SECTION 7 Radio Communication Systems

7.1 – 7.2 COMPETENCY REQUIREMENTS

Contents							
7.1	Radio Communication						
7.2	Information Systems/Telecommunications						
List o	fSubtopics						
Attest	ation						
Instru	ctions to Administrators						
Instru	ctions 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
- 7.1.04 Crime Broadcast
- 7.1.05 Vehicle Pursuit Transmission
- 7.1.06 Control During In-Progress Assignment

7.2 PROFESSIONAL DEMEANOR AND COMMUNICATIONS

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

SECTION	RADIO COMMUICATION SYSTEMS								
	CHECK ONE ONLY: PHASE 1 PHASE 2 PHASE 3 PHASE 4 PHASE 5								
Trainee	e FTO								

RADIO COMMUNICATION									
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 #									
Received Instruction		Competency Demonstrated		How	Remedial Training			How	
When completed, print full name	Date	When completed, print full name	Date	Demonstrated?	When completed, prin	t full name	Date	Remediated?	
				Field PerformRole Play				Field Perform	
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Additional Information:

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

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

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):								pplicable)	Incident #
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training			How Remediated?
FTO: Trainee:	When completed, print full name	Date	When completed, print full name	Date	Field Perform Role Play Written Test	When completed, print	Tuli name	Date	Field Perform Role Play Written Test Verbal Test
Comments	(field will expand automatically)								

7.1.02	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	□ N/A
7.1.02	Part B - Agency Training Details (field will expand automatically)	

7.1.03	Radio Procedures and Use									
	The trainee shall demonstrate knowledge of agency radio procedures and proficient use of the radio including:									
 A. Waiting until the air is clear before pressing the transmit button B. Pressing the transmit button firmly and speaking calmly and clearly into the microphone 					D. Knowing the meaning of "emergency traffic only" and always saving routine and non-emergency transmissions until "emergency traffic only" status is terminated					
	C. Avoiding over-modulation by speaking moderately into the microphone E. Knowing the call signs, assignments, and beat locations of other units in the area									
Reference(s	s):		-			(Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How	Remedial Training				
	Received Instruction		Competency Demonstrat	ed	How	Remedial 1	Training	How		
	Received Instruction When completed, print full name	Date	Competency Demonstrat When completed, print full name	Date	How Demonstrated?	Remedial 1 When completed, print fu		How Remediated?		
FTO:		Date								
FTO: Trainee:		Date			Demonstrated?			Remediated?		
Trainee:		Date			Demonstrated? Field Perform Role Play Written Test			Remediated? Field Perform Role Play Written Test		
Trainee:	When completed, print full name	Date			Demonstrated? Field Perform Role Play Written Test			Remediated? Field Perform Role Play Written Test		
Trainee:	When completed, print full name	Date			Demonstrated? Field Perform Role Play Written Test			Remediated? Field Perform Role Play Written Test		

7.1.03	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	□ N/A
7.1.03	Part B - Agency Training Details (field will expand automatically)	

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

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

D. Weapon(s) used

E. Vehicle(s) used

F. Direction(s) of flight

- 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

Reference(s	5):				Case # (If a)	pplicable)	Incident #		
	Received Instruction When completed, print full name	Date	Competency Demonstrat When completed, print full name	Competency Demonstrated		Remedial Training		Date	How Remediated?
FTO: Trainee:	when completed, print full hame	Date	when completed, print full name	Date	Demonstrated?	When completed, prin		Date	Field Perform Field Perform Kole Play Vritten Test Verbal Test
Comments	(field will expand automatically)					<u> </u>			

Additional Information:

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

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

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
- B. What the vehicle or occupant(s) is wanted for
- C. Complete description of the vehicle, including license number
- D. Number of occupants and possibility of weapons
- E. Direction of travel

- F. Approximate speed
- G. Conditions (light or moderate traffic, dry or wet pavement, damage to suspect vehicle, etc.)
- H. Necessity for backup and number of units needed
- I. Location of stop

Reference(s	5):	Case # (If ap	oplicable)	Incident #					
	Received Instruction Competency Demonstrated		How	Remedia	lial 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
Trainee:					Written Test Verbal Test				Written Test Verbal Test
Comments	(field will expand automatically)								

Additional Information:

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

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

7.1.06 Control During In-Progress Assignment

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

A. Voice control so as not to escalate the situation

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

Reference(Reference(s): Case # (If applicable) I							Incident #	
	Received Instruction		Competency Demonstrat	Competency Demonstrated		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 Role Play Written Test 				 Field Perform Role Play Written Test
Trainee:					Verbal Test				Verbal Test
Comments	(field will expand automatically)								

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)

7.2	INFORMATION SYSTEMS	/ TELECON	IMUNICATIONS						
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			ding	E. To determine if a person is wantedF. To determine the status of a person on parole or probation				
	B. To establish probable ca	use for a se	arch or an arrest			ate a missing perso			
	C. To verify the validity of a	a warrant							
	D. To verify the validity of a occupational license	a driver's lic	ense, vehicle registration, or						
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	Demonstrated?	When completed, print	t full name Date	Remediated?	
FTO:					Field PerformRole Play			Field PerformRole Play	
Trainee:					 Written Test Verbal Test 			Written Test	
Comments	(field will expand automatically)						I	•	
Additiona	I Information:								

7.2.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	🗌 N/A
7.2.01	Part B - Agency Training Details (field will expand automatically)	

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)
- B. Stolen Vehicle System (SVS)
- C. Wanted Persons System (WPS)

- D. Automated Firearms System (AFS)
- E. Domestic Violence Restraining Order System (DVROS)
- F. Missing Unidentified Person System (MUPS)

Reference(s	Reference(s):								Incident #
	Received Instruction	nstruction Competency Demonstrated How Rer		Competency Demonstrated			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 Role Play				Field Perform
Trainee:					Written Test				Written TestVerbal Test
Comments	(field will expand automatically)								

Additional Information:

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

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

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				D. DMV information	on			
	B. Property, vehicles, and fin	rearms			E. Miscellaneous i	nformation			
	C. Criminal histories								
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	Demonstrated?	When completed, print	t full name	Date	Remediated?
FTO:					Field Perform				Field Perform
Trainee:					 Written Test Verbal Test 				 Written Test Verbal Test
	(field will expand automatically)				\equiv				
	(field will expand automatically)				\equiv				
	(field will expand automatically)				\equiv				

7.2.03	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	N/A
7.2.03	Part B - Agency Training Details (field will expand automatically)	

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	Remedial Training			How
FTO: Trainee:	When completed, print full name	Date	When completed, print full name	Date	Demonstrated? Field Perform Role Play Written Test Verbal Test	When completed, print	t full name	Date	Remediated? Field Perform Role Play Written Test Verbal Test
Comments	(field will expand automatically)								

7.2.04	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	□ N/A
7.2.04	Part B - Agency Training Details (field will expand automatically)	

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. **Case #** (*If applicable*) Incident # Reference(s): **Received Instruction Competency Demonstrated Remedial Training** How How **Demonstrated? Remediated?** When completed, print full name Date When completed, print full name Date When completed, print full name Date Field Perform Field Perform FTO: Role Play Role Play Written Test Written Test Trainee: Verbal Test Verbal Test Comments (field will expand automatically) Additional Information:

7.2.05	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	🗌 N/A
7.2.05	Part B - Agency Training Details (field will expand automatically)	

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:	Χ	Print Full Name:
Trainee:	Х	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
 - FTP Approval Checklist (<u>POST Form 2-230</u>) NOTE: Guides submitted without this form <u>will NOT be reviewed</u>.
 - 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

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