AGENCY: ANTIOCH POLICE DEPARTMENT FIELD TRAINING PROGRAM GUIDE – VOLUME 2

$\begin{array}{c} \text{section } 10 \\ \text{Search and Seizure} \end{array}$

10.1 – 10.3 COMPETENCY REQUIREMENTS

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10.2	Seizure Concepts						
10.3	Warrants						
List of	Subtopics						
Attesta	ation						
Instructions to Administrators							
Instructions to FTOs							

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.

LIST OF SUBTOPICS

10.1 SEARCH CONCEPTS 10.1.01 Terminology 10.1.02 Circumstances Allowing Legally Authorized Searches 10.1.03 Items Which May Be Legally Searched 10.1.04 Limits of Searches 10.1.05 Exclusionary Rule 10.2 SEIZURE CONCEPTS

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10.3 WARRANTS 10.3.01 Obtaining Search and Arrest Warrants 10.3.02 Serving Search and Arrest Warrants 10.3.03 Demonstrating Proper Procedures for Obtaining and Serving Warrants

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SECTION	110 SEARCH AND SEIZU	JRE						
	CHECK	ONE ONLY	: PHASE 1	PHASE 2	PHASE 3 P	HASE 4 PHA	SE 5	
Turings				FT				
Trainee				FTC				
10.1	SEARCH CONCEPTS							
10.1.01	Terminology							
	The trainee shall review and	explain the	following terms re	elative to searches:				
	A. Consent				E. Instrumentaliti	es of a crime		
	B. Scope of Searches				F. Contraband			
	C. Contemporaneous				G. Knock and Not	ice		
	D. Probable Cause				H. Container sear	ch doctrine		
Reference(5):						Case # (If applicable)	Incident #
,	,							
	Received Instruction	Date		cy Demonstrated	How Demonstrated?		al Training	How Remediated?
570.	Received Instruction Signature	Date	Competen Signature	cy Demonstrated Date	How Demonstrated? Field Perform	Remedia Signature	Date	How Remediated? Field Perform
FTO:		Date			Demonstrated? Field Perform Role Play			Remediated? Field Perform Role Play
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Trainee:	Signature	Date			Demonstrated? Field Perform Role Play Written Test			Remediated? Field Perform Role Play Written Test
Trainee: Comments Additional	Signature Information:		Signature	Date	Pemonstrated? Field Perform Role Play Written Test Verbal Test			Remediated? Field Perform Role Play Written Test Verbal Test
Trainee:	Signature		Signature	Date	Pemonstrated? Field Perform Role Play Written Test Verbal Test			Remediated? Field Perform Role Play Written Test
Trainee: Comments Additional	Signature Information:	olicies/Pro	Signature cedures, if applica	Date	Pemonstrated? Field Perform Role Play Written Test Verbal Test			Remediated? Field Perform Role Play Written Test Verbal Test
Trainee: Comments Additional	Information: Part A - Reference Agency Part A - Reference the following A	olicies/Pro	Signature cedures, if applica	Date	Pemonstrated? Field Perform Role Play Written Test Verbal Test			Remediated? Field Perform Role Play Written Test Verbal Test
Trainee: Comments Additional	Information: Part A - Reference Agency Property	olicies/Pro	Signature cedures, if applica	Date	Pemonstrated? Field Perform Role Play Written Test Verbal Test			Remediated? Field Perform Role Play Written Test Verbal Test

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

Consent: Search conducted with consent that is voluntary and obtained from a person with the authority to give that consent.

Scope of Searches: Extent of the search to be conducted, specifically, a list of the items described in a search warrant.

Contemporaneous: Search conducted at or near the time of arrest, although either can precede the other, at or near the place of the arrest, and while the arrestee is still on the scene.

Probable Cause: Enough credible information to provide a fair probability that the object the peace officers seek will be found at the place they want to search; requires something less than an absolute or even a near certainty, but something more than a mere hunch or suspicion.

Instrumentalities of a Crime: An item that was the means by which a crime was committed (e.g. vehicle in a hit and run, ski mask in a robbery).

Contraband: Any property that is illegal to produce or possess.

Knock and Notice: Before entering a dwelling to serve a search warrant, officers must give notice to persons inside through certain actions.

