

SECTION **7**

## Radio Communication Systems

### 7.1 – 7.2 COMPETENCY REQUIREMENTS

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7.1	Radio Communication
7.2	Information Systems/Telecommunications
	List of Subtopics
	Attestation
	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****7.1 RADIO COMMUNICATION**

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- 7.1.01 Agency Policy Regarding Communications
- 7.1.02 Memorizing Codes
- 7.1.03 Radio Procedures and Use
- 7.1.04 Crime Broadcast
- 7.1.05 Vehicle Pursuit Transmission
- 7.1.06 Control During In-Progress Assignment

**7.2 PROFESSIONAL DEMEANOR AND COMMUNICATIONS**

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- 7.2.01 Examples of Inquiries
- 7.2.02 Law Enforcement Information Systems
- 7.2.03 System Inquiries to Complete an Investigation
- 7.2.04 Agency Policy for Use of MCTs and Laptops
- 7.2.05 Inappropriate Use of Information Systems

**SECTION 7 RADIO COMMUNICATION SYSTEMS**

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

Trainee

FTO

<b>7.1 RADIO COMMUNICATION</b>								
<b>7.1.01 Agency Policy Regarding Communications</b>								
The trainee shall review and briefly summarize agency policy on communications control and coordination and radio call numbers.								
<i>Reference(s):</i>							<i>Case # (if applicable)</i>	<i>Incident #</i>
<b>FTO:</b>	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>Trainee:</b>					<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:**

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

Reference the following Antioch Police Policy(ies):

800 (Communication Operations), 801 (Radio Procedures)

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

The trainee shall demonstrate to his/her Field Training Officer (FTO) proficiency in the use of police radio procedures, call signs, radio codes, and the police Mobile Data Systems (MDS) of the Antioch Police Department.

<b>7.1.02 Memorizing Codes</b> The trainee shall memorize the phonetic alphabet and agency brevity radio codes, including commonly used Penal Code Section numbers and codes for dispatching emergency vehicles.								
Reference(s):						Case # (If applicable)	Incident #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	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:**

<b>7.1.02</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i>	<input type="checkbox"/> N/A
	Reference the following Antioch Police Policy(ies):  801 (Radio Procedures)	

<b>7.1.02</b>	<b>Part B - Agency Training Details</b> <i>(field will expand automatically)</i>
	The trainee shall demonstrate to his/her Field Training Officer (FTO) proficiency in the use of police radio procedures, call signs, radio codes, and the police Mobile Data Systems (MDS) of the Antioch Police Department.

**7.1.03 Radio Procedures and Use**  
 The trainee shall demonstrate knowledge of agency radio procedures and proficient use of the radio including:

<p>A. Waiting until the air is clear before pressing the transmit button</p> <p>B. Pressing the transmit button firmly and speaking calmly and clearly into the microphone</p> <p>C. Avoiding over-modulation by speaking moderately into the microphone</p>	<p>D. Knowing the meaning of “emergency traffic only” and always saving routine and non-emergency transmissions until “emergency traffic only” status is terminated</p> <p>E. Knowing the call signs, assignments, and beat locations of other units in the area</p>
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<i>Reference(s):</i>						<i>Case # (if applicable)</i>	<i>Incident #</i>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<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
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

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

Reference the following Antioch Police Policy(ies):

800 (Communication Operations), 801 (Radio Procedures)

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

The trainee shall demonstrate his/ her ability to utilize the ABC’S of radio transmissions to their FTO.

**ACCURACY:** is necessary to obtain the desired information. A misspelled name may yield a “No Want” on a wanted person. Accuracy is important in developing and transmitting suspect descriptions.

**BREVITY:** is necessary to conserve air time. Lengthy or unnecessary radio traffic can jeopardize the safety of other officers. Conserve air time by using proper radio codes, phrases and broadcast formats.

**COURTESY:** is necessary for efficient and rapid service. The radio channel is a “Party Line” as there can be many units on one channel at a time. Words like thanks, please, you’re welcome and others are expressions of politeness but their use over the air is unnecessary and is in violation of FCC Rules and Regulations.

**CLARITY:** To prevent misinterpretations of a radio transmission, officers are to use proper radio codes, phonetic alphabet, and proper phraseology and standardized broadcast formats.

**7.1.04 Crime Broadcast**

Given a situation in which there is one or more suspect descriptions, the trainee shall properly utilize the radio to complete a crime broadcast. This description shall minimally include:

- A. Type of incident and number of suspects
- B. Complete known description of suspect(s), including height, weight, hair color and style, eye color, clothing description, and distinguishing characteristics
- C. Loss (if any), including approximate value and denomination of bills
- D. Weapon(s) used
- E. Vehicle(s) used
- F. Direction(s) of flight

<i>Reference(s):</i>					<b>Case # (If applicable)</b>	<b>Incident #</b>		
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
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<b>FTO:</b>					<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
<b>Trainee:</b>								
<i>Comments (field will expand automatically)</i>								

**Additional Information:**

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

Reference the following Antioch Police Policy(ies):

800 (Communication Operations), 801 (Radio Procedures), 800 (Communication Operations)

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

The trainee shall demonstrate to his/her FTO the ability to properly complete a crime broadcast.

