DUBLIN POLICE DEPARTMENT

**STANDARD OPERATING PROCEDURE**

#### SECTION: T-002 FIELD TRAINING and EVALUATION PROGRAM

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**6.14**

# I. PURPOSE

The purpose of the Field Training and Evaluation Program (FTEP) is to provide a systematic approach for the field training of new (probationary) officers that is consistent and standardized, and is two-fold:

a. This program will enhance the development of the new officer’s ability to perform the skills and tasks necessary that will lead to the competent and professional performance of his/her duties as a patrol officer. The FTEP will introduce the new officer to the department and all aspects of the department’s function and operation in a phased program. The officer will work with different FTOs and other individuals to receive diverse training and learn techniques while operating within department-standardized operating guidelines.

b. This policy also provides guidelines for the qualification and selection of personnel to be assigned as Field Training Officers (FTOs), as well as evaluation procedures and guidelines for FTOs to follow.

**II. PROGRAM RESPONSIBILITY**

The Department shall maintain the FTEP in accordance with departmental Standard Operating Procedures (SOP). While overall responsibility for the program lies with the Chief of Police, the overall function of the FTEP lies with the department FTO Coordinator (and/or other individuals as named by the Chief). The department FTO Coordinator shall be responsible for the FTEP, and shall be primarily responsible for the following:

a. Maintains, oversees, and updates the FTEP. Revises manuals and implements changes as needed. Coordinates training for new FTOs and periodic in-service and/or refresher training.

b. Reviews all Daily Observation Reports (DORs), posts and files DOR information, notes problem areas annotated on DORs, and reports DOR information as necessary to higher authorities. Reviews, processes, and files phase summary sheets, release forms, and master checklists. Also responsible for test distribution/ control/administration, and any other information/documentation relative to the FTEP.

The department Operations Officer will assist the FTO Coordinator with the FTEP as needed. FTEP documentation will be provided to the training officer for review and filing purposes.

**III. PROGRAM OVERVIEW**

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A. All new officers, including those who complete basic law enforcement training and those who are already POST certified, shall complete the Field Training and Evaluation Program (FTEP), which is a four-phased field training program of at least four weeks in duration.

B. The new officer will begin an Orientation period before entering the FTEP. The orientation period will be used to familiarize the new officer with department policies and procedures, with a focus mainly on High-Risk Critical Tasks. The new officer will also complete any firearms qualifications, if necessary, and be sworn in by taking the department’s Oath of Office. An Orientation Checklist will be used to document which tasks and policies have been reviewed with the new officer. The orientation period will last a minimum of three (3) days.

At the end of the Orientation, the FTO Coordinator will complete an Orientation Report (Appendix G) that will summarize the new officer’s progress. The new officer will then be ready to begin the FTEP.

C. At the beginning of Phase I of the FTEP, the new officer will be assigned a “Primary FTO” (or other trainer as determined by the Chief of Police (or designated individual). The FTO Coordinator will be responsible for evaluating the new officer’s progress or lack of progress in the FTEP. The “Primary FTO” will normally be responsible for training the new officer during Phase I, Part A of Phase II, and Phase III of the FTEP. Additional FTOs will be utilized for Phase II and Phase III of the FTEP.

The new officer will be exposed to certain aspects of the department as provided in this policy. The FTO/trainer will train and evaluate the new officer in each phase of the program, which will normally last eight to ten weeks in duration for officers without experience. Officers who have verifiable previous experience as a POST certified law enforcement officer, and officers who have previous service with the department, may not have to complete all phases of the program and may be eligible for early release from the program (see paragraph ‘H’ below).

D. During the FTEP, the FTO will provide the new officer with specific instruction in various subject areas by following a ~~“~~Master Checklist”. The Master Checklist is a guide for all FTOs to use throughout the new officer’s FTEP. This checklist contains numerous tasks and subjects in which each new officer will be trained and evaluated. All training and evaluation will be carefully documented by using Daily Observation Reports (DORs), Weekly Training Progress Reports, End of Phase Reports, and the Master Checklist. These documents can be found respectively in appendices A, C, D, and I.

E. The FTEP is designed to give the FTO flexibility in field training the new officer. Tasks will be explained, demonstrated, and evaluated through patrol calls, traffic stops, verbal/physical scenarios, daily routine, etc., based on given situations and FTO planning. It is understood that training should start on basic tasks and knowledge, then progress to those which are more complex. As the FTO has a rather limited time to train the new officer, the FTO will have the flexibility and authority to accomplish training and evaluation based on planning and as provided for in this program.

