


# PINE BLUFF POLICE DEPARTMENT POLICY & PROCEDURES MANUAL

	<b>SUBJECT:</b>	<b>POLICY NUMBER</b> 780
	<b>FIELD TRAINING OFFICER</b>	<b>ISSUE DATE</b> 02/19/2008
	<b>CHAPTER: TRAINING</b>	<b>EFFECTIVE DATE</b> 02/19/2008
	<b>ISSUED By:</b> Chief of Police John E. Howell	<b>TOTAL PAGES</b> 6

## I. PURPOSE

The Field Training Officer motivates trains and evaluates recruits in classrooms and on a one-to-one basis in a beat patrol setting. They must set an example for the recruit and make every effort to provide a positive, non-stress learning environment. An FTO is responsible for the development of competent solo beat officers.

## II. PROCEDURES

### A. ENTRY CRITERIA

1. Applicant must have completed three years of service as a Pine Bluff Police Officer to be state certified. In extraordinary cases, this department may waive the three years if in the judgment of the Service Division Captain, the waiver is in the best interest of the department.
2. Assigned currently to Patrol and for a minimum of six months prior.
3. A work history indicates above average initiative and self motivation.
4. No sustained Internal Affairs complaints resulting in suspension for one year prior to application and appointment to the FTO program.
5. Willing to make a two year commitment to the FTO program.
6. Acknowledge of the FTO's basic responsibilities.
7. A positive recommendation by present supervisors.
8. A positive review of applicants Personnel, Internal Affairs and absentee records.
9. The demonstrated ability to write clear and complete reports. Examples to be submitted at the time of application.

10. Accurate, concise, clear and complete oral and written communication, based on a lesson plan outline and a classroom presentation.
11. Ability to pass a selection process.

**B. PERFORMANCE CRITERIA**

1. The ability to communicate as an instructor.
2. Clear, concise and effective writing ability.
3. Willingness to work overtime, when necessary, to accomplish training.
4. Willing to handle other department demands and outside commitments so they do not interfere with training needs.
5. Maintain at minimum, a professional appearance as required by the Department Manual.
6. The FTO must be sensitive to the special training needs of a recruit officer.

**III. THE SELECTION OF A FIELD TRAINING OFFICER**

The selection of a Field Training Officer (FTO) should be approached with the same care that is exercised in the selection of a supervisor. Certain criteria should be considered when selecting an FTO:

- A. SUPERVISORY/COMMAND RECOMMENDATION** - The first step in identifying whether or not an officer has the qualifications and desire to be an FTO is the contact with the first line supervisor, and the Patrol Commander. One method to obtain this initial response is to ask that recommendations for an FTO are submitted by the candidate's immediate supervisor. Supervisors should then submit the names to the Service Division. The FTO Coordinator and Service Division Commander will review these names for consideration and develop a list of potential candidates.
- B. SENIORITY** - Generally, the number of years of experience desirable for promotion to the first line supervisor position is also appropriate for an FTO. An absolute minimum should be that the candidate be a permanent officer who possesses a General Certificate.
- C. PATROL EXPERIENCE** - The length of time that a Field Training Officer candidate has served in the patrol assignment should be considered, as well as how current the experience is. As a general rule, Field Training Officers should be selected from patrol.
- D. SICK TIME AND ABSENCES** - FTOs are depended upon to be on the job every working day. Absences of the FTOs seriously jeopardize the continuity, quality and credibility of the program.

- E. PERSONNEL COMPLAINTS** - All personnel complaints against the FTO candidate should be evaluated even if they have not resulted in a finding that the candidate was at fault or involved in misconduct. An officer who is carrying out law enforcement duties will undoubtedly displease some of the persons with whom he has had contact. However an officer who can maintain a high level of performance without receiving personnel complaints has an attribute that is beneficial to field training.
- F. REPORT WRITING** - The ability of a candidate to write police reports can be assessed by (1) a random review of the candidate's reports by the FTO Coordinator, (2) a consultation with the detectives and city attorney regarding the candidate's reports, and (3) by the study of any report review notices or the case report feedback system that the agency has for the purpose of improving reports.
- G. SELF-INITIATED ACTIVITY** - Meaningful and complete training cannot be achieved by a training officer who simply responds to radio assignments. The candidate's level of activity can be assessed by statistical checks of activity.
- H. PERFORMANCE EVALUATIONS** - Performance evaluations for FTO candidates should be scrutinized for objectivity and consistency. Candidates who are currently rated substandard should not be selected. Only those candidates who have shown consistently acceptable or better than acceptable performance should be selected.
- I. DATA ANALYSIS** - After data on FTO candidates have been accumulated, it should be analyzed by measuring it against a standard acceptable to this agency.

#### **IV. FIELD TRAINING OFFICER RESPONSIBILITIES**

- A.** Instruct recruit officers in department policy, city ordinances, and state law.
- B.** Instruct recruits in department procedures and day to day operations.
- C.** Complete daily observation reports (DOR) on recruit's performance.
- D.** Monitor all paperwork completed by recruit and have corrections made as needed.
- E.** Conduct meetings with F.T.O. sergeant on recruit's performance.
- F.** Conduct counseling sessions with recruit on subjects that need improvement.
- G.** Coordinate with the training coordinator any remedial training in areas the recruit needs improvement.
- H.** Attend court sessions with recruit.
- I.** Inspect recruit officers equipment and appearance.

