AGENCY:
FIELD TRAINING PROGRAM GUIDE – VOLUME 2

SECTION 14
Investigations/Evidence

14.1 – 14.10 COMPETENCY REQUIREMENTS

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14.7	Lineups											

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

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	14.4.04	Tests of Admissibility			Professional Demeanor and Appearance
	14.4.05	Witness Qualifications			Pre-Trial Conference
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SECTION	SECTION 14 INVESTIGATIONS/EVIDENCE										
	CHECK (ONE ONLY	: PHASE 1	PHAS	E 2	PHASE 3	РН/	ASE 4 PHA	SE 5		
					FTO						
Trainee					FTO						
14.1	14.1 INTERVIEWING AND INTERROGATION										
14.1.01 Preparing for an Interview											
	The trainee shall explain the systematic steps he/she should take in preparing for an interview or interrogation.										
Reference(Reference(s): Incident #										
	Received Instruction Competency Demonstrated How Remedial Training										How
	When completed, print full name	Date	When completed, p	orint full name	Date	Demonstra		When completed, print	full name	Date	Remediated?
FTO:						Field Per					Field Perform Role Play
Trainee:						☐ Written ☐ Verbal Te	ll l				Written Test Verbal Test
Comments	:					Verbai re	-30				Verbarrest
	Information:										
14.1.01	Part A - Reference Agency P	olicies/Pro	cedures, if applica	able (600 cha	racters ma	ximum)					☐ N/A
14.1.01	14.1.01 Part B - Agency Training Details (field will expand automatically)										

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14.1.02	14.1.02 Taking Statements The trainee shall discuss basic rules in statement taking and interviewing. These rules shall minimally include:										
	The trainee shall discuss bas	ic rules in s	tatement taking and interviewi	ng. These r	ules shall minimally	include:					
	A. Asking direct and brief of the majority of the talki	-	et the person being interviewe			rson being interview nents verbatim (whe	red at ease n appropriate) from	person being			
	B. Controlling the interview interviewed	w; Minimize	e rambling by the person being		interviewed F. Not improvising or making assumptions						
	C. Avoiding leading question	ons except	when absolutely necessary								
Reference(eference(s): Case # (If applicable) Incident #										
	Received Instruction		Competency Demonstrat	ed	How	Remedia	al Training	How			
	When completed, print full name Date When completed, print full name Date				Demonstrated?	When completed, print	full name Date	Remediated?			
FTO:					Field Perform Role Play			Field Perform Role Play			
Trainee:					Written Test Verbal Test			Written Test Verbal Test			
Comments		<u> </u>									
Additional	Information:										
14.1.02	Part A - Reference Agency P	olicies/Pro	cedures, if applicable (600 chai	racters max	kimum)			□ N/A			
14.1.02 Part B - Agency Training Details (field will expand automatically)											

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14.1.03	14.1.03 Contents of a Good Statement										
	The trainee shall describe th	e contents	of a good statement. These con	ntents shal	I minimally include:						
	A. What happened				E. How it happen	ed					
	B. When it happened				F. Why it happen	ed					
	C. Where it happened				G. How many peo	ple were involved					
	D. Who it happened to H. Who else was involved										
Reference(s	Reference(s): Case # (If applicable) Incident #										
Received Instruction Competency Demonstrated How Remedial Training									How		
	When completed, print full name Date When completed, print full name Date When completed, print full name Date When completed, print full name								Remediated? Field Perform		
FTO: Field Perform Role Play											
Trainge	□ Written Test										
Comments	Trainee: Written Test Written Test Verbal Test Verbal Test Verbal Test										
Additional	Information:										
14.1.03	Part A - Reference Agency P	olicies/Pro	cedures, if applicable (600 chai	racters ma	ximum)				☐ N/A		
14.1.03	14.1.03 Part B - Agency Training Details (field will expand automatically)										

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14.1.04	Miranda Warning The trainee shall explain the ramifications of issuing the Miranda warning and describe when and why it should or should not be used during interrogations.										
Reference(s	5):						Case # (If o	applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How	Remedia	l Training		How		
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, print	t full name Date		Remediated?		
FTO:					Field Perform				Field Perform		
					Role Play Written Test				Role Play Written Test		
Trainee:					☐ Verbal Test				☐ Verbal Test		
Additional	Comments:										
14.1.04		olicies/Prod	cedures, if applicable (600 char	acters max	kimum)				□ N/A		
14.1.04	Part B - Agency Training Deta	nils (field w	rill expand automatically)								

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14.1.05	.05 Conducting an Interview								
	Given a situation in which a sappropriate form.	statement s	hould be taken, the trainee sha	all properly	conduct an intervie	w and satisfactorily	summarize	the infor	mation on the
Reference(s	5):						Case # (If a	pplicable)	Incident #
	Received Instruction		Competency Demonstrat	ed	How	Remedia	al Training		How
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, print	full name	Date	Remediated?
FTO:					Field Perform Role Play				Field Perform Role Play
Trainee:					☐ Written Test☐ Verbal Test				☐ Written Test☐ Verbal Test
Comments:									
Additional	Information:								
14.1.05	Part A - Reference Agency Po	olicies/Proc	cedures, if applicable (600 cha	racters ma	ximum)				□ N/A
14.1.05	Part B - Agency Training Det	ails (field w	ill expand automatically)						

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14.2	PRELIMINARY INVESTIGAT	TION									
14.2.01	Investigating Cold Crimes The trainee shall properly obt	tain all infor	rmation necessary for the com	pletion of a	thorough prelimin	ary investigation of a	a "cold" crime.				
Reference(s	;):						Case # (If applicable	?) Incident #			
	Received Instruction		Competency Demonstrat	ed	How	Remedia	l Training	How			
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, print	full name Date	Remediated?			
FTO:					Field Perform Role Play			Field Perform Role Play			
Trainee:				☐ Written Test☐ Verbal Test							
Comments:	Comments:										
Additional	Information:										
14.2.01	14.2.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)										
14.2.01	Part B - Agency Training Deta	ails (field w	ill expand automatically)								

