorily conduct a thorough and complete preliminary investigation following MPD procedure and policy
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14.3 BURDEN OF PROOF**14.3.01 Understanding the Burden of Proof**

The trainee shall define the term “burden of proof” and determine whether the burden of proof falls upon the prosecution or defense during a criminal trial in the following situations:

- | | |
|--------------------------|---------------------------------|
| A. Criminal Guilt | D. Double jeopardy as a defense |
| B. <i>Corpus delicti</i> | E. Self-defense as a defense |
| C. Jurisdiction | F. Insanity as a defense |

Reference(s):					Case # (If applicable)		Incident #	
FTO:	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	
					<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:								

Additional Information:**14.3.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**
☒ N/A
14.3.01 Part B - Agency Training Details (field will expand automatically)

- Trainee shall explain his/her understanding of the term 'burden of proof'.
- Trainee shall determine (and explain why) whether the burden of proof falls on the prosecution or defense during a criminal trial in the above listed situations.

14.4 CONCEPTS OF EVIDENCE**14.4.01 Evidence Definition and Types**

The trainee shall review the term “evidence” as defined by California law, and recognize the various concepts of evidence, including:

A. Direct evidence

B. Indirect/Circumstantial evidence

Reference(s): Evidence Codes 140 and 410					Case # (If applicable)		Incident #	
FTO: Trainee:	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	
					<input type="checkbox"/> Field Perform			<input type="checkbox"/> Field Perform
					<input type="checkbox"/> Role Play			<input type="checkbox"/> Role Play
				<input type="checkbox"/> Written Test			<input type="checkbox"/> Written Test	
				<input type="checkbox"/> Verbal Test			<input type="checkbox"/> Verbal Test	
Comments:								

Additional Information:

14.4.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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14.4.01	Part B - Agency Training Details (field will expand automatically)
<ul style="list-style-type: none"> - Trainee shall be able to explain the California Law definition of the term "evidence". - Trainee shall recognize the various concepts of evidence, to minimally include the above list 	

14.4.02 Evidence and Related Materials

The trainee shall discuss and give examples of the following evidence and related materials:

- A. Fruits of a crime
 B. Instrumentalities of a crime
 C. Contraband

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

Additional Information:**14.4.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**
☒ N/A
14.4.02 Part B - Agency Training Details (field will expand automatically)

- Trainee shall give examples of the following evidence and related materials:

- a. Fruits of the crime - Stolen items such as money or personal property
 b. Instrumentality of the crime - Any object used in the commission of a crime such as a gun
 c. Contraband - Illegal items such as controlled substances

14.4.03 Purpose of Evidence

The trainee shall explain the purposes for offering evidence in court including:

- | | |
|-------------------------|--------------------------------------|
| A. As an item of proof | C. To rehabilitate a witness |
| B. To impeach a witness | D. To assist in determining sentence |

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

Additional Information:**14.4.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**
☒ N/A
14.4.03 Part B - Agency Training Details (field will expand automatically)

- Trainee shall explain the purposes for offering evidence in court to minimally include the above list

14.4.04 Tests of Admissibility

The trainee shall explain the tests which an item of evidence must successfully pass before it may be admitted into any criminal court, including that the evidence must:

- A. Be relevant to the matter in issue
 B. Be competently presented in court
 C. Have been legally obtained

Reference(s)

Evidence Code [210](#)

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

Comments:

Additional Information:**14.4.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☒ N/A**14.4.04 Part B - Agency Training Details (field will expand automatically)**

- Trainee shall explain what is required to make evidence admissible into any criminal court, to minimally include the above list.

14.4.05 Witness Qualifications

The trainee shall identify at least three of the following as qualifications that a witness must meet before testifying in a criminal trial in the State of California:

- A. Know the difference between right and wrong
- B. Understand his/her duty to tell the truth
- C. Possess the ability to express himself/herself concerning the matter to be understood
- D. Testify only to those facts that are personal knowledge (with the exception of those areas covered by the Hearsay Rule)

Reference(s): Evidence Code [701](#)

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

Comments:

Additional Information:**14.4.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☒ N/A

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

- Trainee shall demonstrate understanding that at least three of the above listed qualifications must be met in order for a witness to testify in a criminal trial in the State of California

14.4.06 Privileged Communication The trainee shall explain the privileged communication rule and provide examples to include: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> A. Husband and wife B. Attorney and client </div> <div style="width: 48%;"> C. Clergyperson and confessor D. Physician and patient </div> </div>								
Reference(s): Evidence Codes 950 , 970 , 980 , 990 , and 1030						Case # (If applicable)	Incident #	
FTO: Trainee:	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	
					<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
Comments:								

Additional Information:

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

14.4.06	Part B - Agency Training Details (field will expand automatically)
- Trainee shall explain why some communication is considered privileged and provide examples, to minimally include the above list	

14.5 RULES OF EVIDENCE								
14.5.01 Exclusionary Rule The trainee shall describe the effects of the “Exclusionary Rule” upon police actions and procedures in the following areas: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> A. Civil rights B. Inadmissible evidence </div> <div style="width: 45%;"> C. Possibility of false arrest </div> </div>								
Reference(s):							Case # (If applicable)	Incident #
FTO:	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	
					<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
Comments:								

Additional Information:

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

14.5.01	Part B - Agency Training Details (field will expand automatically) <ul style="list-style-type: none"> - Trainee shall explain how his/her actions and procedures can either make evidence or statements admissible in court, or have them deemed inadmissible due to improper practice - Trainee shall also focus on civil rights and the possibility of false arrests 	
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14.5.02 Hearsay Rule The trainee shall define the Hearsay Rule and give examples of exceptions to the rule, including: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> A. Spontaneous statements B. Admissions </div> <div style="width: 48%;"> C. Confessions D. Dying declarations </div> </div>								
Reference(s): Evidence Codes 1200 and 1220						Case # (If applicable)	Incident #	
FTO: Trainee:	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	
					<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
Comments:								

Additional Information:

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

14.5.02	Part B - Agency Training Details (field will expand automatically)	
<ul style="list-style-type: none"> - Trainee shall demonstrate capability to testify in court with a sound knowledge of the given case - Trainee shall define the Hearsay Rule and give examples of exceptions to the rule, to minimally include: <ul style="list-style-type: none"> a. Spontaneous statements - A statement relating to a startling event or condition, made while the declarant was under the stress of excitement that it caused. b. Admissions - Any out of court statement(s) that acknowledge guilt or liability. c. Confessions - A formal statement admitting that one is guilty of a crime d. Dying declarations - A statement made under belief of certain or impending death, and the statement concerns the causes or circumstances of impending death. 		

14.6 EVIDENCE COLLECTION AND PRESERVATION**14.6.01 Locating Physical Evidence**

The trainee shall search a crime scene and locate physical evidence through the use of an organized method which may include:

- A. Strip
B. Quadrant
C. Spiral

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:

Additional Information:**14.6.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☒ N/A

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

- Trainee shall search a crime scene and located physical evidence through the use of an organized method including:

- a. Strip - He/she shall divide the scene into strips approximately three feet wide. He/she examines each strip separately. This method is best for outdoor searches.
- b. Quadrant - He/she shall divide the scene into quadrants that are search individually. This search is best for smaller areas such as a bedroom or vehicle.
- c. Spiral - Carried out by a single person. He/she walks in a circular fashion from the outer point of the crime scene towards the central point. He/she shall not start at the center as evidence may be destroyed.

14.6.02 Weather Conditions The trainee shall explain and/or demonstrate the methods for preserving evidence at a crime scene in fair and inclement weather.								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	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	
					<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:								

Additional Information:

14.6.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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14.6.02 Part B - Agency Training Details (field will expand automatically) - Trainee shall explain (and or demonstrate if possible) the methods for preserving evidence at a crime scene in fair and inclement weather. - This may include preserving blood evidence during rainy weather, or loose item evidence (such as bullet casing or clothing) during windy weather.
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14.6.03 Preserving Evidence

The trainee shall demonstrate the ability to properly preserve evidence in a way that ensures it is received by the examining authority or court in as nearly as possible to the same condition as it was found.

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:								

Additional Information:**14.6.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

MPD Policy - Property and Evidence

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall ensure all evidence is collected in a manner that will preserve it as nearly as possible to the same condition as it was found.
- Trainee shall explain the tools provided by MPD for evidence collection and shall demonstrate competent use of these tools
- Trainee shall demonstrate understanding of MPD Chain of Custody and explain the importance of Chain of Custody in the preservation of evidence.

14.6.04 Agency Policy

The trainee shall review and explain the agency's policies and procedures regarding the following:

- | | |
|--|---|
| <p>A. Handling controlled substances</p> <p>B. Depositing property, evidence, and money</p> <p>C. Calling out Crime Scene Investigators and/or detectives to process a crime scene</p> | <p>D. Depositing firearms, miscellaneous weapons, and explosives</p> <p>E. Withdrawing and returning property</p> |
|--|---|

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:

Additional Information:**14.6.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☐ N/A

MPD Policy - Property and Evidence
 MPD Policy - Death Investigation
 MPD Policy - Officer-Involved Shootings and Deaths

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

- Trainee shall demonstrate comprehension of the above listed policy and explain MPD policy and procedures regarding the following:
- Handling controlled substances - He/she shall not presumptive test any suspected narcotic or dangerous drug without supervisor approval. At no time shall he/she test any substance which he/she has a reasonable suspicion, based on specific facts or circumstances, contains fentanyl.
 - Depositing property, evidence, and money - Items shall be documented, packaged with an evidence label and stored in a designated evidence locker. Money shall be counted in the presence of a supervisor and the envelope initialed by the booking officer and the supervisor. A Watch Commander shall be contacted for cash in excess of \$1000 for verification.
 - Calling out detectives to process a crime scene - High profile cases, such as suspected homicide or officer-involved shootings, require the investigations division involvement
 - Depositing firearms, miscellaneous weapons, and explosives - All firearms shall be unloaded and rendered safe with zip tie or other similar item before being put in a gun box. The box will be left unsealed. Property tag with serial number shall be affixed to the gun box. He/she shall complete a CLETS entry form and turn it into Records for data entry as soon as possible. Magazines and ammunition are to be booked separately.
 - Withdrawing and returning property - The Property and Evidence PST designated by the Police Records/Detention Supervisor, shall authorize the disposition or release of all evidence and property coming into the care and custody of the Department. Any employee receiving property shall be responsible for such property until it is properly returned to property or properly released to another authorized person or entity. The release and return of all property shall be properly noted in the RMS property module.

4.6.05 Storage of Evidence

The trainee shall explain the provisions of the agency's rules, policies, and procedures regarding the storage of evidence.

