SECTION 7

Radio Communication Systems

7.1 – 7.2 COMPETENCY REQUIREMENTS

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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

SECTION 7 RADIO COMMUICATION SYSTEMS

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

Trainee [   ] FTO [   ]

7.1	RADIO COMMUNICATION

7.1.01	**Agency Policy Regarding Communications**
	The trainee shall review and briefly summarize agency policy on communications control and coordination and radio call numbers.

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:					☐ Field Perform ☐ Role Play			☐ Field Perform ☐ Role Play
Trainee:					☐ Written Test ☐ Verbal Test			☐ Written Test ☐ Verbal Test
Comments *(field will expand automatically)*								

Additional Information:

7.1.01	**Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*	☐ N/A
	Department Policies: 801 Communication Center	

7.1.01   **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.

CSU Channel Islands Police and Parking Services Radio Broadcasting Protocols

Objective –To create a consistent, current, and tactically sound manual, by which all Officers and Dispatchers shall broadcast radio traffic from.

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Page 9, 10- Other Important radio procedures:

RADIO TRAFFIC PROTOCOL

The purpose of this document is to establish a standardized set of procedures for Officers and Dispatchers when broadcasting radio traffic. Currently our department is comprised of Officers and Dispatchers from numerous agencies, with various training backgrounds. While this makes for a wide range of experiences and opinions, it has created a great divide between shifts and personnel. For example: If Officer "A" is assigned to the night shift, he or she will develop a certain "style" or pattern, based off of their personal training and experiences, as well as the assigned dispatchers "method or "style" of dispatching. If Officer "A" were to cover a day shift, or be transferred to another shift, they would then be faced with "learning" this new shifts "style" and "lingo". Like-wise, the dispatcher from that watch would be forced to learn this Officers "style" as well. This fact, coupled with the wide range of shift assignments and personnel, makes for inconsistent and confusing broadcasts.

Having these inconsistencies amongst shifts is ultimately an Officer Safety issue. Officers in the field as well as Dispatchers in the communications center must constantly deal with rapidly evolving situations and each must be able to rely upon consistent practices in order to safely and effectively resolve a situation.

All major forms of Dispatcher and Officer training, promote brevity as one key to effective police communications. We are currently experiencing a high level of unnecessary dialogue from both Officers and Dispatchers. This is again a net result of not having clear guidelines in place for all radio broadcasts. This dialogue is unnecessary and prevents Officers and Dispatchers from broadcasting emergency traffic, should the situation present itself.

The below outlines will address the following: Traffic Stops, Clearing Subjects, Dispatching calls for service and other Misc. broadcast

procedures. At the completion of all training, the following protocols shall be immediately adopted and utilized by all personnel. These protocols are consistent with most other local jurisdictions and will allow for greater interoperability in the event we should be working along side them.

TRAFFIC STOPS:

Traffic stops shall be broadcast in the following order:

Officer: Station 16, Paul X, Code 6 Traffic
Dispatch: Paul X
Officer: Station 16, Paul X, Code 6 Traffic, University and Lewis, 3LNB456, (repeat plate)
Dispatch: Paul X, Code 6 Traffic, University and Lewis
Dispatch: Paul X, your plate returns, clear and current to a 1994 Buick, out of Oxnard.
Officer: Paul X

Upon completion of the traffic stop, the following shall be broadcast:
Officer: Station 16, Paul X, 10-8, Vehicle is a "Blue Buick", Driver warned.   (Officer at his or her discretion may choose to broadcast the violation for which the driver was warned; however, this shall not be mandatory). The dispatcher will then update the RIMS incident screen with the additional information provided by the Officer.

Note:
Our officers are continually reminded through training and actual incidents that a routine traffic stop can turn deadly in a moments notice. The dispatcher is expected to arise to the officer's level of awareness and be cognizant of the situation. Therefore, the dispatchers will respond to code 6 radio traffic in the following manner:
If the officers say Code 6 traffic, immediately put your non emergency calls on hold and respond to radio. If you are on an emergency call advise the officer and ask them to standby (10-23). Use the format above to communicate with the officer. If the officer does not reply to your response that the vehicle is "clear and current", do not advise them again unless asked, and do not expect the officer to acknowledge the information. They may well be in a volatile situation and can't respond at the moment. Officers have countless factors to consider and many variables which can arise while making a traffic stop.
If the officer is alone and does not communicate with dispatch for 5 minutes, ask them to advise their status. If they do not respond within 20 seconds, ask them again. If that Officer still does not respond, immediately start an additional unit to assist.