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14.2.02	Cuines Against Duamantu										
14.2.02	Crimes Against Property		66. 7 11.11.1.			e e e	C ·				
	against property. These response	-	officer's responsibilities associa should minimally include:	ted with th	e preliminary invest	tigation and reportir	ng of in-pro	gress or tr	esn crimes		
	A. Identity or description of	suspect(s)		E	E. Radio broadcast	ts of all known and i	mportant ir	nformation	ı		
	B. Description of loss			F	Conducting a wi	itness check					
	C. Direction of flight of susp	pect(s)		(G. Pursuit and/or a	apprehension of sus	pects, if pos	ssible			
	D. Possibility of weapons being involved										
Case # (If applicable) Incident #											
Reference(s	Reference(s):										
Received Instruction Competency Demonstrated How Remedial Training								How			
	When completed, print full name Date When completed, print full name Date When completed, print full name Date							Remediated?			
FTO:					Field Perform Role Play				Field Perform Role Play		
					Written Test				Written Test		
Trainee:					☐ Verbal Test				☐ Verbal Test		
Comments:											
	_										
Additional	Information:										
14.2.02	Part A - Reference Agency Po	olicies/Prod	cedures, if applicable (600 char	acters max	imum)				☐ N/A		
14.2.02	14.2.02 Part B - Agency Training Details (field will expand automatically)										
		(J.C.G. V									

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14.2.03	Handling Crimes Against Pro	perty									
			nvolving a crime against proper investigation, including the sat	• •		•	ll the objec	ctives nece	ssary to		
Reference(s):						Case # (If	applicable)	Incident #		
	Received Instruction		Competency Demonstra	ted	How	Remedia	al Training		How		
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, prin	t full name	Date	Remediated?		
FTO:					Field Perform Role Play				Field Perform Role Play		
Trainee:					☐ Written Test☐ Verbal Test				☐ Written Test☐ Verbal Test		
Comments											
Additional	Information:										
14.2.03	14.2.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)										
14.2.03	Part B - Agency Training Det	ails (field w	vill expand automatically)								

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14.2.04	The trainee shall review and explain an officer's responsibilities associated with the preliminary investigation and reporting of in-progress or fresh crir against persons. These responsibilities should minimally include: A. Identity or description of suspect(s) B. Description of injury and/or loss F. Conducting a witness check C. Direction of flight of suspect(s) G. Pursuit and/or apprehension of suspects, if possible									
	D. Possibility of weapons being involved									
Reference(s	Reference(s): Case # (If applicable) Incident #									
	Received Instruction		Competency Demonstrat	ted	How	Remedia	al Training		How	
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, prin	t full name	Date	Remediated?	
FTO:					Field Perform Role Play Written Test				Field Perform Role Play Written Test	
Trainee:					☐ Verbal Test				☐ Verbal Test	
Comments:										
Additional	Information:									
14.2.04										
14.2.04	14.2.04 Part B - Agency Training Details (field will expand automatically)									

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14.2.05	Handling Crimes Against Per	rsons								
	· -		olving a crime against a perso			•	the objecti	ives neces	sary to	
	satisfactorily complete the pr	eliminary ir	nvestigation, including the satis	sfactory co	mpletion of the prop	er report(s).				
Reference('s):						Case # (If o	applicable)	Incident #	
	Received Instruction		Competency Demonstra	ted	How	Remedia	al Training		How	
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, print	t full name	Date	Remediated?	
FTO:					Field Perform Role Play				Field Perform Role Play	
Trainee:					Written Test Verbal Test				Written Test Verbal Test	
Comments	<u> </u>				Verburrest				Verbui rest	
Additiona	I Information:									
14.2.05	Part A - Reference Agency P	olicies/Pro	cedures, if applicable (600 cha	racters ma	ximum)				☐ N/A	
14.2.05	Part B - Agency Training Det	ails (field w	ill expand automatically)							

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14.2.06	Investigating Specific Crimes	5								
	The trainee shall explain the	steps to tak	e while investigating various cr	rimes again	st persons, includin	g:				
	A. Rape/Sexual assault			I	D. Child Abuse					
	B. Robbery			1	E. Elder Abuse					
	C. Kidnapping			1	F. Felonious assau	ılt				
Reference(s	5):						Case # (If a	pplicable)	Incident #	
	Received Instruction		Competency Demonstrat	ed	How	Remedia	al Training		How	
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, print	t full name	Date	Remediated?	
FTO:					Field Perform Role Play				Field Perform Role Play	
Trainee:					Written Test Verbal Test				Written Test Verbal Test	
Comments										
Additional	Information:									
14.2.06	Part A - Reference Agency P	olicies/Pro	cedures, if applicable (600 cha	racters max	ximum)				□ N/A	
14.2.06	Dort P. Agency Training Dat	eile /fiold w	ill ownered automatically)							
14.2.06	Part B - Agency Training Det	ans grera w	т ехрипи интотансану)							