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:								

Additional Information:**14.6.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

MPD Policy - Property and Evidence

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain MPD's rules, policies, and procedures regarding storage of evidence. All property must be booked prior to the employee going off-duty unless otherwise approved by a supervisor. Employees booking property shall observe the following guidelines:
 - a. If the item is found property, complete a property receipt describing each item separately, listing all serial numbers, owner's name, finder's name, and other identifying information or markings.
 - b. Mark each item of evidence with the booking employee's initials and the date booked on the evidence seal, using the appropriate method so as not to deface or damage the value of the property.
 - c. Complete an evidence/property tag and attach it to each package or envelope in which the property is stored.
 - d. For items that are found property or taken for safekeeping, the original property receipt shall be submitted with the case report. A copy shall be placed in the designated slot of temporary evidence locker #23.
 - e. When the property is an item of evidence and too large to be placed in a locker, the item may be retained in the secure MPD lab. If the item is found property or being held for safekeeping, the item may be placed in the outside storage facility.
 - f. When completing RMS data entry for any item, note the location the property is stored in the "Misc Info" field in the RMS system for each individual item.

14.6.06 Taking Evidence to Laboratories and Court								
The trainee shall review and explain the agency's policies and procedures regarding taking evidence to laboratory examination facilities and court.								
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:								

Additional Information:

14.6.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input type="checkbox"/> N/A
MPD Policy - Property and Evidence	

14.6.06 Part B - Agency Training Details (field will expand automatically)
<ul style="list-style-type: none"> - Trainee shall demonstrate comprehension of the above listed policy - Trainee shall explain MPD's policy and procedures regarding taking evidence to laboratory examination facilities and court to include: <ul style="list-style-type: none"> a. Transfer of evidence to crime laboratory - The Property and Evidence PST will check the evidence out of property, indicating the date and time into the RMS property module and the request for laboratory analysis. The lab forms will be transported with the property to the examining laboratory. The original copy of the lab form will remain with the evidence and the copy will be returned to the Records Section for filing with the case. b. Transfer of evidence to court - Officers desiring property for court shall contact the Property and Evidence - Police Services Technician (PST) at least one business day prior to the court day, if possible.

14.6.07 Chain of Custody/Evidence								
The trainee shall explain the meaning of “chain of custody” or “chain of evidence.”								
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:								

Additional Information:

14.6.07 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input type="checkbox"/> N/A
MPD Policy - Property and Evidence	

14.6.07 Part B - Agency Training Details (field will expand automatically)
<ul style="list-style-type: none"> - Trainee shall demonstrate comprehension of the above listed policy - Trainee shall explain the meaning of "chain of custody", for example: The unbroken documented trail of accountability that ensures the security of physical evidence. - Per MPD policy, any employee who first comes into possession of any property shall retain such property in his/her possession until it is properly tagged and placed in the designated property locker or storage room. Care shall be taken to maintain the chain of custody for all property.

14.6.08 Demonstrate Handling of Evidence

Given a crime situation in which any form of evidence is recovered, the trainee shall collect, preserve, and deliver the evidence, and properly complete all necessary forms (property reports, evidence tags, etc.) in order to document the chain of custody.

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:								

Additional Information:**14.6.08 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

MPD Policy - Property and Evidence

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall satisfactorily collect, process and book evidence, all while maintaining proper chain of command per MPD policy

14.7 LINEUPS**14.7.01 Methods for Identifying Suspects**

The trainee shall explain technical methods for identifying suspects, including:

- | | |
|-------------------------|------------------------|
| A. Field show-up | C. Identification kit |
| B. Photo identification | D. Artist's conception |

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:

Additional Information:**14.7.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☐ N/A

MPD Policy - Eyewitness Identification

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain technical methods for identifying suspects, including the two most commonly used MPD methods:
 - a. Field show-up - Field identification: A live presentation of a single individual to a witness following the commission of a criminal offense for the purpose of identifying or eliminating the person as a suspect.
 - b. Photo identification - Photographic lineup: Presentation of photographs to a witness for the purpose of identifying or eliminating an individual as the suspect.

14.7.02 Agency Policy and Procedures The trainee shall review and explain the agency policy and procedure(s), including admonitions, for conducting the following types of line-ups: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> A. In custody B. In the field </div> <div style="width: 45%;"> C. Photographic </div> </div>								
Reference(s):						Case # (If applicable)	Incident #	
FTO: Trainee:	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	
					<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
Comments:								

Additional Information:

14.7.02	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input type="checkbox"/> N/A
	MPD Policy - Eyewitness Identification	

14.7.02	Part B - Agency Training Details (field will expand automatically)	
	<ul style="list-style-type: none"> - Trainee shall demonstrate comprehension of the above listed policy - Trainee shall explain MPD policy and procedures, including admonitions, for conducting the following types of line-ups: <ul style="list-style-type: none"> a. In custody - Once a suspect is in custody, all in-person line-ups shall be conducted with the assistance of the Monterey County DDA working the specific case and the MPD investigations division. b. In the field - Officers shall follow the Field Identification Considerations as listed in the MPD Policy - Eyewitness Identification policy c. Photographic - Officers shall follow the Photographic Lineup and Live Lineup Considerations as listed in the MPD Policy - Eyewitness Identification policy - Trainee shall be familiar with, and demonstrate recital of, the Monterey Police Department Photographic/In-Person Lineup Admonition as written on the Monterey Police Department Photographic/In-Person Lineup Report 	

14.7.03 Photographic Identifications

The trainee shall explain and/or demonstrate the following procedures for a photographic identification:

- | | |
|---------------------------|-----------------------------|
| A. Use of multiple photos | C. Control of the situation |
| B. Witness instructions | D. Similar appearances |

Reference(s):						Case # (If applicable)		Incident #	
FTO:	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		
					<input type="checkbox"/> Field Perform			<input type="checkbox"/> Field Perform	
					<input type="checkbox"/> Role Play			<input type="checkbox"/> Role Play	
Trainee:					<input type="checkbox"/> Written Test			<input type="checkbox"/> Written Test	
					<input type="checkbox"/> Verbal Test			<input type="checkbox"/> Verbal Test	
Comments (field will expand automatically)									

Additional Information:**14.7.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

MPD Policy - Eyewitness Identification

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall demonstrate the following procedures for a photographic identification:
 - a. Use of multiple photos - Six individual photographs shall be used to create a photo line-up
 - b. Witness instructions - He/she shall read verbatim the Monterey Police Department Photographic/In-Person Lineup Admonition directly from the Monterey Police Department Photographic/In-Person Lineup Report form.
 - c. Control of the situation - He/she shall give the clear instruction to the witness and ensure these instructions are followed
 - d. Similar appearances - Individuals in the lineup should reasonable match the description of the perpetrator provided by the witness and should bear similar characteristics to avoid causing any person to unreasonably stand out.

14.8 SOURCES OF INFORMATION								
14.8.01 Networking with the Community								
The trainee shall discuss the importance of identifying and developing sources of information through networking with persons in the community.								
Reference(s):							Case # (If applicable)	Incident #
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:								
Comments (field will expand automatically)								

Additional Information:

14.8.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input type="checkbox"/> N/A
	MPD Policy - Community Relations	

14.8.01	Part B - Agency Training Details (field will expand automatically)
	<ul style="list-style-type: none"> - Trainee shall demonstrate comprehension of the above listed policy - Trainee shall discuss the importance of developing sources of information through networking with persons in the community to minimally include: <ul style="list-style-type: none"> a. Creating a desire within the community to assist law enforcement b. Developing resources to contact when investigating crimes c. Create opportunity to educate the community members

14.8.02 Informants The trainee shall describe techniques for identifying and developing “informants,” including: A. The hazards of divulging too much information to informants B. The danger of breaking confidentiality								
Reference(s):							Case # (If applicable)	Incident #
FTO: Trainee:	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	
					<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
Comments (field will expand automatically)								

Additional Information:

14.8.02	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Informants	<input type="checkbox"/> N/A
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14.8.02	Part B - Agency Training Details (field will expand automatically) - Trainee shall demonstrate comprehension of the above listed policy - Trainee shall describe techniques for identifying and developing "informants", to minimally include the above list
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14.8.03 Public and Private Records								
The trainee shall explain the types of public and private records that may be of assistance when collecting investigative information.								
Reference(s):							Case # (If applicable)	Incident #
FTO:	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	
					<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:

14.8.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input type="checkbox"/> N/A
MPD Policy - Investigation and Prosecution	

14.8.03 Part B - Agency Training Details (field will expand automatically)
<ul style="list-style-type: none"> - Trainee shall demonstrate comprehension of the above listed policy - Trainee shall explain the types of public and private records that may be of assistance when collecting investigative information, to minimally include: <ul style="list-style-type: none"> a. Computers and digital evidence b. Social media and internet sources c. Cellular communications

14.9 SUBPOENAS**14.9.01 Definition, Authority, and Immunities**

The trainee shall define the term “subpoena” and describe the authority and immunities associated with the subpoena, including:

- | | |
|--|--|
| <p>A. Who may exercise the power of a subpoena</p> <p>B. Who may serve a subpoena</p> <p>C. How a subpoena is served</p> <p>D. Who is subject to the power of a subpoena</p> | <p>E. What immunities from arrest are granted to a person traveling in answer to a subpoena</p> <p>F. How a subpoena is enforced</p> |
|--|--|

Reference(s):					Case # (If applicable)		Incident #	
FTO:	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	
					<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:**14.9.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

MPD Policy - Subpoenas and Court Appearances

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall define the term "subpoena", minimally defining it as a written legal order directing a person to appear in court to give testimony, show specified records, etc.
- Trainee shall describe the authority and immunities associated with the subpoena, including the above list

14.9.02 Agency Practices The trainee shall review and explain the agency's practices and policies concerning the subpoena process.								
Reference(s):							Case # (If applicable)	Incident #
FTO:	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	
					<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:

14.9.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Subpoenas and Court Appearances	<input type="checkbox"/> N/A
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14.9.02 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain MPD's practices and policy concerning the subpoena process, to minimally include:
 - a. MPD Witness Coordinator electronically receives subpoenas from either the prosecution, defense or DMV for criminal cases.
 - b. MPD Witness Coordinator serves the employee with a subpoena by placing it in his/her assigned MPD mailbox
 - c. MPD Witness Coordinator then enters the subpoena/date schedule into PlanIt. PlanIt will notify the employee via email or text message. The employee is then required to acknowledge the subpoena through this notification
 - d. Trainee should understand times when they are protected from subpoenas, such as primary and secondary vacations, bereavement leave, "full restriction" Worker's Compensation, etc.
 - e. Trainee shall understand the process for submitting a memorandum to the Assistant Chief of Police, via proper chain of command, requesting to be excused from a subpoenaed appearance (Per MPD Policy - Subpoenas and Court Appearances, Procedure 3230). When an employee has received a subpoena and believes that they may be unable to appear as subpoenaed, the employee should immediately contact an on-duty Department supervisor for guidance. If the supervisor believes that the circumstances presented by the employee justify that the employee request to be excused from the subpoenaed appearance, the supervisor shall direct the employee to prepare said memorandum outlining the detailed basis of that justification and other pertinent information, including a copy of the subpoena.

14.10 COURTROOM TESTIMONY AND DEMEANOR**14.10.01 Professional Demeanor and Appearance**

The trainee shall explain the value of impressive and professional courtroom demeanor and appearance.

Reference(s):					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	Date
FTO:					<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:**14.10.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

MPD Policy - Subpoenas and Court Appearances

MPD Policy - Uniform Regulations

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

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall explain the value of impressive and professional courtroom demeanor and appearance. Trainee shall explain MPD policy as it relates to courtroom demeanor and appearance, to include:
When appearing in court, members shall:
 - a. Be punctual and prepared to proceed immediately with the case for which they are scheduled to appear.
 - b. Dress in the department uniform or business attire.
 - c. Observe all rules of the court in which they are appearing and remain alert to changes in the assigned courtroom where their matter is to be heard.

