

SECTION **1**

Agency Orientation/Department Policies

1.1 – 1.4 COMPETENCY REQUIREMENTS

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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.

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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)

<i>Reference(s):</i>					<i>Case # (If applicable)</i>	<i>Incident #</i>		
	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	
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:

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

Reference the following Antioch Police Policy(ies):

304 (Firearms), 705 (Firearms Range)

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

The trainee shall attend an administrative training week prior to beginning the field training program. This training will include how to safely handle and fire the handgun and patrol shotgun. The trainee is required to pass the Antioch Police Department's handgun qualification course with a score of 80% or better and demonstrate to a department firearms instructor that the trainee can properly manipulate the patrol shotgun to safely load it, unload it, and make it patrol ready. The trainee shall demonstrate they are able to fire shotgun rounds, center mass placement, on a target. Refer to section 18-Firearms for specific training details.

1.1.02 Arrest and Control Techniques						Case # (if applicable)	Incident #	
Reference(s):								
	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 <i>(field will expand automatically)</i>								

Additional Information:

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

Reference the Following Antioch Police Department Policy(ies):

300 (Use Of Force),301 (Handcuffing and Restraints), 302 (Control Devices and Techniques Policy)

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

The trainee shall attend an administrative training week prior to beginning the field training program. This training will include a four hour presentation from a POST approved department instructor in this area. Refer to section 18.-Arrest and Control for specific training details.

1.1.03 Impact Weapons Qualification									
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:

<p>1.1.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</p> <p>Reference the Following Antioch Police Department Policy(ies):</p> <p>302 (Control Devices and Techniques)</p>	<input type="checkbox"/> N/A
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<p>1.1.03 Part B - Agency Training Details (field will expand automatically)</p> <p>The trainee shall attend an administrative training week prior to beginning the field training program. This training will include a four hour presentation from a POST approved department instructor in this area. This training will include oleoresin capsicum (OC) and WRAP restraint device training. Refer to section 18-Arrest and Control for specific training details.</p>
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1.2 AGENCY ORIENTATION								
1.2.01 Overview The trainee will discuss his/her duties and obligations, and demonstrate a working knowledge of the agency’s organization, functions, work schedule, chain of command, and rules and regulations.								
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:

1.2.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) Reference the following Antioch Police Department Policy(ies): 100 (Policy Manual), 200 (Organizational Structure and Responsibility), 202 (Staffing Levels), 1001 (Standards of Conduct)	<input type="checkbox"/> N/A
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1.2.01	Part B - Agency Training Details (field will expand automatically) The trainee shall attend an administrative training week prior to beginning the field training program. This training will include familiarization with the chain of command, the police facility and the function of the main units within the police department to include administration, investigations, records, dispatch, and field services. The trainee will be given access to the Antioch Police Department's electronic policy manual and be instructed to read it.
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1.2.02 Agency Directives, Rules, and Regulations The trainee shall discuss the benefits, limitations, and characteristics of protective body armor, including: A. Benefits for wearing B. Types of body armor C. Level of protection against firearms D. Level of protection against knives and other penetrating weapons								
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 <i>(field will expand automatically)</i>								

Additional Information:

1.2.02	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> Reference the following Antioch Police Department Policy(ies): 337 (Body Armor)	<input type="checkbox"/> N/A
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1.2.02	Part B - Agency Training Details <i>(field will expand automatically)</i> The benefits of wearing body armor is to maximize officer safety through the use of body armor in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of officer safety procedures. The trainee shall wear department issued concealable body armor under his or her patrol uniform or in a department approved external carrier. The body armor shall minimally be threat level IIIA. Body armor is designed to provide a level of additional ballistic protection for the trainee. Threat level IIIA body armor is not rated for protection from rifle fire or sharp edged or pointed instruments.
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1.2.03 General Orders
 The trainee shall review and explain department general orders related to:

A. Use of Force	F. Protective Orders
B. Use and Discharge of Firearms	G. Hate Crimes
C. Domestic Violence	H. Child Abuse Investigations
D. Emergency Vehicle Operations	I. Any additional agency-specific directives, rules, and regulations
E. Use of Less-lethal Weapons	

