

SECTION **1**

Agency Orientation/Department Policies

1.1 – 1.4 COMPETENCY REQUIREMENTS

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1.3 Community Orientation/Geographic Locations
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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**1.1 AGENCY-SPECIFIC TRAINING**

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- 1.1.02 Arrest and Control Techniques
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SECTION 1 AGENCY ORIENTATION/DEPARTMENT POLICIESCHECK ONE ONLY: ☐ PHASE 1 ☐ PHASE 2 ☐ PHASE 3 ☐ PHASE 4 ☐ PHASE 5

Trainee

FTO

1.1 AGENCY-SPECIFIC TRAINING

During the orientation period, the trainee shall be given an opportunity to become familiar with the specific training requirements of his/her agency. The trainee shall have successfully completed the following training prior to starting the uniformed patrol field training program.

1.1.01 Firearms/Weapons Qualification (including Shotgun)

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:

1.1.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input type="checkbox"/> N/A
Department Policies: 300 Use of Force, 305 Conducted Energy Device, 306 Officer-Involved Shooting, 307 Firearms		

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

The below information will be read by the trainee and discussed with the FTO.

CSU Channel Islands Police Department Range Training Reference Document

Range Safety-

It is essential that we have 100% adherence to these rules 100% of the time. Failure to do so, can and eventually will result in catastrophe.

Range Safety Rules-

Treat Every Firearm as if it were loaded

Never point a weapon at anything you are not planning to destroy

Keep your finger off of the trigger until you are preparing to engage a target

Always be aware of your back-drop

Fundamentals of Marksmanship-

These are the cornerstone items to being an accurate gunfighter. Although it is common for shooters to “cheat” them at short distances and in static conditions; without implementing these principles, it is nearly impossible to be successful in a more complex and/or dynamic firing solution in a real world setting. Acute angles, moving targets, low-light and a plethora of other varying factors will most probably be presented in the field, and thus will require a strict adherence to these principles.

Sight Alignment (front post aligned with 2 rear posts, with 2 equal bars of light on each side of the posts and an even plane across the top of all 3 posts)

Sight Picture (Front Sight)

Trigger Press (slow smooth press to the rear, waiting for the surprise break)

Follow-Thru (staying on the front sight after your shot, ready to deliver another round, should you make the decision to continue employing lethal force)

Department Weapon Information

Sig Sauer P320 PRO

Caliber: 9mm

Action Type: Semi-Auto, Striker fire

Overall length: 8.0”

Overall height: 6.3”

Overall width: 1.4”

Barrel length: 4.7”

Sight radius: 6.6"
Weight: 29.5 ounces
Magazine Capacity: 17
Sights: X-Ray 3 night sights

Colt Law Enforcement Carbine, Model 6920
Caliber – 5.56x45 NATO (.223 Remington)
Operating System – Semi automatic, direct gas impingement system
Overall length (stock retracted) – 32 inches
Overall Length (stock extended) – 35.5 inches
Barrel Length – 16.1 inches
Rifling – 1/7 right hand twist. One revolution of the bullet every 7 inches as it travels down the barrel. Bullet will twist to the right as it travels down the barrel.
Effective Range – 600 meters
Sights – Tritium front post, back up iron sight (BUIS) rear
Optic – Aimpoint PRO – 2 minute of angle red dot.
Magazine Capacity – 30 rounds

Bushmaster Heavy Barreled Carbine, Model XM-15 E2S
Caliber – 5.56x45 NATO (.223 Remington)
Operating System – Semi automatic, direct gas impingement system
Overall length (stock retracted) – 32.75 inches
Overall Length (stock extended) – 36.75 inches
Barrel Length – 16 inches
Rifling – 1/9 right hand twist. One revolution of the bullet every 9 inches as it travels down the barrel. Bullet will twist to the right as it travels down the barrel.
Effective Range – 600 meters
Sights – Tritium front post, back up iron sight (BUIS) rear
Optic – Aimpoint PRO – 2 minute of angle red dot.
Magazine Capacity – 30 rounds

Remington Shotgun, Model 870
Gauge – 12
Operating System – Manual, pump action
Barrel – 18 inches, smooth bore, ported barrel, fixed cylinder choke
Overall length – 38 ½ inches, with standard stock
Effective Range with Slug – 75 to 100 yards
Effective Range with 00 Buck – 15 to 20 yards
Sights – Ghost ring rear sight, orange ramp front sight

Magazine Capacity – 4 rounds

Remington Shotgun, Model 870, Less Lethal

Gauge – 12

Operating System – Manual, pump action

Barrel – 18 inches, smooth bore, ported barrel, fixed cylinder choke

Overall length – 38 ½ inches, with standard stock

Maximum Range with less lethal drag stabilized round – 75 feet

Effective Range with less lethal drag stabilized round – 20 to 50 feet

Sights – Ghost ring rear sight, orange ramp front sight

Magazine Capacity – 4 rounds

Issued Ammunition

.45 ACP, Winchester

Style - Bonded

Grains - 230

Muzzle Velocity – 935 feet per second (from 5 inch barrel)

Energy in foot pounds at the muzzle – 446 (from 5 inch barrel)

.223 Remington, Winchester

Style – Power Point (rounded soft point)

Grains – 64

Muzzle Velocity – 3020 feet per second

Energy in foot pounds at the muzzle – 1296

12 gauge Ranger Buckshot, Winchester

Style – Low recoil

Pellet Size – 00 Buck

Pellet Count – 9

Shell Length – 2 ¾

Muzzle Velocity – 1145 feet per second

Energy in foot pounds at 3 feet – 1335

12 gauge Ranger Slug, Winchester

Style – Low recoil

Slug Weight – 1 oz

Slug Type – H.P. Foster

Shell Length – 2 ¾

Muzzle Velocity – 1200 feet per second
Energy in foot pounds at 3 feet – 1400

.380 Auto, Federal Premium
Style – Hydra-Shok, Jacketed Hollow Point
Grains – 90
Muzzle Velocity – 1000 feet per second
Energy in foot pounds at the muzzle – 200

9mm Luger, Speer Gold Dot G2
Grains- 147
Muzzle Velocity- 970 feet per second
Energy in foot pounds at the muzzle- 307

Drag Stabilized “Bean Bag”, Defense Technology
Style – Tear drop shape with 4 stabilizing tails
Gauge – 12
Shell Length – 2 ½
Muzzle Velocity – 270 feet per second
Maximum Effective Range – 75 feet