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44207	14.2.07 Serious Injury or Death Scenes										
14.2.07	• •										
	The trainee shall discuss the s	steps to take	e initially at a scene where a se	rious injury	or death has occur	red. These steps sha	all minimally include:				
	A. Preserving the scene, inc	luding the r	estriction of unauthorized polic	e D	. Making proper r	notifications					
	personnel			E.	. Locating visible	physical evidence					
	B. Determining the need fo	r first aid an	d summoning medical assistan	ce _{F.}	Locating and int	erviewing witnesses	or possible witnesse	es as			
	C. Identifying and appreher	nding suspec	t(s), if possible		appropriate	J	•				
Reference(s): Case # (If applicable) Incident #											
	Received Instruction		Competency Demonstrat	ed	How	Remedial Training		How			
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, print	t full name Date	Remediated?			
FTO:					Field Perform			Field Perform			
				Role Play Written Test			Role Play Written Test				
Trainee:					☐ Written Test☐ Verbal Test			Verbal Test			
Comments							·				
Additional	Information:										
14.2.07	Part A - Reference Agency P	olicies/Proc	edures, if applicable (600 char	acters max	imum)			□ N/A			
14.2.07	Part B - Agency Training Det	ails (field wi	ll expand automatically)								

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14.2.08		Evidence Technicians/Criminalists									
	The trainee shall recognize wh	nat types of	f situations require the skills of	an evidenc	e technician or crim	ninalist.					
Reference(s	·):						Case # (If	applicable)	Incident #		
	Received Instruction		Competency Demonstrat	ed	How	Remedia	al Training		How		
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, print full name		Date	Remediated?		
FTO:					Field Perform Role Play				Field Perform		
					Role Play Written Test				Role Play Written Test		
Trainee:					☐ Verbal Test				☐ Verbal Test		
Comments:											
Additional	Information:										
14.2.08	Part A - Reference Agency Po	olicies/Pro	cedures, if applicable (600 char	acters max	imum)				☐ N/A		
44000		** (6: 1.1									
14.2.08	Part B - Agency Training Deta	ails (field w	ill expand automatically)								

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14.2.09	Preliminary Investigations												
	The trainee shall demonstrate	e the ability	to conduct thorough and com	plete prelir	minary investigation	ns.							
Reference(s):						Case # (If o	applicable)	Incident #				
	Received Instruction		Competency Demonstrat	ted	How	Remedia	al Training		How				
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, print	t full name	Date	Remediated?				
FTO:					Field Perform				Field Perform				
					Role Play Written Test				Role Play Written Test				
Trainee:					☐ Verbal Test				Verbal Test				
Comments:	Comments:												
Additional	Information:												
14.2.09	Part A - Reference Agency Po	olicies/Proc	edures, if applicable (600 char	acters max	imum)				□ N/A				
14.2.09	Part B - Agency Training Deta	ails (field w	ill expand automatically)										

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14.3	BURDEN OF PROOF								
14.3.01	Understanding the Burden o								
	The trainee shall define the t in the following situations:	erm "burde	n of proof" and determine who	ether the b	urden of proof falls	upon the prosecution	on or defen	se during	a criminal trial
	A. Criminal Guilt			[D. Double jeopardy	y as a defense			
	B. Corpus delicti			E	Self-defense as	a defense			
	C. Jurisdiction			F	Insanity as a def	fense			
Reference(s	;):						Case # (If a	ipplicable)	Incident #
	Received Instruction		Competency Demonstrat	ted	How	Remedia	al Training		How
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, print	full name	Date	Remediated?
FTO:					Field Perform Role Play				Field Perform Role Play
Trainee:					Written Test				Written Test
					☐ Verbal Test				☐ Verbal Test
Comments:									
Additional	Information:								
14.3.01	Part A - Reference Agency Po	olicies/Proc	edures, if applicable (600 char	acters max	imum)				☐ N/A
14.3.01	Part B - Agency Training Deta	ails (field w	ill expand automatically)						

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14.4	CONCEPTS OF EVIDENCE										
14.4.01	Evidence Definition and Typ	oes									
	The trainee shall review the	term "evide	nce" as defined by California la	w, and rec	ognize the various o	concepts of evidence	e, including:				
	A. Direct evidence			E	3. Indirect/Circum	stantial evidence					
							Case # (If applicable)	Incident #			
Reference	(s): Evidence Codes 140 and 410						case ii (i) applicatio)				
	Received Instruction		Competency Demonstrat	ed	How	Remedia	l Training	How			
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, print	full name Date	Remediated?			
FTO:					Field Perform Role Play			Field Perform Role Play			
Trainee:					Written Test			☐ Written Test			
					☐ Verbal Test			☐ Verbal Test			
Comment	Comments:										
Additiona	Il Information:										
14.4.01	Part A - Reference Agency I	Policies/Pro	cedures, if applicable (600 cha	racters ma	ıximum)			☐ N/A			
14.4.01	Part B - Agency Training De	tails (field v	vill expand automatically)								

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14.4.02	Evidence and Related Mater	ials							
	The trainee shall discuss and	give examp	oles of the following evidence a	nd related	materials:				
	A. Fruits of a crime			(C. Contraband				
	B. Instrumentalities of a cri	me							
Reference(s	s):						Case # (If	applicable)	Incident #
	Received Instruction		Competency Demonstrat	ed	How	Remedia	al Training		How
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, prin	t full name	Date	Remediated?
FTO:					Field Perform Role Play				Field Perform Role Play
Trainee:					☐ Written Test☐ Verbal Test				☐ Written Test☐ Verbal Test
Comments	:								
Additional	Information:								
14.4.02	Part A - Reference Agency Po	olicies/Pro	cedures, if applicable (600 char	acters max	imum)				☐ N/A
14.4.02	Part B - Agency Training Deta	ails (field w	ill expand automatically)						

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14.4.03	Purpose of Evidence							
	The trainee shall explain the	e purposes t	for offering evidence in court in	ncluding:				
	A. As an item of proof				C. To rehabilitate	a witness		
	B. To impeach a witness				D. To assist in det	ermining sentence		
Reference(s	s):					Case	# (If applicable)	Incident #
	Received Instruction		Competency Demonstrat	ted	How	Remedial Train	ning	How
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, print full na	me Date	Remediated?
FTO:					Field Perform Role Play			Field Perform Role Play
Trainee:					☐ Written Test			☐ Written Test
Comments					☐ Verbal Test			☐ Verbal Test
Additional	Information:							
14.4.03	Part A - Reference Agency P	olicies/Pro	cedures, if applicable (600 cha	racters max	kimum)			□ N/A
14.4.03	Part B - Agency Training Det	ails (field w	ill expand automatically)					