14.10.02 Pre-Trial Conference

The trainee shall explain the value of a pre-trial conference with the prosecuting attorney. This shall minimally include:

A. Refreshing the officer's memory

B. Coordination of efforts

Reference(s):					Case # (If applicable)		Incident #	
FTO:	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	
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
Comments (field will expand automatically)								

Additional Information:**14.10.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

MPD Policy - Subpoenas and Court Appearances

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain the value of meeting with the prosecuting attorney prior to trial. This shall minimally include:
 - a. Refreshing the officer's memory - In addition to reviewing his/her case report before the trial date, he/she should allow enough time before the actual trial to meet with the prosecuting attorney. This will allow him/her to better refresh his/her memory to details of the case.
 - b. Coordination of efforts - Meeting with the prosecuting attorney before trial allows both parties to coordinate a plan of approach for the trial and prepare him/her for any planned questioning the attorney has prepared for him/her.

14.10.03 Principles of Effective Testimony

The trainee shall identify and explain principles of effective testimony. These principles shall minimally include:

- | | |
|------------|----------------|
| A. Honesty | D. Objectivity |
| B. Clarity | E. Poise |
| C. Brevity | |

Reference(s):					Case # (If applicable)		Incident #	
FTO:	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	
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
Comments (field will expand automatically)								

Additional Information:**14.10.03 Part A - Reference Agency Policies/Procedures, if applicable** (600 characters maximum)☐ N/A

MPD Policy - Subpoenas and Court Appearances

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain principles of effective testimony, to minimally include:
 - a. Honesty - Effective and ethical law enforcement depends on honest testimony. His/her right to testify requires complete honesty.
 - b. Clarity - Presenting quality testimony requires him/her to present a clear representation of observations, actions and other description of evidence.
 - c. Brevity - Testimony can become ineffective if it is drawn out or contains impertinent information. It is important to keep testimony brief and concise.
 - d. Objectivity - Quality testimony contains factual information. He/she should remain objective and not include opinions unless asked or as a court documented expert in the given issue
 - e. Poise - He/she should maintain professional composure. A case is not won with emotion, it is won with well prepared testimony and professionalism

14.10.04 Dealing with Attorney Personalities

The trainee shall explain the value of furnishing testimony in a professional manner, even when confronted with attorneys that are:

- | | |
|----------------|--------------------|
| A. Irate | D. Argumentative |
| B. Offensive | E. Overly friendly |
| C. Threatening | |

Reference(s):					Case # (If applicable)		Incident #	
FTO:	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	
					<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:**14.10.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**
☒ N/A
14.10.04 Part B - Agency Training Details (field will expand automatically)

- Trainee shall understand they will be challenged by defense attorneys. Not all questioning will be favorable for the officer nor will the demeanor of the defense attorney always be pleasant.
- Trainee shall understand that courtroom examination is not personal and aggressive attitude or questioning should not be taken as such, and should not affect his/her response(s)/professionalism.
- Trainee shall explain the value of furnishing testimony in a professional manner, even when confronted with attorneys that are behaving in an unprofessional manner such as the above list.

14.10.05 Courtroom Security Policies and Procedures

The trainee shall become familiar with local courtroom security policies and procedures such as:

- | | |
|-----------------------|------------------------------------|
| A. Prisoner Escort | C. Screening of Courtroom Audience |
| B. Prisoner Restraint | D. Disturbance Procedures |

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

Additional Information:**14.10.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**
☒ N/A
14.10.05 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate ability to practice sound courtroom security. He/she shall monitor how the court escorts/restrains prisoners, screen the audience within a courtroom when entering (just as you would on the street), and be familiar with disturbance procedures (what is his/her role).

14.10.06 Perjury and Falsifying Police Reports

The trainee shall recognize that perjury and the falsification of police reports are crimes, and may result in the following consequences:

- | | |
|---|--|
| A. Criminal and civil action against the officer | C. Irreparable damage to the prosecution of a case |
| B. Irreparable damage to the officer's credibility (Brady List) | D. May result in civil actions against the agency |

Reference(s):					Case # (If applicable)		Incident #	
FTO:	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	
Trainee:								
Comments (field will expand automatically)								

Additional Information:**14.10.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

MPD Policy - Brady Material Disclosure

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall recognize the ramifications of perjury or falsification of police reports. Trainee shall recognize these actions are crimes and can result in serious consequences including:
 - a. Criminal and civil action against him/her - He/she can be sued civilly and can be charged with Ca Penal Code 118 (Perjury) and or 118.1 (False police report)
 - b. Irreparable damage to the officer's credibility (Brady List) - Any officer who has had issues of credibility, dishonesty or has been engaged in an act of moral turpitude or criminal conduct can be placed on the "Brady List" which can affect his/her ability to testify in court. If an officer cannot testify in court they are unable to perform their full duties.
 - c. Irreparable damage to the prosecution of a case - Any dishonesty within testimony or report documentation will destroy the prosecution of a case.
 - d. May result in civil actions against the agency - He/she shall remember they are always representing the Monterey Police Department and his/her unlawful actions can bring civil action against the MPD and the City of Monterey. It is always better to risk losing a criminal case with honest testimony than to falsify any information in an attempt to win the case.

14.10.07 Courtroom Testimony Preparation and Demonstration

The trainee shall demonstrate the ability to prepare and furnish courtroom testimony in such a manner as to promote professionalism and the administration of justice.

Reference(s):					Case # (If applicable)	Incident #		
FTO:	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	
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
Comments <i>(field will expand automatically)</i>								

Additional Information:**14.10.07 Part A - Reference Agency Policies/Procedures, if applicable** (600 characters maximum)☐ N/A

MPD Policy - Subpoenas and Courtroom Appearances

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall demonstrate ability to prepare for courtroom testimony according to MPD procedure/policy. Trainee shall obtain copies of reports, request evidence (if needed), make proper communication with the district attorney's office and satisfactorily refresh his/her memory to the case. He/she shall maintain professional demeanor within the courthouse and courtroom and furnish courtroom testimony in such a manner as to promote professionalism and the administration of justice.

See next page for Attestation**Part 5 – Section 14: Investigation/Evidence****ATTESTATION FOR SECTION 14****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.

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: 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

SECTION 15 Tactical Communication/Conflict Resolution

15.1 – 15.4 COMPETENCY REQUIREMENTS

Contents
15.1 Tactical Communications
15.2 Handling Disputes (General)
15.3 Civil Disputes
15.4 Repossessions
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**15.1 TACTICAL COMMUNICATION**

- 15.1.01 Verbal and Nonverbal Cues
- 15.1.02 Benefits of Tactical Communication
- 15.1.03 Demonstration of Tactical Communication
- 15.1.04 Deflection Techniques
- 15.1.05 Five-Step Process for Generating Voluntary Compliance

15.2 HANDLING DISPUTES (GENERAL)

- 15.2.01 Basic Responsibilities at the Scene of a Dispute
- 15.2.02 Social Service Organizations
- 15.2.03 Inherent Dangers to Officers
- 15.2.04 Separating Parties in a Dispute
- 15.2.05 Private Person Arrest Procedures
- 15.2.06 Use of Different Techniques
- 15.2.07 Handling a Dispute Situation

15.3 CIVIL DISPUTES

- 15.3.01 Agency Policy on Landlord-Tenant Disputes
- 15.3.02 California Law and Agency Procedures Regarding Landlord-Tenant Disputes
- 15.3.03 Agency Policy on Labor-Management Disputes
- 15.3.04 Policing Problems During Labor-Management Disputes
- 15.3.05 Small Claims Court
- 15.3.06 Handling a Civil Dispute

15.4 REPOSSESSIONS

- 15.4.01 Rules and Agency Policy Regarding Repossessions

SECTION 15 TACTICAL COMMUNICATION/CONFLICT RESOLUTIONCHECK ONE ONLY: ☐ PHASE 1 ☐ PHASE 2 ☐ PHASE 3 ☐ PHASE 4 ☐ PHASE 5

Trainee

FTO

15.1 TACTICAL COMMUNICATION**15.1.01 Verbal and Nonverbal Cues**

The trainee shall discuss how tactical communication involves both professional demeanor and words (verbal and nonverbal cues).

Reference(s):					Case # (If applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	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:								

Additional Information:**15.1.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☒ N/A

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

- Trainee shall discuss how tactical communication involves both professional demeanor and words.
- Trainee shall understand that uncooperative subjects or stressful situations do not always warrant an escalated physical/verbal response. In many cases, the situation can be resolved with calm authority. Maintaining a professional and controlled approach will not only allow him/her to make sound decisions, but it will gain respect from the public.
- Officer safety is always priority but officer safety does not translate to an over officious approach. Using tactical communication can de-escalate situations and potentially prevent the need for use of force or physical engagement.

15.1.02 Benefits of Tactical Communication

The trainee shall identify and explain the benefits of tactical communication, including:

- A. Enhanced safety (reduced likelihood of physical confrontation and injury)
- B. Enhanced professionalism (decreased citizen complaints, personal and professional stress, and civil liability)

Reference(s):						Case # (If applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	Signature	Date	Signature	Date		Signature	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:									

Additional Information:**15.1.02 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*
☒ N/A

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

- Trainee shall discuss how tactical communication can enhance safety through de-escalation and verbally gained compliance, and enhance professionalism which will result in a decrease of citizen complaints, personal and professional stress, and civil liability.

15.1.03 Demonstration of Tactical Communication

The trainee shall demonstrate an ability to perform in a calm, professional demeanor while de-escalating hostilities or conflicts (i.e., without resorting to physical violence).

Reference(s):					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
					<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
Comments:								

Additional Information:**15.1.03 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*
☒ N/A
15.1.03 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate ability to de-escalate a situation using tactical communication and not resorting to physical violence.
- Trainee shall maintain a calm and professional demeanor and not allow his/her emotions or personal feelings to affect his/her actions

15.1.04 Deflection Techniques

The trainee shall explain and demonstrate the ability to use deflection techniques in response to verbal abuse. Every word that follows “but” should be professional language that is goal directed. Examples might include:

A. “I appreciate that, but I need to see your driver’s license, vehicle registration, and proof of insurance.”

B. “I understand that, but I need you to move your vehicle.”

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	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:

Additional Information:**15.1.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☒ N/A

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

- Trainee shall demonstrate ability to deflect verbal abuse while remaining calm, professional and on task.
- Trainee shall demonstrate techniques such as those listed above. Always using professional language and not allowing verbal abuse to govern a negative response.

