8.1  COMPETENCY REQUIREMENTS

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**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
SECTION 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 Strategies

The trainee shall identify and develop effective leadership strategies that provide purpose, direction, and motivation to co-workers and community members.

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>
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FTO: When completed, print full name Date When completed, print full name Date

Trainee: When completed, print full name Date

Comments (field will expand automatically)

Additional Information:

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

8.1.01 Part B - Agency Training Details (field will expand automatically)
8.1.02 Leadership Attributes

The trainee shall illustrate through explanation or example how each of the following leadership competencies can affect his/her skills and abilities as an officer:

- A. Integrity
- B. Credibility
- C. Trust
- D. Discretion
- E. Duty
- F. Loyalty
- G. Honesty

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

**Trainee:**

Comments *(field will expand automatically)*

**Additional Information:**

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

N/A

8.1.02 Part B - Agency Training Details *(field will expand automatically)*
### 8.1.03 The Role of Leadership

The trainee shall assess and explain his/her leadership role within the department with clear consideration of the organization’s vision, mission and values statement.

#### Reference(s):

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<tr>
<th>Case # (if applicable)</th>
<th>Incident #</th>
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#### Received Instruction

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<td>When completed, print full name</td>
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<td>Date</td>
<td>Date</td>
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</table>

#### Competency Demonstrated

<table>
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<th>How Remediated?</th>
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<tbody>
<tr>
<td></td>
<td>When completed, print full name</td>
<td>Date</td>
</tr>
<tr>
<td></td>
<td>Field Perform</td>
<td>Role Play</td>
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</tbody>
</table>

#### How Demonstrated?

<table>
<thead>
<tr>
<th>Field Perform</th>
<th>Role Play</th>
<th>Written Test</th>
<th>Verbal Test</th>
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</thead>
</table>

#### Comments (field will expand automatically)

Additional Information:

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

[ ] N/A

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

See next page for Attestation
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: ___________________________ 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