Container Search Doctrine: When a warrant authorizes the search of a residence, vehicle or person, it automatically authorizes the search of anything, place or container inside that residence or vehicle or on that person where the object of the search might be located; if, however, the warrant was not for a general area but instead was for a particular container, that container would also have to be described as completely as possible in the warrant

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10.1.02	Circumstances Allowing Legally Authorized Searches The trainee shall recognize and explain the circumstances under which the following types of legally authorized searches may be made. These circumstances shall minimally include:							
	A. Pat searches for weapon	ns			E. Plain sight			
	B. Consent searches				F. Incident to arro	est		
	C. Probable cause search				G. Exigent circum	stances		
	D. A search warrant				H. Probation/pard	ole search		
Reference(s	;):						Case # (If applicable)	Incident #
	Received Instruction		Competency Demonstra	ted	How	Remedia	al Training	How
	Signature	Date	Signature	Date	Demonstrated?	Signature	Date	Remediated?
FTO:					Field Perform Role Play			Field Perform Role Play
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Comments:								
Additional	Information:							
10.1.02	Part A - Reference Agency P	olicies/Pro	cedures, if applicable (600 cha	racters max	kimum)			□ N/A
	Reference the following A	ntioch Po	lice Policy(ies):					
	308 (Search and Seizure), 903 (Custodial Searches)							

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

Pat Searches for Weapons: A strictly limited search for weapons of the outer clothing of a person who has been lawfully detained; this is a search for possible weapons only, not a search for contraband or other evidence.

Consent Searches: A search conducted with consent that is voluntary and obtained from a person with the apparent authority to give that consent.

Probable Cause Search: Having enough facts or information to provide a fair probability or a substantial chance that the item sought is located in the place to be searched.

Search Warrant: An order in writing signed by a magistrate directed to a peace officer commanding the peace officer to search for an individual(s), thing(s) or personal property in the case of a thing(s) or personal property to bring the same before the magistrate (1523 PC).

Plain Sight: Objects in the line of sight of an officer who has the right to be in that position are subject to seizure without a warrant if the officer has lawful access to the object(s).

Incident to Arrest: A limited authority for a peace officer to conduct a warrantless search of a suspect's person and the property and area within the suspect's immediate control after being lawfully arrested and taken into physical custody.

Exigent Circumstances: An emergency situation requiring swift action to prevent imminent danger to a person's life or safety, serious damage to property, imminent escape of a suspect, or imminent destruction/removal of evidence.

Probation/Parole Search: A warrantless search of a person who is on probation or parole; search status must be established prior to the search.

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10.1.03	O2 Harris White Name Dad and the Countries								
10.1.03	Items Which May Be Legally Searched								
	The trainee shall identify items for which an officer may legally search. These items shall minimally include:								
	A. Dangerous weapons D. Contraband								
	B. Fruits of the crime				E. Suspects				
	C. Instruments of the crim	ne			F. Additional vict	ims			
Reference(s	5):						Case # (If app	olicable)	Incident #
	Received Instruction	1	Competency Demonstrat	ted	How	Remedi	al Training		How
	Signature	Date	Signature	Date	Demonstrated?	Signature		Date	Remediated?
FTO:					Field Perform				Field Perform
					Role Play Written Test				Role Play Written Test
Trainee:					☐ Verbal Test				☐ Verbal Test
Additional	Information:								
10.1.03	Part A - Reference Agency I	Policies/Pro	cedures, if applicable (600 cha	racters max	rimum)				☐ N/A
	Reference the following A	Antioch Pol	ice Policy(ies):						
	308 (Search and Seizure), 903 (Custodial Searches)								
10.1.03	Part B - Agency Training De	tails (field w	vill expand automatically)						
	persons. Having probable	cause and	te or investigating a report of adhering to the parameters terous weapons, fruits and in	of the Fo	urth Amendment	, laws and codes, a	nd a reason	able ex	pectation of

5.10 Search and Seizure Page **7** of **19**

10.1.04	Limits of Searches							
	The trainee shall discuss the	e limits of se	earches when conducted with pe	ersons, veh	icles, and buildings	including:		
	A. Protective sweeps			(C. Inventory sear	ches		
	B. Closed containers							
Reference(s	- ;):						Case # (If applicable)	Incident #
	Received Instruction	n	Competency Demonstrat	ted	How	Remedia	al Training	How
	Signature	Date	Signature	Date	Demonstrated?	Signature	Date	Remediated?
FTO:					Field Perform Role Play			Field Perform Role Play
Trainee:				+	Written Test			Written Test
Comments:					☐ Verbal Test	<u> </u>		☐ Verbal Test
Comments.								
Additional	Information:							
10.1.04	Part A - Reference Agency	Policies/Pro	ocedures, if applicable (600 chai	racters max	cimum)			□ N/A
	Reference the following	Antioch Po	lice Policy(ies):					
	200 (Coareh and Coinum)	002 (0						
	308 (Search and Seizure)	, 903 (Cust	odiai Searcnes)					
10.1.04	Part B - Agency Training De	etails (field)	will expand automatically)					
10.1.04			,	a tanalta dala sa	da amb			
	Protective Sweeps: Brief	search of a	a house or building to look fo	r individua	is only.			
	Closed Containers: Can b	e searched	d if a search warrant authorize	es the sear	rch of a residence	e, vehicle, or perso	n. If a search warra	nt is for a
	•		must be described as comple					
	•		believe it could be used as a	•	•	•		•
	officers a right to open a	container	unless their knowledge and e	experience	provide probable	e cause to believe i	that it contains con	trabanu.
	Inventory Searches: An in	nventory se	earch is conducted only after	the vehicle	e or item has con	ne into lawful custo	ody for reasons oth	er than solely
	for the purpose of condu	acting the in	nventory search.					