15.1.05 Five-Step Process for Generating Voluntary Compliance

Given a scenario or an actual incident involving an uncooperative subject(s), the trainee shall be able to generate voluntary compliance using the five-step process:

- A. **Ask** (Ethical Appeal) – The subject is given an opportunity to voluntarily comply by simply being asked to comply
- B. **Set Context** (Reasonable Appeal) – The “why” questions are answered by the identification or explanation of the law, policy, or rationale that applies to the situation.
- C. **Present Options** (Personal Appeal) – Explain possible options
- D. **Confirm** (Practice Appeal) – Provides one last opportunity for voluntary compliance. For example, “Is there anything I can say to gain your cooperation at this time?”
- E. **Act** (Take appropriate action)

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	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:

Additional Information:

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

☒ N/A

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

- Trainee shall handle an incident involving an uncooperative subject(s) and generate voluntary compliance using the five-step process. The five-step process includes:

- a. Ask the subject and give them an opportunity to voluntarily comply
- b. Set the context and tell the subject why you are asking for compliance
- c. Present the subject with possible options
- d. Confirm the subject's stance and provide one last opportunity for voluntary compliance
- e. Take appropriate action in the absence of voluntary compliance (physical detention, psychiatric hold, arrest)

15.2 HANDLING DISPUTES (GENERAL)**15.2.01 Basic Responsibilities at the Scene of a Dispute**

The trainee shall explain an officer's basic responsibilities at the scene of a dispute. These responsibilities shall minimally include:

- | | |
|---|---|
| A. Remaining impartial | F. Suggesting solutions to the problem |
| B. Preserving the peace | G. Offering appropriate referrals |
| C. Determining whether or not a crime has been committed | H. Considering arrest as a reasonable alternative if a crime has been committed |
| D. Conducting an investigation if a crime has been committed. | |
| E. Providing safety to individuals and property | |

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	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:								

Additional Information:

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

15.2.01	Part B - Agency Training Details (field will expand automatically) <ul style="list-style-type: none"> - Trainee shall explain his/her basic responsibilities at the scene of a dispute. - Trainee shall explain his/her understanding of the above listed responsibilities at the scene of a dispute
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15.2.02 Social Service Organizations The trainee shall identify various social service organizations that are available within the city or county to render assistance in dispute situations. These organizations shall minimally include those dealing with: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> <p>A. Public health</p> <p>B. Alcohol problems</p> <p>C. Family counseling and child guidance</p> <p>D. Drug problems</p> </div> <div style="width: 48%;"> <p>E. Humane Society/Society for the Prevention of Cruelty to Animals (SPCA)</p> <p>F. Any additional city/county agencies or organizations</p> </div> </div>								
Reference(s):					Case # (If applicable)	Incident #		
FTO: Trainee:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training	How Remediated?	
	Signature	Date	Signature	Date		Signature	Date	
					<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
Comments:								

15.2.02	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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- Trainee shall identify the various social service organizations available within the City of Monterey and the County of Monterey. This shall include the in house mobile crisis worker who is generally available to respond to calls within the city.
- Trainee shall minimally identify the above list of organizations.

The trainee shall explain the inherent dangers to officers who enter the home of a family (or other occupants) involved in a dispute.

Additional Information:

 N/A

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

- Trainee shall explain their understanding of the dangers that come with entering the home of subjects involved in a dispute.
- Trainee shall minimally understand that the environment is already escalated upon arrival. The subjects are generally not receptive to law enforcement being in their home during a dispute making voluntary compliance more difficult. The subjects have access to unknown weapons and items that could be used as weapons. Sounds officer safety tactics, tactical communication and calm control of the situation is essential.

15.2.04 Separating Parties in a Dispute

The trainee shall explain the advantages and disadvantages of separating parties in a dispute and gathering information from them individually.

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	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:								

Additional Information:**15.2.04 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*
☒ N/A

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

- Trainee shall explain the advantages and disadvantages of separating parties in a dispute to minimally include:

- a. Separating involved parties allows for gathering independent, uninfluenced statements
- b. Separating involved parties eliminates the continuation of the dispute and prevents physical confrontation between parties
- c. Separating involved parties adds the need for additional officers to monitor each subject involved

15.2.05 Private Person Arrest Procedures

The trainee shall explain private person arrest procedures at disputes.

Reference(s):					Case # (If applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	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:								

Additional Information:**15.2.05 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*
☐ N/A

MPD Policy - Private Person's Arrest

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain private person arrest procedures at disputes, to minimally include: Arrests by Private Persons - Penal Code 837 provides that a private person may arrest another:
 - a. For a public offense committed or attempted in his or her presence
 - b. When the person arrested has committed a felony, although not in his or her presence
 - c. When a felony has been in fact committed, and he or she has reasonable cause for believing the person arrested has committed it

Officer Responsibilities - Any officer presented with a private person wishing to make an arrest must determine whether or not there is reasonable cause to believe that such an arrest would be lawful (Penal Code 847)

- a. Should any officer determine that there is no reasonable cause to believe that a private person's arrest is lawful, the officer should take no action to further detain or restrain the individual beyond that which reasonable appears necessary to investigate the matter, determine the lawfulness of the arrest and protect the public safety.
- b. Whenever an officer determines that there is reasonable cause to believe that a private person's arrest is lawful, the officer may exercise any of the following options:
 1. Take the individual into physical custody for booking
 2. Release the individual pursuant to a Notice to Appear
 3. Release the individual pursuant to Penal Code 849

15.2.06 Use of Different Techniques

The trainee shall assess and explain different techniques to use in given dispute situations. These situations shall minimally include:

- | | |
|----------------------|----------------------------|
| A. Family disputes | C. Juvenile dispute |
| B. Neighbor disputes | D. Loud parties/loud noise |

Reference(s):						Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	Signature	Date	Signature	Date		Signature	Date		
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	
Comments:									

Additional Information:

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

15.2.06	Part B - Agency Training Details (field will expand automatically) - Trainee shall assess and explain different techniques to use in the above listed situations. Separating the involved parties should generally occur in all disputes. He/she shall use tactical communication to attempt to gain voluntary compliance and a peaceful resolution.
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15.2.07 Handling a Dispute Situation Given a scenario or an actual incident involving a dispute, the trainee shall assess and handle the dispute in a safe, efficient, reasonable, and discretionary manner.									
Reference(s):						Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?	
	Signature	Date	Signature	Date		Signature	Date		
					<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:									

Additional Information:

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

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

- Trainee shall handle a dispute situation in a safe, efficient, reasonable and discretionary manner within MPD policies and procedures

15.3 CIVIL DISPUTES**15.3.01 Agency Policy on Landlord-Tenant Disputes**

The trainee shall review and explain the agency's policy on handling landlord-tenant disputes.

Reference(s):					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
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								
Comments:								

Additional Information:**15.3.01 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*
☐ N/A

MPD Policy - Civil Disputes

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain MPD policy on handling landlord-tenant disputes to minimally include: Disputes over possession or occupancy of real property (e.g., land, homes, apartments) should generally be handled through a person seeking a court order.

The trainee shall identify and explain California law (civil and criminal) and agency procedures applicable to situations that arise from landlord-tenant disputes. These situations shall minimally include:

- A. Evictions
B. Lockouts
C. Trespasses
D. Confiscation of property

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

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

☐ N/A

MPD Policy - Civil Disputes

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall demonstrate comprehension of California law (civil and criminal) and MPD procedures applicable to landlord-tenant disputes by explaining how they apply to the above list. Trainee shall understand the limitations he/she has in these situations and refer the subjects to handle them by seeking a court order. His/her primary focus is keeping the peace unless an enforceable crime has been committed.

15.3.03 Agency Policy on Labor-Management Disputes The trainee shall review and explain the agency's policy on labor-management disputes.								
Reference(s):							Case # (If applicable)	Incident #
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	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:								

Additional Information:

15.3.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - First Amendment Assemblies MPD Policy - Civil Disputes	<input type="checkbox"/> N/A
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15.3.03 Part B - Agency Training Details (field will expand automatically) - Trainee shall demonstrate comprehension of the above listed policies - Trainee shall explain MPD policy as it relates to civil disputes and first amendment assemblies.

15.3.04 Policing Problems During Labor-Management Disputes

The trainee shall explain agency policy and procedures relative to typical policing problems that occur during labor-management disputes. These problems shall minimally include:

- | | |
|---------------------------------------|---------------------------|
| A. Obstruction of ingress or egress | D. Violence and vandalism |
| B. Blocking of sidewalks and roadways | E. Trespasses |
| C. Outside agitators | |

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	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:								

Additional Information:**15.3.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

MPD Policy - First Amendment Assemblies

MPD Policy - Civil Disputes

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

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall explain MPD policy and procedures for handling typical policing problems which come from labor-management disputes, to minimally include the above list.
- Trainee shall explain how a labor-management dispute assembly could affect the main traffic areas within the City of Monterey

15.3.05 Small Claims Court The trainee shall explain the role of the small claims court relative to civil disputes.								
Reference(s):							Case # (If applicable)	Incident #
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	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:								

Additional Information:

15.3.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Civil Disputes	<input type="checkbox"/> N/A
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15.3.05 Part B - Agency Training Details (field will expand automatically) <ul style="list-style-type: none"> - Trainee shall demonstrate comprehension of the above listed policy - Trainee shall explain the role of small claims court in civil disputes. - Trainee shall remember to advise subjects involved in civil disputes to seek a court order.

15.3.06 Handling a Civil Dispute Given any situation involving a civil dispute, the trainee shall assess and handle the situation in a safe and effective manner, consistent with agency policy and state law.								
Reference(s):							Case # (If applicable)	Incident #
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
	Trainee:							
Comments:								

Additional Information:

15.3.06	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Civil Disputes	<input type="checkbox"/> N/A
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15.3.06	Part B - Agency Training Details (field will expand automatically) - Trainee shall demonstrate comprehension of the above listed policy - Trainee shall satisfactorily handle a civil dispute in a safe and effective manner within MPD policy and procedures and California law
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15.4 REPOSSESSIONS								
15.4.01 Rules and Agency Policy Regarding Repossessions The trainee shall explain and discuss the general rules and agency policies regarding property repossessions. These shall minimally include: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> <p>A. What property is subject to repossession</p> <p>B. Who may make a repossession</p> </div> <div style="width: 48%;"> <p>C. To what lengths a reposessor may go</p> <p>D. When a repossession is complete</p> </div> </div>								
Reference(s):							Case # (If applicable)	Incident #
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
					<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:								

Additional Information:

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

15.4.01	Part B - Agency Training Details (field will expand automatically)
<ul style="list-style-type: none"> - Trainee shall explain MPD's involvement in property repossession situations. Generally, MPD will not become involved in property repossession situations unless they evolve into a dispute. MPD will maintain the peace and remain impartial. - Trainee shall explain his/her understanding of the above listed issues. 	