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4.4.04 Tests of Admissibility										
•	tacts which	a an item of evidence must such	ressfully na	ass hefore it may he	admitted into any o	riminal cou	rt includi	ng that the		
evidence must:	tests willer	Tan item of evidence must such	cessiany pe	33 Defore it may be	damitted into drift c	i ii i	rt, meidai	ing that the		
A. Be relevant to the matte	er in issue			C. Have been lega	ıllv obtained					
B. Be competently present	ed in court			S	•					
						Case # (If a	nnlicahle)	Incident #		
Evidence Code <u>210</u>						cuse ii (i) u	ppiicabicy	meidene #		
Received Instruction		Competency Demonstrat	ed	How	Remedia	al Training		How		
When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, prin	t full name	Date	Remediated?		
TO:										
				Written Test				Written Test		
				☐ Verbal Test				☐ Verbal Test		
Comments:										
Information.										
Information:										
Part A - Reference Agency	Policies/Pr	ocedures, if applicable (600 cho	aracters m	aximum)				☐ N/A		
Part B - Agency Training De	tails (field	will expand automatically)								
	A. Be relevant to the matter. B. Be competently present. Evidence Code 210 Received Instruction When completed, print full name.	The trainee shall explain the tests which evidence must: A. Be relevant to the matter in issue B. Be competently presented in court Find the properties of	The trainee shall explain the tests which an item of evidence must succeevidence must: A. Be relevant to the matter in issue B. Be competently presented in court Evidence Code 210 Received Instruction Competency Demonstrat When completed, print full name Date When completed, print full name	The trainee shall explain the tests which an item of evidence must successfully parevidence must: A. Be relevant to the matter in issue B. Be competently presented in court Evidence Code 210 Received Instruction Competency Demonstrated When completed, print full name Date Under Competency Demonstrated When completed, print full name Date Information:	The trainee shall explain the tests which an item of evidence must successfully pass before it may be evidence must: A. Be relevant to the matter in issue B. Be competently presented in court Evidence Code 210	The trainee shall explain the tests which an item of evidence must successfully pass before it may be admitted into any of evidence must: A. Be relevant to the matter in issue B. Be competently presented in court Evidence Code 210	The trainee shall explain the tests which an item of evidence must successfully pass before it may be admitted into any criminal coulevidence must: A. Be relevant to the matter in issue B. Be competently presented in court Case # (If a Be relevant to the matter in issue Received Instruction Competency Demonstrated How Demonstrated? When completed, print full name Date Field Perform Role Play Written Test Verbal Test Information:	The trainee shall explain the tests which an item of evidence must successfully pass before it may be admitted into any criminal court, includice vidence must: A. Be relevant to the matter in issue B. Be competently presented in court Evidence Code 210 Case # (If applicable)		

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	A OF William Overlift and over												
14.4.05	Witness Qualifications												
	The trainee shall identify at	least three	of the following as qualification	ns that a w	itness must meet be	efore testifying in a	criminal tria	I in the St	ate of California:				
	A. Know the difference be	tween right	and wrong		D. Testify only to	those facts that are	personal ki	nowledge	(with the				
	B. Understand his/her dut	v to tell the	truth			nose areas covered	-	_	•				
		•	elf/herself concerning the matt	er to									
	be understood	cpress mins	entinersen concerning the matt	ici to									
Reference(s): Evidence Code 701 Incide													
	Received Instruction		Competency Demonstrat	ed	How	Remedia	al Training		How				
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, prin	t full name	Date	Remediated?				
FTO:					Field Perform				Field Perform				
	Role Play Written Test								Role Play				
Trainee:					☐ Written Test ☐ Verbal Test				☐ Written Test☐ Verbal Test				
Comments													
Additional	I Information:												
14.4.05	Part A - Reference Agency I	Policies/Pro	cedures, if applicable (600 cha	racters mo	ıximum)				☐ N/A				
14.4.05	Part B - Agency Training De	tails (field v	vill expand automatically)										
		-	,,										

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14.4.06	.06 Privileged Communication								
	The trainee shall explain the	privileged (communication rule and provic	le example	s to include:				
	A. Husband and wife				C. Clergyperson a	and confessor			
	B. Attorney and client				D. Physician and p	patient			
Reference(s	s): Evidence Codes <u>950</u> , <u>970</u> , <u>980</u>	<u>)</u> , <u>990</u> , and <u>1</u>	030				Case # (If applicable)	Incident #	
	Received Instruction		Competency Demonstrat	ed	How	Remedial	Training	How	
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, print f	full name Date	Remediated?	
FTO:					Field Perform Role Play			Field Perform Role Play	
Trainee:					Written Test Verbal Test			Written Test Verbal Test	
Comments									
Additional	Information:								
14.4.06	Part A - Reference Agency P	olicies/Pro	cedures, if applicable (600 cha	racters ma	ximum)			□ N/A	
14.4.06	Part B - Agency Training Det	ails (field w	vill expand automatically)						
	<i>.</i>								

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14.5	RULES OF EVIDENCE											
14.5.01	Exclusionary Rule											
	The trainee shall describe the	e effects of	the "Exclusionary Rule" upon p	olice action	ns and procedures i	n the following area	is:					
	A. Civil rights			(C. Possibility of fa	lse arrest						
	B. Inadmissible evidence											
Reference(s)):						Case # (If applica	able)	Incident #			
	Received Instruction		Competency Demonstrat	ed	How	Remedi	al Training		How			
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, prin	t full name Da	ate	Remediated?			
FTO:					Field Perform Role Play				Field Perform Role Play			
Trainee:					Written Test Verbal Test				Written Test Verbal Test			
Comments:												
Additional I	Information:											
14.5.01	Part A - Reference Agency P	olicies/Pro	cedures, if applicable (600 char	racters max	ximum)				□ N/A			
14.5.01	Part B - Agency Training Det	ails (field w	ill expand automatically)									