CLEARING SUBJECTS:

The clearing of subjects shall be broadcast in the following manner:

Officer: Station 16, Paul X, Clear one.
Dispatch: Paul X Go ahead or standby
Officer: Station 16, Paul X, Last of SMITH, First of CAROL, DOB 12/19/1958 CDL-A8856169 (repeat CDL#),

Dispatch: Paul X

Dispatch   (when subject is clear): Paul X, your subject returns clear and current

Dispatch   (when subject is not clear): Paul X station 16, advise if clear for 10-35

Officer: Paul X, Go ahead

Dispatch: Paul X, your Subject SMITH, returns Code 6 Frank, for 211PC, out of Ventura. Unconditional search terms.

Officer: Paul X

Note: The officer will spell phonetically all names that are unusual, uncommon, or have more than one way to be spelled.

DISPATCHING CALLS FOR SERVICE:

Calls must be delivered clearly and concisely, without using phrases such as "we have a report of", "respond to", etc. Historically, the word "respond" is used as a pre-emptive command to a Code 3 response. When it is used regularly as a prepatory command for non-urgent calls, it creates a false sense of urgency for the first responder. Therefore this phrase shall only be used when broadcasting priority calls for service.

Non-Urgent Calls for Service - Unlocks & Vehicle Jumpstarts

Dispatch: Paul X, Station 16

Officer: Paul X

Dispatch: Request for jumpstart, in the A1 lot, RP Michelle Jones standing by, A1 lot

Officer: Paul X

Officer: Paul X 10-97

Dispatch: Paul X 10-97

Officer: Station 16, Paul X, 10-98, service rendered (upon completion of service)

Dispatch: Paul X 10-98 (do not repeat dispo)

Crimes in Progress Including Suspicious Persons or Incidents
(ALWAYS DISPATCH TWO OFFICERS)

Dispatch: Paul X, Paul Y, Station 16 (The first unit broadcast, shall be the primary/handling Officer, and thus should respond back to dispatch in the same order given)

Officer X: Paul X

Officer Y: Paul Y

Dispatch: Paul X, Paul Y, 415 noise complaint, University Glen South Pool, RP states several subjects, drinking beer and arguing, no weapons seen.

Officer X: Paul X

Officer Y: Paul Y

Officers: Paul X, Paul Y 10-97

Officer: Station 16, Paul X, Paul Y, 10-98, DP's contacted and advised, warning given, will comply (upon completion of call).

Dispatch: 10-98 (do not repeat dispo)

Self-Initiated Activities:

Officer X: Station 16, Paul X, 10-6 University Glen preventative patrol (Officers should always advise the dispatcher of the type of activity that will be conducted using the approved incident types in the RIMS system) (see attached).

***When dispatching Officers to "In Progress" calls, dispatchers will cross reference locations and names in RIMS (if known), in an attempt to locate prior responses to a particular residence. Dispatchers will also make every attempt to keep the RP on the line, as they are generally the best source of information for the responding units. As always, the most important question asked by dispatchers should be "are there any weapons?"

10 Codes, Uniform Codes & Plain Text
The CSU Channel Islands Public Safety Department has adopted two forms of "code set" for broadcasting all radio traffic. The first form is the standard "10 Code". This series of codes are purely administrative codes and are to be used for routine, administrative functions only.
Examples of these would be the following:
"10-6 University Glen, Foot Patrol"
"10-6 University Glen, Town Center Lock-up"
"10-6 Bell Tower, Foot Patrol"
These codes should not be used for any other function, other than an administrative nature.

The other form of broadcast is the "Uniform Code System." These series of codes are to be used for "in-progress" types of broadcasts.
Examples of these are as follows:
"Code 6 Traffic"
"Code 6 on three subjects"
"Respond Code 3"
"Code 4"
These codes are used to create an immediate distinction to dispatch and other Officers in the field that you are engaging in an immediate action, or involved in a particular "in-progress" incident. There are very clear differences between these coding systems and it is extremely important that they are used in the manner for which they were intended.