F. Once the new officer has completed all four phases of the FTEP, he/she will take a department FTEP exam. If the new officer satisfactorily completes the program and passes the test with a score of 80% or better, and the new officer’s Primary FTO deems him/her ready for release from the program, an FTEP Release Form (Appendix F) will be completed recommending the officer for release. If any FTO, trainer, or other department supervisor believes the new officer is not ready for release, that individual must provide specific, pertinent information (in writing) as to why, along with recommended training needed and time required to complete the training. In any case, the release form must be reviewed by the FTO Coordinator, Assistant Chiefs of Police (Captain and Major), and Chief of Police. The decision to release the officer from, or retain the officer in, the program ultimately lies with the Chief of Police, who has final authority in all matters related to the FTEP.

G. In the event a new officer does not respond to training, is not making progress in training, and/or cannot grasp the policies and procedures of law enforcement and/or the department, the FTO/trainer will complete a memorandum that includes all pertinent information related to the situation. Documentation containing all applicable training and evaluation information to date will be attached. This memorandum will be submitted through the chain of command to the FTO coordinator. The FTO coordinator will discuss the recruit’s performance with the FTO’s/trainers and forward the information and recommendation to the Chief of Police for review, possible action, and disposition.

In the event an extension of training is ordered, the new officer will be so notified and will remain in the respective phase of training until:

1. The new officer successfully completes the training, and is ready to proceed, or…

2. The new officer shows he/she cannot satisfactorily complete the training, or...

3. The new officer cannot satisfactorily complete the training within given time constraints.

If the new officer cannot satisfactorily complete the training during an extension, the FTO/trainer will so notify the FTO Coordinator and Chief of Police for review, action, and disposition, which includes possible dismissal.

H. Under certain circumstances, a new officer may complete the program early (receive an “early out”). Early completion of the program is based on a recommendation by the FTO/trainer, and is limited to the situations described below:

1. POST certified officers who have verifiable law enforcement experience with another law enforcement agency, demonstrate proficiency in law enforcement duties and demonstrate proficiency in the policies and procedures of this department may be recommended for early release from the program. This includes accelerated completion of phases as approved by the Chief of Police (or designated individual) or the FTO Coordinator and is completely dependent on demonstrated proficiency in procedure and policy.

2. POST certified officers who have prior law enforcement service with the Dublin Police Department, demonstrate proficiency in law enforcement duties and demonstrate proficiency in the policies and procedures of the department may be recommended for early release from the program.

This includes accelerated completion of phases or omitting phases as approved by the Chief of Police (or designated individual) or the FTO Coordinator and is completely dependent on demonstrated proficiency in procedure and policy.

3. Newly POST certified officers who have just completed mandate training are not normally allowed to complete the FTEP prior to full completion of all four phases of the program. A recommendation to release an officer in this situation is allowed only in meritorious cases with full written justification.

Recommendations for ‘early release’ will be submitted to the FTO Coordinator on the program release form and will include written justification and documented training to date. The FTO Coordinator will, in turn, submit it to the Assistant Chiefs of Police (Captain and Major) and the Chief of Police for review and disposition.

I. Copies of all program documentation will be submitted to the Director of Training for review, any necessary action, and filing.

**IV. PHASES OF THE FTEP**

STD 6.14e

A. The FTEP is a phased program designed to introduce the new officer to the department and all aspects of the department’s functions and operations. The officer will work with different FTOs and other individuals to receive diverse training and learn techniques while operating within department-standardized operating guidelines. This program will enhance the development of the new officer’s ability to perform the skills and tasks necessary that will lead to the competent and professional performance of his/her duties as a patrol officer.

B. The four phases of the program include Phase I, Phase II, Phase III, and Phase IV; each is defined below:

1. Phase I – This phase is considered an “Observation” phase. During this phase, the new officer will be assigned to an FTO. The trainer will begin explaining and demonstrating numerous tasks and procedures that the new officer must accomplish. The FTO, as in all phases of the FTEP, should review any policies or laws that relate to the training and attempt to relate that to the training. The new officer’s responsibility is to observe and learn. This phase will last a minimum of 5-7 working days (60-84 hours) two weeks in duration.

