

SECTION **18**
Agency-Specific Activities

18.1 **COMPETENCY REQUIREMENTS**

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| 18.2 Department Specific Training |
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| Instructions for Section 18 only |
| Instructions to Administrators |
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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.

LIST OF SUBTOPICS**18.1 ADMINISTRATIVE TRAINING WEEK**

- 18.1.01 Arrest and Control
- 18.1.02 Impact Weapons and Personal Body Weapons
- 18.1.03 Oleoresin Capsicum (OC)
- 18.1.04 Conducted Electrical Weapon (Taser)
- 18.1.05 WRAP Restraint Device
- 18.1.06 Automatic External Defibrillator (AED)
- 18.1.07 First Aid/ CPR
- 18.1.08 Bloodborne Pathogens
- 18.1.09 California Law Enforcement Telecommunication System (CLETS)
- 18.1.10 Handgun Qualification
- 18.1.11 Shotgun Qualification
- 18.1.12 High Risk Vehicle Stops
- 18.1.13 Records Orientation
- 18.1.14 City Orientation
- 18.1.15 APOA Sign-up

18.2 DEPARTMENT SPECIFIC TRAINING

- 18.1.01 Modified Service Guidelines
- 18.2.02 Prompt Event Reporting System (PERS)

INSTRUCTIONS FOR SECTION 18 ONLY

(See additional instructions for Administrators and FTOs at end of file)

**PORTIONS OF THIS FILE ARE NOT PROTECTED.
USE CAUTION WHEN EDITING TO PREVENT ALTERING THE LAYOUT.**

Section 18 contains four “blank” tables. Fill in the agency-specific activities and descriptions for each subtopic entered. The space provided for descriptions will expand automatically.

To add new table(s):

The last page of this file contains an add-on table for additional activities.

1. Create blank space for the new table after the last activity entered (press RETURN at least twice).
2. Select the entire add-on table, *including* the blank line below the “Additional Information” boxes and choose copy.
3. Go to the desired location and paste the table within the blank space created.

To remove table(s):

Select the entire table, *including* the blank line below the “Additional Information” boxes, and press delete.

Useful links: The following links access California legislative codes and U.S. government codes:

- CA Legislative codes: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>

SECTION 18 SPECIFIC TRAINING DETAILS

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

Trainee

FTO

| | | | | | | | | |
|---|-----------------------------|------|--------------------------------|------|---|--------------------------|------------|---|
| 18.1 ADMINISTRATIVE TRAINING WEEK | | | | | | | | |
| The trainee shall explain the necessity of, and demonstrate proficiency in, the performance of agency-specific activities to minimally include the following. | | | | | | | | |
| 18.1.01 Arrest and Control | | | | | | | | |
| The trainee shall demonstrate proficiency in the POST approved Antioch Police Department program dealing with Arrest and Control. | | | | | | | | |
| Reference(s): | | | | | | Case # (If applicable) | Incident # | |
| | Received Instruction | | Competency Demonstrated | | How Demonstrated? | Remedial Training | | How Remediated? |
| | Signature | Date | Signature | Date | | Signature | 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: | | | | | | | | |

Additional Information:

18.1.01 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)

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

The trainee shall demonstrate proficiency in the POST approved Antioch Police Department program dealing with Arrest and Control. The instructors shall be those who have been selected by APD and who have completed a POST approved Arrest and Control course for instructors. The trainee shall demonstrate proficiency, minimally, in the following areas:

APD policies 300-Use of Force and 301-Handcuffing and Restraints.

Approach and contact of Suspects: A) Approach of suspects-Reason for contact; Critical distance; Locate and watch suspect’s hands; Visually search the suspect; Associates; Footing; Available cover; Escape routes. B) Basic Concepts of Balance- Breath control; Body mechanics.