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10.1.05	Exclusionary Rule							
	The trainee shall explain the	"exclusiona	ary rule" and its effect upon po	lice action a	nd procedures incl	uding:		
	A. Court filings			[3. Prosecution of	suspects		
Reference(s	:):						Case # (If applicable)	Incident #
	Received Instruction	1	· · ·	Competency Demonstrated		Remedial Training		How
	Signature	Date	Signature	Date	Demonstrated? Field Perform	Signature	Date	Remediated? Field Perform
FTO:					Role Play			Role Play
Trainee:					☐ Written Test☐ Verbal Test			☐ Written Test☐ Verbal Test
Comments:							<u>, </u>	
Additional	Information:							
10.1.05	Part A - Reference Agency P	olicies/Pro	cedures, if applicable (600 cha	racters max	imum)			⊠ N/A
10.1.05	Part B - Agency Training Det	ails (field w	vill expand automatically)					
			f a court finds a search or se	izure is no	t reasonable and	a nerson's Fourth	Amendment rights	have heen
			ns seized during the search of			•		
	excluded evidence is ofter	n referred	to as "the fruit of the poisor	ous tree."				
	The exclusionary rule does	s not appe	ar anywhere in the Constitu	tion, but ra	ather was created	by the United Sta	tes Supreme Court	to encourage
	proper law enforcement c	onduct. U	sually, the evidence is exclude	ded as a pe	nalty for the illeg	gality of the search	or seizure.	-
	If evidence that falls within	n the scop	e of the exclusionary rule le	d the office	er to other evider	nce which he/she w	vould not have other	erwise located,
	•		the related evidence found					
	•		rches and seizures further co vidence is ill-gotten and is a	•	•		vhen it comes to co	ourt filings and

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10.2	SEIZURE CONCEPTS								
10.2.01	Lawful Evidence Seizure								
	The trainee shall review and	he trainee shall review and explain the concept of lawful evidence seizure, including instances where force may be justified, such as:							
	A. Preventing a suspect fro	m swallow	ng evidence		C. Extracting bloo	od evidence from a si	uspect		
	B. Inducing a suspect to vo	mit			D. Extracting finge	erprint evidence fror	n a suspect		
Reference(s	s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrat	ed	How	Remedia	l Training	How	
	Signature	Date	Signature	Date	Demonstrated?	Signature	Date	Remediated?	
FTO:					Field Perform Role Play			Field Perform Role Play	
Trainee:					Written Test			Written Test	
					☐ Verbal Test			☐ Verbal Test	
Comments									
Additional	Information:								
10.2.01	Part A - Reference Agency P	olicies/Pro	cedures, if applicable (600 chai	acters max	kimum)			⊠ N/A	
	Reference the following Antioch Police Policy(ies):								
	308 (Search and Seizure), 903 (Custodial Searches), 502 (Drunk Driving and Evidence Collection)								

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

– Seizure law originates from the Fourth Amendment of the United States Constitution. It states, "The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated, and no warrants shall issue, but upon probable cause, supported by oath or affirmation, and particularly describing the place to be searched and the persons or things to be seized." Conversely, in a constitutional sense, when an officer sees an item in plain view, from a place the officer has a lawful right to be, no search has taken place. The owner or possessor obviously has no reasonable expectation of privacy for which items are on plain view. Without an expectation of privacy, the owner or possessor has no Fourth Amendment protection.

