

SECTION **3**
Ethics

3.1 – 3.2 COMPETENCY REQUIREMENTS

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3.2	Agency Orientation
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Note to Administrators

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

- 1) The POST FTP Approval Checklist ([Form 2-230](#))
- 2) Your department's *Policy & Procedure Manual*
- 3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS**3.1 ETHICAL STANDARDS**

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- 3.1.02 Accepting Responsibility
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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 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 <i>(field will expand automatically)</i>								

Additional Information:

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

SLTPD Policy 100 - Law Enforcement Authority
 SLTPD Policy 200 - Organizational Structure and Responsibility
 Law Enforcement Code of Ethics
 SLTPD Mission Statement

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

SLTPD MISSION STATEMENT
 Working in partnership with the community, to protect life and property, providing leadership in solving neighborhood problems, and enhance the quality of life in our city.

OATH OF OFFICE
 I, [employee name], do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

3.1.02 Accepting Responsibility
 The trainee shall demonstrate the ability to accept responsibility for his/her actions.

<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:								
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Additional Information:

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

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

As an officer, you will make decisions that will and will not be popular with the people you serve and the officers and support staff with whom you work. It is easy to take credit for the favorable decisions; however, it is imperative that you own the unfavorable decisions as well. As with any decision you make, you must take responsibility for the outcomes.

Along with taking responsibility for your decisions, a fundamental premise of the Law Enforcement Code of Ethics, you must also take responsibility for your actions. Failure to do so will undermine your credibility as a officer sheriff, thereby eroding the trust you have built with your coworkers and the community which you serve.

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.

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

Additional Information:

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

SLTPD Policy Section 328 - Discriminatory Harrassment
 SLTPD Policy Section 340 - Standards of Conduct
 SLTPD Policy Section 402 - Racial Bias
 CA Penal Code Section 147 and 149

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

3.1.04 Responsibility Regarding Unlawful/Unethical Acts by Other Officers
 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 #			
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	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	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
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Additional Information:

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

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

As an officer, you have taken an oath to “be exemplary in obeying the laws of the land and the regulations of my department.” (Law Enforcement Code of Ethics) The Police Department also has policy in place that stipulates that you will take the necessary actions when you observe other officers committing unethical or unlawful acts. Employees who know of other SLTPD employees who violate laws, codes, SLTPD rules or disobey orders shall report same to their supervisor and department administration.

You also have an obligation to cooperate in investigations. SLTPD employees are required to actively and courteously cooperate when questioned by a competent authority in an investigation conducted by our agency or others. All employees are required to divulge all known information, answer all questions truthfully without evasion, produce all physical evidence in their possession, under their control or to which they have access, or identify the location, give answers that are clear, responsive, unambiguous, and that most accurately reflect the truth in the matter, and provide all information and evidence to investigators whenever such information or evidence becomes known or available. Failure to actively and aggressively cooperate with investigations is misconduct and is subject to discipline. It is certainly unethical and could be illegal for employees to obstruct, impede, delay or otherwise hinder an investigation. SLTPD employees are required to be truthful at all times whether under oath or not.

Peace officers have a legal and ethical obligation to uphold the law no matter who is breaking it, even if it is another peace officer. It is a peace officer’s responsibility to intervene to stop other offenses by officers. Intervention is the act of attempting to stop the inappropriate or unlawful behavior of another. Appropriate intervention allows peace officers to maintain or restore professional control over a given situation or improve the professional quality of future interactions.

3.1.05 Handling Unethical or Criminal Conduct by Other Officers

The trainee shall identify and evaluate methods for handling unethical or criminal conduct on the part of a fellow officer.

<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
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Additional Information:

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

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

Some methods that could be employed by the trainee might include the following:

- a) verbal (talking to the other officer)
- b) physical (if emergency and physical restraint or force is needed)
- c) reporting (incident to supervisor)

This list is not conclusive and the trainee is encouraged to find the appropriate method for intervention.

3.1.06 Problems Associated with Unethical Decision Making

The trainee shall identify and discuss problems associated with some common unethical decisions, including:

- A. Non-enforcement of specific laws by personal choice
- B. Disproportionate enforcement targeting specific groups by personal choice
- C. Acceptance of gratuities
- D. Misuse of sick time, etc.