2. Phase II – The second phase is considered the “Training” phase or a “hands-on” phase. The new officer will, if possible, be assigned to a new FTO for this phase. In this phase of the FTEP, the new officer will begin to take on more responsibility for actually handling calls for service, completing reports/paperwork, and interacting with people in the public. The FTO will be with the new officer at all times and assist him/her with completing assignments. The FTO will still explain and demonstrate tasks but should allow the new officer ample opportunity to perform the tasks themselves. The FTO/trainer will drive initially; the new officer will be allowed to drive once the FTO/trainer believes the new officer is capable of basic operational skills. This phase is the longest phase of the FTEP and will last a minimum of 20 working days (240 hours) and 6 weeks in duration. The Trainee will spend 10 working days on day-shift and 10 working days on night-shift, to complete the required hours and training in this phase.

3. Phase III – The third phase of the program is the “Evaluation” phase. Again, the new officer will, if possible, be assigned to a new FTO or remain with his/her previous FTO. The new officer will be given even more responsibility and should begin to work without the direct supervision of the FTO. The FTO will monitor and evaluate the new officer’s performance and provide assistance as necessary. Any tasks that have not been explained and/or demonstrated should be covered by the FTO when needed. The FTO will be available at all times to the new officer. In this phase, the new officer should be allowed to drive “solo” and be “shadowed” by his/her FTO. This phase will last a minimum of 7-10 working days (84-120 hours) two to three weeks in duration.

4. Phase IV – The final phase of the program is considered the “Testing” phase. The new officer will be assigned to a shift commander for a final evaluation. The new officer will be placed in a patrol zone and assigned to work just as any other patrol officer on the shift. The Shift Commander will still provide over-watch and training, not in a ‘constantly monitored’ situation, but from an observatory position. The Shift Commander will meet with the new officer on an ‘as needed’ basis to provide information and answers to questions. The Shift Commander will be in a position to evaluate the new officer’s progress from the beginning of the program and should address any weaknesses or areas that need improvement. This phase may last 5 to 7 working days/two weeks in duration.

Once the Shift Commander feels that the new officer is capable of working independently as a “solo” patrol officer, he/she will complete a release form and forward it to the FTO Coordinator. The new officer will then be scheduled to take the FTEP Final written test.

C. The phased program is designed to allow the new officer ample time to learn all skills necessary to perform as a department patrol officer. Note that all have a minimum time required for phase completion; however, there is no maximum time set for each phase. The caveat here is that a new officer will not progress to the next phase until the FTO/trainer deems the officer proficient in the present phase. If a new officer is not ready to progress, the FTO/trainer will inform the FTO Coordinator, explaining, in writing, why not. The FTO Coordinator will confer with the Assistant Chief and the Chief of Police; one of which will determine if the officer will remain in phase or progress to the next. All decisions will be put in writing. New officers ready to move to the next phase will do so with coordination by the FTO Coordinator and FTOs/trainers involved.

**V. FIELD TRAINING OFFICER GUIDELINES AND INSTRUCTIONS; TRAINING**

A. The FTO is the essential means through which the FTEP is administered. The FTO explains, demonstrates tasks, and evaluates the proficiency of new officers in order that the new officer be able to perform law enforcement duties in the department in a safe, productive, skilled, and professional manner that meets the department standards.

B. The FTO serves in two roles while training a new officer: that of a police officer and a trainer. The FTO must balance both roles during the training of a new officer. In addition, the FTO in essence becomes a role model for the new officer. The FTO must be professional, courteous, and have exemplary conduct; as much information is passed on informally during the FTEP, the FTO must not allow personal problems, prejudices, rumors, or otherwise to enter into or affect the training of the new officer. The FTO should remember that there is a certain amount of liability that comes with the training and evaluation of new officers.

C. Each FTO must become thoroughly familiar with all aspects of the FTEP. At the beginning of a phase or period of training with a new officer, the FTO will review the program with the officer in order to familiarize the officer with program requirements. The FTO will cover the master checklist, DORs, summaries, as well as expectations of both the new officer and FTO. While expectations are not included as a part of the program, they can provide a basis for which to establish a working relationship, as well as let the new officer know what is expected at the beginning of the phase and/or program.

D. The FTO will complete various forms and checklists during the program. These can be found in section VI (Program Forms) below.

