

SECTION **2**

## Officer Safety Procedures

### 2.1 – 2.3 COMPETENCY REQUIREMENTS

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Contents	
2.1	Contact and Cover
2.2	Body Armor
2.3	Officer Survival
	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

### 2.1 CONTACT AND COVER

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- 2.1.01 Contact Officer Tactics and Responsibilities
- 2.1.02 Cover Officer Tactics and Responsibilities
- 2.1.03 Roles During and After Pursuits and Stops
- 2.1.04 Contact/Cover Officer Positions

### 2.2 BODY ARMOR

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- 2.2.01 Protective Body Armor

### 2.3 OFFICER SURVIVAL

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- 2.3.01 Physical, Mental, and Emotional Conditioning

**SECTION 2 OFFICER SAFETY PROCEDURES**

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

Trainee

FTO

<b>2.1 CONTACT AND COVER</b>								
<b>2.1.01 Contact Officer Tactics and Responsibilities</b>								
The trainee shall explain and safely demonstrate contact officer tactics and responsibilities, including.								
A. Primary responsibility dealing with the situation, suspect(s), victim(s), witness(es), and reporting party(ies)				D. Issuing all citations				
B. Documenting incident information (reports, field interviews (FIs), etc.)				E. Recovering evidence and contraband				
C. Performing pat down and custody search of suspect(s)				F. Handling routine radio communications				
G. Relaying pertinent information to cover officer and medical personnel								
<i>Reference(s):</i>						<i>Case # (if applicable)</i>	<i>Incident #</i>	
<b>FTO:</b>	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>Trainee:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<i>Comments (field will expand automatically)</i>								

**Additional Information:**

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

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

**2.1.02 Cover Officer Tactics and Responsibilities**  
 The trainee shall explain and safely demonstrate cover officer tactics and responsibilities to include:

<p>A. Approach</p> <p>B. Cover positions with vehicles(s)/person(s)</p> <p>C. Position of advantage</p> <p>D. What to watch for:</p> <ol style="list-style-type: none"> <li>1. Hands in pockets or otherwise concealed</li> <li>2. Weapons or contraband</li> <li>3. Hostility or anger</li> <li>4. Approach of other persons or vehicles</li> <li>5. Symptoms of intoxication or illness</li> <li>6. Potential reactions and escape</li> </ol>	<p>E. Communications with contact officer (hand signals, other verbal and nonverbal signals)</p> <p>F. Provide assistance, if needed, during arrest</p> <p>G. Provide assistance as directed by contact officer</p>
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<i>Reference(s):</i>	<b>Case #</b> <i>(If applicable)</i>	<b>Incident #</b>
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	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								

*Comments (field will expand automatically)*

**Additional Information:**

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

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

**2.1.03 Roles During and After Pursuits and Stops**  
 The trainee shall discuss the roles of the contact and cover officers during and after a pursuit, felony car stop, or foot chase. These shall include:

- A. Radio responsibilities
- B. Firearms/weapons systems
- C. Position to assume after the vehicle or person is stopped
- D. Officer to officer communication

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments (field will expand automatically)								

**Additional Information:**

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

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

**2.1.04 Contact/Cover Officer Positions**  
 The trainee shall safely and effectively demonstrate the responsibilities of both the contact and cover officer positions during the following:

- A. Calls for Service
- B. "In-progress" calls
- C. Pedestrian stops
- D. Traffic stops
- E. High-speed pursuit, felony stops, and/or foot chases

<i>Reference(s):</i>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

**Additional Information:**

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

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

<b>2.2 BODY ARMOR</b>								
<b>2.2.01 Protective Body Armor</b>								
The trainee shall discuss the benefits, limitations, and characteristics of protective body armor, including:								
A. Wearing versus not wearing		B. Types of body armor		C. Level of protection against firearms		D. Level of protection against knives and other penetrating weapons		
Reference(s):						Case # (If applicable)	Incident #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments (field will expand automatically)								

**Additional Information:**

<b>2.2.01</b>	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input type="checkbox"/> N/A
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<b>2.2.01</b>	Part B - Agency Training Details (field will expand automatically)
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**2.3 OFFICER SURVIVAL**

**2.3.01 Physical, Mental, and Emotional Conditioning**  
 The trainee shall identify and explain the importance of physical, mental, and emotional conditioning in officer survival, and shall understand the organizational resources available to assist in counseling due to traumatic incidents. This discussion shall minimally include:

- A. Concept of tactical retreat
  - 1. Pre-planning (mental scenarios)
  - 2. Reduction of unnecessary risks (stress management, “keeping cool”)
- B. Mental conditioning
  - 1. Will to live
  - 2. Continue to fight, regardless of odds
  - 3. Mental alertness
  - 4. Self-confidence
- C. Physical conditioning
  - 1. Agency policy on physical fitness and officer standards
  - 2. Role of good health and nutrition
- D. Weapon retention
- E. Employee Assistance Program
  - 1. Counseling through Human Resources and/or contracted professionals
  - 2. Critical incident stress debriefings
  - 3. Law Enforcement Chaplains
- F. Peer Counseling

Reference(s): Case # (if applicable) Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments *(field will expand automatically)*

**Additional Information:**

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



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

**See next page for Attestation**

## Part 5 – Section 2: Officer Safety Procedures

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### ATTESTATION FOR SECTION 2

#### 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.
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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**

## 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