

# **3.1 – 3.2 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

### 3.1 ETHICAL STANDARDS

- 3.1.01 Ethical Decision Making
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### 3.2 DECISION MAKING

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- 3.2.03 Demonstrating Decision Making

SECTION	3 ETHICS									
	СНЕСК		: DHASE 1	PHASE 2	2	PHASE 3 🗌 P	HASE 4 🗌 PHA	\SE 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 appli	icable)	Incident #
	Received Instruction			y Demonstrated		How	Remedial Training			How
	When completed, print full name	Date	When completed, prir	nt full name	Date	Demonstrated?	When completed, prin	it full name	Date	Remediated?
FTO:						Field Perform				<ul> <li>Field Perform</li> <li>Role Play</li> </ul>
						Written Test				Written Test
Trainee:						Verbal Test				Verbal Test
Comments	(field will expand automatically)									

 3.1.01
 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

 N/A

 UPD POLICY- CANONS OF ETHICS

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

#### 3.1.02 Accepting Responsibility The trainee shall demonstrate the ability to accept responsibility for his/her actions. **Case #** (*If applicable*) Incident # Reference(s): **Received Instruction Competency Demonstrated Remedial Training** How How **Remediated?** When completed, print full name Date When completed, print full name Date **Demonstrated?** When completed, print full name Date Field Perform Field Perform FTO: **Role Play** Role Play Written Test Written Test Trainee: $\square$ Verbal Test Verbal Test Comments (field will expand automatically) Additional Information: N/A 3.1.02 **Part A - Reference Agency Policies/Procedures, if applicable** (600 characters maximum)

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

#### 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 E. Officers shall treat violators with respect and courtesy, shall guard that reflect discredit on the officer, bring the department into against employing an officious or over-bearing attitude, shall not use language that may belittle, ridicule, or intimidate the individual, and disrepute, or impair its efficient and effective operation. shall not act in a manner that unnecessarily delays the performance of B. Officers shall conduct themselves in a manner that will foster duty. cooperation among members of the department, showing respect, F. While recognizing the need to demonstrate authority and control over courtesy, and professionalism in their dealing with one another. criminal suspects and prisoners, officers shall adhere to the C. Officers shall not use language or engage in acts that demean, harass, department's policy regarding use-of-force, and shall respect the civil or intimidate another. (Refer to agency policy) rights of and protect the well-being of those in their charge. 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. **Case #** (If applicable) Incident # Reference(s): **Remedial Training Received Instruction Competency Demonstrated** How How

Date

**Demonstrated?** 

Field Perform

Written Test

Verbal Test

Role Play

When completed, print full name

Date

**Remediated?** 

Field Perform

Written Test

Verbal Test

Role Play

### Additional Information:

FTO:

Trainee:

When completed, print full name

Comments (field will expand automatically)

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

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

Date

When completed, print full name

### 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):								oplicable)	Incident #
	Received Instruction When completed, print full name	Date	Competency Demonstrated When completed, print full name Date		How Demonstrated?	Remedial Training When completed, print full name Date		How Remediated?	
FTO:					Field Perform Role Play Written Test				Field Perform Role Play Written Test
Trainee:					Verbal Test				Verbal Test
Comments	(field will expand automatically)								

# Additional Information:

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

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(	Reference(s):								Incident #
	Received Instruction		Competency Demonstrated		How	Remedia	Remedial 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				Field Perform
Trainee:					Written Test Verbal Test				<ul> <li>Written Test</li> <li>Verbal Test</li> </ul>
Comments	(field will expand automatically)								
Additional	Information:								

3.	<b>1.05</b> Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	🖂 N/A
3.	<b>1.05</b> Part B - Agency Training Details (field will expand automatically)	

3.1.06	Problems Associated with Unethical Decision Making The trainee shall identify and discuss problems associated with some common u A. Non-enforcement of specific laws by personal choice			ommon un	unethical decisions, including: C. Acceptance of gratuities				
	B. Disproportionate enforcement targeting specific groups by personal choice				D. Misuse of sick	time, etc.			
Reference(s	s):						Case # (If a)	oplicable)	Incident #
	Received Instruction Competency Demonstra		Competency Demonstrat	ed	How	Remedial 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				Field Perform
Trainee:					Written Test				Written Test
Comments	Comments (field will expand automatically)								

🛛 N/A

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

#### 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. Case # (If applicable) Incident # Reference(s): **Received Instruction Competency Demonstrated Remedial Training** How How **Demonstrated? Remediated?** When completed, print full name Date When completed, print full name Date When completed, print full name Date Field Perform Field Perform FTO: Role Play Role Play Written Test Written Test Trainee: Verbal Test Verbal Test Comments (field will expand automatically) **Additional Information:**

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

3.2	DECISION MAKING									
3.2.01	imitations of Authority									
	The trainee shall explain the r	The trainee shall explain the most common limitations of their discretionary authority to include:								
	A. Law				D. Community exp	pectations				
	B. Department policy and p	rocedure			E. Officer safety					
	C. Department goals and ob	jectives								
Reference(	Reference(s): Case # (If applicable) Incident #								Incident #	
	Received Instruction		Competency Demonstrat	ed	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	
					Written Test				Written Test	
Trainee:					Verbal Test				Verbal Test	
Comments	Comments (field will expand automatically)									
Additional	Information:									

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

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

3.2.02	<b>Consequences of Inappropriate Discretionary Decisions</b> The trainee shall identify the potential consequences of inappropriate discretionary decision making, including:									
	A. Death or injury	I	D. Discipline							
	B. Additional crime				E. Embarrassment to department					
	C. Civil and vicarious liability F. Relationship with the community									
Reference(s	Reference(s):     Case # (If applicable)     Incident #									
	Received Instruction Competency Demonstrated			ted	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				Field Perform	
Trainee:					Written Test				Written Test	
Trainee:					Verbal Test				Verbal Test	
Comments (field will expand automatically)										

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

🛛 N/A

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

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 warr					rning			
	B. Cite and release E. Take no action								
	C. Give a referral								
Reference(s):     Case # (If applicable)     Incident #									Incident #
	Received Instruction		Competency Demonstrated			Remedial Training		How	
	Received Instruction		Competency Demonstrat	ed	How	Remedia	l Training		How
	Received Instruction When completed, print full name	Date	Competency Demonstrat When completed, print full name	Date	How Demonstrated?	Remedia When completed, print		Date	How Remediated?
FTO:		Date		1				Date	
FTO: Trainee:		Date		1	Demonstrated?			Date	Remediated?

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

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

See next page for Attestation

🛛 N/A

# Part 5 – Section 3: Ethics

### **ATTESTATION FOR SECTION 3**

### 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:	Χ	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.

# 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
  - FTP Approval Checklist (<u>POST Form 2-230</u>) NOTE: Guides submitted without this form <u>will NOT be reviewed</u>.
  - 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**