

SECTION **3**  
**Ethics**

**3.1 – 3.2**      **COMPETENCY REQUIREMENTS**

Contents
3.1      Ethical Standards
3.2      Agency Orientation
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****3.1 ETHICAL STANDARDS**

- 3.1.01 Ethical Decision Making
- 3.1.02 Accepting Responsibility
- 3.1.03 Ethical Conduct
- 3.1.04 Responsibility Regarding Unlawful/Unethical Acts by Other Officers
- 3.1.05 Handling Unethical or Criminal Conduct by Other Officers
- 3.1.06 Problems Associated with Unethical Decision Making
- 3.1.07 General Orders

**3.2 DECISION MAKING**

- 3.2.01 Limitations of Authority
- 3.2.02 Consequences of Inappropriate Discretionary Decisions
- 3.2.03 Demonstrating Decision Making

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

Trainee

FTO

**3.1 ETHICAL STANDARDS****3.1.01 Ethical Decision Making**

The trainee shall identify law enforcement ethical standards (Law Enforcement Code of Ethics, Code of Honor, and the Code of Conduct) and explain or demonstrate how they apply to ethical decision-making.

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

Preface: Law Enforcement Code of Ethics

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

The trainee will read the below information and then discuss with the FTO.

**LAW ENFORCEMENT CODE OF ETHICS**

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession . . . law enforcement.

**CODE OF HONOR**

On my honor, I will never betray my badge, my integrity, my character or the public trust. I will always have the courage to hold myself and others accountable for our actions. I will always uphold the constitution, my community, and the agency I serve.

<b>3.1.02 Accepting Responsibility</b> The trainee shall demonstrate the ability to accept responsibility for his/her actions.								
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:**

<b>3.1.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input checked="" type="checkbox"/> N/A
---	---

<b>3.1.02 Part B - Agency Training Details (field will expand automatically)</b> The above information will be discussed with the FTO and the behavior will be demonstrated in the field by the trainee.
---

**3.1.03 Ethical Conduct**

The trainee shall illustrate, through explanation or example, the following aspects of ethical conduct:

- A. An officer shall not engage in any conduct or activities on or off duty that reflect discredit on the officer, bring the department into disrepute, or impair its efficient and effective operation.
- B. Officers shall conduct themselves in a manner that will foster cooperation among members of the department, showing respect, courtesy, and professionalism in their dealing with one another.
- C. Officers shall not use language or engage in acts that demean, harass, or intimidate another. (Refer to agency policy)
- D. Officers shall conduct themselves toward the public in a civil and professional manner that implies a service orientation and that will foster public respect and cooperation.
- E. Officers shall treat violators with respect and courtesy, shall guard against employing an officious or over-bearing attitude, shall not use language that may belittle, ridicule, or intimidate the individual, and shall not act in a manner that unnecessarily delays the performance of duty.
- F. While recognizing the need to demonstrate authority and control over criminal suspects and prisoners, officers shall adhere to the department's policy regarding use-of-force, and shall respect the civil rights of and protect the well-being of those in their charge.

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

☐ N/A

Preface: Law Enforcement Code of Ethics, Department Mission, Philosophy, and Core Goals

Department policy: 321 Standards of conduct

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

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

**CSUCI Police Department Core Mission:**

The California State University Channel Islands Police Department, in partnership with its student-centered community, ensures for a safe and secure campus environment.

**CSUCI Police Department Core Philosophy:**

The Police Department accepts nothing less than excellence. What we do is important. What we do makes a difference.

The Police Department supports civility, understanding and mutual respect towards all persons.

The Police Department focuses on public safety issues through the delivery of services that includes aspects of traditional law enforcement, as well as prevention, problem-solving, community engagement, and partnerships.

Every staff member, both individually and collectively, has the authority to solve problems and make operational decisions suitable to their roles. Leadership is required and rewarded at every level, with administrators, supervisors, police officers, and dispatchers held accountable for decisions and the effects of their efforts at solving public safety issues.

**CSUCI Police Department Core Goals:**

Employ excellent people.

Educate, develop, and empower them to make a difference. Practice civility, understanding and mutual respect.

Provide excellent traditional law enforcement services. Provide excellent crime prevention services.

Facilitate problem solving as opposed to problem responding.

Engage the community and nurture mutually beneficial partnerships.