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14.5.02	Hearsay Rule											
	The trainee shall define the	Hearsay Ru	le and give examples of excepti	ions to the	rule, including:							
	A. Spontaneous statement	:S			C. Confessions							
	B. Admissions				D. Dying declarat	ions						
Reference(s): Evidence Codes 1200 and 1220 Incident #												
	Received Instruction		Competency Demonstrat	ted	How	Remedial Training		How				
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, print full name	Date	Remediated?				
FTO:					Field Perform Role Play			Field Perform Role Play				
Tuning					☐ Written Test			Written Test Verbal Test				
Trainee:					☐ Verbal Test			☐ Verbal Test				
Additional	Information:											
14.5.02	Part A - Reference Agency P	olicies/Pro	cedures, if applicable (600 cha	racters ma	ximum)			□ N/A				
14.5.02	Part B - Agency Training Det	tails (field w	vill expand automatically)									

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14.6	EVIDENCE COLLECTION A	ND PRESE	RVATION									
14.6.01	Locating Physical Evidence											
	The trainee shall search a cri	me scene a	nd locate physical evidence thr	rough the u	ise of an organized n	nethod which may i	nclude:					
	A. Strip				C. Spiral							
	B. Quadrant											
Reference(s): Case # (If applicable) Incident #												
	Received Instruction		Competency Demonstrat	ted	How	Remedia	al Training		How			
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, prin	t full name	Date	Remediated?			
FTO:					Field Perform Role Play				Field Perform Role Play			
Trainee:					Written Test Verbal Test				Written Test Verbal Test			
Additional	Information:											
14.6.01	Part A - Reference Agency P	olicies/Pro	cedures, if applicable (600 cha	racters ma	ximum)				☐ N/A			
14.6.01	Part B - Agency Training Det	:ails (field w	vill expand automatically)									

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14.6.02	Weather Conditions											
	The trainee shall explain and	or demons	strate the methods for preservi	ng evidenc	e at a crime scene i	n fair and inclement	weather.					
Reference(s	:):						Case # (If applicable)	Incident #				
	Received Instruction		Competency Demonstrat	ed	How	Remedia	al Training	How				
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, prin	t full name Date	Remediated?				
FTO:					Field Perform			Field Perform				
					Role Play Written Test			Role Play Written Test				
Trainee:					☐ Verbal Test			☐ Verbal Test				
Comments:							·					
Additional	Information:											
14.6.02	Part A - Reference Agency Po	olicies/Pro	cedures, if applicable (600 char	acters max	aimum)			☐ N/A				
44.6.02	Death D. Assessor Trade's D. I	-11- /6:-1.1	::!!									
14.6.02	Part B - Agency Training Det	aiis (field w	ili expana automatically)									

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14.6.03	Preserving Evidence												
	The trainee shall demonstrate the ability to properly preserve evidence in a way that ensures it is received by the examining authority or court in as nearly as possible to the same condition as it was found.												
Reference(s	Reference(s): Case # (If applicable) Incident #												
	Received Instruction	Remedia	ial Training		How								
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, print	full name	Date	Remediated?				
FTO:					Field Perform Role Play				Field Perform Role Play				
Trainee:					☐ Written Test☐ Verbal Test				☐ Written Test☐ Verbal Test				
Comments													
Additional	Information:												
14.6.03	Part A - Reference Agency P	olicies/Proc	cedures, if applicable (600 chai	racters max	ximum)				□ N/A				
14.6.03	Part B - Agency Training Det	ails (field w	ill expand automatically)										

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14.6.04	Agency Policy													
14.0.04	The trainee shall review and explain the agency's policies and procedures regarding the following:													
		-	agency's policies and procedul	res regardi										
	A. Handling controlled subs	stances			D. Depositing firea	arms, miscellaneous	weapons,	and explo	sives					
	B. Depositing property, evi	dence, and	money		E. Withdrawing ar	nd returning proper	ty							
	C. Calling out Crime Scene Investigators and/or detectives to process a crime scene													
Reference(Reference(s): Case # (If applicable) Incident #													
	Received Instruction		Competency Demonstrat	ed	How	Remedia	al Training		How					
	When completed, print full name Date When completed, print full name Date Demonstrated? When completed, print full name													
FTO:					Field Perform				Field Perform					
					Role Play Written Test				Role Play Written Test					
Trainee:					☐ Verbal Test				☐ Verbal Test					
Comments														
Additional	Information:													
14.6.04	Part A - Reference Agency P	olicies/Pro	cedures, if applicable (600 cha	racters ma	ximum)				□ N/A					
14.6.04	14.6.04 Part B - Agency Training Details (field will expand automatically)													

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4.6.05	Storage of Evidence											
	The trainee shall explain the	provisions	of the agency's rules, policies, a	and proced	ures regarding the s	torage of evidence.						
Reference(s	s):						Case # (If a	oplicable)	Incident #			
	Received Instruction Competency Demonstrated How Remedial Training								How			
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, print	full name	Date	Remediated?			
FTO:					Field Perform Role Play				Field Perform Role Play			
Trainee:					Written Test Verbal Test				Written Test Verbal Test			
Comments				I								
Additional	Information:											
14.6.05	Part A - Reference Agency P	olicies/Pro	cedures, if applicable (600 cha	racters ma	ximum)				□ N/A			
14.6.05	Part B - Agency Training Det	ails (field w	vill expand automatically)									
	<i>3 , 3</i>		. "									

