

SECTION **3**
Ethics

3.1 – 3.2 COMPETENCY REQUIREMENTS

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3.2	Agency Orientation
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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**3.1 ETHICAL STANDARDS**

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- 3.1.02 Accepting Responsibility
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SECTION 3 ETHICS

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

Trainee

FTO

3.1 ETHICAL STANDARDS								
3.1.01 Ethical Decision Making								
The trainee will discuss his/her duties and obligations, and demonstrate a working knowledge of the agency’s organization, functions, work schedule, chain of command, and rules and regulations.								
Reference(s):						Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments (field will expand automatically)								

Additional Information:

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

Review Police Officer Code of Ethics in policy manual
 Review Antioch Police Department Mission Statement in policy manual
 Reference the following Antioch Police Policy(ies):
 1001 (Standards of Conduct), 200 (Organizational Structure and Responsibility)

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

During the administrative training week, the trainee will learn the department's organization and functions. The trainee will be shown how to access the department's schedule system and trained in the procedures for requesting time off, submitting time sheets and reporting overtime. The trainee will know the chain of command and be expected to discuss and/ or demonstrate their knowledge of the items listed in Part A (above).

3.1.02 Accepting Responsibility
 The trainee shall demonstrate the ability to accept responsibility for his/her actions.

<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	When completed, print full name	Date
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Trainee:									
<i>Comments (field will expand automatically)</i>									

Additional Information:

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

Reference the following Antioch Police Policy(ies):

1001 (Standards of Conduct)

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

The acceptance of responsibility for one's actions as a law enforcement officer is expected at all times. Law enforcement officers are granted the authority to perform their function based on established legal authority. Abuse of law enforcement authority is not tolerated by the Antioch Police Department.

3.1.03 Ethical Conduct
 The trainee shall illustrate, through explanation or example, the following aspects of ethical conduct:

- A. An officer shall not engage in any conduct or activities on or off duty that reflect discredit on the officer, bring the department into disrepute, or impair its efficient and effective operation.
- B. Officers shall conduct themselves in a manner that will foster cooperation among members of the department, showing respect, courtesy, and professionalism in their dealing with one another.
- C. Officers shall not use language or engage in acts that demean, harass, or intimidate another. (Refer to agency policy)
- D. Officers shall conduct themselves toward the public in a civil and professional manner that implies a service orientation and that will foster public respect and cooperation.
- E. Officers shall treat violators with respect and courtesy, shall guard against employing an officious or over-bearing attitude, shall not use language that may belittle, ridicule, or intimidate the individual, and shall not act in a manner that unnecessarily delays the performance of duty.
- F. While recognizing the need to demonstrate authority and control over criminal suspects and prisoners, officers shall adhere to the department’s policy regarding use-of-force, and shall respect the civil rights of and protect the well-being of those in their charge.

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

Additional Information:

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

Reference the following Antioch Police Policy(ies):

1001 (Standards of Conduct), 336 (Off-Duty Law Enforcement Actions), 300 (Use of Force), 101 (Law Enforcement Authority).

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

The trainee is expected to discuss and/ or demonstrate their knowledge of the policy (ies) listed in Part A to their field training officer.

3.1.04 Responsibility Regarding Unlawful/Unethical Acts by Other Officers								
The trainee shall recognize his/her responsibility to intervene to stop offenses (unlawful/unethical acts) by other officers in order to maintain or restore professional control over a given situation or to improve the professional quality of future interactions.								
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	
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Trainee:								
Comments (field will expand automatically)								

Additional Information:

3.1.04	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) Reference the following Antioch Police Policy(ies): 1001 (Standards of Conduct), 336 (Off-Duty Law Enforcement Actions), 300 (Use of Force)	<input type="checkbox"/> N/A
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3.1.04	Part B - Agency Training Details (field will expand automatically) The trainee is expected to discuss and/ or demonstrate their knowledge of the policy(ies) listed in Part A as they relate to the trainee's responsibility regarding unlawful/ unethical acts by other officers. As an officer, you have taken an oath to "be exemplary in obeying the laws of the land and the regulations of my department." (Law Enforcement Code of Ethics) The Antioch Police Department also has policy in place that stipulates that you will take the necessary actions when you observe other officers committing unethical or unlawful acts. Employees who know of other employees who violate the laws, codes, rules or disobey orders shall report same to their supervisor and department administration. Peace officers have a legal and ethical obligation to uphold the law no matter who is breaking it, even if it is another peace officer. It is a peace officer's responsibility to intervene to stop other offenses by officers. Intervention is the act of attempting to stop the inappropriate or unlawful behavior of another. Appropriate intervention allows peace officers to maintain or restore professional control over a given situation or improve the professional quality of future interactions.
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3.1.05 Handling Unethical or Criminal Conduct by Other Officers								
The trainee shall identify and evaluate methods for handling unethical or criminal conduct on the part of a fellow officer.								
<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	
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Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

