SECTION 14
Investigations/Evidence

14.1 – 14.10 COMPETENCY REQUIREMENTS

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Note to Administrators

In order for POST to review and approve your agency's Field Training Guide, you MUST submit the following electronic files:

- 1) The POST FTP Approval Checklist (Form 2-230)
- 2) Your department's Policy & Procedure Manual
- 3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS

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	14.4.04	Tests of Admissibility			Professional Demeanor and Appearance			
	14.4.05	Witness Qualifications			Pre-Trial Conference			
	14.4.06	Privileged Communication			Principles of Effective Testimony			
14.5	DI II ES O	F EVIDENCE			Dealing with Attorney Personalities			
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SECTION	I 14 INVESTIGATIONS/E	VIDENCE										
	CHECK (ONE ONLY	: PHASE 1	PHAS	E 2	PHASE 3	DI	HASE 4	РНА	SE 5		
Trainee					FTO							
					-							
14.1	INTERVIEWING AND INTE	RROGATIO	ON .									
14.1.01	Preparing for an Interview											
	The trainee shall explain the	systematic	steps he/she shou	ld take in pre	eparing for	an interview	or inte	rrogation.				
Reference(s):									Case # (If o	ipplicable)	Incident #
	Received Instruction Competency Demonstrated How Remedial Training How											
	When completed, print full name	Date	When completed, p	rint full name	Date	Demonstr		When con	pleted, print	full name	Date	Remediated?
FTO:						Field Pe						Field Perform Role Play
Trainee:						Written Verbal 1	Test					Written Test Verbal Test
Comments	:	1			1	ı						
Additional	Information:											
14.1.01	Part A - Reference Agency P	Policies/Pro	cedures, if applica	i <mark>ble</mark> (600 cha	racters max	ximum)						⊠ N/A
14.1.01	Part B - Agency Training De	tails (field w	vill expand automo	atically)								
141101	Tarto Agency Huming De	Jicia N	m expana aatome	.c.cany)								

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14.1.02	The trainee shall discuss basic rules in statement taking and interviewing. These rules shall minimally include: A. Asking direct and brief questions; Let the person being interviewed do the majority of the talking B. Controlling the interview; Minimize rambling by the person being interviewed C. Avoiding leading questions except when absolutely necessary D. Putting the person being interviewed at ease E. Writing statements verbatim (when appropriate) from person being interviewed F. Not improvising or making assumptions										
Reference(s): Case # (If applicable) Inci											
	Received Instruction		Competency Demonstrat	ed	How	Remedia	l Training	How			
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, print	full name Date	Remediated?			
FTO: Trainee:	FTO: Field Perform Role Play Written Test							Field Perform Role Play Written Test Verbal Test			
Comments	Comments:										
Additional	Information:										
14.1.02											
14.1.02	4.1.02 Part B - Agency Training Details (field will expand automatically)										

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14.1.03 Contents of a Good Statement										
	The trainee shall describe th	e contents	of a good statement. These cor	ntents shal	I minimally include:					
	A. What happened				E. How it happen	ed				
	B. When it happened				F. Why it happen	ed				
	C. Where it happened				G. How many peo	ople were involved				
	D. Who it happened to H. Who else was involved									
Reference(s): Case # (If applicable) Incident #										
	Received Instruction		Competency Demonstrat	ed	How	Remedia	al Training		How	
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, print	full name	Date	Remediated?	
FTO:					Field Perform Role Play				Field Perform Role Play	
Trainee					Written Test				Written Test	
Comments	Trainee: Verbal Test									
comments	•									
Additional	Information:									
14.1.03	Part A - Reference Agency P	olicies/Pro	cedures, if applicable (600 cha	racters ma	ximum)				⊠ N/A	
14.1.03	Part B - Agency Training De	tails (field v	vill expand automatically)							

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14.1.04	Miranda Warning The trainee shall explain the r	amificatio	ns of issuing the Miranda warni	ng and des	scribe when and why	y it should or should	not be use	ed during in	nterrogations.
Reference(s	5):						Case # (If	applicable)	Incident #
	Received Instruction		Competency Demonstrat	:ed	How	Remedia	al Training		How
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, print	t full name Date		Remediated?
FTO:					Field Perform Role Play				Field Perform Role Play
Trainee:					Written Test Verbal Test				Written Test Verbal Test
Comments									
Additional	Information:								
14.1.04	Part A - Reference Agency Po	licies/Pro	cedures, if applicable (600 char	acters ma	ximum)				☐ N/A
	UPD POLICY- INVESTIGATION	N AND PI	ROSECUTION						
14.1.04	Part R. Agoney Training Date	ile (field w	vill expand automatically)						
14.1.04	Part B - Agency Training Deta	iiis (jieid w	iii expuna automatically)						

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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								
	Given a situation in which a sappropriate form.	statement s	hould be taken, the trainee sha	all properly	/ conduct an intervie	ew and satisfactorily	summarize	the infor	mation on the
Reference(s	5):						Case # (If ap	pplicable)	Incident #
	Received Instruction		Competency Demonstrat	ed	How	Remedia	al Training		How
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, print	t full name Date		Remediated?
FTO:					Field Perform Role Play				Field Perform Role Play
Trainee:					☐ Written Test☐ Verbal Test				☐ Written Test☐ Verbal Test
Comments									
Additional	Information:								
14.1.05	Part A - Reference Agency Po	olicies/Proc	cedures, if applicable (600 cha	racters ma	ximum)				⊠ N/A
14.1.05	Part B - Agency Training Det	ails (field w	ill expand automatically)						

