

SECTION **7**
Radio Communication Systems

7.1 – 7.2 **COMPETENCY REQUIREMENTS**

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7.2	Information Systems/Telecommunications
	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**7.1 RADIO COMMUNICATION**

- 7.1.01 Agency Policy Regarding Communications
- 7.1.02 Memorizing Codes
- 7.1.03 Radio Procedures and Use
- 7.1.04 Crime Broadcast
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- 7.2.04 Agency Policy for Use of MCTs and Laptops
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SECTION 7 RADIO COMMUNICATION 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 #	
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:

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

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

Trainee shall know SLT PD call sign procedures. Officer's call signs are their department issued ID number.

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:					<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 <i>(field will expand automatically)</i>								

Additional Information:

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

A	Adam	J	John	S	Sam
B	Boy	K	King	T	Tom
C	Charles	L	Lincoln	U	Union
D	David	M	Mary	V	Victor
E	Edward	N	Nora	W	William
F	Frank	O	Ocean	X	X-Ray
G	George	P	Paul	Y	Yellow
H	Henry	Q	Queen	Z	Zebra
I	Ida	R	Robert		

Radio Codes

148	Resisting Arrest
187	Homicide
23152	Drunk Driver
207	Kidnapping
211	Robbery
242	Assault/Battery
245	Assault with Deadly Weapon/Aggravated Assault
261	Sexual Assault/Rape

10 Codes

10-1	Receiving Poorly
10-2	Receiving Well
10-4	Message Received
10-6	Busy
10-8	In Service)
10-20	Location
10-30	Records Check (warrants/DMV)
10-30M	Misdemeanor Warrant
10-	

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

<p>A. Waiting until the air is clear before pressing the transmit button</p> <p>B. Pressing the transmit button firmly and speaking calmly and clearly into the microphone</p> <p>C. Avoiding over-modulation by speaking moderately into the microphone</p>	<p>D. Knowing the meaning of “emergency traffic only” and always saving routine and non-emergency transmissions until “emergency traffic only” status is terminated</p> <p>E. Knowing the call signs, assignments, and beat locations of other units in the area</p>
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<i>Reference(s):</i>						<i>Case # (if applicable)</i>	<i>Incident #</i>	
	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 <i>(field will expand automatically)</i>								

Additional Information:

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

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

Proper Radio Procedures

- Treat the radio with the same care as a service weapon; it may be just as important in saving your life or a deputy’s life.
- Before using the radio, check the radio for any missing or obviously damaged parts. If so, make a report, replace the radio with a spare, and have repairs made to the damaged radio.
- A fresh battery shall be in all portable radios prior to a Officer’s tour of duty. The portable radio shall be securely attached to the duty belt while the Officer is performing patrol duty.
- Keep the microphone where it belongs to prevent damage or blockag

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

<i>Reference(s):</i>						<i>Case # (If applicable)</i>	<i>Incident #</i>	
	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:								
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Additional Information:

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

Crime broadcasts are one of the most common types of radio transmissions an Officer will use on a daily basis whether they broadcast it or receive it from dispatch. There are basic elements that a crime broadcast must contain so that all the necessary information can be received by other units. The information is also entered into the CAD system by dispatch and is available to the Officer when he/she must write their report. A crime broadcast contains the following information:

- Type of incident
- Number of suspects
- Complete known description(s) of suspect(s):
 - o Height
 - o Weight
 - o Hair Co

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
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<i>Reference(s):</i>						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		
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Trainee:									
<i>Comments (field will expand automatically)</i>									

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

SLTPD Man Sect 314

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

The initial pursuing unit will be designated as the primary pursuit unit and will be responsible for the conduct of the pursuit unless it is unable to remain reasonably close enough to the violator's vehicle. The primary responsibility of the officer initiating the pursuit is the apprehension of the suspects without unreasonable danger to him/herself or other persons.

Notify Joint Dispatch Center that a vehicle pursuit has been initiated and as soon as practicable provide information including, but not limited to:

- Reason for pursuit
- Location and direction of travel
- Speed of fleeing vehicle
- Description of fleeing vehicle and license number if known
- Number of occupants
- Identity and description of known occupants
- Information concerning the use of firearms, threat of force, injuries, hostages or other unusual hazards.

