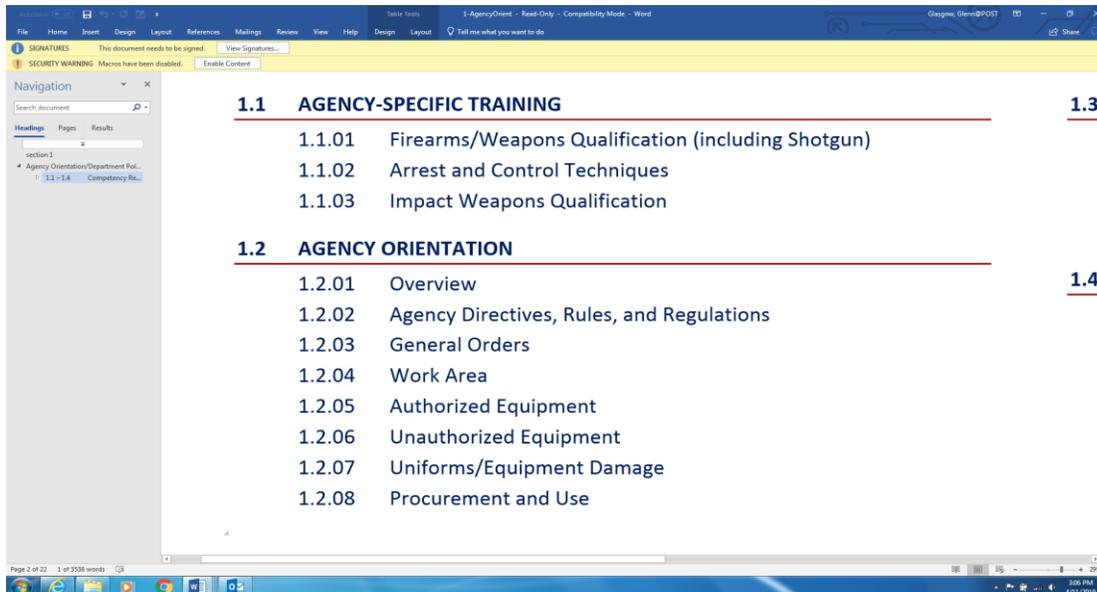
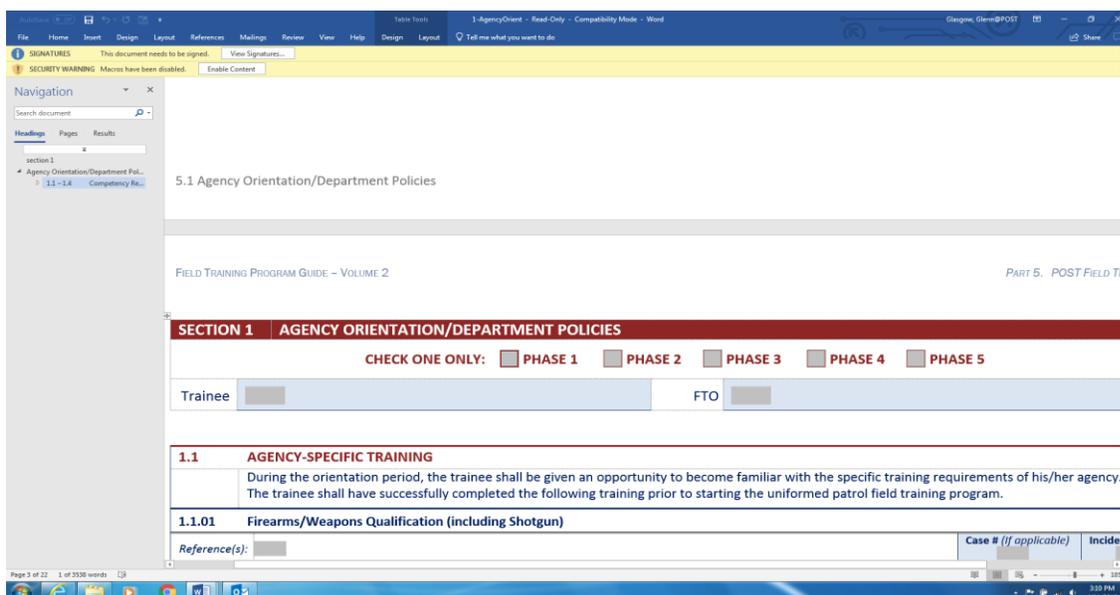


VOLUME 2:

Volume 2 is divided into eighteen chapters. The first seventeen contain the minimum core competencies the trainee must demonstrate to successfully complete the POST approved FTP. Chapter eighteen is for agency specific training needs that were not covered in the first seventeen chapters. Each chapter can be downloaded from the POST Field Training Program webpage and is in a fillable format. The chapters are divided into topics and subtopics.



