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

11.1 FIELD NOTES AND NOTEBOOK
   11.1.01 Necessity for Field Notes
   11.1.02 Discoverable Contents
   11.1.03 Types of Entries
   11.1.04 Recording Pertinent Information

11.2 REPORT WRITING REQUIREMENTS
   11.2.01 Flow of Completed Reports
   11.2.02 Report Depository
   11.2.03 Records Unit
   11.2.04 Records Unit
   11.2.05 Importance of Police Reports
   11.2.06 Components of a Well-Written Police Report
   11.2.07 Types of Report Forms
   11.2.08 “Cold” Crime Reports
   11.2.09 Preparing a Written Report
   11.2.10 Completing Reports Following an Arrest
### SECTION 11 REPORT WRITING

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

**Trainee**

<table>
<thead>
<tr>
<th>FTO</th>
</tr>
</thead>
</table>

#### 11.1 FIELD NOTES AND NOTEBOOK

**11.1.01 Necessity for Field Notes**

The trainee shall explain the necessity for field notes. The explanation shall minimally include:

- A. References for future investigation
- B. References for future court appearance
- C. Beat or area information

**Reference(s):**

<table>
<thead>
<tr>
<th>Case # (If applicable)</th>
<th>Incident #</th>
</tr>
</thead>
</table>

**Received Instruction**

<table>
<thead>
<tr>
<th>Received Instruction</th>
<th>Competency Demonstrated</th>
</tr>
</thead>
<tbody>
<tr>
<td>When completed, print full name</td>
<td>When completed, print full name</td>
</tr>
<tr>
<td>Date</td>
<td>Date</td>
</tr>
</tbody>
</table>

**How Demonstrated?**

<table>
<thead>
<tr>
<th>Remedial Training</th>
<th>How Remediated?</th>
</tr>
</thead>
<tbody>
<tr>
<td>When completed, print full name</td>
<td>Date</td>
</tr>
</tbody>
</table>

**FTO:**

- Field Perform
- Role Play
- Written Test
- Verbal Test

**Trainee:**

- Field Perform
- Role Play
- Written Test
- Verbal Test

**Comments (field will expand automatically)**

**Additional Information:**

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

- N/A

**11.1.01 Part B - Agency Training Details** *(field will expand automatically)*
### 11.1.02 Discoverable Contents
The trainee shall recognize that the contents of field notes are discoverable in a court proceeding.

<table>
<thead>
<tr>
<th>Reference(s):</th>
<th>Case # (if applicable)</th>
<th>Incident #</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>FTO:</th>
<th>Received Instruction</th>
<th>Competency Demonstrated</th>
<th>How Demonstrated?</th>
<th>Remedial Training</th>
<th>How Remediated?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>When completed, print full name</td>
<td>When completed, print full name</td>
<td>Date</td>
<td>When completed, print full name</td>
<td>Date</td>
</tr>
<tr>
<td></td>
<td>Trainee:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments (field will expand automatically)

### Additional Information:

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

N/A

#### 11.1.02 Part B - Agency Training Details (field will expand automatically)
11.03 Types of Entries
The trainee shall identify the types of information that may/should be entered into his/her field notes or notebook. This information may include:

A. Date, day, time, and vehicle number
B. Name(s) of additional personnel and supervisor
C. Type of incident
D. Pertinent information
E. Names of suspects, victims, witnesses, and reporting persons

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

<table>
<thead>
<tr>
<th>Received Instruction</th>
<th>Competency Demonstrated</th>
<th>How Demonstrated?</th>
<th>Remedial Training</th>
<th>How Remediated?</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTO:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trainee:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments (field will expand automatically)

Additional Information:

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

11.03 Part B - Agency Training Details (field will expand automatically)
11.1.04  Recording Pertinent Information

Given an incident, the trainee shall properly use field notes or a notebook to record pertinent information.

<table>
<thead>
<tr>
<th>Reference(s):</th>
<th>Case # (if applicable)</th>
<th>Incident #</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Received Instruction</th>
<th>Competency Demonstrated</th>
<th>How Demonstrated?</th>
<th>Remedial Training</th>
<th>How Remediated?</th>
</tr>
</thead>
<tbody>
<tr>
<td>When completed, print full name</td>
<td>When completed, print full name</td>
<td></td>
<td>When completed, print full name</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FTO:</th>
<th>Trainee:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments (field will expand automatically)

Additional Information:

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

11.1.04  Part B - Agency Training Details (field will expand automatically)
### 11.2 REPORT WRITING REQUIREMENTS

#### 11.2.01 Flow of Completed Reports

The trainee shall exhibit an appropriate knowledge of the flow of completed reports and the relative importance of the information that they contain.