Rifle Sighting Systems

Aimpoint PRO
2 minute of angle red dot sighting system
2 minutes of angle at 100 yards is equal to 2 inches at 100 yards
Sighting system set at 50 yards (1 inch MOA at 50 yards)

Iron Sights
Tritium front sight set at 50 yards
Point of Impact is approximately 2 inches high of Point of Aim

G. Nomenclature of AR-15 Rifle

Review rifle Nomenclature

1.1.02 Arrest and Control Techniques								
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:					<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
Comments (field will expand automatically)								

Additional Information:

1.1.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) Department Policies: 300 Use of Force, 302 Handcuffing and Restraints, 304 Control Devices and Techniques	<input type="checkbox"/> N/A
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1.1.02 Part B - Agency Training Details *(field will expand automatically)*

The below information will be read by the trainee and then discussed with the FTO. A practical demonstration will also be conducted.

Information from LAPD ARCON Manual

Handcuffing

Basic Procedures

- Hands should be handcuffed behind the back.
- Palms should be together, or back – to – back.
- Avoid injury to the wrists when applying the handcuffs.
- Check to ensure the handcuffs are not too loose or too tight.
- Handcuffs should be double - locked

Handcuffs are meant to be a temporary restraint and are not escape – proof. Officers should always remain alert for an attempted escape. It is not uncommon for an arrestee to conceal a handcuff key or metal shim to assist in escaping from custody. Officers should continue to monitor the arrestee during transportation, while at the hospital for medical treatment, or while the arrestee is in a holding tank prior to booking. Remember that an arrestee who is seated on a holding bench should be properly handcuffed and secured to the bench.

1.1.03 Impact Weapons Qualification								
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:					<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
Comments (field will expand automatically)								

Additional Information:

1.1.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) Department Policies: 304 Control Devices and Techniques	<input type="checkbox"/> N/A
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1.1.03 Part B - Agency Training Details *(field will expand automatically)*

The below information will be read by the trainee and then discussed with the FTO.

LAPD ARCON Manual**Baton**

The collapsible baton is a defensive tool constructed of alloy. It is lightweight, 26 inches long, and is carried in a scabbard. The baton consists of three sections: the handle, midsection, and tip. The baton is opened with a snap of the wrist. A friction lock holds the sections of the baton in place. The baton is held in the strong hand with a firm grip, using the thumb and forefinger to encircle the handle. The remaining fingers grasp the baton leaving two to four inches of the end cap exposed. To close the baton, reverse the grip, hold the baton vertically and strike the tip sharply onto the ground.

Draw Techniques / Positions / Stances

Strike Draw: The striking draw is used to deploy the baton from the scabbard. Tilt the scabbard slightly forward with the weak hand, while simultaneously grasping the baton with the strong hand. The baton is deployed with a striking motion to the target area.

High Profile Draw: The high profile draw can be used as a defensive technique in response to a suspect's aggressive actions. To perform the draw, grasp the baton with the strong side hand and snap it open with an upward motion. The strong side arm is bent at the elbow and held at a forty-five degree angle. The tip section will be facing upward and to the rear. The baton is then in the ready position.

Low Profile Draw: The low profile draw can be used to draw the baton casually, without attracting undue attention. To perform the draw, draw the baton with the strong side and snap the baton open with a downward motion. The baton is then placed in the ready position.

Ready Position: In the ready position, the baton is held on the strong side between the shoulder and elbow areas, with the tip section facing to the rear and the end cap section facing the suspect.

Striking Stance: When delivering a strike the strong leg should remain back. Drag steps can be utilized to maintain balance. The weak side hand is up to protect the officer's face.

Safety Considerations:

- The striking distance of the collapsible baton is the length of the officer's arm to the tip of the baton.
- A safe space should be estimated to the rear, front, and strong side prior to deploying the collapsible baton.
- Always assess the effect of each strike on the suspect.

Basic Strikes

There are six basic strikes with the collapsible baton. Strong side strikes are the most powerful and effective way to disable a combative suspect, and can be made with an open or closed baton.

Strong Side Strike – Open: Hold the open baton with the strong side hand at an angle perpendicular to the suspect and utilize the last two to

three inches of the baton to strike the primary or secondary target area.

Strong Side Strike – Closed: Hold the closed baton with the strong side hand and utilize the end cap to strike the target area. The thumb should be placed over the tip to prevent the baton from inadvertently deploying during the strike.

Weak Side Strike – Open: Weak side strikes are delivered from the weak side. The weak side strike resembles a backhand movement.

Perform the open weak side strike by grasping the baton with the strong hand, and with a powerful movement, bring the baton to a ninety-degree angle, perpendicular to the suspect, utilizing the last two to three inches of the baton to strike the target area.

Weak Side Strike – Closed: Perform the closed weak side strike by grasping the baton with the strong hand, and with a powerful movement, bring the baton to a ninety-degree angle perpendicular to the suspect, utilizing the end cap of the baton to strike the target area. The thumb should be placed over the tip to prevent the baton from inadvertently deploying during the strike.

Straight Strike – Open: A straight strike is used to drive the tip of the baton straight into the target area. Straight strikes are delivered from the ready position. As the baton is brought downward and forward, the open weak hand is placed firmly over the center of the mid-section of the baton. The fingers are flexed back to avoid pinching the skin should the baton inadvertently collapse. The tip of the baton is used to strike the target area.

Straight Strike – Closed: A straight strike can also be performed with the collapsible baton in the closed position. The strike is made with the palm up and thumb wrapped around the baton utilizing the tip section to strike the target.

Less Lethal Shotgun

The Less Lethal Shotgun is a standard 12 gauge Remington 870 shotgun with an orange butt stock and fore end. “Less Lethal” is printed on the butt stock in black letters. At least one Less Lethal shotgun should be deployed in the field during a patrol shift

Less Lethal Ammunition

The Less Lethal ammunition used at CSU Channel Islands Police Department is the Deftec drag stabilized beanbag round. The projectile weighs approximately 40 grams, has a minimum safe range of 20 feet, has a maximum effective range of 75 feet, and has a velocity of 270 feet per second.