**7.1.05 Vehicle Pursuit Transmission**

The trainee shall explain the proper use of the police radio and transmissions to maintain control of a vehicle pursuit. Appropriate transmissions shall minimally include:

A. Identification of the vehicle in pursuit	F. Approximate speed
B. What the vehicle or occupant(s) is wanted for	G. Conditions (light or moderate traffic, dry or wet pavement, damage to suspect vehicle, etc.)
C. Complete description of the vehicle, including license number	H. Necessity for backup and number of units needed
D. Number of occupants and possibility of weapons	I. Location of stop
E. Direction of travel	

<i>Reference(s):</i>	<b>Case # (if applicable)</b>	<b>Incident #</b>
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	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	
<b>FTO:</b>					<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
<b>Trainee:</b>								

*Comments (field will expand automatically)*

**Additional Information:**

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

Reference the following Antioch Police Policy(ies):

801 (Radio Procedures), 306 (Vehicle Pursuits), 800 (Communication Operations)

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

Given the opportunity, the trainee shall demonstrate to his/her FTO the ability to properly complete radio transmissions and maintain control during a vehicle pursuit.

**7.1.06 Control During In-Progress Assignment**

Given a situation involving an in-progress assignment, the trainee shall use the police radio to maintain control of the situation. This shall minimally include:

A. Voice control so as not to escalate the situation                      C. Control of response of other police units  
 B. Establishment of perimeter and control of possible escape routes

<i>Reference(s):</i>	<b>Case # (if applicable)</b>	<b>Incident #</b>
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	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	
<b>FTO:</b>					<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
<b>Trainee:</b>								

*Comments (field will expand automatically)*



**Additional Information:**

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

Reference the following Antioch Police Policy(ies):

801 (Radio Procedures), 800 (Communication Operations)

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

The FTO will evaluate the trainee's radio communications during an in-progress call.

**7.2 INFORMATION SYSTEMS / TELECOMMUNICATIONS**

**7.2.01 Examples of Inquiries**

The trainee shall give examples where inquires into a law enforcement information system would be necessary. These may include:

<p>A. To locate information on lost, stolen, or recovered property, including vehicles</p> <p>B. To establish probable cause for a search or an arrest</p> <p>C. To verify the validity of a warrant</p> <p>D. To verify the validity of a driver’s license, vehicle registration, or occupational license</p>	<p>E. To determine if a person is wanted</p> <p>F. To determine the status of a person on parole or probation</p> <p>G. To report or locate a missing person</p>
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<i>Reference(s):</i>	<b>Case # (if applicable)</b>	<b>Incident #</b>
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	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	
<b>FTO:</b>					<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
<b>Trainee:</b>								

Comments (field will expand automatically)

**Additional Information:**

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

Reference the following Antioch Police Policy(ies):

206 (Information Technology Use), 325 (Mobile Data System Use), 808 (Protected Information), 800 (Communication Operations)

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

During the administrative training week, the trainee shall receive 2-4 hours of online training on the use of the California Law Enforcement Telecommunications System (C.L.E.T.S.) and successfully pass the test for a less than full access user.

**7.2.02 Law Enforcement Information Systems**

The trainee shall be able to identify the law enforcement information systems used by the agency including:

A. Automated Property System (APS)	D. Automated Firearms System (AFS)
B. Stolen Vehicle System (SVS)	E. Domestic Violence Restraining Order System (DVROS)
C. Wanted Persons System (WPS)	F. Missing Unidentified Person System (MUPS)

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

**Additional Information:**

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

Reference the following Antioch Police Policy(ies):

206 (Information Technology Use), 325 (Mobile Data System Use), 808 (Protected Information), 800 (Communication Operations)

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

During the administrative training week, the trainee shall receive 2-4 hours of online training on the use of the California Law Enforcement Telecommunications System (C.L.E.T.S.) and successfully pass the test for a less than full access user.

**7.2.03 System Inquiries to Complete an Investigation**

Given an incident in which information is required to complete an investigation, the trainee shall demonstrate a knowledge of the minimum information requirements for generating a system inquiry related to the following categories:

A. Wanted persons  
 B. Property, vehicles, and firearms  
 C. Criminal histories  
 D. DMV information  
 E. Miscellaneous information

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

**Additional Information:**

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

Reference the following Antioch Police Policy(ies):

206 (Information Technology Use), 325 (Mobile Data System Use), 800 (Communication Operations), 808 (Protected Information)

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

During the administrative training week, the trainee shall receive 2-4 hours of online training on the use of the California Law Enforcement Telecommunications System (C.L.E.T.S.) and successfully pass the test for a less than full access user.

The FTO will evaluate the trainee's ability to properly conduct the above C.L.E.T.S. inquiries on the police MDS and in the station.

**7.2.04 Agency Policy for Use of MCTs and Laptops**

The trainee shall review and explain agency policy regarding the proper use and/or the misuse of Mobile Computer Terminals (MCTs) and on-board laptop computers.

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

**Additional Information:**

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

Reference the following Antioch Police Policy(ies):

325 (Mobile Data System Use), 800 (Communication Operations), 808 (Protected Information)

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

The trainee shall explain the Mobile Data System Use policy of the Antioch Police Department to his/her FTO.

**7.2.05 Inappropriate Use of Information Systems**  
 The trainee shall identify inappropriate use(s) of law enforcement information systems according to agency policy and law.

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:**

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

Reference the following Antioch Police Policy(ies):

206 (Information Technology Use), 808 (Protected Information), 800 (Communication Operations)

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

During the administrative training week, the trainee shall receive 2-4 hours of online training on the use of the California Law Enforcement Telecommunications System (C.L.E.T.S.) and successfully pass the test for a less than full access user.

**See next page for Attestation**

## Part 5 – Section 7: Radio Communication Systems

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### ATTESTATION FOR SECTION 7

#### 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