- A search warrant is a written order, in the name of the people, signed by a magistrate, directed to a peace officer, commanding the officer to search for a person or persons, a thing or things, or personal property, and, in the case of a thing or things or personal property, to bring the same before the magistrate (1523 PC).
- A seizure of property occurs when there is some meaningful interference with an individual's possessory interest in that property by the government. A seizure of a person occurs when an officer physically applies force or a person voluntarily submits to an officer's authority.
 In order for seizures to be lawful, officers must meet certain requirements before an item in plain view may be seized legally and used as evidence. Officers must have probable cause, a lawful right to be in the location, and lawful access to the item (whether through a plain view seizure or with a warrant). Probable cause to search means enough credible information to provide a fair probability that the object or person the officer seeks will be found at the place they want to search. The lawful right to be in the location means that the officer's location does not violate an individual's reasonable expectation of privacy. Lawful access to the item is most commonly obtained when an officer's entry is based on consent, exigent circumstances, or some other purpose (e.g., to conduct a parole, probation, administrative, or regulatory search).
- When applying seizures to the warrantless search and seizure instances, courts will consider the totality of the circumstances. Officers must always have specific facts to demonstrate the search or seizure fell within one of the exceptions to the warrant requirement.
- Occasionally, force is required to seize evidence from a person. The following instances justify when force may be used:
- Preventing a Suspect from Swallowing Evidence: If officers have probable cause to believe there is evidence in a person's mouth, they may use reasonable force to remove it, or to prevent the person from swallowing it. It not recommended that an officer reach inside a suspect's mouth or restrict the blood flow or airway in any way. If the suspect swallows evidence such as narcotics, medical attention should be sought as soon as possible. A supervisor shall be notified right away.
- Extracting Blood Evidence from a Suspect: Blood samples are considered minimally intrusive. The affidavit for a blood sample must demonstrate the following: Probable cause that the test results will show evidence of a crime. The removal will be conducted by trained medical personnel in accordance with accepted medical practices. If blood is going to be taken without a warrant or consent, officers must have in addition to probable cause to arrest and probable cause to search, exigent circumstances, which typically exist because of the evanescent nature of the evidence. Assuming these conditions are met, blood may be taken, even in situations where the suspect is unconscious, or where the officers must apply reasonable force. Subjects' failure to participate in tests they have no legal right to refuse may be used as evidence of consciousness of guilt. A supervisor shall be contacted right away if force will be needed to extract the sample.
- Extracting Fingerprint Evidence from a Suspect: Officers may obtain fingerprint samples from a person if they have that person's consent or probable cause to believe the person was involved in criminal activity. If the person has been placed under arrest, the person has no legal right to refuse a fingerprint examination. Officers may use a reasonable amount of force to obtain fingerprints. Care should be taken to prevent smearing or incomplete prints when using force to extract fingerprints.
- Evidence seizures shall be conducted in accordance with the Fourth Amendment of the U.S. Constitution and the APD policies listed above in Part A.

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10.3	WARRANTS								
10.3.01		Obtaining Search and Arrest Warrants The trainee shall explain the laws and procedures for obtaining search and arrest warrants, to minimally include:							
	A. Probable cause necessiB. Allowable exclusions (in	•	pursuit and emergency situation		C. Process for ob	taining warrants dur	ing and afte	r busines:	s hours
Reference(s	5):						Case # (If a	pplicable)	Incident #
	Received Instruction	1	Competency Demonstra	ted	How	Remedia	al Training		How
	Signature	Date	Signature	Date	Demonstrated?	Signature		Date	Remediated?
FTO: Trainee:					Field Perform Role Play Written Test				Field Perform Role Play Written Test
Comments					☐ Verbal Test				☐ Verbal Test
comments									
Additional	Information:								
10.3.01	8.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)								⊠ N/A

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

In order for seizures to be lawful, officers must meet certain requirements before an item in plain view may be seized legally and used as evidence. Officers must have probable cause, a lawful right to be in the location, and lawful access to the item (whether through a plain view seizure or with a warrant). Probable cause to search means enough credible information to provide a fair probability that the object or person the officer seeks will be found at the place they want to search. The lawful right to be in the location means that the officer's location does not violate an individual's reasonable expectation of privacy. Lawful access to the item is most commonly obtained when an officer's entry is based on consent, exigent circumstances, or some other purpose (e.g. to conduct a parole or probation search).

There are exclusions to the need to obtain an arrest or search warrant. Exigent circumstances where there is imminent danger to a person's life or safety, serious damage to property, imminent escape of a suspect (hot & fresh pursuits), imminent destruction or removal of evidence are instances where a warrant would not be required; however, officers can only act to resolve the exigency. Officers may search only if it is reasonable to believe a search is necessary to secure the exigency. Items in plain view can be seized if the item is believed to be contraband or evidence of a crime. Once the exigency is resolved, officers must vacate the premises within a reasonable amount of time, if applicable, and not reenter unless they obtain a warrant or consent.