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14.2	PRELIMINARY INVESTIGAT	ION									
14.2.01	Investigating Cold Crimes The trainee shall properly obtained	tain all infor	rmation necessary for the com	pletion of a	a thorough prelimin	ary investigation of a	a "cold" crime.				
Reference(s	;):						Case # (If applied	cable)	Incident #		
	Received Instruction		Competency Demonstrat	ed	How	Remedia	l Training		How		
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, print	t full name Date		Remediated?		
FTO:					Field Perform Role Play				Field Perform Role Play		
Trainee:					☐ Written Test☐ Verbal Test						
comments.	Comments:										
Additional	Information:										
14.2.01	Part A - Reference Agency Po	olicies/Proc	cedures, if applicable (600 chai	racters max	ximum)				⊠ N/A		
14.2.01	Part B - Agency Training Det	ails (field w	ill expand automatically)								

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14.2.02	Cuimas Assinst Duonautu									
14.2.02	Crimes Against Property	ovaloia on 4	officer's responsibilities associa	اط طائنیں او ما	o proliminary invoc	tigation and rapartin	a of in nro	aross or fr	each arimae	
	against property. These response	•	•	itea with tr	ie preiiminary invesi	tigation and reportir	g or in-pro	gress or ir	esti crimes	
	A. Identity or description of	f suspect(s)		1	E. Radio broadcast	ts of all known and i	mportant ii	nformation	า	
	B. Description of loss			ĺ	F. Conducting a wi	itness check				
	C. Direction of flight of susp	pect(s)		(G. Pursuit and/or a	apprehension of susp	pects, if po	ssible		
	D. Possibility of weapons being involved									
Reference(s	Reference(s): Case # (If applicable) Incident #									
	Received Instruction	Remedia	Remedial Training		How					
	When completed, print full name Date When completed, print full name Date When completed, print full name Date							Date	Remediated?	
FTO:					Field Perform Role Play				Field Perform Role Play	
-					Written Test				Written Test	
Trainee:					☐ Verbal Test				☐ Verbal Test	
Comments:										
Additional	Information:									
14.2.02	Part A - Reference Agency Po	olicies/Proc	cedures, if applicable (600 char	racters max	kimum)				⊠ N/A	
14.2.02	Part B - Agency Training Det	ails (field w	ill expand automatically)							

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14.2.03	.03 Handling Crimes Against Property										
			volving a crime against proper nvestigation, including the sati	• •		•	ll the object	tives nece	ssary to		
Reference(s	;):						Case # (If a)	pplicable)	Incident #		
	Received Instruction		Competency Demonstrat	ted	How	Remedia	al Training		How		
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, prin	t full name Date		Remediated?		
FTO:					Field Perform Role Play				Field Perform Role Play		
Trainee:	e:								☐ Written Test☐ Verbal Test		
Comments:	Comments:										
Additional	Information:										
14.2.03	Part A - Reference Agency Po	olicies/Proc	cedures, if applicable (600 chai	racters max	kimum)				⊠ N/A		
14.2.03	Part B - Agency Training Deta	ails (field wi	ill expand automatically)								

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14.2.04	Crimes Against Persons										
	The trainee shall review and against persons. These respo	-	officer's responsibilities associa hould minimally include:	ited with th	ne preliminary invest	tigation and reporting	g of in-progi	ress or fr	esh crimes		
	A. Identity or description o	f suspect(s)			E. Radio broadcas	sts of all known and ir	mportant in	formatio	n		
	B. Description of injury and	d/or loss			F. Conducting a w	vitness check					
	C. Direction of flight of sus				_	apprehension of susp	pects, if pos	sible			
	D. Possibility of weapons being involved										
Case # (If applicable) Incident #											
Reference(s):											
	Received Instruction Competency Demonstrated How Remedial Training										
	When completed, print full name Date When completed, print full name Date When completed, print full name								Remediated?		
FTO:					Field Perform Role Play				Field Perform Role Play		
				+	Written Test		+		Written Test		
Trainee:					☐ Verbal Test				☐ Verbal Test		
Comments:	Comments:										
Additional	Information:										
14.2.04	Part A - Reference Agency P	olicies/Pro	cedures, if applicable (600 chai	racters max	ximum)				⊠ N/A		
14 2 04	Dart P. Agancy Training Dat	ails (field u	vill aypand automatically)								
14.2.04	14.2.04 Part B - Agency Training Details (field will expand automatically)										

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14.2.05	4.2.05 Handling Crimes Against Persons										
			volving a crime against a person ovestigation, including the satis	-		•	the objecti	ves necess	sary to		
Reference(s):						Case # (If a	pplicable)	Incident #		
	Received Instruction		Competency Demonstrat	ted	How	Remedia	l Training		How		
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, print	t full name Date		Remediated?		
FTO:					Field Perform Role Play Written Test				Field Perform Role Play		
Trainee:					☐ Written Test☐ Verbal Test						
Comments	Comments:										
Additional	Information:										
14.2.05	Part A - Reference Agency Po	olicies/Proc	cedures, if applicable (600 cha	racters max	ximum)				⊠ N/A		
14.2.05	Part B - Agency Training Det	ails (field w	ill expand automatically)								

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442.06	: .: 6 .: 6:								
14.2.06	Investigating Specific Crime								
	The trainee shall explain the	steps to tak	ce while investigating various co	rimes again	st persons, includin	g:			
	A. Rape/Sexual assault			I	D. Child Abuse				
	B. Robbery				E. Elder Abuse				
	C. Kidnapping				F. Felonious assau	ılt			
							0 " "	1: 111	T
Reference(s	s):						Case # (If a	ррисавіе)	Incident #
	Received Instruction		Competency Demonstrat	:ed	How	Remedia	l Training		How
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, print	full name	Date	Remediated?
FTO:					Field Perform				Field Perform
					Role Play Written Test				Role Play Written Test
Trainee:					☐ Verbal Test				Verbal Test
Comments		I.				l			
Additional	Information:								
14.2.06	Part A - Reference Agency P	olicies/Pro	cedures, if applicable (600 cha	racters max	ximum)				⊠ N/A
		-			•				
14.2.06	Part B - Agency Training Det	tails (field w	vill expand automatically)						