3.1.05	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> Reference the following Antioch Police Policy(ies): 1001 (Standards of Conduct), 336 (Off-Duty Law Enforcement Actions), 300 (Use of Force)	<input type="checkbox"/> N/A
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3.1.05	Part B - Agency Training Details <i>(field will expand automatically)</i> The trainee is expected to discuss and/ or demonstrate their knowledge of the policy (ies) listed in Part A to their field training officer.
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3.1.06 Problems Associated with Unethical Decision Making
 The trainee shall identify and discuss problems associated with some common unethical decisions, including:

A. Non-enforcement of specific laws by personal choice
 B. Disproportionate enforcement targeting specific groups by personal choice
 C. Acceptance of gratuities
 D. Misuse of sick time, 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	
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Trainee:								
Comments <i>(field will expand automatically)</i>								

Additional Information:

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

Reference the following Antioch Police Policy(ies):

1001 (Standards of Conduct), 401 (Racial or Bias-Based Profiling)

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

The trainee is expected to discuss and/or demonstrate their knowledge of the policy (ies) listed in Part A to their field training officer as they relate to the acceptance of gratuities, abuse of sick time, non-enforcement of specific laws by personal choice and disproportionate enforcement targeting specific groups by personal choice.

3.1.07 General Orders								
The trainee shall review and explain the General Orders and/or policy and procedures associated with conduct both on and off duty.								
<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:

3.1.07	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> Reference the following Antioch Police Policy(ies): 1001 (Standards of Conduct), 336 (Off-Duty Law Enforcement Actions)	<input type="checkbox"/> N/A
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3.1.07	Part B - Agency Training Details <i>(field will expand automatically)</i> The trainee is expected to discuss and/ or demonstrate their knowledge of the policy (ies) listed in Part A to their field training officer.
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3.2 DECISION MAKING								
3.2.01 Limitations of Authority								
The trainee shall explain the most common limitations of their discretionary authority to include:								
A. Law		D. Community expectations						
B. Department policy and procedure		E. Officer safety						
C. Department goals and objectives								
<i>Reference(s):</i>						<i>Case # (if applicable)</i>	<i>Incident #</i>	
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	
<i>Comments (field will expand automatically)</i>								

Additional Information:

3.2.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input type="checkbox"/> N/A
Reference the following Antioch Police Policy(ies):	
101 (Law Enforcement Authority)	

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

The trainee shall become familiar with the Antioch Police Department's Mission Statement in the department policy manual.

California Penal Code 830.1 and 832.7:

830.1. (a) Any sheriff, undersheriff, or deputy sheriff, employed in that capacity, of a county, any chief of police of a city or chief, director, or chief executive officer of a consolidated municipal public safety agency that performs police functions, any police officer, employed in that capacity and appointed by the chief of police or chief, director, or chief executive of a public safety agency, of a city, any chief of police, or police officer of a district, including police officers of the San Diego Unified Port District Harbor Police, authorized by statute to maintain a police department, any marshal or deputy marshal of a superior court or county, any port warden or port police officer of the Harbor Department of the City of Los Angeles, or any inspector or investigator employed in that capacity in the office of a district attorney, is a peace officer.

832.7(a) Peace officer or custodial officer personnel records and records maintained by any state or local agency pursuant to Section 832.5, or information obtained from these records, are confidential and shall not be disclosed in any criminal or civil proceeding except by discovery pursuant to Sections 1043 and 1046 of the Evidence Code. This section shall not apply to investigations or proceedings concerning the conduct of peace officers or custodial officers, or an agency or department that employs those officers, conducted by a grand jury, a district attorney's office, or the Attorney General's office.

3.2.02 Consequences of Inappropriate Discretionary Decisions

The trainee shall identify the potential consequences of inappropriate discretionary decision making, including:

- A. Death or injury
- B. Additional crime
- C. Civil and vicarious liability
- D. Discipline
- E. Embarrassment to department
- F. Relationship with the community

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:

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

Reference the following Antioch Police Policy(ies):

1011 (Personnel Complaints)

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

At any time after a trainee has completed the administrative training week and has been assigned to a field training officer, the trainee will be expected to discuss and/ or demonstrate their knowledge of the policy (ies) listed in Part A to their field training officer. The trainee will also discuss and/or demonstrate their knowledge of the consequences of inappropriate discretionary decision making.

The Antioch Police Department as an organization is committed to providing the community with professional and competent service at its highest level. We must be clear in direction and perspective and in our sense of commitment.

3.2.03 Demonstrating Decision Making

Given various scenarios, simulated incidents, or calls for service the trainee shall identify and conclude which of the following are acceptable decisions:

A. Arrest	D. Give verbal warning
B. Cite and release	E. Take no action
C. Give a referral	

<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	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:

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

N/A

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

The trainee is expected to discuss and/ or demonstrate their knowledge and ability to their field training officer of the appropriate completion of the forms required when the trainee makes an arrest or issues a citation. The trainee will also demonstrate when it is appropriate to make a referral, give a verbal warning, or to take no action at all in a given situation.

See next page for Attestation

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