Searching/ Handcuffing/ Takedowns: A) General Principles and Concepts Common to all Searches; Common places of concealment for weapons and contraband; Use of Methodical Search Methods; Standing modified searching. B) Standing Modifies Search to Handcuffing; Twist lock; Reverse wrist lock. C) High Risk Search to Handcuffing (kneeling and prone); High risk kneeling; High risk prone. D) Takedowns; Bar arm circle down; bar arm drag down; Reverse wrist takedown.

Gun Retention: A) In the holster from the front; One hand grab (both sides); Two hand grab. B) In holster from the rear; One hand grab (both sides). C) In hand; Gun rip; Officer’s gun removed by suspect.

Gun Takeaway: A) No movement; Right hand front takeaway; Left hand front takeaway; Weapon to back (right hand); Weapon to back (left hand); Long gun takeaway.

Carotid Review: A) Application; Proper positioning of officer and suspect; Takedown into carotid control. B) Hazards; Frontal pressure; Time; Vagus Nerve/ Carotid Sinus Reflex. C) Age of suspect. D): Side effects. E): After application and care. ****Officers shall know and follow APD Policy 300.3.4-Carotid Control Hold.**

18.1.02 Impact Weapons and Personal Body Weapons

The trainee shall demonstrate proficiency in the POST approved Antioch Police Department program dealing with Impact weapons and personal body weapons.

| Reference(s): | | | | | Case # (If applicable) | Incident # | | |
|---------------|----------------------|------|-------------------------|------|---|-------------------|---|-----------------|
| FTO: | Received Instruction | | Competency Demonstrated | | How Demonstrated? | Remedial Training | | How Remediated? |
| | Signature | Date | Signature | Date | | Signature | 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: | | | | | | | | |

Additional Information:

18.1.02 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)

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

The trainee shall demonstrate proficiency in the POST approved Antioch Police Department program dealing with Impact Weapons and Personal Body Weapons. The instructors shall be those who have been selected by APD and who have completed a POST approved Impact Weapons course for instructors. The trainee shall demonstrate proficiency, minimally, in the following areas:

APD policies 300-Use of Force and 301-Handcuffing and Restraints.

Impact Weapons Review: A): Target areas; Ribs; Solar Plexus (stomach); Collar bone; Arms, legs, knees; Hands, ankles, feet. B): Areas to Avoid; Head/ Spine; Heart; Throat; Groin; Kidneys. C): Strike zones 1-4. D): Blocking zones 1-4. E): Striking techniques; Two-count strike; Three-count strike; Five-count strike; Circle strike; Circle elbow strike; Circle power chop.

Personal Body Weapons: A): Strikes; Palm-heel strike; Bottom fist; Punch; Elbow strike; Knee strike; Foot strike. B): Target areas for each strike. C): Balance and movement.

18.1.3 Oleoresin Capsicum (OC)

The trainee shall demonstrate proficiency in the deployment and carrying of Oleoresin Capsicum (OC) spray and aftercare of exposed subjects.

| Reference(s): | | | | Case # (If applicable) | Incident # | | | |
|-----------------|-----------------------------|------|--------------------------------|------------------------|---|--------------------------|------|---|
| FTO: | Received Instruction | | Competency Demonstrated | | How Demonstrated? | Remedial Training | | How Remediated? |
| | Signature | Date | Signature | Date | | Signature | 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: | | | | | | | | |

Additional Information:**18.1.3 Part A - Reference Agency Policies/Procedures, if applicable** (600 characters maximum) N/A

Reference the following Antioch Police Policy(ies):

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

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

The trainee shall demonstrate proficiency in an approved Antioch Police Department program dealing with Oleoresin Capsicum (OC). The instructors shall be those who have been selected by APD and who have completed an approved Oleoresin Capsicum course for instructors. The trainee shall demonstrate proficiency, minimally, in the following areas:

Carrying of OC Spray: Location of the canister on the officer's duty belt or load bearing vest.