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44.3.07 Continue Intinue on Booth Connec													
14.2.07	Serious Injury or Death Scen												
	The trainee shall discuss the s	steps to take	e initially at a scene where a ser	rious injury	or death has occur	red. These steps sha	all minimally include:						
	_	luding the r	estriction of unauthorized polic	ce D	. Making proper r	notifications							
	personnel			E	. Locating visible	physical evidence							
	B. Determining the need fo	r first aid an	d summoning medical assistan	ce _{F.}	Locating and int	erviewing witnesses	or possible witnesse	es as					
	C. Identifying and appreher	nding suspec	ct(s), if possible		appropriate	-	·						
Reference(s	Reference(s): Case # (If applicable) Incident #												
Received Instruction Competency Demonstrated How Remedial Training													
	When completed, print full name Date When completed, print full name Date Demonstrated? When completed, print full name Date												
FTO:					Field Perform			Field Perform					
					Role Play Written Test			Role Play Written Test					
Trainee:					Written Test Verbal Test			Verbal Test					
Comments							·						
Additional	Information:												
14.2.07	Part A - Reference Agency P	olicies/Proc	edures, if applicable (600 char	acters max	imum)			⊠ N/A					
14.2.07	Part B - Agency Training Det	ails (field wi	ill expand automatically)										

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14.2.08	Evidence Technicians/Crimin								
	The trainee shall recognize wh	at types of	f situations require the skills of	an evidenc	e technician or crim	ninalist.			
Reference(s	;):						Case # (If	applicable)	Incident #
	Received Instruction		Competency Demonstrat	ed	How	Remedia	dial Training		How
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, print	full name	Date	Remediated?
FTO:					Field Perform Role Play				Field Perform Role Play
Trainee:					Written Test Verbal Test				Written Test Verbal Test
Comments:									
Additional	Information:								
14.2.08	Part A - Reference Agency Po	licies/Pro	cedures, if applicable (600 char	acters max	kimum)				⊠ N/A
14.2.08	Part B - Agency Training Deta	ils (field w	ill expand automatically)						

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14.2.09	Preliminary Investigations The trainee shall demonstrate	the ability	/ to conduct thorough and com	plete prelij	minary investigation	1 5.			
Reference(s			,				Case # (If	applicable)	Incident #
	Received Instruction		Competency Demonstrat	ted	How	Remedia	nedial Training		How
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, prin	t full name	Date	Remediated?
FTO:					Field Perform Role Play				Field Perform Role Play
Trainee:					Written Test Verbal Test				Written Test Verbal Test
Comments:									
Additional	Information:								
14.2.09	Part A - Reference Agency Po	licies/Prod	cedures, if applicable (600 char	acters max	imum)				⊠ N/A
14.2.09	Part B - Agency Training Deta	ils (field w	ill expand automatically)						

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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 B. Corpus delicti C. Jurisdiction D. Double jeopardy as a defense E. Self-defense as a defense F. Insanity as a defense										
Reference(s	5):						Case # (If a	pplicable)	Incident #		
	Received Instruction		Competency Demonstrat	:ed	How	Remedia	al Training		How		
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, prin	t full name	Date	Remediated?		
FTO:					Field Perform Role Play				Field Perform Role Play		
Trainee:					Written Test Verbal Test				Written Test Verbal Test		
Comments:											
Additional	Information:										
14.3.01	Part A - Reference Agency P	olicies/Pro	cedures, if applicable (600 char	acters max	rimum)				⊠ N/A		
14.3.01	Part B - Agency Training Det	ails (field w	ill expand automatically)								
	EVIDENCE CODES 520, 550	-									
	21.52.402 00525 520, 550	, 555, 566									

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14.4	CONCEPTS OF EVIDENCE										
14.4.01	Evidence Definition and Ty	oes									
	The trainee shall review the	term "evide	ence" as defined by California la	w, and rec	ognize the various o	concepts of evidence	e, including:				
	A. Direct evidence		,		3. Indirect/Circum	•					
	A. Direct evidence				. man cety en earn	stantial evidence					
Reference	(s): Evidence Codes <u>140</u> and <u>410</u>						Case # (If applicable)	Incident #			
	Received Instruction Competency Demonstrated How Remedial Training										
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, print	full name Date	Remediated?			
FTO:					Field Perform			Field Perform			
					Role Play			Role Play			
Trainee:					☐ Written Test☐ Verbal Test			☐ Written Test☐ Verbal Test			
Comments	<u> </u>										
Additiona	I Information:										
14.4.01	Part A - Reference Agency	Policies/Pro	ocedures, if applicable (600 cho	racters ma	ıximum)			⊠ N/A			
14.4.01	Part B - Agency Training De	tails (field v	vill expand automatically)								

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14.4.02	Evidence and Related Mater	ials							
			oles of the following evidence a	nd related	materials:				
		B							
	A. Fruits of a crime			(C. Contraband				
	B. Instrumentalities of a cri	me							
Reference(s	5):						Case # (If	applicable)	Incident #
	Received Instruction		Competency Demonstrat	ed	How	Remedia	l Training		How
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, print	full name	Date	Remediated?
FTO:					Field Perform Role Play				Field Perform Role Play
					Written Test				Written Test
Trainee:					☐ Verbal Test				☐ Verbal Test
Comments									
Additional	Information:								
14.4.02	Part A - Reference Agency Po	olicies/Pro	cedures, if applicable (600 char	acters max	imum)				⊠ N/A
44.400		(6: 1:							
14.4.02	Part B - Agency Training Deta	ails (field w	ull expand automatically)						

