

SECTION **1**

Agency Orientation/Department Policies

1.1 – 1.4 COMPETENCY REQUIREMENTS

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1.2	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**1.1 AGENCY-SPECIFIC TRAINING**

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SECTION 1 AGENCY ORIENTATION/DEPARTMENT POLICIES

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

Trainee

FTO

1.1 AGENCY-SPECIFIC TRAINING
 During the orientation period, the trainee shall be given an opportunity to become familiar with the specific training requirements of his/her agency. The trainee shall have successfully completed the following training prior to starting the uniformed patrol field training program.

1.1.01 Firearms/Weapons Qualification (including Shotgun)

<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 *(field will expand automatically)*

Additional Information:

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

Mendocino County Sheriff's Office Policy Manual, Policy 312

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

Entry Level Trainees shall receive the full 8 hour Mendocino County Firearms orientation and qualification course for issued handguns. Lateral Deputy Sheriff's, may, at the discretion of the firearms coordinator, qualify with their weapon on an approved course of fire. All Deputy Sheriff's who are issued a department patrol rifle, will complete the POST approved patrol rifle course upon issuance of the weapon, and prior to deployment.

1.1.02 Arrest and Control Techniques						Case # (If applicable)	Incident #	
Reference(s):								
	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:

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

Mendocino County Sheriff's Office Policy 300

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

Deputy Sheriff's shall be trained in a Mendocino County Sheriff's Office POST approved training on arrest and control.

1.1.03 Impact Weapons Qualification									
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:

<p>1.1.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</p> <p>Mendocino County Sheriff's Policy #308.5</p>	<input type="checkbox"/> N/A
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<p>1.1.03 Part B - Agency Training Details (field will expand automatically)</p> <p>All entry level trainees shall be trained on the use of impact weapons prior to being deployed with them. Lateral deputy sheriff's may be issued and use impact weapons if they have previously been through a POST approved training.</p>
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1.2 AGENCY ORIENTATION								
1.2.01 Overview 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:

1.2.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) Mendocino County Sheriff's Office Policy#100-200	<input type="checkbox"/> N/A
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1.2.01	Part B - Agency Training Details (field will expand automatically) Trainees will be trained on the Mendocino County Sheriff's Office Policy manual, including how to access it. Trainees will be trained on the patrol schedules, how to access it, and how it differs based on geographical sectors.
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1.2.02 Agency Directives, Rules, and Regulations
 The trainee shall discuss the agency’s directives, rules and regulations, including:

- A. Standard of conduct on and off duty (values, ethics, principles)
- B. Rules governing outside employment
- C. Regulations on carrying weapons off-duty
- D. Hours of all shifts and absence reporting requirements
- E. Interaction with associated law enforcement agencies
- F. New media release laws, rules and regulations
- G. Security of agency facilities
- H. Any additional agency specific directives, rules and regulations

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

Additional Information:

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

Mendocino County Sheriff's Office Policy #204(Directives); 312.3.3 (Carrying of off duty weapons); 346(Media relations); 352(Outside agency assistance); 1014(Sick leave); 1028(request for change of assignment); 1036(Time card procedures)

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

The trainee shall review the policy's referened in section 1.2.02, discuss with the FTO and initial the policy which will be attached to the FTO manual.

1.2.03 General Orders
 The trainee shall review and explain department general orders related to:

A. Use of Force	F. Protective Orders
B. Use and Discharge of Firearms	G. Hate Crimes
C. Domestic Violence	H. Child Abuse Investigations
D. Emergency Vehicle Operations	I. Any additional agency-specific directives, rules, and regulations
E. Use of Less-lethal Weapons	

<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:

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

Mendocino County Sheriff's Office Policy #300 (use of force); 310(Office involved shootings and death); 314(Vehicle pursuits); 316(Deputy response to calls); 320 (Domestic violence); 330(Child abuse investigations); 328 (Discriminatory harassment); 338(Hate crimes); 326.1(emergency protective orders)

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

The trainee shall at a minimum review the policy's referneced in section 1.2.3, and initial the printed copies of the policy, which will be attached to the field training manual.

1.2.04 Work Area The trainee shall be oriented to the work area, including: A. Introduction to personnel B. Equipment and supply locations								
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 (field will expand automatically)								

Additional Information:

1.2.04	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) Mendocino County Sheriff's Office Policy#700 (department owned and personal property);	<input type="checkbox"/> N/A
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1.2.04	Part B - Agency Training Details (field will expand automatically) All trainees will review the policy referenced in section 1.2.04 and discuss the content with the Field Training Officer. The Field Training Officer will also make every effort to introduce the trainee to clerical staff, support staff and other county employees.
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1.2.05 Authorized Equipment
 The trainee shall know the operation of and agency policy regarding authorized personal equipment, safety equipment, and agency equipment used by officers in the field:
 A. Authorized personal equipment
 B. Safety equipment
 C. Agency equipment

<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:

1.2.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A
 Mendocino County Sheriff's Office Policy #1024 (Body armor); #1046(Uniform regulations); 702(authorized personal communication devices); 312.3.authorized firearms, ammunition and other weapons)

1.2.05 Part B - Agency Training Details (field will expand automatically)
 The trainee shall review the policy's referenced in section 1.2.05

1.2.06 Unauthorized Equipment								
The trainee shall review and explain what constitutes unauthorized equipment.								
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:

1.2.06	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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1.2.06	Part B - Agency Training Details <i>(field will expand automatically)</i>
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1.2.07 Uniforms/Equipment Damage								
The trainee shall review and explain agency policy on uniforms and equipment damage.								
<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:

1.2.07	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> Mendocino County Sheriff's Office Policy #1046(Uniform regulations), #1052 (Department badges)	<input type="checkbox"/> N/A
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1.2.07	Part B - Agency Training Details <i>(field will expand automatically)</i> The trainee shall review the policy sections referenced in section 1.2.07
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1.2.08 Procurement and Use
 The trainee shall demonstrate the procedures for obtaining and using the following items:

A. Vehicle	E. Special equipment [helmet, face shield, gas mask, oleoresin capsicum (OC) spray, etc.]
B. Hand-held radio	F. Report forms
C. Firearms/weapons	
D. Flares	

<i>Reference(s):</i>	Case # (If applicable)	Incident #
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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	
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:

1.2.08 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A
 Mendocino County Sheriff's Policy#312.2(Firearms Policy)

1.2.08 Part B - Agency Training Details (field will expand automatically)
 The trainee shall review the policy referenced in section 1.2.08. The trainee shall be issued additional safety and patrol equipment by the Professional Standards Bureau. The trainee shall be instructed on the proper use of forms and vehicle safety equipment by the Field Training Officer.

1.3 COMMUNITY ORIENTATION/GEOGRAPHIC LOCATIONS

1.3.01 Community Facilities
 The trainee shall know how to locate the following facilities which service their agency’s jurisdiction:

A. Hospitals	D. Community service organizations
B. Firehouses	E. Park and recreation areas
C. Schools	

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:

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

1.3.01 Part B - Agency Training Details (field will expand automatically)
 The trainee shall be oriented on local area hospitals, firehouses, county buildings, courthouses, community services organizations, Federal agencies, and additional state agencies IE CHP, Cal Trans, State parks.

1.3.02 Problem Areas
 The trainee shall identify and discuss locations and businesses that may attract crime and require frequent police response. These locations may include:

- A. Bars and taverns, nightclubs, etc.
- B. Local “hang outs” and/or “hot spots”
- C. Known gang territories
- D. Areas known for drug and prostitution activity

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

Additional Information:

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

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

The trainee will be trained on beat knowledge, to include bars, taverns, parks, and areas commonly frequented for drug use and or gang activity.

1.3.03 Roadways
 The trainee shall know the names and locations of important types of roadways in the community or assigned area, including:

A. Major arteries
 B. "Through streets"
 C. Dead-end streets
 D. Freeways
 E. Fire trails or other special access routes

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

Additional Information:

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

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

The Field Training Officer will provide geographic orientation to minimally include major roads, highways, freeways, state parks, one way streets, and rural access roads.

1.3.04 Agency Jurisdiction								
The trainee shall know the jurisdictional boundaries, beats, districts, or sector assignments utilized by the agency.								
<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:

1.3.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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1.3.04 Part B - Agency Training Details (field will expand automatically)	
The trainee shall be instructed on the Sheriff's Office Jurisdictional boundaries, beats, sectors, and other designated areas.	

1.4 SUPPORT SERVICES	
1.4.01 Municipal Agencies and Departments	
<ul style="list-style-type: none"> A. City Hall or County Administration Building B. County/City Jail(s) C. District Attorney’s Office D. Emergency Hospital (including emergency entrance, psychiatric facilities and entrance, police parking area, and any other agency-utilized rooms or department(s)) E. Health Department and/or Coroner’s Office F. Juvenile Hall G. Municipal, Superior, and Juvenile Courts H. Probation Department I. Welfare Department 	<ul style="list-style-type: none"> J. State and Federal law enforcement agencies: <ul style="list-style-type: none"> 1. Bureau of Alcohol, Tobacco, and Firearms (ATF) 2. Bureau of Narcotic Enforcement (BNE) 3. California Highway Patrol (CHP) 4. Department of Motor Vehicles (DMV) 5. Federal Bureau of Investigations (FBI) 6. Immigration and Naturalization Service (INS) 7. Military Police 8. Postal Inspectors 9. Railroad Police 10. Secret Service 11. US Marshall Service K. Additional support services [e.g., Service Centers, Child Protective Service(s)]

<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:

1.4.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A
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1.4.01 Part B - Agency Training Details *(field will expand automatically)*
 The trainee shall minimally be instructed and oriented on the locations listed in section 1.4.01 (Above)

1.4.02 Special Teams/Units
 The trainee shall explain the proper utilization of agency special teams/units, including:
 A. SRT SWAT
 B. K-9
 C. Search and Rescue
 D. Additional agency-specific units (Mental Health Units/Liaisons, Bomb Squad, etc.)

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

Additional Information:

1.4.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* N/A
 Mendocino County Sheriff's Office Policy Manual section #408.1.2 (SWAT Team); #318 (Canines); #322 (Search and rescue)

1.4.02 Part B - Agency Training Details *(field will expand automatically)*
 The trainee shall read the Mendocino County Sheriff's Office Policy's on the sections referenced in 1.4.02

See next page for Attestation

Part 5 – Section 1: Agency Orientation/Department Policies

ATTESTATION FOR SECTION 1

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Export your file as a PDF. (Go to File > Export > Create PDF/XPS Document)
- Click on “Fill & sign” > Click on “Sign” icon at top of page > Click on “Add signature”
- Click on the “Image” icon > Click “Select image” > Locate your signature file > Click “Apply” to place your signature.
- 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: _____ Print Full Name: _____

Trainee: _____ 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: Click on the signature > Click on the trash icon.

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):**
 - 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.)
 - 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: Basic Training Bureau (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:**
 - Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
 - Enter any note-worthy comments related to the trainee’s performance.
3. **If trainee requires remedial training:**
 - Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
 - 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