

SECTION **7**

Radio Communication Systems

7.1 – 7.2 COMPETENCY REQUIREMENTS

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7.2	Information Systems/Telecommunications
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	Instructions to Administrators
	Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

- 1) The POST FTP Approval Checklist ([Form 2-230](#))
- 2) Your department's *Policy & Procedure Manual*
- 3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS**7.1 RADIO COMMUNICATION**

- 7.1.01 Agency Policy Regarding Communications
- 7.1.02 Memorizing Codes
- 7.1.03 Radio Procedures and Use
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- 7.2.04 Agency Policy for Use of MCTs and Laptops
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SECTION 7 RADIO COMMUNICATION SYSTEMS

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

Trainee

FTO

7.1 RADIO COMMUNICATION								
7.1.01 Agency Policy Regarding Communications								
The trainee shall review and briefly summarize agency policy on communications control and coordination and radio call numbers.								
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:

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

Mendocino County Sheriff's Office Policy#800; 800.3.1 and 800.5

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

The Field Training Officer will explain the Mendocino County Sheriff's Office use fo the police radio

7.1.02 Memorizing Codes 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 #	
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:

7.1.02	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i>	<input checked="" type="checkbox"/> N/A
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7.1.02	Part B - Agency Training Details <i>(field will expand automatically)</i>
The Field Training Officer will test the trainee on the use of the phonetic alphabet used by the Mendocino County Sheriff's Office and commonly used code sections.	

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>					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:

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

Mendocino County Sheriff's Office Policy#800.8

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

The trainee will demonstrate the proper use of the radio and how to effectively communicate with the Communications unit and other law enforcement units.

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>						<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:

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

Mendocino County Sheriff's Office Policy#800

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

The trainee will demonstrate by completing a radio broadcast, or BOLO for a suspect. Should the opportunity not arise, the trainee shall conduct a mock BOLO 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	

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:

7.1.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A
 Mendocino County Sheriff's Office 314.3.2 and 314.3.3

7.1.05 Part B - Agency Training Details (field will expand automatically)
 The trainee will be familiar with Mendocino County Sheriff's Office Policy#314.3.2 and 314.3.3. The trainee shall explain the proper radio communications to be used during a pursuit for both the primary and secondary units. Given a real pursuit, the trainee will demonstrate the ability to conduct proper radio communications.

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
 B. Establishment of perimeter and control of possible escape routes
 C. Control of response of other police units

<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:

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

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

The trainee will demonstrate proper radio traffic during in progress incidents. If the trainee is not exposed to an in progress incident where he/she can demonstrate proper radio traffic, the trainee and the Field Training Officer will conduct role play training.

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:

- A. To locate information on lost, stolen, or recovered property, including vehicles
- B. To establish probable cause for a search or an arrest
- C. To verify the validity of a warrant
- D. To verify the validity of a driver’s license, vehicle registration, or occupational license
- E. To determine if a person is wanted
- F. To determine the status of a person on parole or probation
- G. To report or locate a missing person

<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:

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

Mendocino County Sheriff's Office Policy#800.4.2

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

The trainee shall be trained on the use of CLETS/NCIC which will include a test for state compliance. The trainee will also be familiar with Mendocino County Sheriff's Office Policy#800.4.2.

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>	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:

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

Mendocino County Sheriff's Office Policy#810

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

The trainee shall read Mendocino County Sheriff's Office Policy#810 and demonstrate the ability to enter items in the law enforcement information systems, including how to conduct entry validations of FCN numbers.

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>						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:

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

Mendocino County Sheriff's Office Policy#810

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

The trainee will demonstrate how to use the law enforcement information systems to assist in an investigation.

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.								
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:

7.2.04	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> Mendocino County Sheriff's Office Policy#466	<input type="checkbox"/> N/A
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7.2.04	Part B - Agency Training Details <i>(field will expand automatically)</i> The trainee shall demonstrate how to effectively use the Mobile Digital Computer.
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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 <i>(field will expand automatically)</i>								

Additional Information:

7.2.05	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> Mendocino County Sheriff's Office Policy#810	<input checked="" type="checkbox"/> N/A
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7.2.05	Part B - Agency Training Details <i>(field will expand automatically)</i> The trainee will read Mendocino County Sheriff's Office Policy#810 and the Field Training Officer will discuss how it is applied to the Mendocino County Sheriff's Office.
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See next page for Attestation

Part 5 – Section 7: Radio Communication Systems

ATTESTATION FOR SECTION 7

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: 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: 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):**
 - 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: 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:**
 - 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