Uses for the Less Lethal Shotgun

- Crowd Control
- Armed suspects
- Mentally ill subjects
- Diversionary purposes
- Animal Control

Primary Target Areas

- Arm below the elbow
- Lower Abdomen

- Thigh
- Leg below the knee
- Buttocks

Secondary Target Areas

- Shoulders and upper arms
- Shoulder blades and upper arms
- Knee

Potentially Lethal Areas

- Head
- Throat or neck
- Chest
- Spine
- Groin
- Lower back

Commands for use of Less Lethal Shotgun

- “Less Lethal on Scene” – This announces to officers already on the scene that the Less Lethal Shotgun is available and ready to be used as an option.
- “Bean Bag, Bean Bag, Bean Bag” – Announced prior to firing the Less Lethal Shotgun to make officers on scene aware that a less lethal round will be fired.

1.2 AGENCY ORIENTATION								
1.2.01 Overview The trainee will discuss his/her duties and obligations, and demonstrate a working knowledge of the agency's organization, functions, work schedule, chain of command, and rules and regulations.								
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:

1.2.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) <input type="checkbox"/> N/A Department Policies: 200 Organizational Structure and Responsibility, 201 Interim Directive, 202 Emergency Management Plan, 203 Training Policy, 204 Electronic Mail, 205 Administrative Communications, 206 Staffing Levels, 329 Major Incident Notification
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1.2.01 Part B - Agency Training Details *(field will expand automatically)*

The below information will be read by the trainee and then discussed with the FTO.

[REDACTED]

Patrol Deployment Plan

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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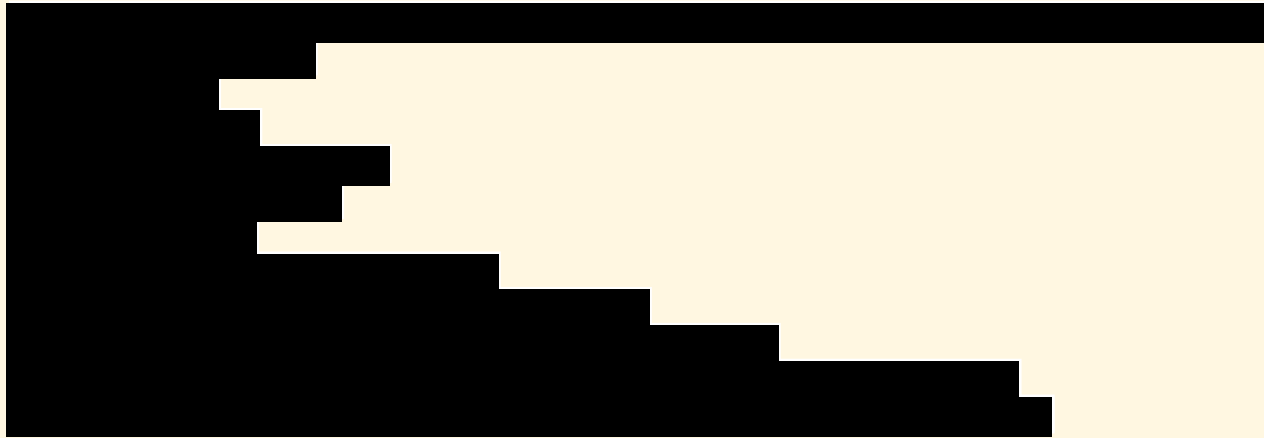
[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

A horizontal bar chart with 15 bars. The bars are arranged in a descending staircase pattern from left to right. The colors of the bars transition from dark purple on the left to light yellow on the right. The chart is set against a white background with a light gray grid.



Kristen Smart Agreement between Ventura County Sheriffs Department (VCSD) and California State University Police Department (CSUCI PD)

Authority

This memorandum is the statement of agreement reached by the CSUCI PD and the VCSD, in compliance with Senate Bill 1729, which enacted Education Code 67381,, which is also known as the Kristin Smart Campus Safety Act of 1998. This legislation requires that the CSUCI PD enter into a written agreement with the VCSD, which designates which law enforcement agency has operational responsibility for the investigation of Part I crimes. It further requires that the specific geographical boundaries of each department be identified, for operational responsibilities.

Background

The VCSD provides law enforcement services for all unincorporated areas of Ventura County. California State University Channel Islands (CSUCI) is located within an unincorporated area of Ventura County. CSUCI has its own P.O.S.T. accredited Police Department which provides law enforcement services to the campus and the University Glen residential community.

Administrative

The Chief of Police for CSUCI PD and the Chief of Police for the Camarillo Station of the VCSD will serve as the primary representative of each department in all contacts between the two departments, and with regard to any revisions to or deviation from this MOU.

A copy of this MOU shall be posted in the office of the CSUCI PD and made available for public viewing in accordance with Section 67381(e) of the California Education Code. This agreement shall continue in force until such time as either party requests revision or termination. Either party may terminate this agreement by giving the other party 90 days written notice of the party's intention to terminate. Any plans for revision shall be submitted to the other party in writing.

Operational Responsibilities

The investigation of all Part 1 violent crimes occurring on the CSUCI campus will be the responsibility of the CSUCI Police Department with the following exceptions, which will be the responsibility of the VCSD: Homicide, Kidnapping, and Officer-Involved Shooting.

The VCSD and CSUCI Police Department will assist each other in any mutual aid request, in particular with regard to incidents of civil disturbance or major unrest. (Personnel from each agency will receive orders and directions from their officials only. Incidents involving both agencies should be under the direction of a unified command.) To assist in coordinating activities between the CSUCI PD and VCSD, VCSD deputies and CSUCI police officers, whether in uniform or in plainclothes, who go into the primary jurisdiction of the other on official business shall notify the respective department Watch Commander as soon as practicable. VCSD deputies and CSUCI PD officers shall provide all possible assistance to the other when requested to do so.

Geographical Boundaries

The specific geographical boundaries of each agency's operational responsibility are displayed on map attachments one (1) and two (2).