Deployment of OC Spray: Officers shall use good judgment in the deployment of OC spray to limit exposure to uninvolved or unintended targets. As with other control devices, Oleoresin Capsicum (OC) spray may be considered for use to bring under control an individual or groups of individuals who are engaging in, or are about to engage in violent behavior. OC spray should not, however, be used against individuals or groups who merely fail to disperse or do not reasonably appear to present a risk to the safety of officers or the public.

After Care for Exposure: Persons who have been sprayed with or otherwise affected by the use of OC should be promptly provided with clean water to cleanse the affected areas. Those persons who complain of further severe effects shall be examined by appropriate medical personnel

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|---|-----------------------------|------|--------------------------------|------|---|--------------------------|------------|---|
| 18.1.4 Conducted Electrical Weapon (Taser) The trainee shall demonstrate proficiency in the deployment and carrying of a department issued Conducted Electrical Weapon and demonstrate that they are familiar APD Policy 303. | | | | | | | | |
| Reference(s): | | | | | | Case # (If applicable) | Incident # | |
| | Received Instruction | | Competency Demonstrated | | How Demonstrated? | Remedial Training | | How Remediated? |
| | Signature | Date | Signature | Date | | Signature | 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: | | | | | | | | |

Additional Information:

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| 18.1.4 | Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) Reference the following Antioch Police Policy(ies): 300 (Use of Force), 303 (Conducted Electrical Weapon). | <input type="checkbox"/> N/A |
|---------------|---|------------------------------|

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

Officers authorized to carry the CEW shall be permitted to do so only after successfully completing the initial 8 hour department-approved training.

A 4-hour proficiency training for officers who have been issued a CEW should occur every year. A reassessment of an officer's knowledge and/or practical skill may be required at any time if deemed appropriate. All training and proficiency to carry a CEW will be documented in the officer's training file.

The Training Coordinator is responsible for ensuring that all members who carry a CEW have received initial and annual proficiency training that includes:

- a. A review of this policy
- b. A review of the Use of Force policy
- c. Physical competency to include draws from holster and proper device control
- d. Target area considerations, to include techniques or options to reduce the accidental application of probes near the head, neck, chest and groin.
- e. Handcuffing a subject during the application of the CEW and transitioning to other force options.
- f. De-escalation techniques.
- g. Restraint techniques that do not impair respiration following the application of the CEW.

18.1.05 WRAP Restraint Device

The trainee shall demonstrate he/ she is capable of properly applying the WRAP upon a combative subject and proper storage of the device after application.

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| <i>Reference(s):</i> | | | | | Case # (If applicable) | Incident # | | |
| | Received Instruction | | Competency Demonstrated | | How Demonstrated? | Remedial Training | | How Remediated? |
| | Signature | Date | Signature | Date | | Signature | 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: | | | | | | | | |

Additional Information:

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

Reference the following Antioch Police Policy(ies):

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

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

During the administrative training week, the trainee shall demonstrate how to properly apply and remove the Antioch Police Department’s WRAP restraint device and how to store it appropriately in a carrier. The trainee shall be shown the location of the WRAP restraint device within the Antioch Police Patrol vehicles and in the temporary holding facility of APD. The trainee shall explain to his/her FTO when the use of the WRAP restraint device would be appropriate and within the APD policies listed above in **18.1.05 Part A**.

18.1.06 Automatic External Defibrillator (AED)

The trainee shall demonstrate he/ she is capable of properly deploying an AED during a medical emergency.

| Reference(s): | | | | | Case # (If applicable) | Incident # | | |
|---------------|----------------------|------|-------------------------|------|---|-------------------|------|---|
| | Received Instruction | | Competency Demonstrated | | How Demonstrated? | Remedial Training | | How Remediated? |
| | Signature | Date | Signature | Date | | Signature | 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: | | | | | | | | |

Additional Information:**18.1.06 Part A - Reference Agency Policies/Procedures, if applicable** (600 characters maximum) N/A

Reference the following Antioch Police Policy(ies):

331 (Automatic External Defibrillator), 410 (Medical Aid and Response)

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

During the administrative training week, trainees shall receive 1 hour of training in the operation of an Automatic External Defibrillator which will occur in conjunction with First Aid/ CPR training. This training will include familiarization with the function of the AED and its application. Scenario based applications will be covered and performed by the trainee. The trainee shall also be shown where to obtain an AED prior to going out on patrol by his/ her FTO.

