SECTION 9

California Codes and Laws

9.1 – 9.5 COMPETENCY REQUIREMENTS

Contents

9.1 Criminal Law
9.2 Reasonable Suspicion/Probable Cause
9.3 Laws of Arrest
9.4 Juvenile Law and Procedure
9.5 Additional Laws
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

9.1 CRIMINAL LAW

9.1.01 Terminology
9.1.02 Crime Elements
9.1.03 Persons Legally Incapable of Committing a Crime
9.1.04 Crime Identification

9.2 REASONABLE SUSPICION/PROBABLE CAUSE

9.2.01 Reasonable Suspicion
9.2.02 Probable Cause to Arrest
9.2.03 Probable Cause Related to Felonies and Misdemeanor Arrests
9.2.04 Officer's Right to Search a Person
9.2.05 Recognizing Probable Cause for Police Action

9.3 LAWS OF ARREST

9.3.01 Authority to Make an Arrest
9.3.02 Arrest Requirements
9.3.03 Private Person Arrest
9.3.04 Miranda Rights
9.3.05 Admittance onto Property
9.3.06 Allowable Use of Force
9.3.07 Reasonable Force
9.3.08 Use of Physical Force and Deadly Force
9.3.09 False Imprisonment Liability
9.3.10 Legal Exceptions to an Arrest

9.4 JUVENILE LAW AND PROCEDURE

9.4.01 Investigating Juvenile Offenses

9.5 REASONABLE SUSPICION/PROBABLE CAUSE

9.5.01 Alcoholic Beverage Control Act
9.5.02 Probation/Parole Laws
9.5.03 Local Ordinance Violations
9.5.04 Constitutional Amendments Granting Individual Rights
9.5.05 State Legislative Mandates
9.5.06 Marsy's Law

SECTION 9 CALIFORNAI CODES AND LAWS

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

Trainee _____ FTO _____

9.1 CRIMINAL LAW

9.1.01 Terminology

The trainee shall define certain terms as recognized in California criminal law. These shall minimally include:

A. Accessory
B. Accomplice
C. Criminal negligence
D. Corpus delicti
E. Entrapment
F. Implied intent
G. Principal
H. Specific intent
I. Transferred intent

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:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

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

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

9.1.02 Crime Elements

The trainee shall identify the elements of a crime or public offense to include:

A. Any act or omission:
   1. Committed by any person
   2. In violation of statutory law
   3. For which there is punishment

Reference(s): Penal Code 15

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:

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

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

9.1.03 Persons Legally Incapable of Committing a Crime

The trainee shall describe those persons who are legally incapable of committing a crime in the state of California.

Reference(s): Penal Code 26

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:

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

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

9.1.04 Crime Identification

Given any situation in which a possible crime has occurred, the trainee shall recognize those situations where the crime is complete and shall identify the crime by its common name, code number, and crime classification. These crimes shall minimally include California laws pertaining to:

A. Obstruction of Justice
B. Homicide
C. Robbery
D. Assaults
E. Criminal Threats (formerly Terrorist Threats)
F. Stalking
G. Restraining Order Violations
H. Cruelty to Animals
I. Crimes Against Children
J. Sex Crimes
K. Disturbing the Peace
L. Burglary
M. Trespassing
N. Arson
O. Vandalism
P. Theft, including Identify Theft
Q. Forgery and Check Offenses
R. Disorderly Conduct
S. Control and Use of Dangerous Weapons
T. Use (including under the influence), Possession, and Sales of Dangerous Drugs
U. Receiving or Possession of Stolen Property, including Alteration of Serial Numbers

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
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Comments *(field will expand automatically)*

Additional Information:

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

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

9.2 REASONABLE SUSPICION/PROBABLE CAUSE

9.2.01 Reasonable Suspicion

The trainee shall identify and explain the following elements of "reasonable suspicion" as those required to lawfully stop, detain, or investigate a person:

A. Specific facts which can be articulated

B. Crime-related activity that has occurred, is occurring, or is about to occur

C. Involvement by the person to be detained in a crime-related activity

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:								

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Additional Information:

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

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

9.2.02 Probable Cause to Arrest

Probable cause to arrest requires more than the "reasonable suspicion" necessary for a detention and is essentially the same as the probable cause required to obtain an arrest warrant or a search warrant. The trainee shall identify and explain the following elements of probable cause as those required to make a valid arrest:

A. Whether probable case exists to make an arrest depends upon the reasonable conclusions that can be drawn from the facts known to the arresting officer at the time of the arrest.

B. The officer's training and experience are relevant to a determination of probable cause.

C. Probable cause exists when the totality of circumstances would lead a person of ordinary care and prudence to entertain an honest and strong suspicion that the person to be arrested is guilty of a crime.

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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Additional Information:

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

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

9.2.03 Probable Cause Related to Felonies and Misdemeanor Arrests

The trainee shall identify and explain how probable cause is used in arrests for felonies and misdemeanors:

A. For a felony: An officer may arrest with a warrant, or without a warrant, if the officer has probable cause to believe the person to be arrested committed the felony, regardless of whether or not the felony was committed in the officer's presence.

B. For a misdemeanor: An officer may arrest with a warrant, or without a warrant, if the officer has probable cause to believe the misdemeanor was committed in the officer's presence.

C. For a misdemeanor: See California Penal Code and California Peace Officers Legal Sourcebook for situations where officers are allowed by statute to make warrantless arrests for certain enumerated misdemeanors, even though the misdemeanors were not committed in the officer's presence.

D. For a private person's arrest: See California Penal Code and California Peace Officers Legal Sourcebook for statutes on accepting this type of arrest.

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:								

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Additional Information:

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

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

9.2.04 Officer's Right to Search a Person

The trainee shall recognize and explain the police officer's right to search a person when probable cause to arrest exists.

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:								

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Additional Information:

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

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

9.2.05 Recognizing Probable Cause for Police Action

Given various scenarios, simulated incidents, or calls for service depicting instances where probable cause for police action may or may not exist, the trainee shall recognize its presence or absence and then explain the reasons behind that determination.

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:

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

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

9.3 LAWS OF ARREST

9.3.01 Authority to Make an Arrest

The trainee shall explain a peace officer's authority to make an arrest.

Reference(s): Penal Code 836; Vehicle Code 40300.5 through 40302

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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Additional Information:

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

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

9.3.02 Arrest Requirements

The trainee shall explain the various requirements related to arrests, to minimally include:

A. Time of day or night that an arrest may be made

B. The information the person arrested must be provided and when it must be provided

C. What must be done with the person once they are arrested, and what are the required procedures for handling him or her

Reference(s): Penal Codes 825; 840; 841; 848; 849; 851.5; 853.5; and 853.6

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:

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

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

9.3.03 Private Person Arrest

The trainee shall explain the requirements placed upon a private person making the arrest of another and to determine if the "private person" arrest is legal.

Reference(s): Penal Codes 837 and 847

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:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

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

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

9.3.04 Miranda Rights

The trainee shall explain the requirements for advising a person of his/her Miranda rights.

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:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

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

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

9.3.05 Admittance onto Property

The trainee shall explain the requirements regarding gaining admittance into a location to make an arrest.

Reference(s): Penal Code 844

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:

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

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

9.3.06 Allowable Use of Force

The trainee shall explain the amount of force that may be used when effecting an arrest.

Reference(s): Penal Code 835 and 843

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:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

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

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

9.3.07 Reasonable Force

The trainee shall explain the term "reasonable" as it applies to the use of force.

Reference(s): Penal Code 835

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:

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

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

9.3.08 Use of Physical Force and Deadly Force

The trainee shall review and explain California law and department policy concerning the use of physical force and deadly force.