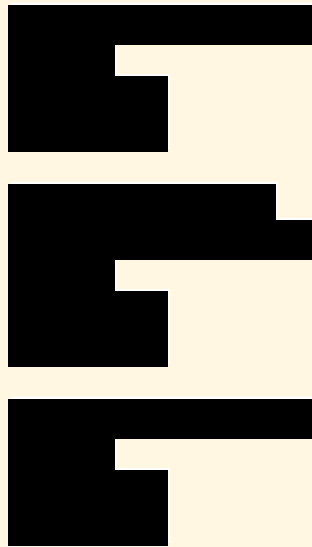
Use of VCSD Crime Lab Facilities

The CSUCI PD may make use of the VCSD crime lab. The terms of usage will be similar to terms between the VCSD and the California Highway Patrol. The primary usage will be in the area of narcotics testing. CSUCI PD police officers will attend inservice training and conform to all VCSD policies and procedures with regard to packaging, weighing, destruction and documentation of evidence. Police officers will attend training to be certified in the use of the Intoximeters Alco-Sensor V XL. Only evidence requiring analysis will be booked into the VCSD Evidence Room. Upon completion of analysis, the CSUCI PD will be responsible for retrieval of the evidence. All other evidence shall be maintained by the CSUCI PD.

[REDACTED]

[REDACTED]

[REDACTED]



CI Police Department
Police Officers
Guaranteed Vacation Calendar 2015

Beginning on November 17, 2014 Police Officers will begin to select their “guaranteed vacation” selections for the 2015 calendar year. Each employee – by rank and seniority – will be able to select and secure entire work weeks for vacation, during which his/her time off will be guaranteed. There will be no more than one Police Officer scheduled to be on guaranteed vacation during any given work week, nor will vacation time be granted during the first two weeks of the fall and spring semesters or the Friday/Saturday associated with Commencement.

A weekly calendar for 2015 is included in this document. The calendar will be distributed first to the Sergeants, and then it will be circulated among the remaining Police Officers in the order of seniority. When the calendar is presented to an employee he/she will have a specified period of time to select his/her first guaranteed vacation period. The employee is not required to select a vacation period at all, but if he/she does, he/she may select either one (1) complete work week or two (2) complete consecutive work weeks. After making the selection the employee will pass the calendar on to the next senior employee, and he/she will follow the same process. After the schedule has rotated through all of the employees for their first selection, it will return to the Sergeants for their second vacation selection, and so on. This process will continue until all the guaranteed vacation selections for all employees have been made.

To select a guaranteed vacation period on the calendar, the employee will draw a line through the entire week (Sunday through Saturday) on the attached calendar, and write his/her last name on the line. Upon making this selection, the entire week (Sunday through Saturday) will be secured by that employee, regardless of the employee’s actual work schedule or the desired number of days off within the week. No other employee may select guaranteed vacation during that week.

After making a selection, the employee will enter his/her initials on the attached sheet, indicating that a vacation selection has been made, and

eventually that all selections have been made.

During the guaranteed vacation selection process, each employee will be permitted to select up to the maximum number of vacation hours he/she will earn during calendar year 2015. A vacation credit accumulation chart is included for your reference:

Vacation Credit			Days (Monthly)	Hours (Monthly)	Days (Annually)
Service Requirements					
1 Month	to	3 Years	5/6	6-2/3	10
37 Months	to	6 Years	1-1/4	10	15
73 Months	to	10 Years	1-5/12	11-1/3	17
121 Months	to	15 Years	1-7/12	12-2/3	19
181 Months	to	20 Years	1-3/4	14	21
241 Months	to	25 Years	1-11/12	15-1/3	23
301 Months and Over			2	16	24

This program is intended to provide employees with opportunities to use accumulated vacation hours. Compensatory Time Off (CTO) or Holiday Credit (HC) will not be considered for the selection of guaranteed vacation. All guaranteed vacation selections must be completed by January 1st.

DAILY ATTENDANCE REPORT

Employees will be required to complete the daily attendance report for each day worked. This will include the hours they started the shift, the hour they ended the shift, the total number of hours worked, and if the shift worked was a regularly assigned shift or overtime shift.

1.2.02 Agency Directives, Rules, and Regulations The trainee shall discuss the agency's directives, rules and regulations, including: <div style="display: flex; flex-wrap: wrap; padding: 5px;"> <div style="width: 50%;">A. Standard of conduct on and off duty (values, ethics, principles)</div> <div style="width: 50%;">E. Interaction with associated law enforcement agencies</div> <div style="width: 50%;">B. Rules governing outside employment</div> <div style="width: 50%;">F. New media release laws, rules and regulations</div> <div style="width: 50%;">C. Regulations on carrying weapons off-duty</div> <div style="width: 50%;">G. Security of agency facilities</div> <div style="width: 50%;">D. Hours of all shifts and absence reporting requirements</div> <div style="width: 50%;">H. Any additional agency specific directives, rules and regulations</div> </div>									
Reference(s):						Case # (If applicable)		Incident #	
FTO: Trainee:	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		
					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play	
					<input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	
Comments (field will expand automatically)									

Additional Information:

1.2.02	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) <div style="float: right;"><input type="checkbox"/> N/A</div> <p>CSU Systemwide Operational Guidelines, Department Policies: 100 Law Enforcement Authority, 200 Organizational Structure and Responsibility, 206 Staffing Levels, 321 Standards of Conduct, 324 Media Relations, 326 Outside Agency Assistance, 341 Off-Duty Law Enforcement Actions, 417 Obtaining Air Support, 700 Department Owned and Personal Property, 1007 Body Armor, 1011 Fitness for Duty, 1012 Time Card Procedures, 1013 Outside Employment, 1015 Personal Appearance Standards, 1016 Uniform Regulations, 1018 Department</p>
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1.2.02	Part B - Agency Training Details (field will expand automatically) <p>Trainee will review above guidelines and policies with FTO</p>
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1.2.03 General Orders The trainee shall review and explain department general orders related to: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> A. Use of Force B. Use and Discharge of Firearms C. Domestic Violence D. Emergency Vehicle Operations E. Use of Less-lethal Weapons </div> <div style="width: 48%;"> F. Protective Orders G. Hate Crimes H. Child Abuse Investigations I. Any additional agency-specific directives, rules, and regulations </div> </div>									
Reference(s):						Case # (If applicable)		Incident #	
FTO:	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		
Trainee:					<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	
Comments (field will expand automatically)									

Additional Information:

1.2.03	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) <div style="text-align: right;"><input type="checkbox"/> N/A</div> <p>CSU Statewide Policy Manual, Department Policies: 300 Use of Force, 304 Control Devices and Techniques, 307 Firearms, 308 Vehicle Pursuits, 309 Officer Response to Calls, 311 Domestic Violence, 316 Child Abuse, 319 Victim and Witness Assistance, 320 Hate Crimes, 414 Patrol Rifles, 702 Vehicle Maintenance, 703 Vehicle Use</p>
1.2.03	Part B - Agency Training Details (field will expand automatically) Trainee will review above guidelines and policies with FTO

Additional Information:	
1.2.04	<p>Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i></p> <p>Department Policies: 200 Organizational Structure and Responsibility, 700 Department Owned and Personal Property</p>

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

The above information will be read by the trainee and then discussed with the FTO. The FTO will then explain the Organizational Flow Chart and provide a tour of the below work areas.