E. Training – The FTEP is a process of instructing for the specific purpose of learning skills and developing knowledge in the practical area of law enforcement activities. A basic five-step teaching plan should be utilized to implement the accomplishment of the desired outcome, which is to enhance the development of the new officer’s ability to perform the skills and tasks necessary that will lead to the competent and professional performance of his/her duties as a patrol officer. The five basic steps are introduction, presentation, application, observation, and evaluation.

1. Introduction (What to do) - The first step in training requires the FTO to precisely state the training objective to the new officer. The training objective may take the form of skill development, task accomplishment, or an increase in knowledge. The training objective should be introduced in a framework of familiarity. It is essential that the FTO focus the interest of the new officer on the objective and task at hand. During this step, the FTO should create interest and enthusiasm; once the objective is clearly stated, the FTO will move on to the next step.

2. Presentation (How to do) - The second step in the process is to show the new officer how to accomplish the objective. This may involve past experiences of the FTO or a demonstration of a task. The material taught should be arranged in an effective order, placing proper emphasis on essential aspects. Communication is a key factor in this step. Instructions should be provided in such a way that there is no question as to what is required. Communication may be accomplished through lecture, dialogue, question & answer, or demonstration. The FTO will need to create a visual concept for the new officer before proceeding to the next step.

3. Application (Why is it done) - The third step requires the FTO to explain why the training objective is to be accomplished. Neither the FTO nor the new officer need to agree with the reason. The idea is that both understand the necessity. A new officer who understands why a task is to be achieved will more readily accept the learning of that task and will achieve that objective. Once the officer understands the necessity of the task, move to the next step.

4. Observation (Observing the officer’s performance) - In this step of the training process, the FTO becomes passive and monitors the attempt(s) of the new officer to accomplish the objective/task at hand. The new officer is placed in the active role and is directed to attempt achievement of the objective while the FTO observes. The more a person participates in an activity, the better he/she becomes at performing it; e.g. ‘hands-on’ training…we learn by doing.

5. Evaluation (Rating the probationary officer’s performance) - The last step in this process is an evaluation of the new officer’s efforts where the FTO determines the officer’s ability to accomplish the training objective against given standards and/or policy.

The FTO will evaluate performance ability by use of any oral, written, or practical performance test. As tasks are successfully completed, FTOs/trainers will notate that completion on appropriate forms in the program (see section VI). Note that successful completion of a task does not mean it cannot be trained and performed again. Many tasks are accomplished regularly throughout the program. FTOs will, of course, focus on and retrain tasks that the new officer has trouble and/or problems accomplishing.

F. As stated earlier, the FTEP is designed to give the FTO maximum flexibility in the field training of the new officer. Tasks will be explained, demonstrated, and evaluated through various methods, including (but not limited to) patrol calls, traffic stops, incidents, verbal scenarios, actual scenarios, routine matters, etc. The FTO will plan training for the new officer in order that the training provided is not accomplished haphazardly. Training will start on basic tasks and knowledge, then progress to those which are more complex in nature.

G. The FTO coordinator or Chief/Assistant Chiefs will assign the new officer to an FTO/trainer at the beginning of each phase. If the new officer is assigned to a shift during this period, he/she may or may not work on the shift schedule based on the current phase of training and availability of FTOs and/or trainers. Only the Chief, Assistant Chiefs (Captain and/or Major), or FTO Coordinator can change a FTO/trainer assignment. However, in the event, that the assigned FTO/trainer is not available, and the Chief, Assistant Chiefs (Captain and/or Major), and FTO Coordinator are not available, a shift supervisor/commander may assign the new officer to an experienced officer during the training period/shift. Shift supervisors may not move/reassign a new officer to another trainer without the expressed consent of the Chief, Assistant Chiefs (Captain and/or Major), or FTO Coordinator.

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H. FTOs will be supervised by their chain of command but will be responsible to the FTO Coordinator with regard to all elements of the FTEP. If the FTO is not working/training on or by a shift schedule, the FTO will be supervised by the FTO Coordinator or other supervisor as appointed by the Chief of Police.

I. The FTO will forward all program training documentation, once completed and reviewed, to the FTO coordinator for appropriate disposition. Copies of all documentation will be forwarded to the department training officer. It is recommended that the FTO/trainer keep copies of all documentation.

**VI. REMEDIAL TRAINING**

A. If a trainee fails to respond to training or does not show improvement in a particular area, then he/she may be required to complete remedial training. The FTO shall be responsible for documenting and notifying the trainee, the appropriate supervisor, and the FTO Coordinator of any remedial training needed for the trainee in order for the trainee to meet the minimum required standards.

