

	<b>SECTION:</b>	<b>ADMINISTRATION</b>	<b>ADM-182</b>
	<b>CHAPTER:</b>	<b>TRAINING</b>	
	<b>DIRECTIVE:</b>	<b>RECRUIT POLICE OFFICER FIELD TRAINING PROGRAM</b>	

**182.01 SUMMARY**

The Department has a formal recruit police officer training program consisting of 1) POST skills academy (if necessary), 2) in-house orientation training, 3) the Field Training Officer (F.T.O.) Program, and 4) an introductory solo-duty period used to assess the employee. The program objective is to ensure the Department's sworn members have adequate and consistent training. This directive establishes the guidelines for the first three parts. See the "**Sworn Officer Selection**" (ADM-171) directive for procedures regarding the introductory solo-duty period.

**182.02 DEFINITIONS**

**POST** – Peace Officer Standards Training

**NON-CERTIFIED RECRUIT** – A newly-hired recruit officer who has not completed a POST certified training academy.

**CERTIFIED RECRUIT OFFICER** – A newly-hired police officer is POST certified but has not completed the Department's Police Field Training Officer program.

**LATERAL RECRUIT OFFICER** – A newly hired police officer who has completed a state certified police training academy and has three years applicable certified experience. The Chief of Police has sole discretion to determine what experience is "applicable."

**FIELD TRAINING OFFICER (F.T.O.)** – An officer who has attained proficient status with the department that has received training in all facets of the training program prior to receiving the F.T.O. assignment.

**182.03 POST ACADEMY**

**NON-CERTIFIED RECRUIT OFFICERS** – Non-certified Recruit Officers must successfully complete a POST academy prior to assignment to the Police Field Training Officer program.

**DEPARTMENT LIAISON** – The Professional Standards Unit (PSU) Sergeant is the liaison between the Department and the POST academy.

**POST CERTIFICATION** – The PSU Sergeant is responsible for coordinating the POST certification process including the completion and submission of all required documentation and forms to POST.

**POST ACADEMY (con't)**

In addition, the Sergeant schedules and makes the travel arrangements for the Recruit Officer to take the POST standardized equivalency exam for State Peace Officer certification.

**LIMITATIONS ON RECRUIT OFFICER'S ACTIVITIES** – Prior to the Recruit Officer's completion of the POST academy, the Department does not use a Recruit Officer in any capacity that requires carrying a firearm or making an arrest.

**182.04 ORIENTATION TRAINING**

**RESPONSIBILITY** –The PSU Sergeant is responsible for ensuring that new Recruit and Lateral Recruit Officers receive Orientation training including City and Department policies, procedures, regulations, rules and Department mini-skills training pertaining to driving, defensive tactics and firearms.

**RECIPROCITY TEST-OUT OR POST SKILLS ACADEMY** – After an out-of-state Lateral Officer completes an initial orientation to the Department's Divisions and Units, the Lateral Officer may attend either a POST approved "test-out" or a POST-approved "Skills" Academy.

**182.05 F.T.O. PROGRAM SUPERVISION AND ADMINISTRATION**

**RESPONSIBILITY** –The administration of the F.T.O. Program is the joint responsibility of the F.T.O. Sergeant(s) and the F.T.O. Commander.

**F.T.O. COMMANDER** – A Patrol Commander serves as the Field Training Officer program manager.

**F.T.O. Sergeant(s)** – The F.T.O. Sergeant(s) directly supervise the F.T.O. in the F.T.O.'s capacity as a trainer.

**F.T.O. (Training Officer)** – The Recruit/Lateral Officer's trainer and first-line supervisor.

**F.T.O. PHASE ASSIGNMENT** – The F.T.O. Sergeant(s) will assign Recruit Officer(s) to F.T.O.'s during each training phase.

**F.T.O. TRAINING** – Each Officer selected for assignment to a F.T.O. position receives training in all facets of the F.T.O. program prior to receiving the F.T.O. assignment.

**182.06 F.T.O. STRUCTURE AND CONTENT**

**CONTENT** – The F.T.O.'s goal is to expose the Recruit Officer, in a safe manner, to as many facets of law enforcement as possible during the training cycle and to document training opportunities in a daily observation report.

**F.T.O. – STRUCTURE AND  
CONTENT (con't)****FIFTEEN WEEK TRAINING CYCLE**

- Training of recruits in a field environment encompasses a fifteen week training cycle that is segmented into four phases - "I", "II", "III", and "IV". Phase I is five weeks long, Phase II is four weeks, Phase III is four weeks long, and Phase IV is a two week check out phase.
- In order to expose the recruit to a variety of calls and activities the recruit will normally be exposed to two contrasting shifts of a day, evening, or graveyard shift over the course of the training cycle.
- Prior to the beginning of Phase I each recruit will be given a "Field Training Progress Guide." This book will be maintained by the recruit and his or her respective F.T.O.'s as they progress through the program. This guide contains various policies and sign off sheets designed to track their progress. Additionally the guide provides the recruit with important information regarding the POP project they must complete upon graduating to solo patrol.
- The recruit will be assigned to a different F.T.O. for each phase (I, II, and III). During phase IV the recruit will return to his/her phase I F.T.O. for a two week check out phase. In the event the phase I F.T.O. is unavailable for the checkout phase for an unforeseen reason a suitable replacement will be selected by the F.T.O. Sergeant(s). F.T.O.'s will be responsible for exposing the recruit to as many progressively difficult facets of law enforcement as possible.

