8.1 **COMPETENCY REQUIREMENTS**

Contents Identifying Leadership Instructions to Administrators

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)

8.1

List of Subtopics

Instructions to FTOs

Attestation

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

LIST OF SUBTOPICS

8.1 IDENTIFYING LEADERSHIP

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

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SECTION	8 LEADERSHIP											
CHECK ONE ONLY: PHASE 1 PHASE 2 PHASE 3 PHASE 4 PHASE 5												
				_	_			_				
Trainee					FTO							
					_							
8.1	IDENTIFYING LEADERSHIP											
8.1.01	Effective Leadership Strateg											
8.1.01	The trainee shall identify and		ffective leadershin	strategies th	at provide	nurnose dii	rection	and motiva	tion to c	n-workers	and comm	nunity
	members.	r develop e	receive readership	strategies tri	iat provide	pui pose, un	rection,		cion to c	o workers	ana comm	Tarricy
Reference(c)·									Case # (If a	ipplicable)	Incident #
nej er erree (
	Received Instruction			cy Demonstrat		How				ial Training		How
	When completed, print full name	Date	When completed, pr	rint full name	Date	Demonstra		When comp	oleted, print	t full name	Date	Remediated? Field Perform
FTO:						Role Pla						Role Play
Trainee:						☐ Written☐ Verbal 1	II.					☐ Written Test☐ Verbal Test
Comments	Comments (field will expand automatically)											
Additiona	Information:											
8.1.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)											
8.1.01	8.1.01 Part B - Agency Training Details (field will expand automatically)											

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8.1.02	Leadership Attributes The trainee shall illustrate through explanation or example how each of the following leadership competencies can affect his/her skills and abilities as an officer: A. Integrity B. Credibility E. Duty F. Loyalty								
	C. Trust G. Honesty D. Discretion								
Reference(s):						Case # (If a	pplicable)	Incident #
	Received Instruction		Competency Demonstrated		How	Remedial Training			How
FTO: Trainee:	When completed, print full name	Date	When completed, print full name	Date	Demonstrated? Field Perform Role Play Written Test Verbal Test	When completed, prir	nt full name	Date	Remediated? Field Perform Role Play Written Test Verbal Test
Comments (field will expand automatically)									
Additional Information:									
8.1.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)									
8.1.02	8.1.02 Part B - Agency Training Details (field will expand automatically)								

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8.1.03	The Role of Leadership								
	The trainee shall assess and explain his/her leadership role within the department with clear consideration of the organization's vision, mission and values statement.								
Reference(s):						Case # (If a	pplicable)	Incident #
	Received Instruction		Competency Demonstrated		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 (field will expand automatically)									
Additional	Additional Information:								
8.1.03	8.1.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A								
8.1.03	Part B - Agency Training Details (field will expand automatically)								
	UPD DEPARTMENT'S MISSION STATEMENT								

See next page for Attestation

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Part 5 - Section 8: Leadership

ATTESTATION FOR SECTION 8

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.

See the following pages for Instructions to Administrators and FTOs

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (https://www.post.ca.gov/field-training--police-training.aspx). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

- 1. Set up: Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.
- 2. Front cover (optional): To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.
- 3. For each section (1–18):
 - a. Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
 - b. Below each table:
 - Part A: Enter applicable references from your agency's Policies & Procedure Manual.
 - Part B: Enter your agency's training details.
- 4. After completing ALL sections (1–18), you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
 - 1) Your completed FTP Guide
 - 2) FTP Approval Checklist (POST Form 2-230)

 NOTE: Guides submitted without this form will NOT be reviewed.
 - 3) Your Department's Policy & Procedure Manual
- 5. MAIL YOUR ELECTRONIC MEDIA TO:

Commission on POST 860 Stillwater Road, Suite 100 West Sacramento, CA 95605 Attn: Basic Training Bureau (BTB)

6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers

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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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