B. The following criteria will be used to determine the need for remedial instruction or training for recruits:

1. Not maintaining a minimum acceptable academic rating on any tests given, whether oral or written, while in the field training process. The minimum acceptable academic rating unless otherwise stated, will be 80%.

2. If a trainee consistently demonstrates a lack of skill, knowledge, or ability in job task performance.

3. If a trainee has difficulty in any area of instruction or level of training.

4. If a trainee shows a lack of understanding in the application of policy and procedure.

5. If a trainee receives disciplinary action in an area, which can be corrected through remedial training.

6. Trainees may at any time request additional instruction and training in any area by contacting their FTO or the FTO Coordinator.

C. The FTO will complete a Remedial Training Assignment sheet that will detail the problem(s). The sheet will give the trainee specific instructions for remedial training in order to improve their performance. The trainee should be allowed ample time to complete such training.

Afterward, the FTO will complete the Remedial Training Assignment sheet by detailing the results of the training. All documentation of training will be included.

D. If after two attempts to complete remedial training in the same area, the trainee is still not showing sufficient progress, the FTO Coordinator will make a recommendation to the Assistant Chiefs of Police (Captain and/or Major) and Chief of Police for review and disposition. All documentation will be included.

If after the initial thirty DORs are complete, any trainee is still not showing sufficient progress the trainee will be placed into a remedial phase consisting of ten DORs. At the conclusion of ten DORs if the trainee is still not meeting standard then the FTO Coordinator will make a recommendation to the Assistant Chiefs of Police (Captain and/or Major) and Chief of Police for review and disposition. All documentation will be included.

E. Any trainee who fails to satisfactorily meet minimum standards or complete the program shall be reassigned to a non-law enforcement position (if available) or be released from employment with the Dublin Police Department.

**VII. PROGRAM FORMS**

STD 6.14fg

A. There are several forms that are used in the FTEP. These forms are designed to capture the results of training throughout the program. A basic description of each follows:

1. Program Master Checklist (Appendix I) – The checklist provides tasks in which all new officers must be trained and demonstrate proficiency. The areas covered on the checklist are department forms, vehicle inspection, patrol supplies, personal appearance, in-house policies, report writing, court activities, vehicle operation, general patrol functions, responding to calls, emergency scene – general, radio operation, automobile accidents, DUI, incidents/answering calls, traffic stops, important city locations, apartment complexes, mobile home parks, housing authority, city schools, recreation parks/offices, and the department SOP. The FTO will check off when each task is trained and demonstrated, and the new officer shows proficiency. While the new officer will complete many of the tasks several times during the program, only one instance will be used for checklist completion. The FTOs will maintain the checklist until the completion of the program.

2. Daily Observation Report (DOR) (Appendix A) – The DOR is a two-page report that the FTO will complete daily to evaluate the daily performance of the new officer. Thirty-one specific tasks in five major areas – critical tasks, frequent/other tasks, knowledge, attitude/ relationships, and appearance – will be evaluated using a sliding scale from one to seven, where one is the lowest rating (unacceptable) and seven is the highest rating (outstanding), with the minimum departmental standard being four (acceptable). A rating of 1, 2, 6, or 7 must be accompanied by comments on a DOR supplement form. Other than that, comments are not required, but recommended, unless a rating requires it. The FTO will rate the new officer in each observed area during the shift/day and will use ‘N.O.’ (not observed) when that task was not trained or evaluated that day. ‘N.R.T.’ (Not Responding to Training) will be used if the new officer has failed to respond to the training received and/or remedial training has been unsuccessful in improving the officer’s performance. At the end of the shift, the FTO and the new officer will review the report, and the FTO will counsel the new officer accordingly.

3. FTEP Supplement Form (FTEP Supp.) (Appendix B) – The FTEP supplement will be used if additional comments are required (by rating) or need to be made otherwise. The FTO will assign the supplement the same report number as listed on the respective DOR and will make remarks utilizing the appropriate rating’s category number. Additional FTEP supplement pages may be used if necessary. Each page, including the DOR, should be numbered accordingly. After the FTO completes the FTEP supplement, it should be signed by the recruit and the FTO.