If a warrant will be needed after business hours for a property seizure or DUI blood draw, officers will prepare the necessary affidavit and supporting documentation and present it to a supervisor for review. After review by a supervisor, officers will notify APD dispatch who will contact the Contra Costa County Sheriff's Communication Center. CCSO Communication Center will contact the appropriate on-call magistrate for the officer to present his/her affidavit/warrant for the magistrate's review and signature.

1534 PC states that a search warrant shall be executed and returned within 10 days from issuance. The 10-day time limit means that peace officers have 10 days within which to execute the warrants, beginning with the day after the warrant is issued and running until midnight of the 10th day, with no exceptions for weekends or holidays. If the 10-day period has expired, officers must obtain a new warrant or resubmit the expired warrant so it may be reissued and revalidated.

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10.3.02	Serving Search and Arrest Warrants								
	The trainee shall describe the	The trainee shall describe the process for serving search and arrest warrants, including:							
	A. Hours of service for felor	ny arrest wa	arrants	[D. Knock and noti	ice for search warran	ts, and exer	mptions to	0
	B. Hours of service for misc	lemeanor a	rrest warrants	E	E. "Signing off" w	arrants/return			
	C. Hours of service for sear	rch warrant	S						
Reference(s	;):						Case # (If ap	oplicable)	Incident #
	Received Instruction		Competency Demonstrate	ed	How	Remedia	l Training		How
	Signature	Date	Signature	Date	Demonstrated?	Signature		Date	Remediated?
FTO:					Field Perform Role Play				Field Perform Role Play
					Written Test				Written Test
Trainee:					☐ Verbal Test				☐ Verbal Test
Comments:									
Additional	Information:								
10.3.02	Part A - Reference Agency Po	olicies/Proc	edures, if applicable (600 char	acters max	imum)				□ N/A
	Reference the following Antioch Police Policy(ies):								
	308 (Search and Seizure)								

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

Hours of Service for Felony Arrest Warrants:

• Any time of the day or night

Hours of Service for Misdemeanor Arrest Warrants:

• 0600 – 2200 Hours, unless the warrant is endorsed for nighttime service.

Hours of Service for Search Warrants:

- 0700 2200 Hours
- If an officer can show good cause, the magistrate will allow the warrant to be served at any time of the day or night.
- Examples of good cause: Night service will decrease danger to peace officers. A drug sale occurred at the search location at night. Prompt execution might preclude murders. The property sought will likely be gone, sold, or removed by dawn. The stolen items are primarily perishable or easily disposable goods.
- A night service request is not necessary for searches that go past 2200 hours as long as the service is executed prior to 2200 hours. Knock and Notice:
- Before entering dwelling to serve a search warrant, officers must give notice to persons inside by doing the following: Knock and otherwise announce their presence. Identify themselves as peace officers. State their purpose. Demand entry and wait a reasonable amount of time. If necessary, forcibly enter the premises.
- Exemptions: Potential harm to the officers or other individuals (hostages) and destruction of evidence. Signing-off/Returning Warrants:
- 1534 PC states that a search warrant shall be executed and returned within 10 days from issuance. The 10-day time limit means that peace officers have 10 days within which to execute the warrants, beginning with the day after the warrant is issued and running until midnight of the 10th day, with no exceptions for weekends or holidays. If the 10-day period has expired, officers must obtain a new warrant or resubmit the expired warrant so it may be reissued and revalidated.

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10.3.03	Demonstrating Proper Procedures for Obtaining and Serving Warrants Given an incident and necessary probable cause that calls for a search or arrest warrant, the trainee shall follow agency procedures for obtaining and serving the appropriate warrant(s).							
Reference(Case # (If applicable) Incident #							
	Received Instructi	on	Competency Demonstra	ited	How	Remedia	nl Training	How
	Signature	Date	Signature	Date	Demonstrated?	Signature	Date	Remediated?
FTO:					Field Perform			Field Perform
					Role Play Written Test			Role Play Written Test
Trainee:					☐ Verbal Test			☐ Verbal Test
Comments	:							
Additional	Information:							
10.3.03	0.3.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A						⊠ N/A	
10.3.03	Part B - Agency Training D	etails (field	will expand automatically)					
25.5.00								
	Should the opportunity	present itse	elf, the trainee will properly p	orepare, se	rve, and return a	search warrant.		

See next page for Attestation

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Part 5 - Section 10: Search and Seizure

ATTESTATION FOR SECTION 10

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

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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: 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

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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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