- J. Complete the field training manual covering the time period the recruit is assigned to the F.T.O.
- K. Complete any necessary information reports regarding the recruit's activities that should be brought to the attention of the F.T.O. Sergeant or training coordinator.
- L. Monitor recruit to make sure any activities that require follow-up actions are completed.
- M. Inspect the recruit's bi-weekly exam and cover any areas that the recruit missed on the exam to make sure there is proper understanding and learning.
- N. Continually monitor recruits attitude, behavior and acceptance of the F.T.O. program and department guidelines.
- O. Other duties and responsibilities as required.

**V. JOB DESCRIPTION: FIELD TRAINING SERGEANT**

The FTO Sergeant, in addition to regular Patrol Supervisor duties, must see to it that recruits are given every opportunity to learn the patrol function in a positive training environment. He/she must insure that the FTO's are teaching Department policy and proper procedures. The Sergeant must be a role model and be willing to commit most of his or her personal time to coordinate a number of training seminars.

**A. REQUIREMENTS**

1. The Sergeant must be off of probation.
2. Must have been a Sergeant in patrol for at least six months.
3. Agree that outside commitments will not interfere with the needs of the department.
4. Willing to work overtime, when needed, to accomplish the various training of the unit.
5. The ability to communicate effectively as an instructor.
6. Ability to write clearly and effectively.
7. The ability and willingness to evaluate.
8. A commitment to teaching and developing new officers.
9. A willingness to make a two year commitment to the program.
10. Some basic knowledge of the Field Training process and the supervisor's responsibility.

11. Must maintain a professional appearance at all times.
12. Must be recommended for the position by present and/or prior supervisors.

**B. SELECTION PROCESS**

1. A review of the applicant's personnel and Internal Affairs files.
2. Submission of two reports written by the applicant which demonstrate an ability to write effectively.

**V. DUTIES AND RESPONSIBILITIES OF THE FIELD TRAINING SERGEANT**

- A. The Field Training Sergeant has the dual responsibility of supervising his assigned district and supervising the training and evaluation of the probationary and in-service trainees assigned to him.
- B. His role as a district supervisor is the same as other sergeants assigned to the Law enforcement division. His duties include scheduling, distributing and supervising personnel, awareness of police problems and the development of possible solutions, and the accomplishment of the overall police mission in his area.
- C. As trainees are assigned to the Field Training Program, The duties of the FTO Sergeant become more complex. In addition to his other responsibilities, the Supervisor training and evaluation process is accomplished. Various sources of information should be utilized to achieve these goals. Daily observation reports, tests, and personal observations of trainees' performance are all used to summarize the trainees' weekly progress. Reports written by the trainee also serve to identify deficiencies, especially one of spelling, grammar, neatness, and attention to detail and the general organization of thought.
- D. The Sergeant and the FTO must accept the importance of documentation of the officer's training. Documentation addresses both deficient and acceptable performance and provides a ready reference in the event of a need for response to questions concerning the program and/or the trainee's performance in the program. Should the question of termination for one or more trainees arise, it is the responsibility of the program coordinator to call for memorandums and other supportive data from the FTO's with whom the trainee has been previously assigned.
- E. However, the Sergeant has the responsibility of keeping the program coordinator informed of the progress of any personnel who are experiencing difficulties or are probabilities for separation from training.
- F. Whenever possible, the supervisor should attend the various training sessions. This will provide him with additional first-hand information concerning the trainee's performance and will allow him the opportunity to evaluate the instructional techniques of the FTO. This latter evaluation must occur to insure that the topic areas are covered properly and that they follow the current departmental guidelines.

- G.** The Sergeant must monitor the overall training and evaluation of trainees to insure that personality conflicts between the FTO and trainee do not arise and that the FTO maintains objectivity throughout this contact with the trainee. If personalities do conflict or a loss of objectivity is observed. The Sergeant shall immediately counsel the FTO. If necessary, he should make appropriate changes in assignment, rotating the trainee to another FTO with the approval of the FTO Coordinator. The decision to rotate the trainee to another FTO must be fully documented and both parties informed of the reasons for the decision in order to minimize misunderstanding and possible ill- feelings. The program coordinator must be notified and all documentation forwarded to him.
- H.** The primary training of each recruit will fall upon the FTO Sergeant. Each Sergeant will see to it that the recruits are being fairly and adequately trained as prescribed by the FTO program. All DOR's will be forwarded to the FTO Sergeant by the FTO, and FTO Sergeant will keep these DOR's for a period of not less than (4) weeks or until that recruit has been assigned to a new FTO. The FTO Sergeant will keep and maintain these DOR's and will use them along with a ride-a-long program to evaluate the recruit at the end of each (4) week period. At the end of this time, and before the recruit is assigned a new FTO, the FTO Program Coordinator will come to the shift the recruit is assigned to and will administer a monthly exam to the recruit. Upon the passing of this test, the FTO Sergeant will turn over all DOR's, evaluations and any other correspondence to the FTO Program Coordinator, who will then make the appropriate next FTO assignment. No recruit will be released to a new FTO until this has taken place. In the event a problem exists with a recruit's FTO relationship, the FTO Sergeant will notify the Training Sergeant for evaluation of the situation.
- I.** The evaluation sessions provide further oral and written data and assist the Sergeant and program staff in arriving at an overall evaluation of the trainee's performance. It is at this time that decisions are made concerning the administration of any remedial training, should trainee exhibit performance deficiencies. The Sergeant will also use the time to evaluate the performance of his FTO's.
- J.** The need for discipline within the FTO Program is more acute than perhaps anywhere else in the department. The FTO Selection process itself has led to the employment of personnel who seldom pose disciplinary problems, but if problems of that nature arise, action must be swift and sure. The failure to effectively discipline personnel leads to interference with the primary goals of the program and the expenditure of time and effort that would be better utilized elsewhere.