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14.4.03	4.03 Purpose of Evidence										
	The trainee shall explain the	e purposes f	or offering evidence in court ir	ncluding:							
	A. As an item of proof				C. To rehabilitate	a witness					
	B. To impeach a witness				D. To assist in dete	ermining sentence					
Reference(s	5):						Case # (If a	pplicable)	Incident #		
	Received Instruction Competency Demonstrated How						al Training		How		
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, print	full name	Date	Remediated?		
FTO:					☐ Field Perform☐ Role Play				☐ Field Perform☐ Role Play		
Trainee:					☐ Written Test☐ Verbal Test				☐ Written Test☐ Verbal Test		
Comments											
Additional	Information:										
14.4.03	Part A - Reference Agency P	olicies/Proc	edures, if applicable (600 chai	racters max	kimum)				⊠ N/A		
14.4.03	Part B - Agency Training Det	ails (field w	ill expand automatically)								

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14.4.04	Tests of Admissibility												
14.4.04	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 matt	er in issue			C. Have been lega	ally obtained							
	B. Be competently present	ted in court											
Reference :	Reference(s) Evidence Code 210 : Case # (If applicable) Incident #												
	Received Instruction Competency Demonstrated How Remedial Training												
	When completed, print full name Date When completed, print full name Date Demonstrated? When completed, print full name												
FTO:					Field Perform				Field Perform				
					Role Play Written Test				Role Play Written Test				
Trainee:					☐ Verbal Test				☐ Verbal Test				
Additiona	l Information:												
14.4.04	Part A - Reference Agency	Policies/Pro	ocedures, if applicable (600 ch	aracters m	aximum)				⊠ N/A				
14.4.04	Part B - Agency Training De	etails (field	will expand automatically)										
	<i>.</i>	,,											

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14.4.05	Witness Qualifications										
	The trainee shall identify at	least three	of the following as qualification	is that a wi	tness must meet be	efore testifying in a c	riminal tria	I in the St	ate of California:		
	A. Know the difference be	tween right	t and wrong		D Testify only to	those facts that are	nersonal ki	nowledge	(with the		
	B. Understand his/her dut	_	•			nose areas covered b	-	_	(With the		
	•	•					,				
	C. Possess the ability to exbe understood	cpress nims	elf/herself concerning the matt	er to							
	be understood										
Reference(s): Evidence Code 701 Incident #											
	Received Instruction		Competency Demonstrat	ed	How	Remedia	l Training		How		
	When completed, print full name Date When completed, print full name Date Demonstrated? When completed, print full name Date							Remediated?			
FTO:					Field Perform				Field Perform		
					Role Play Written Test				Role Play Written Test		
Trainee:		ļ			☐ Verbal Test				☐ Verbal Test		
Comments	:										
Additional	Information:										
14.4.05	Part A - Reference Agency	Policies/Pro	ocedures, if applicable (600 cha	racters ma	ximum)				⊠ N/A		
	, , , , , , , , , , , , , , , , , , ,				,						
14.4.05	Part B - Agency Training De	tails (field v	vill expand automatically)								

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14.4.06	Privileged Communication									
1414100	_	nrivileged (communication rule and provid	le example	s to include:					
		p	John Marie Control of the Control of	•		and confossor				
					C. Clergyperson a					
	B. Attorney and client				D. Physician and	patient				
Reference(s): Evidence Codes 950, 970, 980, 990, and 1030 Incide										
	Received Instruction Competency Demonstrated How Remedial Training								How	
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, prin	t full name	Date	Remediated?	
FTO:					Field Perform				Field Perform	
					Role Play Written Test				Role Play Written Test	
Trainee:					☐ Verbal Test				☐ Verbal Test	
Comments:				•						
Additional	Information:									
14.4.06	Part A - Reference Agency P	olicies/Pro	cedures, if applicable (600 cha	racters ma	ximum)				⊠ N/A	
			approximation (continued)		,				<u> </u>	
14.4.06	Part B - Agency Training Det	tails (field w	vill expand automatically)							
		-								

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14.5	RULES OF EVIDENCE												
14.5.01	Exclusionary Rule												
	The trainee shall describe the	e effects of	the "Exclusionary Rule" upon p	olice action	ns and procedures i	n the following area	is:						
	A. Civil rights			(C. Possibility of fa	lse arrest							
	B. Inadmissible evidence												
Reference(s	Reference(s): Case # (If applicable) Incident #												
Received Instruction Competency Demonstrated How Remedial Training													
	When completed, print full name Date When completed, print full name Date Demonstrated? When completed, print full name Date Remediated?												
FTO:					Field Perform Role Play			Field Perform Role Play					
Trainee:					Written Test Verbal Test			Written Test Verbal Test					
Comments													
Additional	Information:												
14.5.01	Part A - Reference Agency P	olicies/Pro	cedures, if applicable (600 chai	racters max	kimum)			⊠ N/A					
14.5.01	Part B - Agency Training Det	ails (field w	ill expand automatically)										

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14.5.02	5.02 Hearsay Rule											
	The trainee shall define the	Hearsay Rul	e and give examples of excepti	ons to the	rule, including:							
	A. Spontaneous statement	S			C. Confessions							
	B. Admissions				D. Dying declarat	ions						
Reference(s): Evidence Codes 1200 and 122	20					Case # (If a	pplicable)	Incident #			
Received Instruction Competency Demonstrated How Remedial Training How Remedial Training How Remedial Training Remedial												
	When completed, print full name Date When completed, print full name Date When completed, print full name Date											
FTO:	FTO: Field Perform Role Play P											
T					☐ Written Test				Role Play Written Test Verbal Test			
Comments	Trainee: Verbal Test											
Additiona	I Information:											
14.5.02	Part A - Reference Agency P	olicies/Pro	cedures, if applicable (600 cha	racters ma	ximum)				⊠ N/A			
14.5.02	Part B - Agency Training Det	ails (field w	vill expand automatically)									

