3.1 – 3.2  COMPETENCY REQUIREMENTS

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 ETHICS

CHECK 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):

Received Instruction

Competency Demonstrated

How Demonstrated?

Remedial Training

How Remediated?

FTO:

Trainee:

Comments (field will expand automatically)

Additional Information:

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

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.

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**Trainee:**

**Comments (field will expand automatically)**

**Additional Information:**

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

[N/A]

#### 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 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.

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### Additional Information:

**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)**
### 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.

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### 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.

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Comments (field will expand automatically)

### Additional Information:

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

N/A

**3.1.05 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 unethical decisions, including:

- **A.** Non-enforcement of specific laws by personal choice
- **B.** Disproportionate enforcement targeting specific groups by personal choice
- **C.** Acceptance of gratuities
- **D.** Misuse of sick time, etc.

#### Additional Information:

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

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**Trainee:**

**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 Limitations of Authority
The trainee shall explain the most common limitations of their discretionary authority to include:

A. Law
B. Department policy and procedure
C. Department goals and objectives
D. Community expectations
E. Officer safety

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Comments (field will expand automatically)

Additional Information:

3.2.01 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 Consequences of Inappropriate Discretionary Decisions

The trainee shall identify the potential consequences of inappropriate discretionary decision making, including:

- **A.** Death or injury
- **B.** Additional crime
- **C.** Civil and vicarious liability
- **D.** Discipline
- **E.** Embarrassment to department
- **F.** Relationship with the community

#### Additional Information:

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

Reference(s):

Case # (if applicable) | Incident #
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Additional Information:

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

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

See next page for Attestation
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: ___________________________  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: Click on the signature > Click on the trash icon.
See the following pages for Instructions to Administrators and FTOs
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