University Organizational Structure Flow Chart

Tour of Placer Hall and Department structures

- Operations Wing
- Administration Wing
- West Wing
- CSO Room
- Department Parking Lot Areas

1.2.05 Authorized Equipment The trainee shall know the operation of and agency policy regarding authorized personal equipment, safety equipment, and agency equipment used by officers in the field: A. Authorized personal equipment B. Safety equipment C. Agency equipment									
<i>Reference(s):</i>						Case # (If applicable)		Incident #	
FTO: Trainee:	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		
					<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	
Comments <i>(field will expand automatically)</i>									

Additional Information:

1.2.05	Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> <div style="text-align: right;"><input type="checkbox"/> N/A</div>
Department Policies: 700 Department Owned and Personal Property, 701 Personal Communication Devices, 1016 Uniform Regulations	
1.2.05	Part B - Agency Training Details <i>(field will expand automatically)</i> The above information will be read by the trainee and then discussed with the FTO.

1.2.06 Unauthorized Equipment The trainee shall review and explain what constitutes unauthorized equipment.								
Reference(s):							Case # (If applicable)	Incident #
FTO:	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	
	Trainee:							
<div style="border: 1px solid black; height: 80px; background-color: #d9e1f2; margin-top: 5px;"></div> Comments (field will expand automatically)								

Additional Information:

1.2.06	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) Department Policies: 700 Department Owned and Personal Property, 1016 Uniform Regulations	<input type="checkbox"/> N/A
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1.2.06	Part B - Agency Training Details (field will expand automatically) The above information will be read by the trainee and then discussed with the FTO.
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1.2.07 Uniforms/Equipment Damage The trainee shall review and explain agency policy on uniforms and equipment damage.								
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:

1.2.07 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input type="checkbox"/> N/A
Department Policies: 322 Information Technology Use, 700 Department Owned and Personal Property, 1007 Body Armor, 1016 Uniform Regulations	
1.2.07 Part B - Agency Training Details (field will expand automatically)	
The above information will be read by the trainee and then discussed with the FTO.	

1.2.08 Procurement and Use The trainee shall demonstrate the procedures for obtaining and using the following items: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> A. Vehicle B. Hand-held radio C. Firearms/weapons D. Flares </div> <div style="width: 48%;"> E. Special equipment [helmet, face shield, gas mask, oleoresin capsicum (OC) spray, etc.] F. Report forms </div> </div>									
Reference(s):						Case # (If applicable)		Incident #	
FTO:	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		
Trainee:					<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	
Comments (field will expand automatically)									

Additional Information:

1.2.08	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) <div style="text-align: right;"><input type="checkbox"/> N/A</div>
Department Policies: 307 Firearms, 323 Report Preparation, 414 Patrol Rifles, 700 Department Owned and Personal Property, 701 Personal Communication Devices, 702 Vehicle Maintenance, 703 Vehicle Use, 1016 Uniform Regulations	

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

The above and below information will be read by the trainee and then discussed with the FTO.

Introduction to RIMS Training Outline

RIMS CASE REPORT

Prior to starting your report:

- Always confirm the case is assigned to you by checking the officer tab to make sure you are assigned as primary officer in the “prepared by” field.
- Always double click on the incident number to confirm you are writing your report in the correct case.

Dates/Times:

- Reported Date and Time. The date in the lower middle section is transferred from CAD. (UCR)
- Occurrence Date and Time. Either add the date range or date and the time or time range.

Type: Select your case type by one of the choices in the drop down. This field creates the header on the printed report.

Address: This is the location of occurrence and is geographically coded to match with a true address in the database. Place is the common name of the address (McDonalds, Walmart). Addresses must be entered as follows:

- Directional prefix: East, west, north and south should be entered with E, W, N, S, without any punctuation.
- Street suffixes: Street, court, circle, lane, boulevard, or avenue should always be entered with only 2 digits (ST, CT, CI, LN, AV, BL).
- Intersections: Intersections need to be entered with the two street names and a slash in between them (E Main/S Elm). It is not necessary to put the street suffixes in (the computer will automatically add them if the location is valid).

Offenses: (UCR)

The initial offense listed will be the CAD incident type. This must be changed to an actual offense code or plain text based on the case report. Most of the offenses are listed in the database, however, you may also type in text if you cannot locate your offense. The offense code is mandatory for (UCR) and will default correctly from the offense selection.

Non-Crime Offenses:

If you scroll to the bottom of the offense list, you will find the plain text non-crime selections. These should be used when they apply. (Animal Bite, Collision, Suspicious Circumstance).

Status:

Select the correct status of the case which best describes its “current” status at time of taking report.

Dispo: Select the appropriate disposition from the drop down menu. (UCR)

Date (under Dispo): Must be added if the case is cleared. (UCR)

Special Circumstances:

Officers must fill out the "Special Circumstance" box at the bottom right corner. Choose "none" if none of these circumstances apply. (UCR) mandatory:

- Domestic Violence
- Hate Crime
- Reproductive Facility Crime

Solvability Factor:

Officers must fill out these boxes if they apply. This assists investigations in determining the priority and probable solvability of cases sent to investigations, along with any MO's.

PAGE 2 Tab

Place Code: Choose the appropriate from the drop down menu. Choose 'Theft from Motor Vehicle' if your case is a vehicle burglary.

Method Code: N/A. Not used

Theft:

- Place Code (UCR)
- Larceny Code (UCR)

Arson: If an arson report, check the box "uninhabited structure for an arson, if applicable. (UCR)

Person Name for Case Log If Victim Not Desired: Can be used to add a name to the case log, does not add the person or business to the case, just the case log.