The following sections describe each phase in more detail.

- Phase I: This is a five week training period. The first week is an orientation week and the recruit will observe the F.T.O. The recruit is not formally evaluated during the orientation phase. Over the course of the following four weeks the recruit will perform progressively more of the daily tasks, along with completing weekly tests on patrol tactics and other job functions.
- Phase II: This is a four week training period in which the recruit will continue to progress in the performance of daily job tasks. .
- Phase III: This is the final training period. By the end of which, the recruit is expected to be able to perform all the daily job tasks with little or no assistance from the F.T.O.

**F.T.O. – STRUCTURE AND CONTENT (con't)**

- Phase IV Checkouts: In the checkout phase the recruit will be assigned back to the phase I F.T.O. The F.T.O. will be in plain clothes and the recruit will be evaluated as a solo officer.

**PROGRAM COMPLETION** –Upon the successful completion of Phase IV the F.T.O. will submit a written memorandum to the F.T.O. Sergeant with a recommendation to move the recruit to solo patrol status.

**182.07 F.T.O. – EVALUATION****RESPONSIBILITY –**

- **Recruit** – To actively participate in the training program and put forth their best effort to learn and demonstrate the ability to use the material and techniques provided to become a safe, skillful, productive, and professional police officer. To accept and apply feedback in order to improve performance; and to maintain a positive attitude in order to change and broaden one's insight, experience and performance levels.
- **F.T.O.** – To facilitate the recruit's learning experience with meaningful training, directing, mentoring, counseling and guiding opportunities in as many facets of law enforcement as possible with an emphasis in Problem Solving, Exceptional Customer Service and Community Oriented Policing.
  1. To challenge the recruit's thinking processes and provide opportunities for success; to complete daily observation reports to evaluate and document the recruit's job performance;
  2. To review the same with the recruit providing meaningful input and constructive criticism with suggestions and direction for improvement;
  3. To participate in bi- weekly meetings with the F.T.O. Sergeant and the recruit providing input, guidance and encouragement regarding the recruit's performance.

When the recruit is not progressing accordingly, the F.T.O. will provide recommendations for remedial training and shall discuss the same with the F.T.O. Sergeant and the recruit. In the event the recruit does not satisfactory achieve the benchmarks to progress to the next phase, the F.T.O. will complete a memorandum outlining the areas of needed improvement and recommend an extension.

**F.T.O. – EVALUATION (con't)**

During the extension the recruit will remain in the same phase for a period of two weeks. Additionally when a recruit successfully reaches the benchmarks associated with a phase, the F.T.O. will complete a written memorandum recommending the advancement. The end of phase memorandums will be submitted through the F.T.O. Sergeant to the F.T.O. Commander for approval.

- **F.T.O. Sergeant** – To make assignments matching new recruits with F.T.O.s; to review, approve and coordinate training; to meet at least bi-weekly with the recruit and F.T.O. to discuss the recruit's progress, providing meaningful input, constructive criticism, guidance and encouragement with suggestions and direction for improvement;
- To seek feedback from the recruit regarding the effectiveness of individual F.T.O.s and the training program; to provide information along the chain of command regarding the recruits progress and/or recommendations for remedial training; the operation and effectiveness of the training program, recruits and individual F.T.O.s with suggestions for improvement.
- **F.T.O. Commander** – To provide administrative oversight and coordination of the training program, recruits, F.T.O.s and F.T.O. Sergeants; to make personnel adjustments as needed with the goal of preserving and ensuring an efficient and effective field training program; to coordinate with and advise along the chain of command any changes necessary for the efficient operation of the department and its delivery of professional training and service to the community.

**DAILY OBSERVATION REPORT (DOR)**

The F.T.O will prepare a daily observation report in accordance with the SEG's (Standard Evaluation Guidelines-Patrol) and provide feedback to the recruit every day. The DOR's will be submitted to the F.T.O. Sergeant (s) in a timely manner who will review and approve the documents. These documents will be retained and placed in the employee's personnel file upon the completion of his or her probationary period.

**MONTHLY EVALUATION REPORTS** – Once the recruit has attained solo status, a monthly evaluation will be completed regarding the recruit's performance levels as a solo officer. The Recruit Officer's immediate supervisor will complete these reports, beginning with the Recruit Officer's initial solo patrol assignment and ending with attainment of proficient performance status.

**F.T.O. – EVALUATION (con't)** The Supervisor, once the evaluations have been discussed with the recruit, will forward the evaluation to the F.T.O. Commander who will review and approve of the evaluation. Once approved, the Commander will file the evaluation in the recruits field training progress guide

**PROFICIENCY EVALUATION** – At the end of the Recruit Officer's Introductory period (One year after release to solo patrol status), his/her immediate supervisor shall an annual evaluation in addition to a memorandum. The supervisor will make a recommendation as to the recruit attaining proficient status or to be retained in a probationary status on the memorandum form. The evaluation will be forwarded to the F.T.O. Commander for review. The F.T.O. Commander will then forward the evaluation and memorandum to the Operations Deputy Chief.

**REPORT ADMINISTRATION AND RETENTION** – Once the Recruit Officer completes his Introductory period, the F.T.O. Commander will forward the field training progress guide to HR for storage.