Any officer who responds as the primary unit on an AED call is responsible to update dispatch and supervisor over the police radio of an AED Use. In the event of an AED call when the AED is not utilized, the primary officer shall document a brief synopsis in the supplement screen of the event. This is to include the party name and D.O.B. who was having the medical emergency. Note that the AED was not utilized and whether the patient was treated/transported by EMS.

In the event of an AED call when the AED was utilized, a case number will be assigned and a report will be completed. This report will describe events requiring the AED utilization, any other intervention or assistance provided by APD personnel, the identifying information of the patient, and information regarding the care being transferred to EMS personnel.

In the event of an AED call when the AED was utilized and where it did not assist or was not effective, a same procedure in the above will be followed and a death investigation will be completed.

The trainee shall be familiar with the APD policies pertaining to the AED and medical aid responses listed above in **18.1.06 Part A.**

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| 18.1.07 First Aid/ CPR | | | | | | | | |
| The trainee shall satisfactorily complete a First Aid training course and a practical demonstration. | | | | | | | | |
| Reference(s): | | | | | | Case # (If applicable) | Incident # | |
| | Received Instruction | | Competency Demonstrated | | How Demonstrated? | Remedial Training | | How Remediated? |
| | Signature | Date | Signature | Date | | Signature | 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: | | | | | | | | |

Additional Information:

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| 18.1.07 | Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) | <input type="checkbox"/> N/A |
| Reference the following Antioch Police Policy(ies): 331 (Automatic External Defibrillator), 410 (Medical Aid and Response) | | |

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| 18.1.07 | Part B - Agency Training Details (field will expand automatically) |
| During the administrative training week, trainees shall complete an 8 hour online course in First Aid/ CPR. The trainee shall also complete a 4 hour practical demonstration with an approved APD instructor who is trained in First Aid/ CPR. | |

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|--|----------------------|------|-------------------------|------|---|------------------------|------------|---|
| 18.1.08 Bloodborne Pathogens | | | | | | | | |
| During the administrative training week, trainees shall complete a 2 hour online course in bloodborne pathogens. | | | | | | | | |
| Reference(s): | | | | | | Case # (If applicable) | Incident # | |
| | Received Instruction | | Competency Demonstrated | | How Demonstrated? | Remedial Training | | How Remediated? |
| | Signature | Date | Signature | Date | | Signature | 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: | | | | | | | | |

Additional Information:

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|---|--|------------------------------|
| 18.1.08 | Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) | <input type="checkbox"/> N/A |
| Reference the following Antioch Police Policy(ies): | | |
| 410 (Medical Aid and Response), 330 (Communicable Diseases) | | |

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| 18.1.08 | Part B - Agency Training Details (field will expand automatically) |
| During the administrative training week, trainees shall complete a 2 hour online course in bloodborne pathogens at www.saferesponse.com . This course will provide participants with the knowledge required to identify bloodborne pathogens and to protect against exposure. The course meets requirements established by the Occupational Safety and Health Administration. | |

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| 18.1. 09 California Law Enforcement Telecommunications System (CLETS) | | | | | | | | |
| The trainee shall satisfactorily complete the training requirements to have less than full access operator CLETS access. | | | | | | | | |
| Reference(s): | | | | | | Case # (If applicable) | Incident # | |
| | Received Instruction | | Competency Demonstrated | | How Demonstrated? | Remedial Training | | How Remediated? |
| | Signature | Date | Signature | Date | | Signature | 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: | | | | | | | | |

Additional Information:

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| 18.1. 09 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) | <input type="checkbox"/> N/A |
| Reference the following Antioch Police Policy(ies): | |
| 808(Protected Information), 206 (Information Technology Use) | |