See next page for Attestation

Part 5 – Section 15: Tactical Communication/Conflict Resolution

ATTESTATION FOR SECTION 15

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.
-

X _____

Primary Field Training Officer:

Print Full Name: _____

X _____

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: 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):**
 - 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

SECTION **16**
Traffic

16.1 – 16.5 **COMPETENCY REQUIREMENTS**

Contents
16.1 Vehicle Codes
16.2 Impounding/Storing Vehicles
16.3 Vehicle Collisions
16.4 Traffic Control/Direction
16.5 Driving Under the Influence (DUI)
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**6.1 VEHICLE CODES**

- 16.1.01 Vehicle Code Laws
- 16.1.02 Vehicle Code Terminology
- 16.1.03 Vehicle Code Authority to Arrest
- 16.1.04 Common Vehicle Code Violations
- 16.1.05 Enforcement Options
- 16.1.06 Completing a Citation
- 16.1.07 Promise to Appear

16.2 IMPOUNDING/STORING VEHICLES

- 16.2.01 Agency Policy Regarding Tows
- 16.2.02 Towing Authorities
- 16.2.03 Impounds from Public or Private Property
- 16.2.04 Handling a Vehicle Impound/Storage

16.3 VEHICLE COLLISIONS

- 16.3.01 Preventing Accidents
- 16.3.02 Primary Duties at Traffic Accident Scene
- 16.3.03 Agency Policy Regarding Collision Investigations
- 16.3.04 Removing Vehicles from the Highway
- 16.3.05 Mandatory Investigations
- 16.3.06 Collision Investigation Terminology
- 16.3.07 Factual Diagram
- 16.3.08 Types of Physical Evidence
- 16.3.09 Collision Investigation Information
- 16.3.10 Handling a Traffic Collision

16.4 TRAFFIC CONTROL/DIRECTION

- 16.4.01 Traffic Hand Signals
- 16.4.02 Directing Traffic Using a Flashlight
- 16.4.03 Use of Flares
- 16.4.04 Demonstrating Appropriate Traffic Control

16.5 DRIVING UNDER THE INFLUENCE (DUI)

- 16.5.01 Recognizing Suspected DUI Drivers
- 16.5.02 Sobriety Tests
- 16.5.03 Chemical Tests
- 16.5.04 Chemical Test Refusals
- 16.5.05 DUI Report Forms
- 16.5.06 Handling a Driving Under the Influence Case

SECTION 16 TRAFFICCHECK ONE ONLY: ☐ PHASE 1 ☐ PHASE 2 ☐ PHASE 3 ☐ PHASE 4 ☐ PHASE 5

Trainee

FTO

16.1 VEHICLE CODES**16.1.01 Vehicle Code Laws**

The trainee shall discuss the California Vehicle Code laws that pertain to the operation of motor vehicles and shall be able to recognize violations.

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	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:								

Additional Information:**16.1.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

MPD Policy - Traffic Function and Responsibility

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall demonstrate knowledge of the California Vehicle Code laws and be able to recognize applicable violations committed by motorists

16.1.02 Vehicle Code Terminology

The trainee shall define the following terms as used in the California Vehicle Code:

- | | |
|-----------------|------------------|
| A. Crosswalk | G. Motor vehicle |
| B. Darkness | H. Roadway |
| C. Driver | I. School bus |
| D. Highway | J. Sidewalk |
| E. Intersection | K. Vehicle |
| F. Limit line | L. Pedestrian |

Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	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:								

Additional Information:**16.1.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**
☒ N/A
16.1.02 Part B - Agency Training Details (field will expand automatically)

- Trainee shall define the above listed terms as used in the California Vehicle Code.

16.1.03 Vehicle Code Authority to Arrest The trainee shall review and explain the elements of vehicle code sections giving authority to arrest.								
Reference(s):							Case # (If applicable)	Incident #
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
					<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:								

Additional Information:

16.1.03	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Impaired Driving MPD Policy - Traffic Function and Responsibility (Suspended or Revoked Drivers Licenses)	<input type="checkbox"/> N/A
---------	---	------------------------------

16.1.03	Part B - Agency Training Details (field will expand automatically) - Trainee shall demonstrate comprehension of the above listed policies - Trainee shall explain the elements of the vehicle code sections giving authority to arrest. Some basic sections which give authority to arrest are DUI, Hit and Run Collision, Driving Without a License, Driving on a Suspended License, etc.
---------	---

16.1.04 Common Vehicle Code Violations

The trainee shall identify common California Vehicle Code violations by code number and classification. These violations shall minimally include those dealing with:

- | | |
|--|------------------------------------|
| A. Vehicle registration and insurance requirements | J. U-turns |
| B. Theft of and tampering with vehicles | K. Stopping, standing, and parking |
| C. Driver's license and identification cards including suspensions | L. Driving under the influence |
| D. Hit and run | M. Equipment violations |
| E. Traffic control signals | N. Fleeing/evading an officer |
| F. Other traffic control devices | O. Reckless driving |
| G. Driving, overtaking, and passing | P. Seatbelt violations |
| H. Right of way | Q. Other public offenses |
| I. Pedestrians | |

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	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:

Additional Information:**16.1.04 Part A - Reference Agency Policies/Procedures, if applicable** (600 characters maximum)☐ N/A

MPD Policy - Traffic Function and Responsibility

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall identify commonly used California Vehicle Code violations by code number and classification, to minimally include:
 - a. Vehicle registration (4000(a)(1)), Insurance requirements (16028(a))
 - b. Theft of vehicle (10851(a)), Tampering with vehicles (10852)
 - c. Driver's license (12500(a)), Suspended driver's license (14601.1(a))
 - d. Hit and Run (20002(a))
 - e. Traffic control signals (21453(a))
 - f. Other traffic control devices - Stop Sign (22450(a))
 - g. Overtaking and passing (21751) h. Right of way (21800-21809)
 - i. Pedestrians (21949-21971)
 - j. U-turns (22100.5, 22102, 22103, 22104, 22105, etc.)
 - k. Stopping, standing, and parking (22500-22526) l. DUI (23152(a), 23152(b), 23153(a), etc.)
 - m. Equipment violations (various)
 - n. Fleeing/evading an officer (2800(a))
 - o. Reckless driving (23103)
 - p. Seatbelt violations (27315(d)(1))

16.1.05 Enforcement Options

The trainee shall discuss enforcement options after observing a traffic violation, including:

- | | |
|-----------------------|--------------------|
| A. Verbal warning | C. Physical Arrest |
| B. Issuing a citation | |

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	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:								

Additional Information:**16.1.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

MPD Policy - Traffic Function and Responsibility

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall discuss enforcement options after observing a traffic violation to include verbal warnings, issuing a citation or physical arrest.
- Trainee shall explain the extent of his/her discretion when it comes to traffic enforcement

16.1.06 Completing a Citation

The trainee shall properly and legibly complete a citation for an observed traffic offense within a reasonable amount of time.

Reference(s):					Case # (If applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	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:								

Additional Information:**16.1.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

MPD Policy - Traffic Function and Responsibility

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall demonstrate ability to recognize a traffic offense, initiate a proper traffic enforcement stop and legibly complete a citation within a reasonable amount of time.
- Trainee shall demonstrate attention to detail ensuring all necessary fields are completed accurately with proper California Vehicle Code sections

16.1.07 Promise to Appear

The trainee shall explain that the required signature of a violator on a citation is not an admission of guilt, but a promise to appear.

Reference(s):					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
					<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:								

Additional Information:**16.1.07 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

MPD Policy - Traffic Function and Responsibility

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain that the required signature of a violator on a citation is not an admission of guilt, but a promise to appear. Trainee shall give methods to convince a violator to sign a citation when they are refusing. Trainee shall maintain professional composure, contact a supervisor and use tactical communication.
- Trainee shall explain his/her understanding of their authority to arrest the violator if he/she (or supervisor) is unable to convince them to sign the citation.

16.2 IMPOUNDING/STORING VEHICLES**16.2.01 Agency Policy Regarding Tows**

The trainee shall review and explain the agency's policy regarding towing procedures.

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

Additional Information:**16.2.01 Part A - Reference Agency Policies/Procedures, if applicable** (600 characters maximum)☐ N/A

MPD Policy - Vehicle Towing and Release

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain MPD policy regarding towing procedures, to minimally include:
 - a. When he/she is authorized to tow a vehicle.
 - b. When he/she is required to tow a vehicle.
 - c. When a supervisor should be consulted regarding the towing of a vehicle.
 - d. The proper completion of a CHP-180 form
 - e. Process for requesting a tow company

16.2.02 Towing Authorities

The trainee shall identify and explain situations where he or she may have the authority to remove, store, and/or impound vehicles, including:

- | | |
|--|--|
| <p>A. Abandoned vehicles – VEH 22669(a)</p> <p>B. Traffic hazards– VEH 22651(b)</p> <p>C. Incident to an arrest– VEH 22651(h)</p> <p>D. Stored for safekeeping – VEH 22651(g)</p> <p>E. Stolen, recovered, and not released in the field – VEH 22651(c) and VEH 22653(a)</p> | <p>F. Held for investigation –VEH 22655.5</p> <p>G. Involved in hit and run – VEH 22655 or VEH 22653(b)</p> <p>H. VIN removed – VEH 10751</p> <p>I. Held for operation by unlicensed driver – VEH 22651(p)</p> |
|--|--|

Reference(s):					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
					<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:								

Additional Information:**16.2.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

MPD Policy - Vehicle Towing and Release

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall identify and explain situations where he/she may have the authority to remove, store, and/or impound vehicles, including the above list. In addition to the above list, he/she should be familiar with his/her authority to tow a vehicle when he/she determines that a person was driving a vehicle while their driving privilege was suspended or revoked under Ca Vehicle Code 14602.6(a)(1).

16.2.03 Impounds from Public or Private Property The trainee shall discuss the legal authorities and instances, which permit an officer to remove, impound, and/or store a vehicle from public and/or private property.								
Reference(s):							Case # (If applicable)	Incident #
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Signature	Date	Signature	Date		Signature	Date	
Trainee:								
Comments:								

Additional Information:

16.2.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Vehicle Towing and Release	<input type="checkbox"/> N/A
---	------------------------------

16.2.03 Part B - Agency Training Details (field will expand automatically) <ul style="list-style-type: none"> - Trainee shall demonstrate comprehension of the above listed policy - Trainee shall discuss the legal authorities and instances, which permit him/her to remove, impound, and/or store a vehicle from public and/or private property. - Removal from private property requires a crime having been committed warranting the removal, the property owner requesting the tow, or inherent danger if the vehicle is not removed
--

16.2.04 Handling a Vehicle Impound/Storage

Given an incident in which a vehicle is to be impounded or stored, the trainee shall impound or store the vehicle in an authorized manner. This shall minimally include:

- A. Compliance with state law
- B. Compliance with agency policy
- C. Completion of all required reports in a satisfactory manner

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	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:

Additional Information:**16.2.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

MPD Policy - Vehicle Towing and Release

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall demonstrate ability to impound or store a vehicle in an authorized manner. He/she shall minimally follow state law, MPD policy, and satisfactorily complete all required forms and reports.
- Trainee shall recognize the great responsibility that comes with the removal of one's vehicle. He/she shall treat it with respect and take every precaution to safeguard the vehicle regardless of the reason for its removal.

