

SECTION **11**
Report Writing

11.1 – 11.2 **COMPETENCY REQUIREMENTS**

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11.2	Report Writing Requirements
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	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**11.1 FIELD NOTES AND NOTEBOOK**

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- 11.1.02 Discoverable Contents
- 11.1.03 Types of Entries
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- 11.2.03 Records Unit
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- 11.2.09 Preparing a Written Report
- 11.2.10 Completing Reports Following an Arrest

SECTION 11 REPORT WRITING

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

Trainee

FTO

11.1 FIELD NOTES AND NOTEBOOK

11.1.01 Necessity for Field Notes
 The trainee shall explain the necessity for field notes. The explanation shall minimally include:

A. References for future investigation
 B. References for future court appearance
 C. Beat or area information

<i>Reference(s):</i>						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
FTO:	When completed, print full name	Date	When completed, print full name	Date	<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	When completed, print full name	Date	<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:

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

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

The trainee shall demonstrate to his/her FTO they can appropriately take the necessary field notes to accurately complete police reports and field identification cards.

11.1.02 Discoverable Contents

The trainee shall recognize That the contents of field notes are discoverable in a court proceeding.

<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:

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

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

The basic rule of discovery is that a party may obtain any information that pertains to any issue in the case, as long as the information is not privileged or otherwise legally protected; therefore, anything an officer writes in his/her field notebook is discoverable in a court proceeding if the notebook is maintained after completion of the police report.

11.1.03 Types of Entries
 The trainee shall identify the types of information that may/should be entered into his/her field notes or notebook. This information may include:

A. Date, day, time, and vehicle number
 B. Name(s) of additional personnel and supervisor
 C. Type of incident
 D. Pertinent information
 E. Names of suspects, victims, witnesses, and reporting persons

<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:

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

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

The trainee shall demonstrate to his/her FTO they can appropriately take the necessary field notes to accurately complete police reports and field identification cards.

11.1.04 Recording Pertinent Information								
Given an incident, the trainee shall properly use field notes or a notebook to record pertinent information.								
<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:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

11.1.04	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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11.1.04	Part B - Agency Training Details <i>(field will expand automatically)</i> The trainee shall demonstrate to his/her FTO they can appropriately take the necessary field notes to accurately complete police reports and field identification cards.
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11.2 REPORT WRITING REQUIREMENTS								
11.2.01 Flow of Completed Reports The trainee shall exhibit an appropriate knowledge of the flow of completed reports and the relative importance of the information that they contain.								
<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:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

11.2.01	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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11.2.01	Part B - Agency Training Details <i>(field will expand automatically)</i> The knowledge from this section shall minimally include: <ol style="list-style-type: none"> 1. Completion/Submittal requirements. 2. Field Supervisor Review (Approval and/or Rejection) 3. Records processing 4. Investigations Supervisor Review (Approval and/or Rejection, Assigning to Detective) 5. Detective follow-up 6. District Attorney review and their findings: charging case, returning to agency (RTA), and no charges filed (NCF) 7. Defense Attorney review 	
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11.2.02 Report Depository The trainee shall give the location of the report depository.								
<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:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

11.2.02	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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11.2.02	Part B - Agency Training Details <i>(field will expand automatically)</i> The trainee will demonstrate to his/her FTO that they know where the report depository is located in the Sergeant's office area for submittal of forms, citations, etc. The trainee shall also demonstrate appropriately how to submit reports via the Antioch Police Department's Electronic Report Writing System in the patrol vehicles and in the station. (RPW and RPX).
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11.2.03 Records Unit								
The trainee shall describe the function for the records unit in the reporting process.								
<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:

11.2.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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11.2.03 Part B - Agency Training Details (field will expand automatically)
<p>During the administrative training week, the trainee will attend a Records Bureau Orientation that will include instruction in the following areas of the bureau:</p> <ul style="list-style-type: none"> - Investigations Bureau. - Warrants Section. - Autos Section. - Citations Section. - Subpoenas Section. - Secured Records. - Morning files collection. - Front counter duties.

11.2.04 Investigative Units and the District Attorney’s Office								
The trainee shall describe the functions of the investigative unit(s) and the District Attorney’s Office in the reporting process.								
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:

11.2.04 Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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11.2.04 Part B - Agency Training Details <i>(field will expand automatically)</i>
The Investigations Bureau receives all criminal incident reports that require further investigation and facilitates the presentation of criminal reports to the District Attorney’s Office for the filing of criminal complaints.
The trainee will be shown the location of both District Attorney's Offices.

11.2.05 Importance of Police Reports
 The trainee shall discuss the importance of police reports, including these uses:

A. Recording facts into permanent record
 B. Providing coordination of follow-up activities
 C. Providing investigative leads
 D. Providing statistical data
 E. Providing a source for trainee evaluation
 F. Providing reference material

<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:

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

Reference the following Antioch Police Policy(ies):

326 (Report Preparation)

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

The trainee shall demonstrate to his/her FTO they can appropriately complete a variety of police reports during their field training.

Employees should ensure that reports are sufficiently detailed for their purpose and free from errors prior to submission. It is the responsibility of the assigned employee to complete and submit all reports taken during the shift before going off-duty unless permission to hold the report has been approved by a supervisor. Generally, reports and supplements requiring prompt follow-up action on active leads, or arrest reports where the suspect remains in custody shall be completed before the employee goes off duty. If a report is authorized to hold, the employee shall make sure it contains basic information such as names, listing of evidence, and any accompanying forms (CHP 180, W&I 5150) are completed and submitted in a supplement jacket.

Employees who dictate reports shall use appropriate grammar, as content is not the responsibility of the typist.