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| 18.1. 09 Part B - Agency Training Details (field will expand automatically) |
| During the administrative training week, the trainee shall satisfactorily complete a 2-4 hour online training course (www.cjisportal.com) and successfully pass the test to obtain access as a less than full access operator of CLETS. |
| The trainee shall be aware that it is a misdemeanor to furnish, buy, receive or possess Department of Justice criminal history information without authorization by law. (Penal Code § 11143). |
| Authorized persons or agencies violating state regulations regarding the security of Criminal Offender Record Information (CORI) maintained by the California Department of Justice may lose direct access to CORI (11 CCR 702). |

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| 18.1. 10 Handgun Qualification | | | | | | | | |
| The trainee is required to pass the Antioch Police Department's handgun qualification course with a score of 80%. | | | | | | | | |
| Reference(s): | | | | | | Case # (If applicable) | Incident # | |
| | Received Instruction | | Competency Demonstrated | | How Demonstrated? | Remedial Training | | How Remediated? |
| | Signature | Date | Signature | Date | | Signature | 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: | | | | | | | | |

Additional Information:

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| <p>18.1. 10 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</p> <p>Reference the following Antioch Police Policy(ies):</p> <p>304 (Firearms), 705 (Firearms Range), 300 (Use of Force)</p> | <input type="checkbox"/> N/A |
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| <p>18.1. 10 Part B - Agency Training Details (field will expand automatically)</p> <p>The trainee is required to pass the Antioch Police Department's handgun qualification course with a score of 80%. Qualifications will be conducted by authorized firearms personnel who have completed a POST approved instructor's course. A total of 40 rounds in a pre-programmed course of fire of varying distances and times (Indoor range).</p> <p>Hand gun: Basic Combat Shooting fundamentals drills; Stance; Draw; Grip; Use of sights; Trigger control; Reloading; Target identification/ Acquisition; Addressing threat; Flash light and low light; Threat evaluation. Weapon malfunction/ Clearing; Failure to fire; Double feed malfunction; Failure to stop. Live fire drills; Controlled fire; Target identification/ Elimination of threat (Shoulder point shooting). Low light/ Live fire exercise.</p> <p>Officers will be instructed in the functionality, nomenclature, field stripping, and proper cleaning of the Antioch Police Department issued handgun.</p> |
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| 18.1. 11 Shotgun Qualification The trainee shall demonstrate to a department firearms instructor that he/ she is able to properly manipulate the patrol shotgun. The trainee shall demonstrate they are able to fire shotgun rounds, center mass placement, on a target. | | | | | | | | |
| Reference(s): | | | | | | Case # (If applicable) | Incident # | |
| FTO: | Received Instruction | | Competency Demonstrated | | How Demonstrated? | Remedial Training | | How Remediated? |
| | Signature | Date | Signature | Date | | Signature | 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: | | | | | | | | |

Additional Information:

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| 18.1. 11 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) Reference the following Antioch Police Policy(ies): 304 (Firearms), 705 (Firearms Range), 300 (Use of Force) | <input type="checkbox"/> N/A |
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18.1. 11 Part B - Agency Training Details *(field will expand automatically)*

The trainee shall demonstrate to a department firearms instructor that the trainee can properly manipulate the patrol shotgun. The trainee shall 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. Trainees shall also be instructed in the following:

- Capabilities of the shotgun .00 buckshot and the 1 oz. slug round.
- Shot size (.00 buckshot vs. 1 oz. round).
- Spread pattern.
- Effective range.
- Nomenclature of the department Remington 870 pump shotgun.
- 5 positions to carry (High carry, low ready, high ready, ready fire, low search).

Live fire exercises (Indoor range from 15 yards):

10 rounds of buckshot and 5 rounds of 1 oz. slugs.

Indoor range (No live fire):

- Basic combat shooting drills.
- Stance.
- Grip.
- Use/ No use of sights.
- Reloading.
- Target identification/ Acquisition.
- Trigger control.
- Addressing threat.