16.3 VEHICLE COLLISIONS								
16.3.01 Preventing Accidents								
The trainee shall discuss an officer's responsibilities in preventing accidents in the community, including:								
A. Education				E. Environmental factors that detract from traffic safety				
B. Enforcement				F. Development of positive inter-agency relationships with road/street department, public works, planning, and traffic safety commission.				
C. Proactive engineering recommendations								
D. Patrol awareness (including assisting stranded motorists)								
Reference(s):							Case # (If applicable)	Incident #
FTO: Trainee:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
					<input type="checkbox"/> Field Perform			<input type="checkbox"/> Field Perform
					<input type="checkbox"/> Role Play			<input type="checkbox"/> Role Play
				<input type="checkbox"/> Written Test			<input type="checkbox"/> Written Test	
				<input type="checkbox"/> Verbal Test			<input type="checkbox"/> Verbal Test	
Comments:								

Additional Information:

16.3.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Traffic Function and Responsibility	<input type="checkbox"/> N/A
16.3.01	Part B - Agency Training Details (field will expand automatically) - Trainee shall demonstrate comprehension of the above listed policy - Trainee shall use non-assigned time to be proactive in preventing collisions. This can be accomplished through active traffic enforcement (resulting in either citation issuance or verbal warning education), proactive observation of roadway issues/signage issues/environmental factors that detract from traffic safety, and developing positive inter-agency relationships with city departments such as streets/public works/planning and the traffic safety commission.	

16.3.02 Primary Duties at Traffic Accident Scene

The trainee shall explain the primary duties of an officer at any traffic accident scene, including:

- | | |
|--|---|
| A. Determining injuries and need for emergency first aid treatment | D. Ascertaining the need for medics/ambulance service |
| B. Protecting the scene, including persons and property involved | E. Considering the need for tow services |
| C. Appropriate use of flares (away from flammable materials, spilled fuel, etc.) | F. Determining the need for further assistance |

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	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:

Additional Information:**16.3.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

☐ N/A

MPD Policy - Traffic Collision Reporting

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

- Trainee shall demonstrate comprehension of the above listed policy and explain his/her primary duties at any traffic accident scene, to minimally include:

- a. Determining injuries and need for emergency first aid treatment - Upon arrival to an accident scene he/she should evaluate injuries, triage injured subjects and request emergency medical personnel.
- b. Protecting the scene, including persons and property involved - Once injuries (or lack thereof) have been addressed, scene protection is necessary to preserve evidence and protect the involved parties and property. Additional officer(s) should be requested to perform traffic control, create cone patterns to redirect traffic and block intersections with marked units (with emergency lighting activated).
- c. Appropriate use of flares - He/she shall demonstrate ability to safely activate flares and deploy them in a fashion which best prevents access to, or redirects traffic away from, an accident scene.
- d. Ascertain the need for medics/ambulance services - He/she immediately determines if any victims require or request medical attention. He/she shall request needed emergency medical personnel as soon as possible. The type of response requested will be dependent on the severity of the victim's injuries. He/she shall know their obligation to render first aid/CPR if determined it is needed, and should not wait for emergency medical personnel's arrival to begin.
- e. Consider the need for tow services - He/she shall determine, as soon as practicable, whether tow services will be needed. He/she shall be cognizant of time and request tow services early as tow services can have an extended response time.
- f. Consider the need for further assistance - He/she shall evaluate the totality of the incident and determine early if he/she will need further assistance such as the fire department for hazmat cleanup, additional officers for subject statements/assistance with evidence collection, etc.

16.3.03 Agency Policy Regarding Collision Investigations

The trainee shall review and explain the agency's policy regarding traffic collision investigation and reporting.

Reference(s):					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
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
Comments:								

Additional Information:**16.3.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

MPD Policy - Traffic Collision Reporting

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

- Trainee shall demonstrate comprehension of the above listed policy and explain his/her obligations in responding to, investigating, and reporting collisions.

16.3.04 Removing Vehicles from the Highway

The trainee shall discuss advantages and disadvantages of immediately removing (or having removed) from the highway all vehicles involved in a traffic accident.

Reference(s):

Case # (If applicable)

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	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:

Additional Information:**16.3.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

MPD Policy - Traffic Collision Reporting
 MPD Policy - Vehicle Towing and Release

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

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall discuss the advantages and disadvantages of removing all vehicles involved in a traffic accident from the highway, to minimally include:
 - a. Removing vehicles quickly enables the roadways to be reopened, allowing normal flow of traffic
 - b. Removing vehicles quickly prevents further risk of damage to the vehicles and subjects involved
 - c. Removing vehicles too quickly can destroy evidence and hinder an investigation

16.3.05 Mandatory Investigations

The trainee shall discuss the instances when a traffic accident must be investigated by law and agency policy. These instances shall minimally include any:

- | | |
|--------------------------|---|
| A. Injury accidents | C. Accidents involving suspected drunk drivers |
| B. Hit and run accidents | D. Accident involving city, county, or state property |

Reference(s):					Case # <i>(If applicable)</i>	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	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		
Comments:								

Additional Information:**16.3.05 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*☐ N/A

MPD Policy - Traffic Collision Reporting

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall discuss when he/she must investigate a traffic accident by law and MPD policy, to minimally include the above list as well as involved party requests.

16.3.06 Collision Investigation Terminology

The trainee shall review and discuss the terms relevant to traffic collision investigations, to include:

- A. **Accident or Collision** – An unintentional event that causes damage, injury, or death
- B. **Area of Impact** – The geographical location at which the involved parties came into contact, as a result of the vehicle collision, with one another, another object, or a surface
- C. **Classification of Injuries** – Complaint of pain, fatal injury, severe injury, and other visible injuries
- D. **Coefficient of Friction** – Measure of adhesion between two surfaces (e.g., a tire and the roadway); the lower the coefficient of friction, the more slippery the road surface
- E. **Deliberate Intent** – An intentional act that directly or indirectly involves a motor vehicle in transport that purposely causes damage to property or injury to any person
- F. **In Transport** – The state or condition of a vehicle when it is in use primarily for moving persons or property (including the vehicle itself) from one to place to another
- G. **Other Parties** – A person other than the operator of the motor vehicle (includes driverless vehicle, a vehicle being towed by other than a rigid tow bar or tow truck, animal drawn conveyances, injured equestrians, injured parties in a train, airplane or cable car, or in highway construction equipment not in transport, injured parties in or upon a structure)
- H. **Primary Collision Factor** – The one element or driving action, which in the officer's opinion best describes the primary or main cause of the collision
- I. **Witness** – A person other than an involved party or a passenger who can provide information relevant to the accident

Reference(s):					Case # (If applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	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:								

Additional Information:**16.3.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

MPD Policy - Traffic Collision Reporting

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain his/her understanding of common terms used in traffic collision investigations, to minimally include the above list.

16.3.07 Factual Diagram

The trainee shall identify the basic elements necessary to complete a factual diagram and/or sketch when investigating the scene of a traffic collision. The elements are:

- | | |
|---|---|
| A. Indications of compass direction | C. Use of appropriate illustrations |
| B. Measurement of the scene in proportion, but not necessarily to scale | D. Determining the area of impact and the point of rest |

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

Additional Information:**16.3.07 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

MPD Policy - Traffic Collision Reporting
CHP-555 pages 2 and 4

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

- Trainee shall demonstrate comprehension of the above listed policy and CHP-555 sketch/factual diagram forms
- Trainee shall identify the basic elements necessary to complete a factual diagram and/or sketch when investigating the scene of a traffic collision and demonstrate ability to complete the required sketch/diagram

16.3.08 Types of Physical Evidence

The trainee shall identify types of physical evidence used to determine the cause of a collision, including:

- A. Locked wheel skid, critical speed scuff, impending skid, side skids, and acceleration scuff
- B. Debris, glass, vehicle parts, fluids, and other related property damage
- C. Photographs of the scene

Reference(s):					Case # (If applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	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:								

Additional Information:

16.3.08	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> MPD Policy - Traffic Collision Reporting	<input type="checkbox"/> N/A
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16.3.08	Part B - Agency Training Details <i>(field will expand automatically)</i> <ul style="list-style-type: none"> - Trainee shall demonstrate comprehension of the above listed policy - Trainee shall explain his/her understanding of physical evidence located at the scene of a traffic collision - Trainee shall identify which physical evidence could be used to determine the cause of a collision
----------------	--

16.3.09 Collision Investigation Information The trainee shall identify information to be obtained during a collision investigation interview, including: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 48%;"> <p>A. Identity of the involved parties and vehicle information</p> <p>B. Time and location of collision events</p> </div> <div style="width: 48%;"> <p>C. Chronology of collision events</p> <p>D. Elements unique to hit and run collisions, if applicable</p> </div> </div>								
<i>Reference(s):</i>						Case # <i>(if applicable)</i>	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
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	
Comments:								

Additional Information:**16.3.09 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

MPD Policy - Traffic Collision Reporting

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain why it is important to interview involved parties separately, to minimally include receiving uninfluenced statements and minimizing conflict between involved parties.
- Trainee shall identify information to be obtained during a collision investigation interview, to minimally include:
 - a. Identity of the involved parties and vehicle information - Receive valid driver's licenses, identification cards, confirm vehicle registration and ownership, and confirm vehicle operators at the time of the collision.
 - b. Time and location of the collision events - Interview involved parties separately to receive uninfluenced statements about the time and location of the events.
 - c. Chronology of collision events - Ask interview questions which allow the involved (under stress) parties to answer with clear chronological statements of the events. It is important to get a clear representation of what occurred in order to determine collision cause, fault, and properly document the incident.
 - d. Elements unique to hit and run collisions, if applicable - The identity of the suspect driver and vehicle is dependent on witness statements and at times physical evidence. Additional resources may be needed such as requesting an outside agency perform an area check near the residence listed on the suspect vehicle registration, MPD units to perform an area check within Monterey city limits, etc.

16.3.10 Handling a Traffic Collision Given a traffic accident, the trainee shall respond in a safe, efficient, and effective manner, and shall properly and accurately report the accident according to agency policy, including identification of the primary collision factor, along with any associated collision factors.								
Reference(s):							Case # (If applicable)	Incident #
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
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
Comments:								

Additional Information:

16.3.10	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Traffic Collision Reporting	<input type="checkbox"/> N/A
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16.3.10	Part B - Agency Training Details (field will expand automatically) - Trainee shall demonstrate comprehension of the above listed policy - Trainee shall satisfactorily complete a collision investigation within MPD policy and procedures.
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16.4 TRAFFIC CONTROL/DIRECTION								
16.4.01 Traffic Hand Signals								
The trainee shall demonstrate recognized traffic hand signals used to direct a driver to include:								
A. Stop				D. Turn right				
B. Start				E. Turn left				
C. Keep moving				F. Make a U-turn				
Reference(s):						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
Trainee:								
Comments:								

Additional Information:

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

16.4.01	Part B - Agency Training Details (field will expand automatically)
- Trainee shall physically demonstrate recognized traffic hand signals used to direct a driver, to minimally include the above listed hand signals.	
- Trainee shall discuss which types of traffic situations he/she would utilize such hand signals.	

