SECTION 18

Agency-Specific Activities

18.1 COMPETENCY REQUIREMENTS

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 CAMPUS COMMUNITY WITHIN THE CSU SAN BERNARDINO SYSTEM

18.1.01	Activity: Title XI
18.1.02	Activity: CARE
18.1.03	Activity: President and Vice President's Office
18.1.04	Activity: San Manuel Student Union including Clubs within
	Student Union
18.1.05	Activity: ASI Office
18.1.06	Activity: Health Center

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INSTRUCTIONS FOR SECTION 18 ONLY

(See additional instructions for Administrators and FTOs at end of file)

PORTIONS OF THIS FILE ARE <u>NOT</u> 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.

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SECTION	1 18 AGENCY-SPECIFIC	ACTIVITIE	S								
	CHECK	ONE ONLY	: PHASE 1	☐ PHAS	E 2	PHASE 3 P	PHASE 4	PHA:	SE 5		
Trainee					FTO						
18.1	TYPES OF ACTIVITIES The trainee shall explain the	necessity o	of, and demonstrat	e proficiency	in, the per	rformance of agenc	y-specific a	ctivities to	minimally	include t	ne following.
18.1.01	1.01 Activity: The Trainee will be shown the Title XI office and introduced to the personnel.										
Reference(s	5):								Case # (If ap	oplicable)	Incident #
	Received Instruction Competency Demonstrated				How	Remedial Training			How		
	Signature	Date	Signature		Date	Demonstrated?	Signature			Date	Remediated?
FTO:						Field Perform Role Play					Field Perform Role Play
Trainee:						Written Test Verbal Test					Written Test Verbal Test
Comments	:										
Additional	Information:										
18.1.01	Part A - Reference Agency P	olicies/Pro	cedures, if applica	ble (600 char	racters ma	ximum)					□ N/A
				"							
18.1.01	18.1.01 Part B - Agency Training Details (field will expand automatically)										

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18.1.02	2 Activity: The Trainee will be shown the CARE offices.									
Reference(s):						Case # (If applicable)	Incident #		
	Received Instructio	n	Competency Demonstrat	ted	How	Remedia	al Training	How		
	Signature	Date	Signature	Date	Demonstrated?	Signature	Date	Remediated?		
FTO:					Field Perform			Field Perform		
					Role Play Written Test			Role Play Written Test		
Trainee:					☐ Verbal Test			☐ Verbal Test		
Comments	Comments:									
Additiona	I Information:									
18.1.02	Part A - Reference Agency	Policies/Pro	ocedures, if applicable (600 cha	racters max	ximum)			□ N/A		
18.1.02	18.1.02 Part B - Agency Training Details (field will expand automatically)									

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18.1.03	18.1.03 Activity: The Trainee will be shown the President and Vice President offices.									
Reference(s): Case # (If applicable) Incident #										
	Received Instructio	n	Competency Demonstrat	ted	How	Remedi	al Training	How		
	Signature	Date	Signature	Date	Demonstrated?	Signature	Date	Remediated?		
FTO:					Field Perform Role Play			Field Perform Role Play		
Trainee:					☐ Written Test☐ Verbal Test			☐ Written Test☐ Verbal Test		
Comments	Comments:									
Additiona	Information:									
18.1.03	Part A - Reference Agency	Policies/Pro	cedures, if applicable (600 cha	racters max	imum)			□ N/A		
18.1.03	8.1.03 Part B - Agency Training Details (field will expand automatically)									

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18.1.04	18.1.04 Activity: The Trainee will be shown the San Manual Student Union, to include all of the clubs within									
Reference(Case # (If applicable) Incident #									
	Received Instruction	1	Competency Demonstrat	ed	How	Remedia	al Training	How		
	Signature	Date	Signature	Date	Demonstrated?	Signature	Date	Remediated?		
FTO:					Field Perform Role Play			Field Perform Role Play		
Trainee:					☐ Written Test☐ Verbal Test			☐ Written Test☐ Verbal Test		
	Comments:									
	Information:									
18.1.04	Part A - Reference Agency I	Policies/Pro	cedures, if applicable (600 chair	racters max	rimum)			☐ N/A		
40.4.05										
18.1.04	8.1.04 Part B - Agency Training Details (field will expand automatically)									

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18.1.05	Activity: The Trainee will be shown the ASI office									
Reference(s):						Case # (If applicable)	Incident #		
	Received Instruction	n	Competency Demonstrat	ted	How	Remedia	l Training	How		
	Signature	Date	Signature	Date	Demonstrated?	Signature	Date	Remediated?		
FTO:					Field Perform			Field Perform		
					Role Play Written Test			Role Play Written Test		
Trainee:					☐ Verbal Test			☐ Verbal Test		
Comments	omments:									
Additiona	Information:									
18.1.05	Part A - Reference Agency	Policies/Pro	cedures, if applicable (600 chai	racters max	(imum)			□ N/A		
					-					
18.1.05	8.1.05 Part B - Agency Training Details (field will expand automatically)									