When you scroll down into the topics and subtopics, you will see boxes at the top to either indicate which phase this training will occur, or it can be left blank for the FTO to complete once that block of instruction has been covered and demonstrated. Below these boxes are spaces for the trainee's name and the FTO's name.



Once you get into the competency requirements, the document will give you the ability to insert department specific policies and/or procedures as well as agency specific training details.

FIELD TRAINING PROGRAM GUIDE - VOLUME 2

SECTION 1 AGENCY ORIENTATION/DEPARTMENT POLICIES

CHECK ONE ONLY: PHASE 1 PHASE 2 PHASE 3 PHASE 4 PHASE 5

Trainee: [] FTO: []

1.1 AGENCY-SPECIFIC TRAINING

During the orientation period, the trainee shall be given an opportunity to become familiar with the specific training requirements of his/her agency. The trainee shall have successfully completed the following training prior to starting the uniformed patrol field training program.

1.1.01 Firearms/Weapons Qualification (including Shotgun)

Reference(s): [] Case # (if applicable) [] Incident # []

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:	[]	[]	[]	[]	<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	[]	[]	<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:	[]	[]	[]	[]		[]	[]	

Comments (field will expand automatically)

Additional Information:

The "Reference" box should be left blank. This box is intended for the FTO to document a trainee's activity during their patrol shifts. The FTO can note citation numbers, case numbers, or CAD numbers.

FIELD TRAINING PROGRAM GUIDE - VOLUME 2

SECTION 1 AGENCY ORIENTATION/DEPARTMENT POLICIES

CHECK ONE ONLY: PHASE 1 PHASE 2 PHASE 3 PHASE 4 PHASE 5

Trainee: [] FTO: []

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	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:	[]	[]	[]	[]	<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	[]	[]	<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:	[]	[]	[]	[]		[]	[]	

Comments (field will expand automatically)

Additional Information:

These boxes are for the FTO and trainee to sign off on the sub-topics once the information has been verbally discussed and physically demonstrated. Agency can opt to print out the manual in full or store it electronically.

FIELD TRAINING PROGRAM GUIDE - VOLUME 2

SECTION 1 AGENCY ORIENTATION/DEPARTMENT POLICIES

CHECK ONE ONLY: PHASE 1 PHASE 2 PHASE 3 PHASE 4 PHASE 5

Trainee: _____ FTO: _____

1.1 AGENCY-SPECIFIC TRAINING

During the orientation period, the trainee shall be given an opportunity to become familiar with the specific training requirements of his/her agency. The trainee shall have successfully completed the following training prior to starting the uniformed patrol field training program.

1.1.01 Firearms/Weapons Qualification (Including Shotgun)

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:	_____	_____	_____	_____	<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	_____	_____	<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:	_____	_____	_____	_____	<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	_____	_____	<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test

Comments (field will expand automatically)

Additional Information:

The comments field should be left blank. This is another area where the FTO can document the trainee's performance.

PART A

Comments (field will expand automatically)

Additional Information:

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

1.1.01 Part B - Agency Details (field will expand automatically)

5.1 Agency Orientation/Department Policies

Page 3 of 22

PART B

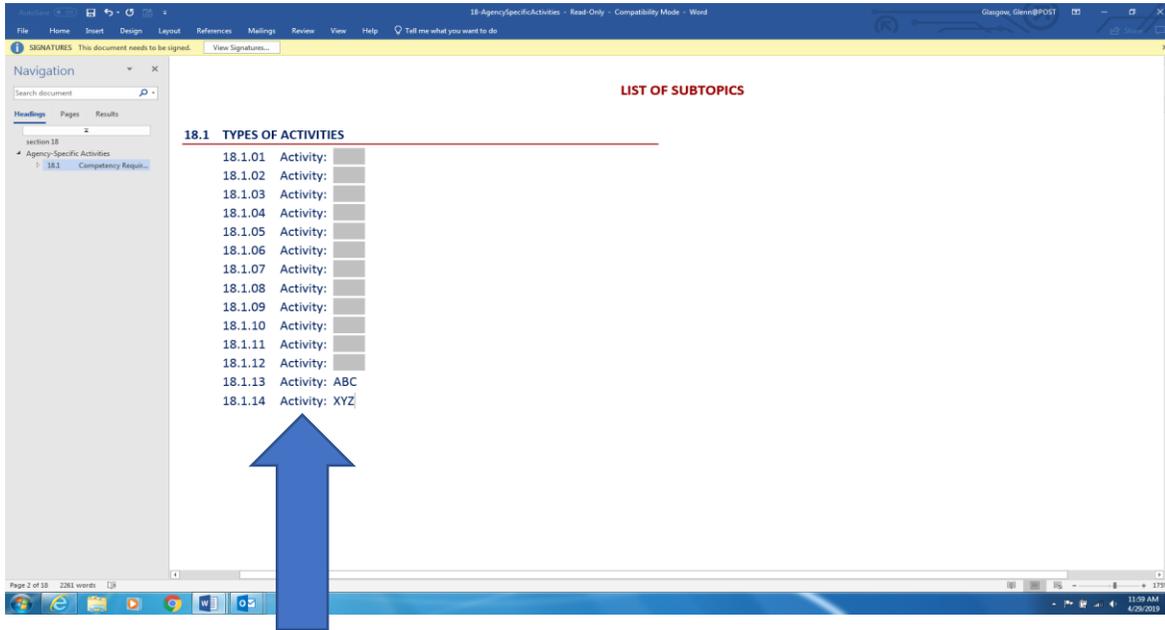
The screenshot shows a Microsoft Word document in Compatibility Mode. The document is titled '1-AgencyOrient - Read-Only - Compatibility Mode - Word'. The ribbon includes 'File', 'Home', 'Insert', 'Design', 'Layout', 'References', 'Mailings', 'Review', 'View', and 'Help'. A 'SECURITY WARNING' banner is visible at the top, stating 'Macros have been disabled.' Below this, there are fields for 'FTO:' and 'Trainee:', each with a grid of checkboxes. To the right, there are checkboxes for 'Field Perform', 'Role Play', 'Written Test', and 'Verbal Test'. A 'Comments' field is present, followed by 'Additional Information:'. Under 'Additional Information', there are two sections: '1.1.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)' with an 'N/A' checkbox, and '1.1.01 Part B - Agency Training Details (field will expand automatically)'. A large blue arrow points to the text input area for Part B. The footer of the document reads '5.1 Agency Orientation/Department Policies' and 'Page 3 of 22'. The taskbar at the bottom shows the Windows Start button, taskbar icons, and system tray with the time '11:40 AM' and date '6/26/2013'.

Part B is for agency specific training material. Examples of agency specific training material would include briefing bulletins, specific agency response training, county specific response training, penal codes, vehicle codes, municipal codes, etc...

This will take you through all 17 chapters which contain the minimum core competencies. If there are policies that were not covered in the first 17 chapters, there is an opportunity to put in agency specific information in chapter 18. This chapter can be as short or as long as the agency needs.

The screenshot shows a Microsoft Word document in Compatibility Mode. The document is titled '18-AgencySpecificActivities - Read-Only - Compatibility Mode - Word'. The ribbon includes 'File', 'Home', 'Insert', 'Design', 'Layout', 'References', 'Mailings', 'Review', 'View', and 'Help'. A 'SECURITY WARNING' banner is visible at the top, stating 'This document needs to be signed.' Below this, there is a 'Navigation' pane on the left with a search box and a list of sections. The main content area is titled 'LIST OF SUBTOPICS' in red. Below this, there is a section header '18.1 TYPES OF ACTIVITIES' followed by a list of sub-topics: '18.1.01 Activity:', '18.1.02 Activity:', '18.1.03 Activity:', '18.1.04 Activity:', '18.1.05 Activity:', '18.1.06 Activity:', '18.1.07 Activity:', '18.1.08 Activity:', '18.1.09 Activity:', '18.1.10 Activity:', '18.1.11 Activity:', and '18.1.12 Activity:'. Each sub-topic is followed by a checkbox. The footer of the document reads 'Page 2 of 18' and '2235 words'. The taskbar at the bottom shows the Windows Start button, taskbar icons, and system tray with the time '11:06 AM' and date '6/26/2013'.

As you add activities to be covered, simply add the title beginning at 18.1.01. If you need more than the 12 listed spaces, simply cut and paste one of the boxes and re-number (18.1.13) and complete the activity or policy title.



Just continue to cut and paste until you reach the desired number. In the body of the chapter, you will do the same thing. Highlight a sub-topic box in its entirety, copy the box, add two spaces between the last box and then paste and re-number.