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14.6.06	Taking Evidence to Laboratories and Court										
	The trainee shall review and	explain the	agency's policies and procedu	res regardi	ng taking evidence t	o laboratory examir	nation facili	ties and c	ourt.		
Reference(5):						Case # (If a	ipplicable)	Incident #		
							al Training		How		
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, prin	t full name	Date	Remediated?		
FTO:					Field Perform				Field Perform		
					Role Play Written Test				Role Play Written Test		
Trainee:					☐ Verbal Test				☐ Verbal Test		
Comments	:										
Additional	Information:										
14.6.06	Part A - Reference Agency P	olicies/Pro	cedures, if applicable (600 cha	racters ma	ximum)				□ N/A		
14.6.06	Part B - Agency Training Det	ails (field v	vill expand automatically)								

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14.6.07	Chain of Custody/Evidence											
	The trainee shall explain the	meaning of	f "chain of custody" or "chain o	f evidence.	<i>"</i>							
Reference(s	5):						Case # (If ap	oplicable)	Incident #			
	Received Instruction		Competency Demonstrat	ted	How	Remedia	al Training		How			
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, prin	t full name	Date	Remediated?			
FTO:					Field Perform Role Play				Field Perform Role Play			
Trainee:					Written Test Verbal Test				Written Test Verbal Test			
Comments:												
Additional	Information:											
14.6.07	Part A - Reference Agency P	olicies/Pro	cedures, if applicable (600 cha	racters ma	ximum)				☐ N/A			
14 6 07	Dout D. Agoney Tuoining Dat	sile /field	vill averand automatically)									
14.6.07	Part B - Agency Training Det	alis (Jieid v	viii expana automatically)									

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14.6.08	Demonstrate Handling of Ev	vidence											
	Given a crime situation in wh	ich any for	m of evidence is recovered, the	e trainee sh	nall collect, preserve,	, and deliver the evi	dence, and	properly	complete all				
	necessary forms (property re	ports, evid	ence tags, etc.) in order to doc	ument the	chain of custody.								
Reference(Reference(s): Case # (If applicable) Incident #												
	Received Instruction	Remedia	al Training		How								
	When completed, print full name Date When completed, print full name Date When completed,							Date	Remediated?				
FTO:					Field Perform Role Play				Field Perform Role Play				
Trainee:					☐ Written Test☐ Verbal Test				☐ Written Test☐ Verbal Test				
Comments	•	l						1					
Additional	Information:												
14.6.08	Part A - Reference Agency P	olicies/Pro	cedures, if applicable (600 cho	aracters ma	ximum)				□ N/A				
14.6.08	Part B - Agency Training Det	ails (field w	vill expand automatically)										
14.0.00	rait b - Agency Training Det	ans prera w	mi expana automaticany)										

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14.7	LINEUPS												
14.7.01	Methods for Identifying Sus	pects											
	The trainee shall explain tech	nnical meth	ods for identifying suspects, in	cluding:									
	A. Field show-up				C. Identification ki	it							
	B. Photo identification D. Artist's conception												
Reference(s):													
Received Instruction Competency Demonstrated How Remedial Training													
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, print	full name	Date	Remediated?				
FTO:					Field Perform Role Play				Field Perform Role Play				
Trainee:					Written Test Verbal Test				Written Test Verbal Test				
Comments					U verbai rest								
Additional	Information:												
14.7.01	Part A - Reference Agency P	olicies/Pro	cedures, if applicable (600 cha	racters ma	ximum)				☐ N/A				
14.7.01	Part B - Agency Training De	tails (field w	vill expand automatically)										

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14.7.02	14.7.02 Agency Policy and Procedures												
			agency policy and procedure(s	s), including	g admonitions, for co	onducting the following types o	of line-ups	:					
	A. In custody				C. Photographic								
	B. In the field				33.0								
						Case # (If o	innlicable)	Incident #					
Reference(s):					Case # (I)	ррпсиыс	meident #					
	Received Instruction		Competency Demonstrat	ted	How	Remedial Training		How					
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, print full name	Date	Remediated?					
FTO:					Field Perform Role Play			Field Perform Role Play					
Trainee:					☐ Written Test☐ Verbal Test			Written Test Verbal Test					
Comments	:				Verbai rest			Verbai rest					
Additional	Information:												
14.7.02	Part A - Reference Agency P	olicies/Pro	cedures, if applicable (600 cha	racters ma	ximum)			□ N/A					
		•	, ,		,								
44703	Don't D. Annuau Turk 1 D. 1		ill and and another method and A										
14.7.02	Part B - Agency Training Det	talis (field w	viii expand automatically)										

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14.7.03	.7.03 Photographic Identifications													
	The trainee shall explain and	or demon	strate the following procedures	for a phot	ographic identificat	ion:								
	A. Use of multiple photos			(C. Control of the s	ituation								
	B. Witness instructions			[D. Similar appeara	inces								
Reference(s	Reference(s): Case # (If applicable) Incident #													
	Received Instruction		Competency Demonstrat	ted	How	Remedia	al Training		How					
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, prin	t full name	Date	Remediated?					
FTO:					Field Perform Role Play				Field Perform Role Play					
Tueluses					Written Test				Written Test					
Trainee:	(field will expand automatically)				☐ Verbal Test				☐ Verbal Test					
Additional	Information:													
14.7.03	Part A - Reference Agency Po	olicies/Prod	cedures, if applicable (600 char	acters max	imum)				□ N/A					
					•				_					
14.7.03	Part B - Agency Training Deta	ails (field w	ill expand automatically)											
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14.8	SOURCES OF INFORMATIO	N											
14.8.01	Networking with the Commu	ınity											
	The trainee shall discuss the importance of identifying and developing sources of information through networking with persons in the community.												
Reference(s): Case # (If applicable) Incident #													
	Received Instruction		Competency Demonstra	ted	How Demonstrated?	Remedia	al Training		How				
	When completed, print full name	When completed, prin	t full name	Date	Remediated?								
FTO:					Field Perform Role Play				Field Perform Role Play				
Trainee:					Written Test Verbal Test				Written Test Verbal Test				
Comments	Comments (field will expand automatically)												
Additional	Information:												
14.8.01	Part A - Reference Agency Po	olicies/Proc	redures, if applicable (600 chai	racters max	kimum)				□ N/A				
14.8.01	Part B - Agency Training Deta	ails (field w	ill expand automatically)										