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44.0									
14.6	EVIDENCE COLLECTION A	ND PRESE	RVATION						
14.6.01	Locating Physical Evidence								
	The trainee shall search a cri	me scene a	nd locate physical evidence thr	ough the u	se of an organized r	nethod which may i	nclude:		
	A. Strip				C. Spiral				
	B. Quadrant				o. op.i.a.				
	b. Quadrant								
Reference(s):						Case # (If o	applicable)	Incident #
	Received Instruction		Competency Demonstrat	ted	How	Remedia	al Training		How
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, prin	t full name	Date	Remediated?
FTO:					Field Perform				Field Perform
					Role Play Written Test				Role Play Written Test
Trainee:					☐ Verbal Test				☐ Verbal Test
Comments	•	l							
Additional	Information:								
14.6.01	Part A - Reference Agency P	olicies/Pro	cedures, if applicable (600 cha	racters max	kimum)				⊠ N/A
					·				
14.6.01	Part B - Agency Training Det	ails (field w	vill expand automatically)						

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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.									
Deference/s	<u> </u>	or demons	Trace the methods for preservi	rig evideric			Case # (If applied	able)	Incident #	
Reference(s	5):									
	Received Instruction		Competency Demonstrat	ed	How	Remedia	l Training		How Remediated?	
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, print	full name D	ate	Remediated?	
FTO:					Field Perform Role Play Written Test				Field Perform Role Play Written Test	
Trainee:					☐ Verbal Test				☐ Verbal Test	
Comments:										
Additional	Information:									
14.6.02	Part A - Reference Agency Po	olicies/Prod	cedures, if applicable (600 char	racters max	kimum)				⊠ N/A	
14.6.02	Part B - Agency Training Deta	ails (field w	ill expand automatically)							

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14.6.03	Preserving Evidence										
			y to properly preserve evidence found.	e in a way t	hat ensures it is rec	eived by the examin	ing authori	ty or cour	t in as nearly as		
Reference(s	5):						Case # (If a	pplicable)	Incident #		
	Received Instruction		Competency Demonstrat	:ed	How	Remedia	al Training		How		
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, print	full name	Date	Remediated?		
FTO:					Field Perform Role Play				Field Perform Role Play		
Trainee:					☐ Written Test☐ Verbal Test				☐ Written Test☐ Verbal Test		
Comments	Comments:										
Additional	Information:										
14.6.03	Part A - Reference Agency Po	olicies/Proc	cedures, if applicable (600 chai	racters max	ximum)				⊠ N/A		
14.6.03	Part B - Agency Training Det	ails (field w	ill expand automatically)								

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44604 A D !!													
14.6.04	Agency Policy												
	The trainee shall review and	explain the	agency's policies and procedu	res regardi	ing the following:								
	A. Handling controlled sub	stances			D. Depositing firea	arms, miscellaneous	s weapons,	and explo	sives				
	B. Depositing property, evi	idence, and	money		E. Withdrawing ar	nd returning proper	ty						
	C. Calling out Crime Scene	Investigato	rs and/or detectives to process	a	_		•						
	crime scene												
	Case # (If annlicable) Incident #												
Reference(Reference(s):												
	Received Instruction Competency Demonstrated How Remedial Training How When completed, print full name Date When completed, print full name Date Remediated? When completed print full name Date Remediated?												
When completed, print full name Date When completed, print full name Date Demonstrated? When completed, print full name Date													
FTO:					Field Perform				Field Perform				
					Role Play				Role Play Written Test				
Trainee: Written Test Verbal Test													
Comments		1		1									
Additional	Information:												
		/ .											
14.6.04	Part A - Reference Agency F	olicies/Pro	cedures, if applicable (600 cha	racters mo	iximum)				□ N/A				
	UPD POLICY- PROPERTY A	ND EVIDEN	NCE										
14.6.04	Part B - Agency Training De	tails (field :	uill aynand automatically)										
14.0.04	rait b - Agency Training De	tans (jieiū v	viii expana automatically)										

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4.6.05	Storage of Evidence The trainee shall explain the	provisions	of the agency's rules, policies,	and proced	lures regarding the s	storage of evidence.			
Reference(s	5):						Case # (If a	pplicable)	Incident #
	Received Instruction		Competency Demonstrat	ted	How	Remedi	al Training		How
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, prin	t full name	Date	Remediated?
FTO:					Field Perform Role Play				Field Perform Role Play
Trainee:					Role Play Written Test Verbal Test				Written Test Verbal Test
Comments:									
Additional	Information:								
14.6.05	Part A - Reference Agency P	olicies/Pro	cedures, if applicable (600 cha	racters ma	ximum)				□ N/A
	UPD POLICY- PROPERTY A	ND EVIDE	NCE						
14.6.05	Part B - Agency Training Det	ails (field v	vill expand automatically)						

