

## **Section D - Training Procedures**

### **Table of Contents**

#### **Commission Procedure D-1, Basic Training**

- D-1-1 Basic Training
- D-1-2 General Requirements for All Basic Training
- D-1-3 Regular Basic Course Terminology and Requirements
- D-1-4 Specialized Investigators' Basic Course Terminology and Requirements
- D-1-5 Public Safety Dispatchers' Basic Course Terminology and Requirements
- D-1-6 Coroners' Death Investigation Course
- D-1-7 PC 832 Arrest and Firearms Course Terminology and Requirements

#### **Commission Procedure D-2, Continuing Professional Training and Perishable Skills**

- D-2-1 Continuing Professional Training (CPT), Advanced Officer Course, and Perishable Skills/Communications
- D-2-2 Recommended CPT Topics and Advanced Officer Requirements
- D-2-3 Non-POST Certified Courses
- D-2-4 Content and Instructional Methodology Requirements

#### **Commission Procedure D-3, Supervisory Course**

- D-3-1 Specifications for the Supervisory Courses
- D-3-2 Supervisory Course Subjects

#### **Commission Procedure D-4, Management Course**

- D-4-1 Specifications for Management Courses
- D-4-2 Management Course

#### **Commission Procedure D-5, Executive Development Course**

- D-5-1 Specifications for Executive Development Courses
- D-5-2 Executive Development Course Subjects and Minimum Hours

#### **Commission Procedure D-6, Technical Course**

- D-6-1 Specifications for Technical Courses
- D-6-2 Technical Courses Subjects and Minimum Hours
- D-6-3 Job Specific Training
- D-6-4 POST Prescribed Curricula

#### **Commission Procedure D-8, Seminars**

- D-8-1 Specifications for Seminars
- D-8-2 Seminar Design and Minimum Hours
- D-8-3 Commission Endorsement

#### **Commission Procedure D-9, Field Management Training**

- D-9-1 Field Management Training

- D-9-2 Who May Participate
- D-9-3 Request for Participation
- D-9-4 Approval of Training Applications
- D-9-5 Schedule of Field Management Training
- D-9-6 Training Limits
- D-9-7 Additional Training
- D-9-8 Evaluation Report of Training Required

#### **Commission Procedure D-10, Requalification Course**

- D-10-1 Requalification Course
- D-10-2 Requalification Course Terminology and Requirements

#### **Commission Procedure D-11, Basic Course Waiver Process**

- D-11-1 Establishes Guidelines
- D-11-2 Fee
- D-11-3 Eligibility for Evaluation
- D-11-4 Preliminary Evaluation of Completed Training
- D-11-5 POST Evaluation Process
- D-11-6 Completion of the Basic Course Waiver Examination (BCWE)
- D-11-7 Examination Scheduling
- D-11-8 Reexamination
- D-11-9 Waiver of Attendance

#### **Commission Procedure D-13, Field Training**

- D-13-1 Purpose
- D-13-2 Field Training Program Description and Approval Process
- D-13-3 Field Training Program Minimum Content Requirements
- D-13-4 Field Training Officer Course Minimum Requirements
- D-13-5 Field Training Supervisor/Administrator/Coordinator (SAC) Course Minimum Requirements
- D-13-6 Field Training Officer Update Course Minimum Requirements

#### **Commission Procedure D-14, Investigation and Trial Preparation Course**

- D-14-1 Specifications for the Investigation and Trial Preparation Course
- D-14-2 Investigation and Trial Preparation Course Definitions and Requirements

#### **Commission Procedure D-15, Management Course Prerequisite Waiver Process for Attending the Executive Development Course**

- D-15-1 Purpose
- D-15-2 Evaluation
- D-15-3 Reserved
- D-15-4 Eligibility
- D-15-5 Request for Evaluation
- D-15-6 POST Evaluation Process
- D-15-7 Waiver Issuance/Non-Issuance
- D-15-8 Waiver Issuance/Non-Issuance
- Attachment A: Sample Employment Verification Letter
- Attachment B: Management Course Instructional Goals

#### **Commission Procedure D-16, Appeals of Denial of Certification / Suspension/Decertification of Training Courses**

- D-16-1 Purpose

## **Section D - Training Procedures**

### **Commission Procedure D-13**

# **Field Training**

## **Purpose**

### **13-1. Purpose**

This Commission procedure implements the process for requesting approval of Field Training Programs established by law enforcement agencies pursuant to Regulation 1004. It also establishes the minimum content and curriculum requirements for the Field Training Program, Field Training Officer Course, Field Training Supervisor/Administrator/Coordinator (SAC) Course, and Field Training Officer Update Course.