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:

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

Refer to the Butte County Sheriff's Office policy: Use of Force.

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

N/A

9.3.09 False Imprisonment Liability

The trainee shall explain instances where he/she is not civilly liable for false imprisonment arising out of an arrest.

Reference(s): Penal Codes 142(c), 836.5, and 847

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:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

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

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

9.3.10 Legal Exceptions to an Arrest

The trainee shall explain situations where legal exceptions to an arrest might exist, including:

A. Diplomatic immunity (22 U.S. Constitution, Chapter 6)

B. State misdemeanor rule (Hill v. Levy, 117 Cal. App. 2d, 667; Roynon v. Battin, 55 CA 2nd 861)

C. Congressional exceptions (Article 1, Section 6, U.S. Constitution; Article 4, Section 2, California Constitution)

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:

9.3. 10 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

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

9.4 JUVENILE LAW AND PROCEDURE

9.4.01 Investigating Juvenile Offenses

The trainee shall explain applicable laws pertaining to the investigation of juvenile offenses and to the apprehension and detention of juvenile offenders. These shall minimally include:

A. Miranda advisement

B. Welfare and Institutions Codes (WIC) 300, 305, 601, 602, 625, 627, 707 and any additional local ordinances and/or curfews

C. Laws pertaining to schools, including Penal Code (PC) 626 sections and Education Codes 48906, 48260-66, etc.

D. Secure/Non-secure detention of juveniles: WIC 206, 207, 207.1, 207.2

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:

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

Refer to the Butte County Sheriff's Office policy: Temporary Custody of Juveniles.

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

N/A

9.5 ADDITIONAL LAWS

9.5.01 Alcoholic Beverage Control Act

The trainee shall recognize violations of the Alcoholic Beverage Control Act and will locate the applicable sections including those prohibiting:

A. After-hours sales and/or consumption of alcoholic beverages on licensed premises

B. Selling/providing alcoholic liquor to any person under age 21

C. Selling/providing alcoholic liquor to a person who is visibly intoxicated

Reference(s): Business and Professions Codes 23000 through 25762

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:

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

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

9.5.02 Probation/Parole Laws

The trainee shall review and explain the laws regarding probation and parole violations, searches, and holds including:

A. Penal Code (PC) 1203.2

B. Penal Code (PC) 3056

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:

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

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

9.5.03 Local Ordinance Violations

The trainee shall recognize violations of local ordinances and shall be able to locate the applicable sections.

Reference(s): Butte County Ordinances & Resolutions.

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:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

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

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

9.5.04 Constitutional Amendments Granting Individual Rights

The trainee shall recognize the basic rights of all persons as granted by the United States Constitution and shall at all times adhere to those rights granted by the following amendments:

A. *First Amendment* – Freedom of religion, speech, press, and public assembly

B. *Fourth Amendment* – Search and seizure only by warrant or good cause

C. *Fifth Amendment* – Right to trial, no double jeopardy, no self-incrimination, no punishment without due process, and no confiscation without compensation

D. *Sixth Amendment* – Right to a speedy trial

E. *Eighth Amendment* – Excessive bail prohibited

F. *Fourteenth Amendment*– Civil rights (see 18 USC Section 242 – Color of law/authority)

Reference(s): U.S. Constitution, Bill of Rights

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:

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

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

9.5.05 State Legislative Mandates

The trainee shall review, explain, and/or give examples of any new/revised state legislative mandates.

Reference(s): POST Legislative Update Telecourses and CD ROMs; POST Required Updated or Refresher Training Requirements

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:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

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

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

9.5.06 Marsy's Law

The trainee shall review and explain the requirements of the Victims' Bill of Rights Act of 2008 (Marsy's Law) and review the Marsy's Card.

Reference(s): California Constitution, Article I, Section 28(b)

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:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

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

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

See next page for Attestation

Part 5 – Section 9: California Codes and Laws

ATTESTATION FOR SECTION 9

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