Misc Patrol Broadcasts:
Start of Shift:
Officer: Station 16, Paul X, start of watch
Officer: Paul X,
Officer: 10-8, Unit 115, Starting Mileage 129, 876, 129, 876, Sam 1, Ida 2
Officer: Paul X 10-8 (do not repeat other info)

Attn Dispatchers: If RIMS has a problem with the mileage you enter or the equipment is duplicated with officers, do not use the radio to

correct the information. If you cannot reconcile it by utilizing the vehicle maintenance window in RIMS, call the officers on their cell.

Change of Status:
Officer: "Station 16, Paul X, 10-6 University Glen Foot Patrol"
Dispatch: "Paul X, 10-6 University Glen (Do not repeat action of officer when they are 10-6, only if they are Code 6)
Officer: "Paul X, 10-8" (after completion of University Glen tour)
Dispatch: "Paul X, 10-8"

NOTE
As shown above, it is not appropriate for an Officer to give a pre-emptive command, prior to broadcasting a routine task. This is an un-necessary use of air time. Examples of that would be the following:

Officer: Station 16, Paul X
Dispatch: Paul X
Officer: Station 16, Paul X, 10-8
Officer: Station 16, Paul X
Dispatch: Paul X
Officer: "Station 16, Paul X, 10-6, University Glen Foot Patrol"

Dispatchers are no longer burdened by the front desk, live scans, etc. Therefore, each dispatcher should be ready to receive such transmissions without delay or a pre-emptive command.

Other Important radio procedures:
Non Emergency radio traffic
Dispatchers will immediately respond to the radio even if they are on the phone or talking with a visitor. Only when dealing with an emergency or officers on one of the other radios will Officer's be told to "standby" (10-23). This procedure will let the officers know that they have been heard; however dispatch has a priority situation. There should not be extended lag-times between an Officers broadcast and a dispatcher's response; dispatchers should make every attempt to respond to Officers without delay. Dispatch should respond to an Officers broadcast within 1-2 seconds, unless involved in an emergency call for service.

Self-Initiated Activities and Clearance Dispositions
When conducting self-initiated activities, officers will notify the dispatcher of the specific type of activity that will be conducted (using the attached list of RIMS incident types). The information provided to the dispatcher must be as specific a possible so that the dispatcher will be able to accurately document the activity in RIMS.
Upon clearing from an assigned call-for-service or self-initiated activity, officers will notify the dispatcher of the specific disposition for that activity (using the attached list of RIMS incident dispositions). The information provided to the dispatcher must be specific and accurate to ensure that the dispatcher will be able to properly document the disposition in RIMS.
If an officer fails to notify the dispatcher of the specific type of activity being conducted or the specific disposition of the incident, the dispatcher will ask the officer to provide that information.

Any call for service which is not of a routine nature:

Dispatchers must be listening to the radio at all times when officers are on traffic stops, disturbances, domestics, and any other call which is outside the routine; door unlocks, vehicle jump starts, etc. Not only are dispatchers here to log information into RIMS or run vehicles and subjects; they must be listening for things which will indicate that the situation is not "code 4." Some of these things are: Changes in the officers' voice inflection, requests for additional units, etc. The job of a Police Dispatcher is to support the Officers in the field and the citizens entrusted to our care. This will require each dispatcher to stay tuned into the radio and avoid distractions in the communications center, at all times.

The communications center experiences frequent distractions, for example; fellow co-workers visiting or working on projects that require communication with the dispatcher, our supervisors communicating with us, parking services delivering mail or picking up keys, relaying information, etc; therefore, dispatchers must take control and require that visitors stop talking or leave when officers are on traffic stops, ped checks, occupied vehicle checks, 911 hang-ups, in progress calls, medical calls, and all other emergency calls or situations.

If a call is pending and the officers are busy, the dispatcher will advise the watch commander of the pending call. If the pending call is an emergency, the dispatcher will immediately advise the watch commander. If the pending call is not an emergency, the dispatcher will wait until the officers are 10-8 or code 4 to advise the watch commander. The watch commander will advise if an officer can break away to handle the call.