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14.6.06	Taking Evidence to Laborato The trainee shall review and		ourt agency's policies and procedu	res regardi	ng taking evidence t	o laboratory examir	nation facilit	ties and c	ourt.
Reference(s		·			<u> </u>	<u> </u>	Case # (If a		Incident #
	Received Instruction		Competency Demonstrat	ed	How	Remedia	l Training		How
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, prin	full name	Date	Remediated?
FTO:					Field Perform Role Play				Field Perform Role Play
Trainee:					Written Test Verbal Test				Written Test Verbal Test
Comments:									
Additional	Information:								
14.6.06	Part A - Reference Agency P	olicies/Pro	cedures, if applicable (600 cha	racters ma	ximum)				□ N/A
	UPD POLICY- PROPERTY AN	ND EVIDEN	NCE						
14.6.06	Part B - Agency Training Det	ails (field w	vill expand automatically)						

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14.6.07	Chain of Custody/Evidence The trainee shall explain the	meaning of	f "chain of custody" or "chain o	f evidence	"				
Reference(s	·		Chaire casteay of chaire	· cvidence.			Case # (If a)	pplicable)	Incident #
	Received Instruction		Competency Demonstrat	ed	How	Remedia	l Training		How
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, print	full name	Date	Remediated?
FTO:					Field Perform				Field Perform
					Role Play Written Test				Role Play Written Test
Trainee:					Verbal Test				☐ Verbal Test
Comments:				•					
Additional	Information:								
14.6.07	Part A - Reference Agency Po	olicies/Pro	cedures, if applicable (600 cha	racters ma	ximum)				⊠ N/A
	3 ,	•	, , , , ,		,				,
14.6.07	Part B - Agency Training Det	ails (field w	vill expand automatically)						

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14.6.08	Demonstrate Handling of Ev								
14.0.08	Given a crime situation in wh	nich any forr	m of evidence is recovered, the ence tags, etc.) in order to docu			, and deliver the evi	dence, and	properly	complete all
Reference(s	5):						Case # (If a	pplicable)	Incident #
	Received Instruction		Competency Demonstrat	ed	How	Remedia	l Training		How
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, print	full name	Date	Remediated?
FTO:					Field Perform Role Play				Field Perform Role Play
Trainee:					Written Test Verbal Test				☐ Written Test ☐ Verbal Test
Comments:									
Additional	Information:								
14.6.08	Part A - Reference Agency P	olicies/Prod	cedures, if applicable (600 cha	racters ma	ximum)				⊠ N/A
14.6.08	Part B - Agency Training Det	ails (field w	ill expand automatically)						

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14.7	LINEUPS												
14.7.01	Methods for Identifying Sus	pects											
	The trainee shall explain tech	nical meth	ods for identifying suspects, in	cluding:									
	A. Field show-up				C. Identification k	it							
	B. Photo identification				D. Artist's concep	tion							
Reference(s	5):						Case # (If appl	icable)	Incident #				
	Received Instruction Competency Demonstrated How Remedial Training How Demonstrated? When completed print full name Date When completed print full name Date Date Poster Date Date												
	when completed, print full name Date												
FTO:	FTO: Field Perform Field Perform Role Play Role Play Role Play												
Trainee:	☐ Written Test ☐ Written Test												
Comments													
Additional	Information:												
14.7.01	Part A - Reference Agency P	olicies/Pro	cedures, if applicable (600 cha	racters ma	ximum)				⊠ N/A				
44 = 04		(6: 1:											
14.7.01	4.7.01 Part B - Agency Training Details (field will expand automatically)												

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14.7.02	4.7.02 Agency Policy and Procedures										
	The trainee shall review and	explain the	agency policy and procedure(s	s), including	g admonitions, for co	onducting the following types o	of line-ups	:			
	A. In custody				C. Photographic						
	B. In the field										
Reference(s):					Case # (If o	applicable)	Incident #			
	Received Instruction		Competency Demonstrat	ted	How	Remedial Training		How			
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, print full name	Date	Remediated?			
FTO:					Field Perform Role Play			Field Perform Role Play			
Trainee:					☐ Written Test☐ Verbal Test			☐ Written Test☐ Verbal Test			
Comments	:										
Additional	Information:										
14.7.02	Part A - Reference Agency P	olicies/Pro	cedures, if applicable (600 cha	racters ma	ximum)			□ N/A			
	UPD POLICY- EYEWITNESS	IDENTIFIC	ATION								
14.7.02	Part B - Agency Training Det	t ails (field w	vill expand automatically)								

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14.7.03	Photographic Identifications	1									
	The trainee shall explain and	or demon	strate the following procedures	for a phot	ographic identificat	ion:					
	A. Use of multiple photos			(C. Control of the s	situation					
	B. Witness instructions			[D. Similar appeara	inces					
Reference(s	;):						Case # (If o	ipplicable)	Incident #		
	Received Instruction		Competency Demonstrat	ed	How	Remedia	al Training		How Remediated?		
	When completed, print full name Date When completed, print full name Date When completed, print full name										
FTO:	FTO: Field Perform Role Play										
Trainee					Written Test				Role Play Written Test		
	Trainee: Verbal Test Verbal Test Verbal Test										
Additional	Information:										
14.7.03	Part A - Reference Agency Po	olicies/Pro	cedures, if applicable (600 char	acters max	imum)				⊠ N/A		
14.7.03	Part B - Agency Training Deta	ails (field w	ill expand automatically)								

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14.8	SOURCES OF INFORMATIO	N									
14.8.01	Networking with the Commu	ınity									
	The trainee shall discuss the	importance	e of identifying and developing	sources of	information throug	h networking with p	ersons in tl	he commu	nity.		
Reference(s	5):						Case # (If o	applicable)	Incident #		
Received Instruction Competency Demonstrated How Remedial Training When completed print full name Date Demonstrated? When completed print full name Date Demonstrated?											
	When completed, print full name	t full name	Date	Remediated?							
FTO:					Field Perform Role Play				Field Perform Role Play		
Trainee:					☐ Written Test☐ Verbal Test				☐ Written Test☐ Verbal Test		
Comments	(field will expand automatically)										
Additional	Information:										
14.8.01	Part A - Reference Agency Po	olicies/Proc	cedures, if applicable (600 chai	racters max	rimum)				⊠ N/A		
14.8.01	Part B - Agency Training Deta	ails (field w	ill expand automatically)								