<i>Reference(s):</i>						<i>Case # (if applicable)</i>		<i>Incident #</i>	
	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:									
<i>Comments (field will expand automatically)</i>									

Additional Information:

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

Reference the following Antioch Police Department Policy(ies):

300 (Use of Force), 304 (Firearms), 601 (Domestic Violence), 306 (Vehicle Pursuits), 702 (Vehicle Use), 703 (Vehicle Maintenance), 320 (Victim and Witness Assistance), 401 (Racial- or Bias-Based Profiling) 603 (Hate Crime) 606 (Child Abuse Reporting)

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

The trainee shall attend an administrative training week prior to beginning the field training program. The trainee will be given access to the Antioch Police Department's electronic policy manual and be instructed to read it. The trainee will be expected to explain which policies of the Antioch Police Department cover the following:

- A. Use of force
- B. Use and discharge of firearms
- C. Domestic violence
- D. Emergency vehicle operations
- E. Use of less-lethal weapons
- F. Protective orders
- G. Hate crimes
- H. Child abuse investigations

1.2.04 Work Area

The trainee shall be oriented to the work area, including:

- A. Introduction to personnel
- B. Equipment and supply locations

<i>Reference(s):</i>					<i>Case # (If applicable)</i>	<i>Incident #</i>		
	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:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

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

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

The trainee shall attend an administrative training week prior to beginning the field training program. During this training week, the trainee will be introduced to key personnel in each of the main areas of the Antioch Police Department. The trainee will also be shown the location of patrol report writing room, supplies and departmental forms.

1.2.05 Authorized Equipment

The trainee shall know the operation of and agency policy regarding authorized personal equipment, safety equipment, and agency equipment used by officers in the field:

- A. Authorized personal equipment
- B. Safety equipment
- C. Agency equipment

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:

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

Reference the following Antioch Police Department Policy(ies):

304 (Firearms), 700 (Department Owned and Personal Owned Property), 701 (Personal Communication Devices) 338 (Department Badges), 1015 (Uniform Regulations)

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

The trainee shall attend an administrative training week prior to beginning the field training program. The trainee will become familiar with department policies dealing with equipment which is authorized, unauthorized, and how to report damaged equipment. The trainee will be provided with all department issued equipment during the administrative training week.

1.2.06 Unauthorized Equipment
The trainee shall review and explain what constitutes unauthorized equipment.

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:

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

Reference the following Antioch Police Department Policy(ies):

304 (Firearms), 700 (Department Owned and Personal Owned Property), 701 (Personal Communication Devices), 1015 (Uniform Regulations)

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

The trainee shall attend an administrative training week prior to beginning the field training program. The trainee will become familiar with department policies dealing with equipment which is authorized, unauthorized, and how to report damaged equipment. The trainee will be provided with all department issued equipment during the administrative training week.

1.2.07 Uniforms/Equipment Damage
 The trainee shall review and explain agency policy on uniforms and equipment damage.

<i>Reference(s):</i>				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:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

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

Reference the following Antioch Police Department Policy(ies):

1015 (Uniform Regulations) 700 (Department Owned and Personal Property)

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

The trainee shall attend an administrative training week prior to beginning the field training program. The trainee will become familiar with department policies dealing with equipment which is authorized, unauthorized, and how to report damaged equipment. The trainee will be provided with all department issued equipment during the administrative training week.

In the event department issued equipment becomes damaged or unusable, the officer shall notify their immediate supervisor and if necessary submit a memorandum detailing how the equipment was damaged. That equipment will be repaired or replaced as soon as possible by the department. Claims for reimbursement for damage or loss of personal property must be made by memorandum submitted to the employee's immediate supervisor. The supervisor shall direct a memo to the appropriate Bureau Commander, which shall include the results of his/her investigation and whether the employee followed proper procedures. Upon review by staff and a finding that no misconduct or negligence was involved, repair or replacement may be recommended. The Department will not replace or repair luxurious or overly expensive items (jewelry, exotic equipment, etc.) that are not reasonably required as a part of work.