4. Weekly Training Progress Report (Appendix C) – The Weekly Training Progress Report is designed to give the FTO a way to provide additional feedback on the new officer’s training. The FTO will list some Areas of Performance that the new officer has worked on during the week. The FTO will then give that listing an evaluation grade on a scale of 1 to 4. (1 being Unacceptable, 2 being Improvement is Needed, 3 being Acceptable, and 4 being Better than Acceptable)

The Weekly Training Progress Report is not required but FTOs are highly encouraged to complete this form in order to provide more details as to the new officer’s progression. Due to shift scheduling, it may be more beneficial to complete the report bi-monthly.

5. End of Phase Report (Appendix D) – This report is a two-page report that the FTO/trainer will complete at the end of each phase. This report, unlike the DOR, is a written narrative about the satisfactory/unsatisfactory performance and strengths/weaknesses of the new officer. The FTO may also provide additional comments on the back of this form. The FTO will complete the form using all training provided and evaluations made to date.

6. Remedial Training Assignment (Appendix E) – This report should be completed by the FTO whenever the new officer shows deficient performance in a certain area and has not responded to normal training methods. The FTO will describe the problem with specific details and list any training already given to the new officer. The FTO will then give a detailed description of the remedial training assignment issued to the new officer. The new officer will have a specific time period listed in which to complete this training.

After the training is completed, the FTO will complete the back side of the form which will detail the results of the training. If additional training is still needed a new form must be completed.

*\*The FTO Coordinator should be made aware of any deficient performance prior to remedial training taking place.*

7. FTEP Release Form (appendix F) – The release form will be completed when the new officer’s Primary FTO, the FTO Coordinator, the Assistant Chiefs (Captain and Major), and Chief of Police determines: (1) the new officer has satisfactorily completed the FTEP and should be released from the program; (2) when the new officer is not ready for release and should be retained in the program; or (3) if the new officer is eligible for early release from the program. Completion of the form is self-explanatory.

8. Other forms – As the FTEP is under constant review, new or revised forms may be added/changed as necessary. If so, they will be completed accordingly.

B. Again, copies of all documentation will be forwarded to the department training officer for review and filing purposes.

**VIII. FIELD TRAINING OFFICER SELECTION, TRAINING, AND INFORMATION**

A. Selection for FTO status is based upon many factors, including (but not limited to) individual qualifications, accomplishments, experience, and performance as an officer assigned to the department, as well as certifications and other qualifications that were achieved during employment or by other means. An attempt is made to identify those officers who are professional, consistent, productive, have a good demeanor, have an expansive law enforcement training record, have exemplary conduct, have good oral and written communication skills and are completely familiar with the department SOP.

The FTO candidate must have exhibited adequate skills, knowledge, and ability to perform the tasks that will be taught to the new officer. Knowing that initial impressions on the new officer will be long-lasting, the candidate must have exhibited a positive attitude toward his/her job and the law enforcement profession. The candidate must also be enthusiastic, able to instill confidence and be self-motivated to seek the best possible results from the new officer in the FTEP.

STD 6.14b

B. Officers desiring to be considered for FTO status will submit a request for training through normal training request channels. Basic qualifications for FTO selection include:

1. Minimum of three (3) years of continuous employment as a police officer (waivable).

2. Minimum of one (1) year service with the Dublin Police Department (waivable).

3. Must not be on probation or in a probationary status.

4. Must not have been the subject of disciplinary action during the past year.

5. Must be in good standing within the department.

6. Must volunteer for and/or accept FTO training and assignments.

7. Must be willing to be reassigned to another shift as necessary.

8. Must complete a formal Field Training Officer course (40-hour class).

If an applicant meets the basic qualifications, the Assistant Chiefs (Captain and/or Major) and/or Chief of Police may approve/disapprove the request, or convene a meeting to discuss and action the request, especially if a waiver of qualifications is needed. This meeting may include the Assistant Chiefs (Captain and/or Major), FTO Coordinator, Training Officer, applicant’s supervisor(s), and/or any other individual as deemed necessary by the Chief. The purpose of the meeting will be to discuss the merits of the application and the possible assignment of the applicant as an FTO.

The applicant must bear in mind that meeting basic qualifications alone will not qualify him/her for FTO training. The applicant must have and exhibit the traits listed herein to merit consideration. The chain of command may use any and all documentation available to process a request. This may include (but is not limited to) applicant evaluations, incident reports, test scores, qualification records, training records, and information provided by supervisors and other FTOs. Selection is a subjective process; the decision to select or non-select is based on all previously mentioned qualifications, factors, and traits. The final decision to select or non-select, including waiver of any above requirement, will be made by the Chief of Police.