7.1.02   Memorizing Codes

The trainee shall memorize the phonetic alphabet and agency brevity radio codes, including commonly used Penal Code Section numbers and codes for dispatching emergency vehicles.

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:					☐ Field Perform ☐ Role Play			☐ Field Perform ☐ Role Play
Trainee:					☐ Written Test ☐ Verbal Test			☐ Written Test ☐ Verbal Test
Comments *(field will expand automatically)*								

Additional Information:

7.1.02	**Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*	☐ N/A
	Department Policies: 801 Communications Center	

7.1.02	**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.
	CSU Channel Islands Police and Parking Services Radio Broadcasting Protocols

7.1.03	**Radio Procedures and Use**
	The trainee shall demonstrate knowledge of agency radio procedures and proficient use of the radio including:

A. Waiting until the air is clear before pressing the transmit button

B. Pressing the transmit button firmly and speaking calmly and clearly into the microphone

C. Avoiding over-modulation by speaking moderately into the microphone

D. Knowing the meaning of "emergency traffic only" and always saving routine and non-emergency transmissions until "emergency traffic only" status is terminated

E. Knowing the call signs, assignments, and beat locations of other units in the area

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:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments *(field will expand automatically)*								

Additional Information:

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

Department Policies: 801 Communications Center

7.1.03	**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.

CSU Channel Islands Police and Parking Services Radio Broadcasting Protocols

7.1.04	**Crime Broadcast**

Given a situation in which there is one or more suspect descriptions, the trainee shall properly utilize the radio to complete a crime broadcast. This description shall minimally include:

A. Type of incident and number of suspects

B. Complete known description of suspect(s), including height, weight, hair color and style, eye color, clothing description, and distinguishing characteristics

C. Loss (if any), including approximate value and denomination of bills

D. Weapon(s) used

E. Vehicle(s) used

F. Direction(s) of flight

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:					☐ Field Perform ☐ Role Play			☐ Field Perform ☐ Role Play
Trainee:					☐ Written Test ☐ Verbal Test			☐ Written Test ☐ Verbal Test
Comments *(field will expand automatically)*								

Additional Information:

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

Department Policies: 801 Communications Center

7.1.04	**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.

CSU Channel Islands Police and Parking Services Radio Broadcasting Protocols

7.1.05	**Vehicle Pursuit Transmission**

The trainee shall explain the proper use of the police radio and transmissions to maintain control of a vehicle pursuit. Appropriate transmissions shall minimally include:

A. Identification of the vehicle in pursuit

B. What the vehicle or occupant(s) is wanted for

C. Complete description of the vehicle, including license number

D. Number of occupants and possibility of weapons

E. Direction of travel

F. Approximate speed

G. Conditions (light or moderate traffic, dry or wet pavement, damage to suspect vehicle, etc.)

H. Necessity for backup and number of units needed

I. Location of stop

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:					☐ Field Perform ☐ Role Play			☐ Field Perform ☐ Role Play
Trainee:					☐ Written Test ☐ Verbal Test			☐ Written Test ☐ Verbal Test
Comments *(field will expand automatically)*								

Additional Information:

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

Department Policies: 308 Vehicle Pursuits

7.1.05	**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.

CSU Channel Islands Police and Parking Services Radio Broadcasting Protocols

7.1.06   Control During In-Progress Assignment

Given a situation involving an in-progress assignment, the trainee shall use the police radio to maintain control of the situation. This shall minimally include:

A.   Voice control so as not to escalate the situation

B.   Establishment of perimeter and control of possible escape routes

C.   Control of response of other police units

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:					☐ Field Perform ☐ Role Play			☐ Field Perform ☐ Role Play
Trainee:					☐ Written Test ☐ Verbal Test			☐ Written Test ☐ Verbal Test

Comments *(field will expand automatically)*

Additional Information:

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

7.1.06	**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.
	CSU Channel Islands Police and Parking Services Radio Broadcasting Protocols

7.2	**INFORMATION SYSTEMS / TELECOMMUNICATIONS**

7.2.01 Examples of Inquiries

The trainee shall give examples where inquires into a law enforcement information system would be necessary. These may include:

A. To locate information on lost, stolen, or recovered property, including vehicles

B. To establish probable cause for a search or an arrest

C. To verify the validity of a warrant

D. To verify the validity of a driver's license, vehicle registration, or occupational license

E. To determine if a person is wanted

F. To determine the status of a person on parole or probation

G. To report or locate a missing person

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:					☐ Field Perform ☐ Role Play			☐ Field Perform ☐ Role Play
Trainee:					☐ Written Test ☐ Verbal Test			☐ Written Test ☐ Verbal Test
Comments *(field will expand automatically)*								

Additional Information:

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

Department Policies: 801 Communications Center, 803 Records Section, 804 Restoration of Firearm Serial Numbers, 805 Records Maintenance and Release, 806 Protected Information

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

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

7.2.02   **Law Enforcement Information Systems**

The trainee shall be able to identify the law enforcement information systems used by the agency including:

A.   Automated Property System (APS)

B.   Stolen Vehicle System (SVS)

C.   Wanted Persons System (WPS)

D.   Automated Firearms System (AFS)

E.   Domestic Violence Restraining Order System (DVROS)

F.   Missing Unidentified Person System (MUPS)

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:					☐ Field Perform ☐ Role Play			☐ Field Perform ☐ Role Play
Trainee:					☐ Written Test ☐ Verbal Test			☐ Written Test ☐ Verbal Test
Comments *(field will expand automatically)*								

Additional Information:

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

7.2.02	**Part B - Agency Training Details** *(field will expand automatically)*
	The above information will be shown to the trainee by the lead dispatcher and then discussed with the FTO.

7.2.03   System Inquiries to Complete an Investigation

Given an incident in which information is required to complete an investigation, the trainee shall demonstrate a knowledge of the minimum information requirements for generating a system inquiry related to the following categories:

A.   Wanted persons

B.   Property, vehicles, and firearms

C.   Criminal histories

D.   DMV information

E.   Miscellaneous information

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

Additional Information:

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

Department Policies: 803 Records Section, 804 Restoration of Firearm Serial Numbers, 805 Records Maintenance and Release, 806 Protected Information

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

The above information will be shown to the trainee by the lead dispatcher and then discussed with the FTO.

7.2.04	**Agency Policy for Use of MCTs and Laptops**

The trainee shall review and explain agency policy regarding the proper use and/or the misuse of Mobile Computer Terminals (MCTs) and on-board laptop computers.

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:					☐ Field Perform ☐ Role Play			☐ Field Perform ☐ Role Play
Trainee:					☐ Written Test ☐ Verbal Test			☐ Written Test ☐ Verbal Test

Comments *(field will expand automatically)*

Additional Information:

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

Department Policies: 803 Records Section, 804 Restoration of Firearm Serial Numbers, 805 Records Maintenance and Release, 806 Protected Information

7.2.04	**Part B - Agency Training Details** *(field will expand automatically)*
	The above information will be read by the trainee and then discussed with the FTO.

7.2.05   Inappropriate Use of Information Systems

The trainee shall identify inappropriate use(s) of law enforcement information systems according to agency policy and law.

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:					☐ Field Perform ☐ Role Play			☐ Field Perform ☐ Role Play	
Trainee:					☐ Written Test ☐ Verbal Test			☐ Written Test ☐ Verbal Test	
Comments *(field will expand automatically)*									

Additional Information:

7.2.05	**Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*	☐ N/A
	Department Policies: 321 Standards of Conduct, 803 Records Section, 804 Restoration of Firearm Serial Numbers, 805 Records Maintenance and Release, 806 Protected Information	

7.2.05	**Part B - Agency Training Details** *(field will expand automatically)*
	The above information will be read by the trainee and then discussed with the FTO.

Part 5 – Section 7: Radio Communication Systems

ATTESTATION FOR SECTION 7

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.

X

Primary Field Training Officer: _____   Print Full Name: _____

X

Trainee: _____   Print Full Name: _____

IMPORTANT: After signing the Attestation, the file will be "locked" and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: 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)

<div align="center">

INSTRUCTIONS TO ADMINISTRATORS

</div>

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.

<div align="center">

See next page for Instructions to Field Training Officers

</div>

How to Complete Part 5 (Sections 1–18)

<p style="text-align:center">**INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)**</p>

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.

<p style="text-align:center">**End Section**</p>