16.4.02 Directing Traffic Using a Flashlight The trainee shall demonstrate a method for using the flashlight to direct traffic in the hours of darkness.								
Reference(s):							Case # (If applicable)	Incident #
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	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:								

Additional Information:

16.4.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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16.4.02 Part B - Agency Training Details (field will expand automatically) - Trainee shall demonstrate how to utilize his/her flashlight to assist with directing traffic or while making hand signals in hours of darkness.
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16.4.03 Use of Flares The trainee shall explain flare patterns, and be able to safely light and extinguish a flare.								
Reference(s):							Case # (If applicable)	Incident #
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	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:								

Additional Information:

16.4.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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16.4.03 Part B - Agency Training Details (field will expand automatically) - Trainee shall demonstrate ability to safely light and extinguish a flare and demonstrate common flare patterns. He/she shall explain how flare patterns are used to alert drivers of hazards in the roadway. He/she shall explain how certain flare patterns can be used to redirect traffic, close off a scene from the flow of traffic or just alert drivers.
--

16.4.04 Demonstrating Appropriate Traffic Control Given a handout or exercise depicting an accident scene, the trainee shall mark where to place particular types of traffic control devices that will best protect persons and property with regard to the presences of flammable materials and traffic flow.								
Reference(s):							Case # (If applicable)	Incident #
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Signature	Date	Signature	Date		Signature	Date	
Trainee:								
Comments:								

Additional Information:

16.4.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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16.4.04 Part B - Agency Training Details (field will expand automatically) - During scenario based training, he/she shall demonstrate understanding that flares should not be deployed near flammable materials. He/she shall always consider the safety of all involved parties when deploying traffic control devices.
--

16.5 DRIVING UNDER THE INFLUENCE (DUI)								
16.5.01 Recognizing Suspected DUI Drivers								
The trainee shall recognize and explain the common behaviors and driving patterns of a person suspected of driving under the influence.								
Reference(s):							Case # (If applicable)	Incident #
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	Remedial Training		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Signature	Date	Signature	Date		Signature	Date	
Trainee:								
Comments:								

Additional Information:

16.5.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input type="checkbox"/> N/A
	MPD Policy - Impaired Driving MPD Policy - Traffic Function and Responsibility	

16.5.01	Part B - Agency Training Details (field will expand automatically)
	<ul style="list-style-type: none"> - Trainee shall demonstrate comprehension of the above listed policies - Trainee shall recognize and explain the common behaviors and driving patterns of a person suspected of driving under the influence to minimally include: <ul style="list-style-type: none"> a. Inability to maintain control of vehicle travel path b. Inconsistent speeds c. Delayed or over compensated responses d. Failure to recognize and obey traffic signs/signals

16.5.02 Sobriety Tests The trainee shall explain and demonstrate the sobriety tests used by the agency.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	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:								

Additional Information:

16.5.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Impaired Driving MPD Policy - Traffic Function and Responsibility	<input type="checkbox"/> N/A
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16.5.02 Part B - Agency Training Details (field will expand automatically) - Trainee shall demonstrate comprehension of the above listed policies - Trainee shall explain and demonstrate the sobriety tests most commonly used by MPD, to minimally include: a. Horizontal Gaze Nystagmus (HGN) b. Walk and Turn c. One Legged Stance d. Romberg e. Digital Count f. Drager Alcotest PEBT (generally voluntary)

16.5.03 Chemical Tests The trainee shall explain the law and agency policy regarding chemical tests, including how, when, where, and by whom these tests may be given, and the acceptable level of force which may be used to obtain samples.								
Reference(s):							Case # (If applicable)	Incident #
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	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:								

Additional Information:

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain law and MPD policy regarding chemical tests
- Trainee shall explain understanding of the following:
 - a. How a chemical test may be administered:
 1. Chemical Breath - May be administered in the field or at the jail using a Drager Alcotest 8610 PEBT in "Evidential Test" mode.
 2. Blood Test - May only be administered by a certified Phlebotomist (generally at the Community Hospital of the Monterey Peninsula). He/she must observe the Phlebotomist draw the blood from the suspect.
 - b. When a chemical test may be administered and by whom:
 1. Chemical Breath - May be administered by the arresting officer (only if he/she is certified as an OPERATOR on the National Draeger Alcotest) in the field or at the MPD Jail after a suspect has been taken into custody for driving under the influence of alcohol, and only after reading the suspect the Chemical Test Admonition verbatim from the DMV DS-367 form and gaining consent to do so.
 2. Blood Test - May be administered only by a certified Phlebotomist (generally at the Community Hospital of the Monterey Peninsula) after a suspect has been taken into custody for driving under the influence of alcohol and only after reading the suspect the Chemical Test Admonition verbatim from the DMV DS-367 form and gaining consent to do so.

16.5.04 Chemical Test Refusals

The trainee shall explain the law and agency policy regarding processing persons who refuse chemical testing.

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	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:								

Additional Information:**16.5.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

MPD Policy - Impaired Driving (Refusals)

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

- Trainee shall demonstrate comprehension of the above listed policy
 - Trainee shall explain the law and MPD policy regarding processing persons who refuse chemical testing, to include obtaining a DUI Blood Draw Search Warrant.
 - When an arrestee refuses to provide a viable chemical sample, officers should:
 - a. Advise the person of the requirement to provide a sample (Vehicle Code 23612).
 - b. Audio- and/or video-record the admonishment when it is practicable.
 - c. Document the refusal in the appropriate report.
- **Upon refusal to submit to a chemical test as required by law, officers shall personally serve the notice of order of suspension upon the person and take possession of any state-issued license to operate a motor vehicle that is held by that person (Vehicle Code 23612(e); Vehicle Code 23612(f)).**

16.5.05 DUI Report Forms

The trainee shall identify the report forms to be used for driving under the influence cases.

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training	How Remediated?	
	Signature	Date	Signature	Date		Signature		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:								

Additional Information:**16.5.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

MPD Policy - Impaired Driving

MPD Policy - Report Preparation

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

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall identify the report forms to be used for driving under the influence cases, to minimally include:
 - a. CHP-202: Driving Under the Influence Arrest-Investigation Report
 - b. CHP-202S: D.U.I. Field Evaluation Notes
 - c. DMV DS-367: Age 21 and Older Officer's Statement
 - d. DMV DS-367 M: Under Age 21 Officer's Statement
 - e. DMV DS-367 SP: Age 21 and Older Officer's Statement - Spanish
 - f. MPD 110: Drug Influence Evaluation Report (If suspected drug influence)
 - g. CHP 180: Vehicle Report (If suspect vehicle is towed)
 - h. County of Monterey DUI Blood Draw Search Warrant (for priority refusals or suspects incapable of giving consent)

16.5.06 Handling a Driving Under the Influence Case

Given a situation where a vehicle operator may be driving under the influence, the trainee shall demonstrate the ability to conduct the field and chemical test(s) in a safe and effective manner and shall properly and accurately report the incident.

Reference(s):					Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training	How Remediated?
	Signature	Date	Signature	Date		Signature	
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:							

Additional Information:**16.5.06 Part A - Reference Agency Policies/Procedures, if applicable** (600 characters maximum)☐ N/A

MPD Policy - Impaired Driving

MPD Policy - Traffic Function and Responsibility

MPD Policy - Report Preparation

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

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall satisfactorily observe driving patterns consistent with driving under the influence, conduct a safe traffic enforcement stop (utilizing backup officers), thoroughly investigate and arrest the DUI suspect, and properly/accurately report the incident within the law and MPD policy.

See next page for Attestation

Part 5 – Section 16: Traffic

ATTESTATION FOR SECTION 16

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.
-

Primary Field Training Officer:

X

Print Full Name: _____

Trainee:

X

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: 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

SECTION 17 Self-Initiated Activity

17.1 COMPETENCY REQUIREMENTS

Contents
17.1 Types of Activities
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

17.1 TYPES OF ACTIVITIES

- 17.1.01 Vehicle Stops
- 17.1.02 Pedestrian Stops
- 17.1.03 Directed Patrol
- 17.1.04 Arrests
- 17.1.05 Other Activities

SECTION 17 SELF-INITIATED ACTIVITYCHECK ONE ONLY: ☐ PHASE 1 ☐ PHASE 2 ☐ PHASE 3 ☐ PHASE 4 ☐ PHASE 5

Trainee

FTO

17.1 TYPES OF ACTIVITIES**17.1.01 Vehicle Stops**

The trainee shall explain the necessity of and demonstrate proficiency in the performance of self-initiated vehicle stops to minimally include:

A. Investigative stops

B. Traffic enforcement

Reference(s):					Case # (If applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	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:								

Additional Information:**17.1.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

MPD Policy - Traffic Function and Responsibility

MPD Policy - Traffic Citations

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

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall explain why self initiated vehicle stops are an important part of policing and how they can prevent crime/collisions and assist in active investigations.
- Trainee shall demonstrate proficiency in the performance of self-initiated stops such as Investigative stops and traffic enforcement stops.

17.1.02 Pedestrian Stops

The trainee shall explain the necessity of and demonstrate proficiency in the performance of self-initiated pedestrian stops to minimally include:

- | | |
|--------------------------|---|
| A. Suspicious persons | C. Enforcement of pedestrian related violations |
| B. Consensual encounters | |

Reference(s):					Case # <i>(If applicable)</i>		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
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
Comments:								

Additional Information:**17.1.02 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*☐ N/A

MPD Policy - Detentions and Photographing Detainees
 MPD Policy - Bias-Based Policing
 MPD Policy - Suspicious Activity Report

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

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall explain why self initiated pedestrian stops are an important part of policing, to minimally include:
 - a. Suspicious persons - Maintaining vigilant observation of assigned areas will bring suspicious persons to his/her attention. Contacting suspicious persons (with articulable reasonable suspicion) can prevent and solve crimes as well as create opportunities to educate the public.
 - b. Consensual encounters - Contacting persons (without element of detention) allows him/her to educate him/herself about the area's current events, educate the person and build relationships with the public, and initiate contacts which could develop into a detention as information is obtained from or about the person.
 - c. Enforcement of pedestrian related violations - Maintaining vigilant observation of assigned areas will allow him/her to observe pedestrian violations such as alcohol related violations, traffic related violations, public disturbance violations, etc.
- Trainee shall demonstrate proficiency in the performance of self-initiated pedestrian stops as described above.

17.1.03 Directed Patrol

The trainee shall explain the necessity of and demonstrate proficiency in the performance of self-initiated directed patrol to minimally include:

- | | |
|--------------------------------|---------------------------------------|
| A. Gang area / Gang activities | D. Pattern crimes |
| B. DUI enforcement | E. COPS/POP projects, School programs |
| C. Illegal vendors | |

<i>Reference(s):</i>					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
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
Comments:								

Additional Information:**17.1.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

MPD Policy - Detentions and Photographing Detainees

MPD Policy - Bias-Based Policing

MPD Policy - Patrol Function

MPD Policy - Suspicious Activity Report

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

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall explain the necessity of self-initiated directed patrol
- Trainee shall demonstrate proficiency in the performance of self-initiated directed patrol to minimally include:
 - a. Gang area/activities - He/she shall be cognizant of current gang related events and engage in self-initiated patrol (using sound officer safety tactics and utilizing backup officers) to prevent a continuation or recurrence of the gang activity. It is important to document all gang activity and forward to investigations/PRVNT.
 - b. DUI enforcement - He/she shall be cognizant of high traffic areas where DUI drivers are prevalent. He/she shall understand the impact DUI collisions have on the community and the difference proactive self-initiated DUI enforcement can make in reducing/preventing such collisions.
 - c. Illegal vendors - He/she shall understand the difference between authorized and illegal vendors. This may require foot patrols in areas such as the wharfs and downtown areas.
 - d. Pattern crimes - He/she shall maintain current knowledge of crime patterns and current crime events. He/she shall take these into consideration during proactive self-initiated patrol.
 - e. COPS/POP projects, school programs - He/she shall take every opportunity to engage the public within their assigned community policing area.