1.2.08 Procurement and Use

The trainee shall demonstrate the procedures for obtaining and using the following items:

- A. Vehicle
- B. Hand-held radio
- C. Firearms/weapons
- D. Flares
- E. Special equipment [helmet, face shield, gas mask, oleoresin capsicum (OC) spray, etc.]
- F. Report forms

<i>Reference(s):</i>					<i>Case # (if applicable)</i>	<i>Incident #</i>		
	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:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

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

Reference the following Antioch Police Department Policy(ies):

702 (Vehicle Use)

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

The trainee shall attend an administrative training week prior to beginning the field training program. The trainee will be provided with all department issued equipment during the administrative training week to include a hand-held radio, department firearm, and specialty equipment including a baton, gas mask, helmet and oleoresin capsicum (OC) canister.

The trainee will be shown how to conduct a pre-shift inspection of a patrol vehicle and demonstrate they can properly conduct the inspection. The trainee will also learn how to report the vehicle for computer repairs, mechanical issues, and undocumented body damage.

1.3 COMMUNITY ORIENTATION/GEOGRAPHIC LOCATIONS

1.3.01 Community Facilities

The trainee shall know how to locate the following facilities which service their agency’s jurisdiction:

A. Hospitals
 B. Firehouses
 C. Schools
 D. Community service organizations
 E. Park and recreation areas

Reference(s):					Case # (If applicable)	Incident #	
FTO:	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training	How Remediated?
	When completed, print full name	Date	When completed, print full name	Date			
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:

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

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

The trainee shall attend an administrative training week prior to beginning the field training program. During this training week, a field training officer will escort the trainee around the City of Antioch and familiarize the trainee with the city’s layout; six beat patrol system, city facilities and buildings to include City Hall and Public Works. The trainee will become familiar with the location of all City Parks to include the Water Park and Prewett Community Center. The trainee will learn the locations of Sutter Delta Medical Center on Lone Tree Way, Kaiser Hospital on Deer Valley Rd. and Contra Costa County Fire Stations 81, 83 and 88. The trainee will the location of the county services buildings located on Delta Fair Blvd. and all schools within the city boundaries including Antioch High School, Deer Valley High School and Dozier Libbey High School.

1.3.02 Problem Areas
 The trainee shall identify and discuss locations and businesses that may attract crime and require frequent police response. These locations may include:

A. Bars and taverns, nightclubs, etc. C. Known gang territories
 B. Local “hang outs” and/or “hot spots” D. Areas known for drug and prostitution activity

Reference(s):					Case # (If applicable)	Incident #		
FTO:	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"/> Field Perform <input type="checkbox"/> Role Play
Trainee:					<input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test

Comments (field will expand automatically)

Additional Information:

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

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

The trainee will be shown the locations of bars and taverns within the city and individual patrol beats. The trainee will also become familiar with high crime areas, gang territories and areas known for drug and prostitution activity.

1.3.03 Roadways

The trainee shall know the names and locations of important types of roadways in the community or assigned area, including:

A. Major arteries	D. Freeways
B. "Through streets"	E. Fire trails or other special access routes
C. Dead-end streets	

<i>Reference(s):</i>				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:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

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

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

The trainee will be provided with a city cross directory of streets and be shown how to appropriately utilize the in-vehicle Automatic Vehicle Locator System (AVL) to navigate within the City of Antioch. The trainee know the major transportation routes within the city to include:

A.) Major arteries such as Somersville Rd & Delta Fair Blvd., Auto Center Dr. & Highway 4, West 18th St. & A St., Hillcrest Dr & Deer Valley Rd., Lone Tree Way & Deer Valley Rd., Lontree Way& Hillcrest Dr.

B.) Through streets such as Somersvill Rd., Auto Center Dr., Buchanan Rd., Delta Fair Blvd., A, G, and L Streets, Contra Loma Blvd., West & East 18th St., Lone Tree Way., James Donlon Blvd., Deer Valley Rd., and Hillcrest Dr.

C.) Dead end street such as W. 19th St. and the foot of G St.

D.) Highways including Highway 4, Highway 160, and the Highway 4 Bypass.

E.) Trails such as the Delta De Anza trail and Contra Costa Canal trail.