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	
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Comments (field will expand automatically)								

Additional Information:

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

SLTPD Policy Section 340 - Conduct
 SLTPD Policy Section 328 - Discriminatory Harassment
 SLTPD Policy Section 402 - Racial Bias

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

SLTPD Policy Section 402.2 - It is the policy of this department to provide law enforcement services and to enforce the law equally, fairly and without discrimination toward any individual or group.

SLTPD Policy Section 340.5.5 - (b) Unexcused or unauthorized absence or tardiness (c) Excessive absenteeism or abuse of leave privileges.

3.1.07 General Orders
 The trainee shall review and explain the General Orders and/or policy and procedures associated with conduct both on and off duty.

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

Additional Information:

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

SLTPD Policy Section 204
SLTPD Policy Section 340

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

General Orders establish and interdepartmental communication that may be used by the Chief of Police to make immediate changes to policy and procedure consistent with the current Memorandum of Understanding and as permitted by Government Code section 3500 et seq. General Orders will immediately modify or change and supersede sections of the manual to which they pertain.

3.2 DECISION MAKING

3.2.01 Limitations of Authority
The trainee shall explain the most common limitations of their discretionary authority to include:

A. Law	D. Community expectations
B. Department policy and procedure	E. Officer safety
C. Department goals and objectives	

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

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

N/A

SLTPD Policy Section 100 - Law Enforcement Authority

SLTPD Policy Section 386 - Off-Duty Law Enforcement Actions

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

Being a sworn law enforcement officer does not make you omnipotent. There is a level of responsibility that comes with the privilege of being presented a badge to proudly wear upon your chest given to you by the people of the City of South Lake Tahoe. That responsibility includes respect and humbleness. When you minimize the respect and humbleness you have set forth to model, you compromise yourself, the Department you represent, and the people you have sworn to protect. It is important for you to remember that the authority that has been entrusted to you has limitations, and these limitations are set by the law. As long as you respect the law and the star upon your chest, you will maintain the level of respect and humbleness that allows you effectively do your job serving the people of the City of South Lake Tahoe.

Employees shall operate in conformance with SLTPD rules, policies, orders and directives. The burden for justifying any deviation shall be placed on the employee at all times. Employees are required to acquire and maintain a knowledge of all laws and ordinances in force in the City of South Lake Tahoe that affect the operations of the SLTPD; the SLTPD Rules and Regulations; the SLTPD Policies and Procedures; the General and Special Orders of the SLTPD and divisions thereof. Employees shall observe and obey all laws and ordinances, all rules and regulations of the SLTPD and all General or Special Orders of the SLTPD.

Sworn employees shall conduct themselves in a manner consistent with the Law Enforcement Code of Ethics: As a Law Enforcement officer, my fundamental duty is to serve mankind; 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 persons to liberty, equality and justice. I will keep my private life unsullied as an example to all; 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 in both my personal and official life, I will be exemplary in obeying the laws of the land 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, 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 the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession...law enforcement

Officer safety should be the defining guideline for determining what sets the limits at to what you can and cannot do, or should and should not do, as an officer. Officer safety is our safety net – it is what keeps us from making a fatal mistake. We talk about it in briefings almost daily. It is addressed in length in the SLTPD Field Training Program Guide (adopted from the POST FTP template) in Section 02: Officer Safety. Maintaining a level of officer safety is what keeps us alive and allows us to go home at the end of our shift.

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 #

	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:

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

SLTPD Policy 340 - Conduct
 CA Penal Code Section 147
 CA Penal Code Section 149

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

SLTPD Policy 340.4 - Employees shall conduct themselves, whether on or off-duty, in accordance with the United States and California Constitutions and all applicable laws, ordinances and rules enacted or established pursuant to legal authority.

Employees shall familiarize themselves with policies and procedures and are responsible for compliance with each. Employees should seek clarification and guidance from supervisors in the event of any perceived ambiguity or uncertainty.

3.2.03 Demonstrating Decision Making
 Given various scenarios, simulated incidents, or calls for service the trainee shall identify and conclude which of the following are acceptable decisions:

A. Arrest
 B. Cite and release
 C. Give a referral
 D. Give verbal warning
 E. Take no action

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

Additional Information:

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

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

The trainee needs to be able to use the resources around them as well as the knowledge gained from the academy training in order to come to an appropriate and lawful resolution to whatever situation arises. As a Peace Officer, there are numerous different tools available to make sure the situation is handled appropriately. Some of these are listed above. The Trainee needs to be aware of each, including the pros and cons to be able to properly apply these different resolutions.

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