Live fire drills (Indoor range)-Pre-programmed shotgun course of fire

- Repeat drills as in non live fire drills above.

Officers will be required to fire at the target as the threat presents itself. Officers shall reload their shotgun as needed from a butt stock or side saddle.

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| 18.1. 12 High Risk Vehicle Stops | | | | | | | | |
| Trainees shall be instructed by an FTO on the preferred technique to conduct a High Risk vehicle stop with the Antioch Police Department. | | | | | | | | |
| <i>Reference(s):</i> | | | | | | Case # (If applicable) | Incident # | |
| | Received Instruction | | Competency Demonstrated | | How Demonstrated? | Remedial Training | | How Remediated? |
| | Signature | Date | Signature | Date | | Signature | 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: | | | | | | | | |

Additional Information:

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| <p>18.1. 12 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</p> <p>Reference the following Antioch Police Policy(ies):</p> <p>300 (Use of Force)</p> | <input type="checkbox"/> N/A |
|---|------------------------------|

18.1. 12 Part B - Agency Training Details *(field will expand automatically)*

During the administrative training week, trainees shall be instructed by an FTO on the preferred technique to conduct a high risk vehicle stop with the Antioch Police Department. The trainee shall perform a high risk vehicle stop appropriately in a scenario situation as part of this instruction. Given the opportunity during field training, the trainee shall participate in a high risk stop in the field.

Areas of instruction for conducting a high risk vehicle stop shall minimally include the following:

Considerations:

- Seriousness of the crime.
- Availability of backup.
- Where to make the stop (location).
- Tactics to be used after making the stop.
- The number of suspects involved.
- Placement of assisting units at the stop itself.
- Placement of additional units away from the stop to control traffic and provide additional safety for the stop.
- Use of the patrol vehicle's Public Address system.
- Additional resources available (K9, helicopter, etc.).

Vehicle Positioning:

- Location of the primary patrol vehicle and at least two backup vehicles.
- Responsibilities of the #2 and #3 officer positions.

Ordering suspect(s) from the vehicle:

- Using clear and firm verbal commands, instruct the driver to turn off the engine and remove the keys from the ignition.
- Order the occupant(s) out of the vehicle one at a time and direct them to lie down in a prone position between the suspect vehicle and the police vehicles with their hands out to the sides.
- Position each suspect on the ground far enough away from each other so that they cannot pass items between them.

Verbal commands:

- Use clear and firm commands to instruct the occupant(s) of the suspect vehicle what you want them to do.
- Don't over complicate the orders. Keep the instructions as simple as possible.

Waiting for backup:

- Wait to make the initial stop until there are two backup police units to assist and choose a location with enough room to conduct the high risk stop without unnecessary interference from uninvolved traffic and onlookers.

Roles of the primary and backup officers:

- Backup officers should communicate with you who will cover, contact suspect(s), handcuff suspect(s), and clear the vehicle. Give direction to backup officers if needed as to what their assignment should be.

| | | | | | | | | |
|---|-----------------------------|------|--------------------------------|------|---|--------------------------|------------|---|
| 18.1. 13 Records Orientation | | | | | | | | |
| The trainee shall be introduced to key personnel in the Records Bureau. | | | | | | | | |
| Reference(s): | | | | | | Case # (If applicable) | Incident # | |
| | Received Instruction | | Competency Demonstrated | | How Demonstrated? | Remedial Training | | How Remediated? |
| | Signature | Date | Signature | Date | | Signature | 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: | | | | | | | | |

Additional Information:

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|---|---|
| 18.1. 13 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) | <input checked="" type="checkbox"/> N/A |
|---|---|