PERSONS Tab

- Click "Add Person" to add a person to a case.
- Enter the name exactly as follows: Last name, comma space, first name middle initial or middle name.
- Select the correct "connection to case"
- If the last name is hyphenated, add the last name with a space and no hyphen: Smith Jones, Ann

If the person is already in the RIMS database, it will give you a choice to select that person or add as a new person.

- If the person is already in the RIMS system, select that person by double clicking on the name.

You must then update the person information with their most current information.

- If the person you are adding has the same address as a person already added into the case, use the option to select that address again.

IDENTIFYING INFORMATION: Each person entered into RIMS has three tabs to collect identifying or pertinent information. Enter as much of the information as you have collected

Phone Numbers: All phone numbers must be entered with 10 digits (includes area code) and always include dashes between numbers. This is important for searching capability and future contact of parties. (714-222-8888).

Change Connection to Case: If the involvement person needs to have the connection to case changed, select the “Change Conn” button on the bottom of the person record and choose the new connection.

Comment field: To be used only for non-defamatory statements. (Transient, No Telephone).

Officer Safety Field: Follow the department policy when using this field. This should be used only for caution with true and factual information. Be cautious about medical information. (Combative, Needles, 148 PC).

Physical Descriptors: If adding a mug shot to a person’s record fill out these fields for use in a line up.

Adding “UNKNOWN” persons to a case: DO NOT add them as a person if you have little identifying information. Simply add their limited unknown suspect information into the narrative area of your report.

If you have significant identifiable features (generally used when you have a photo), you may add them into the person tab as a suspect for connect to case and the following:

The last name should be the case number, and the first name is the connection to case.

Victims: By adding a person as a victim to a case, RIMS will prompt an additional entry box for specific victim information.

1. Victim Dispo: If Property Crime, select “Property Crime Does Not Apply”.
2. Injuries: Select from drop down box.
3. Associated Offenses: All offenses must be associated with the correct person.
4. Burglary Info: Add the appropriate if your person is a victim of a burglary.

Confidential Person or Confidential Victims: In connection to case, the selection for “CP” or “CV” should be used confidentiality. Do not use Jane or John Doe. Narratives should now also reflect the identity of the confidential party as CP or CV (in place of Jane or John Doe).

ARRESTS/CITATIONS:

ARRESTS:

1. In the persons tab “connection to case”, you must add the arrestee as “SA” (suspect arrested) or CI (cited person) for this box to

display. It also may display when the connection is “S” (suspect).

2. After adding the person information, and clicking OK, the above arrest record will display.
3. On page 1, fill in the fields pertaining to your arrest and offenses.
 - Charges: (UCR) Most severe charge selected first. Must select from drop down menu.
 - Action Taken: Select from drop down menu. (UCR)
 - Offense Level: Select from drop down menu (UCR)
 - Disposition: Select from drop down menu. Notice there are two choices for juveniles. (UCR)

CITATION ISSUED:

1. If you add in a citation number in the citation field, you will get a choice to add a citation.
2. Select “yes”. A citation box will display.

PROPERTY Tab

In the left hand column, the following fields must be filled out:

1. Brand: Manufacturer (Sanyo, Mitsubishi, Winchester, Kenmore, Sony, Dell, Canon, Huffy)
2. Model: The model name or number, if any.
3. Article: Type of property (Television, video recorder, microwave, baseball bat, bench, car stereo, blood draw, latent prints).
4. Quantity: If applicable.
5. Measure: Use drop down menu.
6. Color(s): If applicable.
7. Offense: Associate the property to the appropriate offense (this also associates the property with the correct person).

In the middle column, the following fields must be filled out:

1. Category: Use drop down menu (UCR)
2. Description: A brief description of the item if necessary
3. Item #: Not necessary to fill out RIMS will number this field
4. Prop code: Unique item number you give to the evidence. This number could be your first/last initial and the number you give the evidence. For example, if Sgt. Mary Adams books in 3 items of evidence, item 1 under the property code would be “MA-1,” item 2 would be “MA-2,” etc.
5. Serial number: Enter serial number if item has it.
6. Status: Use drop down menu.
7. Seizure location: Where the property was seized.

On the right column, the following fields must be filled out if the property was Stolen, Recovered or Damaged.

1. Value Stolen: (UCR)

2. Value Recovered: (UCR)
3. Value Damaged: (UCR)
4. Recovery Code: Use drop down menu for property that has once been stolen. (UCR)
5. Recovery Date: (UCR)
6. Officer: Enter your badge number or initials.
7. Location: Where the item was placed.
8. Associated person field: Use this field to link a particular item of property or evidence to a specific person in the report. Must select from drop down menu.
9. Notes field: Use this box to type in any notes regarding that particular item of evidence.

Disposition: Fill in the information on the tab if the property has been dispositioned. (Returned to owner).

VEHICLE Tab

Choose “add vehicle” and add the license plate and state.

1. If the vehicle is in the database the fields will populate.
2. Add vehicle: Fill in all fields in page 1.
3. Status: Choose from the drop down menu.
4. Assoc Person: From the people in the case report.

STOLEN/RECOVERED and VANDALIZED VEHICLES

Stolen Vehicle Reports:

If the vehicle is stolen, you must go to the “stolen/recovered” tab and complete the following fields:

- Date Stolen: (UCR)
- Value Stolen: (UCR)

Stolen Vehicle Recoveries:

When adding or completing a report for a recovered stolen vehicle change the vehicle status to “recovered,” then go to the “recovery tab” and fill out the following:

- Recovery Code: (UCR)
- Value Recovered: (UCR)
- Date recovered: (UCR)

Vehicle Vandalism Reports

1. On page 1 of the vehicle tab enter the vehicle and choose "damaged" in the status tab.
2. Place the dollar amount of the "value damaged" on the stolen/recovery tab.
3. Note: Vehicle Parts: If you have specific parts from a vehicle to be listed, then list them in the property tab fields and leave out the damage amount on the vehicle tab.

NARRATIVE Tab (includes Case Supplements)

- Primary Officer: The main case narrative is only accessible by the primary officer. RIMS reports will automatically assign "supp # 0" (and display "Narr") to the primary officer.
- Supplementing Officers: If you are not the primary officer, RIMS will assign your narrative as the next "Supp # "in the order the supplement was added.
 - Choose "Add Narrative"
 - Or check "case will have no narrative or supplement" and the report will be turned in for approval.

