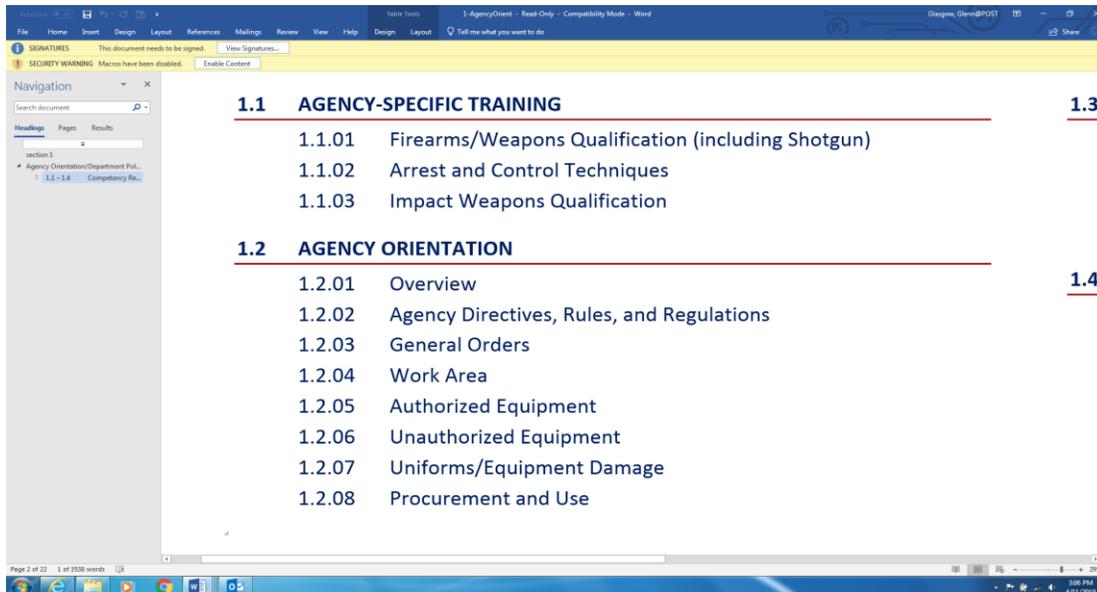
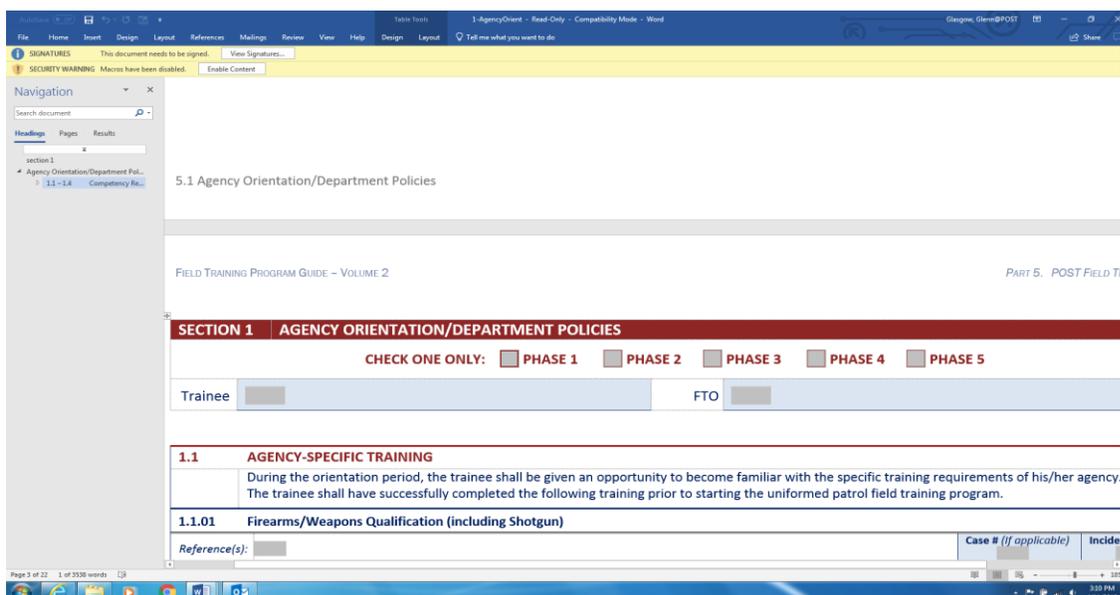


VOLUME 2:

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.

The screenshot shows a Microsoft Word document titled "FIELD TRAINING PROGRAM GUIDE - VOLUME 2". The document is in "Read-Only - Compatibility Mode". The navigation pane on the left shows the current page is "11-14 Competency Re...". The main content area is titled "SECTION 1 AGENCY ORIENTATION/DEPARTMENT POLICIES" and includes a "CHECK ONE ONLY" section for PHASE 1 through PHASE 5. Below this is a form for "Trainee" and "FTO". Section 1.1 is titled "AGENCY-SPECIFIC TRAINING" and contains a paragraph about orientation. Section 1.1.01 is titled "Firearms/Weapons Qualification (including Shotgun)" and includes a "Reference(s):" field, a table for tracking training, and a "Comments" field. A blue arrow points to the "Reference(s):" field.

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:							

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.

This screenshot is identical to the one above, showing the same training form. A blue arrow points to the "Comments (field will expand automatically)" field located below the training table.

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.