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|---|
| 18.1. 13 Part B - Agency Training Details (field will expand automatically) |
| <p>During the administrative training week, the trainee will spend a minimum of two hours in the Records Bureau and will be introduced to all key personnel and the different responsibilities of the bureau. Those responsibilities shall include, but are not limited to:</p> <ul style="list-style-type: none"> ➤ Investigations overview. ➤ Warrants. ➤ Autos (all). ➤ Citations. ➤ Subpoenas. ➤ Secured records. ➤ File collection. ➤ Lead/ Front counter. |

| | | | | | | | | |
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| 18.1. 14 City Orientation | | | | | | | | |
| The trainee will be instructed on the orientation/ layout of the city. | | | | | | | | |
| Reference(s): | | | | | | Case # (If applicable) | Incident # | |
| | Received Instruction | | Competency Demonstrated | | How Demonstrated? | Remedial Training | | How Remediated? |
| | Signature | Date | Signature | Date | | Signature | 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: | | | | | | | | |

Additional Information:

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|-----------------|--|--------------------------|
| 18.1. 14 | Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) | <input type="checkbox"/> |
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| 18.1. 14 | Part B - Agency Training Details (field will expand automatically) |
| <p>During the administrative training week, the trainee will be escorted by a Field Training Officer while learning the basic orientation of the City of Antioch to include the city’s boundaries; the patrol beat system, and major streets and thoroughfares. The trainee will be instructed in how to use a city cross directory and the department’s Automatic Vehicle Locator (AVL) - electronic mapping system, in order to quickly navigate to calls for service.</p> | |

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|---|----------------------|------|-------------------------|------|---|------------------------|------------|---|
| 18.1. 15 APOA Sign-up | | | | | | | | |
| The trainee shall meet with a representative of the Antioch Police Officers Association to sign up for association benefits and the Legal Defense Fund. | | | | | | | | |
| Reference(s): | | | | | | Case # (If applicable) | Incident # | |
| | Received Instruction | | Competency Demonstrated | | How Demonstrated? | Remedial Training | | How Remediated? |
| | Signature | Date | Signature | Date | | Signature | 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: | | | | | | | | |

Additional Information:

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|-----------------|--|---|
| 18.1. 15 | Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) | <input checked="" type="checkbox"/> N/A |
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| 18.1. 15 | Part B - Agency Training Details (field will expand automatically) |
| This meeting will normally occur during the administrative training week. | |

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| 18.2 DEPARTMENT SPECIFIC TRAINING | | | | | | | | |
| The trainee shall explain the necessity of, and demonstrate proficiency in, the performance of agency-specific activities to minimally include the following. | | | | | | | | |
| 18.2.01 Modified Service Guidelines | | | | | | | | |
| The trainee shall be instructed in the Antioch Police Department’s modified service guidelines for certain crimes and reporting. | | | | | | | | |
| Reference(s): | | | | | | Case # (If applicable) | Incident # | |
| | Received Instruction | | Competency Demonstrated | | How Demonstrated? | Remedial Training | | How Remediated? |
| | Signature | Date | Signature | Date | | Signature | 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: | | | | | | | | |

Additional Information:

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|----------------|--|------------------------------|
| 18.2.01 | Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) | <input type="checkbox"/> N/A |
| | Reference the following Antioch Police Policy(ies): | |
| | 403 (Modified Service Guidelines) | |

18.2. 01 Part B - Agency Training Details *(field will expand automatically)*

The purpose of this policy is to enhance community policing availability and improve the Antioch Police Department's effective and efficient delivery of public safety service based on the reduced numbers of sworn and the elimination of civilian staff. Because of the ever increasing level of service demands from the community, it is essential that available resources are prioritized.

The trainee shall become familiar with the Antioch Police Department's Modified Service Guideline policy and be able to explain it to his/ her FTO.