SUPPLEMENTS:

- Adding supplement with new persons, vehicles offenses or property into a case: Enter the information in each of the corresponding report tabs.
- Additionally, officers/investigators can utilize the "Add Other Info" feature in their supplement. This method serves as a simple new information notification to the party receiving the updated report information.

Narrative Templates: These templates can be designed to be report "prompts" or a location to copy generic report items into your reports (such as the Miranda rights).

REPORT COMPLETE & READY FOR SERGEANT REVIEW:

Checking in cases:

- There is only one place to turn in your case report or supplement. This is on the narrative tab. By checking the "completed" box, your case will be forwarded to the approval log.
- If the case has no narrative check the "case will have no narrative or supplement" box to send the case to the approval log.
- Note: The "turned in" checkbox on the face sheet does not turn in the case to case management. Officers should always complete their case from the narrative tab box.

OFFICERS Tab

Prepared by: The top portion of the "officers" tab is automatically filled in based on who was assigned as the primary officer to the case.

Approved by and reviewed by: These fields are also automatically filled in based on the approver or reviewer's login ID.

Routing to: The locations the case report has been routed.

PHOTOS Tab

Add a Photo:

1. Choose "Add Photo".
2. Enter the case number in the case field.
3. Enter notes in the notes field describing the photo.

ATTACHMENTS Tab

- Choose add attachment.
- Type your last name in the "BY" field.
- Select the correct category (usually PDF file).
- Enter the document description in the "Note" field.

When returning to the Case Attachment screen, the last attachment imported will be displayed in the list under the "Attachments" tab.

QUERIES Tab

This tab automatically populates and attaches a list of all CLETS queries run that are related to the case or incident.

OFFICER ASSLT Tab

The information on this tab populates the Law Enforcement Officers Killed or Assaulted Report.

CASE MANAGEMENT

Has your report been electronically sent back to you with errors?:

1. Correct the errors noted in the box in the upper right hand corner.
2. Check the box next to each error after they are corrected or click "all items" if all are complete.
3. Click OK at the bottom of the case screen. This will send it back through to the sergeant to verify your corrections.

1.3 COMMUNITY ORIENTATION/GEOGRAPHIC LOCATIONS								
1.3.01 Community Facilities The trainee shall know how to locate the following facilities which service their agency's jurisdiction: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> A. Hospitals B. Firehouses C. Schools </div> <div style="width: 48%;"> D. Community service organizations E. Park and recreation areas </div> </div>								
<i>Reference(s):</i>						Case # (If applicable)	Incident #	
FTO:	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	
Trainee:					<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:

1.3.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A

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

The FTO and trainee will review the following material.

Pleasant Valley Hospital 2309 Antonio Avenue, Camarillo, CA 93010 (805) 389-5800
 St John's Regional Medical Center 1600 N. Rose Avenue, Oxnard, CA 93030 (805) 988-2500
 Los Robles Hospital 215 W. Janss Rd., Thousand Oaks, CA, 91360 (805) 497-2727
 Ventura County Mental Health 200 Hillmont Ave, Ventura, CA 93003 (805) 652-6729
 Ventura County Medical Center 3291 Loma Vista Rd, Ventura, CA 93003 (805) 652-6000
 Ventura County Fire Department – 50 189 S. Las Posas Rd, Camarillo, CA 93010 (805) 371 – 1111X50
 Ventura County Fire Department – 52 5353 Santa Rosa Rd, Camarillo, CA 93010 (805) 371-1111X50
 Ventura County Fire Department – 54 2160 Pickwick Dr, Camarillo, CA 93010 (805)371-1111X54
 Carden Preschool Once University Drive, Camarillo, CA 93012 (805)482-6386
 CI Regional Park 1900 Old Dairy Road, Camarillo CA 93012
 UGlen Park Cross of Anacapa and Channel Islands, Camarillo, CA 93012
 Kiddie Park Cross of Channel Islands and Frenchy's Cove, Camarillo CA 93012

1.3.02 Problem Areas

The trainee shall identify and discuss locations and businesses that may attract crime and require frequent police response. These locations may include:

- | | |
|---|---|
| A. Bars and taverns, nightclubs, etc. | C. Known gang territories |
| B. Local "hang outs" and/or "hot spots" | D. Areas known for drug and prostitution activity |

<i>Reference(s):</i>					Case # (If applicable)		Incident #	
FTO:	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	
Trainee:					<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:**1.3.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☒ N/A**1.3.02 Part B - Agency Training Details (field will expand automatically)**

The FTO and trainee will review the following material.

CI Regional Park 1900 Old Dairy Road, Camarillo CA 93012

UGlen Park Cross of Anacapa and Channel Islands, Camarillo, CA 93012

Santa Cruz Village Student Housing

Anacapa Village Student Housing

Santa Rosa Village Student Housing

Town Center (45 Rincon Dr)

1.3.03 Roadways

The trainee shall know the names and locations of important types of roadways in the community or assigned area, including:

A. Major arteries

D. Freeways

B. "Through streets"

E. Fire trails or other special access routes

C. Dead-end streets

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		
Trainee:							
Comments (field will expand automatically)							

Additional Information:

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

☒ N/A

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

The FTO and trainee will review the following material.

University Drive – Main entrance to campus

Camarillo Street – Alternate entrance to campus, main entrance to University Glen

Oxnard Street – Alternate entrance to campus, main entrance to Student Housing

Lewis Road – Highway leading to Camarillo

Potrero Road - Highway leading to Thousand Oaks

101 Freeway – Major North / South freeway

Campus Streets / Roads – Camarillo Street, Santa Paula Street, Ventura Street, Santa Barbara Avenue, Rincon Drive, Chapel Drive, San Luis, Fillmore Street, Oxnard Street

University Glen Streets / Roads – Anacapa Islands Drive, Cathedral Cove, Elephant Seal Cove, Landing Cove, Smuggler's Cove, Frenchy's Cove, Channel Islands Drive, E Santa Cruz Island Drive, Cuyler Harbor Drive, Fry's Harbor Drive, Platt's Harbor Drive, Twin Harbor Drive, Santa Cruz Islands Drive

Special Access Roads – Road into CI Power Plant, unnamed access roads around CI Power that lead to the back of Camrosa Water District, Ironwood Hall, and in back of Modoc Hall. Access roads in CI Regional Park