17.1.04 Arrests

The trainee shall explain the necessity of and demonstrate proficiency in the performance of self-initiated arrests to minimally include:

- A. Misdemeanors
- B. Felonies

- C. Others (e.g. Municipal codes, local ordinances)

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

Additional Information:**17.1.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

MPD Policy - Detentions and Photographing Detainees; MPD Policy - Bias-Based Policing
 MPD Policy - Patrol Function
 MPD Policy - Suspicious Activity Report
 MPD Policy - Law Enforcement Authority

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

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall demonstrate ability to recognize and enforce observed crimes to include misdemeanors, felonies and other arrestable code violations

17.1.05 Other Activities

The trainee shall explain the need and demonstrate proficiency in additional self-initiated activities to minimally include:

- | | |
|-------------------------------|---|
| A. Field interview (FI) cards | D. Suspicious circumstances |
| B. Bar checks | E. Additional agency-specific activities (listed below if applicable) |
| C. Curfew violators | |

Reference(s):					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
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
Comments:								

Additional Information:**17.1.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**
☐ N/A

MPD Policy - Patrol Function
 MPD Policy - Cite and Release Policy
 MPD Policy - Temporary Custody of Juveniles

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

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall demonstrate proficiency in additional self-initiated activities to minimally include:
 - a. Field interview (FI) cards - He/she shall thoroughly and legibly complete an FI card during a call for service or self initiated contact.
 - b. Bar checks - He/she shall routinely coordinate bar checks with beat partners to minimize alcohol induced disturbances. He/she shall monitor capacity issues, ensuring alcohol remains within the establishments and addressing intoxicated subjects. He/she shall coordinate patrol saturation of high traffic bars at closing to maintain flow of traffic, DUI enforcement and maintain the peace.
 - c. Curfew violators - He/she shall understand curfew restrictions protect the safety of juveniles and prevent crime. He/she shall contact all suspected curfew violators and process accordingly. Absent additional arrestable crimes, juveniles contacted for curfew violations can either be released to parents/guardians in the field or from the Monterey Police Department.
 - d. Suspicious circumstances - He/she shall maintain vigilant observation of assigned areas in order to act on suspicious circumstances. Immediate action when suspicious circumstances occur can prevent crimes, solve crimes, and allow him/her to render aid to those in need.

See next page for Attestation

Part 5 – Section 17: Self-Initiated Activity

ATTESTATION FOR SECTION 17

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.
-

Primary Field Training Officer:

X

Print Full Name: _____

Trainee:

X

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: 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):**
 - 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

SECTION 18 Agency-Specific Activities

18.1 COMPETENCY REQUIREMENTS

Contents
18.1 Types of Activities
List of Subtopics
Attestation
Instructions for Section 18 only
Instructions to Administrators
Instructions to FTOs
Add-on Table

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**18.1 TYPES OF ACTIVITIES**

- 18.1.01 Activity: Homeless Camp Abatement
- 18.1.02 Activity: Homeless Resources
- 18.1.03 Activity: Mental Illness
- 18.1.04 Activity: Sit and Lie Ordinance
- 18.1.05 Activity: Lexipol Access/Use
- 18.1.06 Activity: BWC/MAV
- 18.1.07 Activity: STOP TECH STOP STICK
- 18.1.08 Activity: RESQ DISC (Water Emergency Throwable Float)
- 18.1.09 Activity: Response to Robbery Alarm
- 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.

SECTION 18 AGENCY-SPECIFIC ACTIVITIESCHECK 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: Homeless Camp Abatement**The trainee shall explain the process for property removal from an unattended homeless camp.**

Reference(s):					Case # (If applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	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:								

Additional Information:**18.1.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

MPD Policy - Homeless Persons

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

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain (and demonstrate if possible) the process for property removal from an unattended homeless camp, to include:
 - a. Mark site with completed notice to vacate letter and addendum of resources (found on IntraWeb). If you have multiple sites/tents, mark each one with its own letter and addendum.
 - b. Photograph sites including initial proof of notice to vacate posting.
 - c. If after 24 hours property is still present and unattended, collect property in large trash bags. Parks Department can assist with transporting large/numerous items.
 - d. Store property in designated Conex box. Keys to the box are in the WC key box.
 - e. Document stored property in CR noting such things as time of initial notice and description of items collected. Collected items DO NOT need to be entered into TRACNET bar code. Attach photos to CR.
 - f. Mark trash bags with CR #, date collected, and location.
 - g. Items obviously abandoned can be discarded (i.e. garbage).
 - h. Items deemed hazardous can be discarded (i.e. soiled, bug infested, moldy, etc.). Contact Parks Department to remove abandoned/hazardous items.
 - i. If the property owner wishes to claim their property put them in touch with CAT (not the Evidence PST).

18.1.02 Activity: Homeless Resources

Trainee shall identify homeless resources available to the Monterey community homeless.

Reference(s):					Case # (If applicable)		Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	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:								

Additional Information:**18.1.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

MPD Policy - Homeless Persons

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

- Trainee shall demonstrate comprehension of the above listed policy.
- Trainee shall explain the resources MPD has available for the Monterey community homeless
- Trainee shall demonstrate ability to communicate with the homeless population and he/she is knowledgeable of the resources available to them. He/she shall utilize the resources listed in the HOMELESS RESOURCES IN THE MONTEREY COMMUNITY pamphlet.

18.1.03 Activity: Mental Illness**Trainee shall recognize resources for persons with mental illness**

Reference(s):					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
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
Comments:								

Additional Information:**18.1.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

MPD Policy - Homeless Persons
 MPD Policy - Mental Illness Commitments
 MPD Policy - Crisis Intervention Incidents

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

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall maintain officer safety while focusing on the welfare of the person suffering from mental illness.
- Trainee shall understand the function of the in-house Monterey Peninsula Mobile Crisis Worker and demonstrate ability to utilize this resource.

18.1.04 Activity: SIT AND LIE ORDINANCE

Trainee shall explain MCC 32-6.2 (Sit and Lie Ordinance), and demonstrate understanding of the General Plan map for "mixed used are

Reference(s):					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
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
Comments:								

Additional Information:

<p>18.1.04 Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i></p> <p style="text-align: right;"><input checked="" type="checkbox"/> N/A</p>
<p>18.1.04 Part B - Agency Training Details <i>(field will expand automatically)</i></p> <p>Trainee shall explain the Monterey City Code 32-6.2 Sit and Lie ordinance, to include:</p> <ul style="list-style-type: none"> - Prohibits sitting or lying down on the sidewalk in front of property designated on the General Plan map for mixed use areas between 7:00 am and 9:00 pm. - Exemptions for people: <ol style="list-style-type: none"> 1. Medical emergency 2. Using a wheel chair or other device for mobility 3. Sitting on a public bench or bus stop 4. Operating or patronizing a commercial establishment conducted on the public sidewalk pursuant to an encroachment permit (e.g., a sidewalk cafe) 5. Participating in or attending a parade 6. A child seated in a stroller - Requires a warning by a peace officer. One warning given by a peace officer is sufficient for a 30 day period for subsequent violations

Add-on Table

18.1.05 Activity: LEXIPOL ACCESS/USE								
Trainee shall demonstrate proficiency in accessing LEXIPOL for policies and daily training bulletins								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
					<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:								

Additional Information:

18.1.05	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Policy Manual	<input type="checkbox"/> N/A
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18.1.05	Part B - Agency Training Details (field will expand automatically) <ul style="list-style-type: none"> - Trainee shall acknowledge he/she has read ALL MPD policies - Trainee shall acknowledge receipt of his/her Lexipol user name/password - Trainee shall demonstrate proficiency in accessing MPD policies via Lexipol - Trainee shall demonstrate proficiency in accessing and completing the mandated Daily Training Bulletins via Lexipol
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Add-on Table

18.1.06 Activity: BWC/MAV								
Trainee shall understand MPD Policy on Body Worn Cameras and Mobile Audio Video Recorders.								
Reference(s):						Case # (If applicable)	Incident #	
FTO: Trainee:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
					<input type="checkbox"/> Field Perform			<input type="checkbox"/> Field Perform
					<input type="checkbox"/> Role Play			<input type="checkbox"/> Role Play
				<input type="checkbox"/> Written Test			<input type="checkbox"/> Written Test	
				<input type="checkbox"/> Verbal Test			<input type="checkbox"/> Verbal Test	
Comments:								

Additional Information:

18.1.06	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Portable Body Worn Cameras (BWC) and Mobile Audio/Video (MAV) Recorders	<input type="checkbox"/> N/A
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18.1.06	Part B - Agency Training Details (field will expand automatically) - Trainee shall demonstrate comprehension of the above listed policy - Trainee shall demonstrate proficiency in retrieval and operation requirements of the BWC and MAV systems
---------	---

Add-on Table

18.1.07 Activity: STOP TECH STOP STICK Trainee shall be trained in department issued rescue and intervention devices. Trainee shall acknowledge training.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	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:								

Additional Information:

18.1.07 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) - Mandated video for STOP TECH STOP STICK	<input type="checkbox"/> N/A
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18.1.07 Part B - Agency Training Details (field will expand automatically) - Trainee shall view the STOP TECH STOP STICK video and demonstrate understanding of deployment procedure - Trainee shall be trained on STOP TECH STOP STICK deployment and demonstrate proficiency in its deployment

18.1.08 Activity: RESQ DISC (water emergency throwable float)								
<i>Reference(s):</i>						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
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
Comments:								

Additional Information:

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

18.1.08	Part B - Agency Training Details <i>(field will expand automatically)</i>	
<ul style="list-style-type: none"> - Trainee shall be trained on the RESQ DISC and demonstrate proficiency in its deployment. - Trainee shall explain when the RESQ DISC should be deployed. - Trainee shall explain his/her understanding of the inherent dangers involved in any water rescue. He/she shall acknowledge his/her limitations and restrictions when dealing with water rescues. 		

18.1.09 Activity: Response to Robbery Alarm

Trainee shall explain (and demonstrate if possible) the proper response and procedure for a robbery alarm call.

Reference(s):					Case # (If applicable)		Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
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
Comments:								

Additional Information:

18.1.09	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) MPD Policy - Officer Response to Calls MPD Policy - Hostage and Barricade Incidents MPD Policy - Portable Body Worn Cameras (BWC) and Mobile Audio/Video (MAV) Recorders Monterey Police Department Patrol Procedure - Standard Perimeter/Scene Containment Monterey Police Department Patrol Procedure - 211PC	<input type="checkbox"/> N/A
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18.1.10 Activity:								
<i>Reference(s):</i>						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
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		
Comments:								

Additional Information:

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

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

18.1.11 Activity:								
<i>Reference(s):</i>						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
Trainee:								
Comments:								

Additional Information:

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

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

18.1.12 Activity:								
<i>Reference(s):</i>						Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
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		
Comments:								

Additional Information:

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

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

See next page for Attestation

Part 5 – Section 18: Agency-Specific Activities

ATTESTATION FOR SECTION 18

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.
-

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: 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):**
 - 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