## **Specific Requirements**

### **13-2. Field Training Program Description and Approval Process**

Regulation 1005(a) (1) specifies the basic training requirements for peace officers as successful completion of the Regular Basic Course and a POST-Approved Field Training Program. The Field Training Program is designed to provide a training continuum which integrates the acquired knowledge and skills from the Regular Basic Course with the practical application of general law enforcement uniformed patrol services. Field Training Programs approved by POST are restricted to supervised field training provided to peace officers after they have completed the Regular Basic Course. This field training does not extend to persons serving in ride-along, observer capacities.

Any department seeking approval of their Field Training Program shall submit a Field Training Program package (described in (a) below) along with an application POST-Approved Field Training Application, POST 2-229 signed by the department head. Prior to the submission of a package and application, a review should be made of the department's present policies, practices, and structured learning content versus POST's minimum standards/requirements for an approved Field Training Program as stated in Regulation 1004 and section 13-3 below. Where needed, the department shall make changes to comply with the POST minimum standards/requirements. All applicants shall be notified in writing within 30 working days regarding the completeness of the package and application. A decision for approval shall be reached within 45 working days from the date the completed application is received. If a department's Field Training Program is disapproved, the department shall, within 60 days, resubmit an application for approval upon correction of the deficient areas outlined in the disapproval letter.

(a) A Field Training Program package submitted for approval shall minimally include:

- (1) A written description of the department's specific selection process for Field Training Officers;
  - (2) An outline of the training proposed for department trainees;
  - (3) A written description of the evaluation process for trainees and Field Training Officers;
- and,**
- (4) Copies of supporting documents (i.e., field training guides, learning matrixes, policies and procedures, and evaluation forms).

### **13-3. Field Training Program Minimum Content Requirements**

The POST Field Training Program Guide may be used as a model for developing a Field Training Program. In order to meet local needs, flexibility to cover additional content may be authorized with prior POST approval. A POST-Approved Field Training Program shall minimally include the following topics:

- Agency Orientation (including Standards and Conduct)
- Ethics
- Leadership
- Patrol Vehicle Operations
- Officer Safety
- Report Writing
- California Codes and Law
- Department Policies (General Orders, Local Policies, and Philosophies)
- Patrol Procedures (including Domestic Violence and Pedestrian and Vehicle Stops)
- Control of Persons, Prisoners, and Mentally Ill (Adults and Juveniles, including:
  - Issues related to stigma, culturally relevant and appropriate, and
  - How to identify indicators of mental illness, intellectual disability, substance use disorders, neurological disorder, traumatic brain injury, post-traumatic stress disorder and dementia
  - Autism spectrum disorder
  - Genetic disorders, including but not limited to, Down syndrome
  - Conflict resolution and de-escalation techniques for potentially dangerous situations
  - Alternatives to the use of force when interacting with potentially dangerous persons with mental illness or intellectual disabilities
  - The perspective of individuals or families who have experiences with persons with mental illness, intellectual disability, and substance use disorders
  - Involuntary hold
  - Community and state resources available to serve persons with mental illness or intellectual disability, and how these resources can be best utilized by law enforcement.
- Traffic (including DUI)

- Use of Force
- Search and Seizure
- Radio Communications
- Self-Initiated Activity
- Investigations/Evidence
- Community Relations/Professional Demeanor (including Cultural Diversity, Community Policing, and Problem Solving)
- Tactical Communications/Conflict Resolution
- Additional Agency-Specific Topics (may include Community Specific Problems, Special Needs Groups, etc.)