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14.8.02	14.8.02 Informants												
	The trainee shall describe ted	chniques fo	r identifying and developing "ir	formants	," including:								
	A. The hazards of divulging too much information to informants B. The danger of breaking confidentialities												
Reference(s): Case # (If applicable) Incide													
	Received Instruction		Competency Demonstrat	ed	How	Remedia	l Training		How				
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, print	full name	Date	Remediated?				
FTO:					Field Perform Role Play				Field Perform Role Play				
					Written Test				Written Test				
Trainee: Written Test Verbal Test													
	Comments (field will expand automatically)												
Additional	I Information:												
14.8.02													
14.8.02	14.8.02 Part B - Agency Training Details (field will expand automatically)												

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14.8.03	Public and Private Records The trainee shall explain the types of public and private records that may be of assistance when collecting investigative information.												
Reference(s): Case # (If applicable) Incident #													
	Received Instruction		Competency Demonstrat	ted	How	Remedial Training		How					
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, print full name	Date	Remediated?					
FTO:					Field Perform Role Play			Field Perform Role Play					
Trainee:					Written Test Verbal Test			Written Test Verbal Test					
Additional	Comments (field will expand automatically)												
14.8.03		olicies/Pro	cedures, if applicable (600 cha	racters max	ximum)			□ N/A					
14.8.03	Part B - Agency Training Deta	ails (field w	vill expand automatically)										

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14.9	SUBPOENAS											
14.9.01	Definition, Authority, and I	mmunities										
	The trainee shall define the	term "subpo	pena" and describe the authori	ity and imm	nunities associated v	with the subpoena, i	ncluding:					
	A. Who may exercise the p	ower of a s	ubpoena		E. What immunition	es from arrest are g	anted to a pe	rson tra	aveling in			
	B. Who may serve a subpo		•		answer to a sub	_			J			
	C. How a subpoena is serve				F. How a subpoer	na is enforced						
	·		hnoena									
D. Who is subject to the power of a subpoena												
Reference(s): Case # (If applicable) Incident #												
	Described Instruction		C	4 - 4		D	. I was to to a					
	Received Instruction Competency Demonstrated How Remedial Training How Demonstrated? When completed, print full name Date When completed, print full name Date When completed, print full name Date Normalization Power Demonstrated?											
	When completed, print full name	Date	When completed, print full name	Date	Field Perform	when completed, prin	t tuli name	Date	☐ Field Perform			
FTO:					Role Play				Role Play			
Trainee:					Written Test				Written Test			
					☐ Verbal Test				☐ Verbal Test			
Comments	(field will expand automatically)											
Additional	Information:											
14.9.01	Part A - Reference Agency P	olicies/Pro	cedures, if applicable (600 cha	racters may	vimum)				□ N/A			
14.5.01	rait A - Neierence Agency r	Olicies/1100	cedures, ii applicable (000 cha	racters max	Milianij							
14.9.01	Part B - Agency Training Det	ails (field w	ill expand automatically)									

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14.9.02	Agency Practices The trainee shall review and explain the agency's practices and policies concerning the subpoena process.											
Reference(s):						Case # (If applicable)	Incident #				
	Received Instruction		Competency Demonstrat	ed	How	Remedia	l Training	How				
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, print	full name Date	Remediated?				
FTO:					Field Perform Role Play			Field Perform Role Play				
Trainee:					Written Test Verbal Test			Written Test Verbal Test				
Comments ((field will expand automatically)											
Additional	Information:											
14.9.02	Part A - Reference Agency Po	olicies/Pro	cedures, if applicable (600 chai	racters max	kimum)			□ N/A				
14.9.02	Part B - Agency Training Deta	ails (field w	vill expand automatically)									

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14.10	COURTROOM TESTIMONY	AND DE	MEANOR										
14.10.01	Professional Demeanor and	Appearan	ce										
	The trainee shall explain the value of impressive and professional courtroom demeanor and appearance.												
Reference(s	Reference(s): Case # (If applicable) Incident #												
	Received Instruction		Competency Demonstra	ted	How	Remedia	lial Training		How				
	When completed, print full name	When completed, prin	t full name	Date	Remediated?								
FTO:					Field Perform Role Play								
Trainee:					☐ Written Test☐ Verbal Test				☐ Written Test☐ Verbal Test				
Additional	Comments (field will expand automatically)												
		alisias/Duo	and was if applicable (600 sha	ractors ma	vina uma l				□ N/A				
14.10.01	Part A - Reference Agency Po	oncies/Pro	cedures, if applicable (600 cha	ructers ma.	ximumj				□NyA				
14 10 01	Doub D. Annuau Torin' D. I	-:1- (6:-1.1	ill and an extended to the second and the second an										
14.10.01	Part B - Agency Training Deta	alis (field w	iii expana automatically)										