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14.8.02	Informants												
	The trainee shall describe ted	chniques fo	r identifying and developing "ir	formants,	" including:								
	A. The hazards of divulging	too much i	nformation to informants		B. The danger of b	breaking confidentia	ılities						
Reference(s):						Case # (If app	plicable)	Incident #				
	Received Instruction		Competency Demonstrate	ed	How	Remedia	al Training		How				
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, prin	t full name	Date	Remediated?				
FTO:					Field Perform Role Play				Field Perform Role Play				
					Written Test				Written Test				
Trainee:	Trainee: Verbal Test												
	Comments (field will expand automatically)												
Additional	I Information:												
14.8.02													
14.8.02	Part B - Agency Training De	t ails (field v	vill expand automatically)										

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14.8.03	Public and Private Records										
	The trainee shall explain the t	ypes of pu	ublic and private records that m	ay be of as	sistance when colle	cting investigative in	nformation.				
Reference(s	s):						Case # (If ap	pplicable)	Incident #		
	Received Instruction		Competency Demonstrat	ed	How	Remedia	al Training		How		
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, prin	t full name	Date	Remediated?		
FTO:					Field Perform Role Play				Field Perform		
					Role Play Written Test				Role Play Written Test		
Trainee:					☐ Verbal Test				☐ Verbal Test		
Comments	(field will expand automatically)										
Additional	Information:										
14.8.03	Part A - Reference Agency Po	licies/Pro	cedures, if applicable (600 char	racters max	ximum)				⊠ N/A		
14.8.03	Part B - Agency Training Deta	ı ils (field w	vill expand automatically)								

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14.9	SUBPOENAS											
14.9.01	Definition, Authority, and In The trainee shall define the t		pena" and describe the authori	ty and imn	nunities associated v	with the subpoena, i	ncluding:					
	A. Who may exercise the pB. Who may serve a subpoC. How a subpoena is serveD. Who is subject to the po	ena ed			E. What immuniting answer to a subsection of the	•	ranted to a	person tra	aveling in			
Reference(s	;):		<u>·</u>				Case # (If a	pplicable)	Incident #			
	Received Instruction Competency Demonstrated How Remedial Training How When completed print full page Date When completed print full page Detection Remediated?											
	when completed, print full name Date when completed, print full name Date when completed, print full name Date											
FTO: Trainee:	Role Play Surviven Test Written Test											
Comments	(field will expand automatically)											
Additional	Information:											
14.9.01	Part A - Reference Agency P	olicies/Prod	cedures, if applicable (600 chai	racters ma	ximum)				⊠ N/A			
14.9.01	Part B - Agency Training Det	ails (field w	ill expand automatically)									

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14.9.02	Agency Practices								
	The trainee shall review and	explain the	e agency's practices and policies	s concernin	g the subpoena pro	cess.			
Reference(s	;):						Case # (If ap	oplicable)	Incident #
	Received Instruction		Competency Demonstrat	red	How	Remedia	al Training		How
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, prin	full name	Date	Remediated?
FTO:		ı			Field Perform Role Play				Field Perform Role Play
					Written Test				Written Test
Trainee:		ı			☐ Verbal Test				☐ Verbal Test
Additional	Information:								
14.9.02	Part A - Reference Agency Po	olicies/Pro	cedures, if applicable (600 char	racters max	ximum)				☐ N/A
	UPD POLICY- SUBPOENAS	AND COU	RT APPEARANCES						
14.9.02	Part B - Agency Training Det	ails (field w	vill expand automatically)						

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14.10	COURTROOM TESTIMONY	AND DEN	/IEANOR								
14.10.01	Professional Demeanor and	Appearance	:e								
	The trainee shall explain the	value of im	pressive and professional cour	troom dem	eanor and appeara	nce.					
Reference(s):						Case # (If a	pplicable)	Incident #		
Received Instruction Competency Demonstrated How Remedial Training When completed print full name Details and pri											
	When completed, print full name	When completed, print	t full name	Date	Remediated?						
FTO:	FTO: Field Perform Role Play										
Trainee:	☐ Written Test										
Comments	(field will expand automatically)										
Additional	Information:										
14.10.01	Part A - Reference Agency Po	olicies/Proc	cedures, if applicable (600 chai	racters max	rimum)				□ N/A		
	UPD POLICY- SUBPOENAS	AND COUF	RT APPEARANCES								
14.10.01	Part B - Agency Training Det	ails (field w	ill expand automatically)								

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14.10.02	0.02 Pre-Trial Conference												
	The trainee shall explain the va	alue of a p	pre-trial conference with the pr	osecuting	attorney. This shall	minimally include:							
	A. Refreshing the officer's m	emory			B. Coordination of	of efforts							
Reference(s	5):				_		Case # (If ap	pplicable)	Incident #				
	Received Instruction	Remedia	al Training		How								
	When completed, print full name Date When completed, print full name Date When completed							Date	Remediated?				
FTO:					Field Perform Role Play				Field Perform Role Play				
-					☐ Written Test				Written Test				
Trainee:					☐ Verbal Test				☐ Verbal Test				
	Comments (field will expand automatically)												
Additional	Information:												
14.10.02	Part A - Reference Agency Pol	icies/Pro	cedures, if applicable (600 char	racters ma.	ximum)				⊠ N/A				
14.10.02	Part B - Agency Training Detai	ls (field w	vill expand automatically)										
		. O	,										