#### Reference(s):

- Case # (If applicable)
- Incident #

<table>
<thead>
<tr>
<th>Received Instruction</th>
<th>Competency Demonstrated</th>
<th>How Demonstrated?</th>
<th>Remedial Training</th>
<th>How Remediated?</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTO:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trainee:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments (field will expand automatically)**

### Additional Information:

#### 11.2.01 Part A - Reference Agency Policies/Procedures, if applicable

(600 characters maximum)

- N/A

#### 11.2.01 Part B - Agency Training Details

(field will expand automatically)
### 11.2.02 Report Depository
The trainee shall give the location of the report depository.

<table>
<thead>
<tr>
<th>Received Instruction</th>
<th>Competency Demonstrated</th>
<th>How Demonstrated?</th>
<th>Remedial Training</th>
<th>How Remediated?</th>
</tr>
</thead>
<tbody>
<tr>
<td>When completed, print full name</td>
<td>When completed, print full name</td>
<td>Date</td>
<td>Date</td>
<td>Date</td>
</tr>
<tr>
<td>Field Perform</td>
<td>Role Play</td>
<td>Written Test</td>
<td>Verbal Test</td>
<td>Field Perform</td>
</tr>
</tbody>
</table>

**Case # (if applicable)**

**Reference(s):**

- Case #
- Incident #

**Additional Information:**

<table>
<thead>
<tr>
<th>11.2.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</th>
<th>N/A</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>11.2.02 Part B - Agency Training Details (field will expand automatically)</th>
<th></th>
</tr>
</thead>
</table>
### 11.2.03 Records Unit
The trainee shall describe the function for the records unit in the reporting process.

<table>
<thead>
<tr>
<th>Reference(s):</th>
<th>Case # (if applicable)</th>
<th>Incident #</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Received Instruction</th>
<th>Competency Demonstrated</th>
<th>How Demonstrated?</th>
<th>Remedial Training</th>
<th>How Remediated?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FTO:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trainee:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments (field will expand automatically)**

### Additional Information:

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

**11.2.03 Part B - Agency Training Details (field will expand automatically)**
11.2.04 Investigative Units and the District Attorney’s Office

The trainee shall describe the functions of the investigative unit(s) and the District Attorney’s Office in the reporting process.

Reference(s):

<table>
<thead>
<tr>
<th>Case # (if applicable)</th>
<th>Incident #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FTO:</th>
<th>Trainee:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Received Instruction</td>
<td>Competency Demonstrated</td>
</tr>
<tr>
<td>When completed, print full name</td>
<td>When completed, print full name</td>
</tr>
<tr>
<td>Date</td>
<td>Date</td>
</tr>
</tbody>
</table>

How Demonstrated?

- [ ] Field Perform
- [ ] Role Play
- [ ] Written Test
- [ ] Verbal Test

Remedial Training

<table>
<thead>
<tr>
<th>How Remediated?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
</tr>
</tbody>
</table>

When completed, print full name

Comments (field will expand automatically)

Additional Information:

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

N/A

11.2.04 Part B - Agency Training Details *(field will expand automatically)*
11.2.05 Importance of Police Reports
The trainee shall discuss the importance of police reports, including these uses:

A. Recording facts into permanent record
B. Providing coordination of follow-up activities
C. Providing investigative leads
D. Providing statistical data
E. Providing a source for trainee evaluation
F. Providing reference material

Reference(s):

<table>
<thead>
<tr>
<th>Case # (If applicable)</th>
<th>Incident #</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Received Instruction</th>
<th>Competency Demonstrated</th>
<th>How Demonstrated?</th>
<th>Remedial Training</th>
<th>How Remediated?</th>
</tr>
</thead>
<tbody>
<tr>
<td>When completed, print full name</td>
<td>When completed, print full name</td>
<td>Date</td>
<td></td>
<td>Date</td>
</tr>
</tbody>
</table>

FTO: [Field Perform]

Trainee: [Role Play]

Written Test

Verbal Test

How Demonstrated?

Remedial Training

How Remediated?