1.3.04 Agency Jurisdiction The trainee shall know the jurisdictional boundaries, beats, districts, or sector assignments utilized by the agency.								
Reference(s):						Case # (If applicable)	Incident #	
FTO:	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	
					<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:

1.3.04	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) Department Policies: 100 Law Enforcement Authority, 200 Organizational Structure and Responsibility	<input type="checkbox"/> N/A
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1.3.04	Part B - Agency Training Details (field will expand automatically) The above information will be read by the trainee and then discussed with the FTO.
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1.4 SUPPORT SERVICES									
1.4.01 Municipal Agencies and Departments <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>A. City Hall or County Administration Building</p> <p>B. County/City Jail(s)</p> <p>C. District Attorney's Office</p> <p>D. Emergency Hospital (including emergency entrance, psychiatric facilities and entrance, police parking area, and any other agency-utilized rooms or department(s))</p> <p>E. Health Department and/or Coroner's Office</p> <p>F. Juvenile Hall</p> <p>G. Municipal, Superior, and Juvenile Courts</p> <p>H. Probation Department</p> <p>I. Welfare Department</p> </div> <div style="width: 48%;"> <p>J. State and Federal law enforcement agencies:</p> <ol style="list-style-type: none"> 1. Bureau of Alcohol, Tobacco, and Firearms (ATF) 2. Bureau of Narcotic Enforcement (BNE) 3. California Highway Patrol (CHP) 4. Department of Motor Vehicles (DMV) 5. Federal Bureau of Investigations (FBI) 6. Immigration and Naturalization Service (INS) 7. Military Police 8. Postal Inspectors 9. Railroad Police 10. Secret Service 11. US Marshall Service <p>K. Additional support services [e.g., Service Centers, Child Protective Service(s)]</p> </div> </div>									
Reference(s):						Case # (If applicable)		Incident #	
FTO:	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		
Trainee:					<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	
Comments (field will expand automatically)									

Additional Information:

1.4.01	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A

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

The FTO and trainee will review the following material.

Ventura County Government Center 800 Victoria Avenue, Ventura, CA 93009 (805) 654-5000
 Ventura County Pre-Trial Detention Facility 800 S Victoria Avenue, Ventura, CA 93009 (805) 654-3335
 Ventura County District Attorney's Office 800 S. Victoria Avenue, Ventura, CA 93009 (805) 654-2580
 Ventura County Sheriff's Department 800 S. Victoria Avenue, Ventura, CA 93009 (805) 654-9511
 Pleasant Valley Hospital 2309 Antonio Avenue, Camarillo, CA 93010 (805) 389-5800
 St John's Regional Medical Center 1600 N. Rose Avenue, Oxnard, CA 93030 (805) 988-2500
 Los Robles Hospital 215 W. Janss Rd., Thousand Oaks, CA, 91360 (805) 497-2727
 Ventura County Mental Health 200 Hillmont Ave, Ventura, CA 93003 (805) 652-6729
 Ventura County Medical Center 3291 Loma Vista Rd, Ventura, CA 93003 (805) 652-6000
 Ventura County Coroner's Office 3291 Loma Vista Road, Ventura, CA 93009 (805) 641-4400
 Ventura County Probation Department 800 S. Victoria Avenue, Ventura, CA 93009 (805) 654-2106
 Ventura County Superior Court 800 S Victoria Ave #210, Ventura, CA 93009(805) 289-8900
 Ventura County Juvenile Court 4353 E. Vineyard Avenue #112, Oxnard, CA 93036 (805) 289-8820
 Ventura County Welfare Department 855 Partridge Drive, Ventura, CA 93003 (866) 904-93624-5000(805) 654-00
 California Highway Patrol 4656 Valentine Road, Ventura, CA 93003 (805) 477-4100
 Alcohol, Tobacco, and Firearms LA Div. 550 North Brand Blvd Suite 800, Glendale, CA 91203 (818) 265-2500
 CA Bureau of Narcotics Enforcement 2720 Taylor St #300, San Francisco, CA 94133 (415) 351-3374
 Department of Motor Vehicles Investigations 4260 Market Street, Ventura, CA, 93003 (800) 654-1680
 Federal Bureau of Investigations 2075 S. Victoria Avenue, Ventura, CA (805) 642-3995
 USCIS (Formerly INS) 19809 Prairie Street 1st Floor, Suite 100, Chatsworth, CA 91311 (800) 375-5283
 Point Mugu Military Police (NCIS) 311 Main Road, Bldg 1, Point Mugu, CA 93042 (805) 982-4524
 Postal Inspectors PO Box 2000, Pasadena, CA, 91102 (877) 876-2455
 Railroad Police (BNSF) 2650 Lou Menk Drive, Fort Worth, TX, 76131 (800) 832-5452
 Secret Service 5051 Verdugo Way, Camarillo, CA 93012 (805) 383-5745
 US Marshal Service 312 N. Spring St. G23, Los Angeles, CA 90012 (213) 894-2485
 CSU Critical Response Unit 401 Golden Shore, Long Beach, CA 90802 (562) 951-4411

1.4.02 Special Teams/Units The trainee shall explain the proper utilization of agency special teams/units, including: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 48%;"> A. SRT SWAT B. K-9 </div> <div style="width: 48%;"> C. Search and Rescue D. Additional agency-specific units (Mental Health Units/Liaisons, Bomb Squad, etc.) </div> </div>									
Reference(s):						Case # (If applicable)		Incident #	
FTO:	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		
Trainee:					<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	
Comments (field will expand automatically)									

Additional Information:

1.4.02	Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)	<input checked="" type="checkbox"/> N/A

1.4.02	Part B - Agency Training Details (field will expand automatically)
The FTO will explain the role and function of the CSU Critical Response Team to the trainee	

See next page for Attestation

Part 5 – Section 1: Agency Orientation/Department Policies

ATTESTATION FOR SECTION 1

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Click on the 'X' in the signature line to activate the signature field > Right click and select "Sign" from the menu.
- Click on "Select Image" > Locate your signature file > Click "Open" to place your signature (date appears automatically).
- 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: Right click on the signature line > Select "Remove" from the menu.

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):**
 - 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.)
 - 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: Phil Caporale – BTB
6. You will receive status notification within 90 days from the date 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:**
 - Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
 - Enter any note-worthy comments related to the trainee's performance.
3. **If trainee requires remedial training:**
 - Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
 - 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