1.3.04 Agency Jurisdiction
The trainee shall know the jurisdictional boundaries, beats, districts, or sector assignments utilized by the agency.

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:

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

N/A

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

The trainee will be provided with a city cross directory of streets and be shown how to appropriately utilize the in-vehicle Automatic Vehicle Locator System (AVL) to navigate within the City of Antioch. The trainee shall attend an administrative training week prior to beginning the field training program. During this training week, a field training officer will escort the trainee around the City of Antioch and familiarize the trainee with the city's jurisdictional boundaries and beat system.

1.4 SUPPORT SERVICES	
1.4.01 Municipal Agencies and Departments	
<ul style="list-style-type: none"> A. City Hall or County Administration Building B. County/City Jail(s) C. District Attorney’s Office D. Emergency Hospital (including emergency entrance, psychiatric facilities and entrance, police parking area, and any other agency-utilized rooms or department(s)) E. Health Department and/or Coroner’s Office F. Juvenile Hall G. Municipal, Superior, and Juvenile Courts H. Probation Department I. Welfare Department 	<ul style="list-style-type: none"> J. State and Federal law enforcement agencies: <ul style="list-style-type: none"> 1. Bureau of Alcohol, Tobacco, and Firearms (ATF) 2. Bureau of Narcotic Enforcement (BNE) 3. California Highway Patrol (CHP) 4. Department of Motor Vehicles (DMV) 5. Federal Bureau of Investigations (FBI) 6. Immigration and Naturalization Service (INS) 7. Military Police 8. Postal Inspectors 9. Railroad Police 10. Secret Service 11. US Marshall Service K. Additional support services [e.g., Service Centers, Child Protective Service(s)]

<i>Reference(s):</i>					<i>Case # (if applicable)</i>	<i>Incident #</i>		
	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:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

1.4.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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1.4.01 Part B - Agency Training Details *(field will expand automatically)*

A field training officer will familiarize the trainee with these agencies and their locations.

1.4.02 Special Teams/Units
 The trainee shall explain the proper utilization of agency special teams/units, including:

A. SRT SWAT
 B. K-9
 C. Search and Rescue
 D. Additional agency-specific units (Mental Health Units/Liaisons, Bomb Squad, etc.)

<i>Reference(s):</i>						<i>Case # (if applicable)</i>	<i>Incident #</i>	
	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:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

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

Reference the following Antioch Police Department Policy(ies):

310 (Special Weapons and Tactics (SWAT) and Hostage Negotiation Team (HNT), 311 (Canines), 407 (Hostage and Barricaded Incidents)

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

The trainee will explain when these specialized teams/units may be used according to department policy and for requesting any of those special teams/units.

For activating SWAT: When the first responder(s) on scene realize a critical incident has developed, the officer should attempt to confine the situation to the smallest possible area that is consistent with the officer's safety and notify their immediate supervisor. Any field supervisor may request SWAT utilization through the chain of command. The SWAT Commander will assess the need for Hostage Negotiators to respond to the incident.

For K9 deployment: Field Services Division members are encouraged to request the use of a K9 team. Requests for a K9 team from department units outside of the Field Services Division shall be reviewed by the Watch Commander. It is the K9 handler's responsibility to evaluate each situation and determine whether the use of a K9 is appropriate and reasonable once on-scene. The K9 handler shall have the authority to decline the use of the K9 whenever he/she deems deployment is unsuitable.

Requests for Search and Rescue or a Bomb Disposal Unit will be made to the officer's immediate supervisor. The supervisor will make the appropriate request for the Contra County Search and Rescue team or the Walnut Creek Police Bomb Disposal Unit.

See next page for Attestation

Part 5 – Section 1: Agency Orientation/Department Policies

ATTESTATION FOR SECTION 1

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Click on the 'X' in the signature line to activate the signature field > Right click and select "Sign" from the menu.
- Click on "Select Image" > Locate your signature file > Click "Open" to place your signature (date appears automatically).
- 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: Right click on the signature line > Select "Remove" from the menu.

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):**
 - 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.)
 - 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: Phil Caporale – 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:**
 - Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
 - Enter any note-worthy comments related to the trainee's performance.
3. **If trainee requires remedial training:**
 - Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
 - 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