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14.10.02	10.02 Pre-Trial Conference												
	The trainee shall explain the va	alue of a p	ore-trial conference with the pr	osecuting	attorney. This shall i	minimally include:							
	A. Refreshing the officer's me	emory			B. Coordination o	f efforts							
Reference(s):													
	Received Instruction		Competency Demonstrat	ed	How	Remedia	edial Training		How				
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, print	t full name	Date	Remediated?				
FTO:					Field Perform Role Play				Field Perform Role Play				
					Written Test				Written Test				
Trainee:					☐ Verbal Test				☐ Verbal Test				
	Comments (field will expand automatically)												
Additional	Information:												
14.10.02	Part A - Reference Agency Poli	icies/Prod	cedures, if applicable (600 char	acters max	kimum)				☐ N/A				
14.10.02	Part B - Agency Training Detail	l s (field w	ill expand automatically)										

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14.10.03	.0.03 Principles of Effective Testimony											
	The trainee shall identify and	explain pri	nciples of effective testimony.	These prin	ciples shall minimal	lly include:						
	A. Honesty			1	D. Objectivity							
	B. Clarity			ĺ	E. Poise							
C. Brevity												
Reference(s): Case # (If applicable) Incident #												
	Received Instruction		Competency Demonstrat	ed	How	Remedia	al Training		How			
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, prin	t full name	Date	Remediated?			
FTO:					Field Perform Role Play				Field Perform Role Play			
Trainee:					Written Test Verbal Test				Written Test Verbal Test			
Comments	(field will expand automatically)			'	1	"		'	<u>'</u>			
Additional	Information:											
14.10.03	Part A - Reference Agency Po	olicies/Proc	edures, if applicable (600 char	acters max	imum)				☐ N/A			
14.10.03 Part B - Agency Training Details (field will expand automatically)												

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14.10.04	Dealing with Attorney Perso												
	The trainee shall explain the	value of fu	rnishing testimony in a professi	onal mann	er, even when conf	ronted with attorney	ys that are:						
	A. Irate				D. Argumentative	2							
	B. Offensive				E. Overly friendly	•							
	C. Threatening												
Reference(s): Case # (If applicable) Incident #													
	Received Instruction		Competency Demonstrat	ed	How	Remedia	al Training		How				
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, print	t full name	Date	Remediated?				
FTO:					Field Perform Role Play				Field Perform Role Play				
					Written Test				Written Test				
Trainee:					☐ Verbal Test				Verbal Test				
Comments	(field will expand automatically)												
Additional	Information:												
14.10.04	Part A - Reference Agency Po	olicies/Pro	cedures, if applicable (600 char	acters max	rimum)				□ N/A				
					-								
14.10.04	Part B - Agency Training Deta	ails (field w	ill expand automatically)										

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14.10.05	14.10.05 Courtroom Security Policies and Procedures												
	The trainee shall become far	miliar with l	ocal courtroom security policie	s and proce	edures such as:								
	A. Prisoner Escort			(C. Screening of Co	ourtroom Audience							
	B. Prisoner Restraint			1	D. Disturbance Pro	ocedures							
Reference(s	Reference(s): Case # (If applicable) Incident #												
	Received Instruction Competency Demonstrated How Remedial Training												
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, prin	t full name	Date	Remediated?				
FTO:	FTO:												
Trainee:					Written Test				Written Test				
	(field will expand automatically)				☐ Verbal Test				☐ Verbal Test				
Additional	Information:												
14.10.05	Part A - Reference Agency P	olicies/Pro	cedures, if applicable (600 chai	racters max	kimum)				□ N/A				
44400													
14.10.05	14.10.05 Part B - Agency Training Details (field will expand automatically)												

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14.10.06	Perjury and Falsifying Police	Reports												
	The trainee shall recognize th	at perjury	and the falsification of police re	eports are	crimes, and may res	sult in the following consequen	ces:							
	A. Criminal and civil action	against the	officer		C. Irreparable dar	mage to the prosecution of a ca	ase							
	B. Irreparable damage to the officer's credibility (Brady List) D. May result in civil actions against the agency													
	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1													
Reference(s): Case # (If applicable) Incident														
	Received Instruction		Competency Demonstrat	ed	How	Remedial Training		How						
	When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, print full name	Date	Remediated?						
FTO:					Field Perform			Field Perform						
					Role Play Written Test			Role Play Written Test						
Trainee:					Verbal Test			Verbal Test						
Comments	(field will expand automatically)													
Comments	greia wiii expana aatomaticany,													
Additional	Information:													
14.10.06	Part A - Reference Agency Po	licies/Proc	edures, if applicable (600 char	acters max	dimum)			□ N/A						
					•			_						
14.10.06	Part R - Agency Training Deta	ils (field wi	ill evnand automatically)											
14.10.00	14.10.06 Part B - Agency Training Details (field will expand automatically)													

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14.10.07	10.07 Courtroom Testimony Preparation and Demonstration												
	The trainee shall demonstrate the ability to prepare and furnish courtroom testimony in such a manner as to promote professionalism and the administration of justice.												
Reference(s	Reference(s): Case # (If applicable) Incident #												
	Received Instruction Competency Demonstrated How Remedial Training												
	When completed, print full name Date When completed, print full name Date When completed,								Remediated?				
FTO:					Field Perform Role Play				Field Perform Role Play				
Trainee:					Written Test Verbal Test				☐ Written Test☐ Verbal Test				
Comments	Comments (field will expand automatically)												
Additional	Information:												
14.10.07	Part A - Reference Agency Po	olicies/Proc	edures, if applicable (600 chai	racters max	kimum)				□ N/A				
14 10 07	Doub D. Account Tuelining Date	ile (field											
14.10.07	Part B - Agency Training Deta	alis (Jield Wi	ii expana automatically)										

See next page for Attestation

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Part 5 - Section 14: Investigation/Evidence

ATTESTATION FOR SECTION 14

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.

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See the following pages for Instructions to Administrators and FTOs

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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. All applicants shall be notified in writing within **30** working days regarding the completeness of the package and application. A decision for approval shall be reached within **45** working days from the date the completed application is received.

See next page for Instructions to Field Training Officers

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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

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