All calls for service involving felony or misdemeanor crimes which are "in progress" or "just occurred" or involving juveniles, will require a complete investigation and full report. Below, is a list of crimes that qualify for a "no response" or "no report" by an officer when designated as a "cold call" or "not in progress". Citizens will be directed to the APD online reporting system or provided with a mail-in report. **The trainee shall be familiar with the qualifying definitions of each item below as per APD policy 403:**

- VANDALISM-COLD CALLS (UNDER \$5000)
- ANNOYING PHONE CALLS
- ANIMAL COMPLAINTS
- THEFT (UNDER \$10,000)
- RESIDENTIAL GARAGE BURGLARY-NO FORCED ENTRY
- SHED & STORAGE UNIT BURGLARIES WITH NO FORCED ENTRY
- STOLEN VEHICLES/RECOVERIES
- NON-INJURY TRAFFIC ACCIDENT
- HIT & RUN ACCIDENTS - PROPERTY DAMAGE ONLY
- TRAFFIC ACCIDENTS OR HIT & RUN INVOLVING CITY PROPERTY
- FOUND PROPERTY
- ILLEGAL DUMPING
- 5150 COMMITTALS
- ASSAULTS - ADULT MISDEMEANOR
- HOSPITAL CALLS
- ARREST WARRANTS
- SHOPLIFTER IN CUSTODY – MISDEMEANOR
- AUTO BURGLARY - UNDER \$10,000
- CIVIL STANDBY
- JUVENILE CITATIONS
- CHECK/FRAUD CASES
- IDENTITY THEFT

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|--|-----------------------------|------|--------------------------------|------|---|-------------------------------|-------------------|---|
| 18.2.02 Prompt Event Reporting System (PERS) | | | | | | | | |
| The trainee shall become familiar with the Prompt Event Reporting System (PERS) and its application in reporting certain crimes. | | | | | | | | |
| <i>Reference(s):</i> | | | | | | Case # (If applicable) | Incident # | |
| | Received Instruction | | Competency Demonstrated | | How Demonstrated? | Remedial Training | | How Remediated? |
| | Signature | Date | Signature | Date | | Signature | 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: | | | | | | | | |

Additional Information:

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|--|------------------------------|
| 18.2.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) | <input type="checkbox"/> N/A |
| Antioch Police Department Prompt Even Reporting System (PERS) | |

18.2. 02 Part B - Agency Training Details *(field will expand automatically)*

The trainee shall become familiar with the Prompt Event Reporting System (PERS) and its application in reporting certain crimes and events. The utilization of PERS shall not relieve employees from performing duties as required by the policies, procedures, divisional instructions, service modifications-enhancements and/or special orders of the Antioch Police Department. PERS is a condition based method for the documentation of events. The conditions are based on defined terms. Supervisors can direct an employee to complete a full offense report for any authorized PERS event. Utilization of PERS requires employees to collect all evidence and if pertinent, process for fingerprints and take photographs. All video evidence must be reviewed by the employee that collects/receives the video as evidence.

Authorized PERS events are as follows:

- PC484/488
- PC459
- PC594
- PC476
- VC10851 – Stolen
- VC10851 – Recovery
- VC20002(a)
- Cite Release Warrants – Scene Released only. If a person is booked, a complete offense report must be completed.

If any of the listed “conditions” detailed in the PERS Manual are present in a PERS event, the utilization of PERS **IS NOT** authorized and a full report will be completed.

See next page for Attestation

Part 5 – Section 18: Agency-Specific Activities

ATTESTATION FOR SECTION 18

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):**
 - 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

Add-on Table

| | | | | | | | | |
|---|-----------------------------|------|--------------------------------|------|---|-------------------------------|-------------------|---|
| 18.1. ## Activity: [Replace this text with description] | | | | | | | | |
| <i>Reference(s):</i> | | | | | | <i>Case # (If applicable)</i> | <i>Incident #</i> | |
| | Received Instruction | | Competency Demonstrated | | How Demonstrated? | Remedial Training | | How Remediated? |
| | Signature | Date | Signature | Date | | Signature | 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: | | | | | | | | |

Additional Information:

| | |
|---|------------------------------|
| 18.1. ## Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) | <input type="checkbox"/> N/A |
|---|------------------------------|

| |
|--|
| 18.1. ## Part B - Agency Training Details (field will expand automatically) |
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