Unless relieved by a supervisor or secondary unit, the officer in the primary unit shall be responsible for the broadcasting of the progress of the pursuit. Unless practical circumstances indicate otherwise, and in order to concentrate on pursuit driving, the primary officer should relinquish the responsibility of broadcasting the progress of the pursuit to a secondary unit or aircraft joining the pursuit.

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

<i>Reference(s):</i>						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:								
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Additional Information:

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

Responses to an in-progress crime are an ever evolving event that not only require a rapid response from law enforcement but also a calm and coordinated response to maintain control of the situation. An uncoordinated response will likely result in the escape of the suspect(s). In order to maintain control of the situation, one of the basic approaches a deputy can take to such a situation is to use the radio in a calm manner, speaking clearly and slowly so that responding units and the dispatcher can understand and record the necessary information regarding the crime in progress. Speaking calmly and slowly has the added benefit of keeping other involved persons calm.

Upon responding to the crime in –progress, the first responding unit should call a Code 33. This will clear the air for emergency traffic only and allow the deputy to efficiently coordinate responding units in order to set the perimeter around the site of the crime to prevent the any suspects from escaping. Setting a perimeter requires a coordinated effort from law enforcement. The use of a Code 33 will allow the deputy to coordinate the responding units as he/she will have control of the air.

Responding units must be ready to receive additional information as it relates to the crime – type of crime in progress; suspect and/or vehicle description(s); victim, witness or hostage information; and any other information that is relevant to the call.

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	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

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

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

The trainee will be able to identify the different CLETS systems and what information is available from them. Some examples of information available through CLETS is

- WPS-Wanted Persons System
- SRF-Supervised Release File
- SVS-Stolen Vehicle System
- MUPS-Missing or unidentified persons

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 #		
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 <i>(field will expand automatically)</i>								

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)*

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

<i>Reference(s):</i>						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	
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Trainee:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

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

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

WPS - Dispatch needs to know subjects name, DOB and sex
 SPS - Type of property and serial number
 Criminall history (CII) - Need a specfic investigative reason to obtain CII (i.e. checking for theft priors for a 666 PC, or convicted felon status)
 DMV - Name and DOB for specific information.

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.

<i>Reference(s):</i>						Case # <i>(If applicable)</i>	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:								
<i>Comments (field will expand automatically)</i>								

Additional Information:

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

SLTPD Man Sect 448.1

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

MDC use is subject to the Information Technology Use and Protected Information policies. Members shall not access the MDC system if they have not received prior authorization and the required training. Members shall immediately report unauthorized access or use of the MDC by another member to their supervisors or Watch Commanders. Use of the MDC system to access law enforcement databases or transmit messages is restricted to official activities, business-related tasks and communications that are directly related to the business, administration or practices of the Department. In the event that a member has questions about sending a particular message or accessing a particular database, the member should seek prior approval from his/her supervisor.

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the MDC system is prohibited and may result in discipline.

It is a violation of this policy to transmit a message or access a law enforcement database under another member’s name or to use the password of another member to log in to the MDC system unless directed to do so by a supervisor. Members are required to log off the MDC or secure the MDC when it is unattended. This added security measure will minimize the potential for unauthorized access or misuse.

Use of the MDC by the vehicle operator should generally be limited to times when the vehicle is stopped. When the vehicle is in motion, the operator should only attempt to read messages that are likely to contain information that is required for immediate enforcement, investigative or safety needs.

Short transmissions, such as a license plate check, are permitted if it reasonably appears that it can be done safely. In no case shall an operator attempt to send or review lengthy messages while the vehicle is in motion.

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

Additional Information:**7.2.05 Part A - Reference Agency Policies/Procedures, if applicable** (600 characters maximum) N/A

SLTPD Man Sect 810.4.1

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

It is a misdemeanor to furnish, buy, receive or possess Department of Justice criminal history information without authorization by law (Penal Code § 11143).

Authorized persons or agencies violating state regulations regarding the security of Criminal Offender Record Information (CORI) maintained by the California Department of Justice may lose direct access to CORI (11 CCR 702).

See next page for Attestation

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.
-

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