All reports shall accurately reflect the identity of the persons involved, all pertinent information seen, heard or assimilated by any other sense, and any actions taken. Employees shall not suppress, conceal or distort the facts of any reported incident, nor shall any employee make a false report orally or in writing. Generally, the reporting employee's opinions should not be included in reports unless specifically identified as such.

11.2.06 Components of a Well-Written Police Report
 The trainee shall explain the qualities of a well-written police report. These shall include:

A. Accuracy	F. Objectivity
B. Brevity	G. Grammatical and structural correctness
C. Completeness	H. Timeliness
D. Clarity	I. First person/active voice/past tense
E. Legibility/Neatness	

<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:

11.2.06	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input type="checkbox"/> N/A
Reference the following Antioch Police Policy(ies):		
326 (Report Preparation)		

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

The trainee shall demonstrate to his/her FTO they can appropriately complete a variety of police reports during their field training.

Employees should ensure that reports are sufficiently detailed for their purpose and free from errors prior to submission. It is the responsibility of the assigned employee to complete and submit all reports taken during the shift before going off-duty unless permission to hold the report has been approved by a supervisor. Generally, reports and supplements requiring prompt follow-up action on active leads, or arrest reports where the suspect remains in custody shall be completed before the employee goes off duty. If a report is authorized to hold, the employee shall make sure it contains basic information such as names, listing of evidence, and any accompanying forms (CHP 180, W&I 5150) are completed and submitted in a supplement jacket.

Employees who dictate reports shall use appropriate grammar, as content is not the responsibility of the typist.

All reports shall accurately reflect the identity of the persons involved, all pertinent information seen, heard or assimilated by any other sense, and any actions taken. Employees shall not suppress, conceal or distort the facts of any reported incident, nor shall any employee make a false report orally or in writing. Generally, the reporting employee’s opinions should not be included in reports unless specifically identified as such.

11.2.07 Types of Report Forms

The trainee shall identify the proper report forms to be utilized in given situations (e.g., Missing Persons, DUI, Found Property, etc.)

<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:

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

Reference the following Antioch Police Policy(ies):

326 (Report Preparation)

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

The trainee will be shown the location of all forms used at the Antioch Police Department and instructed in the location and completion of all electronic forms utilized in the RPW and RPX systems.

11.2.08 “Cold” Crime Reports
 Following the completion of a preliminary investigation of a “cold” crime, the trainee shall record all pertinent information in correct format on the proper report form.

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:

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

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

The trainee will demonstrate to his/her FTO they can appropriately complete a cold crime report.

11.2.09 Preparing a Written Report

The trainee shall prepare a report that minimally includes:

- A. Organizing facts in chronological order
- B. Relating facts in appropriate sentence form
- C. Correctly filling in all appropriate boxes
- D. Properly establishing who, what, when, where, why, how, and how many
- E. Properly establishing the elements of the crime(s), when appropriate

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	
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 <i>(field will expand automatically)</i>								

Additional Information:

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

Reference the following Antioch Police Policy(ies):

326 (Report Preparation)

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

The trainee shall demonstrate to his/her FTO they can appropriately complete a variety of police reports during their field training.

Employees should ensure that reports are sufficiently detailed for their purpose and free from errors prior to submission. It is the responsibility of the assigned employee to complete and submit all reports taken during the shift before going off-duty unless permission to hold the report has been approved by a supervisor. Generally, reports and supplements requiring prompt follow-up action on active leads, or arrest reports where the suspect remains in custody shall be completed before the employee goes off duty. If a report is authorized to hold, the employee shall make sure it contains basic information such as names, listing of evidence, and any accompanying forms (CHP 180, W&I 5150) are completed and submitted in a supplement jacket.

Employees who dictate reports shall use appropriate grammar, as content is not the responsibility of the typist.

All reports shall accurately reflect the identity of the persons involved, all pertinent information seen, heard or assimilated by any other sense, and any actions taken. Employees shall not suppress, conceal or distort the facts of any reported incident, nor shall any employee make a false report orally or in writing. Generally, the reporting employee’s opinions should not be included in reports unless specifically identified as such.

11.2.10 Completing Reports Following an Arrest

Given an incident in which an arrest is made, the trainee shall demonstrate the ability to satisfactorily complete all the appropriate police reports involved, to minimally include:

- A. Elements constituting the offense
- B. Complete documentation of reasonable/probably cause
- C. Complete description of all physical evidence, where it was found, and its disposition
- D. Complete listing of all suspects, including whether or not they are in custody

<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:**11.2.10 Part A - Reference Agency Policies/Procedures, if applicable** (600 characters maximum) N/A

Reference the following Antioch Police Policy(ies):

326 (Report Preparation)

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

The trainee shall demonstrate to his/her FTO they can appropriately complete a variety of police reports during their field training.

Employees should ensure that reports are sufficiently detailed for their purpose and free from errors prior to submission. It is the responsibility of the assigned employee to complete and submit all reports taken during the shift before going off-duty unless permission to hold the report has been approved by a supervisor. Generally, reports and supplements requiring prompt follow-up action on active leads, or arrest reports where the suspect remains in custody shall be completed before the employee goes off duty. If a report is authorized to hold, the employee shall make sure it contains basic information such as names, listing of evidence, and any accompanying forms (CHP 180, W&I 5150) are completed and submitted in a supplement jacket.

Employees who dictate reports shall use appropriate grammar, as content is not the responsibility of the typist.

All reports shall accurately reflect the identity of the persons involved, all pertinent information seen, heard or assimilated by any other sense, and any actions taken. Employees shall not suppress, conceal or distort the facts of any reported incident, nor shall any employee make a false report orally or in writing. Generally, the reporting employee's opinions should not be included in reports unless specifically identified as such.

See next page for Attestation

Part 5 – Section 11: Report Writing

ATTESTATION FOR SECTION 11

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.
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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):**
 - 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

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