

8.1 COMPETENCY REQUIREMENTS

Contents

8.1 Identifying Leadership

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

8.1 IDENTIFYING LEADERSHIP

8.1.01	Effective Leadership Strategies
8.1.02	Leadership Attributes
8.1.03	The Role of Leadership

5.8 Leadership Page **2** of **8**

SECTION	I 8 LEADERSHIP							
CHECK ONE ONLY: PHASE 1 PHASE 2 PHASE 3 PHASE 4 PHASE 5								
Trainee				FTO				
8.1	IDENTIFYING LEADERSHIP							
8.1.01	Effective Leadership Strateg	ies						
	The trainee shall identify and members.	l develop e	ffective leadership strategion	es that provide	purpose, direction	n, and motivation to	co-workers and cor	nmunity
Reference(5):						Case # (If applicable	e) Incident #
	Received Instruction		Competency Demon	strated	How	Remedi	al Training	How
	When completed, print full name	Date	When completed, print full nam	e Date	Demonstrated?	When completed, prin	nt 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:							
8.1.01	Part A - Reference Agency P	olicies/Pro	cedures, if applicable (600	characters ma	ximum)			□ N/A
8.1.01	8.1.01 Part B - Agency Training Details (field will expand automatically)							

5.8 Leadership Page **3** of **8**

8.1.02 Leadership Attributes					
Leadership Attributes					
The trainee shall illustrate through explanation or example how each of the following leadership competencies can affect his/her skills a officer:	nd abilities as an				
A. Integrity E. Duty					
B. Credibility F. Loyalty					
C. Trust G. Honesty					
D. Discretion					
Reference(s):	able) 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	ate Remediated?				
FTO:	Field Perform				
Role Play Written Test	Role Play Written Test				
Trainee: Verbal Test	☐ Verbal Test				
Comments (field will expand automatically)					
Additional Information:					
8.1.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	□ N/A				
O. 1. C. 1. Death. Assess Training Death. (field will support automatically)					
8.1.02 Part B - Agency Training Details (field will expand automatically)					

5.8 Leadership Page 4 of 8

8.1.03	The Role of Leadership								
	The trainee shall assess and statement.	explain his/	her leadership role within the o	departmen	t with clear conside	ration of the organi	zation's visi	ion, missio	n and values
Reference(Reference(s): Case # (If applicable) Incident #						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?
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:									
8.1.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)									
		11 (6. 1)							
8.1.03	8.1.03 Part B - Agency Training Details (field will expand automatically)								

See next page for Attestation

5.8 Leadership Page **5** of **8**

Part 5 - Section 8: Leadership

ATTESTATION FOR SECTION 8

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. 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

5.8 Leadership Page 7 of 8

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

5.8 Leadership Page 8 of 8