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18.1.06	.06 Activity: The Trainee will be shown the Health Center										
Reference(Reference(s): Case # (If applicable) Incident #										
	Received Instruction	1	Competency Demonstrat	:ed	How	Remedia	al Training	How			
	Signature	Date	Signature	Date	Demonstrated?	Signature	Date	Remediated?			
FTO:					Field Perform Role Play			Field Perform Role Play			
Trainee:					☐ Written Test☐ Verbal Test			☐ Written Test☐ Verbal Test			
Comments	Comments:										
Additiona	Information:										
18.1.06	Part A - Reference Agency I	Policies/Pro	cedures, if applicable (600 chai	racters max	rimum)			□ N/A			
18.1.06	18.1.06 Part B - Agency Training Details (field will expand automatically)										
	1.30 Fait B - Agency Hamming Details (field with expand dutomatically)										

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18.1.07	Activity:									
Reference(s):						Case # (If applicable)	Incident #		
	Received Instruction	1	Competency Demonstrat	ted	How	Remedia	al Training	How		
	Signature	Date	Signature	Date	Demonstrated?	Signature	Date	Remediated?		
FTO:					Field Perform Role Play			Field Perform		
					Role Play Written Test			Role Play Written Test		
Trainee:					☐ Verbal Test			☐ Verbal Test		
Comments	Comments:									
Additiona	I Information:									
18.1.07	Part A - Reference Agency F	Policies/Pro	cedures, if applicable (600 cha	racters max	aimum)			□ N/A		
18.1.07	8.1.07 Part B - Agency Training Details (field will expand automatically)									

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18.1.08	Activity:									
Reference(s	;):						Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrat	ed	How	Remedia	l Training	How		
	Signature	Date	Signature	Date	Demonstrated?	Signature	Date	Remediated?		
FTO:					Field Perform Role Play			Field Perform Role Play		
Trainee:					Written Test Verbal Test			☐ Written Test☐ Verbal Test		
Comments:	Comments:									
Additional	Information:									
18.1.08	Part A - Reference Agency F	olicies/Pro	cedures, if applicable (600 char	racters max	imum)			□ N/A		
18.1.08	Part B - Agency Training De	tails (field w	vill expand automatically)							

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18.1.09	Activity:								
Reference(s	5):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrat	ed	How	Remedia	l Training	How	
	Signature	Date	Signature	Date	Demonstrated?	Signature	Date	Remediated?	
FTO:					☐ Field Perform☐ Role Play			Field Perform Role Play	
Turkana					Written Test			Written Test	
Trainee:					☐ Verbal Test			☐ Verbal Test	
Comments	mments:								
Additional	Information:								
18.1.09	Part A - Reference Agency P	olicies/Pro	cedures, if applicable (600 char	acters max	imum)			□ N/A	
18.1.09	Part B - Agency Training Det	tails (field v	vill expand automatically)						

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18.1.10	Activity:								
Reference(s	5):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrat	ed	How	Remedia	l Training	How	
	Signature	Date	Signature	Date	Demonstrated?	Signature	Date	Remediated?	
FTO:					☐ Field Perform☐ Role Play			Field Perform Role Play	
Trainee:					Written Test			Written Test	
Comments					☐ Verbal Test			☐ Verbal Test	
Comments	•								
Additional	Information:								
18.1.10	Part A - Reference Agency P	olicies/Pro	cedures, if applicable (600 char	acters max	imum)			□ N/A	
18.1.10	8.1.10 Part B - Agency Training Details (field will expand automatically)								

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18.1.11	1 Activity:									
Reference(5):						Case # (If applicable)	Incident #		
	Received Instruction Competency Demonstrate		ed		Remedia	l Training	How			
	Signature	Date	Signature	Date	Demonstrated?	Signature	Date	Remediated?		
FTO:					☐ Field Perform☐ Role Play			Field Perform Role Play		
Trainee:					Written Test			Written Test		
rrainee:					☐ Verbal Test			☐ Verbal Test		
comments	Comments:									
Additional	Information:									
18.1.11	Part A - Reference Agency P	olicies/Pro	cedures, if applicable (600 char	acters max	imum)			□ N/A		
18.1.11	Part B - Agency Training De	tails (field v	vill expand automatically)							

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18.1.12	Activity:								
<u> </u>									
Reference(s):							Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How	Remedial Training		How	
	Signature	Date	Signature	Date	Demonstrated?	Signature		Date	Remediated?
FTO:					Field Perform Role Play				Field Perform Role Play
Trainee:					☐ Written Test☐ Verbal Test				☐ Written Test☐ Verbal Test
Comments	Comments:								
Additional Information:									
18.1.12	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)								
18.1.12	18.1.12 Part B - Agency Training Details (field will expand automatically)								
10:1:12	raits rightly rianning se	tano (jiera vi	ти сярана айсонаствану,						

See next page for Attestation

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Part 5 - Section 18: Agency-Specific Activities

ATTESTATION FOR SECTION 18

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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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

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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:
 - 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

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