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14.10.03 Principles of Effective Testimony The trainee shall identify and explain principles of effective testimony. These principles shall minimally include:											
	The trainee shall identify and	l explain pr	inciples of effective testimony.	These prin	ciples shall minimal	lly include:					
	A. Honesty				D. Objectivity						
	B. Clarity				E. Poise						
	C. Brevity										
							0 " /"	<i>!</i>	1		
Reference(s):						Case # (If a	ррисавіе)	Incident #		
	Received Instruction		Competency Demonstrat	ed	How	Remedia	al Training		How		
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, prin	t full name	Date	Remediated?		
FTO:					Field Perform				Field Perform Role Play		
					Role Play Written Test				Written Test		
Trainee:					☐ Verbal Test				☐ Verbal Test		
Comments	(field will expand automatically)										
Additional	Information:										
14.10.03	Part A - Reference Agency Po	olicies/Pro	cedures, if applicable (600 char	acters max	(imum)				⊠ N/A		
14.10.03	Part B - Agency Training Deta	ails (field w	ill expand automatically)								

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444004												
14.10.04	Dealing with Attorney Perso											
	The trainee shall explain the	value of fu	rnishing testimony in a professi	onal mann	er, even when conf	ronted with attorney	ys that are:					
	A. Irate				D. Argumentative	2						
	B. Offensive				E. Overly friendly	•						
	C. Threatening											
Case # (If applicable) Incident #												
Reference(s):												
Received Instruction Competency Demonstrated How Remedial Training How Demonstrated?												
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, prin	t full name	Date	Remediated?			
FTO:					Field Perform				Field Perform			
					Role Play Written Test				Role Play Written Test			
Trainee:					☐ Verbal Test				Verbal Test			
Comments	(field will expand automatically)			ı	•							
Additional	Information:											
14.10.04	Part A - Reference Agency Po	olicies/Prod	cedures, if applicable (600 char	acters max	rimum)				⊠ N/A			
					•							
14.10.04	Part B - Agency Training Det	ails (field w	ill expand automatically)									

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4440.05	o	1.5											
14.10.05	Courtroom Security Policies												
	The trainee shall become fan	niliar with l	ocal courtroom security policie	s and proce	edures such as:								
	A. Prisoner Escort			(C. Screening of Co	ourtroom Audience							
	B. Prisoner Restraint				D. Disturbance Pro	ocedures							
	Case # (If applicable) Incident #												
Reference(s):													
Received Instruction Competency Demonstrated How Remedial Training													
	When completed, print full name Date When completed, print full name Date Demonstrated? When completed, print full name Date												
FTO:					Field Perform			Field Perform					
					Role Play			Role Play Written Test					
Trainee:	Trainee: Written Test Verbal Test												
Comments	(field will expand automatically)							<u> </u>					
	()												
Additional	Information:												
14.10.05	Part A - Reference Agency P	olicies/Pro	cedures, if applicable (600 cha	racters max	kimum)			⊠ N/A					
	3 . ,		,,		,			,					
14.10.05	Part B - Agency Training Det	ails (field w	vill expand automatically)										
14.10.03	Tare D. Agency Training Dec	ans greta w	m expand datomaticany)										

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14.10.06	06 Perjury and Falsifying Police Reports											
	The trainee shall recognize the	at perjury	and the falsification of police re	eports are	crimes, and may res	sult in the following consequence	ces:					
	A. Criminal and civil action	against the	officer		C. Irreparable dar	mage to the prosecution of a ca	se					
	B. Irreparable damage to th	ne officer's	credibility (Brady List)		D. May result in c	ivil actions against the agency						
						Case # (If a	unnlicable)	Incident #				
Reference(s):												
Received Instruction Competency Demonstrated How Remedial Training												
	When completed, print full name	Date	Remediated?									
FTO:	FTO: Field Perform Role Play											
					Role Play Written Test			Role Play Written Test				
Trainee:	Trainee: Verbal Test											
Comments	(field will expand automatically)											
Additional	Information:											
14.10.06	Part A - Reference Agency Po	licies/Proc	cedures, if applicable (600 char	acters max	kimum)			⊠ N/A				
			7.7		•							
14.10.06	Part B - Agency Training Deta	ils (field w	ill expand automatically)									

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14.10.07	10.07 Courtroom Testimony Preparation and Demonstration												
	The trainee shall demonstrate administration of justice.	e the ability	to prepare and furnish courtr	oom testim	nony in such a mann	er as to promote pr	ofessionalis	sm and th	e				
Reference(s	Reference(s): Case # (If applicable) Incident #												
Received Instruction Competency Demonstrated How Remedial Training													
	When completed, print full name Date When completed, print full name Date When completed								Remediated?				
FTO:					Field Perform Role Play				Field Perform Role Play				
Trainee:					☐ Written Test☐ Verbal Test				☐ Written Test☐ Verbal Test				
Comments	Comments (field will expand automatically)												
Additional	Information:												
14.10.07													
14 10 07	Part P. Agancy Training Date	ile (field	ill aynand automatically)										
14.10.07	Part B - Agency Training Deta	ins (Jieid Wi	н ехрина аитотатсану)										

See next page for Attestation

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Part 5 - Section 14: Investigation/Evidence

ATTESTATION FOR SECTION 14

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Export your file as a PDF. (Go to File > Export > Create PDF/XPS Document)
- Click on "Fill & sign" > Click on "Sign" icon at top of page > Click on "Add signature"
- Click on the "Image" icon > Click "Select image" > Locate your signature file > Click "Apply" to place your signature.
- 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: Click on the signature > Click on the trash icon.

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See the following pages for Instructions to Administrators and FTOs

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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
 - FTP Approval Checklist (<u>POST Form 2-230</u>)
 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

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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

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