C. The chain of command may also recommend an officer for FTO assignment. If an officer meets the basic qualifications, a supervisor in the chain of command will meet with the officer to determine interest. If the officer is interested, normal training application procedures will apply.

D. Applicants approved for FTO training will be scheduled for the formal course; those not selected will be notified by the chain of command.

STD 6.14d

E. FTO candidates must successfully complete the formal Field Training Officer course prior to assuming duties as an FTO. While there are no formal academy FTO updates that are offered, FTOs must stay abreast of current policies and laws by availing themselves of applicable in-service training courses and regional/state academy training in order to help them better perform their duties. In addition, the FTO Coordinator will provide an ‘in-house’ annual update to all department FTO’s.

**IX. FTO COORDINATOR**

A. The purpose of the FTO Coordinator is to oversee the FTEP and is in charge of overseeing all FTOs in the department and the progress of new officers in the program. He/she reviews all information and documentation involved in the FTEP and forwards documentation to the Chief of Police for review and disposition. He/she also works with FTOs and the departmental Operations Officer when new officers show a need for additional or remedial training. He/she will coordinate with the Operations Officer for the recruit to take their FTEP test before completion of the program. Any changes in the departmental FTEP will be forwarded to all FTOs by the FTO coordinator.

B. The FTO Coordinator has authority over all departmental FTOs during any part of the FTEP. This authority, however, will not supersede a shift supervisor’s authority with respect to shift matters. During a training period, the FTO Coordinator will discuss the FTO’s performance and the new officer’s progress with appropriate department and shift supervisory personnel.

C. The FTO coordinator will monitor the progress of new officers through the documentation provided by the FTO/trainer, and when possible, through observation or discussion with the FTO and new officer. Upon a new officer’s completion of the FTEP, all documentation and FTEP Release Form will be reviewed and approved by the FTO Coordinator before being forwarded to Assistant Chiefs (Captain and Major) and Chief of Police for final disposition.

D. The FTO Coordinator will be appointed by the Chief of Police.

**X. SUPERVISOR INSTRUCTIONS AND GUIDELINES**

A. Though the supervisor really does not play a hands-on or immediate role in the training of a new officer, the shift supervisor does, of course, retain supervisory responsibility over each officer assigned to the shift, including the FTO and new officer (if so assigned). The shift supervisor should take a special interest in the training of any new officer and should encourage success, make recommendations when appropriate, and be available for support and counseling when necessary.

B. The supervisor must support the FTO during the training of a new officer. The FTO only has a short time to produce a trained officer ready for deployment, and the supervisor will have to exhibit understanding and patience during the period.

C. With respect to the FTEP, supervisors should have an established dialogue with the FTO Coordinator, Assistant Chiefs (Captain and Major), and Chief of Police. Supervisors are encouraged to comment verbally and/or in writing on the performance of the FTO or new officer during a training period.

D. In the event that a supervisor does not believe an FTO/trainer is properly training or otherwise ‘handling’ a new officer, he/she should notify the FTO Coordinator and the Chief of Police verbally or in writing. The supervisor must be able to substantiate any allegation with specific information.

**XI. MISCELLANEOUS**

A. New Officer Time Keeping Responsibilities – In this phased program it is important to keep up with the new officer’s duty time and coordinate transfers to other phases in order that the recorded time is correct for pay purposes.

1. Timekeeping for new officers who have not been to mandate training is the responsibility of the department FTO Coordinator and Operations Officer.

2. Timekeeping for new officers who are in the FTEP is the responsibility of the FTO and shift supervisor (if assigned).

All timekeeping will be kept on department-approved timecards.

B. New Officer Chain of Command - The chain of command for new officers in the FTEP is the same as that of the department’s standard chain of command (see section A004), except that the FTO will be considered the new officer’s first-line supervisor. If the new officer is not assigned to a shift, the chain of command will be the FTO/trainer, then the FTO Coordinator.

C. Training File – A new officer’s training file is confidential and shall be reviewed only by the Chief of Police, Assistant Chiefs of Police (Captain and/or Major), the department Operations Officer, FTO Coordinator, and/or Shift Commander/Supervisor. Requests by others to review any file shall be approved by the Chief of Police.

D. The Chief of Police is the final authority in all FTEP matters.