<b>3.1.04 Responsibility Regarding Unlawful/Unethical Acts by Other Officers</b> The trainee shall recognize his/her responsibility to intervene to stop offenses (unlawful/unethical acts) by other officers in order to maintain or restore professional control over a given situation or to improve the professional quality of future interactions.								
Reference(s):							Case # (If applicable)	Incident #
<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	
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:**

<b>3.1.04</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  Preface: Law Enforcement Code of Ethics, Law Enforcement Authority Department Policies: 300 Use of force and 321 Standards of Conduct	<input type="checkbox"/> N/A
---------------	--	------------------------------

<b>3.1.04</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>  The above information will be read by the trainee and then discussed with the FTO.
---------------	---



<b>3.1.05 Handling Unethical or Criminal Conduct by Other Officers</b> The trainee shall identify and evaluate methods for handling unethical or criminal conduct on the part of a fellow officer.								
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:**

3.1.05	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> (600 characters maximum)  Preface: Law Enforcement Code of Ethics, Law Enforcement Authority Department Policies: 300 Use of force and 321 Standards of conduct	<input type="checkbox"/> N/A
3.1.05	<b>Part B - Agency Training Details</b> (field will expand automatically)  The above information will be read by the trainee and then discussed with the FTO.	

<b>3.1.06 Problems Associated with Unethical Decision Making</b> The trainee shall identify and discuss problems associated with some common unethical decisions, including: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> <p>A. Non-enforcement of specific laws by personal choice</p> <p>B. Disproportionate enforcement targeting specific groups by personal choice</p> </div> <div style="width: 48%;"> <p>C. Acceptance of gratuities</p> <p>D. Misuse of sick time, etc.</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:**

<b>3.1.06</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  Preface: Law Enforcement Code of Ethics, Law Enforcement Authority Department Policies: 321 Standards of conduct, 401 Bias-Based Policing, 1002 Sick Leave	<input type="checkbox"/> N/A
---------------	---	------------------------------

<b>3.1.06</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>  The above information will be read by the trainee and then discussed with the FTO.
---------------	---

<b>3.1.07 General Orders</b> The trainee shall review and explain the General Orders and/or policy and procedures associated with conduct both on and off duty.								
Reference(s):						Case # (If applicable)	Incident #	
<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	
					<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:**

<b>3.1.07</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> (600 characters maximum)  Department Policy: 321 Standards of Conduct	<input type="checkbox"/> N/A
---------------	---	------------------------------

<b>3.1.07</b>	<b>Part B - Agency Training Details</b> (field will expand automatically)  The above information will be read by the trainee and then discussed with the FTO.
---------------	---

<b>3.2 DECISION MAKING</b>								
<b>3.2.01 Limitations of Authority</b> The trainee shall explain the most common limitations of their discretionary authority to include: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;">           A. Law            B. Department policy and procedure            C. Department goals and objectives         </div> <div style="width: 48%;">           D. Community expectations            E. Officer safety         </div> </div>								
Reference(s):						Case # (If applicable)	Incident #	
<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	
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:**

<b>3.2.01</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> (600 characters maximum)	<input type="checkbox"/> N/A
Preface: Law Enforcement Code of Ethics, Law Enforcement Authority Department policies: 100 Law Enforcement Authority, 311 Domestic Violence, 312 Search and Seizure, 313 Temporary Custody of Juveniles, 333 Private Persons Arrest, 408 Mental Illness Commitments		
<b>3.2.01</b>	<b>Part B - Agency Training Details</b> (field will expand automatically)  The above information will be read by the trainee and then discussed with the FTO.	

**3.2.02 Consequences of Inappropriate Discretionary Decisions**

The trainee shall identify the potential consequences of inappropriate discretionary decision making, including:

- |                                  |                                    |
|----------------------------------|------------------------------------|
| A. Death or injury               | D. Discipline                      |
| B. Additional crime              | E. Embarrassment to department     |
| C. Civil and vicarious liability | F. Relationship with the community |

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:								
Comments (field will expand automatically)								

**Additional Information:****3.2.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**☐ N/A

Preface: Law Enforcement Code of Ethics, Law Enforcement Authority

Department Policy: 321 Standards of Conduct

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

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

<b>3.2.03 Demonstrating Decision Making</b> Given various scenarios, simulated incidents, or calls for service the trainee shall identify and conclude which of the following are acceptable decisions: <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;">           A. Arrest            B. Cite and release            C. Give a referral         </div> <div style="width: 48%;">           D. Give verbal warning            E. Take no action         </div> </div>									
<i>Reference(s):</i>						<b>Case # (If applicable)</b>		<b>Incident #</b>	
<b>FTO:</b>   <b>Trainee:</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		
					<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:**

<b>3.2.03</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input type="checkbox"/> N/A
Preface: Law Enforcement Code of Ethics, Law Enforcement Authority Department Policies: 100 Law enforcement authority, 311 Domestic Violence, 333 Private Persons Arrest, 409 Cite and Release Policy		

<b>3.2.03</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>  The above information will be read by the trainee and then discussed with the FTO.
---------------	---

**See next page for Attestation**

## Part 5 – Section 3: Ethics

### ATTESTATION FOR SECTION 3

#### 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):**
  - 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: 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:**
  - 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