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

PART A

Part A is for Department policies specifically related to the sub-topic when the trainee is asked to know a specific policy. (HINT: If your agency uses Lexipol, it would be easier to merely place the title of the policy versus the policy number. If Lexipol changes its policy numbering, you will be required to submit a modification letter updating the policy number changes).

If the sub-topic asks for the trainee to demonstrate knowledge or skill, there is no need to insert a policy number; you can simply check the N/A box in the upper right corner of Part A.

The screenshot shows a Microsoft Word document titled "1-AgencyOrient - Read-Only - Compatibility Mode - Word". The document contains a training form with the following sections:

- FTO:** A row of five empty text boxes.
- Trainee:** A row of five empty text boxes.
- Comments:** A large blue text area with the label "Comments (field will expand automatically)".
- Additional Information:** A section containing two rows of information:
 - 1.1.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum):** A yellow text area with an "N/A" checkbox in the upper right corner. A blue arrow points to this checkbox.
 - 1.1.01 Part B - Agency Training Details (field will expand automatically):** A yellow text area.

At the bottom of the page, the text "5.1 Agency Orientation/Department Policies" is on the left and "Page 3 of 22" is on the right. The Windows taskbar at the bottom shows the time as 11:46 AM on 4/28/2019.

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:' with checkboxes for 'Field Perform', 'Role Play', 'Written Test', and 'Verbal Test'. A 'Comments' field is present, followed by 'Additional Information:' sections. The first section is '1.1.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)' with an 'N/A' checkbox. The second section is '1.1.01 Part B - Agency Training Details (field will expand automatically)', which is highlighted with a blue arrow. The document footer shows '5.1 Agency Orientation/Department Policies' and 'Page 3 of 22'.

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...

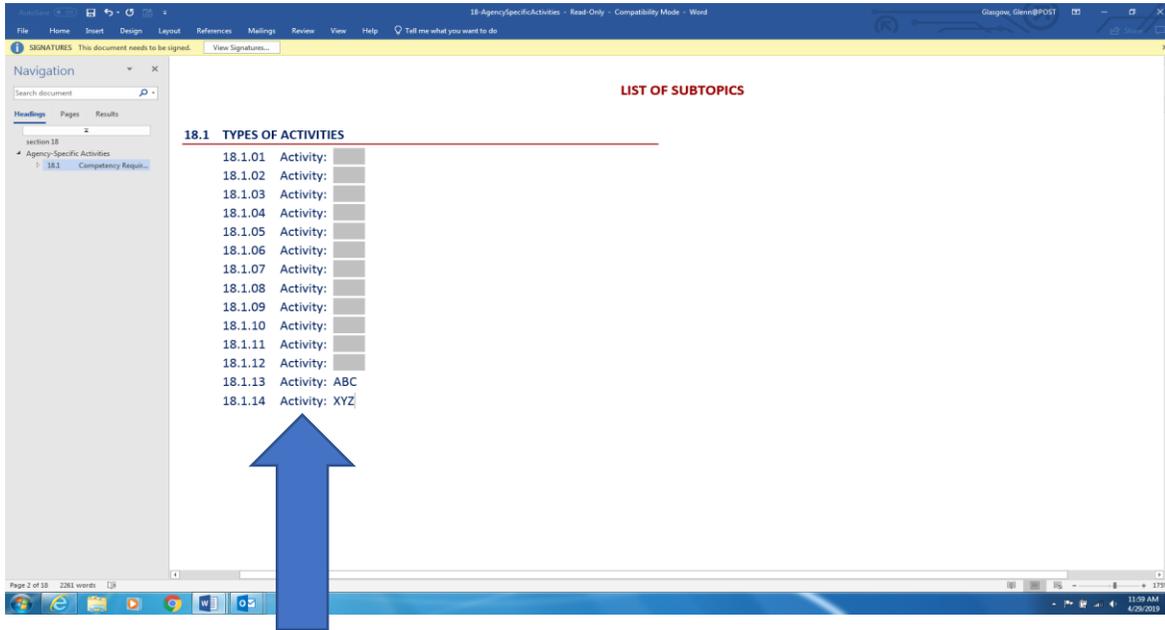
This will take you through all 17 chapters which contain the minimum core competencies. If there are policies that were not covered in the first 17 chapters, there is an opportunity to put in agency specific information in chapter 18. This chapter can be as short or as long as the agency needs.

The screenshot shows a Microsoft Word document in 'Compatibility Mode' titled '18-AgencySpecificActivities - Read Only - Compatibility Mode - Word'. The ribbon includes 'File', 'Home', 'Insert', 'Design', 'Layout', 'References', 'Mailings', 'Review', 'View', and 'Help'. A 'Navigation' pane is open on the left, showing 'section 18' and 'Agency-Specific Activities' with a sub-entry '18.1 Competency Requir...'. The main content area is titled 'LIST OF SUBTOPICS' in red. Below this is a section header '18.1 TYPES OF ACTIVITIES' followed by a list of 12 sub-topics, each labeled 'Activity:' followed by a grey box:

- 18.1.01 Activity: [Grey Box]
- 18.1.02 Activity: [Grey Box]
- 18.1.03 Activity: [Grey Box]
- 18.1.04 Activity: [Grey Box]
- 18.1.05 Activity: [Grey Box]
- 18.1.06 Activity: [Grey Box]
- 18.1.07 Activity: [Grey Box]
- 18.1.08 Activity: [Grey Box]
- 18.1.09 Activity: [Grey Box]
- 18.1.10 Activity: [Grey Box]
- 18.1.11 Activity: [Grey Box]
- 18.1.12 Activity: [Grey Box]

The document footer shows 'Page 2 of 18' and '2235 words'.

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.