Comments (field will expand automatically)

Additional Information:

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

11.2.05 Part B - Agency Training Details (field will expand automatically)
11.2.06 Components of a Well-Written Police Report

The trainee shall explain the qualities of a well-written police report. These shall include:

A. Accuracy
B. Brevity
C. Completeness
D. Clarity
E. Legibility/Neatness
F. Objectivity
G. Grammatical and structural correctness
H. Timeliness
I. First person/active voice/past tense

Reference(s):

<table>
<thead>
<tr>
<th>Case # (if applicable)</th>
<th>Incident #</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>FTO:</th>
<th>Received Instruction</th>
<th>Competency Demonstrated</th>
<th>How Demonstrated?</th>
<th>Remedial Training</th>
<th>How Remediated?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>When completed, print full name</td>
<td>When completed, print full name</td>
<td>Field Perform</td>
<td>When completed, print full name</td>
<td>Field Perform</td>
</tr>
<tr>
<td></td>
<td>Date</td>
<td>Date</td>
<td>Role Play</td>
<td>Date</td>
<td>Role Play</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Written Test</td>
<td></td>
<td>Written Test</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Verbal Test</td>
<td></td>
<td>Verbal Test</td>
</tr>
</tbody>
</table>

Comments (field will expand automatically)

Additional Information:

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

11.2.06 Part B - Agency Training Details (field will expand automatically)
### 11.2.07 Types of Report Forms
The trainee shall identify the proper report forms to be utilized in given situations (e.g., Missing Persons, DUI, Found Property, etc.)

<table>
<thead>
<tr>
<th>Reference(s):</th>
<th>Case # (if applicable)</th>
<th>Incident #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FTO:</th>
<th>Received Instruction</th>
<th>Competency Demonstrated</th>
<th>How Demonstrated?</th>
<th>Remedial Training</th>
<th>How Remediated?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>When completed, print full name</td>
<td>When completed, print full name</td>
<td>Date</td>
<td>When completed, print full name</td>
<td>Date</td>
</tr>
<tr>
<td>Trainee:</td>
<td>Date</td>
<td>Date</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments (field will expand automatically)

### Additional Information:

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

N/A

#### 11.2.07 Part B - Agency Training Details *(field will expand automatically)*
11.2.08  “Cold” Crime Reports
Following the completion of a preliminary investigation of a “cold” crime, the trainee shall record all pertinent information in correct format on the proper report form.

Reference(s):

<table>
<thead>
<tr>
<th>Received Instruction</th>
<th>Competency Demonstrated</th>
<th>How Demonstrated?</th>
<th>Remedial Training</th>
<th>How Remediated?</th>
</tr>
</thead>
<tbody>
<tr>
<td>When completed, print full name</td>
<td>When completed, print full name</td>
<td>Date</td>
<td>Date</td>
<td>Field Perform</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Role Play</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Written Test</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Verbal Test</td>
</tr>
</tbody>
</table>

FTO: 

Trainee: 

When completed, print full name Date

Comments (field will expand automatically)

Additional Information:

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

11.2.08  Part B - Agency Training Details (field will expand automatically)
### 11.2.09 Preparing a Written Report

The trainee shall prepare a report that minimally includes:

A. Organizing facts in chronological order  
B. Relating facts in appropriate sentence form  
C. Correctly filling in all appropriate boxes  
D. Properly establishing who, what, when, where, why, how, and how many  
E. Properly establishing the elements of the crime(s), when appropriate

<table>
<thead>
<tr>
<th>Reference(s):</th>
<th>Case # (if applicable)</th>
<th>Incident #</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Received Instruction</strong></td>
<td><strong>Competency Demonstrated</strong></td>
<td><strong>How Demonstrated?</strong></td>
</tr>
<tr>
<td>When completed, print full name</td>
<td>Date</td>
<td>When completed, print full name</td>
</tr>
<tr>
<td>FTO:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trainee:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments (field will expand automatically)**

**Additional Information:**

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

**11.2.09** Part B - Agency Training Details *(field will expand automatically)*
5.11  Report Writing

11.2.10  Completing Reports Following an Arrest

Given an incident in which an arrest is made, the trainee shall demonstrate the ability to satisfactorily complete all the appropriate police reports involved, to minimally include:

A. Elements constituting the offense
B. Complete documentation of reasonable/probably cause
C. Complete description of all physical evidence, where it was found, and its disposition
D. Complete listing of all suspects, including whether or not they are in custody

Reference(s):

Case # (if applicable)  Incident #

Received Instruction  Competency Demonstrated  How Demonstrated?  Remedial Training  How Remediated?

<table>
<thead>
<tr>
<th>FTO:</th>
<th>When completed, print full name</th>
<th>Date</th>
<th>When completed, print full name</th>
<th>Date</th>
<th>□ Field Perform</th>
<th>□ Role Play</th>
<th>□ Written Test</th>
<th>□ Verbal Test</th>
<th>When completed, print full name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Trainee:  

Comments (field will expand automatically)

Additional Information:

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

See next page for Attestation
Part 5 – Section 11: Report Writing

ATTESTATION FOR SECTION 11

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: ___________________________ Print Full Name: ___________________________

Trainee: ___________________________ 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
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