#### **13-4. Field Training Officer Course Minimum Requirements**

Presentation of a Field Training Officer Course requires POST certification (refer to Regulations 1051-1056). The Field Training Officer Course shall be a minimum of 40 hours. In order to meet local needs, flexibility to present additional curriculum may be authorized with prior POST approval. Instructional methodology is at the discretion of individual course presenters unless specified otherwise in a training specification document developed for the course. The Field Training Officer Course curriculum shall minimally include the following topics:

- Field Training Program Goals and Objectives
- Keys to Successful Field Training Programs
- Field Training Program Management/Roles of Program Personnel
- Teaching and Training Skills Development (including Adult Learning, Problem-Based Learning, Training Demonstration, etc.)
- The Professional Relationship between the FTO and the Trainee (including Cultural Diversity)
- Evaluation/Documentation
- Expectations and Roles of the FTO (including Leadership, Ethics, Coaching, Mentoring, Supervision, Role Modeling, etc.)
- Driver Safety
- Officer Safety
- Intervention
- Remediation/Testing/Scenarios
- Trainee Termination
- Legal Issues and Liabilities
- Review of the Regular Basic Course Training
- Competency Expectations

The field training officer course relating to competencies of the field training program and police training program shall address how to interact with persons with mental illness or intellectual disability, and shall consist of at least four hours of classroom instruction and instructor-led active learning, such as scenario-based training, shall address issues related to stigma, and shall be culturally relevant and appropriate.

All prospective field training officers shall complete the course as part of the existing field training officer program on or before August 1, 2016.

### **13-5. Field Training Supervisor/Administrator/Coordinator (SAC) Course Minimum**

#### **Requirements**

Presentation of a Field Training Supervisor/Administrator/Coordinator (SAC) Course requires POST certification (refer to Regulations 1051-1056). The Field Training Supervisor/Administrator/Coordinator (SAC) Course shall be a minimum of 24 hours. In order to meet local needs, flexibility to present additional curriculum may be authorized with prior POST approval. Instructional methodology is at the discretion of individual course presenters unless specified otherwise in a training specification document developed for the course. The Field Training Supervisor/Administrator/Coordinator (SAC) Course shall minimally include the following topics:

- Field Training Program Management
- Review of Regular Basic Course Training
- Contemporary Learning Methods
- POST Field Training Program and Objectives
- Oversight of Tests/Scenarios
- Development and Update System for Field Training Manual
- Documentation and Evaluations
- Agency Responsibilities
- Review of FTO Course Training
- History of Field Training Programs
- Competency Evaluation
- Supervisory Procedures
- FTO Selection Process
- FTO Training and Certification
- Conduct of FTOs, Trainees, and FTO Supervisors/Administrators/Coordinators (SACs)

### **13-6. Field Training Officer Update Course Minimum Requirements**

Presentation of a Field Training Officer Update Course requires POST certification (refer to Regulations 1051-1056). The Field Training Officer Update Course shall be a minimum of 24 hours. In order to meet local needs, flexibility to present additional curriculum may be authorized with prior POST approval. Instructional methodology is at the discretion of individual course presenters unless specified otherwise in a training specification document developed for the course. The Field Training Officer Update Course curriculum shall minimally include the following topics:

- Review of Regular Basic Course Training
- Legal Issues and Liabilities

- Contemporary Learning Methods
- Training/Teaching Skills Development
- Leadership, Ethics, and Professionalism
- Remediation/Testing/Scenarios
- Trainee Termination
- Evaluation/Documentation
- Teaching Skills/Demonstration Competency Expectations

Additional Agency/Presenter-specific topics (which may include: Community Oriented Policing, Challenging Traits of Today's Trainees, Report Writing for FTOs, Problem Solving for FTOs, Supervisory Skills Development, etc.)

Procedure D-13 was adopted and incorporated by reference into Commission Regulation 1005 on June 15, 1990, and amended on February 22, 1996, January 1, 1999, ~~and~~ July 1, 2004 and November 23, 2016.